



MASTER OF SCIENCE
IN
NUTRITION AND FOOD SYSTEMS

GRADUATE PROGRAM HANDBOOK



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MASTER OF SCIENCE NUTRITION AND FOOD SYSTEMS

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INTRODUCTION AND WELCOME

Welcome to the Department of Dietetics and Human Nutrition!

We are housed in the College of Agriculture, Food and Environment at the University of Kentucky. We are pleased you have chosen to complete your master's (MS) degree in Nutrition and Foods Systems (NFS) in the Department of Dietetics and Human Nutrition (DHN) and look forward to working with you.

Being a graduate student offers you the opportunity to plan a focused program of study, to formulate a philosophy about your profession, and to acquire additional professional competencies. Faculty will provide guidance; however, you will assume the primary responsibility for development and execution of your academic program.

Some of the resources available to you at the University of Kentucky are provided in this handbook, as well as information indicating current requirements for your program, and the prescribed steps and procedures to be followed to secure a MS degree. Throughout the course of your study, you will find this handbook a helpful and time-saving reference.

The Director of Graduate Studies (DGS) will serve as your initial contact for the MS program. You will select your committee chair, research topic, and committee members by the end of your first semester. The quality of your graduate experience depends, to a great degree, upon the extent of your academic commitment and involvement in the university community. One of the goals of a graduate education is to learn to design your unique approach to our field of study. You should plan to play an active role in the design, implementation, analysis, and completion of your graduate studies. In addition, do not hesitate to ask questions and talk to the graduate faculty in the department.

Inquiry is an important part of graduate education!

We wish you well!

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GENERAL INFORMATION

GENERAL REGULATIONS

It is the student's responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. Therefore, the student should become familiar with [the Graduate School Policy and Procedures](#) manual on matters related to the following:

Registration	Grades
Add/Drop	Repeat Option
Academic Load	Scholastic Probation

University Scholars Program (USP) Students

For students in the USP please refer to the DHN University Scholars Program Handbook while you are in undergraduate status. Refer to the DHN's Graduate Program Handbook once you graduate from your undergraduate degree in Dietetics or Human Nutrition. The Director of Graduate Studies is your point of contact for questions about the undergraduate or graduate portion of the USP.

PROGRAM REQUIREMENTS

Within the program there are two plans:

- Plan A (thesis) requires 24 credit hours of course work plus 6 additional hours of thesis research.
- Plan B (non-thesis, special project) requires 30 credit hours of course work plus 6 hours of special problems in dietetics/nutrition, which will include work on a special project.

We strongly recommend that you select the thesis option (Plan A) as this will better prepare you for future graduate studies and will allow you to more fully participate in the design of your graduate program.

DEVELOP A PLAN OF COURSEWORK

The Director of Graduate Studies serves as the temporary advisor for each student upon entering the program. Before the end of the first semester or 9 credit hours of course work, the student and the Director of Graduate Studies will work together to develop a plan of course work to be approved by their committee chair. An example of a plan of course work can be found in Appendix A.

SELECTION OF COMMITTEE CHAIR AND COMMITTEE MEMBERS

By the end of the first semester, the student should have visited with all graduate faculty members to learn about their research areas (See Appendix B for a list of DHN faculty members). The student should then select a committee chair to serve as his or her thesis (Plan A) or non-thesis (Plan B, special project) advisor. In consultation with the committee chair, the student should select his or her advisory committee. Two members of the committee must be graduate faculty with at least one person being a FULL member (search NFS- Nutrition and Food Systems <https://ris.uky.edu/cfdocs/gs/dgsgradfac/>). At least two members of the Committee will be from the Department of Dietetics and Human Nutrition. A fillable PDF version of the Advisory Committee Form can be found in the Canvas Graduate Student shell. The form should include the name and signatures of all of your committee members. Once signatures are obtained, send an electronic copy to the Department's Director of Graduate Studies. The Director of Graduate Studies must be notified in writing of the make-up of a student's advisory committee using the form titled "Advisory Committee".

THESIS / NON-THESIS OPTION

The decision to write a thesis should be based on a student's educational training and goals, in consultation with his/her committee chair. The primary objective of a thesis research component is to expand the existing knowledge base. The thesis must be a well-reasoned and original contribution to knowledge in the field of study, and provide evidence of high scholarly achievement. The selection of a thesis topic, collection of data, and the writing of a thesis typically extend over at least two semesters. The committee chair is the primary source of guidance in the planning and preparation of the thesis or non-thesis special project. Instructions for preparation of the thesis are available from the Graduate School. A thesis or non-thesis special project proposal must be submitted to the student's Advisory Committee for approval. A final thesis draft must be submitted at least 14 days in advance of the final oral exam. For non-thesis special projects, as applicable, the final draft of the special project is also due to the committee 14 days before their deadline.

Thesis (Plan A)

The thesis option (Plan A) requires a thesis to be developed under the direction of a full or associate member of the Graduate Faculty. Collaborative effort by two or more graduate students on the same project is not forbidden. However, there must be enough independent effort to enable each student to make a separate contribution and to prepare an individual thesis. Before the final examination, the committee chair and the Director of Graduate Studies must indicate to the Graduate School that the student's thesis satisfies all requirements of the Graduate School and is complete in content and format with the exception of pagination, and that the student is ready to be examined (See Final Examination for the MS Degree). Any

modification in the thesis which the final examination committee specifies must be made before the degree is conferred.

Theses must be prepared in conformity with the instructions published by the [Graduate School](#). The thesis in its final form must be received in the Graduate School within 60 days of the Final Examination. Theses must be presented to and accepted in the Graduate School by the last day of the semester if a student plans to graduate that semester. Theses submitted by candidates become the physical property of the University of Kentucky. The University protects the authors' rights by placing certain restrictions upon the use of theses. All master's theses must be submitted in electronic format. Instructions are available at <http://gradschool.uky.edu/thesis-dissertation-preparation>. To view the current collection of ETD's, go to: <http://uknowledge.uky.edu/gradschool>

Non-Thesis Option (Plan B)

In lieu of a thesis, the non-thesis special project option requires six additional graduate credit hours of course work above and beyond the requirements for the thesis option. The special project includes 6 credit hours to develop the special project through completion of DHN 782: Special Problems, which typically extends over at least two semesters. The non-thesis special project can culminate in different formats, which must be determined and agreed upon by the student's advisory committee. The special project could be a research product in written form, typically a manuscript for publication in a professional journal and/or an oral presentation. Any non-thesis product generated must demonstrate application of knowledge in an original manner and demonstrate high scholarly achievement under the rigor of the peer-review process.

THESIS / NON-THESIS PROPOSAL REVIEW

During or by the end of the student's second semester, or completion of 9 semester hours of course work, the student should work with their committee chair and develop a thesis/non-thesis special project proposal. The proposal should include an introduction to the problem, research questions and hypotheses (as applicable with Plan B non-thesis special project), and detailed methods. The proposal presentation itself should include 15 – 20 minutes of content, but at least an hour should be scheduled to allow for discussion. **This proposal should be presented during a proposal committee meeting before the IRB application is submitted and research begins.** The committee chair is responsible for procuring the rubric for the proposal review to be completed by all committee members. Faculty members can find the proposal rubric in the shared DHN MS NFS folder. Following the proposal presentation each committee member is to complete the rubric. The completed rubrics should be provided to the Director of Graduate Studies in an electronic format. It is the responsibility of the committee chair to send the completed electronic proposal rubrics to the Director of Graduate Studies.

THESIS CHECKLIST

Each graduate student forms their own advisory committee and schedules a meeting with that committee to approve their research/special project plan before proceeding with their work.

1. Determine research interest by discussing with faculty and conducting a literature search;
2. Form your advisory committee comprised of your committee chair and two other faculty members (three people); meet as a team or individually;
3. Have proposal approved by advisory committee, include a timeline for how the work will progress to meet graduation goal date;
4. Complete the IRB or IACUC application (as applicable) by working with your chair. Be aware of the [IRB Meeting Dates and Deadlines](#);
5. Conduct research;
6. Write thesis, adhere to the [formatting requirements](#) from the Graduate School. For Non-Thesis, complete special project as outlined by advisory committee;
7. Apply for graduation in the semester of your defense or special project deadline, using the Graduate School deadlines and forms;
8. Schedule the date for your thesis defense or special project deadline using the Graduate School procedures and forms;
9. Book a room for your thesis defense (special project may or may not require an oral defense). Advertise your oral defense at least 14 days prior to your presentation;
10. Defend your thesis. Submit or defend your special project as applicable;
11. Make revisions and recommended changes;
12. Finalize your thesis according to the Graduate School [formatting guidelines](#) and then submit it to the Graduate School by the [deadlines](#) established by the Graduate School. All master's theses must be submitted in electronic format. To view the current collection of ETD's, go to <http://uknowledge.uky.edu/gradschool>

The base thesis fee is \$14.00. The fee must be paid at Student Account Services, located in 18 Funkhouser Building or online via myUK. The fee will be added to your student account after the final thesis is accepted by the Graduate School. No diplomas will be released without payment of the applicable thesis fees.

ACADEMIC POLICIES: MASTER'S DEGREE

ADMISSION TO CANDIDACY (MS degree)

Regular admission to a MS degree program constitutes admission to candidacy, unless otherwise stipulated by the program.

MASTER'S DEGREE COURSEWORK REQUIREMENTS

Course work requirements for the MS Degree are detailed in the [Graduate School Policies and Procedures](#) manual. Graduate students are eligible to take regular courses which meet as organized classes and independent-study or research courses in which each student conducts investigations independent of class meetings. Independent study or research courses must not duplicate thesis or special project work; thesis or special project work must be done in addition to the minimum course requirements. At least two-thirds of the minimum requirements for the MS degree must be in regular courses, and at least half of the minimum course requirements (excluding thesis, practicum, or internship credit) must be in 600- or 700-level courses. Master's students are required to register for 9 credit hours per semester to be considered full-time. Registering for more than 9 credit hours may result in increased tuition rates and may require special permission from the Graduate School. Consult with the Director of Graduate Studies to determine if special permission is needed. If a student decides to register for more than 9 credit hours and their performance in their courses, thesis or non-thesis work, or assistantship suffers then graduate assistantships or stipends will be re-considered for students with funding.

TRANSFER OF CREDIT

Requests for transfer of graduate credit are initiated by the Director of Graduate Studies (form available on the Graduate School [web page](#)). A total of 9 hours or 25% of regular course degree requirements may be transferred for a Master's degree. These hours include all post-baccalaureate work, graduate work taken at another accredited university, or as a student in another graduate program at the University of Kentucky.

The following rules also apply to credit transfer:

- Course credits applied toward a previously awarded graduate degree cannot be transferred.
- Transfer of independent work, research, thesis, or dissertation credit is not permitted.

- Short courses lasting fewer weeks than the number of credits may not be transferred.
- A student must have been in graduate status at the time the courses were taken.
- A student must be in good academic standing at the time of transfer.
- Only courses assigned a B grade or better can be transferred.
- Courses must have been taken no more than 10 years (masters) or 8 years (doctoral) prior to the semester the transfer is requested.
- Transfer of external credit cannot be applied to a graduate certificate unless it is specified and justified in the initial request to establish the certificate (or at the time of renewal).

FINAL EXAMINATION FOR THE MASTER'S DEGREE

Plan A (thesis) and Plan B (non-thesis special project) students must notify the Graduate School regarding the scheduling of the Final Examination of a Master's student at least two weeks prior to the examination date. This is accomplished by submission of the ["Final Examination Recommendation" form](#).

Master's students will be eligible to sit for the final examination only if they have completed all coursework requirements for the degree, or if the remaining coursework is in progress at the time of the examination. Students with "I" grades or "S" grades in credit-bearing courses are not eligible to sit for the final examination. The overall graduate GPA of the student must be 3.0 or better to sit for the final examination.

The final exam must be conducted no later than eight days before the last day of classes for the degree to be awarded at the end of that term (see University Calendar for exact dates). However, the DHN Graduate Faculty strongly recommend that students schedule their final examination earlier than eight days prior to the end of classes to allow for changes to the thesis or non-thesis special project following the final examination. Ideally, the final examination is scheduled at least two to three weeks prior to the end of classes.

Final examinations for students selecting the thesis option will consist primarily of an oral defense of the thesis. For students enrolled in the non-thesis special project option, the final examination may include any topics covered in the student's course work and non-thesis special project. Final examinations for students in the non-thesis option may be a written and/or an oral defense of a special project.

The committee chair is responsible for procuring the rubric for the thesis or special project defense to be completed by all committee members. Faculty members can find the thesis or special project rubrics in the shared DHN MS NFS folder. Following the defense presentation each committee member is to complete the rubric. The completed rubrics should be provided

to the Director of Graduate Studies in an electronic format. It is the responsibility of the committee chair to ensure all completed electronic defense rubrics are sent to the Director of Graduate Studies. The examining committee consists of a minimum of three faculty members of which at least two must be members of the graduate faculty; one faculty member must be a full member of the graduate faculty. It is expected that at least two members of the committee will be from the student's program/department.

DEGREE APPLICATION CARDS

In order to be eligible for a graduate degree, the MS student must complete the Application for Degree through their myUK account (myuk.uky.edu). Click on Student Services, then click on the myRecords tab and then click Apply for a Degree on the left side of the screen. Follow the prompts to enter degree information. Students must apply for their degree by the deadline for the semester in which the student plans to graduate. For the exact due date, see the [University Calendar](#).

MARKET YOUR ORAL DEFENSE

Advertise your oral defense at least 14 days prior to your presentation (may not apply to Plan B- non-thesis students). The student and thesis chair will work together to develop a flyer that can be created using the template on Canvas or creating their own. Information to include on the flyer includes: DHN logo, your name, thesis chair's name, title of your thesis, date and time of defense and location. The flyer will be advertised on several list serves and must be approved by the thesis chair before sending to the DGS for distribution.

SCHOLASTIC PROBATION & TERMINATION

When students have completed 12 or more semester hours of graduate course work with a cumulative GPA of less than 3.00, they will be placed on [scholastic probation](#). Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. If probation is not removed, students will be dismissed from the Graduate School. Students who have been dismissed from the Graduate School for this reason may apply for readmission after two semesters or one semester and the summer term. If they are accepted by the program, admitted students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. Exceptions to this policy can be made only by the Dean of the Graduate School. Students placed on scholastic probation are not eligible for fellowships or tuition scholarships and may not sit for doctoral qualifying or final examinations, or master's final examinations.

Termination

The Dean of the Graduate School may terminate enrollment in a particular program for the following reasons:

- Scholastic probation for three enrolled semesters.
- Having failed twice the final examination for the master's or doctoral degree or the qualifying examination.

FINANCIAL AND BASIC NEEDS SUPPORT

1. Department Graduate Assistantships

DHN offers both graduate teaching assistantships and research assistantships. Assistantships are not guaranteed and are competitive. Applicants must apply to the graduate program by March 1st for admission to the following fall semester and October 1st for admission to the following spring semester to be considered for an assistantship. Each semester, current students must apply for a graduate assistantship as they are awarded each semester based on performance. The Director of Graduate Studies will provide current and admitted students, who met the application deadline, with the electronic assistantship application around the mid-point of each semester.

Plan A (thesis) students are given priority when assigning assistantships. Plan B (non-thesis special project) students can apply for assistantships, however teaching/research assistantship positions will first go to eligible Plan A students.

If a student's committee chair determines that a student is not meeting deadlines associated with their thesis or special project, or a student receives a poor mid-term or end-of-semester graduate assistantship evaluation, financial assistance can be removed. In order to maintain teaching and research assistantships the student must be successfully completing course work, fulfilling assistantship duties, and meeting thesis or special project deadlines.

2. College of Agriculture, Food and Environment

The College of Agriculture, Food and Environment offers scholarships that graduate students may apply for and receive: <https://students.ca.uky.edu/scholarships>

3. Graduate School Fellowships

Other types of financial assistance are available from the Graduate School:

<https://gradschool.uky.edu/fellowships>

4. Graduate Student Congress

The Graduate Student Congress (GSC) provides awards to University of Kentucky graduate and professional students to attend conferences, conduct research, engage in professional development, and purchase or rent graduation regalia. The GSC do not place specific restrictions on the types of research, conferences, or professional development that they will fund. Successful applicants should be able to make a strong case for how their proposed research, conference, or professional development will contribute to their personal and professional growth. Due to the competitive nature of the awards, and the GSC's desire to fund as many students as possible, applicants are only eligible for funding once for each type of award per academic year.

The GSC's mission is to bring together and represent the graduate-professional student and postdoc bodies at the University of Kentucky. This is accomplished through the organization of activities geared toward the social well-being and professional development of graduate-professional students and post-docs at UK. Frequently partnering with other entities on campus, such as the Graduate School and the Student Government Organization, the GSC also provides a unique platform from which members' concerns may be voiced to the university at large.

To learn more about the Graduate Student Congress or to be involved visit their website:

<https://www.uky.edu/gsc/>

5. Basic Needs Hub

Resources exist across campus to assist students with needs related to all four components of student success: academic success, wellness, finances, and belonging. Explore the [Basic Needs site](#) to learn more about these resources or use the search function to connect with on- and off-campus offices dedicated to further supporting student success.

6. Big Blue Food Pantry

The Big Blue Food Pantry is open to any UK student with a valid UK ID experiencing food insecurity or hunger. Students will fill out a short intake form, and their information will remain private. There are no qualifications for access to the pantry other than being a UK student. Visit their website to learn more about the [Big Blue Pantry](#) as well as other campus and community resources.

7. Campus Kitchen at University of Kentucky

[The Campus Kitchen at the University of Kentucky \(CKUK\)](#) is an on-campus student service organization that was established in April 2014 with faculty support from the Department of Dietetics & Human Nutrition; however, members come from a wide variety of majors beyond just those within the Department of Dietetics & Human Nutrition. CKUK is an on-campus student service organization that provides a sustainable approach to addressing hunger, by simultaneously reducing food waste and providing healthy meals to those struggling with food insecurity, both on campus and in the greater Lexington community.

Visit [BBNvolved-CKUK](#) to find event activities and RSVP for events, like our **free, locally-sourced lunches for students struggling with hunger**. We provide lunches each Wednesday on campus (to-go option is available).

GRADUATE ASSISTANT RESPONSIBILITIES

TEACHING ASSISTANTS

Teaching Assistantships (TAs) in the Department of Dietetics and Human Nutrition are a privilege and an honor and are available only to students enrolled in the M.S. in Nutrition and Food Systems program. They are not guaranteed from one semester to the next. See “Financial and Basic Needs Support” for information to apply for an assistantship.

TAs provide tutorial, clerical, technical, and teaching support for the assigned class(es) under the direction of their supervising and mentoring faculty member. TAs may be asked to field student emails, grade assignments and exams, post grades, manage components of UK’s Learning Management System, proctor exams, assist with student questions, make copies, give guest lectures, supervise students in laboratory settings, teach course content, or other means of support. Mentoring faculty will provide you with the support you need to grow in knowledge and abilities in managing a classroom.

It is estimated that these duties will average a minimum of 10 hours per week throughout the semester for part-time TAs and an average minimum of 20 hours per week per semester for full-time TAs. Since productivity among individuals can vary, additional time may be required to complete assigned duties in a timely and efficient manner. Teaching Assistants should communicate frequently with their supervising faculty member regarding successful completion of assigned responsibilities and, if needed, guidance regarding time management, quality of work, and allocation of specific tasks. Assistantships are awarded on a semester basis for a maximum of four semesters (three if you are a University Scholars Program student). Assignments may be adjusted as needed by the DHN Department Chair. **TAs will be**

evaluated at mid-term and at the end of fall or spring semesters. These performance evaluations will be used, in part, to determine future assistantship assignments. If the evaluations reveal that a student is not a good fit for a TA assignment their TA will not be renewed the following semester, but they will still remain as a MS NFS student given that the student is in good academic standing.

RESEARCH ASSISTANTSHIPS

Research Assistantships (RAs) in the Department of Dietetic and Human Nutrition are a privilege and an honor. RAs provide technical, analytical, and clerical help in completing research activities and these activities will vary depending on the current research projects of the supervising and mentoring faculty member. It is estimated that these duties will average a minimum of 10 hours per week throughout the semester for part-time RAs and an average minimum of 20 hours per week per semester for full-time RAs. Hours spent on the individual RA's thesis or course work are not included in the listed RA time allotments. Since efficiency and productivity among individuals can vary, additional time may be required to complete assigned duties. Research Assistants should communicate frequently with their supervising faculty member regarding successful completion of assigned responsibilities, and if needed, guidance regarding time management, quality of work, and allocation of specific tasks.

Assistantships are awarded on a semester basis. **Research Assistants will be evaluated at mid-term and at the end of fall and or spring semesters.** These performance evaluations will be used, in part, to determine future assistantship assignments. If the evaluations reveal that a student is not a good fit for an RA assignment their RA will not be renewed the following semester, but they will still remain as a MS NFS student given that the student is in good academic standing.

ADDITIONAL EMPLOYMENT POLICY

Graduate students are limited to a maximum of 28 hours/week employment total from all combined UK employment. If the total hours combined of UK employment would be more than 20 hours/week then an overload request must be submitted. Please see the Director of Graduate Studies to obtain the overload form. Overloads are not permitted for a student's first formal semester in a graduate program.

IMPORTANT DEADLINES

Selecting Coursework and Committee Chair	To be selected by the completion of the 1 st semester or 9 credit hours of coursework.
Filing a Plan of Coursework with Committee Chair and DGS	To be established by the completion of the 1 st semester or 9 credit hours of coursework.
Selecting Master's Committee	To be selected by the completion of the 1 st semester (9 hours coursework) and in consultation with committee chair.
Submitting Thesis or Non-Thesis Research Proposal Draft	By the end of the first year before the 1 st meeting of your committee.
Submitting Thesis or Non-Thesis Draft	By the beginning of the 2 nd year and no later than the mid-point of the 3 rd semester.
Submitting Graduate Application for Degree	To be eligible for a degree, complete the Application for Degree online in the student's last semester through myUK by the deadline established by the University.
Scheduling Final Examination with Committee Chair	Schedule with committee chair at least 30 days prior to the date of the final examination. Advertise your oral presentation at least 14 days prior to your presentation date by sharing your flyer with the Director of Graduate Studies.
Requesting Final Examination and Thesis Approval Form	Schedule with the Graduate School two weeks prior to the date of the final examination.

Completing Final Examination	Must be taken at least 8 days prior to the last day of classes in the semester in which degree is to be awarded.
Finalizing Revisions and Format Thesis/Non-Thesis Document	Must meet the posted Graduate School deadlines for review of thesis and submission.

***NOTE:** *Students must* consult with their committee chair prior to scheduling committee meetings. *Students must* submit written work to the committee chair prior to submitting material to the thesis committee. *Students must* submit written work to the committee members for review at least 14 days before a scheduled meeting, otherwise the meeting may be canceled.

CHECKLIST FOR THE COMPLETION OF DEGREE REQUIREMENTS

1. Meet with DGS to discuss your proposed courses for the duration of your MS degree. The Plan of Coursework will be available for review by the committee chair and for reference by the student within myUK GPS. The Director of Graduate Studies also has available advising appointments during the regular advising period in the fall and spring semesters to discuss a student's Plan of Coursework.
2. Select a Committee Chair to head your Thesis/Non-Thesis Master's Committee.
3. Establish an Advisory Committee of at least three members.
 - **Note:* Two members must be graduate faculty with at least one person being a full member. At least two members of the Committee will be from the Department of Dietetics and Human Nutrition. File your Committee selection form with the department's Director of Graduate Studies.
4. By the end of the first year of study, have a proposal meeting in which your Advisory Committee approves your research or special project proposal.
5. If the Thesis/Non-Thesis involves human subjects, obtain the Human Subjects Integrity Certificate, gain IRB approval for the study. Check IRB deadlines for review or, if the Thesis/Non-Thesis involves animals, gain IACUC approval for the study.
6. Format the Thesis/Non-Thesis document using the Graduate School guidelines.
7. Check the following dates in The Graduate School Bulletin:
 - **Filing for graduation; complete an Application for Degree online within 30 days of the start of the semester in which student will complete work.*
 - **Final date for paying thesis fee (Plan A thesis only)*
 - **Deadline for scheduling final examination (Plan A-thesis and Plan B- non-thesis special project).*
 - **Deadline for submitting a final thesis copy to the Graduate School (Plan A thesis only).*
8. At least 30 days prior to the desired date of the final examination (oral examination for Plan A- thesis students; oral or written examination for Plan B- non-thesis special project), schedule a meeting time with your Committee Chair.
 - **Note:* Upon approval, schedule the examination with each Committee member. Submit a final copy of your thesis/non-thesis project to your Committee at least 14 days prior to your exam.

9. Schedule your examination with the Graduate School using the Graduate School published deadlines (Final Examination Recommendation Form).
 - **Note:* For the Thesis Option, a second form must be filed stating that the student is ready to defend (Thesis Approval Sheet Form).
10. Schedule your examination with the Graduate School using the Graduate School published deadlines (Final Examination Recommendation Form).
 - **Note:* For the Thesis Option, a second form must be filed stating that the student is ready to defend (Thesis Approval Sheet Form).
11. Advertise your oral thesis examination or special project (as applicable) by creating your own flyer (with approval from your committee chair) or using the flyer template available in the DHN Graduate Student Canvas shell. Following the approval of your committee chair, send an electronic pdf version to the Director of Graduate Studies at least 14 days before your final oral examination.
12. Reserve a room for an in-person defense. If you are delivering your presentation virtually then consult with your Committee Chair for instructions. Prepare and review a 35 – 40 minute Power Point presentation of your Thesis or special project (as applicable) with your Committee Chair. All faculty, students, and staff are welcome to attend your presentation about the thesis or project, followed by a closed one-hour defense with the students' Committee.
13. Successfully complete your Final Examination.
14. Complete final mandated revisions to the thesis or non-thesis project.
15. Submit changes to the Graduate School.
16. Get signatures from Committee Chair and DGS on the graduation form.

APPENDIX A PLAN OF COURSE WORK NUTRITION AND FOOD SYSTEMS

Option A (Thesis)

24 Hours Course Work + 6 hours of Thesis Research

Department Core Requirements: Plan A

18 Hours

Course Prefix	Name	Credit Hours	Semester /Year	Grade
	<p style="text-align: center;">STA 570 Basic Statistical Analysis</p> <p style="text-align: center;">**Take as an undergraduate student or as an elective for the graduate course work</p>	3		
DHN 600	Research Methods in Nutrition and Food Systems	3		
DHN 603	Advanced Community Program Development	3		
DHN 605	Food Systems and Society	3		
DHN 608	Chronic Disease Management and Process	3		
DHN 774	Seminar in Nutrition and Food Systems	3		
STA 674	Regression Analysis and Design of Experiments	3		

Elective Courses ***6 Hours**

Course Prefix	Name	Credit Hours	Semester/Year	Grade

Thesis Requirement: Plan A**6 Hours**

Course Prefix	Name	Credit Hours	Semester/Year	Grade
DHN 768	Residence Credit for Master Degree	6		

Suggested Course Sequence for Plan A Thesis Option

Fall		Spring		Fall		Spring	
STA 570 (if needed) or Elective	3	DHN 600	3	DHN 774	3	DHN 768	3
DHN 603	3	DHN 608	3	DHN 768	3	Elective Optional or Part-Time Status	3
DHN 605	3	STA 674	3	Elective	3	Elective Optional or Part-Time Status	3

Option B (Non-Thesis)

30 Hours Course Work + 6 hours of Special Problems/Project

Department Core Requirements: Plan B

18 Hours

Course Prefix	Name	Credit Hours	Semester/Year	Grade
	<p style="text-align: center;">STA 570 Basic Statistical Analysis</p> <p style="text-align: center;">* Take as an undergraduate student or as an elective for the graduate course work</p>	3		
DHN 600	Research Methods in Nutrition and Food Systems	3		
DHN 603	Advanced Community Program Development	3		
DHN 605	Food Systems and Society	3		
DHN 608	Chronic Disease Management and Process	3		
DHN 774	Seminar in Nutrition and Food Systems	3		
STA 674	Regression Analysis and Design of Experiments	3		

Elective Courses *

12 Hours

Course Prefix	Name	Credit Hours	Semester/Year	Grade

Non-Thesis Requirement: Plan B**6 Hours**

Course Prefix	Name	Credit Hours	Semester/Year	Grade
DHN 782	Special Problems	6		

Suggested Course Sequence for Plan B Non-Thesis Option

Fall		Spring		Fall		Spring	
STA 570 (if needed) or Elective	3	DHN 600	3	DHN 774	3	DHN 782	3
DHN 603	3	DHN 608	3	DHN 782	3	Elective	3
DHN 605	3	STA 674	3	Elective	3	Elective	3

CORE COURSE DESCRIPTIONS

DHN 600 Research Methods in Nutrition and Food Systems (3)

Students will study accepted research methodologies and scientific approaches in human nutrition and food systems. Emphasis is placed on understanding the research methods, study design, data collection, and evaluation of various nutrition related studies. Discussions include development of research aims and hypothesis, internal review board, collecting of primary and secondary data, measurement approaches, study designs, and key considerations in developing a thesis for publication.

- Prerequisite: Admission to graduate program and selection of graduate faculty mentor with approved research topic.

DHN 603 Advanced Community Program Development (3)

The course focuses on the theory, practice, and evaluation of community programs to improve quality of life. We will learn much from each other, please come to class ready to be an engaged participant. Some of the key concepts in this course are relatively new to our field. Some concepts, like logic models and social marketing, may appear to be simple and straightforward, but are actually quite complex. The course will employ a variety of teaching strategies; we will use experience and reflection to enhance the learning process. Students are expected to participate fully in class meetings and projects. Discussions, lectures, projects, electronic communication and resources, and visual media will be used to communicate the content.

Assignments are designed to help students learn how to effectively plan, develop, and evaluate community programs and strategies to promote healthy eating, active living, and a sustainable environment.

- Prerequisite: Admission to graduate program.

DHN 605 Food Systems and Society (3)

Food Systems and Society tracks food from farm to table, including growing, harvesting, processing, packaging, transporting, marketing, consumption, and disposal. Policy and culture determine who eats what and who benefits and loses in any given food system. As a result, food systems vary considerably across the world with each evolving to affect overall health. The course will assess sustainability of food systems and explore the ethical, economical, socio- ecological, and environmental factors that affect local, regional, national, and global food system development. Content includes case study evaluations and current research in the field.

- Prerequisite: Graduate standing.

DHN 608 Chronic Disease Management and Process (3)

This course focuses on the etiology and pathophysiology of nutrition-related chronic diseases and conditions including obesity, hypertension, dyslipidemia, heart disease, diabetes, and cancer. Emphasis is placed on the biochemical and physiological mechanisms involved by which nutrients impact the prevention, nutrition care process-diagnosis, assessment, implementation of care, monitoring and evaluation, and progression of chronic diseases and conditions.

- Prerequisite: Graduate standing and minimum 3 credit hours of upper level advanced nutrition or DHN 510.

DHN 774 Seminar in Nutrition and Food Systems (3)

This advanced participatory seminar focuses on the latest in nutrition and food systems research. Students will be expected to apply their knowledge of effective scientific communication, responsible conduct of research, and methods and technologies in nutrition and food systems through weekly readings, presentations, and class discussions.

- Prerequisite: Graduate standing and upper level graduate statistics.

SUGGESTED ELECTIVES

A list of suggested electives is available in Canvas and include courses from DHN, the College of Public Health (CPH), the Departments of Kinesiology and Health Promotion (KHP), Community and Leadership Development (CLD), and Communications (CJT) are all recommended based on student interest.

APPENDIX B GRADUATE FACULTY

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APPENDIX C

THESIS ADVISORY COMMITTEE FORM SAMPLE

The Thesis Advisory Committee Form **must be submitted upon completion of 9 credits hours or at the beginning of the second semester**. Failure to do so will result in a hold on your account in which you will **not be able to register for your courses**.

Name of Student: _____ Date: _____

Semester that Program Completion is expected: _____

Master's Committee: _____

FACULTY MEMBER / DEPARTMENT CHAIR SIGNATURE

1. _____

2. _____

3. _____

4. _____

THESIS ADVISORY COMMITTEE FORM ADOBE ACROBAT PRO FILLABLE FORM

***latest version of Adobe Acrobat Pro recommended**

****double click inserted links below to access**



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ADVISORY COMMITT



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6. _____