



HOTEL AND RESTAURANT MANAGEMENT (HRMT) PROGRAM

DEPARTMENT OF NUTRITION, DIETETICS, AND HOSPITALITY MANAGEMENT

AUBURN UNIVERSITY, ALABAMA 36849

HRMT GRADUATE STUDENT HANDBOOK

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WELCOME FROM THE FACULTY

We welcome you to your journey of graduate study in the Hotel and Restaurant Management (HRMT) Program, a part of the Department of Nutrition, Dietetics, and Hospitality Management, College of Human Sciences at Auburn University. This journey will at times be exciting, at other times challenging, but at all times, interesting. This handbook is designed to assist you along the way. Think of it as a map, a set of guideposts, and a reference manual.

We, the HRMT graduate faculty, take our responsibilities to you very seriously. To succeed in graduate studies, you will have to take your responsibilities very seriously as well. However, the rewards can be many: a fulfilling career, enhanced understanding of your chosen field, a growing circle of professional colleagues and contacts, and the reward of a high level of personal accomplishment. We encourage you to resolve to set the highest standards for each milestone in your pursuit of your degree. We wish you well in your studies and encourage you to seek us out when questions and problems arise.

The Department of Nutrition, Dietetics, and Hospitality Management offers graduate study leading to the Master of Science (M.S.) and the Doctor of Philosophy (Ph.D.) degrees with emphasis in nutrition or **HOTEL AND RESTAURANT MANAGEMENT**. The Department emphasizes the integration of knowledge from various fields for the purpose of understanding and developing professional skills for careers in higher education and government, as well as food, health-care, and hospitality industries.

Master of Science Degree: The Master of Science (M.S.) degree with an emphasis in Hotel and Restaurant Management is designed to provide advanced education for the rapidly evolving hospitality field. Students have a choice of two study options: the on-campus thesis or non-thesis program (non-thesis also offered in distance education format). The M.S. degree requires a minimum of 30 semester hours for the thesis option and 33 for non-thesis. The principle difference between the two programs is the emphasis on primary research. The thesis option aims to develop the necessary skills to perform high level, timely and relevant research aimed to rejuvenate existing hospitality thinking and practice. The non-thesis option is designed mainly for individuals interested in combining current work life with the need for educational and professional advancement. Non-thesis requirements include completion of a primary research project relevant to the student's direct business environment. Both Master's options offer an interesting blend of theoretical and applied courses created to keep students abreast of current management thinking and practice. Particular emphasis is placed on informed decision-making and management in a global context.

Doctor of Philosophy Degree: The Doctor of Philosophy (Ph.D.) with an emphasis in Hotel and Restaurant Management degree is offered to students interested in developing research skills beyond the master's level and is focused on an academically oriented career. The Ph.D. program places a strong emphasis on methodology and the scientific process and equips students with the skill set necessary to make significant contributions in the chosen research field. Ph.D students are provided one-on-one research supervision at the graduate faculty. Doctoral students are encouraged to interact with the WPHG senior leadership team and to identify other possible research partnerships, in order to develop projects that are ground-breaking and theoretically challenging from an applied perspective. The Ph.D program requires a minimum of 60 semester hours beyond the BS degree and a dissertation describing original research in the student's area of emphasis.

This Graduate Student Handbook is designed to acquaint each HRMT graduate student with procedures of the details of the degree programs and those aspects of the Graduate School and Auburn University which influence graduate student life. It is the responsibility of the graduate student to read this document as well as documents on the Auburn University Graduate School web pages and to abide by the policies and requirements of the Hotel and Restaurant Management Program, the Department of Nutrition, Dietetics, and Hospitality Management and Auburn University. Recognize that in the event of a discrepancy(ies) between policies stated in this Graduate Student Handbook and policies stated by the Graduate School, Graduate School policies take precedent. Review the Graduate School web pages each semester to learn new policies and policy changes.

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HRMT Program Vision Statement

The HRMT vision is to be recognized globally as a leader in Hospitality and Tourism education and a program of choice for students, faculty, and employers.

HRMT Program Mission Statement

The HRMT mission is to educate exceptional leaders for the global hospitality and tourism industries. We concentrate on service excellence, social and ethical responsibility and diversity in a practically oriented and intellectually challenging learning environment.

HRMT Program Canon

The HRMT canon is to graduate students of unparalleled quality for the hospitality and tourism industries by delivering a unique educational experience.

CHAPTER 1. GENERAL GRADUATE SCHOOL REGULATIONS

Relevant to All HRMT Graduate Students

PLAN OF STUDY

Early in the graduate program, each student should confer with the HRMT graduate program coordinator to select courses and discuss research interests. The Plan of Study indicates which courses are required for the degree. Once a major professor is chosen, the Plan of Study is developed further and finalized by the major professor, the student, and the student's advisory committee. Then a Plan of Study should be prepared and submitted to the Graduate School.

For full-time students, the Plan of Study is to be submitted no later than the end of the second semester in Graduate School. For part-time students, the Plan of Study is to be submitted before registration for the fourth course taken in Graduate School. Notification of all changes must be provided *before the beginning of the final semester*. One to three changes may be made by using the simplified "Change in Existing Plan of Study Form" available at the Graduate School. Four or more changes require a new Plan of Study. The student is responsible for carrying out the planned program and for asking the major professor to make necessary changes. No student will be permitted to graduate who fails to submit a plan of study to the Graduate School *prior to the semester of expected graduation*. Graduation day is the official last day of each semester and, therefore, is the deadline for submitting plans of study for graduation the following semester.

CREDIT LOAD POLICIES

Continuous Enrollment Policy

The Continuous Enrollment Policy is effective for all *new* graduate students beginning Fall Semester 2010. It is effective in Fall Semester 2011 for all new *and continuing* graduate students enrolled before Fall Semester 2010. All full- and part-time degree-seeking graduate students must be continuously enrolled. Continuous enrollment is defined as registration in at least two semesters in a given academic year (fall, spring, summer) until the degree is awarded or status as a degree-seeking student is terminated through an official university withdrawal.* Students must register for the term in which they take their examinations, defend their dissertations, and complete degree requirements (including summer term). Although the Graduate School and HRMT program will monitor the enrollment status of HRMT graduate students, it is ultimately the responsibility of graduate students to ensure that they are meeting the enrollment provisions of this policy.

*Students who enroll for the first time during spring or summer semesters will not be declared inactive if they register in at least two semesters during their first full and subsequent academic years.

Inactive Status

Students who fail to register for at least two semesters in a given academic year will be declared inactive. To be re-activated, students must apply for re-activation to the program in which they were enrolled and the Graduate School. Re-activation is not guaranteed. In order to fulfill the continuous registration requirement, students who are re-activated must register retroactively and pay the continuous enrollment fee for all semesters that have elapsed since they were last enrolled--up to a maximum of eight semesters.

Leave of Absence

A student may be granted a leave of absence for medical reasons, family necessity or dependent care, military service, or other approved personal reasons. Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Students may petition the Graduate School for a leave of absence for a maximum of two semesters during the entire program; however, the Graduate School may approve extensions to the maximum two semester leave of absence (e.g., for military service obligations extending beyond two semesters).

A petition for a leave of absence (or extension), signed by the Graduate Program Officer or head of the academic unit, must be approved by the Dean of the Graduate School. The Graduate School may request appropriate documentation. The request must be filed and approved *before* the anticipated absence. An approved leave of absence will enable students to re-enter their program without applying for re-activation or owing retroactive continuous enrollment fees.

A student on leave is not required to pay fees, but in turn may not use Auburn University faculty, facilities, resources, or services intended only for enrolled students; receive a graduate assistantship, fellowship or financial aid from the University or take any Auburn courses related to the plan of study.

Registration and Graduation Requirements

A graduate student may carry a maximum course load of 16 hours per semester (14 in the summer term). This includes undergraduate courses, but does not include NTRI 7990 Research and Thesis and NTRI 8990 Research and Dissertation when required of all graduate students in a department each semester.

Thesis and dissertation students needing thesis or dissertation final approval and submission and the final examination, or non-thesis graduate students needing to complete projects, would register for NTRI 7990 Research and Thesis, NTRI 8990 Research and Dissertation, or

NTRI 7980 Project, as applicable. Non-thesis graduate students requiring only a final examination would register for GRAD 7000. Students may not register for GRAD 7000 for more than one semester. Students who have in a previous term completed all requirements for the degree, upon receipt of a “certificate of completion” form from the Graduate School, will not be required to register in a future term if their graduation is delayed or postponed.

To maintain continuous enrollment, students not enrolled in GRAD 7000, NTRI 7980 Project, NTRI 7990 Research and Thesis, NTRI 8990 Research and Dissertation, or any other course must register for GRAD 7890 Continuous Registration for Master’s Students, or GRAD 8890 Continuous Registration for Doctoral Students, and pay the requisite continuous enrollment fee. The continuous enrollment fee allows students to maintain active enrollment status and continuous advising services. Students who want to use other University-provided services must pay the appropriate registration fees.

No student will be permitted to graduate who fails to submit a graduation check request to the Graduate School prior to the semester of expected graduation. It is the responsibility of graduate students to check records for compliance with graduation requirements. Students who have completed a graduation check for a previous term must notify the Graduate School of pending graduation before the 15th class day of each subsequent semester. Graduate degrees are awarded at the end of each semester. Candidates wishing to graduate in absentia must inform the Registrar’s Office.

Full-Time Status:

1. Graduate students must carry nine hours per semester to be considered full time, or graduate students may enroll in GRAD 7AA0 or 8AA0 with concurrent enrollment for a minimum of 1 credit hour of NTRI 7990 Research and Thesis or NTRI 8990 Research and Dissertation, respectively, to be classified as full-time students. The GRAD 7AA0 and GRAD 8AA0 are used to certify students as full time for financial aid qualification and for loan payback deferment without requiring registration for a minimum of 9 hours. The form must be taken to the Graduate School for action, and must be submitted to the Graduate School no later than 12 days prior to the first class day of the following semester.

Enrollment in GRAD 7AA0 or 8AA0 requires the completion of a certification available at the Graduate School or on the Graduate School website, www.grad.auburn.edu. Master’s students may register for GRAD 7AA0 for a maximum of three semesters; doctoral students may register for GRAD 8AA0 for a maximum of six semesters.

Students must concurrently enroll in a minimum of one hour of NTRI 7990 or 8990 - Students should be engaged full time in the completion of thesis/dissertation research and writing, must be making significant progress toward degree completion, and must not enroll in any didactic course work.

2. International graduate students must be full time students during the academic year.
3. Students on departmental assistantships must be registered for a minimum of one credit hour during all semesters and may be required to be full time students depending on the assistantship.

ACADEMIC STANDING

Only grades in Auburn University courses approved for graduate credit will be used in determining the overall GPA for continuation in the Graduate School. If at the end of any semester the cumulative graduate GPA (CGGPA) falls below 3.0, the student will be placed on *academic probation*. If the CGGPA remains below 3.0 after the next nine credit hours of graduate enrollment (both graded and ungraded) or two consecutive terms (whichever comes first), the student will be placed on *academic suspension*. The student may be readmitted only after completion of a remediation plan recommended by the academic unit and approved by the dean of the Graduate School. Course work taken as part of the remediation plan must be completed within two consecutive semesters and may count toward both the student's degree and CGGPA with the recommendation of the department head and the approval of the graduate dean. Upon completion of the remediation plan, the student must have addressed academic deficiencies and have a CGGPA of 3.0 or above. Once approved by the graduate dean, remediation plans may not be amended or extended beyond the original deadline. If a student fails to complete the remediation plan as approved or if the student earns a grade of C or below while completing the remediation plan, the student will be dismissed from the Graduate School and the designation ACADEMIC DISMISSAL will be placed on the student's official record.

GRADES

To receive a graduate degree at Auburn University, a student must earn a cumulative GPA of 3.0 on a 4.0 scale on all courses carrying graduate credit. No more than nine hours beyond the student's Plan of Study is allowed in obtaining the cumulative graduate GPA (CGGPA). No grade below C (including unsatisfactory grades for courses taken under the S/U option) is acceptable for credit toward a graduate degree. Each graduate course in which a grade below

C is received must be repeated at Auburn University whether or not it is listed on the student's Plan of Study. Both the original grade and the grade for the repeated course will be counted in calculating the CGGPA. Course credits transferred from another institution may not be used to satisfy this requirement. Courses retaken will not count against the nine-hour limit beyond the student's Plan of Study in obtaining the minimum CGGPA.

GRADUATE GRADE POINT AVERAGE

The Graduate Grade Point Average (GGPA) at Auburn University is calculated on a 4.0 scale (each hour of A equals 4 points, B 3 points, C 2 points, D 1 point, and F 0 points). All grades earned as a graduate student at Auburn University are included in the GGPA except for S/U (satisfactory/unsatisfactory), TD (thesis/dissertation), NN (not graded), CO (cooperative education), NG (not graded), IN (incomplete), NR (no grade reported), and AU (audit) grades. Grades earned in undergraduate or professional courses do not count in the calculation of the GGPA. Grades earned at other institutions, including those accepted for credit in meeting degree requirements, do not count in the calculation of the Auburn University GGPA. All graduate grades earned in different graduate degree programs at Auburn University are included in the GGPA.

No grade below C (including the grade of U) is acceptable for credit toward a graduate degree, but will be included in the calculation of the GGPA. Courses in which a failing grade has been earned (D, F, or U) must be repeated at Auburn University whether or not it is listed on the student's Plan of Study. Graduation requires a cumulative GPA of 3.0 or higher on a 4.0 scale in graduate courses. Failure to maintain at least a 3.0 GPA will result in academic probation and possible dismissal. Deferred grades of IN (incomplete) and NR (no grade reported) do not calculate in the GGPA.

“INCOMPLETE” GRADE

A grade of “incomplete” must be removed within six months or it will be recorded permanently as an **F** and the course will have to be repeated. This applies regardless of the student’s enrollment status. A student not enrolled during the following six months is not exempt from this rule. Pending removal or recording as an **F**, an “incomplete” is counted as a **C** in determining eligibility for continuing in Graduate School. An “Incomplete” can result in academic probation unless the student has a high enough grade point average. No student may graduate until “incomplete” grades are removed, and the removal must be completed at least three weeks before the date of graduation, regardless of whether the course is included on the Plan of Study.

WITHDRAWALS

Courses may be dropped without academic penalty on or before mid-semester. Course withdrawal after mid-semester is only under extenuating conditions. Courses dropped after mid-semester will receive a grade of W (if passing) or WF (withdrew failing). Students are not allowed to withdraw from courses unless extenuating circumstances exist. Exceptions are rare. A student dropping the only course or all courses for which the student is registered must resign for the semester on a separate form obtained from the Graduate School.

Withdrawing from Courses

Prior to 1st day of class: Students may withdraw from any or all classes without special permission or academic penalty prior to the first day of class. Tuition and fees are *not* charged for these classes and such classes do *not* appear on transcripts.

Day 1 - 15 (Day 1 - 5 in all Summer sessions): In this time period, students (except international students, see below) may withdraw from one or more (but not all) courses without special permission or academic penalty. Tuition and academic fees are *not* charged for classes from which students withdraw in this period, *but* an administrative fee of \$100 is charged. These classes do *not* appear on transcripts.

Day 16 - midterm (Day 6 - midterm of all Summer sessions): Students (except international students) may withdraw from one or more (but not all) classes in this time period without special permission or academic penalty. Full-tuition, however, is due for these classes and each such class appears on the transcript with a grade of WD (Withdrawn).

After mid-term: Withdrawal from courses after mid-semester is allowed only under unusual conditions. To document these conditions, the student's advisor or department head should send a written message (or e-mail) to the Graduate Dean indicating (a) the course(s) from which the student wishes to withdraw, (b) the last day of attendance, (c) the student's grade at the time of the request and (d) the specifics of the unusual conditions. If the Graduate Dean approves withdrawals under such circumstances, a W (Withdrawn) is assigned only when the student is passing the course at the time of withdrawal. Otherwise a grade of WF (Withdrawn Failing) is assigned.

Resign (withdraw from all courses): In order for students to withdraw from *all* of their classes after the beginning of a semester, they must resign *for that semester*. To resign, a student should print this [FORM](http://www.grad.auburn.edu/forms/withdrawal_form.pdf) (http://www.grad.auburn.edu/forms/withdrawal_form.pdf). This form is complete when the requested information for each course is noted, all

required signatures are obtained, and documentation of the relevant circumstances is attached. When complete, the form should be delivered to the Graduate Dean. *Once a semester has begun, the timing of resignations elicits the same policies regarding tuition, fees, transcripts, and grades as noted above for withdrawal.*

Withdraw or resignation for international students: Once classes begin, no international student should withdraw from any course before contacting the International Student Office to verify implications of the withdrawal/resignation for their visa status.

More information: Withdrawals and resignations may have implications for students with financial aid or student loans. For more information about the process of withdrawal or resignation and for their implications for student finances, call Student Financial Services [334-844-4770] or consult their [WEB PAGE](http://www.auburn.edu/administration/registrar/helpful-resources/enrollment/withdrawal-resignation.html) (<http://www.auburn.edu/administration/registrar/helpful-resources/enrollment/withdrawal-resignation.html>). Students with significant chronic physical or psychological issues should consult with The Program for Students with Disabilities regarding withdrawal/resignation at 334-844-2096. More information is available [HERE](http://www.auburn.edu/academic/disabilities/) (<http://www.auburn.edu/academic/disabilities/>).

UNDERGRADUATE COURSES TAKEN BY GRADUATE STUDENTS

A graduate student may register for undergraduate courses (1000-4000-level). For students enrolled in Graduate School, grades earned in undergraduate courses will not be used in calculation of the GPA for either retention or graduation, but will appear on the graduate transcript.

REQUIREMENTS FOR INTERNATIONAL STUDENTS

International students on an F-1 visa must attend school full-time (at least 9 hours per semester) during the academic year. Exceptions must meet criteria established by the Immigration Service.

RESEARCH INVOLVING HUMANS

Auburn University established the Institutional Review Board for the Use of Human Subjects in Research (IRB) to evaluate research for compliance with the guidelines and policies of the U.S. Department of Health and Human Services (DHHS), the Public Health Service, the Food and Drug Administration (FDA) and other federal, state and local regulations. All research in which human subjects are used, whether by faculty, staff or students, must be approved in advance by the IRB, regardless of the source of funding, lack of funding or any other consideration. Research involving human subjects not approved in advance may be disallowed and may incur

severe penalties for non-compliance with institutional policy. Information and review forms may be obtained from the Administrator for Special Programs, 307D Samford Hall, 334-844-5966.

CHAPTER 2. THE MASTER'S DEGREE PROGRAM

Classification:

Students who hold full admission to Graduate School for work toward a Master's degree are classified as MST.

Course Level Requirements:

Graduate courses are those with course numbers in the 6000s, 7000s, and 8000s.

Transfer Credits from Another Approved Graduate School

Graduate credit taken in residence at an international institution or at a regionally accredited U.S. institution may be transferred when recommended by the student's major professor, advisory committee, graduate coordinator, and when also approved by the dean of the Graduate School. Students seeking transfer credit must provide documentary evidence showing the relevance of the course to the student's plan of study and provide an official transcript showing credit earned for the course. No prior commitment is made concerning whether transfer credit will be accepted.

A student must earn at least 24 semester hours at Auburn University. The limit of hours of transfer credits is 6 semester credit hours. The credit must be acceptable to the student's advisory committee and be pertinent to the student's Plan of Study. No course on which a grade lower than B was earned may be transferred to Auburn University. Transfer credit must fall within the time limits of the degree- that is, they must have been earned within five years of the date the Auburn degree is awarded.

Additionally, credit will not be allowed if the combined GPA on graduate work taken at other schools is less than 3.0 on a 4.0 scale, nor may transfer credit be used to improve the GPA on courses taken at Auburn University.

Transfer to a Different Degree Program

A student transferring from one department to another is required to submit a new application for admission. Changes in application status (Master's to doctoral, doctoral to Master's) or enrollment status (Master's to doctoral, doctoral to Master's) must be requested by the applicant/student involved and endorsed by the department head or chair, major professor, and advisory committee for enrolled students and approved by the Dean of the Graduate School. Current international students must recertify financial support for the issuance of a "new" I-20 form.

Time Limit for the Master's Degree

All graduate work toward a Master's degree must be completed within a period of six calendar years. The student's time to completion begins with the earliest completed course approved for inclusion in the Plan of Study.

Selection of a Major Professor and Advisory Committee

Regulations regarding the major professor: The major professor must be a member of HRMT Graduate Faculty, either Level 1 or 2, to serve as a major professor for a Master's student. The student's choice of a major professor is an important one and should not be taken lightly. Many diverse roles may be played by the major professor including counseling, approving the student's selection of graduate courses, helping to select members of the student's advisory committee, directing the student's research and mentoring, scheduling of comprehensive examinations, developing and submission of annual evaluation materials, planning of continuous enrollment until degree awarded.

The student is advised to choose a major professor who is interested in and has knowledge of a topic he/she wants to pursue as a thesis or industry based research problem. The student should choose a faculty member who can give him/her an amount of time and the level and type of guidance that is consistent with what the student needs as he/she conducts research. Students are encouraged to meet with several HRMT faculty members before they select a major professor. Students are also encouraged to talk to second-year students and/or past graduates of the program before selecting a major professor.

Regulations regarding the advisory committee for the Master's degree student: The committee is required to have a minimum of two additional faculty members. At least one of the two must be from the HRMT program and at least one of the two must be Graduate Faculty, Level 1. Selection of committee members should be done after selection of the major professor. Affiliate faculty and other scholars not employed by the University may serve on individual advisory committees with the approval of the Dean of the Graduate School. Official approval of the Major Professor and Advisory Committee occurs when the Plan of Study, available on line, is approved by the Graduate School. This committee will approve the student's program of study, conduct required examinations and direct the required field project or thesis.

Changing the major professor or committee members: The form "Graduate School Revision of Existing Plan of Study" is needed to change the major professor or committee member(s). Students are encouraged to meet with their major professor or the committee member to attempt to arrive at a mutually acceptable arrangement. If negotiations are not successful, however, the student and/or faculty member should inform the department head. A new

major professor or committee member will need to be arranged before submission of required forms.

Other Department Requirements

Seminar Presentation:

All students are **required** to give a seminar presenting their thesis research / non-thesis project to HRMT and NTRI faculty and students **prior to** graduation. This seminar is not graded and not part of a class. The seminar is usually scheduled to precede the thesis research or the non-thesis project defense. A thesis/non-thesis project abstract should be distributed to faculty and graduate students prior to the seminar. It is the responsibility of the major professor to schedule the seminar and publicize via email the date, time, and location of the seminar to all HRMT and NTRI faculty and graduate students.

Annual Evaluations of Graduate Student Progress

It is an HRMT goal that all graduate students successfully complete their degrees in a timely manner and acquire the knowledge, skills and attitudes needed to assure their future success. Therefore, student performance will be evaluated in the Spring semester of each year. Student evaluations will include performance in coursework, teaching and research activities, meeting program deadlines, other scholarly activities, and citizenship. This is a procedure designed to provide feedback to students regarding their program of study, as well as to help faculty members suggest/provide relevant opportunities to their advisees.

Students complete the graduate student evaluation form (may be found in the Appendix) and deliver it to their major professor and the HRMT graduate programs liaison in April-May of each year. The graduate faculty will meet to review all students. The status of each student's progress will be determined and communicated in writing to the student within a month of evaluation completion. The student's major professor, in coordination with the HRMT graduate programs liaison, and the NTRI Department Head, will be responsible for this feedback. A copy of this progress report will be placed in the student's file. When students are not meeting degree requirements, recommendations for specific actions will be communicated to students, which will specify criteria for maintaining program support.

Regulations Specific to the Master's Degree - Thesis Option

Course Requirements: The Master's Degree thesis option with emphasis in Hotel and Restaurant Management requires a minimum of 30 semester hours.

Required Core Courses*

HRMT 6530	Science of Quality Service in Hospitality	(3 credit hours)
HRMT 6570	Global Hospitality	(3 credit hours)
HRMT 7000	Hospitality Enterprise	(3 credit hours)
HRMT 7010	Advanced Tourism Analysis	(3 credit hours)
HRMT 8860	Current Issues in Hospitality Management	(3 credit hours)
NTRI 7050	Methods of Research	(2 credit hours)
ERMA 7300	Design and Analysis in Education I	(3 credit hours)
NTRI 7850	Master's Seminar	(1 credit hour)
NTRI 7990	Research and Thesis	(minimum of 4 credit hours)
	Elective graduate-level courses	(minimum of 5 credit hours)

Examples of Elective Courses:

HRMT 6460	Catering and Event Management	(3 credit hours)
HRMT 6550	Club Management	(3 credit hours)
HRMT 6540	Conference Coordination	(3 credit hours)
MNGT 6560	Leadership	(3 credit hours)
HRMT 8870	Adv. Hospitality Mgt. Research & Applications	(3 credit hours)
HRMT 8880	Theoretical Developments for Hospitality	(3 credit hours)
HRMT 7920	Professional Internship in HRMT	(1-3 credit hours)
NTRI 7960	Special Problems	(1-3/5 credit hours)
NTRI 8970	Advanced Topics in NTRI	(1-3 credit hours)
NTRI 6380	Study Travel in NTRI	(variable credit hours)
NTRI 8910	Supervised Teaching in NTRI	(1 credit hour)

**Required core courses may be substituted with committee approval if the equivalent course was taken as an undergraduate. Electives may be selected to allow for specialization in a particular hospitality-related area.*

A. Thesis Topic and Writing:

The topic selected for the thesis must be approved by the student's major professor and advisory committee. The student prepares and conducts the research under the direction of the major professor.

B. Research and Thesis hours (NTRI 7990):

1. The student in the thesis option must register for a minimum of 4 credit hours of NTRI 7990. No more than 6 hours of NTRI 7990 may be counted toward the Master's degree for thesis option students.
2. The student may register for 1 or more hours of NTRI 7990 at a time, but must be registered for at least 1 credit hour each semester in which the student is working on the thesis proposal, conducting thesis research, and writing the thesis. In addition, the student must be registered for at least 1 credit hour during the semester in which the student's thesis defense will occur. Typically students will be registered for a minimum of 1 credit hour of NTRI 7990 during each semester after the first year with the expectation that additional research hours will be required during the final few semesters of the graduate program.

C. Thesis Format:

The Graduate School does not require that students submit paper copies of theses and dissertations, only electronic submission. For a complete description of format requirements, see the Graduate School's Electronic Thesis and Dissertation Guide (ETD Guide) at http://www.grad.auburn.edu/etd_guide.html. The Department of Nutrition, Dietetics, and Hospitality Management, however, may continue to require paper copies. Graduate students are advised to consult with their major professor and advisory committee.

Submission of a thesis is defined as the time at which the first complete draft of such is submitted to the major professor for review. The Graduate School accepts only theses prepared according to the *Guide*. Refer to the Approval Process section in the *Guide* to have a final format check done. If the electronic thesis needs corrections, the student's graduation may be delayed at least one semester. Auburn University reserves the right to make copies of the thesis, but the student retains all publication rights. Effective summer 2005, all theses must be published electronically through AU-ETD.

D. Thesis Deadline:

1. The Graduate School Calendar, in the *Bulletin*, lists the deadline for acceptance of final thesis by the Graduate School each semester. “Final” means that the thesis is ready for uploading.
2. The graduate student is encouraged to get a Thesis Format Check prior to the Thesis deadline. Guidelines for obtaining a format check are given in the Graduate School’s Electronic Thesis and Dissertation Guide (ETD Guide) at http://www.grad.auburn.edu/etd_guide.html

E. Thesis Defense / Thesis Examination:

1. The major professor will schedule the thesis defense not later than the deadline indicated in the Graduate School calendar. The thesis should be provided to the members of the advisory committee at least two weeks before the scheduled thesis defense meeting. The thesis defense should be open to members of the Graduate Faculty as visitors. Successful completion of the thesis defense requires the unanimous support of all members of the advisory committee.
2. If a student fails the thesis defense, one re-examination may be given on recommendation of the advisory committee and approval by the Dean of the Graduate School. Further examinations will be allowed only under exceptional circumstances and with approval of the Graduate Council.

The following checklist is intended to serve as a quick reference to assist the student in determining whether requirements have been met. It is the responsibility of the student to keep this checklist current and to meet all requirements on time.

HOTEL AND RESTAURANT MANAGEMENT
MASTER'S DEGREE PROGRAM – THESIS OPTION
Progression Checklist

Requirement	Timeline	Instructions/Notes
Develop an initial Plan of Study	During the first semester of enrollment	For assistance, consult with your temporary advisor (the HRMT graduate liaison).
Select a Major Professor	During second semester of enrollment	Official approval of the major professor and advisory committee occurs when the Plan of Study is approved by the Graduate School.
Meet and set up Advisory Committee	During second semester of enrollment	
Submit a Plan of Study to Graduate School	During second semester of enrollment	Online form available at GPOST at http://graduate.auburn.edu/gspoststudent/main.aspx
Turn in Annual Graduate Student Evaluation Form	April-May of each year	See Form in appendix of this Handbook.
Develop and approve Thesis Proposal		Topic must be approved by the major professor and advisory committee. The student must register for at least 1 credit hour of NTRI 7990 each semester the student is working on the thesis proposal, conducting and writing thesis research. If required, obtain IRB approval before conducting research
If no more than three changes have been made to the approved Plan of Study, submit " Revision to Existing Plan of Study " Form to Graduate School.	Prior to the semester of expected graduation	Revisions submitted online with GPOST at http://graduate.auburn.edu/gspoststudent/main.aspx If more than three changes have been made to the approved Plan of Study, the student needs to submit a new, revised Plan of Study .
Request a Graduation Check through Graduate School's website	Prior to the last day of the semester preceding the expected semester of graduation	Submit online at GAAAP at http://graduate.auburn.edu/GAAAP/
Clear any "Incomplete" Grades	At least three weeks before the date of graduation	An overall GPA of 3.0 or higher (on a scale of 4.0) is required.
Notification of the Registrar with the intent to graduate	During the pre-registration period the semester before the expected semester of graduation, or no later than the 15 th day of classes during the semester of expected graduation	

Notification of the Graduate School with the intent to graduate	When registering for the final semester	
Enrollment in the semester of graduation.	Semester of graduation	At least one credit hour. If defending thesis, enroll in NTRI 7990; if thesis is submitted and all graduation requirements are met by the last day of the previous semester, enroll in GRAD 7000 Thesis Completion.
Present Seminar on Thesis Research	Prior to graduation, usually scheduled to precede the thesis research defense meeting.	Seminar presented to HRMT and NTRI faculty and students.
Defend Thesis		The major professor will schedule the thesis defense not later than the deadline indicated in the Graduate School calendar.
Submit Form 9 (Thesis Master's Final Examination Form) to Graduate School	See Graduate School calendar for Form 9 submission deadline	Form available online at http://graduate.auburn.edu/gradreports/MSTExamRpt .
Electronic Submission of Thesis to Graduate School	Semester of graduation	See the Graduate School's Electronic Thesis and Dissertation Guide, and the Thesis Format Check Guidelines at http://www.grad.auburn.edu/etd_guide.html
Graduation		All degree requirements must be completed within six calendar years.

Regulations Specific to the Master's Degree –Non-Thesis Option (On-Campus)

Course Requirements: The Master's Degree non-thesis option with emphasis in Hotel and Restaurant Management requires a minimum of 33 semester hours.

Required Core Courses*

HRMT 6530	Science of Quality Service in Hospitality	(3 credit hours)
HRMT 6570	Global Hospitality	(3 credit hours)
HRMT 7000	Hospitality Enterprise	(3 credit hours)
HRMT 7010	Advanced Tourism Analysis	(3 credit hours)
HRMT 8860	Current Issues in Hospitality Management	(3 credit hours)
NTRI 7050	Methods of Research	(2 credit hours)
NTRI 7980	Non-Thesis Research	(minimum of 4 credit hours)
	Elective graduate-level courses	(minimum of 12 credit hours)

Examples of Elective Courses:

HRMT 6460	Catering and Event Management	(3 credit hours)
HRMT 6550	Club Management	(3 credit hours)
HRMT 6540	Conference Coordination	(3 credit hours)
ERMA 7300	Design and Analysis in Education I	(3 credit hours)
MNGT 6560	Leadership	(3 credit hours)
NTRI 6380	Study Travel in NTRI	(variable credit hours)
HRMT 7920	Professional Internship in HRMT	(1-3 credit hours)

**Required core courses may be substituted with committee approval if the equivalent course was taken as an undergraduate. Electives may be selected to allow for specialization in a particular hospitality-related area.*

Non-Thesis Research (NTRI 7980)

The on-campus student in the non-thesis option must register for a minimum of 4 credit hours of NTRI 7980. Students in the non-thesis option may not count NTRI 7990 Research and Thesis hours for credit on their Plan of Study for Master's degree.

Other Requirements

A Hospitality Industry-Based Research Project: The research project selected for the non-thesis must be approved by the student's major professor and advisory committee. The student conducts the research and writes the report under the direction of the major professor. The student will present the industry-based research project as a seminar; the seminar is open to HRMT and NTRI faculty and graduate students. Students will register for NTRI 7980 during all semesters in which they are working on the research project. Four credits of NTRI 7980 are required for the degree.

Regulations Specific to the Distance Education Master's Degree –Non-Thesis Option

Course Requirements: The distance education non-thesis option Master's Degree with emphasis in Hotel and Restaurant Management requires a minimum of 33 semester hours.

Required Core Courses*

HRMT 6536	Science of Quality Service in Hospitality	(3 credit hours)
HRMT 6576	Global Hospitality	(3 credit hours)
HRMT 7016	Advanced Tourism Analysis	(3 credit hours)
HRMT 7006	Hospitality Enterprise	(3 credit hours)
HRMT 8866	Current Issues in Hospitality Management	(3 credit hours)
NTRI 7056	Methods of Research	(2 credit hours)
NTRI 7986	Non-Thesis Research	(minimum of 4 credit hours)
	Elective graduate-level courses	(minimum of 12 credit hours)

Examples of elective courses offered distance education:

HRMT 6556	Club Management	(3 credit hours)
HRMT 6546	Conference Coordination	(3 credit hours)
HRMT 7926	Professional Internship in HRMT	(1-3 credit hours)
BUSI 7146	Organizational Leadership & Change	(3 credit hours)
ERMA 7306	Design and Analysis in Education I	(3 credit hours)
NTRI 6380	Study Travel in NTRI	(variable credit hours)

**Required core courses may be substituted with committee approval if the equivalent course was taken as an undergraduate. Electives may be selected to allow for specialization in a particular hospitality-related area.*

Non-Thesis Research (NTRI 7986)

The student in the non-thesis option must register for a minimum of 4 credit hours of NTRI 7986. Students in the non-thesis option may not count NTRI 7990 Research and Thesis hours for credit on their Plan of Study for master's degree.

Other Requirements

An Industry-Based Research Project: The research project selected for the non-thesis must be approved by the student's major professor and advisory committee. The student conducts the research and writes the report under the direction of the major professor. The student will present the industry-based research project as a seminar; the seminar is open to departmental faculty and graduate students. Students will register for NTRI 7986 during all semesters in which they are working on the research project. Four credits of NTRI 7986 are required for the degree.

The following checklist is intended to serve as a quick reference to assist the student in determining whether requirements have been met. It is the responsibility of the student to keep this checklist current and to meet all requirements on time.

HOTEL AND RESTAURANT MANAGEMENT
MASTER'S DEGREE PROGRAM – NON-THESIS OPTION
Progression Checklist

Requirement	Timeline	Instructions/Notes
Develop an initial Plan of Study	During the first semester of enrollment	For assistance, consult with your temporary advisor (the HRMT graduate liaison).
Select a Major Professor	During second semester of enrollment	Official approval of the major professor and advisory committee occurs when the Plan of Study is approved by the Graduate School.
Set up Advisory Committee	During second semester of enrollment	
Submit a Plan of Study to Graduate School	During second semester of enrollment	Online form available at GPOST at http://graduate.auburn.edu/gspoststudent/main.aspx
Turn in Annual Graduate Student Evaluation Form	April-May of each year	See Form in appendix of this Handbook.
If no more than three changes have been made to the approved Plan of Study, submit " Revision to Existing Plan of Study " Form to Graduate School.	Prior to the semester of expected graduation	Revisions submitted online with GPOST at http://graduate.auburn.edu/gspoststudent/main.aspx If more than three changes have been made to the approved Plan of Study, the student needs to submit a new, revised Plan of Study .
Develop a Proposal for the Research Project		Topic must be approved by the major professor and advisory committee. The student must register for NTRI 7980 (NTRI 7986 for distance-education students) each semester the student is working on the research project. If required, obtain IRB approval before conducting research.
Request a Graduation Check through Graduate School's website	Prior to the last day of the semester preceding the expected semester of graduation	Submit online at GAAAP at http://graduate.auburn.edu/GAAAP/
Clear any "Incomplete" Grades	At least three weeks before the date of graduation	An overall GPA of 3.0 or higher (on a scale of 4.0) is required.
Notification of the Registrar with the intent to graduate	During the pre-registration period the semester before the expected semester of graduation, or no later than the 15 th day of classes during the semester of expected graduation	

Notification of the Graduate School with the intent to graduate	When registering for the final semester	
Enrollment in the semester of graduation.	Semester of graduation	At least one credit hour. If presenting research project, enroll in NTRI 7980 (NTRI 7986 for distance-education students).
Present Seminar on the Research Project	Prior to graduation, usually scheduled to precede the research project defense meeting	Seminar presented to HRMT and NTRI faculty and students.
Non-Thesis Research Project Defense Meeting		Make appropriate arrangements with your major professor and HRMT program to schedule the meeting.
Graduation		All degree requirements must be completed within six calendar years.

CHAPTER 3. THE DOCTOR OF PHILOSOPHY DEGREE PROGRAM

The Doctor of Philosophy is conferred in recognition of the mastery of a special field of learning as shown by the satisfactory completion of a prescribed course of study and investigation, the successful passing of general examinations covering the major and minor fields, the preparation of dissertation reflecting high achievement in scholarship and independent investigation, and the passing of a final examination on the dissertation and related subjects. The degree is a research degree, and is not conferred merely upon fulfillment of technical requirements, but awarded in recognition of the ability to think and work independently, originally, and creatively in a chosen field.

Student Classification: Students must hold full admission to Graduate School for a doctoral program; Doctoral students are classified by the Graduate School as PHD.

Ph.D. Program Structure

The Ph.D. program requires a minimum of 60 semester hours of credit beyond the bachelor's degree, of which 10 credits are for the dissertation.

Graduate credit taken in residence at an international institution or at a regionally accredited U.S. institution may be transferred when recommended by the student's major professor, advisory committee, graduate coordinator, and when also approved by the dean of the Graduate School. Students seeking transfer credit must provide documentary evidence showing the relevance of the course to the student's plan of study and provide an official transcript showing credit earned for the course. No prior commitment is made concerning whether transfer credit will be accepted.

The number of hours from a previously completed Master's degree, which may be counted toward the 60-credit hour requirement, is decided upon by the HRMT graduate faculty and the Graduate School; such transfer credit must fall within the time limits of the degree. In no case will more than 30 semester hours be transferred from a completed Master's degree. At least 21 semester hours must be completed as a graduate student at Auburn University in graded course work at the 6000-level or above. Students who have had equivalent content in core courses from their Master's program at AU or at another university will not be required to retake the courses. These courses may be substituted. No courses with a grade below a B will be accepted from a Master's degree into the Ph.D. program of study. Additionally, credit will not be allowed if the combined GPA on graduate work taken at other schools is less than 3.0 on

a 4.0 scale, nor may transfer credit be used to improve the GPA on courses taken at Auburn University.

Of the 60 hours, a minimum of the 30 semester hours must be graded (e.g., A, B, C grades) graduate course work (6000-level and above) and 18 of those 30 hours must be completed under PHD classification at Auburn University. The other 30 hours of required course work may include ungraded courses (6000-level courses, NTRI 7990 and NTRI 8990). A maximum of four semester hours of NTRI 7990 Research and Thesis from a completed Master's program may be counted toward the doctoral requirements.

All doctoral students must complete a minimum of 10 hours of NTRI 8990 Research and Dissertation. Enrollment in NTRI 8990 may take place at any time the student and the advisory committee deem appropriate. During any one semester, the number of hours of NTRI 8990 in which the student enrolls should reflect the amount of time being spent on the dissertation and the degree to which university resources are being utilized. Students may enroll, during any one semester, for as few as one hour or as many as 16 hours of NTRI 8990. The requisite 10 hours of NTRI 8990 should be included in the Plan of Study. No grade is assigned.

The Dean of the Graduate School is authorized to approve alternatives to these course work requirements in exceptional cases and on an individual basis.

Course Requirements:

- 1) HRMT Specialization (minimum of 34 credit hours)
 - HRMT 6530 Science of Quality Service in Hospitality (3 credit hours)
 - HRMT 7000 Hospitality Enterprise (3 credit hours)
 - HRMT 7010 Advanced Tourism Analysis (3 credit hours)
 - HRMT 8860 Current Issues in Hospitality Management (3 credit hours)
 - HRMT 8870 Advanced Hospitality Mgt. Research & Applications (3 credit hours)
 - HRMT 8880 Theoretical Developments for Hospitality (3 credit hours)
 - Graduate-level HRMT and/or related courses (at least 16 credit hours)

- 2) Research Support (minimum of 16 credit hours)
 - NTRI 7050 Methods of Research (2 credit hours)
 - NTRI 8850 Doctoral Seminar (two enrollments, 1 credit hour each)
 - ERMA 7300 Design and Analysis in Education I (3 credit hours)
 - ERMA 7310 Design and Analysis in Education II (3 credit hours)
 - Graduate-level research/statistics courses (at least 6 credit hours)

- 3) Dissertation (minimum of 10 credit hours)
 - NTRI 8990 Research and Dissertation

Examples of HRMT Specialization Elective Courses:

- HRMT 6460 Catering and Event Management (3 credit hours)
- HRMT 6540 Conference Coordination (3 credit hours)
- HRMT 6550 Club Management (3 credit hours)
- HRMT 6570 Global Hospitality (3 credit hours)
- HRMT 7920 Professional Internship in HRMT (1-3 credit hours)
- NTRI 6380 Study Travel in NTRI (variable credit hours)
- NTRI 7960 Special Problems (1-3/5 credit hours)
- NTRI 8910 Supervised Teaching in NTRI (1 credit hour)
- NTRI 8970 Advanced Topics in NTRI (1-3 credit hours)

Recommended Research Support Courses:

- NTRI 8970 Advanced Topics in NTRI (1-6 credit hours)
- ERMA 7210 Theory and Methodology of Qualitative Research
- ERMA 7210 Applied Qualitative Research
- ERMA 8200 Survey Research Methods
- ERMA 8320 Design and Analysis in Education III
- ERMA 8330 Non-Parametric Statistics
- ERMA 8340 Practical Introduction to Structural Equation Modeling

Selection of a Major Professor: The major professor must be a member of the HRMT Graduate Faculty, Level 2, to serve as a major professor for a doctoral student. Students' choice of a major professor is an important one and should not be taken lightly. Many diverse roles may be played by the major professor including counseling, approving students' selection of graduate courses, helping to select members of students' advisory committee, scheduling of examinations, developing and submission of annual evaluation materials, directing students' research and mentoring, and planning of continuous enrollment until degree awarded. Students should choose a major professor who is interested in and has knowledge of a topic they want to pursue as a dissertation. Students should choose a faculty member who can give them an amount of time and the level and type of guidance that is consistent with what they need as they conduct their research. Students should meet with several HRMT faculty members before they select a major professor. In addition, students may talk to second-year students and/or past graduates of the program before selecting a major professor.

Doctor of Philosophy Advisory Committee: After the student has enrolled in the doctoral program, an advisory committee should be selected by the student, major professor and department head. Selection of committee members should be done after selection of the major professor. The committee consists of at least four members of the Graduate Faculty. At least three, including the major professor, must be members of the Graduate Faculty at Level 2 and at least two of the three must be from the Hotel and Restaurant Management Program. The formal appointment of the advisory committee occurs when the Plan of Study is approved by the Graduate School. The advisory committee is responsible for developing the student's Plan of Study and conducting the doctoral general and final examinations. Affiliate faculty and other scholars not employed by the University may serve on individual advisory committees with the approval of the Dean of the Graduate School.

A form, Graduate School Revision of Existing Plan of Study, is needed to change the major professor or committee members. Students are encouraged to meet with their major professor or the committee member to attempt to arrive at a mutually acceptable arrangement. If negotiations are not successful, however, the student and/or faculty member should inform the department head. A new major professor or committee member will need to be arranged before submission of required forms.

Doctor of Philosophy Plan of Study: An initial Plan of Study should be developed with coordination with the HRMT graduate liaison during the first semester of enrollment. After the student has chosen his/her major professor, a complete Plan of Study should be prepared by the student and his/her major professor and the advisory committee, and filed with the Graduate School by the end of the third semester of enrollment.

Residency Requirements for the Doctoral Degree

Doctoral students must complete a Certificate of Graduate Residency form available through www.grad.auburn.edu . This requirement concerns academic residency only; it has nothing to do with residency for fee purposes.

Time Limitations for the Doctoral Degree

Students are expected to achieve candidacy within six years and to complete all requirements for the degree within ten years. Upon admission to candidacy, the student has four calendar years to complete all remaining requirements for the doctoral degree. The student's time to completion begins with the earliest completed course approved for inclusion in the plan of study. If unable for any reason to complete the requirements on time, the student may, with the approval of the advisory committee, petition the dean of the Graduate School for a one year extension. Students failing to complete the degree in the allotted time revert to the status of an applicant and must, with the approval of the advisory committee, petition the dean of the Graduate School to retake the oral examination.

Dissertation

- A. Requirements for the dissertation: A dissertation is required of all candidates for the degree of Doctor of Philosophy.
- B. Dissertation topic and research: The dissertation topic selected must be approved by the student's major professor and advisory committee. The student conducts the research and prepares the dissertation under the direction of the major professor.
- C. Research and Dissertation hours (NTRI 8990): The student must register for a minimum of 10 credit hours of NTRI 8990. The student may register for one or more hours of NTRI 8990 at a time, but must be registered for at least 1 credit hour each semester that the student is working on the dissertation proposal, conducting research for the dissertation, and writing the dissertation. In addition, the student must be registered for at least 1 credit hour during the semester in which the student's final defense will occur. Typically students will be registered for a minimum of 1 credit hour of NTRI 8990 during each semester after the first year with the expectation that additional research hours will be required during the final few semesters of the graduate program.
- D. Dissertation format requirements: The Graduate School does not require that students submit paper copies of theses and dissertations, only electronic submission. For a complete description of format requirements, see the Graduate School's Electronic Thesis and Dissertation Guide (ETD Guide) at http://www.grad.auburn.edu/etd_guide.html. The Department of Nutrition, Dietetics, and Hospitality Management, however, may continue to require paper copies. Graduate students are advised to consult with their

major professor and advisory committee.

Graduate students are required to get a Dissertation Format Check. See the Graduate School's Electronic Thesis and Dissertation Guide (ETD Guide) for format check directions. The signature page is replaced by the Electronic Thesis/Dissertation Approval Form. The new Electronic Thesis/Dissertation Final Approval form can be found at: http://www.grad.auburn.edu/etd/approval_form.pdf

- E. Dissertation Deadlines: The Graduate School Calendar, in the *Bulletin*, lists the deadline for acceptance of final copies of dissertation by the Graduate School each semester. "Final copies" means that the dissertation is approved by the committee, and ready to go to the representative of the Graduate School (outside reader).
- F. The dissertation should be provided to the members of the advisory committee at least two weeks before the scheduled date of dissertation defense.

Examinations

There are two separate examinations required to be taken and passed by all Ph.D. degree students:

1. The General Doctoral Examination
2. The Final Examination

General Doctoral / Preliminary Examination

A general examination, often called the "preliminary examination" is required of all applicants for the degrees of doctor of philosophy. It consists of written and oral testing by the student's advisory committee or by an examination committee designated by the student's academic program, in the student's major and minor.

Components of the Preliminary General Examination:

1. The written portion of the examination does not require approval in advance by the Graduate School. The oral portion, however, does require such approval. Arrangements for the oral examination must be made by application to the Graduate School at least one week in advance of the examination. The primary purpose of the general examination is to assess the student's understanding of the broad body of knowledge in a field of study. The examination also affords the advisory committee an opportunity to review the student's proposed research and understanding of research methods and literature in the chosen field. If the general examination reveals deficiencies in any of these areas, the advisory committee may recommend remedial work, re-examination, or discontinuation of doctoral study.

2. The general oral examination should be conducted immediately after the successful completion of the written examination and well before the final examination. At least one complete semester (preferably more than one) must intervene between the general oral and final examinations. The two examinations thus cannot be taken either in the same semester or in consecutive semesters. Successful completion of the oral examination requires unanimous support of the student's advisory committee. If the general oral examination is failed, a re-examination may be given on recommendation of the committee and approval by the dean of the Graduate School. Further examinations require exceptional circumstances and approval by the Graduate Council.

Final Examination for the Doctoral Degree

After the dissertation has been completed (except for minor revisions) and has been approved by the student's advisory committee, it is submitted to the Graduate School. A University Reader (representing the university's graduate faculty and the Graduate School) will be appointed to review the dissertation. However, the student's advisor may request appointment of the University Reader at any time rather than waiting until after the dissertation is drafted. When the Graduate School has approved the dissertation, the student may apply for the final examination on a form sent by the Graduate School. The application must be filed with the Graduate School at least one week in advance of the final examination. The examination is administered by the student's advisory committee. The University Reader also attends and participates. The examination, which generally is oral but may be both oral and written, includes the major and minor fields and a defense of the dissertation. Successful completion requires unanimous support of all members of the committee, including the University Reader. Any member of the Graduate Faculty may attend.

If a student fails the examination, a re-examination may be given on recommendation of the advisory committee and approval by the dean of the Graduate School. Further examination requires exceptional circumstances and approval of the Graduate Council. In addition to successful completion of all examinations, the final electronic copy of the dissertation must be submitted to the Graduate School before the degree is conferred (see Graduate School calendar for the deadline).

Candidacy for the Doctoral Degree

The student becomes a candidate for the degree on successful completion of the general examinations, and has four calendar years thereafter to complete all additional requirements. If unable to complete the requirements on time due to reasons beyond the candidate's control, the student may petition the Dean of the Graduate School for an extension.

Other Department Requirements

Seminar Presentation:

All students are **required** to give a seminar presenting their dissertation research / non-thesis project to HRMT and NTRI faculty and students **prior to** graduation. This seminar is not graded and not part of a class. The seminar is usually scheduled to precede the dissertation research project defense. A dissertation project abstract should be distributed to faculty and graduate students prior to the seminar. It is the responsibility of the major professor to schedule the seminar and publicize via email the date, time, and location of the seminar to all HRMT and NTRI faculty and graduate students.

Annual Evaluations of Graduate Student Progress

It is an HRMT goal that all graduate students successfully complete their degrees in a timely manner and acquire the knowledge, skills and attitudes needed to assure their future success. Therefore, student performance will be evaluated in the Spring semester of each year. Student evaluations will include performance in coursework, teaching and research activities, meeting program deadlines, other scholarly activities, and citizenship. This is a procedure designed to provide feedback to students regarding their program of study, as well as to help faculty members suggest/provide relevant opportunities to their advisees.

Students complete the graduate student evaluation form (may be found in the Appendix) and deliver it to their major professor and the HRMT graduate programs liaison in April-May of each year. A meeting of the faculty will be held to review all students. The status of each student's progress will be determined and communicated in writing to the student within a month of evaluation completion. The student's major professor, in coordination with HRMT graduate programs liaison, and the NTRI Department Head, will be responsible for this feedback. A copy of this progress report will be placed in the student's file. When students are not meeting degree requirements, recommendations for specific actions will be communicated to students.

The following checklist is intended to serve as a quick reference to assist the student in determining whether requirements have been met. It is the responsibility of the student to keep this checklist current and to meet all requirements on time.

HOTEL AND RESTAURANT MANAGEMENT
DOCTORAL DEGREE PROGRAM
Progression Checklist

Requirement	Timeline	Instructions/Notes
Develop an initial doctoral Plan of Study	During the first semester of enrollment	For assistance, consult with your temporary advisor (the HRMT graduate liaison).
Select a Major Professor	During second semester of enrollment	Official approval of the major professor and advisory committee occurs when the Plan of Study is approved by the Graduate School.
Meet and set up Advisory Committee	During the third semester of enrollment	
Submit Certification Of Graduate Residency to Graduate School	Before beginning the first semester of residency	Form available online at: www.grad.auburn.edu
Turn in Annual Graduate Student Evaluation Form	April-May of each year	See Form in appendix of this Handbook.
Submit a Plan of Study to Graduate School	By the end of the third semester of enrollment	Online form available at GPOST at www.grad.auburn.edu
Develop and approve Dissertation Proposal	After completion of coursework	Topic must be approved by the major professor and advisory committee. The student must register for at least 1 credit hour of NTRI 8990 each semester the student is working on the dissertation proposal, conducting and writing the dissertation research. If required, obtain IRB approval before conducting research
Pass General Examinations	After advisory committee approve dissertation proposal. Arrangements for the oral exam must be made by application to Graduate School at least one week in advance of the proposed examination date	Unlike the written portion, the oral portion of the exam requires approval in advance by the Graduate School. Submit an Application for General Oral Exam Form, available online at www.grad.auburn.edu The Dissertation Proposal defense meeting may be considered the General Oral Examination.
Doctoral Candidacy	After successful completion of general written and oral exams	

If no more than three changes have been made to the approved Plan of Study, submit " Revision to Existing Plan of Study " Form to Graduate School.	Prior to the semester of expected graduation	Revisions submitted online with GPOST at www.grad.auburn.edu If more than three changes have been made to the approved Plan of Study, the student needs to submit a revised Plan of Study .
Request a Graduation Check through Graduate School's website	Prior to the last day of the semester preceding the expected semester of graduation	Submit online at GAAAP at www.grad.auburn.edu
Notification of the Registrar with the intent to graduate	During the pre-registration period the semester before the expected semester of graduation, or no later than the 15 th day of classes during the semester of expected graduation	
Notification of the Graduate School with the intent to graduate	When registering for the final semester	
Enrollment in the semester of graduation.	Semester of graduation	At least one credit hour. If defending dissertation, enroll in NTRI 8990; if dissertation is submitted and all graduation requirements are met by the last day of the previous semester, enroll in GRAD 8000 Dissertation Completion Form.
Clear any "Incomplete" Grades	At least three weeks before the date of graduation	An overall GPA of 3.0 or higher (on a scale of 4.0) is required.
Present Seminar on Dissertation to HRMT and NTRI faculty and students.	Prior to graduation, usually scheduled to precede the dissertation defense meeting	
Satisfactorily complete oral defense of dissertation	At least one full semester after the general oral exam	Major professor recommends outside reader to Graduate School. Submit an Application for Final Oral Examination, available online at www.grad.auburn.edu
Submit committee-approved draft of dissertation and Doctoral Dissertation First Draft Form		Submit the Dissertation First Submission Approval Form, available online at www.grad.auburn.edu "First Draft" means a finished, formatted copy ready for publication.
Electronic Submission of Final Dissertation to Graduate School	Semester of graduation	See the Graduate School's Electronic Thesis and Dissertation Guide, and the Format Check Guidelines at http://www.grad.auburn.edu/etd_guide.html
Graduation		A student has four calendar years after being admitted to Ph.D. candidacy to complete all additional degree requirements.

CHAPTER 4. GRADUATE STUDENT RESOURCES, ASSISTANTSHIPS, FELLOWSHIPS, AND AWARDS

Graduate Student Assistantships

- To be on assistantship, a graduate student must be registered for at least one-credit hour course (anything carrying an Auburn University course number) during each academic term of the assistantship. This policy includes summer semester.
- To be on assistantship, a graduate student must satisfy the minimum course load specifications and be making satisfactory progress toward the degree.
- All graduate students receiving an assistantship will be evaluated annually by their supervisor(s). The evaluation form may be found in the Appendix.
- Work loads for graduate assistants are defined on the basis of a normal teaching load or the equivalent time in other duties as determined by each department head and the dean of the school or college in which the assistant is employed. For example, a one-third work load is one-third of a normal teaching load. Maximum course loads for graduate assistants are determined by individual departments. It is recommended that graduate students working more than half-time not carry a full academic load.
- International graduate students on F1 visas cannot hold a greater than 50 percent work appointment. International graduate students on F2 visas cannot hold a work appointment. Rules for summer terms are different. Please check with the International Education office in Hargis Hall.
- Graduate students may hold multiple assistantships and the assistantships may come from different units on campus, but together they cannot add up to more than a 100 percent appointment. Multiple assistantships for international graduate students cannot add up to more than a 50 percent work appointment.
- Non-Alabama resident graduate assistants who have been on assistantship for at least two consecutive semesters will automatically have their out-of-state tuition waived for the next semester whether or not they are on assistantship that semester. The "next"

semester is defined as the next calendar semester. For example, a graduate student on 25 percent or higher assistantship for consecutive fall and spring semesters will still have the out-of-state tuition waived if registered summer semester whether the student is on assistantship or not that summer semester. If the student were not to enroll the summer semester in this example, but were to enroll the following fall semester, this benefit would not apply because fall would not be the next calendar semester.

- Graduate assistants who meet the requirements for GRAD 7AA0 Thesis Completion or GRAD 8AA0 Dissertation Completion and register concurrently for at least one hour of Research and Thesis/Research and Dissertation are considered full-time students and are exempt from FICA and Medicare on graduate assistant stipends.

GRADUATE ASSISTANT HANDBOOK

http://www.grad.auburn.edu/cs/grad_assist_guide.html

GRADUATE STUDENT FELLOWSHIPS AND AWARDS:

- **NTRI COMPETITIVE GRADUATE RESEARCH FELLOWSHIPS:**
Each year the Department of Nutrition, Dietetics, and Hospitality Management awards two competitive research fellowships to graduate students of the Department: The Malone Zallen Graduate Research Fellowship, and The Graduate Research Award. The objective of these awards is to encourage innovative research, enhance critical thinking, and develop grant writing skills. For more information and guidelines, follow this [LINK \(http://www.humsci.auburn.edu/nufs/nufs-malone.php\)](http://www.humsci.auburn.edu/nufs/nufs-malone.php).
- **AU GRADUATE STUDENT THESIS/DISSERTATION RESEARCH AWARDS:**
The intent of Graduate Student Research Awards is to provide partial support for thesis and dissertation research. These awards may be used to help support the purchase of materials and equipment necessary for data collection or for travel (within or outside the United States) for the purpose of conducting research. The Graduate Student Fellowship Committee encourages students from all areas of graduate study to participate in this program. For more information and guidelines, follow this [LINK \(http://www.grad.auburn.edu/forms/guidelines.html\)](http://www.grad.auburn.edu/forms/guidelines.html).

Sources of Travel Funds for Graduate Students:

- **AU GRADUATE TRAVEL AWARD:**

The intent of Graduate Travel Awards is to provide partial travel support for students presenting research results at domestic and international professional meetings. First priority is given to those students presenting results of thesis or dissertation research. Limited funds prohibit support for field work or meetings (e.g. conferences, workshops, etc.) where student research results are not being presented. For more information and guidelines, follow this [LINK \(https://fp.auburn.edu/gradschl/public_html/forms/guidelines.asp\)](https://fp.auburn.edu/gradschl/public_html/forms/guidelines.asp).

- **HRMT Program funds.** The HRMT program occasionally provides travel support to partially cover the expenses of HRMT graduate students' travel to academic and professional meetings. Please consult with the director of the HRMT for more information.

Graduate Student Council:

The Auburn University Graduate Student Council (GSC) is a graduate student organization that seeks to strives to fulfill the unique needs of graduate students while offering a network of support and encouragement. It exists to provide a collective voice for its members, acting as the official graduate student representation in university affairs and the Student Government Association (SGA).

CHAPTER 5. INTERNATIONAL STUDENTS

The Office of International Education welcomes students and scholars from around the world. Each year over 800 students and 100 scholars from over 80 nations participate in the AU experience. Through the support of OIE, international students and scholars and their academic units of choice on the AU campus receive the needed immigration support documentation required for entry into the US and the assistance needed to maintain the appropriate status under the US Department of Homeland Security rules and regulations.

International graduate students must comply with all university, local, state, and federal regulations including but not limited to visas, International Student Fees, health insurance requirements, employment, curriculum changes, and other requirements that may arise. International students need to consult with the Office of International Education for details concerning all aspects of International Education at Auburn University.

International graduate students on F1 visas cannot hold a greater than 50 percent work appointment. Certain exceptions are allowed. International graduate students on F2 visas cannot hold a work appointment. Multiple assistantships for international graduate students cannot add up to more than a 50 percent work appointment.

International graduate teaching assistants who are assigned to scheduled lecture or laboratory sections must first be certified in spoken English proficiency. Certification may be attained through a minimum score of 50 on the Test of Spoken English (TSE) offered by the Educational Testing Service or approval by the director of the English as a Second Language Program (ESL). Applicants who hold a baccalaureate degree from an accredited institution whose instruction is in English may be exempted from this requirement.

Students who are not native speakers of English must also demonstrate competence in spoken English before being appointed to a GTA or undertaking any other teaching responsibilities. Specifically, such students must receive acceptable evaluations after at least two of the following examinations:

- The Test of Spoken English (TSE) administered by the Educational Testing Service, with an acceptable score of 50 or better.
- Evaluation by the Department of Communication Disorders, through its Speech and Hearing Clinic.
- Evaluation by a representative or committee in the HRMT program.

It is the responsibility of the HRMT program that students comply with these requirements. If such students have tentatively been offered assistantships but have not passed at least two of the exams above, the offers must be suspended until they have done so, or they must be given assignments that do not require spoken English in a teaching situation.

International students should not be eligible to apply for an assistantship until they have completed at least a term of graduate work. Their knowledge of the specific field in which they may work as a graduate assistant, and their command of the English language to a degree appropriate to the demands of the assignment, should be evaluated thoroughly by faculty supervisors before an award is made. Under no circumstances should international students be employed as teaching assistants until they have served a period of special apprenticeship. International students need to consult with the Office of International Education for details concerning all aspects of International Education at Auburn University.

CHAPTER 6. NTRI DEPARTMENT OPERATIONS AND SERVICES

Lines of Authority: There may be times when students have a concern regarding a course, aspects of the graduate program, requirements, assistantship, or other issues. For concerns regarding a course, students should first discuss the concern with the faculty member who is teaching the course. If the concern is not satisfactorily addressed, then the student should bring the concern to the department head. For issues concerning graduate assistantships, start with the faculty member with whom you work, then see, if necessary, the department head. If your issue concerns your program of study, begin first with your advisor, then the department head or graduate program officer. If you do not know where to begin in order to address the concern, it is recommended that the student start with the graduate program officer or the department head. However, it is the Department's policy that concerns always be dealt with directly and by following established lines of authority.

E-mail Policy: Email is considered the official medium for communication with students. All students should check their Auburn University issued email account in a timely fashion and on a regular basis.

Office Space: Shared offices are available on the 3rd floor of Spidle Hall (room 332) for graduate students, with priority for students holding Graduate Assistantships. Offices are assigned to students by the HRMT graduate coordinator.

Key Policy: Keys will be issued to graduate students based on need. Students should meet with the department head and/or their major professor to determine what keys they should receive. Once key orders have been obtained, keys are issued through Access Control. All keys must be returned to Access Control before a student graduates.

Email, Computer Access and Use: A computer laboratory for use by both undergraduate students and graduate students is available in 110 Spidle Hall. Graduate students should activate their University account and then go to the AU website for students to synchronize his/her passwords. Next you need to notify Mr. Walter Tolbert, 110 Spidle Hall, phone 4-3788, email tolbewa@auburn.edu with your name, dept. affiliation, and email address. Mr. Tolbert will make sure you get put on the group list to receive departmental emails sent to graduate students.

Mail: Mailboxes for graduate students with an emphasis in Hotel and Restaurant Management are located in room 328 Spidle Hall. Personal mail such as bills should not be sent to the department.

Fax Machines: Graduate students are not allowed to use the departmental fax machine unless authorized by their major professor or the department head. If granted permission, the students must obtain the necessary authorization code from their major professor to utilize the fax machine.

Copying: Students must receive authorization to use the departmental xerox machine. Authorization will be given to Graduate Teaching Assistants and Graduate Research Assistants only with permission from their faculty supervisor or major professor.

APPENDICES

Appendix A. NTRI Graduate Student Evaluation Form

Appendix B. NTRI Graduate Assistant Evaluation Form

Appendix C. HRMT graduate faculty members and their research interests

Appendix A:

NTRI GRADUATE STUDENT EVALUATION

(Completed by major professor, graduate program officer, and/or department head)

NAME _____ Auburn ID # _____ DATE _____

FOR PERIOD OF _____ ADVISOR _____

	UNSATIS- FACTORY	NEEDS IM- PROVEMENT	SATIS- FACTORY	VERY GOOD	OUTSTANDING
Academic Performance	_____	_____	_____	_____	_____
Research Productivity	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Attitude/Cooperation	_____	_____	_____	_____	_____
Sense of Duty	_____	_____	_____	_____	_____

Comments on Performance during this period

Recommendations for Future

EVALUATOR'S SIGNATURE _____ DATE _____

STUDENT'S COMMENTS

STUDENT SIGNATURE _____ DATE _____

Appendix B:

NTRI GRADUATE ASSISTANT EVALUATION

(Completed by faculty supervisor)

NAME _____ Auburn ID # _____ DATE _____

ASSIGNED DUTIES: _____

FOR PERIOD OF _____ SUPERVISOR _____

	UNSATIS- FACTORY	NEEDS IM- PROVEMENT	SATIS- FACTORY	VERY GOOD	OUTSTANDING
Academic Performance	_____	_____	_____	_____	_____
Research Productivity	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Attitude/Cooperation	_____	_____	_____	_____	_____
Sense of Duty	_____	_____	_____	_____	_____

Comments on Performance during this period

Recommendations for Future

EVALUATOR'S SIGNATURE _____ DATE _____

STUDENT'S COMMENTS

STUDENT SIGNATURE _____ DATE _____

Appendix C: HRMT GRADUATE FACULTY AND THEIR RESEARCH INTERESTS

Alecia Douglas, Ph.D., Purdue University; Assistant Professor, Level 1 Graduate Faculty, 358 Spidle Hall, 334-844-1434 (Office), 334-844-3279 (Fax), acdouglas@auburn.edu
Research Interests: Online travel consumer behavior; hospitality and tourism; website marketing; emotional usability of travel-related websites; information technology applications for the hospitality and tourism industry and education.

Baker Ayoun, Ph.D., Oklahoma State University; Assistant Professor, Level 2 Graduate Faculty, 360 Spidle Hall, 334-844-8196 (Office), 334-844-3279 (Fax), bayoun@auburn.edu
Research Interests: International and strategic management of hospitality business; hospitality education.

David Martin, Ph.D., Auburn University; Assistant Professor, Level 1 Graduate Faculty, 328B Spidle Hall, 334-844-3291 (Office), 334-844-3279 (Fax), martida@auburn.edu
Research Interests: Customer satisfaction, emotions and service quality, and how these factors affect the experiences of consumers during sporting events; emerging forms of tourism, including Medical Tourism.

Kyungmi Kim, Ph.D., Virginia Tech; Assistant Professor, Level 2 Graduate Faculty, 362 Spidle Hall, 334-844-2211 (Office), 334-844-3279 (Fax), kkim@auburn.edu
Research Interests: The relationship among employers, employees and customers in the hospitality industry; hospitality and tourism marketing and development related to small business and special events; tourist behavior and motivation; demand and supply in tourism; tourism impacts on quality of life of residents.

Martin O'Neill, Ph.D., University of Ulster; Professor and Director of the Hotel and Restaurant Management Program, Level 2 Graduate Faculty, 328 Spidle Hall, 334-844-3264 (Office), 334-844-3268 (Fax), oneilm1@auburn.edu
Research Interests: Services marketing and management; customer relationship management; service quality; disconfirmation modeling; total quality management and internal service; complaining behavior; trust and service recovery.

HRMT Staff:

Tanya Stringer, Assistant Office Administrator: 328 Spidle Hall, 334-844-4261 (Office), 334-844-3279 (Fax), tds0001@auburn.edu