

GRADUATE STUDENT HANDBOOK

**MS IN NUTRITION & EXERCISE PHYSIOLOGY:
NUTRITIONAL SCIENCES EMPHASIS**

**PHD in NUTRITIONAL SCIENCES
(NUTRITION AREA PROGRAM)**

Department of Nutrition & Exercise Physiology

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1. NEP Department Overview

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1.2. Colleges

The Department of Nutrition & Exercise Physiology is a member of three colleges:

- Human & Environmental Sciences (HES)
- College of Agriculture, Foods, and Natural Resources (CAFNR)
- School of Medicine (SOM)

1.3. Current Faculty

<http://ns.missouri.edu/faculty.html>

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Assistant Professor

Nutrition & Exercise Physiology

E-mail: vieirapotterv@missouri.edu**1.4. Degrees Offered****Master of Science (MS) in Nutrition & Exercise Physiology: Nutritional Sciences Emphasis**

The MS is a research degree (a research thesis is required) that prepares students for continuation to a doctoral program or a variety of research or professional positions.

Doctor of Philosophy (PhD) in Nutritional Sciences (Nutrition Area Program):

The PhD degree is the highest degree awarded in Nutritional Sciences. Students must have completed a masters degree to be accepted into the doctoral program (see below). Students who have not completed a MS may enroll in the MS and request to transfer to the PhD program after one year.

1.5. Graduate Admissions Policy for the Nutrition & Exercise Physiology Department

Admissions status:

1. Student applicants with a BS/BA, but without a MS degree in a related field, who are admitted into either graduate program (i.e., ExPhys or NS) within the department will do so as a MS candidate;
2. Student applicants without a MS degree in a related field wishing to pursue a doctorate may be admitted into either graduate program on a provisional basis as a MS candidate.
3. Student applicants with a MS degree in a related field may be admitted into either graduate program as a doctoral candidate directly.

1.6. MS and PhD Degrees in Nutritional Sciences: Emphasis Areas and Suggested Courses

The emphasis areas are not degree programs, nor are the course lists all inclusive; rather, they serve to guide course selection. As such, students are not required to have an emphasis area. Please note that not all courses are taught every semester/year.

Human/Clinical Nutrition

Etiology of Obesity (NEP 8030)

Sports Nutrition (NEP 7970)

Exercise Metabolism (NEP 8870)

Research in Dietetics (NEP 7950)

Nutrition Therapy I,II (NEP 7370/7380)

Human Nutrition II Laboratory (NEP 7330)

Endocrinology (AN SCI 8420)

Immunology (V PIO 8451)

Addiction Treatment and Prevention (SOC WK 7330)

Nutritional Assessment (NEP 7360)

Cardiovascular Health and Fitness (NEP 7840)

Medical Physiology (MPP 7422)

Pharmacology and Translational Medicine (MPP 7424)

Public Health Nutrition

Community Nutrition (NEP 7590)
Nutritional Assessment (NEP 7360)
Epidemiology and Biostatistics (V PBIO 8455)
Endocrinology (AN SCI 8420)
Intro to Immunology (V PBIO 8451)
Human Nutrition II Laboratory (NEP 7330)
Addiction Treatment and Prevention (SOC WK 7330)
Sociology of Health Systems (SOCIOL 7400)
Principles of Epidemiology (F C MD 8420)
Epidemiology and Community Health (V PBIO 6678)
Principles of Public Health (P_HLTH 7150)
Human Health and the Environment (P_HLTH 8150)
Health Care in the United States (P_HLTH 8300)

Behavioral Science

Neurobiology (BIO SC 7500)
Sensory Physiology and Behavior (BIO SC 7560)
Behavioral Biology (BIO SC 7640)
Developmental Neurobiology (BIO SC 8450)
Functional Neuroscience (PSYCH 8210)
Addiction Treatment and Prevention (SOC WK 7330)

Food Science

Food Chemistry and Analysis (FS 7310)
Food Chemistry and Analysis Lab (FS 7315)
Food Microbiology (FS 7370)
Sensory Analysis of Foods and Beverages (FS 7380)
Food Product Development (FS 7970)
Functional Foods and Nutraceuticals (FS 8440)
Technology of Dairy Products and Ingredients (FS 7331)

Biochemistry/Cell Physiology

Nutritional Biochemistry of Carbohydrates (NEP 8360)
Exercise Metabolism (NEP 8870)
Biochemistry Lab (BIOCHM 7274)
Molecular Biology Lab (BIO SC 7374)
Enzymology and Metabolic Regulation (BIO SC 8432)
Vet Cell Biology (VB SCI 7333)
Vet Physiology (VB SCI 8420)
Mammalian Cell Function (VB SCI 7310)
Transmembrane Signaling (VB SCI 9426)

1.7. Core Knowledge in Nutritional Sciences

TABLE 1 Core knowledge for the discipline of nutrition (J. Nutr. 132:779-784, 2002)

1. General Research Skills

- Evidence of and for causality; developing hypotheses

2. Structure and biochemical and metabolic functions of nutrients and other dietary constituents

- Physiological and biochemical basis for nutrient requirements
- Chemical structure and biochemical and metabolic functions of essential and nonessential nutrients (protein, carbohydrate, fat, B vitamins, vit C, vit D, vit A, vit E, vit K, calcium, iron, zinc, sodium, potassium, iodine, magnesium, phosphorous)

3. Food, diets, and supplements

- Food sources of nutrients and factors affecting nutrient bioavailability
- Effect of food processing and handling on nutrient content and bioavailability
- Nutritional toxicology including upper limits of intake; nutrient-nutrient and drug-nutrient interactions
- Planning and assessing adequacy of diets, including under- and overnutrition
- Cultural and social factors affecting food intake and choices
- Dietary Reference Intakes (DRI); food guide pyramid (myplate)
- Nutrient supplements including risk/benefit ratios; life stage issues; component bioavailability

4. Nutritional status assessment

- ABCD: anthropometry, biochemistry, clinical, dietary
- Functional assessments including immunological, cognitive, and pregnancy outcomes

5. Nutrition and disease

- Clinical nutrition
- Interactions of etiologies of chronic diseases with nutrition

6. Nutrition interventions and policies

ASSESSMENT

- Situation assessment including screening, prevalence, at-risk groups, hunger, malnutrition, overnutrition
- Determinants: economic, supply/demand, medical, cultural, care-giving, intrahousehold and community food distribution
- Food supply, seasonality, security, dietary quality, preservation
- Surveillance and monitoring

INTERVENTIONS

- Fortification and supplementation
- Programs of government, nongovernmental, and private sector organizations

1.8. Student Responsibility to Know Academic Regulations

It is each graduate student's responsibility to know and observe all regulations and procedures relating to the program the student is pursuing. In no case will a regulation be waived or an exception be granted because students plead ignorance of, or contend that they were not informed of, the regulations and procedures. Responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student.

2. MS Degree Requirements

2.1. Summary of Degree Requirements

- **Complete a Plan of Study with the adviser**
- **Form a thesis committee**
- **Enroll in at least 9 credits per semester**
- **Maintain a GPA of 3.0**
- **Enroll in NEP 8087 for 2 semesters**
- **Submit an annual report of academic progress to thesis committee (due August 1 each year)**
- **Satisfactory completion of research thesis under supervision of thesis committee**
- **Create a short video describing thesis project**
- **Satisfactorily perform duties associated with assistantship or as assigned by Department Chair**
- **Attend lunch meetings with speakers and faculty candidates**
- **Complete degree within 3 years of enrollment**
- **Be a good citizen of the department**

2.2. Academic Process for MS Students

Step 1: Student is assigned an adviser

The student is matched with a consenting adviser from faculty members of the academic program in which the major work is planned. Before registering for each semester or session, the student consults the adviser concerning a program of courses.

Step 2: Submit a plan of study

Master's plan of study

After performing satisfactorily for a minimum of one semester, the student completes the Plan of Study for the Master's Degree (M1) form (or the Plan of Study for the Dual Master's Degree (DM1) form if the student is enrolled in a dual master's degree program) with the adviser's assistance. The form is forwarded through the program's director of graduate studies to the Office of Graduate Studies for approval.

The plan of study form must be filed with the Office of Graduate Studies by the end of the student's second semester of enrollment. Upon approval of the program by the Office of Graduate Studies, the student is a candidate for the degree.

Step 3: Form a thesis committee

A thesis committee is composed of three members of the MU faculty: a major adviser from the academic program; a second reader from the academic program; and an outside reader who is a member of the graduate faculty from a different MU graduate program. The student must submit a Request for Thesis Committee form (M2) or, if the student is in a dual master's program, a Request for Dual Master's Thesis Committees form (DM2) for approval by the program's director of graduate studies and the Office of Graduate Studies by the end of the student's second semester.

Step 4: Research Thesis

Each candidate must pass a final examination to demonstrate mastery of the fundamental principles of the work included in the course of study offered for the degree. A written thesis, based upon original research, that is student's own work and that demonstrates a capacity for research and independent thought is required. The student must defend their written thesis proposal to their thesis committee prior to initiating their thesis research project.

Upon completion of the research project, the graduate student must present their thesis research in a seminar that is open to the general faculty and successfully defend their thesis to their committee. After the successful defense of the thesis, the members of the student's committee must sign the Report of the Master's Examining Committee form (M3), which is then forwarded through the academic program's director of graduate studies to the Office of Graduate Studies. All candidates for the MA or MS degrees must complete either a thesis or a substantial independent project that cannot be coauthored.

The students must provide their research proposal and thesis to their thesis committee a bound hard copy at least two weeks in advance of the proposal defense. Note that the graduate student's adviser must approve the thesis *prior to submission to the committee* for review. The student should allow at least two weeks for revisions with their adviser *prior to submission to their committee*. Therefore, the graduate student must provide a complete draft of his/her thesis to their adviser ONE MONTH prior to the defense date. Failure to meet this deadline will result in postponement of the defense.

Enrollment information

Students expecting to present a thesis must be enrolled in the term when that activity occurs.

Step 5: Thesis project video

Each candidate must create a short video intended for a lay audience that describes thesis project. The video should be submitted after the thesis defense. The final paperwork for degree completion will not be submitted to the Office of Graduate Studies until the video is submitted.

2.3. Coursework Required for MS Degree

Prerequisites

General Chemistry
Organic Chemistry w/Lab
Biochemistry (2 semesters)
Biology
Human Nutrition I

Core Courses

Human Nutrition II (NEP 7340)	3h
Biochemistry (BIOCHM 7270, 7272)	6h
Nutritional Biochemistry of Lipids (NEP 8310)	3h
Nutrition in Human Health (NEP 8340)	3h
Vitamins and Minerals (AN SCI 9442)	3h
Statistics (6 credits), possible courses include:	6h
Statistical Methods for Research (STAT 7070, 3h)	
Statistical Software and Data Analysis (STAT 7110)	
Sampling Techniques (STAT 7310)	
Applied Statistical Models I (STAT 7510, 3h)	
Applied Statistical Models II (STAT 8220, 3h)	
Analysis of Variance (STAT 7530, 3h)	
Biostatistics (STAT 7410)	
Experimental Design (STAT 7540)	

Applied Multivariate Data Analysis (STAT 7560)	
Data Analysis (STAT 8310, 3h)	
ANOVA in Applied Research (ES CPS 8610, 3h)	
Regression in Applied Research (ES CPS 8620, 3h)	
Qualitative Methods in Educational Research I (ES CPS 8630, 3h)	
Social Statistics (SOCIOL 7120, 3h)	
Advanced Social Statistics (SOCIOL 8130)	
Masters Seminar (NEP 8087 1h/semester)	2h
Research Thesis (NEP 8090)	<u>4h</u>
TOTAL CORE COURSE REQUIREMENT	30

Electives

> 30 hours beyond the bachelor's degree, including but not limited to courses from the Emphasis Areas. Fifteen hours of the 30-hour minimum must be selected from courses numbered at 8000 or 9000 level; no more than 40 percent of the 30-hour credit requirement can be satisfied by a combination of special investigations, Research, Readings and / or Problems courses. Graduate students may elect to take the suggested courses from the following emphasis areas within nutritional sciences. The emphasis areas are not degree programs, nor are the course lists all inclusive; rather, they serve to guide course selection.

2.4. Seminar Requirement

MS students are required to attend the NEP Department Seminars, which are held each Thursday from 4:00-5:00 in Acuff Auditorium in the Med School; students must sign-in. Students must register for 1 credit of NEP 8087 for two semesters. For each seminar, students are required to write a one-page summary of the presentation and include at least 2 questions about the seminar and submit these to Dr. Pam Hinton via email by Friday after the seminar at 5 pm.

2.5. Length of Study Policy

The program for the master's degree MUST be completed within a period of three (3) years beginning with the first semester of enrollment in which the student is accepted to a degree program. Time spent in the armed services will not count toward the three (3)-year limit (see Office of Graduate Studies Active Duty Policy). For any extension of this time limitation, the student must petition their faculty adviser/mentor and the academic program's director of graduate studies in writing prior to the end of the 5th semester of enrollment in the program. The director of graduate studies will notify the adviser in writing of the decision.

2.6. Process and Criteria to Transfer to PhD Program

The process for transitioning from a MS candidate to a doctoral candidate without completing a MS degree is as follows: (1) After 1 year (12 months) in the NEP graduate program, a student and their faculty adviser may request in writing to the NEP Graduate Admissions committee that the student be admitted directly into the PhD program without completing a MS degree. (2) The Admissions committee will make their determination based on the following criteria (*required):

- Letter from the graduate student's adviser recommending admission into the PhD program*
- Adviser acknowledges that the student worked at least 15 hours a week in a research setting during the first year in the program
- Good academic standing (>3.0) and B or greater in all courses during 1st year in the program*

- Prerequisite course requirements have been satisfactorily completed*
- Completed one advanced (8000-level or greater) course in: Nutrition, Metabolism, or Exercise Science during the first year in the program*
- 2 or more years working in a related field
- Demonstrated productivity in a research setting (e.g., co-author on a peer-reviewed research paper, present or submitted an abstract to a scientific meeting, lead or coordinate research project)
- Letter of reference describing the student's research potential from someone other than the student's faculty adviser
- Attended the NEP seminars series and >4 seminars on campus (proven by the submission of a written summary of the presentations to the student's faculty adviser)

3. PhD Degree Requirements

3.1. Summary of Degree Requirements

- **Complete a Plan of Study with the adviser**
- **Form a thesis committee**
- **Enroll in at least 9 credits per semester**
- **Maintain a GPA of 3.0**
- **Enroll in NEP 9087 for 4 semesters; present a seminar on two occasions**
- **Annual completion of Graduate Student Progress System evaluation**
- **Satisfactory completion of qualifying and comprehensive exams**
- **Continuous enrollment after passing comprehensive exam**
- **Satisfactory completion of dissertation under supervision of dissertation committee**
- **Satisfactory completion of grant proposal, teaching and authorship requirements**
- **Submit an annual report of academic progress to thesis committee (due August 1 each year)**
- **Create a short video describing dissertation project**
- **Satisfactorily perform duties associated with assistantship or as assigned by Department Chair**
- **Attend lunch meetings with speakers and faculty candidates**
- **Satisfactory completion of the comprehensive exam within 3 years of enrollment; completion of the degree within 3 years of passing the comprehensive exam**
- **Be a good citizen of the department**

3.2. Academic Process for PhD Students

Step 1: Student is assigned an adviser

The student is matched with an adviser or co-advisers by mutual consent from doctoral faculty members who are dissertation supervisors in the department or area program in which the major work is planned.

Step 2: Complete qualifying examination or process (see NS Qualifying Exam below)

To be officially admitted to a PhD program, the student must pass a qualifying examination or process. Any department or area program may limit the number of times this examination or process may be attempted.

Step 3: Choose doctoral program committee

All members of the doctoral program committee participate actively in the activities of the doctoral student at all the stages of the student's career at MU, except the qualifying examination or process. Every graduate student must form a faculty committee to oversee the process of dissertation completion. The doctoral program committee is composed of a minimum of four members of MU Graduate Faculty. The committee must include at least three members from the student's home academic program and one outside member from a different academic program at MU. At least two of the doctoral committee members, including the student's adviser, must be MU Doctoral Faculty. The doctoral program committee must be recommended by the student's adviser and approved by the academic program's director of graduate studies and the Office of Graduate Studies before one year has elapsed following the student's first registration as a doctoral student. The qualifying examination results and Doctoral Committee Approval (D1) form are due to the Office of Graduate Studies office by the end of the student's second semester.

Step 4: Submit plan of study

A plan of study is a list of courses and the credit to be earned in each of them. The doctoral advisory committee provides academic program approval of the student's plan of study — a list of the courses and the credit to be earned in each of them — that will, when completed:

- Prepare the student for research or scholarly investigation in the chosen field of study;
- Satisfy the credit-hour and residency requirement of the academic program;
- Satisfy any special requirements (proficiency in foreign languages, collateral field, doctoral minor, other special research skills) imposed by the department or area program;
- Satisfy the Office of Graduate Studies's requirement for a minimum of 15 hours of MU coursework at the 8000/9000 level (exclusive of research, problems and independent study experiences).

As part of the plan of study, the committee also recommends to the vice provost/dean of the Office of Graduate Studies, any request for transfer of graduate credit.

Step 5: Take comprehensive examination (see NS Comprehensive Exam below)

The comprehensive examination is the most advanced posed by MU. It consists of written and oral sections. The student must substantially complete the coursework outlined in the Plan of Study to the satisfaction of the doctoral committee and the OGS before being declared ready for the comprehensive examination.

The comprehensive exam must be completed at least seven months before the final defense of the dissertation. The two sections of the examination must be completed within one month. It must be completed at least seven months before the final defense of the dissertation. The student must be enrolled to take this examination. It is to be administered only when MU is officially in session. The written section of the NS Comprehensive Examination is arranged and supervised by the major adviser, in which case questions are prepared and graded by the doctoral advisory committee. For the comprehensive examination to be completed successfully, the doctoral advisory committee must vote to pass the student on the entire examination, both written and oral sections, with no more than one dissenting or abstaining vote. A report of this decision, the Doctoral Comprehensive Examination Results form (D3), with the signatures of all committee members, must be sent to the Office of Graduate Studies and the student no later than two weeks after the comprehensive examination is completed.

Continuous enrollment after the exam

Students must maintain continuous enrollment during their candidacy (the period after successful completion of the comprehensive examination). Candidacy is maintained by enrolling in 9090 Research (or 9990 Research for some Engineering students) for two semester hours each fall and spring semester,

and for one semester hour each summer session up to and including the term in which the dissertation is defended. Continuous enrollment provides access to an adviser's support, doctoral program committee guidance and university research facilities for completion of the dissertation. Failure to enroll continuously in 9090 Research until the doctoral degree is awarded terminates candidacy.

Step 6: Dissertation

Form a dissertation committee

The doctoral student should consult with his or her adviser about to form a dissertation committee. In most instances, the student's dissertation committee will be the same as his or her program committee.

A written dissertation, based upon original research, that is student's own work and that demonstrates a capacity for research and independent thought is required. The dissertation must: 1) Be written about a subject approved by the candidate's doctoral program committee; 2) Embody the results of original and significant investigation; 3) Be the candidate's own work.

Present dissertation proposal to dissertation committee for approval

The student must defend their written dissertation proposal to their thesis committee prior to initiating their thesis research project.

Prepare the dissertation

Review the [dissertation and thesis guidelines](#). The doctoral student should ask his or her adviser about specific formatting requirements or citation style. All dissertation defenses must be open to the general faculty. Academic programs are encouraged to announce dissertation defense dates to academic program colleagues. A Report of the [Dissertation Defense form \(D4\)](#), signed by all members of the doctoral committee, must be sent to the Office of Graduate Studies before the deadline preceding the anticipated date of graduation. For the dissertation to be successfully defended, the student's doctoral committee must vote to pass the student on the defense with no more than one dissenting or abstaining vote.

Submission timing requirements

The student must provide their research proposal and dissertation to their dissertation committee (bound hard copy) at least two weeks in advance of the proposal/dissertation defense. The graduate student's adviser must approve the thesis *prior to submission to the dissertation committee* for review. The student should allow at least two weeks for revisions with their adviser *prior to submission to their committee*. Therefore, the graduate student must provide a complete draft of his/her thesis to their adviser ONE MONTH prior to the defense date. Failure to meet this deadline will result in postponement of the defense.

Step 7: Dissertation project video

Each candidate must create a short video intended for a lay audience that describes dissertation project. The video should be submitted after the dissertation defense. The final paperwork for degree completion will not be submitted to the Office of Graduate Studies until the video is submitted.

3.3. Coursework required for Doctoral Degree

Prerequisites

General Chemistry

Organic Chemistry w/Lab

Biochemistry (2 semesters)

Biology
Human Nutrition

Core Courses

Human Nutrition II (NEP 7340)	3h
Biochemistry (BIOCHM 7270, 7272)	6h
Nutritional Biochemistry of Lipids (NEP 8310)	3h
Nutrition in Human Health (NEP 8340)	3h
Vitamins and Minerals (AN SCI 9442)	3h
Statistics (6 credits), possible courses include:	6h
Statistical Methods for Research (STAT 7070, 3h)	
Statistical Software and Data Analysis (STAT 7110)	
Sampling Techniques (STAT 7310)	
Applied Statistical Models I (STAT 7510, 3h)	
Applied Statistical Models II (STAT 8220, 3h)	
Analysis of Variance (STAT 7530, 3h)	
Biostatistics (STAT 7410)	
Experimental Design (STAT 7540)	
Applied Multivariate Data Analysis (STAT 7560)	
Data Analysis (STAT 8310, 3h)	
ANOVA in Applied Research (ES CPS 8610, 3h)	
Regression in Applied Research (ES CPS 8620, 3h)	
Qualitative Methods in Educational Research I (ES CPS 8630, 3h)	
Social Statistics (SOCIOLOG 7120, 3h)	
Advanced Social Statistics (SOCIOLOG 8130)	
Doctoral Seminar (NS 9087 1h/semester; must present twice)	4h
Research Dissertation (NS 9090)	<u>12h</u>

TOTAL CORE COURSE REQUIREMENT **40**

Electives

> 72 hours total beyond the bachelor's degree, including but not limited to courses from the Emphasis Areas; courses from the Masters degree ≤30 h may be counted towards the doctoral degree at the discretion of the student's committee.) At least 15 of the 72 hours of course work must be at the 8000/9000 level (exclusive of research, problems and independent study experiences). Graduate students may elect to take the suggested courses from the following emphasis areas within nutritional sciences. The emphasis areas are not degree programs, nor are the course lists all inclusive; rather, they serve to guide course selection.

3.4. Seminar Requirement

PhD students are required to attend the NEP Department Seminars, which are held each Thursday from 4:00-5:00 in Acuff Auditorium in the Med School; students must sign-in. Students must register for 1 credit of NEP 8087 for four semesters. For each seminar, students are required to write a one-page summary of the presentation and include at least 2 questions about the seminar and submit these to Dr. Pam Hinton via email by Friday after the seminar at 5 pm. PhD students are required to present an NEP Department Seminar two of the four semesters. One of these seminars should be the student's dissertation.

3.5. Other Requirements

Grant proposal. The student must be primary investigator on one research grant during the second year of the doctoral program. The grant may or may not be submitted to a funding agency. The student's adviser will mentor the student during the grant-writing process. The primary adviser and doctoral committee will evaluate the grant proposal and provide the student feedback.

Teaching. The student will teach a minimum of 1 lecture per semester for 2 semesters.

Authorship. The student will be primary author on at least one research article prior to the dissertation defense.

Dissertation project video. Each candidate must create a short video intended for a lay audience that describes dissertation project. The video should be submitted after the dissertation defense. The final paperwork for degree completion will not be submitted to the Office of Graduate Studies until the video is submitted.

3.6. Length of Study Policy

A doctoral student must successfully complete the comprehensive examination within a period of three (3) years beginning with the first semester of enrollment as a PhD student. In addition, the program for the doctoral degree must be completed within three (3) years of passing the comprehensive examination. Time spent in the armed services will not count toward the six (6)-year limit (See Office of Graduate Studies Active Duty Policy). For any extension of either of these time limitations, the student must petition their faculty adviser/mentor and the academic program's director of graduate studies in writing during the semester prior to reaching the time limitation. The director of graduate studies will notify the adviser in writing of the decision.

3.7. Nutritional Sciences Graduate Program Qualifying Exam Policy

Approved August 30, 2012

The purpose of the Qualifying Exam is to ensure that all students officially admitted into the doctoral program have basic nutrition knowledge (outlined in Table below). The intent of the exam is to identify deficiencies and correct them early in a student's graduate education.

Per Office of Graduate Studies guidelines, a student must pass the Qualifying Exam to be officially admitted into the doctoral program

(<http://gradschool.missouri.edu/policies/doctoral/requirements/qualifying-examination.php>).

Each student may have two attempts to pass the Qualifying Exam; the first attempt will occur during the first academic year, as mandated by the Office of Graduate Studies.

The Nutritional Sciences Graduate Education Committee is responsible for constructing, administering, and grading (Pass/Fail) the Qualifying Exam. The Qualifying Exam will be a written exam comprised of objective questions (multiple choice, matching, true/false) on selected topics from the Core Knowledge for the Discipline of Nutrition identified by the *The Graduate Nutrition Education Committee, American Society for Nutritional Sciences* (J. Nutr. 132:779-784, 2002). In addition, each student must pass an oral exam that will elaborate on material covered by the objective questions. The oral exam, which will be administered by 2-3 members of the Nutritional Sciences Graduate Education Committee, should be completed within two weeks of completion of the written exam. The Qualifying Exam will be administered to all eligible students each June. A student may petition the Nutritional Sciences Graduate Education Committee to take the Qualifying Exam at another time.

The Nutritional Sciences Graduate Education Committee will determine whether a student passes the exam based on a minimum score of 75% correct on the written portion of the Qualifying Exam and satisfactory performance on the oral portion of the Qualifying Exam. In the event that a student does not pass the Qualifying Exam on their first attempt, the student and his/her adviser will develop a plan to correct knowledge deficiencies for approval by the Nutritional Sciences Graduate Education Committee. After completion of the approved remedial work, the student is eligible to take the Qualifying Exam for the second time.

The Nutritional Sciences Graduate Education Committee may also determine that although a student passes the exam, there are particular areas of weakness that should be corrected. In this instance, the student and his/her adviser will develop a plan to strengthen the weak areas and will submit this plan to the Nutritional Sciences Graduate Education Committee for their approval. Upon completion of the plan, the student will notify the Committee. After the qualifying process is complete and the doctoral committee has been confirmed, the Qualifying Examination Results and Doctoral Approval Committee Approval (D1) form (pdf) should be submitted to the Office of Graduate Studies.

TABLE 1 Core knowledge for the discipline of nutrition (J. Nutr. 132:779-784, 2002)**1. General Research Skills**

- Evidence of and for causality; developing hypotheses

2. Structure and biochemical and metabolic functions of nutrients and other dietary constituents

- Physiological and biochemical basis for nutrient requirements
- Chemical structure and biochemical and metabolic functions of essential and nonessential nutrients (protein, carbohydrate, fat, B vitamins, vit C, vit D, vit A, vit E, vit K, calcium, iron, zinc, sodium, potassium, iodine, magnesium, phosphorous)

3. Food, diets, and supplements

- Food sources of nutrients and factors affecting nutrient bioavailability
- Effect of food processing and handling on nutrient content and bioavailability
- Nutritional toxicology including upper limits of intake; nutrient-nutrient and drug-nutrient interactions
- Planning and assessing adequacy of diets, including under- and overnutrition
- Cultural and social factors affecting food intake and choices
- Dietary Reference Intakes (DRI); food guide pyramid (myplate)
- Nutrient supplements including risk/benefit ratios; life stage issues; component bioavailability

4. Nutritional status assessment

- ABCD: anthropometry, biochemistry, clinical, dietary
- Functional assessments including immunological, cognitive, and pregnancy outcomes

5. Nutrition and disease

- Clinical nutrition
- Interactions of etiologies of chronic diseases with nutrition

6. Nutrition interventions and policies*ASSESSMENT*

- Situation assessment including screening, prevalence, at-risk groups, hunger, malnutrition, overnutrition
- Determinants: economic, supply/demand, medical, cultural, care-giving, intrahousehold and community food distribution
- Food supply, seasonality, security, dietary quality, preservation
- Surveillance and monitoring

INTERVENTIONS

- Fortification and supplementation
- Programs of government, nongovernmental, and private sector organizations

Suggested Texts to Review for Qualifying Exam

Human Nutrition I/II Texts

Community Nutrition Text

Diet Therapy Text

3.8. Nutritional Sciences Doctoral Program Comprehensive Exam Guidelines

Approved August 18, 2014

These guidelines are intended to supplement the information provided in the “Nutritional Sciences Doctoral Degree Requirements,” which is included in italics below.

Timing. The student must substantially complete the course work outlined in the plan of study to the satisfaction of the doctoral advisory committee and the Office of Graduate Studies before being declared ready for the comprehensive examination.

Process. The comprehensive examination is the most advanced posed by MU. It consists of written and oral sections. It must be completed at least seven months before the final defense of the dissertation. The two sections of the examination must be completed within one month.

The student must be enrolled to take this examination. It is to be administered only when MU is officially in session. The written section may be arranged and supervised by the major adviser, in which case questions are prepared and graded by the doctoral advisory committee. For the comprehensive examination to be completed successfully, the doctoral advisory committee must vote to pass the student on the entire examination, both written and oral sections, with no more than one dissenting or abstaining vote. A report of this decision, the Doctoral Comprehensive Examination Results form (D3), with the signatures of all committee members, must be sent to the Office of Graduate Studies and the student no later than two weeks after the comprehensive examination is completed.

Failure. A failure of either the written or oral section of the exam constitutes failure of the comprehensive exam. If a failure is reported, the committee also must include in the report an outline of the general weaknesses or deficiencies of the student's work. The student and the committee members are encouraged to work together to identify steps the student might take to become fully prepared for the next examination. A student who fails may not take a second comprehensive examination for at least 12 weeks. Failure to pass two comprehensive examinations automatically prevents candidacy.

Exam content

The comprehensive exam is intended to cover a breadth of topics/issues within nutritional sciences; questions should require higher levels of the cognitive domain including application, analysis, and evaluation. Each doctoral committee member will be responsible for contributing one (preferably multi-part) question. The committee will submit their questions to the doctoral committee chair at least one week prior to the scheduled exam date. The doctoral committee chair will be responsible for ensuring that the questions submitted by the committee cover distinct areas within nutritional sciences. The oral portion of the comprehensive exam will be held within one month after completion of the written portion of the exam per the University of Missouri Graduate Studies' rules (<http://gradstudies.missouri.edu/academics/process/doctoral-process/comprehensive-exam.php>).

Exam administration

The student and his/her adviser should coordinate the scheduling of the exam with the student's dissertation committee. The student will be given up to 4 hours to complete the written portion of the exam; the exam may be typed. The student may use paper (i.e., non-electronic) resources provided by their committee members. No online resources will be permitted in the room where the exam is held, including cell phones, computers or calculators. A computer without internet access is permitted for

word processing or data analysis. The oral exam must be completed within one month of the written exam. Typically, the oral exam is expected to last 2 hours.

Exam evaluation

Each member of the doctoral committee will be responsible for evaluation of the written response to the question the member contributed. The evaluation will be either “pass” or “fail.” Evaluation of the written portion of the exam will be completed and submitted to the committee chair prior to the oral portion of the exam. At the conclusion of the oral exam, each committee member will evaluate the student’s performance on the oral exam as “pass” or “fail.” Per the Graduate Studies rules, for the comprehensive examination to be completed successfully, the doctoral advisory committee must vote to pass the student on the entire examination, both written and oral sections, with no more than one dissenting or abstaining vote. A report of this decision, the Doctoral Comprehensive Examination Results form (D3), with the signatures of all committee members, must be sent to the Office of Graduate Studies and the student no later than two weeks after the comprehensive examination is completed.

4. Grading and Credit Policies for Graduate Students

The Office of Graduate Studies considers grades of C+, C and C- as passing grades; however, grades in the C range may not be acceptable for specific programmatic requirements and may result in the student being unable to maintain a 3.0 cumulative average. No D grade may be awarded to a graduate student, and a grade of F means the work has not satisfied the minimum requirements of the course. W denotes withdrawn passing and does not affect a student’s grade point average.

S/U grading

Graduate students may be graded satisfactory/unsatisfactory (S/U) in graduate-level courses only when those courses are designated as “graded on S/U basis only” in the Schedule of Courses (available through [myZou](#)). Grades of S/U do not count in the calculation of a student's GPA, as per university regulations.

Incompletes

An incomplete grade (I) may be recorded when the student's work is incomplete but otherwise worthy of credit, or when the instructor is unable to assign a grade at the end of the semester. The student must finish this work (Problems and Research courses exempted) within the next calendar year of residence. If the work is not completed after one calendar year, the request to change an “I” grade will require an accompanying letter of justification from the instructor. Although grades of “I” do not automatically convert to an “F” if not completed, academic programs or the instructor may establish conditions or regulations pertaining to “I” grades that are more stringent.

Graduate-level credit

No graduate credit is given for courses numbered below 7000. Graduate students taking 7000-level courses that are cross-leveled with 4000-level courses will be given additional course requirements in order to warrant graduate credit received for those courses. Courses at 8000/9000 level are primarily for graduate credit. 8090/9090 Research (8990/9990 Research for Engineering students) is reserved for master's and doctoral degree students working on a thesis or dissertation.

Grade point average

A graduate student's grade point average is based on the student's entire graduate record at MU. To remain in good standing, a graduate student must maintain a cumulative GPA of 3.0 or better.

GPA and Probation

At the end of each semester, graduate students with a cumulative GPA below 3.0 are placed on probation. If at the end of the following semester the cumulative GPA is 3.0 or better, the probationary status is removed. A student on probation failing to raise the cumulative GPA to 3.0 may, on the recommendation of the department or area program, be allowed a second probationary semester. A student is subject to dismissal upon failure to raise the cumulative GPA to 3.0 by the end of the second probationary semester, or at any time a semester/term or cumulative GPA falls below 2.0. Note: Summer session is not counted as a semester.

GPA and Graduation

To graduate, a student must have an overall GPA of 3.0 in all graduate courses taken at MU and not just those courses listed on a plan of study.

5. Annual Report of Academic Progress

The Office of Graduate Studies requires all master's, education specialist and doctoral students to submit an annual report of academic progress. At a minimum, graduate students should report on their academic progress (i.e., courses completed and grades earned), completion of required forms, awards and honors, conferences, presentations, publications, service activities, creative activities, funding activities, employment, job placement, and goals related to degree completion for the coming year. The student should complete the reporting form and submit it at the end of the Spring Semester (no later than June 1) to the student's adviser, thesis/dissertation committee and DGS who will collectively determine whether the student's progress is satisfactory. The report/form, signed by the student, adviser, thesis/dissertation committee and DGS will be submitted to Ben Sauro by August 1 each year.

5.1. Satisfactory progress

The progress of each graduate student is evaluated annually by the student's adviser and/or director of graduate studies. The definition of satisfactory progress and procedures for its verification may vary among departments/programs. If a department/program has instituted guidelines that differ from those applying generally to graduate students, these guidelines should be made available to students from their entrance into the graduate degree program. If a student is authorized to diverge from progress guidelines established by either the department/program or the Office of Graduate Studies, this fact should be documented in written form and endorsed by the student's adviser and DGS.

Progress toward degree

Full-time students (those taking 9 hours or more per semester) should follow the time frames associated with degree programs discussed in the graduate catalog under master's degrees and doctoral degrees. They must submit required forms on time and maintain a grade point average of 3.0 or better. Furthermore, they must successfully undergo their departments' annual review processes.

5.2. Requests for Extension and Appeals in Graduate Student Progress

A request for an extension and an appeal are distinct processes for dealing with problems related to satisfactory progress. A request for extension is the appropriate course of action when a student has failed to meet satisfactory progress provisions of the Office of Graduate Studies. The appeal process should be followed when a department/program has dismissed a student after the required probationary period.

When there has been unsatisfactory progress with respect to meeting Office of Graduate Studies time to degree limits, the student may file a written request for an extension with the vice provost for advanced studies and dean of the Office of Graduate Studies. The extension must be endorsed by the department/program's director of graduate studies and the student's major adviser and include a timeline for completion of the degree. If an extension is granted by the dean, the student will be given a specified period of time to meet the requirements for progress to degree. Please contact the Office of Graduate Studies for more information.

5.3. Probation and Termination Policies for Graduate Students

In addition to dismissal for failure to meet the usual examination and grade requirements, departments and graduate-degree-granting area programs have the right to place on probation — and, after at least 30 days of probation, to dismiss from the program — any graduate student who is deemed to be making insufficient academic progress or whose work is not of the quality required. The faculty adviser or academic program chair must inform the Office of Graduate Studies as soon as the student has been notified and the probationary period has begun.

The dismissal may occur at any time during a student's work toward a graduate degree.

See Extension and Appeals of "Satisfactory Progress" Infractions for complete information about the probation-termination-appeal process.

Failure to meet the usual examination and grade requirements entitles departments/programs to place the graduate student on probation for a duration of time. Probation must last a minimum of 30 days. Any graduate student who is deemed to be making insufficient academic progress or whose work is not of adequate quality as determined by the department/program may be dismissed. The faculty adviser or academic program chair must inform the Office of Graduate Studies as soon as the student is notified and the probationary period begins. Probation and dismissal may occur at any time during a student's work toward a graduate degree.

When a department/program determines that a student is not making satisfactory progress, the Director of Graduate Studies in the program and/or faculty adviser will recommend a face-to-face meeting between the student and the faculty adviser. If, after this meeting, the department/program and the student can agree on a plan to remedy the situation, the faculty adviser (or DGS) and the student will jointly sign a document enumerating steps to take. If, on the other hand, the department/program and the student disagree on issues of progress, the DGS or chair may send the student a letter placing the student on probation.

The letter placing a student on probation must include an explicit statement of what must be accomplished and by what date in order for the student to be removed from probation and returned to good standing in the department/program. If the student does not comply with the conditions of probation, a letter (signed by the DGS) will be sent to the student with notification of dismissal from the degree program. Termination letters must inform the student of the right to appeal, first, to the department/program, and second, to the Graduate Faculty Senate. A copy of a termination letter must be sent to the graduate dean at the same time it is sent to the student.

Students have the right to appeal dismissal from their degree programs. As long as a student is in an appeal process, the student should maintain enrollment and continue working on degree program requirements. A student's first appeal of dismissal must be made to the department/program. If the student does not appeal, the Office of Graduate Studies will send the student an official notice of dismissal from the program.

Students should notify their DGS in writing that they are appealing dismissal. A copy of the appeal letter addressed to the DGS should be sent to the graduate dean. Departments and programs organize their own appeals processes. If the department/program does not reverse its decision, the DGS will notify the Office of Graduate Studies that the student has gone through the probationary period and the appeal process and has been dismissed.

5.4. Process of Appeal of Dismissal to NEP

A student may appeal dismissal from the Exercise Physiology or Nutritional Sciences graduate program to the Exercise Physiology or Nutritional Sciences Graduate Education Committee. The student must inform their DGS in writing that they are appealing dismissal within two weeks of dismissal; this letter should also be sent to the Associate Vice Chancellor for Graduate Studies of the Office of Graduate Studies. No members of the Exercise Physiology or Nutritional Sciences Graduate Education Committee who are also on the student's graduate committee may participate in the appeal decision. If a majority of the members of the Exercise Physiology or Nutritional Sciences Graduate Education Committee are also on the student's committee, an ad hoc committee will be appointed by the Chair of NEP to consider the appeal of dismissal. The student should submit to the Exercise Physiology or Nutritional Sciences Graduate Education Committee a written statement that documents how the student has met each of the conditions of probation described in the letter from his/her graduate committee.

5.5. Process of Appeal of Dismissal to the Graduate Faculty Senate

Students may appeal dismissal from a graduate degree program to the Graduate Faculty Senate. An appeal to the Graduate Faculty Senate can be made only after all internal appeals to a student's program/department have failed. The appeal must be based upon the program/department's failure to adhere to its or the Office of Graduate Studies' published rules and regulations. A student wishing to appeal dismissal must send a letter addressed to the dean of the Office of Graduate Studies within two weeks of dismissal. Once the intent to appeal is received by the dean of the Office of Graduate Studies, the following procedures will be followed:

1. The dean of the Office of Graduate Studies or a representative will meet with the student to discuss the situation. If, after this meeting, the student wishes to make an appeal to the Graduate Faculty Senate, he or she will submit a statement to the Office of Graduate Studies describing the basis of the appeal and containing any correspondence or other documentation relevant to the appeal. The graduate dean will notify the Graduate Faculty Senate, which will appoint an ad-hoc Appeal Committee consisting of five senators who are not members of the academic program involved in the appeal.
2. The Office of Graduate Studies will provide information to the student, the department/program and members of the ad-hoc GFS Appeal Committee regarding the content, process and regulations/policies pertaining to the appeal. Upon compilation of the appeal file, the Office of the Graduate Dean will send a copy of file materials to the members of the Appeal Committee and to the department/program. If the program/department wishes to respond in writing, its statement will be distributed to the Appeal Committee, the student and representatives from the Office of Graduate Studies.
3. A hearing will be scheduled as soon as all parties can meet: the student (and an adviser from the university community, if desired), representatives from the department/program, the Appeal Committee and the Office of Graduate Studies. At this hearing, the department or program will first invite the student making the appeal to present the case discussed in the written statement. The Appeal Committee may ask questions at this point, and once its questions have

been answered, will give the program/department the opportunity to defend its dismissal of the student. Following further questions from the Appeal Committee, the hearing will be adjourned.

4. The Appeal Committee will meet to make a decision. This decision will be conveyed in writing to the student, the director of graduate studies and chairperson of the department or program, the Graduate Dean, the Graduate Faculty Senate president and any other appropriate party named in the appeal.

6. Departmental Policies

6.1. Keys/Swipe Cards

Access to MUPAW and MUNCH requires approval of your adviser. Be sure to swipe in and out of all areas.

6.2. Required Training

All graduate students must complete the following training courses:

- Intro to Biosafety
- Blood Borne Pathogen
- Chemical Management for Chemical Workers
- CPR-AED
- Food Handlers' Safety
- IRB (if applicable)
- Animal Care and Use (ACUC) (if applicable)
- Radiation Safety training (if applicable)
- Complete Sexual Harassment and UM-CISO on-line trainings
- Others as required by Chair or adviser

6.3. Travel

Funding for graduate student travel is available from the Graduate Student Association, the Graduate Professional Council, and F21C (see links below).

Graduate Student Association Funding - <http://gsa.missouri.edu/travel-grants/>

Graduate Professional Council Funding - <http://gpc.missouri.edu/funding/travel-awards/>

Graduate Awards & Travel Scholarships - <http://gradstudies.missouri.edu/financials/graduate-awards-travel-scholarships/>

F21C Funding – email your request with estimated expenses to Dr. Kevin Fritsche

Departmental (e.g., F21C) travel funds have the following limits: \$100/night for lodging; \$50 per day for food and incidentals and \$350 for round-trip airfare. Written permission to exceed these limits must be obtained from the Department Chair prior to travel dates. Administrative support staff must purchase airline tickets using a purchasing card for reimbursement of airfare.

6.4. Academic honesty and professional integrity

Per CRR 200.010 *Student Conduct*, academic dishonesty, including but not limited to cheating, plagiarism, or sabotage, is subject to sanction. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment

about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer (Paul Litton, Director of the Office of Academic Integrity).

1. The term **cheating** includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
2. The term **plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
3. The term **sabotage** includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

For more information, please refer to the Office of Academic Integrity website (<https://oai.missouri.edu/>).

Reporting Dishonesty

According to the MU Faculty Handbook, faculty are required to report to their academic program chair and the Provost's Office (i.e., Office of Academic Integrity) all acts of academic dishonesty committed by graduate and undergraduate students. In all such cases, the faculty member should discuss the matter with the student and then make an academic judgment about the student's grade on the work affected by the dishonesty and, where appropriate, the grade for the affected course. The decision as to whether disciplinary proceedings are instituted is made by the Provost. Because of the importance of honesty to academic and professional life, acts of dishonesty by graduate students may result in suspension or dismissal from the University.

Codes of Ethics In Your Field

Graduate students also should be aware that most professional associations have codes of ethics. These codes vary considerably across fields, but tend to provide guidelines for a broad array of professional responsibilities including teaching, research and working with clients. Violations of a code of ethics can lead to negative sanctions by one's professional colleagues and the expulsion from the professional associations in one's field. Graduate students are encouraged to obtain copies of codes of ethics for their chosen profession from the director of graduate studies in their department or program.

7. Assistantships and Fellowships

7.1. Overview of Assistantships & Fellowships

Graduate assistantships and fellowships give students opportunities for financial support while pursuing graduate education at Mizzou. Assistantships offer professional experience, academic training and financial support for students pursuing advanced degrees. Fellowships may provide tuition waivers, payment to the university in lieu of tuition and/or small stipends to cover living expenses.

7.2. Graduate Assistantship Tasks, Workload, Supervision, and Compensation

Graduate assistantships give students opportunities for professional experience, academic training and financial support while pursuing advanced degrees.

Tasks

Assistants are assigned relevant professional and academic experiences that may include:

- Teaching or assisting in a course under the supervision of a director or mentor.
- Grading for a course.
- Assisting in a program-sponsored laboratory or instructional center.
- Assisting a professor on a research project.
- Professional conference development.
- Tutoring.
- Development of administrative skills.
- Specific assignments vary by type of assistantship.

Workload

Graduate assistantships generally entail 10-20 hours of work per week (.25 to .50 full-time exempt). Students who hold graduate assistantships are discouraged from working more than 20 hours per week for more than one semester during the period of the assistantship. A portion of any project may include minor clerical elements, but all projects should incorporate decision-making, judgment, analysis and evaluation skills. Students must obtain approval from their supervisor prior to taking vacation.

Supervision

All projects are supervised by graduate faculty, administrative staff or principal investigators. Any graduate assistant may be required to provide his or her academic adviser with a written report of academic progress at the conclusion of the period for which the assistantship is awarded.

Compensation

Any assignment of responsibilities, such as teaching a course, must be associated with fair and reasonable compensation. This precludes a graduate student from "volunteering" for extensive service commitments to the academic programs without an appropriate stipend.

Academic programs may differentiate graduate teaching assistantship stipends by graduate student status (master's or doctoral, first-year or experienced) or by the number of hours of work required. Within academic programs and within each level of differentiation, stipends should be equivalent. Guidelines used to determine stipend levels should be available to students through the academic program.

7.3. Graduate Teaching Assistantships

A teaching assistantship in an academic program provides a stipend to a student who assists in teaching duties in an academic program during the academic year.

Duties and responsibilities

Every graduate teaching assistant is expected to:

- Participate in the graduate assistant teaching orientation.
- Continue working toward an advanced degree while working as a teaching assistant.

Requirements for international students

All graduate teaching assistants whose native language is *not* English are required to:

- Participate in the Orientation for New International Teaching Assistants.
- Complete an evaluation by the International Teaching Assistant Program.
- Procure a recommendation for teaching at the level of instruction required for the assignment.

Academic freedom

The academic freedom of graduate teaching assistants (GTAs) is not necessarily coextensive with that of faculty. GTAs are engaged in supervised teaching or instruction activities. Supervisors are responsible for defining the nature, scope and manner of instruction for each course. Supervisors should communicate the extent to which GTAs have discretion to introduce additional material, and GTAs should follow supervisors' instructions. GTAs may not be penalized for expressing their own views on matters within the scope of the course if they adequately represent these views as their own.

In interpreting teaching evaluations, supervisors make every effort to distinguish legitimate critiques of the course from negative evaluations related to:

- Prejudice against the GTA on the basis of race, sex, sexual orientation, religion, national origin or other protected status.
- Disagreement with viewpoints expressed by the GTA or by students in the class.

7.4. Graduate Research Assistantships

A student may be granted a research assistantship through an external grant or university funds, enabling the student to work toward an advanced degree while performing research tasks related to the grant or fund requirements. Academic programs decide whether the work required by the graduate research assistantship is directly related to the student's own program.

7.5. Performance and Renewal Evaluation Criteria for Graduate Assistantships

Graduate assistant evaluation methods

The responsibilities of the graduate assistantships and the performance evaluation method should be provided in writing to the student by the immediate supervisor at the beginning of the assistantship.

Conducting evaluations

The faculty or staff member who supervises the assistant's work must conduct a written evaluation of the student's performance at least once a year and provide a copy to the student and to the chair/director of the program or department for placement in the student's file. This evaluation should take the following criteria into account:

- Prompt, efficient and accurate completion of assigned tasks.
- Independent work.
- Analysis and problem solving.
- Adequate evaluations by students for instructional and tutoring assignments in courses, laboratory and clinical settings.
- Cooperation with mentor, director and other assistants.
- Professional and ethical behavior in all assigned tasks and duties, including course studies and research.
- Opportunities for improving performance should be outlined.

Equal treatment

The University of Missouri is an equal opportunity/affirmative action institution. Evaluation of graduate assistant performance must not be influenced by sex, age, disability, race/ethnicity, color, religion, marital status, veteran's status, national or ethnic origin or sexual orientation, nor may it be influenced by a student's exercise of First Amendment freedoms of expression and association. An appeal process is available for graduate assistants who assert they have not been fairly evaluated.

7.6. Renewing Assistantships

An assistantship without a fixed term specified in the initial letter of offer may, at the discretion of the academic program, be renewed if the following criteria are met:

- Funding is available
- Academic program guidelines for the funding duration or limited semesters of support of a student are met.
- The student is making satisfactory academic progress.
- The student's assistantship performance is judged by his or her supervisor to be satisfactory.
- The student's professional and ethical behavior in all assigned tasks and duties — including course studies and research — is judged to be satisfactory.
- If the renewal falls within number of years of funding specified in the initial letter of offer *and* the five criteria listed above have been met, the assistantship must be renewed.

7.7. Graduate Student Tuition Support Program

A graduate student in a qualifying appointment is eligible for tuition benefits if the appointment meets the minimum hours per week (FTE), stipend level requirements and appropriate duration of appointment. For a student to receive financial support for tuition, the appointment must be:

- Continuous for a full semester or academic year.
- At least quarter-time (.25 FTE).
- At a minimum stipend level established early in the spring semester for the next academic year.

7.8. Leaves of Absence

Graduate students are responsible for resolving all issues pertaining to their support (assistantship, fellowship, etc.) with their advisers before taking any approved leave of absence. Issues may include the date when support will be terminated and under what conditions students may be reinstated.

Notifying administrators

A graduate assistant unable to fulfill the duties of an appointment because of illness or injury or because of a birth or adoption must notify the unit administrator as soon as possible.

Assessing the duration and nature of the leave

The appointing unit may adjust the graduate assistant's workload duties as the assistant's circumstances reasonably dictate. If total absence from duties is necessary but the graduate assistant is still enrolled, the major unit will hold the appointment for a period of two months, until the end of the appointment period or until the end of the semester, whichever occurs first. The graduate assistant has the right to return to the assistantship, within the original terms of the appointment, when able to resume duties.

Re-entry process

Before the completion of the leave of absence, the student must notify the academic program's director of graduate studies (DGS) and the Office of Graduate Studies so that the re-entry process can be initiated.

7.9. Fellowships

Fellowships are a type of aid granted to graduate students to help support their education. Some fellowships include a tuition waiver or a payment to the university in lieu of tuition. Most fellowships include a small stipend to cover living expenses. Unlike a loan, a fellowship is a form of gift aid and does not have to be repaid. However, fellowships may be taxable and reportable to the Internal Revenue Service. Unlike a graduate assistantship, no additional service or work requirement is associated with a fellowship. Mizzou graduate students can apply for fellowships from the university or from outside sources.

Mizzou fellowships

The University of Missouri offers fellowships through the Office of Graduate Studies and individual degree programs. The MU Office of Graduate Studies sponsors two major fellowship programs: Spring Fellowship Competition and the Supplemental Graduate Fellowship Program. Both programs require nomination by directors of graduate studies; students are not allowed to apply on their own. All internal fellowship applications must be submitted directly to the Office of Graduate Studies.

8. Forms

All forms required for completion of the MS or PhD degree are available at the Office of Graduate Studies website (<http://gradstudies.missouri.edu/forms-downloads/>)

Masters' Degree:	M1 Program of Study for the Masters' Degree M2 Request for Thesis Committee M3 Report of Thesis Examining Committee
Doctoral Degree:	D1 Qualifying Examination Results, Committee Approval D2 Plan of Study for the Doctoral Degree D3 Doctoral Comprehensive Exam Results D4 Report of Dissertation Defense

Completed and signed forms should be submitted to Ben Sauro. He will make copies for the student file and submit to the Office of Graduate Studies.

9. Graduate Student Resources

9.1. Professional Development

The Office of Graduate Studies offers many professional development opportunities, including courses, seminars and workshops throughout the year. Detailed information can be found here: <http://gradstudies.missouri.edu/professional-development/>

9.2. Graduate & Professional Student Organizations

Graduate/Professional Student Council: Represents graduate, professional and postdoctoral students to administration. Travel funds available <https://gpc.missouri.edu/>

Graduate Student Association: <http://gsa.missouri.edu/>

9.3. Health Insurance

To support the health care needs of graduate students, the University of Missouri offers accident and sickness insurance. Students in qualifying graduate research, library, and teaching assistantships; graduate fellows, graduate instructors; and fellowships may be eligible for a medical insurance subsidy. Please see the Office of Graduate Studies website for detailed information (<https://gradstudies.missouri.edu/funding/student-medical-insurance/>). For questions about how to enroll in student health insurance or the medical insurance subsidy program, contact:

Karen Gruen

Office of Graduate Studies
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Graduate student medical insurance is issued by Aetna Student Health. To obtain a medical insurance plan, students must enroll through the MU's myZou system. Students must follow the specific enrollment dates and deadlines to enroll in the insurance program. Aetna offers detailed information about Mizzou's plan. Aetna rates vary for domestic and international students. The cost of the insurance premium depends on the choice of plan, the duration of coverage and the number of family members covered. Consult the Aetna website for detailed information about:

- Types of plans
- Rates
- Dates of coverage
- Online enrollment
- Provider/doctor search
- Prescription benefits
- Travel assistance

MU Student Health fee

The Student Health Center is available to all full-time students, and the mandatory student health fee is automatically charged to accounts of graduate students taking at least seven hours of courses. Part-time graduate students who do not want to use the Student Health Center and do not pay the student health fee can enroll in the insurance policy but will pay a higher deductible.