

Interdepartmental Nutrition Program

INP

Graduate Manual: A Guide to Success

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Table of Contents

I. Introduction	4
II. The Multidisciplinary Mission of the INP Program	5
III. Roles and Responsibilities	5
a. You	5
b. Your Advisor	5
c. The Advisory/Examining/Thesis/Dissertation Committee	5
d. The Director of INP	6
e. The Nutrition Science Graduate Student Organization	6
f. The Graduate School Ombuds Service	6
IV. Graduate Regulations, Policies and Procedures	7
a. Information Relevant to Students in All Programs	7
i. Areas of Emphasis	7
ii. Identifying an Advisor and Establishing Your Advisory Committee	7
1. Laboratory Rotations for Incoming Students	8
2. The Composition of the Advisory Committee	8
a. Master's Thesis Committee	8
b. Ph.D. Dissertation Committee	9
c. General Selection Criteria for Either Degree	9
3. Forming the Advisory Committee and Advisory Committee Meetings	9
4. Changing Advisory Committee Members and Advisor	10
iii. Policy on Prerequisite Courses and General Nutrition Competency	10
iv. English Competency for International Students	11
v. Coursework and The Plan of Study	11
1. Forms and Timing	11
2. Available Graduate Level Nutrition Courses	12
3. Grading Policy and Minimal Grade Requirements	12
4. Transferring Courses Toward Graduate Degree Requirements	12
5. Waiving Course Requirements	13
vi. Minimum Credit Requirements for Full Time Study	13
1. Students with a Graduate Assistantship	13
2. International Students	14
3. Students with Loan Deferments	14
4. Students without a Graduate Assistantship	14
vii. Time to Degree Policy	14
1. Leaves of Absence	14
viii. Responsible Conduct of Research	15
ix. Financial Support as a Teaching or Research Assistant	16
1. Vacation Policy	17
a. Graduate Students Employed on a Fiscal-Year Basis	17
b. Graduate Students Employed on an Academic-Year Basis	17
x. The Grievance Procedure	17

- xi. Fulfilling the Requirements to Become a Registered Dietitian18
- xii. Completing an Internship/non-Degree-Related Coursework19
- b. Information Specific to Master of Science Program (M.S.)20
 - i. Master of Science Curriculum20
 - ii. The Master's Thesis and Thesis Defense21
 - 1. Thesis Format21
 - 2. Thesis Defense22
 - 3. Thesis Deposit23
 - 4. Applying for Graduation23
 - iii. Time-Line for the Master's Degree24
- c. Information Specific to Doctor of Philosophy (Ph.D.) Program25
 - i. Doctor of Philosophy Curriculum25
 - ii. Changing from the M.S. Program into the Ph.D. Program26
 - iii. Gaining Graduate Teaching Experience27
 - iv. Grant Writing Requirement27
 - v. Admissions to Ph.D. Candidacy and the Preliminary Exam28
 - 1. Filing G.S. Form 8 (Request for Appointment of Examining Committee)28
 - 2. Preparing for the Preliminary Exam28
 - 3. Written Preliminary Exam29
 - 4. Oral Preliminary Exam29
 - vi. The Ph.D. Dissertation and the Dissertation Defense31
 - 1. Dissertation Format31
 - 2. Dissertation Defense32
 - 3. Dissertation Deposit34
 - 4. Applying for Graduation34
 - vii. Time-Line for the Ph.D. Degree35
- V. Appendices36**
 - Appendix 1: Graduate Compact37
 - Appendix 2: Guidelines on the Ownership of Research Data39
 - Appendix 3: Important Websites for Graduate Students40
- VI. Forms42**
 - Annual Report of Graduate Student's Advisory Committee43
 - INP M.S. Degree Progress Checklist45
 - INP Ph.D. Degree Progress Checklist47

I. INTRODUCTION

We welcome you to the Interdepartmental Nutrition Program (INP) at Purdue University, and wish you the very best of success in your graduate career. This handbook, the Graduate Manual: A Guide for Success has been prepared to provide you with information about the policies, procedures, and degree requirements of the INP. Graduate education and research training requires a coordinated effort on the part of the Student, Advisor, and Advisory Committee. The goal of INP is to prepare you with the best possible training and highest quality education to ensure your success.

The Graduate Manual: A Guide for Success provides information that supplements regulations already covered in the Graduate Studies portion of the University Catalog (<http://catalog.purdue.edu/content.php?catoid=9&navoid=11214>). Where applicable, we have provided links to university policies relevant to graduate education. We have limited much of the handbook's coverage to the expectations, guidelines, and requirements specifically for graduate students in INP.

The course work, research requirements and expectations described here are the **minimum** standards. However, each student's requirements are determined through discussions with their Advisor and Advisory Committee. As a result, in order to better support your work, you may be required by your Advisor or Advisory Committee to complete course work over and above the minimum because of your specific research plans or because you lack appropriate background in some areas. All such issues are matters for discussion between you and your Advisor and take precedence over the course requirements listed in this manual.

You are advised to read this Manual in its entirety and to consult with your Advisor or the Director of INP if any of the requirements described within the manual are unclear.

In order to benefit from the information in this Manual, you must take responsibility for your progress in the program. Do not assume that your Advisor or other faculty members will automatically remind you of every step that you need to take. We urge you to meet with your Advisor and Advisory Committee regularly to review your progress.

INP website: <https://www.purdue.edu/hhs/nutr/students/graduate/index.html>)

II. THE MULTIDISCIPLINARY MISSION OF THE INP PROGRAM

The INP offers graduate programs leading to the Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees. Nutrition science is a broad discipline that can include the fields of biology, physiology, biochemistry, sociology, psychology, and others. The field of nutrition science includes people who work in medicine, government, public policy, public health, and various sectors of the food industry. The diversity of disciplines and approaches to studying nutrition science can make learning nutrition science a daunting challenge. You will want to gain an understanding of the basic chemistry of nutrients as well as their metabolism and their biological functions while working to understand how the science of nutrition is applied. To support these efforts you will need to acquire expertise in one or more of the supporting disciplines that nutrition relies upon (e.g., biochemistry, statistics, educational theory, public health, etc.). **The Purdue INP will provide you with opportunities for a broad multidisciplinary approach to learning and discovery with the needed flexibility to allow you to find your personal niche in the science of nutrition.**

III. ROLES AND RESPONSIBILITIES

- a. *You:* As stated on the [Graduate School website \(https://www.purdue.edu/gradschool/\)](https://www.purdue.edu/gradschool/) “Students enrolled in graduate study should be highly motivated to learn advanced concepts and research techniques...”. While INP faculty members are committed to providing you this high quality education, it is your role to fully participate in the direction your education takes. Information provided in this Manual (policies, requirements, and timetables) are provided to help you in guiding your education. In the event that issues arise that might affect your educational experience, your Advisor and the Director of the INP are here to provide proper guidance to help you through any difficulties. The Graduate Compact in the appendix further outlines the roles of a graduate student in their education.
- b. *Your Advisor:* The primary role of the Advisor is to mentor and evaluate you in your research project as well as help guide you through the degree process. An Advisor will counsel you on your Plan of Study (POS) (i.e. courses to be taken), research directions, and career goals. During the writing of the thesis or dissertation the Advisor is also responsible for reading each draft of the document and for helping you hone your written communication skills. A key to a successful mentor/mentee relationship is communication. You should meet with your Advisor as often as necessary, preferably weekly, but no less than twice a semester. Additional meetings may be initiated by either party but are at the discretion of your Advisor. While many faculty members have an “open-door” policy for their graduate students, you should respect the other obligations of the faculty and schedule meetings whenever possible. Working to develop this culture of communication will help you develop a collegial relationship between you and your Advisor. A basic code of conduct for graduate faculty is in the Graduate Compact in the appendix.
- c. *The Advisory/Examining/Thesis/Dissertation Committee:* The Advisory Committee is a group of faculty (Advisor plus at least two other graduate faculty members) whose primary function is to assist the student in the preparation of the POS (i.e. the course of study that leads to a degree). After you have received approval for the POS, the Advisory Committee’s focus is on your research, i.e. the Advisory Committee becomes the Thesis Committee (for M.S. students) or Dissertation Committee (for Ph.D. students). Like the Advisor, members of the thesis/dissertation committee will be available to advise you on issues related to the direction of your research and your career goals. They will also evaluate your progress on an annual basis.

Members can be contacted to help refine ideas and plans developed by you and your Advisor or for specific help with technical difficulties related to thesis or dissertation research. The importance of this committee to your success makes early selection critical, as indicated later (see section IV.3). The Thesis/Dissertation Committee evaluates the Thesis/Dissertation and has the power of approval or rejection as the final step in the degree process. For Ph.D. students, the Dissertation committee also serves as the Examining Committee during the Ph.D. preliminary examination.

- d. *The Director of the INP:* The Director of the INP is the faculty member who oversees and organizes the INP graduate programs (M.S., and Ph.D.) with guidance from the INP Executive Committee. Their roles include oversight of student recruitment, admissions, management of INP fellowships, desk assignments to incoming students, orientation for new students, and counseling enrolled students on issues related to their research, courses, and career goals. If you are having difficulties with your Advisor or Advisory Committee, you may discuss this matter in full confidentiality with the Director of the INP.

In addition to the roles mentioned above, the Director of the INP also serves as the Chair of the Graduate Committee and is an *ex officio* member of the Nutrition Science Graduate Student Organization (NSGSO).

- e. *The Nutrition Science Graduate Student Organization (NSGSO):* The NSGSO is comprised of current graduate students in the Department of Nutrition Science. Students in other departments who are part of the Interdepartmental Nutrition Program are also welcome to join this group. Graduate students in NSGSO elect an executive board each spring to lead the group. The president sets the agenda for meetings of the group and serves as the liaison between the group, the INP director, and the head of the Department of Nutrition Science. The president attends Department of Nutrition Science faculty meetings and shares/exchanges vital information between the faculty and students. The NSGSO executive board has regular meetings every other week, and all graduate students are welcome to attend. The goal of these meetings is to foster interaction between students, and to provide updates on upcoming events. During this time, the student representatives report on the actions of the Department of Nutrition Science from faculty and solicit requests for issues to raise during Department of Nutrition Science faculty meetings. The NSGSO is central to several social events: e.g. arranging tours for prospective graduate students, the beginning of the year social events for incoming students, and the annual Thanksgiving dinner for Department of Nutrition Science faculty, staff and students. The NSGSO also facilitates selection of one outside seminar speaker each fall and spring semester.
- f. *The Graduate School Ombuds Service:* The Purdue Graduate School offers an ombudsman to assist graduate students, faculty, and staff resolve problems and conflicts. The Ombudsman listens, provides information, offers options, seeks explanations, makes referrals, and advises you regarding your rights and responsibilities as a graduate student at Purdue. Most meetings with the ombudsman take place in Young Hall, Room 160. The setting is confidential to the degree allowed by law, neutral, and informal. Occasionally, the ombudsman will invite a second listener with expertise in a particular area, like employment policies, to a follow-up meeting. Additional information on the Purdue University Ombuds Services may be found here: <https://www.purdue.edu/gradschool/student/ogacr/ombuds.html>.

IV. GRADUATE REGULATIONS, POLICIES, AND PROCEDURES

- a. *Information Relevant to Students in All Programs:* Some of the information in this section is university wide policy that was established by the Purdue University Graduate School. This information can be found on the Purdue Graduate School Website:
<http://www.purdue.edu/GRADSCHOOL/index.html>.
- i. Areas of Emphasis: Students in the Ph.D. and M.S. degree programs work in one of four Areas of Emphasis (described below). These areas relate to the approach that you use to address nutritionally relevant research questions. Faculty members are often qualified to train students in more than one Area of Emphasis. You should consider the relationship between your long-term goals and the training approach available through an Area of Emphasis to guide your choice of a research group to join.
1. Public Health and Nutrition Education: Students and faculty in this emphasis area are interested in the examination of nutrition issues in populations or in influencing nutrition knowledge of lay people through educational programs. These researchers utilize human populations or animal populations and depend upon the sciences of epidemiology, educational theory, physiology, and biochemistry. This work is the application of basic and clinical nutrition research to improve the health of people and animals. This Area of Emphasis does not offer a Master's of Public Health (MPH) degree; this is offered through the College (<http://www.purdue.edu/hhs/mph/future/index.html>).
 2. Human and Clinical Nutrition: Students and faculty in this emphasis group examine the mechanisms controlling metabolism of dietary components, defining diet-disease relationships, and understanding the basis for food selection. These researchers conduct translational research that extends research that is more basic. They utilize human subjects and animal models and depend upon the sciences of physiology and biochemistry. This work is often directly applicable in clinical practice or in public health.
 3. Biochemical and Molecular Nutrition: Students and faculty in this emphasis group are interested in examining the mechanisms controlling metabolism of dietary components or defining diet-disease relationships. These researchers utilize cell culture and animal models and depend upon the basic sciences of cell biology, molecular biology, physiology, and biochemistry. This work provides the foundation for future, more applied studies that lead to improved dietary practices or the use of nutrition in the treatment of disease.
 4. Animal Growth and Development: Students and faculty in this emphasis area examine the role of nutrition in promoting the optimal growth and development of production animals or in improving the health of production and companion animals. These researchers utilize animals in their studies and depend upon the sciences of physiology and biochemistry. This work is often directly applicable to the field or in clinical veterinary practice.
- ii. Identifying an Advisor and Establishing an Advisory/Examining/Thesis/Dissertation Committee: As discussed briefly in Section III, each student in the INP program is guided through the degree program by an Advisor and an Advisory Committee. The first

important step in the degree process is therefore to select an Advisor. This is usually done during the admissions process, when a faculty member makes a commitment to an applicant in the form of a research or teaching assistantship, or after a period of laboratory rotations after admission. The “match” between student and Advisor is founded upon a combination of a mutual interest in a research project and consideration of the culture of the research group.

1. Laboratory Rotations for Incoming Students: Upon admission you may be offered a 12 month period of financial assistance that is not directly linked to a specific faculty member (e.g. university funded fellowships). If you are in this situation, you have been chosen because your interests and background meet the needs of several different INP faculty members. In this case you are required to complete two 6 to 8 week long research rotations in the research group of INP faculty members.

Research rotations should be investigated prior to coming to campus but then are established during the week prior to the start of classes each fall and no later than the second week of classes. You will identify potential faculty members for rotations and discuss these choices with the INP director. You will then meet with the potential faculty members to discuss the possibility of conducting a research rotation during either the first or second half of the fall semester. We expect that you will make your decision regarding the research group and Advisor by the start of the second semester. When you have made your decision, you should discuss your choice with the chosen Advisor to determine whether the potential Advisor is willing to accept you into his/her research group. In the event that neither rotation laboratory is willing to accept you, you will need to discuss the situation with the INP director. In most cases a third rotation is established. In the regrettable and rare event that no research laboratory can be found for you, you will be encouraged to transfer to another program.

There are financial aspects to the rotation process that you must recognize. First, your continued support after the first program year is contingent upon adequate progress and this includes being accepted into a research group. Second, by permitting you to conduct a research rotation in their research group, the INP faculty member is acknowledging their willingness to accept you into the research group based on your experience in the lab. Thus, it is crucial that you discuss the rotation requirements and expectations with the rotation Advisor prior to the start of the rotation. You must take these requirements seriously. Once you have been accepted into the research group, the INP faculty member is responsible for your financial support starting in the second year of study. For an MS student this is a promise for further support for a period of at least 1 additional year; for a Ph.D. student, this is a promise for support for a period of at least 3 additional years. This arrangement is contingent upon your adequate progress in the classroom and in the research group.

2. The Composition of The Advisory Committee:
 - a. Master’s Thesis Committee: There are at least three members to a M.S. Thesis Committee. The chair of the M.S. Thesis Committee must be an

INP member and in generally the Advisor of the student. At least one other member of the M.S. Thesis Committee must be an INP faculty member. For an M.S. Thesis Committee it is common for all members to be from the same department as the Advisor.

- b. Ph.D. Dissertation Committee: There are at least four members on a Ph.D. Dissertation Committee. The chair of the Ph.D. Dissertation Committee must be an INP faculty member and is generally the Advisor of the student. At least one other Ph.D. Dissertation Committee member must be an INP faculty member. One committee member must be from a department outside the advisor's home department.
- c. General Selection Criteria for Advisory Committee Members for Either Degree: Each member of the Advisory Committee should be selected based upon the expertise he or she can bring to your training. You and your advisor should agree upon the committee composition prior to asking a faculty member to join the committee.

One member on an Advisory Committee may be unaffiliated with the university provided they bring a unique expertise to the committee that would be absent otherwise. If you desire a non-Purdue committee member, you must formally request this special appointment in writing to the INP Director. The request must include a CV of the proposed member and a paragraph describing the expertise that the person will bring to the committee.

- 3. Forming the Committee and Committee Meetings: Within the first year of study, each M.S. and Ph.D. student should meet with their Advisor to identify faculty members who would be appropriate to serve on an Advisory Committee. Your Advisor is the chair of your Advisory Committee, the Examination Committee (for Ph.D. students), and the M.S. Thesis or Ph.D. Dissertation Committee. You and your Advisor should agree upon the committee composition prior to asking a faculty member to join the committee. Members of your committee should be selected based on their ability to provide helpful guidance as well as assist you in your thesis/dissertation project, e.g., access to techniques or equipment you need to master, expertise in science that complement your work. You must then contact potential members and formally request that they serve on your committee. Your committee is officially formed when the POS is submitted at the end of the first semester for Master's students and by the end of the first year for Doctoral students. POS are submitted electronically through myPurdue (<https://mypurdue.purdue.edu>) by clicking on the "Graduate Students" section of the "Academic" tab and then selecting the "Graduate School POS" link. For additional information regarding policies and procedures for the Graduate School as it pertains to POS, please see the University Catalog portion in Section B, VII. Administering Graduate Degree Programs - <http://catalog.purdue.edu/content.php?catoid=9&navoid=10510#b.-plan-of-study>.

You should meet with individual members of your committee as often as you feel necessary and the committee as you and your Advisor see fit. However, you must

meet with the committee no less than once per year so that they can review your progress. This may be done either individually or as a full committee meeting. The results of this meeting must be recorded on the “**Annual Report of Graduate Student Advisory Committee**” form (see appendix) and this report submitted to the INP Director.

Committee meetings are intended to provide you with an opportunity for you to report progress in your research and coursework and for the committee to give you feedback and help direct your activities for the coming year. In consultation with your Advisor, you should provide your committee with a short summary prior to each committee meeting. The report could include a summary of the work conducted since the last meeting (including figures and tables of data) and a description of any problems that are impeding your progress and can be provided to the committee before or at the meeting depending on your Advisor’s preference.

4. Changing Advisory Committee Members and Advisor: Occasionally, a student may find it necessary to change their Advisor. Such changes may be necessary for a variety of reasons including: faculty members leave the university, your research focus changes, or scheduling conflicts make the original committee structure untenable. It is inadvisable to change a committee during the later stages of a degree because the new member may wish to recommend changes that will delay completion of the degree. Regardless, if you feel a change of committee members is necessary you should first discuss the proposed change with your Advisor. If you feel that you need to change your Advisor, you should first discuss the proposed change with the Director of the INP. Since M.S. and Ph.D. students will often come to Purdue University to work with a particular faculty member, changing Advisor is generally discouraged.

Changes in Advisor or appointed doctoral committees can be made electronically through myPurdue under the academic tab found at the top of the page, within the graduate student box where you can click on the Graduate School Plan of Study link (<https://wl.mypurdue.purdue.edu/>). This form requires signatures from the INP Director as well as the added and deleted Advisory Committee members.

- iii. Policy on Prerequisite Courses and General Nutrition Competency: Students entering INP must demonstrate that they have mastered information that is normally taught in an introductory human nutrition course. This can be accomplished in one of two ways. The preferred way is for a student to take an introductory human nutrition course (3 credit hour equivalent) prior to enrolling in the Purdue University INP (e.g., fulfill the enrollment prerequisite). If a student is accepted without having taken a previous general nutrition course, the student may demonstrate mastery of the knowledge by establishing credit in Purdue’s NUTR 31500 (Fundamentals of Nutrition) by achieving a grade of “B” or better on the comprehensive exam offered for this purpose. Alternatively, the student may take the course during the first semester. Regardless, the student must attempt to meet the general nutrition requirement by the end of the first year following enrollment. Following two-failed attempts, the student will be terminated from the INP.

- iv. English Competency for International Students: Although Purdue University and the INP set a minimum requirement for the TOEFL exam, a higher level of competency is necessary for successful completion of a degree in the INP program. To develop competency in spoken English and English comprehension, international students are encouraged to speak English for all activities during normal working hours. In addition, they are also encouraged to join study groups for all of their courses and to speak English when participating in these study groups. If communication in English proves to be a significant barrier to academic success for an international student, the INP recommends that a student enroll in “English as a Second Language” courses or that the student hire a tutor for additional English training. A variety of resources are available through Purdue’s Oral English Proficiency Program (<http://www.purdue.edu/oepp/>) located in Young Hall.

While these general recommendations will ease the transition of international students into the English speaking culture of the U.S., the INP requires that all new international students pass the “Oral English Proficiency” test (described and explained at: <http://www.purdue.edu/oepp/oept/>). International students are generally scheduled to take this exam by the INP graduate secretary during orientation week. If a student fails this exam, they will be enrolled in ENGL 62000, "Classroom Communication for International Teaching Assistants." This is a time-intensive course that includes group and individual instruction time (~ 10 contact hours per week). As a result, international students are strongly encouraged to study English prior to arriving to Purdue. All international students must pass either the Oral English Proficiency test or ENGL 62000 prior to being permitted to serve as a teaching assistant at Purdue University.

- v. Coursework and The Plan of Study

1. Forms and Timing: The POS is the listing of courses that you expect to take during your M.S. or Ph.D. program to fulfill the degree requirements. Only coursework and research credits listed on the POS will be counted towards degree requirements. Generally only 50000 level courses and above are used for the POS in the INP program. However, the INP permits you to use an undergraduate course in your POS if this is the only way you can acquire a specific expertise. If you and your Advisor feel that an undergraduate course is appropriate for your POS, you must get approval from your Advisory Committee before the undergraduate course can be added. In addition, you must inform and justify your decision in writing to the INP director.

To develop the POS, you should meet with your mentor and discuss possible coursework to fulfill the degree requirements. Details of the M.S. and Ph.D. curricula and degree requirements are listed below. The POS should also be approved by your Advisory Committee prior to officially filing your POS. The Graduate School recommends that the Master’s POS be filed after the first semester of M.S. study and that the Ph.D. POS be filed no later than the third semester of Ph.D. Students file the POS electronically through myPurdue under the academic tab found at the top of the page, within the graduate students box where you can click on the Graduate School Plan of Study link (<https://wl.mypurdue.purdue.edu/>). The POS can then be approved by your

Advisory Committee electronically. The Ph.D. POS must be filed before the Preliminary Exam Committee is formed.

REMEMBER.....because the POS is filed early in the program, it is common for the POS to change. In the event that you need to change your POS, you can do this electronically through myPurdue under the academic tab found at the top of the page, within the graduate students box where you can click on the Graduate School Plan of Study link (<https://wl.mypurdue.purdue.edu/>). **These changes will need approval by your Advisor, Advisory Committee and INP Director.** Do not delay changes in your POS.

2. Available Graduate Level Nutrition Courses: Course descriptions are available in the Purdue University Catalog which can be found at myPurdue and is updated each academic year: <https://wl.mypurdue.purdue.edu/>. Graduate level specialty courses in nutrition include courses at the 500 and 600 level. Sometimes these courses are offered on a one-time only basis. As a result, students should look for announcements of such courses at the start of each semester.
3. Grading Policy and Minimal Grade Requirements: With the exception of research credits (discussed below) grades of A, B, C, D, and F (with + or – included) are available for use in courses on your POS. In general, a grade of "A" is awarded for "superior" performance and the grade of "B" is awarded for "very good" or "good" performance. For graduate courses a grade of "C" indicates that your performance has been weak and marginal relative to the expectations of graduate students. Your performance in course work will be assessed at the end of each semester by your mentor and by the INP Director.

You will also register for research credits (NUTR 69800 for M.S. research; NUTR 69900 for Ph.D. research, variable credits) and for the nutrition seminar (NUTR 69500, 0 credits) each semester which are all graded on a Satisfactory/Unsatisfactory basis. You are expected to earn “satisfactory” grades for these courses. Performance for research credit is assessed by your mentor and performance in NUTR 69500 (0 credit) is based solely on attendance. Two consecutive semesters with an “unsatisfactory” assessment for research credits can lead to dismissal from the program.

An overall average of "B" is required (equivalent to a 3.0 grade point average) for completion of a graduate degree program at Purdue University. If your grade point average falls below 3.0 for two consecutive semesters, your Advisor and Advisory Committee will meet with you and you may be considered for dismissal from the program.

Grades of “C” are discouraged for all INP students. In the INP, students who receive a "C" in three or more classes will be evaluated and considered for termination from the program. You should refer to the Graduate School Bulletin to learn about the University policy regarding withdrawing from courses and the grade of “incomplete”.

4. Transferring Courses Toward Graduate Degree Requirements: At least one half of credits for a M.S. degree (15 credits) and one-third of credits for a Ph.D. degree

(30 credits) must be earned while registered at Purdue University. Up to 30 credits obtained from a previous graduate degree can be used to replace course requirements in the INP. However, only courses with grades of B or better may be transferred to meet INP requirements.

If you have taken graduate courses in another department or at another university that you wish to substitute for some of the department's M.S., or Ph.D. requirements, you must first have these courses approved by your Advisory Committee. For this review, you should have the following materials available for review:

- a copy of the course syllabus for each course
- a list of required textbooks and readings, and
- any other materials that describe the content of the courses.

The materials you provide will be examined by your Advisor and your Advisory Committee and they will have final oversight as to whether the courses are acceptable for substitution. If acceptable, they can be entered on your transcript according to the university's policy for "transfer credit" and you will not have to take additional (elective) courses in their place. In rare cases, the Dean of the Graduate School can overturn such decisions. If this occurs, the student must take the Purdue University course for which a substitution was requested.

5. Waiving Course Requirements: Occasionally a student may have a significant amount of practical experience that directly supersedes courses that are a part of the INP's degree requirements. For example, you may have acquired a significant number of technical or clinical skills in the workplace. Under these conditions you may wish to request to have a specific course requirement waived. Waiving a course requirement does not reduce the total number of courses or credits that you need to graduate. If you have practical experience that you feel eliminates the need to take some of the M.S. or Ph.D. requirements, you must first have the proposed waiver approved by your Advisory Committee. Following this approval, you should make a written request to the Director of the INP. Your Advisor must sign the request. The request should include a detailed description of the practical experience and should outline how this experience relates to the course to be waived. The materials you provide will be examined by the Director of the INP; they will have final oversight as to whether the experience justifies a waiver. If the request for a waiver is accepted, you have to take additional (elective) courses or research credits in place of any waived course.
- vi. Minimum Credit Requirements for Full Time Study: The number of credits that a student should register for is determined by a combination of factors including: the source of support, citizenship status, whether they hold a student load deferment, and the educational needs of the student. Below are some guidelines:
 1. Students with a graduate assistantship must be registered for **at least 3 credits** of graduate-level course and/or research work per semester (Section V.C.1 of the Policies and Procedures Manual for Administering Graduate Student Programs

(<http://www.purdue.edu/gradschool/faculty/publications.html>). In addition, students must register for **at least 3 credits** in at least one of the summer modules.

2. International students on an assistantship must register for **at least 6 credits** per semester to maintain their student visa. If an international student is NOT supported by an assistantship (e.g. they are on a government sponsored scholarship), they must register for **8 credits** to maintain their visa. Documentation for maintaining legal status is available at:
 - a. F1 visa:
<https://www.iss.purdue.edu/Current/F1/MaintainingLegalStatus.cfm>
 - b. J1 visa:
<https://www.iss.purdue.edu/Current/J1/MaintainingLegalStatus.cfm>
 3. Students with loan deferments must be enrolled at least half-time to maintain their deferment. For a graduate student this is **4 credits** per semester. Information about deferment of student loans is available at <http://www.purdue.edu/dfa/loan-details.html>.
 4. Students without a graduate assistantship, full time graduate status is 8 credit hours and tuition and fees are based on their residency status (e.g. Indiana resident, out-of-state resident, international student).
- vii. Time to Degree Policy: The goal of the INP is to have every student reach their academic goals in the minimum effective time period. For full time students a reasonable expectation is that students can complete an M.S degree within three years and a Ph.D. within five years. Because circumstances can extend this period, the INP has decided that limits should be set to protect students and the integrity of the graduate program. For example, all requirements for the degree must be met within 4 years from the date of first enrollment to the M.S. degree program and 8 years from the date of first enrollment to the Ph.D. degree program. If a student chooses to complete a Ph.D. degree immediately after completion of an M.S. degree within the department, the time to completion of both degrees will be limited to 8 years. If a student completes the M.S. degree, leaves the program, but returns later for a Ph.D. (under a separate application), the time limits are 4 years for the M.S. degree and an additional 8 years for the subsequent Ph.D. degree.
- Failure to complete a degree program within the established time limit will result in expulsion from the program with the following caveat: if a situation arises which results in delays in your progress and you cannot meet the limit set for a degree program, you may request an extension. The extension request must be made in writing, include a clear explanation of the reason for the extension, and it must be approved by your graduate Advisor and Advisory Committee. This request must be submitted to the INP Director at least six months prior to the end of the time limit for the degree. The request for an extension will be reviewed by an ad hoc committee of INP faculty and a decision will be rendered within one month of the extension request.
1. Leaves of Absence: All periods of absence greater than 22 consecutive work days for any reason except vacation require the approval of the Dean of the Graduate School. Graduate students who wish to request a leave of absence should first talk with their Advisor to initiate the appropriate paperwork. This approval needs to be

completed prior to departure. When a decision has been made you should inform the INP Director of your decision.

- viii. **Responsible Conduct of Research:** Understanding the details of research integrity is an essential part of graduate training and for your entire research career. The goals of this training are “to promote and sustain an environment of academic honesty and research integrity...” in all research endeavors.

Of primary importance in this effort is understanding and avoiding research misconduct. Misconduct includes “**fabrication, falsification or plagiarism** in proposing, performing, reviewing or in reporting research results” (Purdue University Policy III.A.2; <http://www.purdue.edu/policies/ethics/iiia2.html>). Additionally, these acts must be committed knowingly, intentionally, or recklessly, i.e. honest error or disagreement is not research misconduct. Everyone at the University is subject to this policy.

Among these three, plagiarism has become more common with the advent of the availability of research information and publications on line. Plagiarism is “the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.” Suffice it to say that you are expected to know and use proper methods for giving credit for other’s work in all of your work, whether it be in class or in your thesis/dissertation. Purdue has available access to a system known as iThenticate which allows screening of a document for possible plagiarism infractions. All theses and dissertations are required to show results of an iThenticate screening but any other document can also be screened (<https://www.purdue.edu/research/research-compliance/integrity/avoiding-plagiarism.php>).

For occurrences of misconduct which take place in or concerning classroom activities, infractions are dealt with by the Office of the Dean of Students (DOS) as outlined in the University Regulations (Part 5, Section II-B-2-a; http://www.purdue.edu/studentregulations/student_conduct/regulations.html). A more recent summary of Academic Integrity issues of concern to students has been summarized by the Office of Student Rights and Responsibilities (<http://www.purdue.edu/odos/osrr/academic-integrity/index.html>). When charges are made concerning misconduct in classroom activities, the initial response will be discussion of the infraction with the appropriate instructor. If a formal charge goes to the DOS, it will be formally adjudicated according to the process described in the University Regulations (referenced above). Possible penalties for a student found guilty of such infractions by this process include a warning, probation, probated suspension, suspension or expulsion.

Research misconduct is reported to the Executive Vice President for Research and Partnerships (Purdue University Policy III.A.2; <http://www.purdue.edu/policies/ethics/iiia2.html>). Procedures to be followed are detailed in the “Procedures” section of this document. In short, if a report of misconduct is submitted, an assessment is made by the University Research Integrity Officer and, if needed, by the University Standing Committee on Research Integrity, as to whether or not this allegation is credible and falls within the University’s definition of research misconduct. If the allegation is deemed to have substance, a special committee is

appointed to investigate and, if “a preponderance of evidence” indicates misconduct, a report is given to the Provost. The Provost determines the University’s response to the charges and the respondent always has the option of appealing the findings to the President.

In both cases close communication between the responsible University office and the Dean of the Graduate School is an essential part of the process.

- ix. Financial Support as a Teaching or Research Assistantship: Roles, Responsibilities, and Rights: Only applicants for whom the department can secure funding are admitted to the INP program. The goal of the INP is to provide financial support to you as either a Teaching Assistant (TA) or a Research Assistant (RA) during the entire time you are enrolled in the program. Initial support is guaranteed for the first academic year and through the first summer of attendance. When an INP faculty member agrees to mentor you, they are agreeing to continue financial support for the next 1 year for M.S. students (2 years total support) and for the next 3 years for a Ph.D. student (4 years total support). However, many productive students are supported beyond these limits. The continued support can be in the form of a TA or RA. ***The promise of continued support is contingent upon adequate progress in the INP program.*** Criterion for “adequate progress” includes high performance in class work, advancement of your thesis/dissertation project, and high quality performance in your assistantship. ***As a result, it is critical that you have a frank discussion regarding the performance expectations of your research mentor/Advisor (if you are an RA) or the instructor of record for the class where you serve as a TA.***

Both RA and TA positions are viewed by the University as employment. Your rights as a Graduate Employee are defined in the Graduate Staff Employment Manual (<https://www.purdue.edu/gradschool/documents/gpo/graduate-student-employment-manual.pdf>). A ½ time appointment pays a student for an average workweek of 20 hours during the time of employment. This means that you should expect some variability in the number of hours that you spend as a TA or RA each week, i.e. periods of higher time commitments can be balanced by periods of lower time commitment. In some circumstances the period of high time commitment is known far in advance (e.g. test and grading schedules for TAs). You should compare these periods of increased responsibility with your other commitments (e.g. class and exam schedule). ***If conflicts exist you should reach a resolution of the conflict with the instructor of your course or your research mentor.***

For TAs, time spent in class, on office hours, grading, and preparation for class are included in the 20 hours per week expected of a ½ time appointment. However, if you have a deficit in your knowledge that limits your ability as a TA, the time you spend correcting that deficit does not count towards your weekly effort. At the midway point and end of each semester you should ask the instructor of your course to evaluate your performance as a TA. If any problems or deficits are identified by the midway evaluation, the instructor will provide suggestions on how you can improve your performance. If poor performance continues, you may become ineligible for further support as a TA.

It is important to note that you are not specifically paid to conduct your thesis/dissertation research. This effort you expend on your thesis/dissertation project is considered training

or educational experience and not a condition of your employment. As a result, you should expect that the time you spend working on your thesis/dissertation research (e.g. data collection, analysis, interpretation, reading, writing, etc.) exceeds the time that you are paid as a RA.

1. Vacation Policy (see Graduate Student Employment Manual referenced above): Students should discuss vacation time with his/her Advisor. Vacation time should be taken when it is mutually agreeable to the graduate student and the supervisor. In addition, the supervisor and student should take into account the progress of the student toward his/her degree objective. To request a vacation, a graduate student **MUST** fill out **HRS Form 33** (<http://www.purdue.edu/hr/pdf/33ABSENCE.pdf>) **BEFORE** the vacation. This form requires a signature from the student's supervisor (or in the case of a rotating first year student, a signature from the INP Director).
 - a. Graduate students employed on a fiscal-year basis (i.e. 12 month appointment) are granted a maximum of twenty-two (22) working days of paid vacation. Vacation credits accrue on a monthly basis up to a maximum of twenty-two working days. The fiscal year starts on July 1 and ends on June 30 of the following year. Vacation credits accrued in excess of 22 working days are lost. Vacation allowance is accrued from the date of employment, but may be taken before the completion of three months of service. Students can carry over vacation from year to year but still maximum allowance is 22 working days. Students also receive paid leave for all official University holidays. Spring Break and Fall Break are not holidays and students must use vacation if they intend to be absent for these periods.

Vacation days are accrued each month as follows:

Month	Days	Month	Days	Month	Days
July	2	Nov.	2	March	1
August	2	Dec.	2	April	2
Sept.	1	Jan.	2	May	2
Oct.	2	Feb.	2	June	2

- b. Graduate students employed on an academic-year basis (i.e. 9-month appointment) are in vacation status for all periods of the academic year for which classes are not in session (e.g. Spring Break, Winter Holiday Break) with the exception of the 7 day period prior to the first day of classes each semester and the days between the end of classes and the final day for submission of grades.
- x. The Grievance Procedure: On occasion, a student may feel that they have been treated poorly by their Advisor, by an instructor, or by the INP program. Our hope is that each

student will have an open and strong line of communication with their Advisor. In this case, the first line of communication is to discuss matters with your Advisor.

If the communication between you and your Advisor is poor or the Advisor is the source of the problem, you may wish to seek another opinion from the INP Director or the head of the department your mentor has his/her academic appointment. If a student chooses to consult with the INP Director, the director will listen, offer interpretation and perspective, and suggest resolutions. The policy of the INP is that the content of these meetings are considered confidential until the student has stated otherwise verbally to the INP director. Discussions with the department head would however be under departmental policy regarding process and communication and the student should understand what those differences might be.

If the advice of either of these sources does not resolve your difficulties you may seek assistance from the Office of Graduate Assistance and Conflict Resolution Ombuds Service (<https://www.purdue.edu/gradschool/student/ogacr/ombuds.html>). Discussions with the Ombuds are confidential. If a formal Grievance is to be filed, the Ombudsman will inform you regarding the University Grievance process.

- xi. Fulfilling the Requirements to Become a Registered Dietitian (RD): Requirements for eligibility to take the national exam to become a RD are set by the Commission on Dietetic Registration (CDR), and include two components: didactic coursework + supervised practice (see <https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians> for details). Our graduate programs were not established to meet the didactic or supervised practice requirements for RD credential eligibility. However, it is possible to meet the didactic requirements while enrolled in the INP M.S. or Ph.D. programs. If you desire to fulfill the didactic requirements, you should schedule an appointment with the Director of the Didactic Program in Dietetics (DPD) in the Department of Nutrition Science. The Director will discuss the steps necessary to become a RD and can assist you in developing a plan for meeting the didactic requirements at Purdue. Note that in order to be eligible for the RD exam, you will also need to also complete 1200+ hours of supervised practice through an accredited program, typically in the form of a dietetic internship outside of Purdue. After meeting with the DPD Director, you should must also meet with your Advisor to discuss your goals and evaluate the impact of this decision on the progress towards an M.S. or Ph.D. degree. While many INP mentors are supportive of students wishing to fulfill the DPD requirements, there are two issues that you should consider related to this goal. First, the courses necessary to meet DPD requirements are offered at Purdue at the undergraduate level and you will not be able to list these on the POS for a graduate degree. Fortunately, you may be able to meet some course requirements by working as a teaching assistant for these courses. Second, taking DPD courses may prolong the time it takes to complete the MS or Ph.D. degree. This is why it is critical that you discuss this process completely with your Advisor, since there are implications for prolonged need for funding as well as potential slowed research productivity. All incoming or first year students should also discuss this decision with the INP director. The INP director and department head can serve as additional resources to the student, faculty member, and DPD director in discussing this decision, as needed.

- xii. Completing an Internship/non-Degree-Related Coursework during your M.S. or Ph.D. Program: Occasionally a student will have the opportunity to complete an internship prior to completing their degree program. For example, the Krannert School of Management at Purdue offers a two-week-long, National Science Foundation-funded, 50 hour non-degree instructional program in “Applied Management Principles” that is open to Ph.D. candidates in Purdue University science, technology, and engineering programs (<http://www.krannert.purdue.edu/executive/certificate/amp/home.php>). In addition, students in our program have participated in summer internships at several food companies, e.g. Mead-Johnson Nutritionals (Evansville, IN), Dairy Management Inc. (Chicago, IL), and the Nestle Research Center (Lausanne, Switzerland) for example.

INP graduate programs do not require an internship experience and were not designed to accommodate this option. However, it is possible to complete an internship if you identify an opportunity early. If you find an internship opportunity that you wish to pursue, you should first meet with your Advisor to discuss how the internship fits with your educational goals and the impact this decision would have on progress towards your degree objective. While many INP mentors are supportive of students wishing to conduct an internship, this issue, that completing an internship may prolong the time it takes to complete your degree, must be carefully considered. In addition, since many internships require a full-time effort, few research mentors can continue supporting students during this period. Thus, a long internship may necessitate taking a leave of absence from the INP graduate program. For these reasons, we recommend that you get approval from your research mentor prior to committing to an internship or non-degree related educational opportunity.

b. Information Specific to Master of Science (M.S.) Program

i. Master of Science (M.S.) curriculum:

	Minimum Credits	
Core Knowledge Base	8	NUTR 60500, 60600, 60700: Core nutrition class (4 credits Semester 1, 4 credits Semester 2)
	3	Statistics (e.g. STAT 50300)
Core Skill Base	1	NUTR 69400 Introduction to Graduate Presentation Skills
	1	NUTR 62600 Advanced Presentation Skills
Advanced Knowledge in Nutrition	2	One graduate level course related to nutrition
Advanced Knowledge	2	One specialty course as prescribed by your Advisory Committee to provide you with adequate breadth and depth of training in their specialty area
Research	Variable	
	17	Total minimum required courses credits
	30	Total minimum credits required for M.S. graduation by Purdue University

NOTES:

1. Your Advisory Committee may require you to take additional courses. This is within their advisory power.
2. The difference between formal course credits and Purdue Graduate requirements are obtained by registering for research credits.
3. Students are also required to register for NUTR 69500 seminar for 0 credit each semester.
4. Curriculum is effective Fall 2012

Suggested Sequence for INP M.S. curriculum:

Year in Program	Fall Semester	Spring Semester	Summer
Year 1	NUTR 60500 Core nutrition course STAT 50300 Research	NUTR 60600, 60700 Core nutrition courses NUTR 69400 (Presentation skills) Nutrition course Research	Research
<i>Select Advisory Committee before year 2</i>			
Year 2	Specialty course Research	NUTR 62600 Advanced Presentation Skills Research	Research
<i>Write and defend thesis</i>			

- ii. The Master's Thesis and Thesis Defense: The M.S. thesis project topic is defined based on discussions between you and your Advisor. It is common for an Advisor to assign a specific M.S. thesis project to a student. Upon identification of your topic, you are **STRONGLY** encouraged to begin your reading and organization of the literature needed to support your project. This will ensure that you are informed regarding the topic at the outset of the project and it will shorten the time necessary to prepare the written literature review after the research is completed.

When you have completed data collection and data analysis for your M.S. thesis project, it must be written as a thesis and submitted to your M.S. Thesis Committee for review and approval. The point where you have conducted (and analyzed) an appropriate amount of research and are ready to begin writing the thesis is usually determined through consultation with your Advisor along with additional input from your Thesis Committee. A general rule-of-thumb is that the M.S. thesis contains enough data for one publication-quality manuscript.

1. Thesis Format: The font, margin, and general style issues (abstract details, acknowledgements, table of contents, margins, page numbering, figure placement, etc.) related to the thesis are defined by the graduate school in A Manual for the Preparation of Graduate Theses (<https://www.purdue.edu/gradschool/documents/thesis/graduate-thesis-manual.pdf>). The Manual includes details concerning formatting templates that are available as well as all details for submission.

There are two acceptable options for the overall style of the thesis:

- a. Option one: Traditional style with the following chapters:
 - i. a detailed review of literature relevant to the thesis topic
 - ii. a statement of hypothesis/study goals to be tested and specific aims that will test the hypothesis/study goals
 - iii. methods and experimental design
 - iv. results
 - v. discussion
 - vi. conclusions and future directions chapter
 - vii. a list of references cited throughout the document.
- b. Option two: A manuscript format containing:
 - i. a detailed review of literature relevant to the thesis topic
 - ii. a complete manuscript ready for submission to a journal. The student must define the journal to which the manuscript will be submitted and state this clearly on the title page. If a journal has not yet been selected, the acceptable journal styles are that used by "The Journal of Nutrition" and "The American Journal of Clinical Nutrition". The manuscript must contain the list of citations used within the manuscript.
 - iii. a conclusions and future directions chapter
 - iv. a list of references cited throughout the document.

You are encouraged to include an appendix that includes essential materials used in the research that are not part of the other chapters (e.g. surveys or methods developed specifically for the thesis research) as well as other high quality work conducted during the period of study that was not specifically a part of the thesis research (e.g. additional non-thesis related publications).

2. **Thesis Defense:** Typically, your Advisor works very closely with you until they are satisfied that the document is sufficiently complete for a meeting of the entire committee. At such time, you will arrange a suitable time and place for the defense meeting. If you and your Advisor disagree as to whether a thesis is ready for defense, you may wish to seek counsel of other committee members or the INP Director. However, you should recognize that you need to reach agreement with your Advisor and your Advisory Committee that the thesis has been adequately prepared prior to scheduling your thesis defense.

At least two weeks prior to the defense date you **MUST** file **Graduate School Form 8** (*Request for Appointment of Examining Committee*) with the graduate school. The **Graduate School Form 8** is available electronically through myPurdue under the academic tab found at the top of the page, within the graduate students box where you can click on the Graduate School Plan of Study link (<https://wl.mypurdue.purdue.edu/>). This form includes the names of your examining committee, your thesis title and the date, time and location of your examination. It requires approval by your Advisor and the INP Director.

At the time you submit this form you will also need to provide the INP graduate secretary with a seminar announcement that includes time, date, location of the thesis defense, and a title for the thesis seminar presentation.

At least two weeks prior to the thesis defense date you must provide committee members with a **draft of the thesis**. You should recognize that in the majority of cases, the master's defense meeting will result in a number of suggested or required revisions in the thesis.

The thesis defense will begin with a presentation of your thesis research by you. This portion of the process will be open to the university community and will be announced through the INP office. After the presentation there is a period of open questioning by all that are in attendance; this questioning is mediated by the Advisor. At the end of the open questioning, a closed session will commence. Initially, the committee will meet without you present to discuss their general thoughts on your thesis. When you return to the room, committee members will ask you questions related to your thesis research, its interpretation, and the intellectual foundations of the research. The oral examination may not take more than two hours. If additional time is needed, the Purdue Graduate School regulations state that the committee can reconvene at another date. The INP discourages this action but if the committee feels this is necessary, the additional meeting should be scheduled as soon as possible after the original defense date.

After the questioning, the committee will deliberate to assess your performance. Three possible outcomes are possible: Satisfactory, Satisfactory with revision, and Unsatisfactory.

- a. “Satisfactory” indicates that you have met the standard set forth for theses by the program. Minor revisions may still be required of the thesis prior to submission to the Graduate School. However, your Advisor can supervise these revisions.
- b. “Satisfactory with revision” indicates that there are substantial format, content, or analysis problems with the thesis that make it unacceptable as written but that upon revision the document will likely be acceptable. Your committee will outline the problems in writing and present them to you. All committee members must approve of the revised thesis. Your committee may request an additional meeting to discuss the revised thesis; no public presentation of the thesis is required at this meeting but you will be expected to defend the changes to the thesis. A thesis is rejected if you have not adequately conducted, analyzed, or interpreted the research that was proposed. In such cases, you will be either dismissed from the program or will be required to initiate a new thesis project.
- c. “Unsatisfactory” would indicate that the student is not recommended for the master’s degree.

When the **Graduate School Form 8** (*Request for Appointment of Examining Committee*) has been approved by the graduate school, you will be given access to the **Electronic Thesis Acceptance Form [ETAF]**. You can access the ETAF through your myPurdue account using directions provided in the thesis manual at <http://www.purdue.edu/gradschool/documents/thesis/Student-Instructions-Thesis-Acceptance-Form.pdf>.

Once the ETAF has been submitted it will be routed to your Advisor and members of your Examining Committee. The result of the M.S. Thesis Defense will be reported to the Graduate School electronically on the ETAF.

3. Thesis Deposit: Guidelines for the process to be used in deposit of the Dissertation are provided on the following website: (<https://www.purdue.edu/gradschool/research/thesis/index.html>)
4. Applying for Graduation: At the time of registration for your final semester, students who expect to graduate at the end of that session will check “Yes” in the candidate section on the Course Request (**Registrar’s Form 23**) and give this form to the secretary of the INP. After the candidate applies for graduation, they should complete the Graduate School **Exit Questionnaire** through their POS which is required for graduation. NOTE: Be sure to retain the Certificate of Completion for your final thesis deposit.

iii. Time-Line for the Master's Degree

Action	Time
Selection of Advisor	Before or during the first semester
Selection of Advisory Committee	By the end of the first semester
Plan of Study Approved	By the end of the second semester
Set Thesis Defense Date	During the fourth semester or later <i>*File GS Form 8 at least 2 weeks prior to defense date)</i>
Distribution of Thesis to Committee Members	During the fourth semester or later (no later than 2 weeks prior to thesis defense)
Thesis Defense Meeting	During the fourth semester or later
Applying for graduation	By the end of the first week of the semester in which the degree is to be granted

* The **Graduate School Form 8** (*Request for Appointment of Examining Committee*) is available electronically through myPurdue under the academic tab found at the top of the page, within the graduate students box where you can click on the Graduate School Plan of Study link (<https://wl.mypurdue.purdue.edu/>).

c. Information Specific to Doctor of Philosophy (Ph.D.) Programi. Doctor of Philosophy (Ph.D.) curriculum:

	Minimum Credits	
Core Knowledge		
<i>Knowledge Base</i>	8	NUTR 60500, 60600, 60700: Core nutrition class (4 credits Semester 1, 4 credits Semester 2)
	6	Statistics (e.g. STAT 503 plus 512)
Core Skill Base		
<i>Presentations</i>	1	NUTR 69400 Introduction to Graduate Presentation Skills
	1	NUTR 62600 Advanced Presentation Skills
	1	NUTR 69500 Seminar
<i>Writing</i>	1	NUTR 62700 Scientific Writing
	1	Grant Writing (see manual)
<i>Professional</i>	1	Professional Development (i.e. GRAD 59000)
	1	Ethics in science (e.g. GRAD 61200, 1 credit or INP special topics course)
Advanced Knowledge		
<i>Nutrition</i>	4	Two graduate level course related to nutrition
<i>Specialty</i>	4	Two specialty courses as prescribed by the student's Advisory Committee to provide the student with adequate breadth and depth of training in their specialty area
	29	Total minimum required courses credits
Research	Variable	
	90	Total minimum credits required for M.S. graduation by Purdue University

NOTES:

1. Your Advisory Committee may require you to take additional courses. This is within their advisory power.
2. The difference between formal course credits and Purdue Graduate requirements are obtained by registering for research credits.
3. Students are also required to register for NUTR 69500 seminar for 0 credit each semester when they are not registered for NUTR 69500 (1 credit).
4. Curriculum is effective Fall 2012

Suggested Sequence for INP Ph.D. curriculum:

Year in Program	Fall Semester	Spring Semester	Summer
Year 1	NUTR 60500: Core Nutrition Course STAT 50300 Research	NUTR 60600, 60700: Core Nutrition Courses STAT 51200 NUTR 69400 (Presentation Skills I) Research	Research
<i>Select Advisory Committee before second year</i>			
Year 2	Nutrition course Specialty course NUTR 62700 Scientific Writing Ethics Research	Nutrition course Specialty course NUTR 62600 Advanced Presentation Skills Research	Research
<i>Complete preliminary exam</i>			
Year 3	Grant writing Professional Dev. (i.e. GRAD 59000) Research	Research NUTR 69500 Seminar (or later)	Research
Year 4-on	Research	Research	Research
<i>Write and defend dissertation</i>			

NOTES:

NUTR 69500 should be taken when you have primary research to present. However, you should not wait until your last semester when all of your research is complete. The seminar is expected to be a work in progress.

The professional development course can be taken at any time prior to completion of your program.

- ii. Changing from the M.S. Program into the Ph.D. Program: Students often decide to continue their education beyond the master’s degree. The rules regulating how you can change degree objective (i.e. move from a Master’s degree to a Ph.D. degree program can differ among departments. If you wish to make such a move you should discuss this with your Advisor. They will guide you through the process specific for your department.

In the Department of Nutrition Science, if your Advisor agrees that you are better suited for the Ph.D. program, you and your Advisor should write a request to switch from the M.S. to the Ph.D. program and submit this to the INP Director. An ad hoc committee of INP faculty members will evaluate your progress and assess your prospects as a Ph.D. student. If they believe that your performance in the master’s program has been sufficiently high, you can enroll in the doctoral program and proceed with doctoral study uninterrupted. To do that, you can generate a new POS for the PhD degree which is available electronically through myPurdue under the academic tab found at the top of the page, within the graduate students box where you can click on the Graduate School Plan

of Study link (<https://wl.mypurdue.purdue.edu/>). If you are completing your MS degree before proceeding, the Plan of Study Coordinator for the department will answer yes to the question “Continuing for another Purdue Degree in the same department” on the degree audit that must be completed prior to your graduation. If you finish your master’s degree and wish to return to Purdue at a later date, you must file an application to the Graduate School to be considered for admission into the Ph.D. program.

- iii. Gaining Graduate Teaching Experience: Completing a teaching experience is strongly recommended if you are interested in an academic career. This can either be done for credit as an independent study (NUTR 59000) or as part of a teaching assistantship. There are no formal guidelines for this experience. As such, interested students are encouraged to work with individual faculty to tailor a teaching experience.

The Purdue Center for Instructional Excellence (<http://www.cie.purdue.edu/>) offers seminars and workshops to help students and faculty develop teaching skills. Of particular note is the Graduate Teaching Development Program (GTDP). If you have an interest in a career that includes teaching, you are encouraged to enroll in these programs.

- iv. Grant Writing Requirement:

1. Options: Students in the Ph.D. program must develop a research proposal as part of their degree requirements. This can be done either as a directed study supervised by your Advisor using the NUTR 69000 “INP Grant Writing” or by enrolling in HORT 60300 “Grants and Grantsmanship,” a limited enrollment class offered by the Horticulture department each Spring semester.

For those students who register for NUTR 69000 “INP Grant Writing” with their Advisor as the instructor in the semester the grant will be written the following guidelines should be followed: 1) the finished proposal will be evaluated by the student’s Advisory Committee; 2) a the final grade of either “pass” or “no pass” will be awarded based upon the evaluation by the Advisor; and 3) When a grant receives a “no pass,” a new proposal must be developed and evaluated as above. Occasionally the Advisor may require that defense of a proposal becomes a part of the preliminary exam. However, the proposal writing course is a ***free-standing*** requirement of the program it receives a grade independent of the preliminary exam process.

2. Timing: This course should be taken when your Advisor feels you have sufficient scientific background to write an informed, scientifically founded proposal, e.g. if the proposal is on your own dissertation research, you should have a clear understanding of this research area. Since the proposal is an integration of information acquired during coursework and through interactions with the major professor, most students take this course after the bulk of their content courses are complete (i.e. after the second year in the program). Although the proposal **must** be completed within the semester in which you register for the course (with the exception of the “no pass” situation described above), you should discuss topics and experiments with your major professor and begin directed readings in the area **before** you register for the course. ***The proposal must be approved and credited***

at least 1 year prior to graduation (unless circumstances result in a delay and then only when approved by the Advisory Committee).

3. Grant content: The content of the grant must be your own writing and *not derived from proposals written by your Advisor*. However, the major ideas presented in the proposal may be developed in coordination with your Advisor and they can be related to your dissertation research. If your dissertation topic is based primarily on a funded research project, you must propose work that is distinct from the funded grant. This could be in the form of an additional specific aim on top of the funded research project or alternately, you may write a proposal on research that will not be conducted as part of your dissertation.
 4. Grant format: Students enrolled in NUTR 69000 may follow the established instructions from a federal or non-federal sponsor who supports work germane to your dissertation topic, e.g. National Institutes of Health (R21), USDA National Institute of Food and Agriculture AFRI, American Heart Association Grant-in-Aid, NSF). The selected sponsor-model must be agreed to by you and your Advisor. All forms necessary for submission of a proposal to these programs must be completed prior to committee review including a budget for the proposed research. This should be done in close consultation with your Advisor.
- v. Admission to Ph.D. Candidacy and the Preliminary Exam: Admission to candidacy is an essential step toward completion of your PhD degree. This step involves successful completion of a preliminary written and oral exam. The purpose of this exam is for your examining committee to assess the breadth and depth of content knowledge and your ability to integrate and apply that knowledge.

The preliminary exam is given in two phases. In the first, written answers are given to questions posed by the members of the examining committee. The second phase is an oral exam by the examining committee. Details of both phases are provided below. These guidelines are provided to help assure consistency in administration of the preliminary exam. The process should follow these guidelines:

1. Filing the Graduate School Form 8 (Request for Appointment of Examining Committee): After consultation with your Advisor and your Advisory Committee to set up a timeline and dates for the prelim exam, you should complete the **Graduate School Form 8** which is available electronically through myPurdue under the academic tab found at the top of the page, within the graduate students box where you can click on the Graduate School Plan of Study link (<https://wl.mypurdue.purdue.edu/>). Since this form includes information on the date, time and location of the oral section of the exam, these arrangements should be finalized before filing.
2. Preparing for the Preliminary Exam: When you and your Advisor have determined that you have reached the point where you should take your preliminary exam, you should meet with each of your committee members to discuss the timing and content of the exam. In the case where you have more than four committee members, you and Advisor should first make a request to the INP Director that an examining committee of four people be set. When you meet with a committee member, the committee member should provide guidance on the

content areas that will be covered on his/her portion of the exam. However, you should expect that the required content areas are broad in scope.

After you have met with each of the four members of the examining committee, you should discuss a timetable for exam preparation with your Advisor. Many different styles of preparation have proven to be successful. However, you and your Advisor must recognize that a significant effort is necessary for a successful preliminary exam. A general guideline is that you should use the 8 weeks prior to the preliminary exam to study. During this period, you should negotiate a progressive release from research responsibilities with your Advisor so that the last two weeks prior to the exam are spent solely on exam preparations. Other suggested strategies are that: the first three weeks of preparation should be used for organization of the study material and a review of relevant class materials; the next three weeks should be aimed at integrating materials as well as developing and answering mock questions; the final two weeks should be used for strengthening weak areas and continued practice of mock exam questions. Since the oral component of the exam follows closely after the written portion, you should also begin mock oral exams about three weeks prior to the oral exam date. These mock exams can be given by fellow students or your Advisor. Four or more hour-long mock exam sessions will serve to build skill in extemporaneous discussion of nutrition science.

3. Written Preliminary Exam: This phase of the exam should be discussed with your Advisor and your Advisory Committee to determine the nature of the format to be used, i.e., How much time will be allowed for each set of questions?; Will answers be written by hand or with a computer?; Are questions open-book or closed-book format? Once these parameters are clarified, you will be provided questions by each member of your examining committee and provided time to complete the questions. The answers must be clearly legible and must use proper grammar. Written answers shall be returned to your Advisor who will distribute them to the appropriate committee member. The written portion of the exam must be completed within a 7 day period.
4. Oral Preliminary Exam: The oral exam will take place within two weeks of completion of the written section of the exam. The oral exam will cover any material that was part of the written exam, any material that was a part of coursework in the POS, and other material deemed relevant by the committee members.
 - a. In the intervening time after the written exam you should reflect on your answers and devote some effort to identifying weaknesses in your written answers and researching more accurate answers. These weaknesses are likely to be identified by the committee and be discussed during the oral exam. Before the oral exam, the committee will inform your Advisor about your performance on the written exam. You are permitted to contact each committee member and seek additional guidance for the oral exam. However, committee members are not obligated to provide such guidance.

- b. The oral exam begins with a private session by the examining committee to discuss the written exam and the order of questioning during the oral exam. When you rejoin the committee, questions will be asked by individual faculty members in turn. The questioning period during the oral exam may not take longer than two hours.
- c. At the end of the oral exam, the committee will convene privately to discuss your performance in the written and oral exam sections.
 - i. If the committee feels that your performance has met or exceeded all of their expectations, they will complete the **Graduate School Form 10**, “Report of the Preliminary Examination” online by checking the boxes “Do regard the student fully qualified” with the additional recommendation that they “Do recommend that the student be admitted to candidacy.”
 - ii. If your committee feels that your exam performance was not strong, they will complete the **Graduate School Form 10**, “Report of the Preliminary Examination” online by checking the box “Do NOT regard the student fully qualified” with the additional recommendation that they “Do NOT recommend that the student be admitted to candidacy.” When this choice is selected the committee has two options: (1) If the overall performance on the preliminary exam was good but the committee has one or more recommendations related to improving a deficiency in your performance or knowledge-base, the committee can recommend that you be “Permitted to continue under the following conditions.” Their reservations and recommendations will be provided on the “Report of the Preliminary Examination” and a written copy of them will be provided to you by your Advisor. An additional copy of this document will be placed in your academic file. These recommendations can include retaking the preliminary examination and completion of additional coursework. If conditions are placed on you, the INP requires that a timetable for filling deficits or for re-scheduling the preliminary exam must be made by you and your Advisor within a week of an unsatisfactory performance. This information must be provided to the INP director and to your Examining Committee. The Graduate School policy states that you may not re-take a preliminary exam until the next academic session; in addition, the INP requires that you must attempt the second preliminary exam within a calendar year. If your committee feels that they “Do NOT regard the student (you) fully qualified” after a second preliminary exam, you will be will not be permitted to continue in the Ph.D. program. If you do not already have a

M.S. degree, you may be eligible for completing and defending a M.S. degree in the INP; this option is contingent upon the approval of the Advisor after consultation with the INP director.

- iii. If the performance on the preliminary exam was particularly poor and the committee feels that there are severe deficits, they can recommend that you be “Advised to withdraw from the Graduate School.” This means that the committee believes that you are not prepared for doctoral level work. In this case, you will not be permitted to continue for a Ph.D. However, you may be offered the opportunity to complete and defend a M.S. thesis. This option is at the discretion of the Advisor after consultation with the INP director.
- vi. *The Ph.D. Dissertation and the Dissertation Defense:* The Ph.D. dissertation project topic is defined based on discussions between you and your Advisor. It is common for an Advisor to define the initial phases of the Ph.D. Dissertation project, but a significant portion of the project should be derived from ideas that you have helped develop in the early stages of your research. Upon identification of your Ph.D. Dissertation project, you are **STRONGLY** encouraged to begin reading and organization of the literature needed to support your project. This will ensure that you are informed regarding the topic at the outset of the project and it will shorten the time necessary to prepare the literature review after the research is completed.

When you have completed data collection and data analysis for your Ph.D. dissertation project, it must be written as a dissertation and submitted to your Ph.D. Dissertation Committee for review and approval. The point where you have conducted (and analyzed) an appropriate amount of research you are ready to begin writing your dissertation is usually determined through consultation with your Advisor along with additional input from your Dissertation Committee. This should be one of the goals of your annual Advisory Committee meeting, i.e. evaluating progress toward completion. A general rule of thumb is that the Ph.D. Dissertation contains enough data for three publication quality manuscripts.

1. Dissertation Format: The font, margin, and general style issues (abstract details, acknowledgements, table of contents, margins, page numbering, figure placement, etc.) related to the dissertation are defined by the graduate school in the Manual for the Preparation of Graduate Theses (<http://www.purdue.edu/gradschool/documents/thesis/graduate-thesis-manual.pdf>). The Manual includes details concerning formatting templates that are available as well as all details for submission.

There are two acceptable options for the overall style of the thesis:

- a. Option one: Traditional style with the following chapters:
 - i. a detailed review of literature relevant to the thesis topic

- ii. a statement of hypothesis/study goals and a list of specific aims that will test the hypothesis/study goals
 - iii. methods and experimental design
 - iv. results
 - v. discussion
 - vi. conclusions and future directions chapter
 - vii. a list of references cited throughout the document.
- b. Option two: Manuscript format containing:
- i. a detailed review of literature relevant to the thesis topic
 - ii. three complete manuscripts ready for submission to a journal. The student must define the journal to which the manuscripts will be/have been submitted and state this clearly on the title page of each manuscript chapter. If a journal has not yet been selected, the acceptable journal styles are those used by “The Journal of Nutrition” and “The American Journal of Clinical Nutrition”. Each manuscript chapter must contain the list of citations used within that manuscript.
 - iii. a conclusions and future directions chapter
 - iv. a list of references cited throughout the document.

You are encouraged to include an appendix that includes essential materials used in the research that are not part of the other chapters (e.g. surveys or methods developed specifically for the thesis research) as well as other high quality work conducted during the period of study that was not specifically a part of the thesis research (e.g. additional non-thesis related publications).

2. Dissertation Defense: Typically, your Advisor works closely with you until they are satisfied that the document is sufficiently complete to warrant a meeting of the entire committee. At such time, you will arrange a suitable time and place for the defense meeting. If you and your Advisor disagree as to whether a dissertation is ready for defense, you may wish to seek counsel of other committee members or the INP Director. However, you should recognize that you need to reach an agreement with your Advisor and your Advisory Committee that the dissertation has been adequately prepared prior to scheduling your Dissertation Defense.

At least two weeks prior to the defense date you MUST file **Graduate School Form 8** (*Request for Appointment of Examining Committee*) with the graduate school. The **Graduate School Form 8** is available electronically through myPurdue under the academic tab found at the top of the page, within the graduate students box where you can click on the Graduate School Plan of Study link (<https://wl.mypurdue.purdue.edu/>). This form includes the names of your examining committee, your thesis title and the date, time and location of your examination. It requires approval by your Advisor and the INP Director.

When the **Graduate School Form 8** has been approved by the graduate school, you will be given access to the **Electronic Thesis Acceptance Form [ETAF]**. You can access the ETAF through your myPurdue account using directions provided in the thesis manual at:

<http://www.purdue.edu/gradschool/documents/thesis/Student-Instructions-Thesis-Acceptance-Form.pdf>

When you submit your **Graduate School Form 8**, you also need to provide the INP graduate secretary with a seminar announcement that includes the time, date, location of the dissertation defense, and a title for the dissertation seminar presentation.

At least two weeks prior to the dissertation defense date you must provide each of your committee members with a complete draft of the dissertation. You should recognize that in the great majority of cases, the Ph.D. dissertation defense meeting will result in a number of suggested or required revisions in the determined dissertation.

The dissertation defense will begin with a presentation of your dissertation research by you. This portion of the process will be open to the university community and will be announced through the INP office. After the presentation there is a period of open questioning by all that are in attendance; this questioning is mediated by the Advisor. At the end of the open questioning, a closed session will commence. Initially, the committee will meet without you present to discuss their general thoughts on your dissertation. When you return to the room, committee members will ask you questions related to your dissertation research, its interpretation, and the intellectual foundations of the research. The oral examination may not take more than two hours. If additional time is needed, the Purdue Graduate School regulations state that the committee can reconvene at another date. The INP discourages this action but if the committee feels this is necessary, the additional meeting should be scheduled as soon as possible after the original defense date.

After the questioning, you will again leave the room and the committee will deliberate to assess your performance. Three outcomes are possible: Satisfactory, Satisfactory with revision, and Unsatisfactory.

1. “Satisfactory” indicates that you have met the standard set forth for dissertations by the program. Minor revisions may still be required of the dissertation prior to submission to the Graduate School. However, your Advisor can supervise these revisions.
2. “Satisfactory with revision” indicates that there are substantial format, content, or analysis problems with the dissertation that make it unacceptable as written but that upon revision the document will likely be acceptable. The committee will outline the problems in writing and present them to you. After revision, all committee members must approve the revised dissertation. In addition, the committee may request an additional meeting to discuss the revised dissertation; no public presentation of the dissertation research is required at this meeting but you will be expected to defend the changes to the dissertation. A dissertation is rejected if you have not adequately conducted, analyzed, or interpreted the research that was proposed. In

such cases, you will be either dismissed from the program or will be required to initiate a new dissertation project.

3. “Unsatisfactory” would indicate that the student is not recommended to receive a doctoral degree.

When the **Graduate School. Form 8** (*Request for Appointment of Examining Committee*) has been approved by the graduate school, you will be given access to the **Electronic Thesis Acceptance Form [ETAF]**. You can access the ETAF through your myPurdue account using directions provided in the thesis manual at <http://www.purdue.edu/gradschool/documents/thesis/Student-Instructions-Thesis-Acceptance-Form.pdf>.

Once the ETAF has been submitted, it will be routed to your Advisor and members of your examining committee. The result of the M.S. Thesis Defense will be reported to the Graduate School electronically on the ETAF.

3. Dissertation Deposit: Guidelines for the process to be used in deposit of the Dissertation are provided on the following website: (<https://www.purdue.edu/gradschool/research/thesis/index.html>)
4. Applying for Graduation: At the time of registration for the semester you intend to complete your degree, students who expect to graduate at the end of that session will check “Yes” in the candidate section on the Course Request (**Registrar’s Form 23**) and give this form to the secretary of the INP. After the candidate applies for graduation, they should complete the **Graduate School Exit Questionnaire** through their POS and also complete the **Survey of Earned Doctorates [SED]** (<https://sed-ncses.org>), both of which are required for graduation. NOTE: Be sure to retain the Certificate of Completion for both for your final thesis deposit (see 5b above).

Time-Line for the Ph.D.

Action	Time
Selection of Advisor	Prior to the second semester
Selection of Advisory Committee	By the end of the second semester
Plan of Study Approved	By the end of the second semester
PhD Preliminary Exam	End of the fifth semester (File * Graduate School Form 8 two weeks prior)
Distribution of Dissertation to Advisory Committee Members	No later than two weeks prior to dissertation defense meeting)
Dissertation Defense Meeting	Two weeks after distribution of dissertation to committee members. (File * Graduate School Form 8 two weeks prior)
Applying for Graduation	By the end of the first week of the semester in which the degree is to be granted.

* The **Graduate School. Form 8** (*Request for Appointment of Examining Committee*) is available electronically through myPurdue under the academic tab found at the top of the page, within the graduate students box where you can click on the Graduate School Plan of Study link (<https://wl.mypurdue.purdue.edu/>).

V. APPENDICES

Appendix 1: Graduate Compact: Graduate education requires development of a relationship between student and Advisor with characteristics and behaviors that encourage collaboration while maintaining a mentor/mentee relationship. The following are lists of characteristics the faculty are committed to as a means of upholding these goals.

It is essential that graduate students:

- **conduct** themselves in a mature, professional, and civil manner in all interactions with faculty and staff.
- **recognize** that the faculty advisor provides the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support.
- **recognize** that faculty have broad discretion to allocate their own time and other resources in ways which are academically productive.
- **recognize** that the faculty advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research. Careful, well-conceived research reflects favorably on the student, the faculty advisor, and the University.
- **exercise** the highest integrity in taking examinations and in collecting, analyzing, and presenting research data.
- **acknowledge** the contributions of the faculty advisor and other members of the research team to the student's work in all publications and conference presentations.
- **maintain** the confidentiality of the faculty advisor's professional activities and research prior to presentation of publication, in accordance with existing practices and policies of the discipline.
- **take** primary responsibility to inform themselves of regulation and policies governing their graduate studies.
- **devote** an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree.
- **be aware** of time constraints and other demands imposed on faculty members and program staff.
- **take the initiative** in asking questions that promote understanding of the academic subjects and advance the field.
- **communicate** regularly with faculty advisors especially in matters related to research and progress within the graduate program.

It is imperative that graduate faculty members:

- **interact** with students in a professional and civil manner in accordance with University policies governing nondiscrimination and sexual harassment.
- **impartially** evaluate student performance regardless of religion, race gender, sexual orientation, nationality, or other criteria that are not germane to academic evaluation.
- **serve** on graduate student committees without regard to the race, gender, sexual orientation, or national origin of the graduate student candidate.
- **prevent** personal rivalries with colleagues from interfering with their duties as graduate advisors, committee members, or colleagues.
- **excuse** themselves from serving on graduate committees when there is an amorous, familial, or other relationship between the faculty member and the student that could result in a conflict of interest.

- **acknowledge** student contributions to research presented at conferences, in professional publications, or in application for copyrights and patents.
- **teach** and demonstrate ethical behavior in research/creative efforts

Appendix 2: Guidelines on the Ownership of Research Data

Many students ask the question “Who does my thesis/dissertation research and data belong to? My mentor or me?” This can be a difficult question to answer unambiguously for all students in all circumstances. As a basis for this question, we refer to you the Purdue University Policy on Intellectual Property (Policy I.A.1; <http://www.purdue.edu/policies/academic-research-affairs/ia1.html>) which states “Intellectual Property that arises in any part in the course of employment or enrollment at the University, or in the course of a work-for-hire relationship or visiting scholar relationship with the University, is Purdue Intellectual Property.” This statement is followed by a series of exceptions to this rule, some of which pertain specifically to students.

The faculty in INP believe that this issue should be discussed early in the degree process; that clear, open, and frequent communication and unambiguous documentation of agreements is probably the only way to prevent future disputes. Generally, the faculty believes that all data that are generated during the thesis or dissertation belongs to the research group. Thus, all original pieces of data, documentation, and data files should remain with the research group when the student leaves Purdue University. However, because the student has generated the data and may need the data to write manuscripts after they leave Purdue University, students should have free and open access to the data they have generated during their thesis or dissertation research. A reasonable compromise is that students may copy the data they generated. Of course, after a student has left Purdue University, they should respect the rights of their mentor and should not share unpublished data from the thesis or dissertation without consulting with their mentor first.

A more difficult issue is how students and their mentors should address the ownership of ideas. Given the University Policy stated above, ownership of intellectual property rights is with the University. Of concern is the involvement of members of the research group in development of ideas that end up as “property”. Regarding who “owns” an idea, especially one generated during routine discussions between the student and their mentor, a rule of thumb is that if an idea is generated after a student has entered the research group, it is the possession of the research group, unless a statement to the contrary is clearly documented in writing by the research leader. Ideas that are developed by a student prior to enrollment and then brought to the research group belong to the student. The student may wish to document these ideas to ensure they were in existence prior to joining the research group. Again, it should be stressed that clear communication and open discussion of these issues are the only way to limit the potential for future disputes regarding ownership of either ideas or data.

Appendix 3: Important Websites for Graduate Students

1. Purdue Graduate School

<http://www.purdue.edu/gradschool/index.html>

a. Graduate School Publications

<http://www.purdue.edu/gradschool/faculty/publications.html>

i. Policies and Procedures Manual for Administering Graduate Student Programs

<http://catalog.purdue.edu/content.php?catoid=7&navoid=2929>

ii. Employment Manual

<https://www.purdue.edu/gradschool/documents/gpo/graduate-student-employment-manual.pdf>

iii. Fellowship Manual

<https://www.purdue.edu/gradschool/documents/funding/fellowships/fellows-manual.pdf>

b. Thesis and Dissertation Office

<http://www.purdue.edu/gradschool/research/thesis/index.html>

i. A Manual for the Preparation of Graduate Theses

<http://www.purdue.edu/gradschool/documents/thesis/graduate-thesis-manual.pdf>

2. Information Technology at Purdue (ITaP): Accounts and Connections

<https://www.itap.purdue.edu/>

3. Purdue Parking

<https://www.purdue.edu/parking/>

4. Purdue Writing Lab

<https://owl.english.purdue.edu/>

The Purdue Writing Lab is primarily a tutorial center for writers who want to work one-to-one with a tutor at Purdue University in West Lafayette, Indiana. Their staff helps students with all sorts of writing -- from first-year students in introductory composition at Purdue to graduate students working on their dissertations. Over the years, the Lab's services have expanded to include workshops and other resources for instructors, students, and staff. The Lab serves the entire Purdue community and offers outreach services to Internet users around the world via their Online Writing Lab (OWL)

The Writing Lab is generally open from 9:00 AM - 6:00 PM Monday through Thursday and 9:00 AM - 1:00 PM on Fridays during the Fall and Spring semesters. It is possible to schedule an appointment online or you may contact them at (765) 494-3723. There are several satellite locations which have somewhat different hours which are listed on their Purdue Writing Lab homepage.

5. Websites with Important Regulatory Information:

- a. **Purdue Animal Care and Use Committee (PACUC)**
<http://www.purdue.edu/research/research-compliance/regulatory/care-use-of-animals/>
- b. **Committee on the Use of Human Research Subjects (IRB)**
<https://www.irb.purdue.edu>
- c. **Radiological and Environmental Management (REM)**
<https://www.purdue.edu/ehps/rem/>

6. Local Interest/Activities

- a. **Recreation and Wellness**
 - i. **Purdue CoRec**
<https://www.purdue.edu/recwell/>
- b. **Entertainment at Purdue**
 - i. **Convocations**
<https://www.purdue.edu/convocations/>
 - ii. **Purdue Theatre**
<https://www.cla.purdue.edu/academic/vpa/theatre/>
 - iii. **Arts, Culture, Centers Events Calendar**
<https://calendar.purdue.edu/calendar/EventList.aspx?fromdate=3/2/2017&todate=3/1/2018&display=Month&view=Category>
 - iv. **Purdue Sports**
<http://www.purduesports.com/>
- c. **City of West Lafayette**
<http://www.westlafayette.in.gov>
- d. **City of Lafayette**
<http://www.lafayette.in.gov>

VI. Forms

Revised August 2018

Form created 9/26/2003

**Interdepartmental Nutrition Program
Annual Report of Graduate Student's Advisory Committee**

Student Name: _____

This past year meetings were:

Date: _____

Full Committee

Individual Meetings

Overall Progress: Satisfactory _____ Unsatisfactory _____ Satisfactory with reservations _____

Comments from individual committee members:

Major Professor: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Student Response

Student's Signature _____ Date _____

INP M.S. Degree Progress Checklist:

Name: _____

Entry date: _____

Emphasis area: _____

I. Prerequisites: Courses recommended upon entry into the program

<u>Subject</u>	<u>Course/Location</u>	<u>Waiver*</u>
General Chemistry	_____	_____
Organic Chemistry	_____	_____
Biochemistry	_____	_____
Organ-level physiology	_____	_____
General Nutrition	_____	_____

** A waiver can be requested to the INP Director. The waiver request must be approved by the student's Advisor.*

II. I have reviewed the materials for the M.S. degree in the Graduate Manual:

Yes No Date: _____

III. Courses:

<u>Class/requirement</u>	<u>Course #/semester</u>	<u>Credits/grade</u>
NUTR60500: Core course	_____	_____
NUTR 60600: Core course	_____	_____
NUTR 60700: Core course	_____	_____
Statistics (STAT 50300)	_____	_____
NUTR 69400 (yr 1)	_____	_____
NUTR 62600 Adv Pres Skills (S yr 2)	_____	_____
Grad Level Nutrition (2 credits)	_____	_____
Specialty Grad Course (2 credits)	_____	_____
Other courses	_____	_____

IV. Credit Summary

	<u>Course</u>	<u>Research</u>	<u>Cummulative</u>
Year 1	_____	_____	_____
Year 2	_____	_____	_____
Year 3	_____	_____	_____
Year 4	_____	_____	_____

(30 total credits are required by Purdue for M.S. graduation)

V. Thesis Related

	Name	Date Selected
Advisor	_____	_____

Advisory Committee (establish in yr 1)

	(Name/Dept)	e-mail	phone
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____

Committee Meeting Dates (required yearly)

Yr 1	_____	_____	_____
Yr 2	_____	_____	_____
Yr 3	_____	_____	_____
Yr 4	_____	_____	_____

Thesis Defense

Date: _____

Action: _____

Ph.D. Degree Progress Checklist:

Name: _____

Entry date: _____

Emphasis area: _____

I. Prerequisites: Courses recommended upon entry into the program

<u>Subject</u>	<u>Course/Location</u>	<u>Waiver*</u>
General Chemistry	_____	_____
Organic Chemistry	_____	_____
Biochemistry	_____	_____
Organ-level physiology	_____	_____
General Nutrition	_____	_____

** A waiver can be requested to the INP Director. The waiver request must be approved by the student's academic/research advisor.*

II. I have reviewed the materials for the PhD degree in the Graduate Manual:

Yes No Date: _____

III. Courses:

<u>Class/requirement</u>	<u>Course #/semester</u>	<u>Credits/grade</u>
NUTR60500: Core course	_____	_____
NUTR60600: Core course	_____	_____
NUTR60700: Core course	_____	_____
Statistics 1 (STAT 50300)	_____	_____
Statistics 2 (STAT 51200)	_____	_____
NUTR69400 (yr 1)	_____	_____
NUTR62700 Sci. Writing (F yr 2)	_____	_____
NUTR62600 Adv Pres Skills (S yr 2)	_____	_____
NUTR69500 seminar (1 cr)	_____	_____
Grant Writing (NUTR69000)	_____	_____
Grad Level Nutrition (4 cr)	_____	_____
Specialty Grad Course (4 cr)	_____	_____
Ethics (GRAD61200)	_____	_____
Other courses	_____	_____
	_____	_____

IV. Credit Summary

	<u>Course</u>	<u>Research</u>	<u>Cummulative</u>
Yr 1	_____	_____	_____
Yr 2	_____	_____	_____
Yr 3	_____	_____	_____
Yr 4	_____	_____	_____
Yr 5	_____	_____	_____
Yr 6	_____	_____	_____

(90 total credits are required by Purdue for Ph.D. graduation)

V. Dissertation Related

	<u>Name</u>	<u>Date Selected</u>
Advisor	_____	_____

Advisory Committee (establish in yr 1)

	<u>(Name/Dept)</u>	<u>e-mail</u>	<u>phone</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(outside Dept) (4)	_____	_____	_____
(optional) (5)	_____	_____	_____

Committee Meeting Dates (required yearly)

Yr 1	_____	_____	_____
Yr 2	_____	_____	_____
Yr 3	_____	_____	_____
Yr 4	_____	_____	_____
Yr 5	_____	_____	_____
Yr 6	_____	_____	_____

Plan of Study (yr 1) Date Approved: _____

Preliminary Exam (yr 2-3) Date: _____

Action: _____

Dissertation Defense Date: _____

Action: _____