

2007 - 2008

GRADUATE STUDENT HANDBOOK

DEPARTMENT OF

NUTRITION AND FOOD SCIENCE

AUBURN UNIVERSITY, ALABAMA 36849

Department Head: Dr. B. Doug White
Graduate Program Officer: Dr. Sareen Gropper

WELCOME FROM THE FACULTY

We welcome you to your journey of graduate study in the Department of Nutrition and Food Science (NUFS), a part of the 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.

The NUFS 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.

STUDENT RESPONSIBILITIES

It is the responsibility of the graduate student to read this document as well as documents on the Auburn University Graduate School webpages **www.grad.auburn.edu** and to abide by the policies and requirements of the Nutrition and Food Science Department and Auburn University. Recognize that in the event of a discrepancy(ies) between policies stated in this Department of Nutrition and Food Science 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.

TABLE OF CONTENTS

I. GENERAL DEPARTMENT INFORMATION.....	3
Program Overview	
Degrees Offered	
II. GENERAL UNIVERSITY AND GRADUATE SCHOOL POLICIES.....	4
Plan of Study	
Credit Load Policies	
Incomplete Grade	
Withdrawals	
Grade Point Policy	
Academic Probation and Dismissal	
Requirements for International Students	
Research Involving Humans	
Research Involving Animals	
III. THE MASTER’S DEGREE PROGRAM.....	8
Master’s Degree Requirements	
Classification	
Time Limit for the Master’s Degree	
Selection of a Major Professor and Advisory Committee	
Master’s Degree - Thesis Option	
Master’s Degree - Non-thesis Option	
Master’s Degree Graduation Requirements	
IV. THE DOCTOR OF PHILOSOPHY DEGREE PROGRAM.....	13
Doctoral Degree Requirements	
Selection of a Major Professor and Doctoral Advisory Committee	
Dissertation	
Residency Requirements for the Doctoral Degree	
General Doctoral / Preliminary Examination	
Time Limit for the Doctoral Degree	
Final Examination for the Doctoral Degree	
V. NUFS DEPARTMENT REQUIREMENTS and POLICIES.....	18
Lines of Authority	
E-mail Policy	
Graduate Student Evaluations	
Graduate Assistantships	
Fellowships and Scholarships	

TABLE OF CONTENTS (Continued)

VI. NUFS DEPARTMENT OPERATIONS AND INFORMATION.....	19
Desk Assignments	
Key Policy	
Email, Computer Access and Use	
Mail	
Fax Machine	
Copying	
Laboratory Policies	
VII. APPENDICES.....	21
MS Degree Course Requirements	
PhD Degree Course Requirements	
Department of Nutrition and Food Science Faculty and Staff	
NUFS Graduate Student Evaluation Form	
NUFS Graduate Assistant Evaluation Form	

GRADUATE STUDENT HANDBOOK

I. GENERAL DEPARTMENT INFORMATION

Program Overview

The Department of Nutrition and Food Science (NUFS), a part of the College of Human Sciences at Auburn University, offers graduate study leading to the Master of Science and the Doctor of Philosophy degrees, with emphasis in food science, nutrition, or hotel and restaurant management. The combination of these respective areas within a single department facilitates integrative studies addressing normal and clinical nutrition, food and health issues, food safety and technology, as well as food service and hospitality 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.

Degrees Offered

The Department of Nutrition and Food Science offers programs leading to the following graduate degrees:

Master of Science Degree

The Master of Science (M.S.) degree programs are designed to provide advanced study and research. Master of Science degrees with an emphasis in Nutrition (General, Clinical, and Sports), Food Science, and Hotel and Restaurant Management are available. All M.S. degree thesis programs in the Department of Nutrition and Food Science require a minimum of 30 semester hours. Students may also elect to pursue a non-thesis Master of Science degree with an emphasis in Hotel and Restaurant Management, Nutrition, or Food Science. The non-thesis option requires the completion of a scholarly, research project / paper (versus a thesis). It also requires a minimum of 33 semester hours, and the successful passage of a comprehensive examination covering the material taught in the courses that the student has taken. Courses for the M.S. degree with an emphasis in Hotel and Restaurant Management may be taken through the Distance Learning Program.

Doctor of Philosophy Degree

The Doctor of Philosophy (Ph.D.) programs are designed to provide a high level of study and research through the following emphases: Nutrition, Food Science, and Hotel and Restaurant Management. Similar to the Master of Science degree, Ph.D. programs are individually planned to help enable the student to fulfill career objectives. The Ph.D. requires a minimum of 60 semester hours beyond the Bachelor of Science degree and a dissertation describing original research in the student's area of emphasis.

II. GENERAL UNIVERSITY AND GRADUATE SCHOOL POLICIES

Plan of Study

A. Definition

1. The Plan of Study indicates which courses are required for the degree.

B. Development of the Plan of Study

1. The Plan of Study is developed initially by the academic advisor and the student.
2. 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.

C. Plan of Study Deadlines

1. For full-time students, the Plan of Study must be submitted no later than the end of the first semester in Graduate School.
2. For part-time students, the Plan of Study must be submitted before registration for the fourth course taken in Graduate School.
3. 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.
 - a. 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.

D. Changes in the Plan of Study

1. Notification of all changes must be provided before the beginning of the final semester.
 - a. One to three changes may be made by using the simplified "Change in Existing Plan of Study Form" available at the Graduate School.
 - b. Four or more changes require a new Plan of Study.
2. The student is responsible for carrying out the planned program and for asking the major professor to make necessary changes.

Credit Load Policies

A. Maximum credit hour enrollment during any one semester

1. A maximum course load of 16 hours per semester is permitted (14 hours in the summer).
 - a. This includes undergraduate courses and NUFS 7990 thesis / NUFS 8990 dissertation hours.

B. Full Time Status

1. Graduate students must carry nine hours per semester to be considered full time, **or** graduate students may enroll in GRAD 7@@0 or 8@@0 with concurrent enrollment for a minimum of 1 credit hour of NUFS 7@@0 Research and Thesis or NUFS 8@@0 Research and Dissertation, respectively, to be classified as full-time students. The GRAD 7@@0 and GRAD 8@@0 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.
 - a. Enrollment in GRAD 7@@0 or 8@@0 requires the completion of a certification available at the Graduate School or on the Graduate School website.
 - b. Master's students may register for GRAD 7@@0 for a maximum of three semesters;

doctoral students may register for GRAD 8@@0 for a maximum of six semesters.

Students must concurrently enroll in a minimum of one hour of NUFS 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.

C. 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.

“Incomplete” Grade

A. 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.

1. This applies regardless of the student’s enrollment status.

a. A student not enrolled during the following six months is not exempt from this rule.

2. Pending removal or recording as an **F**, an “incomplete” is counted as a **C** in determining eligibility for continuing in Graduate School.

a. An “Incomplete” can result in academic probation unless the student has a high enough grade point average.

3. 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

A. Courses may be dropped without academic penalty on or before mid-semester.

B. Course withdrawal after mid-semester is only under extenuating conditions

1. Courses dropped after mid-semester will receive a grade of W (if passing) or WF (withdrew failing).

a. Students are not allowed to withdraw from courses unless extenuating circumstances exist. Exceptions are rare.

2. 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.

Academic Standing / Grade Point Policy

A. All graduate courses taken will be counted in calculating the grade point average (GPA).

B. No grade below C is acceptable for credit toward a graduate degree.

1. Any 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.

a. Both the original grade and the grade for the repeated course will be counted in calculating the cumulative graduate GPA.

C. Graduation requires a cumulative GPA of 3.0 or higher on a 4.0 scale in graduate courses.

1. Failure to maintain at least a 3.0 GPA will result in academic probation and possible dismissal. Read the section below.

Academic Probation and Dismissal

A. Academic Probation

1. If at the end of any semester the cumulative graduate GPA falls below 3.0, the student will be placed on academic probation.

B. Dismissal/Suspension

1. If the cumulative graduate GPA remains below 3.0 after the next nine credit hours of graduate enrollment (both graded and ungraded), the student will be placed on academic suspension.
 - a. The student may be readmitted only after completion of a remediation plan recommended by the Department of Nutrition and Food Science and by the Dean of the Graduate School.
 - The remediation plan will include provisions and a time table for completion of the degree.
 - No course work taken as part of the remediation plan may count toward the student's degree or cumulative GPA and graduate level courses for which grades below C were earned may not be repeated during the remediation period.

C. Getting off Academic Probation

1. Courses remaining untaken on a student's Plan of Study may be used to help the student get off academic probation.
2. Should the student not have enough courses (credits) left on his/her Plan of Study to enable the student to get off academic probation, up to an additional 9 credit hours beyond the student's Plan of Study is allowed.
 - a. No more than 9 hours beyond the student's Plan of Study is allowed in obtaining the requisite GPA.
 - b. Course credits transferred from another institution may not be used to satisfy this requirement.

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.

Research Involving Animals

Auburn's Animal Resources Program requires compliance with the Animal Welfare Assurance negotiated with the Office of Protection from Research Risks (OPRR) / National Institutes of Health (NIH). A major part of that Assurance involves the Institutional Animal Care and Use Committee (IACUC) which ensures compliance with the Assurance, the policies of the U.S. Department of Health and Human Services, the U.S. Department of Agriculture (USDA) and all other federal, state and local regulations concerning care, treatment and use of animals. Activities, whether teaching, research, production or display of animals, and whether the activity is funded or not, must be approved in advance by the committee. The use of animals for any purpose that is not approved in advance by the IACUC may involve severe penalties for non-compliance with institutional policy and could jeopardize the Auburn's Animal Welfare Assurance filed with the OPRR and the NIH. Information may be obtained from the Director of Animal Resources, 334-844-5667.

III. THE MASTER'S DEGREE PROGRAM

Master's Degree Requirements

- A. Total Degree Credit Hours
 - 1. The Master's Degree thesis option in nutrition, food science, and hotel and restaurant management requires a minimum of 30 semester hours.
 - 2. The Master's Degree non-thesis option in nutrition, food science, and hotel and restaurant management requires a minimum of 33 semester hours.
- B. Course Level Requirements
 - 1. Graduate courses are those with course numbers in the 6000s, 7000s, and 8000s.
- C. Transfer Credits from another approved graduate school
 - 1. Graduate credit taken while enrolled as a graduate student at another approved graduate school may be transferred to Auburn University, but will not be accepted until the student has completed some graduate work at Auburn University.
 - 2. Programs requiring 30 semester hours limit the number of transfer credit to 6 semester hours.
 - a. A student must earn at least 24 semester hours, or half of the total hours required for a master's degree, whichever is greater, at Auburn University.
 - 3. No course in which a grade lower than a B was earned may be transferred. Additionally, credit will not be allowed if the combined grade point average on graduate work taken at other schools is less than a 3.0 on a 4.0 scale.
- D. Thesis option - Research and Thesis Hours (NUFS 7990)
 - 1. The student in the thesis option must register for a minimum of 4 credit hours of NUFS7990.
 - a. Students in the non-thesis option may not count NUFS 7990 Research and Thesis hours for credit on their Plan of Study for a non-thesis master's degree.
 - 2. No more than 6 hours of NUFS 7990 may be counted toward the Master's degree for thesis option students.
- E. Non-thesis option - Non-Thesis Research (NUFS 7980)
 - 1. The student in the non-thesis option must register for a minimum of 4 credit hours of NUFS 7980 for on campus students and NUFS 7986 for students taking classes via distance education.
- F. Required Core Courses
 - 1. Core courses required for the MS program with an emphasis in nutrition (thesis option) include: BCHE 6180 and 6190 or 7200 and 7210, STAT 7000 or FOUN 7300, NUFS 7500, NUFS 7510, NUFS 7520, NUFS 7050, NUFS 7850, and NUFS 7990 (minimum 4 credits).
 - a. A core course may be substituted if an equivalent course was taken as part of an undergraduate degree program.
 - 2. Core courses required for the MS program with an emphasis in nutrition (non-thesis option) include: BCHE 6190, STAT 7000 or FOUN 7300, NUFS 7500, NUFS 7510, NUFS 7520, NUFS 7050, NUFS 7850, NUFS 7980 (4 credits), and Electives* totaling 11-12 credits.
 - a.* Students must select at least 2 of the following courses as electives: NUFS 8970 Advanced Topics in Nutrition and Food Science (3); NUFS 6020 Medical Nutrition 1 (3); 6030 Medical Nutrition II (3); NUFS 6560 Nutrition and Food Services Management (4); NUFS 6820 Nutrition in the Life Cycle (3)
 - b. A core course may be substituted if an equivalent course was taken as part of an undergraduate degree program.

3. Core courses required for the MS program with an emphasis in food science (thesis option) include: STAT 7000 or FOUN 7300, NUFS 6430, NUFS 6450 or 6640, NUFS 7200, NUFS 7210, NUFS 7050, NUFS 7850, and NUFS 7990 (minimum 4 credits).
 - a. A core course may be substituted if an equivalent course was taken as part of an undergraduate degree program.
4. Core courses required for the MS program with an emphasis in food science (non-thesis option) include: STAT 7000 or FOUN 7300, NUFS 6430, NUFS 7200, NUFS 7210, NUFS 7050, NUFS 7850, NUFS 7980 (4 credits), two of the following - NUFS 6640, NUFS 6450 and NUFS 6770, as well as Electives (4-5 credits).
 - a. A core course may be substituted if an equivalent course was taken as part of an undergraduate degree program.
5. Core courses required for the MS program with an emphasis in hotel and restaurant management (thesis option) include: NUFS 6530, NUFS 6550, NUFS 6570, NUFS 7050, FOUN 7300, NUFS 7850, BUSI 7140, NUFS 8860, and NUFS 7990 (minimum 4 credits).
 - a. Courses offered via distance education will have the same course prefix and number but the course number will end in "6" as opposed to "0".
6. Core courses required for the MS program with an emphasis in hotel and restaurant management (non thesis option) pending approval include: NUFS 6530, NUFS 6550, NUFS 6570, NUFS 7050, FOUN 7300, BUSI 7140, NUFS 8860, and NUFS 7980 (4 credits).
 - a. Courses offered via distance education will have the same course prefix and number but the course number will end in "6" as opposed to "0".

G. Other Department Requirements

1. **All** students are **required** to give a seminar presenting their thesis research / non-thesis project to the Department of Nutrition and Food Science 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 abstract should be distributed to faculty and graduate students prior to the thesis 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 NUFS faculty and graduate students.

Classification

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

Time Limit for the Master's Degree

- A. All graduate work (courses and thesis) toward a master's degree must be completed within a period of five calendar years.
 1. Should an extension be desired, the request for an extension of time to meet degree requirements must be justified, and accompanied by a proposed schedule for completion and assurance that the student is current in subjects in the Plan of Study.

Selection of a Major Professor and Advisory Committee

- A. Regulations regarding the major professor
 1. The major professor must be a member of the Graduate Faculty, either Level 1 or 2, to

- serve as a major professor for a Master's student.
- B. Regulations regarding the advisory committee for the Master's degree student
 - 1. The committee is required to have a minimum of two additional faculty members
 - a. At least one of the two must be from the Department of Nutrition and Food Science and at least one of the two must be Graduate Faculty, Level 1.
 - b. Selection of committee members should be done after selection of the major professor.
 - 2. 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.
 - C. Final appointment of the Major Professor and Advisory Committee occurs when the Plan of Study, available on line, is approved by the Graduate School.
 - D. Selection of a major professor
 - 1. Your choice of a major professor is an important one and should not be taken lightly.
 - 2. Many diverse roles may be played by the major professor including counseling, approving your selection of graduate courses, helping to select members of your advisory committee, directing your research and mentoring, to name a few.
 - 3. Choose a major professor who is interested in and has knowledge of a topic you want to pursue as a thesis or industry based research problem.
 - 4. Choose a faculty member who can give you an amount of time and the level and type of guidance that is consistent with what you will need as you conduct your research.
 - 5. Meet with several department faculty members before you select a major professor.
 - 6. Talk to second-year students and/or past graduates of the program before selecting a major professor.
 - E. Changing the major professor or committee member
 - 1. A form, Graduate School Revision of Existing Plan of Study, is needed to change the major professor or committee member.
 - a. 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.

Master's Degree - Thesis Option

- A. Thesis topic
 - 1. The topic selected for the thesis must be approved by the student's major professor and advisory committee.
- B. Thesis research and writing
 - 1. The student conducts the research under the direction of the major professor.
 - 2. The student prepares the thesis under the direction of the major professor.
- C. Research and Thesis hours (NUFS 7990)
 - 1. The student must register for a minimum of 4 credit hours of NUFS 7990.
 - 2. No more than 6 hours of NUFS 7990 may be counted toward the Master's degree.
 - 3. The student may register for 1 or more hours of NUFS 7990 at a time, but must be registered for at least 1 credit hour each semester that 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.

- a. Typically students will be registered for a minimum of 1 credit hour of NUFS 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.

D. Thesis format

1. See the Graduate School website for thesis format directions.
2. The Graduate School accepts only theses prepared according to the Guide.

E. Thesis Deadlines

1. The Graduate School Calendar, in the *Bulletin*, lists the deadline for acceptance of final copies of theses by the Graduate School each semester.
 - a. "Final copies" means that the thesis is ready for uploading and binding.
 - b. Errors in the final copies may delay graduation.
2. The graduate student is encouraged to get a Thesis Format Check prior to the Thesis deadline.
 - a. A format check may be obtained at the Graduate School Thesis and Dissertation Office.

G. Thesis Defense / Thesis Examination

1. All candidates under the thesis option must pass a comprehensive examination covering the major and minor, as well as the research and thesis.
2. This examination / defense usually is a two-hour oral examination, but the student's advisory committee also may require a written examination.
3. Members of the Graduate Faculty not on the advisory committee may attend any oral examination as visitors.
4. The oral examination should take place no later than the deadline indicated in the Graduate School Calendar.
5. Successful completion requires unanimous support of all members of the advisory committee and the submission of the appropriate forms to the Graduate School.
6. If a student fails the examination, one re-examination may be given on recommendation of the advisory committee and approval by the Dean of the Graduate School.
 - a. Further examinations will be allowed only under exceptional circumstances and with the approval of the Graduate Council.

Master's Degree - Non-Thesis Option

A. Requirements

1. An industry-based research project
 - a. The research project selected for the non-thesis must be approved by the student's major professor and advisory committee.
 - b. The student conducts the research and writes the report under the direction of the major professor.
 - c. The student will present their industry-based research project as a seminar; the seminar is open to departmental faculty and graduate students.
2. Written comprehensive examination
 - a. The student must pass the written comprehensive examination.
3. Oral comprehensive examination
 - a. Students in the non-thesis option must pass the oral comprehensive examination.
 - The examination covers major and minor areas of study as well as any research and special projects.

B. Research Project Hours

1. Students will register for NUFS 7980 (or NUFS 7986 for those students taking courses via distance education) during all semesters in which they are working on the research project.
2. Four credits of NUFS 7980 (or 7986) are required for the degree

Master's Degree Graduation Requirements

A. Submission of Plan of Study

1. 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.
 - a. Graduation day is the official last day of each semester and, therefore, is the deadline for submitting Plans of Study for graduation in the following semester.

B. Grades

1. 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.
2. Graduation requires a cumulative GPA of 3.0 or higher on a 4.0 scale.

C. Meet thesis defense and submission deadlines or non-thesis defense deadlines

D. Enrollment in the semester of graduation

1. Students must be enrolled for at least one hour during the semester they intend to graduate.
 - a. Thesis students defending their thesis should be enrolled in NUFS 7990 the semester they intend to graduate, or they may enroll in GRAD 7000 Clearing Registration if they have turned in the thesis and met all graduation requirements by the last day of the previous semester (i.e. the student missed the deadline to graduate, but turned in the thesis by the end of the semester).
 - b. Non-thesis students may enroll in NUFS 7980 or GRAD 7000.

E. Notification of the Registrar with intent to graduate during the pre-registration period the semester before the expected semester of graduation or no later than the 15th day of classes during the semester of expected graduation.

F. Notification to the Graduate School with intent to graduate

1. Students should indicate expected graduation when registering for their final semester.
2. If a student fails to indicate the intent to graduate during the pre-registration period for their final semester, they must notify the Graduate School by the 15th class day of the semester that graduation is expected.

G. Graduation Check

1. Graduate students are responsible for checking records for compliance with graduation requirements by requesting a graduation check at the Graduate School.
 - a. Graduation check must be done before the last day of the semester preceding the one in which the student expects to graduate.
2. Graduation check forms may be acquired from the Graduate School web page
[Http://www.grad.auburn.edu/banner/gradcheck.html](http://www.grad.auburn.edu/banner/gradcheck.html)

IV. 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 an acceptable 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. It 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.

Doctoral Degree Requirements

A. Student Classification

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

B. Course Requirements

1. The Graduate School requires a minimum of 60 credit hours beyond the bachelor's degree for a doctoral degree.
2. Of the 60 hours, a minimum of the 30 semester hours must be graded (eg. A, B, C) graduate course work and 18 of those 30 hours must be completed under PHD classification at Auburn University.
3. The other 30 hours of required course work may include ungraded courses, research and thesis hours, and research and dissertation hours, NUFS 8990.
 - a. A maximum of four semester hours of Research and Thesis from a completed master's program may be counted toward the doctoral requirements.
 - b. The requisite 10 hours of research and dissertation, NUFS 8990, must be taken and should be included in the Plan of Study.

C. Research and Dissertation Hours (NUFS 8990)

1. All doctoral students must complete a minimum of 10 hours of 8990.
2. Enrollment in NUFS 8990 may take place at any time the student and the advisory committee deem appropriate.
3. During any one semester, the number of hours of 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.
 - a. Students may enroll during any one semester for as few as one hour or as many as 10 hours of NUFS 8990. No grade is assigned.

D. Exceptions

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

E. Required Core Courses

1. Core courses required for the PhD program with an emphasis in nutrition include: BCHE 7200 and 7210 or BCHE 6180 and 6190, STAT 7000 and 7010 or equivalent, NUFS 7500, NUFS 7510, NUFS 7520, NUFS 7280, NUFS 7050, NUFS 8850 (twice), NUFS 8970, and NUFS 8990 (minimum 10 credits).
 - a. Core courses may be substituted if equivalent courses have been taken as part of a Master's degree program.
2. Core courses required for the PhD program with an emphasis in food science include: STAT 7000 and 7010 or equivalent, NUFS 6430*, NUFS 6450, NUFS 6640*, NUFS 7200, NUFS 7210, NUFS 7050, NUFS 7280, NUFS 8970, NUFS 8850 (twice), and NUFS 8990 (minimum 10 credits). *Another course may be substituted if an equivalent course was taken as part of an undergraduate degree program.
 - a. Core courses may be substituted if equivalent courses have been taken as part of a Master's degree program.
3. Core courses required for the PhD program with an emphasis in hotel and restaurant management include: NUFS 6530, NUFS 6550, NUFS 6570, NUFS 7050, NUFS 8850 (twice), BUSI 7140, NUFS 8970, NUFS 8860, FOUN 7300, FOUN 7310, NUFS 8990 pending approval (minimum 10 credits).
 - a. Core courses may be substituted if equivalent courses have been taken as part of a Master's degree program.

F. Other Department Requirements

1. **All** students are **required** to give a seminar presenting their dissertation research to the Department of Nutrition and Food Science faculty and students **prior to** graduation. This seminar is not graded or part of a class. The seminar should be scheduled to precede the dissertation defense. A dissertation abstract should be distributed to faculty and graduate students prior to the dissertation 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 NUFS faculty and graduate students.

Selection of a Major Professor and Doctoral Advisory Committee

- A. Regulations regarding the major professor for the doctoral student
 1. The major professor must be a member of the Graduate Faculty, Level 2 to serve as a major professor for a doctoral student.
- B. Regulations regarding the advisory committee for the doctoral student
 1. The committee is required to have a minimum of two additional faculty members.
 - a. At least one of the two must be from the Department of Nutrition and Food Science and at least one must have Graduate Faculty, Level 2.
 - b. Selection of committee members should be done after selection of the major professor.
 2. 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.
- C. The final appointment of the Advisory Committee occurs when the Plan of Study is approved by the Graduate School.
- D. Selection of a major professor

1. Your choice of a major professor is an important one and should not be taken lightly.
 2. Many diverse roles may be played by the major professor including counseling, approving your selection of graduate courses, helping to select members of your advisory committee, directing your research and mentoring, to name a few.
 3. Choose a major professor who is interested in and has knowledge of a topic you want to pursue as a dissertation or industry based research problem.
 4. Choose a faculty member who can give you an amount of time and the level and type of guidance that is consistent with what you will need as you conduct your research.
 5. Meet with several department faculty members before you select a major professor.
 6. Talk to second-year students and/or past graduates of the program before selecting a major professor.
- E. Changing the major professor or committee member
1. A form, Graduate School Revision of Existing Plan of Study, is needed to change the major professor or committee member.
 - a. 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.

Dissertation

- A. Requirements for the dissertation
1. A dissertation is required of all candidates for the degree of Doctor of Philosophy.
 2. The dissertation shall constitute a contribution to knowledge.
- B. Dissertation topic and research
1. The dissertation topic selected must be approved by the student's major professor and advisory committee.
 2. The student conducts the research under the direction of the major professor.
- C. Writing the dissertation
1. The student prepares the dissertation under the direction of the major professor.
- D. Research and Dissertation hours (NUFS 8990)
1. The student must register for a minimum of 10 credit hours of NUFS 8990.
 2. The student may register for one or more hours of NUFS 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.
 - a. Typically students will be registered for a minimum of 1 credit hour of NUFS 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.
- E. Dissertation format requirements
1. See the Graduate School website for dissertation format directions.
 2. The Graduate School accepts only dissertations prepared according to the Guide.
- F. Dissertation Deadlines
1. The Graduate School Calendar, in the *Bulletin*, lists the deadline for acceptance of

final copies of dissertation by the Graduate School each semester.

- a. "Final copies" means that the dissertation is approved by the committee, and ready to go to the representative of the Graduate School (outside reader) - see section on "Final Examination for the Doctoral Degree" section B, page 18.
- b. If final copies are found to need corrections, the student's graduation may be delayed.
2. The graduate student is encouraged to get a Dissertation Format Check done prior to the deadline.

G. Dissertation Format Check

1. A format check may be obtained at the Thesis and Dissertation Office in the Graduate School.

H. Microfilm Requirements

1. All dissertations must be microfilmed by University Microfilms International of Ann Arbor, Michigan, which publishes the abstract in Dissertation Abstracts.
 - a. The student is required to pay for this service.

Residency Requirements for the Doctoral Degree

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

Time Limitations

- A. No more than 4 years can pass between passing the "preliminary general examination" (see below) and the submission of the dissertation to the Graduate School.

General Doctoral / Preliminary Examination

A. Definition, Terms, and Purpose

1. The general examination, often called the "preliminary examination," or "preliminary general examination" is required of all applicants for the degrees of Doctor of Philosophy.
2. 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.
3. 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.
4. 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.

B. Components of the Examination

1. Written testing by the student's advisory committee in the student's major and minor.
 - a. The written portion of the examination does not require approval in advance by the Graduate School.
 - b. The written portion of the examination is conducted before the general oral examination.
2. Oral testing by the student's advisory committee in the student's major and minor.
 - a. The oral portion of the examination requires approval in advance by the Graduate School. The application form may be obtained from the Graduate School website under forms.
 - b. Arrangements for the oral examination must be made by application to the Graduate School at least one week in advance of the proposed examination date.
 - c. The general oral examination should be conducted soon 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 (general oral examination and final examination) thus can not be taken either in the same semester or in consecutive semesters.

d. Successful completion of the oral examination requires unanimous support of the student's advisory committee.

e. 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.

C. Candidacy for the Doctoral Degree

1. The student becomes a candidate for the degree on successful completion of the general examination and has four calendar years thereafter to complete all additional requirements.

a. If unable because of reasons beyond the candidate's control to complete the requirements on time, the student may petition the Dean of the Graduate School for an extension. Otherwise, the student will revert to the status of an applicant.

Time Limit for the Doctoral Degree

A. A student has four calendar years after being admitted to candidacy to complete all additional degree requirements.

Final Examination for the Doctoral Degree

A. Requirements for the Scheduling of the Final Examination

1. Completion of the dissertation and approval by the student's advisory committee.

2. Submission of the dissertation to the Graduate School.

3. Appointment of an outside reader to review the dissertation.

a. All doctoral dissertations are evaluated by an outside reader who also participates in the final oral dissertation defense.

b. The student's advisor may request appointment of the outside reader at any time rather than waiting until after the dissertation is drafted.

4. Following the Graduate School approval of the dissertation, the student may apply for the final examination on a Graduate School form.

a. The application must be filed with the Graduate School at least one week in advance of the final examination defense date.

B. Administration of the Final Examination

1. The examination is administered by the student's advisory committee.

2. The representative of the Graduate School, also referred to as the "outside reader", attends and participates in the final examination.

3. Any member of the Graduate Faculty may attend.

C. Final Examination Content and Completion

1. 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.
2. Successful completion requires unanimous support of all members of the committee.
3. If a student fails the final examination, a re-examination may be given on recommendation of the advisory committee and approval by the Dean of the Graduate School.
4. Further examination requires exceptional circumstances and approval of the Graduate Council.
5. In addition to successful completion of all examinations, final copies of the dissertation must be submitted to the Graduate School before the degree is conferred. (See Graduate School Calendar for deadline.)

V. NUFs DEPARTMENT REQUIREMENTS AND POLICIES

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 departments'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.

Graduate Student Evaluations

Graduate students will be evaluated yearly (generally in the Spring) by their major professor, graduate program officer, and/or department head. The graduate student evaluation form may be found in the Appendix D. The purpose of the evaluations is to assess the student's progress toward the degree. Issues of professional and personal development may be considered in determining satisfactory progress toward the degree.

Graduate Assistantships

A. Registration Requirements

1. All students on a graduate assistantship **MUST** be registered for at least one hour during each semester of appointment on an assistantship. This policy includes summer semester.

B. Evaluation

1. All graduate students receiving an assistantship will be evaluated annually by their supervisor(s). The evaluation form may be found in the Appendix D.

Fellowships and Scholarships

A variety of fellowships and scholarships are available for graduate students from professional organizations, the College of Human Sciences, and the University. Your advisor can provide more information on scholarships for which you may qualify.

VI. NUFs DEPARTMENT OPERATIONS AND INFORMATION

Desk Assignments

Shared offices are available for graduate students, with priority for students holding a Graduate Research Assistantship or Graduate Teaching Assistantship. Offices are assigned to students by the Department Head.

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 or Mr. Chris Olds, 108 Spidle Hall, phone 4-3778, email oldschr@auburn.edu with your name, dept. affiliation, and email address. Mr. Tolbert or Olds 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. Mailboxes for graduate students with an emphasis in nutrition or food science are found in room 101 Poultry Science Building. 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.

Laboratory Policies

- A. All students should learn equipment procedures prior to their use. If an equipment use log is kept, please sign it at each use. If a piece of equipment is not working properly, notify the person in charge immediately.
- B. Each student is responsible for cleaning glassware that is used. Lab areas should be kept clean.
- C. Equipment or supplies should not be borrowed from another laboratory group without checking with the professor in charge.
- D. Common supplies that are used should be replaced.
- E. Use common courtesy and consideration of the rights of others.
- F. All glass and hazardous materials should be disposed of properly.

VII. APPENDICES

Appendix A: M.S. Degree Course Requirements

Students may earn a M.S. with an emphasis in Nutrition, Food Science, or Hotel and Restaurant Management. Core courses are required in each option and 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 area.

Master of Science Degree with an emphasis in Nutrition Core Nutrition Courses (Required)

Courses	Credit Hours
NUFS 7500 Minerals	2
NUFS 7510 Vitamins	2
NUFS 7520 Macronutrients: Integration and Metabolism	4
BCHE 6180 or 7200 Graduate Biochemistry I	3
BCHE 6190 or 7210 Graduate Biochemistry II	3
NUFS 7850 Master's Seminar	1
NUFS 7050 Methods of Research	2
NUFS 7990 Research and Thesis	4 - 6
STAT 7000 or FOUN 7300 Experimental Statistics I	3 - 4
Electives (see below for suggestions)	4 - 6

Sample Electives for an Emphasis in General Nutrition

Courses	Credit Hours
NUFS 6880 Nutrition and Food Science: A Global Perspective	2
NUFS 6820 Nutrition in the Life Cycle	3
NUFS 6020 Medical Nutrition	3

I	
NUFS 6560 Nutrition and Food Services Management	4
BIOL 6600 Mammalian Physiology	5

Sample Electives for an Emphasis in Sports Nutrition

Courses	Credit Hours
NUFS 6620 Sports Nutrition	3
HLHP 7680 Advanced Physiology of Exercise I	3
HLHP 7700 Advanced Physiology of Exercise II	3
HLHP 6500 Exercise Technology I: Principles of Exercise Testing and Interpretation	4
HLHP 6550 Exercise Technology II: Applied Exercise Testing and Interpretation	4
HLHP 6400 Exercise Prescription for Normal and Special Populations	3
HLHP 7750 Advanced Sports Psychology	3

Sample Electives for an Emphasis in Clinical Nutrition

Courses	Credit Hours
NUFS 6020 Medical Nutrition I	3
NUFS 6030 Medical Nutrition II	3

Master of Science Degree with an emphasis in Nutrition (non-thesis option) Core Nutrition Courses (Required)

Courses	Credit Hours
NUFS 7500 Minerals	2
NUFS 7510 Vitamins	2
NUFS 7520 Macronutrients: Integration and Metabolism	4
BCHE 6190 Biochemistry II	3
NUFS 7850 Master's	1

Seminar	
NUFS 7050 Methods of Research	2
NUFS 7980 Non-Thesis Research	4
STAT 7000 or FOUN 7300 Experimental Statistics I	3 - 4
Electives (must include at least 2 of the following: NUFS 8970 Advanced Topics, NUFS 6020 Medical Nutrition I, NUFS 6030 Medical Nutrition II, NUFS 6560 Nutrition and Food Services Management, NUFS 6820 Nutrition and the Life Cycle)	11 - 12

Total required credit hours are a minimum of 33 semester credits for non-thesis options

**Master of Science Degree with an emphasis in Food Science
Courses (Required)**

Core Food Science

Courses	Credit Hours
NUFS 6430 Food Chemistry	4
NUFS 6450 Food Analysis and Quality Control (<u>or</u>) NUFS 6640 Food Product Development	4
NUFS 7200 Carbohydrate Chemistry and Functionality in Foods	3
NUFS 7210 Food Proteins and Fats	3
NUFS 7850 Master's Seminar	1
NUFS 7050 Methods of Research	2
NUFS 7990 Research and Thesis	4 - 6
STAT 7000 or FOUN 7300 Experimental Statistics I	3 - 4
Electives (see below for suggestions)	4 - 6

Sample Electives for an Emphasis in Food Science

Courses	Credit Hours
NUFS 6770 Food Plant Sanitation	4
ANSC 7700 Muscle Foods and Applied Muscle Biology	4
BIOL 6660 Food Microbiology	5
POUL 7160 Advanced Principles of Food Safety	3
BSEN 6550 Principles of Food Engineering Technology	4
NUFS 8970 Advanced Topics in Nutrition and Food Science	3

**Master of Science Degree with an emphasis in Food Science (non-thesis option)
Core Food Science Courses (Required)**

Courses	Credit Hours
NUFS 6430 Food Chemistry	4
Select 2 of the following NUFS 6450 Food Analysis and Quality Control, NUFS 6640 Food Product Development, NUFS 6770 Food Plant Sanitation	8
NUFS 7200 Carbohydrate Chemistry and Functionality in Foods	3
NUFS 7210 Food Proteins and Fats	3
NUFS 7850 Master's Seminar	1
NUFS 7050 Methods of Research	2
NUFS 7990 Non-thesis Research	4
STAT 7000 or FOUN 7300 Experimental Statistics I	3 - 4
Electives	4 - 5

Total required credit hours are a minimum of 33 semester credits for non-thesis options

**Master of Science Degree with an emphasis in Hotel and Restaurant Management
- Thesis Option (on campus)**

Core Hotel and Restaurant Management Courses (Required)

Courses	Credit Hours
NUFS 6530 Science of Quality in Hospitality	3
NUFS 6550 Club Management	3
NUFS 6570 Global Hospitality	3
NUFS 7850 Master's Seminar	1
NUFS 7050 Methods of Research	2
BUSI 7140 Organizational Leadership and Change	3
NUFS 8860 Current Issues in Hospitality Management	3
NUFS 7990 Research and Thesis*	4 - 6
FOUN 7300 Design and Analysis in Education I	3
Electives (see examples below)	5- 7

*Students on campus wishing to pursue Master of Science with an Emphasis in Hotel and Restaurant Management **non-thesis option** must substitute NUFS 7980 for NUFS 7990 and will not take NUFS 7850. Non-thesis option requires 33 semester credit hours.

Sample Electives for an Emphasis in Hotel and Restaurant Management

Courses	Credit Hours
NUFS 6950 Recreational Foodservice Management	3
NUFS 6540 Conference Coordination	3
NUFS 6770 Food Plant Sanitation	4
NUFS 7960 Directed Readings	1-3/5
NUFS 7920 Professional	1-3

Internship	
NUFS 8970 Advanced Topics in NUFS	1-3
ADED 7600 Nature of Adult Education	3

Hotel and Restaurant Management - Distance Education*, Non-thesis Option for off-campus graduate students

Core Hotel and Restaurant Management Courses (Required)

Courses	Credit Hours
NUFS 6536 Science of Quality in Hospitality	3
NUFS 6556 Club Management	3
NUFS 6576 Global Hospitality	3
NUFS 8860 Current Issues in Hospitality Management	3
NUFS 7056 Methods of Research	2
BUSI 7140 Organizational Leadership and Change	3
NUFS 7986 Non-Thesis Research	4 - 6
FOUN 7300_ Design and Analysis in Education I	3
Electives offered via Distance Education (see examples below)	9

*NUFS course numbers for students on campus wishing to pursue Master of Science with an Emphasis in Hotel and Restaurant Management non-thesis option end in a "0" instead of a "6" See courses listed under "thesis option" page 26. Non-thesis option requires 33 semester credit hours.

Sample Electives offered Distance Education for an Emphasis in Hotel and Restaurant Management

Courses	Credit Hours
NUFS 6546 Conference Coordination	3
NUFS 6956 Recreational Foodservice Management	3
NUFS 6776 Food Plant Sanitation	4
NUFS 7986 Advanced Topics in NUFS	1 - 3
NUFS 7966 Directed Readings	1 - 3/5
NUFS 7926 Professional Internship	1 - 3

Appendix B: Ph.D. Degree Course Requirements

Students may earn a Ph.D. with an emphasis in Nutrition, Food Science, or Hotel and Restaurant Management. Core courses are required in each option. Electives may be selected to allow for specialization in a particular area.

Doctoral Degree with an Emphasis in Nutrition

Required Core Courses *	Credit Hours
NUFS 7500 Minerals	2
NUFS 7510 Vitamins	2
NUFS 7520 Macronutrients: Integration and Metabolism	4
NUFS 7280 Laboratory Methods in Nutrition and Food Science	3
NUFS 7050 Methods of Research	2
NUFS 8850 Doctoral Seminar* *	1
BCHE 7200 or 6190 Graduate Biochemistry I	3
BCHE 7210 or 6180 Graduate Biochemistry II	3
STAT 7000 or FOUN 7300 Experimental Statistics I	3 - 4
STAT 7010 or FOUN 7310	3

Experimental Statistics II	
NUFS 8970 __ Advanced Topics in Nutrition and Food Science	1-6
NUFS 8990 __ Research and Dissertation	10

*Core courses may be substituted if equivalent courses have been taken as part of a Master's degree program.

**Student is required to enroll in this class twice for a total of 2 credits for the doctoral degree.

Doctoral Degree with an Emphasis in Food Science

Required Core Courses*	Credit Hours
NUFS 6430 Food Chemistry	4
NUFS 6450 Food Analysis and Quality Control	4
NUFS 6640 Food Product Development	4
NUFS 7200 Carbohydrate Chemistry and Functionality in Foods	3
NUFS 7210 Food Proteins and Fats	3
NUFS 7050 Methods of Research	2
NUFS 7280 Laboratory Methods in Nutrition and Food Science	3
NUFS 8970 Advanced Topics in Nutrition and Food Science	1-6
STAT 7000 or FOUN 7300 Experimental Statistics I	3-4
STAT 7010 or FOUN 7310 Experimental Statistics II	3
NUFS 8850 Doctoral Seminar**	1
NUFS 8990 Research and Dissertation	10

*Core courses may be substituted if equivalent courses have been taken as part of a Master's degree program

**Student is required to enroll in this class twice for a total of 2 credits for the doctoral degree.

Doctoral Degree with an Emphasis in Hotel and Restaurant Management

Required Core Courses*	Credit Hours
NUFS 6530 Quality of Science in Hospitality	3
NUFS 6550 Club Management	3
NUFS 6570 Global Hospitality	3
NUFS 7050 Methods of Research	2
NUFS 8850 Doctoral Seminar**	1
FOUN 7300 Design and Analysis in Education I	3
FOUN 7310 Design and Analysis in Education II	3
NUFS 8970 Advanced Topics in Nutrition and Food Science	1-6
BUSI 7140 Organizational Leadership and Change	3
NUFS 8860 Current Issues in Hospitality Management	3
NUFS 8990 Research and Dissertation	10

*Core courses may be substituted if equivalent courses have been taken as part of a Master's degree program

**Student is required to enroll in this class twice for a total of 2 credits for the doctoral degree. Some required courses are pending final approval.

Appendix C. Department of Nutrition and Food Science Faculty and Staff

Faculty and their Research Interests:

Baker M. Ayoun, Ph.D., Oklahoma State University. Assistant Professor, Level 1 Graduate Faculty, 360 Spidle Hall, 334-844-8196 (o), 334-844-3279 (fax), bma0002@auburn.edu
Research Interests: International and strategic management of hospitality business, hospitality education.

Leonard N. Bell, Ph.D., University of Minnesota; Professor, Level 2 Graduate Faculty, 101F Poultry Science Bldg, 334-844-3272 (o), 844-3274 (lab), 334-844-3268 (fax), bellleo@auburn.edu
Research interests: Effects of pH, buffer, water activity, glass transition, and ingredients on chemical stability of food systems; application and stability of artificial sweeteners; chemical composition of foods.

Margaret C. Craig-Schmidt, Ph.D., University of Wisconsin-Madison; Professor, Level 2 Graduate Faculty, 102E Poultry Science Bldg, 334-844-3263 (o), 334-844-3268 (fax), craigmc@auburn.edu
Research interests: Nutritional biochemistry, dietary fats and disease, infant and maternal nutrition, lactation, essential fatty acids, health effects of omega-3 fatty acids, trans-fatty acids.

Evelyn F. Crayton, Ed.D., R.D., L.D., Auburn University; Professor and AL Cooperative Extension System Assistant Director for Family and Community Programs, Level 2 Graduate Faculty, 220B Duncan Hall, 334-844-2224 (o), craytef@auburn.edu
Research interests: Nutrition behavior of limited resources populations, developing, testing the best methods for delivering low literacy health and nutrition messages for the general population; evaluating the safety of some home food preservation methods.

Carol E. Dillard, M.S., R.D., Troy State University; Instructor. 328 Spidle Hall, 334-844-6453 (o), 334-844-3279 (fax), dillace@auburn.edu.
Research interests: Food service administration; hotel and restaurant management; sports nutrition.

Robin B. Fellers, Ph.D., R.D., University of Florida; Associate Professor, Director, Didactic Program in Dietetics, Level 2 Graduate Faculty, 102F Poultry Science Bldg, 334-844-3270 (o), 334-844-3268 (fax), rfellers@auburn.edu
Research interests: Commercial and institutional food service management including food safety, food selection, and food security; education research including the relationship of various instructional strategies to learning styles, and computer-assisted instruction; experienced in use of survey and work sampling techniques; descriptive and experimental research designs.

Nicole C. Britton Gaillard, M.S., Auburn University; Instructor, 356 SpidleHall, 334-844-6452 (o), 334-844-3268 (fax), brittnc@auburn.edu
Research interests: Student Union hospitality issues; club/resort management; customer service; diversity training and development.

Sareen S. Gropper, Ph.D., R.D., L.D., Florida State University; Professor and Graduate Program Officer, Level 2 Graduate Faculty, 102C Poultry Science Bldg, 334-844-3271 (o), 334-844-3268 (fax), groppss@auburn.edu
Research interests: Nutrient interactions, primarily between antioxidant vitamins and/or trace minerals, with application to clinical nutrition, pediatric genetic disorders, obesity, and exercise.

Kevin W. Huggins, Ph.D., Wake Forest University; Assistant Professor, Level 1 Graduate Faculty 102D Poultry Science Bldg, 334-844-3296 (o), 334-844-3268 (fax), huggikw@auburn.edu
Research interests: Role of Group 1B phospholipase A2 in diet-induced obesity and insulin resistance; molecular mechanisms related to the development of insulin resistance and diabetes; use of gene-knockout mice to study molecular mechanisms of dietary lipid absorption.

Tung-Shi Huang, Ph.D., University of Florida; Associate Professor, Level 1 Graduate Faculty, 101C Poultry Science Bldg, 334-844-3290 (o), 334-844-2906 (lab), 334-844-3268 (fax)
Research interests: Immunoassays for seafood species identification and microbial contaminants; control of food microbes and quality.

Robert E. Keith, Ph.D., R.D., FACSM, Virginia Tech; Professor, Level 2 Graduate Faculty, 102A Poultry Science Bldg, 334-844-3273 (o), 334-844-3268 (fax), keithre@auburn.edu
Research interests: Various topics related to sports nutrition, diet and exercise; nutritional status of various athletes, nutrition supplements used by athletes.

Suresh T. Mathews, Ph.D., University of Madras; Assistant Professor, Level 1 Graduate Faculty. 101B Poultry Science Bldg, 334-844-7418 (o), 334-844-3268 (fax)
Research Interests: Metabolic diseases, functional foods, insulin signal transduction, mechanisms of insulin resistance, gene expression and metabolism in animal models of obesity, type 2 diabetes and transgenic / knockout mice.

Rosalind McMullan, Ph.D., University of Ulster; Assistant Professor, Level 1 Graduate Faculty. 360 Spidle Hall, 334-844- 4261 (o), 334-844-3268 (fax), Research Interests: Various topics related to services marketing and management, service quality, customer loyalty and tourism marketing.

Martin A. O'Neill, Ph.D., University of Ulster; Associate Professor and Director of the Hotel and Restaurant Management Program, Level 2 Graduate Faculty, 328 Spidle Hall, 334-844-3264 (o), 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.

Steven Shumate, Ph.D., University of South Carolina; Assistant Professor, Level 1 Graduate Faculty. 362 Spidle Hall, 334-844-2211 (o), 334-844-3268 (fax), sshumate@auburn.edu
Research Interests: Service marketing, emotional intelligence measurement and training, service quality measurement, women's employment issues in hospitality.

Barbara Struempfer, Ph.D., Iowa State University; Professor/Extension Nutritionist, Level 2 Graduate Faculty, 207 Duncan Hall, 334-844-2217 (o), 334-844-5354 (fax), struebj@auburn.edu
Research interests: General dietary guidelines for all populations, nutrition and pregnancy; nutrition and breastfeeding; limited-resource population.

Jean Weese, Ph.D., University of Tennessee; Professor, Food Science Extension Specialist, Level 2 Graduate Faculty, 101D Poultry Science Bldg, 334-844-3269 (o), 334-844-3268 (fax), weesesj@auburn.edu Research interests: Food safety and food irradiation; vitamin B-6 analysis; nutrient retention.

Doug White, Ph.D., Louisiana State University; Associate Professor and Department Head, Level 2 Graduate Faculty, 101E Poultry Science Bldg, 334-844-3266 (o), 334-844-3268 (fax), whitebd@auburn.edu Research Interests: Regulation of food intake and body weight including effects of diet on neuropeptides and neurotransmitters that play a role in the development of obesity,

and examining how diet interacts with the ability of leptin to regulate energy balance.

Claire Zizza, Ph.D., University of North Carolina at Chapel Hill; Assistant Professor, Level 1 Graduate Faculty, 101J Poultry Science Bldg, 334-822-7417, 334-844-3268 (fax)

Claire_Zizza@auburn.edu

Research Interests: Nutritional epidemiology focused on the prevention, treatment, and consequences of obesity; dietary patterns examined on a national level in the US and the Mediterranean area.

Staff:

Alicia B. Pugh, Office Administrator: 101 Poultry Science Bldg, 334-844-3261 (o), 334-844-3268 (fax), pughali@auburn.edu

Tanya Stringer, Assistant Office Administrator: 328 Spidle Hall, 334-844-4261 (o), 334-844-3268 (fax), tds0001@auburn.edu

Catherine M. Wernette, Ph.D., Michigan State University; Research Fellow II, 102H Poultry Science Bldg, 334-844-3239 (o), 334-844-3268 (fax), werneca@auburn.edu

Research interests: Regulation of food intake and body weight, effects of diet on neuropeptides and neurotransmitters and their role in the development of obesity, how diet and leptin regulate energy balance.

Teayoun Kim, Ph.D., Auburn University; Research Fellow I, 102H Poultry Science Bldg., 334-844-3218 (lab), 334-844-3268 (fax), kimteay@auburn.edu

Research interests: Characterization of hepatic protein AHSG, a natural insulin receptor inhibitor associated with insulin resistance and diabetes, elucidation of the mechanisms of functional foods that modulate insulin sensitivity.

Appendix D:**NUFS GRADUATE STUDENT EVALUATION**

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

NAME_____ SSN_____ 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 E:**NUFS GRADUATE ASSISTANT EVALUATION**

(Completed by faculty supervisor)

NAME _____ SSN _____ 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 _____