



# DOCTOR OF PHILOSOPHY (Ph.D.) IN DIETETICS AND NUTRITION

## DOCTORAL PROGRAM HANDBOOK



Fatma G. Huffman, PhD., RD.  
Chair and Director  
Ph.D. Program in Dietetics and Nutrition  
Robert Stempel College of Public Health and Social Work  
Florida International University  
11200 SW 8<sup>th</sup> Street, AHC 5 - 305  
Miami, FL 33199

OFC: (305) 348-2878  
FAX: (305) 348-1996

<http://stempel.fiu.edu/academics/dietetics-and-nutrition/>  
[phdn@fiu.edu](mailto:phdn@fiu.edu)

## TABLE OF CONTENTS

Preface.....	2
Welcome by the Chair.....	3
The Vision.....	4
Mission Statement.....	4
<b>I. GENERAL INFORMATION.....</b>	<b>5</b>
A. Graduates of the PhD Program.....	5
B. Interdisciplinary Collaborations.....	5
C. Full-Time Program.....	5
D. Part-time Program.....	5
E. Summary Requirements for the Ph.D. Degree.....	6
<b>II. ADMISSIONS.....</b>	<b>7</b>
Admission Deadlines.....	7
A. Admissions Requirements.....	7
B. Transfer of Credits from Previous Course Work.....	8
C. Doctoral Policy Committee.....	8
<b>III. FACULTY RESEARCH INTERESTS.....</b>	<b>9</b>
<b>IV. THE FIRST THREE SEMESTERS OF STUDY.....</b>	<b>10</b>
A. Initial Advisement.....	10
B. Grades.....	10
C. Program of Study.....	10
a. Advisement Form.....	11
<b>V. THE DOCTORAL CANDIDACY EXAMINATION.....</b>	<b>13</b>
A. Core Areas of Study.....	13
B. Doctoral Candidacy Examination Committee.....	13
C. Evaluation of the Candidacy Examinations.....	14
D. Advancement to Candidacy.....	14
E. Deadline for Advancement to Candidacy.....	14
F. Review of Steps Leading to the Advancement to Candidacy.....	14
<b>VI. THE DOCTORAL DISSERTATION.....</b>	<b>15</b>
A. Dissertation Proposal.....	15
B. Dissertation.....	15
C. Authorship.....	16
D. Research Involving Human Subjects/ Animals.....	16
E. Doctoral Dissertations.....	17
F. Dissertation Defense.....	17
G. Review of the Steps in the Dissertation Process.....	19
H. Publication of Dissertations.....	20
<b>VII. ADMINISTRATIVE REQUIREMENTS.....</b>	<b>20</b>
A. Forms Required by the University Graduate School.....	20
B. Deadlines.....	22
C. Continuous Enrollment Requirements.....	22
<b>VIII. REGISTRATION REQUIREMENTS.....</b>	<b>22</b>
A. Minimum Continuous Registration.....	22
B. Time Limit for Completion of PhD Degree.....	22
C. Conferral of the Doctoral Degree.....	22
<b>IX. FINANCIAL AID.....</b>	<b>23</b>
<b>X. IMPORTANT UNIVERSITY WEBSITES – STUDENT HANDBOOK.....</b>	<b>23</b>



## PREFACE

The information in this handbook is complete and up-to-date and consistent with current policies and practices approved by Florida International University. However, these policies and procedures are subject to change, and policies and procedures that pertain to individual students are those that are or were operational during the writing of this version of the Handbook. Readers are advised to consult other sources, such as the University Catalog and the website of the University Graduate School, to ensure a more recent and exhaustive coverage.



Students should also have a copy of the University's *Graduate Policies and Procedures Manual*, which sets forth policies and procedures for all graduate students, as well as the *Regulations for Thesis and Dissertation Preparation*, and the University Graduate School's *Calendars and Deadlines*; all documents are available at <http://gradschool.fiu.edu/>.

**FATMA G. HUFFMAN, Ph.D., R.D.**  
Professor and Chair  
PhD Program Director

**JULIA GONZALEZ-PAMPIN, M.S.**  
Graduate Program Coordinator  
Department of Dietetics and Nutrition





## WELCOME FROM THE CHAIR

The Department of Dietetics and Nutrition is dedicated to advancing the profession by providing our students with a dietetics and nutrition scientific and applied knowledge base in a multidisciplinary and multicultural environment.

Our goal is to train dietetic professionals who will promote nutrition as a critical part of disease treatment and prevention and integrate nutrition services into clinical, home and community-based health and social networks.

Enjoy your journey through the pages of this handbook. Explore the many sections provided to learn more about Florida International University and the Department of Dietetics and Nutrition.

Sincerely,

*Fatma G. Huffman, Ph.D., R.D.*

Department Chair and Ph.D. Program Director

## **THE Ph.D. PROGRAM IN DIETETICS AND NUTRITION**

### **The Vision**

The vision of the department is to be recognized for excellence in dietetics and applied nutrition research, which serves as the catalyst for quality education and responsive community service.

- Conduct research to advance the profession of dietetics and nutrition, promote nutrition as a critical part of disease treatment/prevention and integrate food and nutrition services in clinical, home, and community-based social and health networks, and
- Train dietetics and nutrition professionals who are sensitive to the needs of a culturally diverse population.

### **Mission Statement**

The mission of the Department of Dietetics and Nutrition is to prepare practitioners and applied researchers in dietetics, food, and nutrition to build a healthier society.

Our objectives focus on three synergistic areas:

- Education of dietetics and nutrition majors who are competent, intellectually curious professionals and leaders, and non-majors who value the role of nutrition in overall health.
- Evidenced-based research to advance the profession; to position nutrition in health promotion, disease prevention/treatment, food/foodservice; and to integrate food and nutrition services into the mainstream of health, and home and community-based settings.
- Community/professional service to foster healthy lifestyles through better nutrition over the life course of diverse populations.

## **I. GENERAL INFORMATION**

The Ph.D. Program in Dietetics and Nutrition prepares graduates to assume leadership roles in research, academia, government, private industry and community-based organization. Our doctoral program allows students to study and work side-by-side with nationally known educators, researchers, and practitioners who serve as mentors. This program affords the students the option of completing the requirements for eligibility to take the national registration exam to become a Registered Dietitian.

Most applicants to the Ph.D. Program are dietitian practitioners, although the Ph.D. Program is not designed to increase or improve clinical practice skills. In courses, seminars, and supervised or individual study and research, collaborative work with faculty, as well as opportunities to teach, students are encouraged to develop and strengthen their skills in the methods of scientific inquiry, to deepen their understanding and analysis of research data, and to contribute to the knowledge base of in the published literature.

Students pursue a course of study focused on health problems related to nutrition intervention research and research methodology. While in the program, students are expected to disseminate the results of their study and research in appropriate forums. Students are also offered opportunities to teach, as departmental needs allow.

### **A. Graduates of the Ph.D. Program**

Founded in 1995, the Ph.D. Program has produced 21 graduates as of 2013. Most graduates have obtained positions as faculty members in departments of dietetics and nutrition across the country and the world, others work as research scientists in research centers, some in government and private practice.

### **B. Interdisciplinary Collaborations**

Several opportunities exist for interdisciplinary collaborations as a doctoral student. The Department of Dietetics and Nutrition is part of FIU's Robert Stempel College of Public Health and Social Work. Moreover, the Department of Dietetics and Nutrition has longstanding collaborations with the College of Medicine, College of Nursing and Health Sciences, and the School of Hospitality and Management.

### **C. Full-Time Program\***

The Ph.D. Program is a *full-time* program requiring a significant investment of time and commitment from students. Most students complete the program in four to five years.

### **D. Part-Time Program\***

Students who decide to enroll on a part-time basis might complete the program in 5+ years.

---

The University Graduate School allows a maximum of nine (9) years to complete a doctoral program regardless of the choice of enrollment.

### **E. Summary Requirements for the Ph.D. Degree**

1. Completion of 55 credit hours of required coursework after MS degree, or a minimum of 75 hours beyond the B.S. Degree. The stated minimum credit hours do not include remedial coursework. Coursework will be planned with the advisor and the dissertation committee to support the student's research interests and career goals. A 3.00 GPA must be maintained, and all courses needed for graduation must be completed with a grade of "B" or higher.
2. A program of study that will be developed with the assistance of a major professor and dissertation committee.
3. More than 13 credits may be required for the student to achieve competency in the research methods and content related to their dissertation research.
4. Graduate courses outside of Dietetics and Nutrition may be required as approved by dissertation committee.
5. A minimum of 24 dissertation credits after advancing to candidacy.
6. Passing a candidacy examination after completing all course work. Obtain a grade of at least **B+** from each of the four members of the dissertation committee.
7. Successful defense of a Dissertation Proposal before the Dissertation Committee and other faculty and students.
8. Completion of a dissertation under the guidance of the major professor and the Dissertation Committee.
9. Defense of the dissertation before the Dissertation Committee and the University community.
10. The Ph.D. degree must be obtained within nine (9) years of admission into the Ph.D. program.

## II. ADMISSIONS

### A. Admission Deadline

Newly admitted students begin classes during the Fall Semester. Interested applicants are urged to consult the FIU Graduate School and the Robert Stempel College of Public Health and Social Work web sites for differing deadlines for fellowship and assistantship applications.

### B. Admission Requirements

The Ph.D. degree is first and foremost a *research* degree, certifying that the holder has demonstrated advanced knowledge of theory and practice in dietetics, nutrition and biochemistry, as well as the autonomous capacity to plan, conduct, and report on research. Thus, although dietetics, nutrition, or foods background is highly desirable, it is not the primary means to ascertain whether applicants will be successful as doctoral students and future researchers.

The following are admission requirements of the Department of Dietetics and Nutrition and/or the University Graduate School:

1. A Master's degree in dietetics and nutrition, (M.S.) or in a closely related field (e.g., biochemistry, food science, molecular biology) from an accredited institution. Prior dietetics and nutrition experience is highly desired.
2. Evidence of superior academic achievement in undergraduate and previous graduate education, including at least a 3.00 (upper division) undergraduate GPA and at least a 3.00 or higher graduate GPA (To be considered as a TA/GA, a higher GPA is required). *All official transcripts must be sent **directly** to:*

*For Overnight/Courier Services mail to:*

*Florida International University*

*or Florida International University*

*Graduate Admissions Office – PC 230*

*Graduate Admissions Office*

*11200 SW 8<sup>th</sup> Street*

*PO Box 659004*

*Miami, FL 33199*

*Miami, FL 33265-9004*

3. A combined quantitative and verbal score of **at least 1120** on the Graduate Record Examination (GRE); exceptions may be made based on other academic qualifications. Appointment as a Graduate Assistant requires a combined quantitative and verbal score of **at least 1120 and a GPA of 3.5**.
4. Three letters of recommendations from academics and professionals who are familiar with your work.
5. A personal statement describing the applicant's purpose to pursue doctoral studies at this time and at this institution, his/her background and experience, his/her research and specialization interests, and his/her career goals following receipt of their Ph.D.
6. Applicants who do not meet all admission requirements but demonstrate outstanding abilities or accomplishments may also be considered; however, exemption from particular requirements may need to be requested from the University Graduate School by the Dept of D&N.
7. Samples of writing (e.g., published articles, research reports, book reviews, manuscripts submitted for publication, or papers prepared specifically for admission to a Ph.D. Program) are helpful but not mandatory.
8. An admissions interview may be requested.

Assessment of intellectual capacity is based mainly on GPA and GRE scores and academic references. Assessment of motivation, knowledge of the field, personal qualities, and writing ability is done by a review of work experience, personal statement, writing samples, letters of recommendation, and, at the discretion of the Ph.D Program Director, departmental admissions committee interview.

Applicants are responsible to ensure that required documents are received at the Office of Graduate Admissions at FIU by the stated deadlines. Please refer to the Department of Dietetics and Nutrition website for instructions on where to send each document: <http://stempel.fiu.edu/academics/dietetics-and-nutrition/>. The Admissions Committee reviews only completed applications.

### **C. Transfer of Credits from Previous Course Work**

Students admitted to the Ph.D. program cannot substitute or obtain waivers for *required* courses. The Ph.D. Program Director, or major professor may consider the transfer of doctoral and graduate level courses toward the completion of a maximum of six elective credit hours; additional credits require the approval of the major professor and Ph.D. Program Director. Students must explain in writing and provide evidence of how the previous course(s) is/are directly related to the current area of doctoral study or provide a syllabus for each additional course in order to evaluate equivalency.

### **D. Doctoral Policy Committee**

The Doctoral Policies Committee (composed of Dissertation Advisor Status (DAS) faculty) has the responsibility for the overall direction of the Doctoral Program.

The number of Dietetics and Nutrition Department committee members fluctuates around four to five (4-5), including the major professor. A minimum of four (4) faculty the committee (including the major professor) and where three (3) members of the committee must be from student's own department.

Please refer to the University Graduate School for information regarding committee member selection by visiting the section for Policies and Procedures at <http://gradschool.fiu.edu/graduatefacultypolicies.html>

### III. FACULTY RESEARCH INTERESTS

Dissertation Advisor Status (DAS) is given to doctoral program faculty members of FIU's Graduate Faculty. DAS faculty are actively engaged in research and scholarship. These faculty members review applications for the doctoral program, make joint decisions to admit doctoral students, teach doctoral-level courses and seminars, supervise students' major papers, and implement the policies and procedures of the program.

Prospective applicants are encouraged to contact DAS faculty members directly to discuss their interests and possibilities of collaboration. The following list includes the research interests of the DAS and graduate faculty of the Department of Dietetics and Nutrition as of **Fall 2014** (more complete summaries are available at <http://stempel.fiu.edu/>).

*An asterisk [\*] indicates that the faculty member has Dissertation Advisor Status (DAS) and can supervise dissertations.*

Professor	Position	E-mail	Areas of Interest
* <b>Baum, Marianna</b>	Professor	baumm@fiu.edu	Nutritional & Infectious Disease/ HIV/AIDS.
<b>Brogan, Kathryn</b>	Assistant Professor	kabrogan@fiu.edu	Obesity Prevention and Weight Management in Minority Youth/Families; Motivational Interviewing to Enhance Health Behavior Change; Improving Provider-Patient Communication.
* <b>Campa, Adriana</b>	Associate Professor	campaa@fiu.edu	Nutritional & Infectious Disease/HIV/AIDS.
<b>Ciccazzo, Michele</b>	Dean and Associate Professor	ciccazzo@fiu.edu	Education & Physical Activity.
<b>Coccia, Catherine</b>	Assistant Professor	ccoccia@fiu.edu	Nutrition education programs for children and families. Community-based participatory research; Parent-child relationships; Diverse populations.
<b>Dixon, Zisca</b>	Director, MS Program Associate Professor	dixonz@fiu.edu	Antioxidant Nutrients. Food Safety Education, Diabetes & Minorities.
* <b>Enrione, Evelyn</b>	Associate Professor	enrionee@fiu.edu	Medical Nutrition Therapy and Outcomes Related to Quality Care. Parenteral and Enteral Nutrition. Nutrition Care Process/Nutrition Diagnosis.
* <b>George, Valerie</b>	Research Associate Professor	georgev@fiu.edu	Obesity; Physical Activity; Nutrition Education; Program Evaluation; Counseling; Eating Disorder; Children- Adolescent Nutrition & School Programs.
<b>Himburg, Susan</b>	Professor - Emeritus	himburgs@fiu.edu	Nutrition interventions in disadvantaged populations, Community. Nutrition programs, Program Evaluation, Myers-Briggs Type Indicator (using personality type in determining effective instruction/counseling strategies)
* <b>Huffman, Fatma</b>	Chair, Professor and Ph.D. Program Director	huffmanf@fiu.edu	Barriers to self-care management among minorities with type 2 diabetes (T2D). Lifestyle and biochemical correlates of T2D and CVD among ethnic populations. Vitamin D and T2D.
* <b>Liuzzi, Juan</b>	Assistant Professor	jliuzzi@fiu.edu	Nutrigenomics, Diabetes, Trace Elements. Zinc transporters.
<b>Magnus, Marcia</b>	Associate Professor	magnus@fiu.edu	Community Nutrition, Prostate Cancer Prevention, Multicultural Nutrition Education, Drug-Nutrient Interactions.
<b>Narayanan, Vijaya</b>	Assistant Professor	vnarayanan@fiu.edu	Biochemical basis of nutrition. Fundamental interaction between proteins and membranes in cells with specific emphasis on mechanisms in obesity - adipogenesis and adipocyte metabolism.

## **IV. THE FIRST THREE SEMESTERS OF STUDY**

### **A. Initial Advisement**

Upon entry into the Ph.D. program, each student is assigned an advisor (major professor) by the Doctoral Program Director based on student's interest and research match. The advisor assists the student to focus on areas of specialization and to constitute his/her Doctoral Candidacy Examination Committee. The advisor (major professor) is the Chair of the Dissertation Committee. Students may change their advisor early on by agreement and by so requesting to the Doctoral Program Director.

### **B. Grades**

Doctoral students are required to maintain a cumulative 3.00 GPA for all their courses. At the doctoral level, a grade of "A" indicates outstanding performance an "A-" indicates excellent performance. Grade of "B+" indicates very good performance. A grade of "B" is considered a passing grade. Courses in which a student earns a grade of "C" or lower must be taken again (must consult with advisor or major professor at all times).

### **C. Program of Study**

The program of study for the Ph.D. in Dietetics and Nutrition is comprised of 31 credit hours. Courses and seminars are taken over four consecutive semesters. Following these courses, and advancement to candidacy, a minimum of 24 credit hours of dissertation work must be completed.

Please note: students must have a Nutrition Science background at the graduate level of 9 credit hours of macronutrients and micronutrients.

- a. The following is the typical advisement form for the first four semesters of study:



**Doctor of Philosophy in Dietetics and Nutrition for Students Selected for Registered Dietitian**

<http://stempel.fiu.edu/> • [msdn@fiu.edu](mailto:msdn@fiu.edu) • Careers in Public Health: [www.eatright.org](http://www.eatright.org) • For all Course Registration: <http://panthersoft.fiu.edu>

NAME:	PS#:	ADMITTED:
-------	------	-----------

**Distribution of credits: Research & Method Courses (15 credits) – Seminar (3 credits) – Nutrition Science (0-9 credits do not need if equivalent was previously taken at graduate level) – Dietetics Required Coursework (13 credits) – Dissertation (24 credits) – Total: Minimum of 55 graduate credits.**

**I. Research and Method Courses – Must earn a grade of B or better.  
 (15) Credits of Required Coursework.**

PREFIX	COURSE DESCRIPTION	CREDIT	GRADE	PRE-REQUISITES/COMMENTS/APPROVAL
PHC 6091	Biostatistics II	3		Needs PHC 6065 – Health Statistics or Equivalent
SOW 7493	Research Methods in Social Welfare II (Qualitative Methods)	3		Needs STA 6166 and SOW 7492
<b>OR</b>		<b>OR</b>		<b>OR</b>
PHC 7198	Advanced Qualitative Methods in PH	3		PHC 6706 – Resch Methods, PHC 6710 – Qual Resch Methods , PHC 6715 – Survey Rsch in Public Health , or Equivalent Advanced Research Methods.
PHC 6703	Epidemiological Methods Experimental Design OR Approved Experimental Research OR Approved Clinical Research	3		Needs PHC 6015 – Epidemiologic Methods
DIE 7566	Research Concepts and Proposal Development	3		Needs PHC 6718
HUN 6266	Nutritional Assessment	3		

**II. SEMINAR – Must earn a grade of B or better - (3) Credits of Required Coursework.**

PREFIX	COURSE DESCRIPTION	CREDIT	GRADE	COMMENTS/APPROVAL
DIE 6937	Graduate Seminar in Dietetics & Nutrition	1		
DIE 6937	Graduate Seminar in Dietetics & Nutrition	1		
DIE 6937	Graduate Seminar in Dietetics & Nutrition	1		

**III. NUTRITION SCIENCE – Must earn a grade of B or better.  
 (0-9) Credits of Required Coursework - Do not need if equivalent was previously taken at the graduate level.**

PREFIX	COURSE DESCRIPTION	CREDIT	GRADE	PREREQUISITES	COMMENTS/APPROVAL
HUN 6285 OR HUN 6307	Nutrition & Metabolism I OR Carbohydrates & Lipids	3		Advanced Nutrition, Physiology, AND Biochemistry	
HUN 6286 OR HUN 6327	Nutrition & Metabolism II OR Proteins	3		Advanced Nutrition, Physiology, AND Biochemistry	
HUN 6287 OR HUN 6355	Nutrition & Metabolism III OR Minerals in Human Nutrition	3		Advanced Nutrition, Physiology, AND Biochemistry	
HUN 6335	Functions of Vitamins	3		Advanced Nutrition, Physiology, AND Biochemistry	

**IV. DIETETICS – Must earn a grade of B or better - (13) Credits of Required Coursework.**

**\*\*\* A Program of Study will be developed with the assistance of a major professor and dissertation committee. More than 13 credits may be required for the student to achieve competency in Research Methods AND Content Related to their Dissertation Research. Graduate Courses outside of Dietetics & Nutrition may be taken as approved by dissertation committee\*\*\***

PREFIX	COURSE DESCRIPTION	CREDIT	GRADE	PREREQUISITES	COMMENTS/APPROVAL
HUN 7408	Nutrition Across the Lifespan OR Designated Substitute	3		HUN 4403, HUN 4241, DIE 5247	
HUN 7523	Community Nutrition OR Designated Substitute	3		HUN 4410, HUN 6522, PHC 6500	
HUN 7524	Nutrition Science & Implications for Community Health OR Designated Substitute	3		Nutritional Biochemistry, Pathophysiology	

**V. DISSERTATION**

(24) Credits of Required Coursework

PREFIX	COURSE DESCRIPTION	CREDIT	GRADE	PREREQUISITES	COMMENTS/APPRO
DIE 7980	Dissertation				

**VI. Additional Graduate Courses Taken as Electives or as Approved Plan of Study**

PREFIX	COURSE DESCRIPTION	CREDIT	GRADE	COMMENTS/APPROVAL

**Graduation Requirements:**

1. Satisfy all requirements for Doctor of Philosophy in Dietetics and Nutrition.
2. Complete a minimum of 55 credit hours of graduate level coursework after M.S. degree or 75 credit hour beyond the B.S. degree in approved program.
3. Earn a minimum overall GPA of 3.00 in all coursework completed.
4. Complete Forms D1-D7 (Dissertation Approval Forms) as per University Graduate School guidelines and deadlines. Forms can be accessed at <http://gradschool.fiu.edu>
5. Meet with Faculty Advisor to receive Graduation Check prior to final semester.
6. Apply for graduation online at <http://www.fiu.edu/orgs/register/graduation.htm>. (See University Catalog for most current deadlines)

## V. THE DOCTORAL CANDIDACY EXAMINATION

### A. Core Areas of Study

Each student is expected to be competent in three areas:

- (1) Nutrition science core
- (2) Collaterals to support research area
- (3) Research methodology area including statistics

These areas are expected to be linked to form a foundation for the dissertation work.

### B. Doctoral Candidacy Examination Committee

The Doctoral Candidacy Examination Committee is composed of four faculty members who are members of FIU's Graduate Faculty. The Chair of the Committee has to be a DAS faculty member.

Three are from the Department of Dietetics and Nutrition, and one is from another academic unit at FIU. It is required to have a member with statistic expertise at this stage to facilitate the future composition of the Dissertation Committee. Usually Candidacy Examination Committee and Dissertation Committee are the same.

**All members of a Dissertation Committee must be members of the Graduate School Faculty or, if from other institutions, must hold equivalent appointments.** (When choosing dissertation committee members, please note that all members must be present during all oral examinations (candidacy oral exam, proposal defense and dissertation defense) held on campus. FIU does not pay for travel or lodging expenses for any outside members to attend the defense. A Dissertation Committee is formally constituted by filing *Form D1- "Appointment of Dissertation Committee"* (available at <http://gradschool.fiu.edu/forms.html>); and after a successful oral candidacy exam proposal defense, *Form D-3 Doctoral Dissertation Proposal* (available at <http://gradschool.fiu.edu/forms.html> which attests that a Dissertation Proposal has been approved. The Dissertation Committee typically is the same as candidate's Doctoral Candidacy Examination Committee.

**The Chair of a Dissertation Committee must be a member of the FIU Department of Dietetics and Nutrition and have achieved Dissertation Advisor Status prior to being appointed as a chair** (see <http://gradschool.fiu.edu/faculty.html>). Changes in the Dissertation Committee appointments require filing a *Form D-1r "Appointment of a Revised Dissertation Committee"* (available at <http://gradschool.fiu.edu/forms.html>).

Typically, each member of this committee works with the student in one of the three core areas of study: nutrition science, collaterals to support research area, and research methodology. The Chair and the members of the committee assist the student in preliminary written and oral examinations for the successful advancement to candidacy. The Chair and the student will keep other members abreast of ongoing work and progress, by means of copies of correspondence, evaluations, etc. This committee will meet at least once to review the student's progress towards candidacy. Changes in an appointed committee must be approved by the Doctoral Program Director. Changes will not be approved while student is taking his/her examinations.

Students are expected to demonstrate research competency by drafting a research concept paper. It is expected that this research concept paper will constitute the foundation for the student's formal Dissertation Proposal. The concept for dissertation research will be presented to the committee during the oral examination (a 10-15 minutes presentation).

### C. Evaluation of the Candidacy Examinations

The passing grade for the Doctoral candidacy Examination is B+ or higher. The following criteria are normally used by members of the Doctoral Candidacy Examination Committee to evaluate student's performance:

1. Ability to analyze, conceptualize, and think critically
2. Ability to synthesize information and present it in a readable form
3. Demonstration of substantive knowledge of up-to-date information in the field
4. Application of nutrition science knowledge to a significant problem/issue
5. Demonstration of knowledge and understanding of research methodology pertinent to pursue a dissertation in the student's chosen area of study; potential to turn the research concept into a formal Dissertation Proposal
6. Potential to turn papers into publications in peer-reviewed outlets

Students who fail any or all parts of their candidacy examination will be allowed a second chance (no more than one repeat allowed) to take all or parts of the written examination before advancing to oral examination.

### D. Advancement to Candidacy

**Students who pass all written and oral examinations will be advanced to candidacy. Students should note that they and their committee chair must complete form D-2 "Program for Doctoral Degree and Application to Candidacy" for the University Graduate School with appropriate signatures. The form is available at <http://gradschool.fiu.edu/forms.html>**

### E. Deadline for Advancement to Candidacy

Students are expected to advance to candidacy by the end of their second year of study. Those who fail to meet this deadline can apply to the Doctoral Program Director for an extension of no more than one additional year. Students applying for such an extension may forfeit any financial assistance they may be receiving. The extension is granted only on the basis of a well-justified plan for successful completion of the candidacy exams. *Students who fail to meet this second deadline (that is, who fail to advance to candidacy by the end of their sixth semester of study) may be terminated from the Ph.D. Program.*

### F. Review of Steps Leading to Advancement to Candidacy

*(The first three steps are simultaneous)*

1. Complete all coursework satisfactorily
2. Meet and discuss research interests with major professor and as many members of the Candidacy and Dissertation Committees.
3. File D-1 form.
4. Form candidacy exam and dissertation committees.
5. Obtain the Doctoral Program Director's approval for the composition of the committees.
6. Pass written and oral Doctoral Candidacy Examination.
7. File admission to candidacy form (D-2).

## VI. THE DOCTORAL DISSERTATION

Following advancement to candidacy, doctoral candidates must submit and defend a dissertation proposal, which embodies the results of scholarly research giving evidence of originality and how it will contribute to nutrition and dietetics knowledge. A minimum of 24 dissertation credit hours are required, taken with the Chair of the Dissertation Committee while working on the dissertation research.

### A. Dissertation Proposal

The Dissertation Proposal typically grows out of the research concept submitted at the Oral Examination for the Doctoral Candidacy Examination. Actual proposal follows the usual guidelines of a research proposal, including statement of the problem, preliminary review of the literature and hypothesis with specific aims, design, sampling plan, measures, data collection strategies, and data analysis methods, ethical issues, time frame (follow the Graduate School's *Regulations for Thesis and Dissertation Preparation Manual*, available at <http://gradschool.fiu.edu/policies.html>). The Dissertation Committee has the opportunity to raise questions, give input, request revisions, and evaluate these revisions before approving the Dissertation Proposal. Committee members are expected to respond to written drafts of the proposal within three (3) weeks.

A dissertation *proposal round table* is customarily conducted before the final draft of the proposal submitted to Dissertation Committee. This is an informal gathering of faculty and Ph.D. candidates to offer suggestions and help the candidate to put forward a great proposal.

Approval of the Dissertation Proposal is a formal process. The Committee meets with the doctoral candidate for an oral presentation and defense of the Dissertation Proposal. When successful the Committee indicates its approval by signing and completing *Form D-3 Doctoral Dissertation Proposal* (available at <http://gradschool.fiu.edu/forms.html>). *Form D-3*, the full proposal and a five-page summary, as well as an IRB/Human Subjects approval or Institutional Animal Care and Use Committee (IACUC) memorandum if necessary, are forwarded for final approval/signatures to the Doctoral Program Director, the Chair of the Department, the Academic Dean, and the Dean of the University Graduate School for final approvals. Candidates are expected to have a Dissertation Proposal approved by the end of the semester following the semester in which they have advanced to candidacy.

### B. Dissertation

The Dissertation Committee is responsible for approving the dissertation, supervising the candidate's dissertation, and approving (or not approving) the dissertation in a public, oral dissertation defense. The Dissertation Committee assumes the responsibility of helping the candidate to complete and successfully defend a quality dissertation. The candidate's open and frequent collaboration with all committee members is essential. The Chair provides direct oversight of the student's dissertation research, and serves as the coordinator and leader of all committee activities. Each committee member is expected to actively contribute to student's dissertation research and may elect to provide direct supervision of specific components of the dissertation related to the committee members area(s) of expertise. The Chair and the committee are expected to provide sufficient guidance and support to allow the student to develop the highest quality dissertation research. The ultimate goal is a successful dissertation defense with publication(s).

### **C. Authorship**

- Authorship for publication(s) – All Ph.D. candidates conducting their own research assume primary authorship (first author) with major professor as the corresponding author.
- If using already collected data and if the Ph.D. candidate develops the hypothesis and tests them for a publication as part of their dissertation which he/she writes, he/she assumes primary authorship with the owner of the data set, choosing the spot they wish to assume (secondary or corresponding author).
- Committee member authorship can be divided on the basis of the contributions of each member. Major professor can help in deciding, including or excluding members of the Dissertation Committee in each publication.

### **D. Research Involving Human Subjects/ Animals**

All research projects involving human subjects must be approved by the Institutional Review Board (IRB) at FIU and also other involved institutions (see [www.osra.fiu.edu/human/index.htm](http://www.osra.fiu.edu/human/index.htm)). To receive approval, candidates must submit an *Application for Research with Human Subjects* to the appropriate IRB committee, following the deadlines and procedures outline in the web site. For human research, see <http://research.fiu.edu/irb/index.html>.

Failure to apply for and receive IRB approval can have severe consequences. Instructions for completing the application should be followed. Special attention should be given to the sections dealing with informed consent. These sections require the preparation of a statement concerning the protection of prospective research participants. The information required in an Informed Consent Form includes study dates, purpose, assurances that failure to participate will result in no penalties, right to withdraw and intended uses of the data, etc.

All research projects involving laboratory animals must be approved by the Institutional Animal Care and Use Committee (IACUC) for ethical care and use of animals. The following link outlines the procedures to follow in order to receive approvals. For animal research, see <http://research.fiu.edu/iacuc/pages/policies-procedures.html>

## E. Doctoral Dissertations

The submitted dissertation must conform to the presentation rules described in the *Regulations for Thesis/Dissertation Preparation Manual* of the University Graduate School (UGS). The task of evaluating a doctoral dissertation falls upon the members of the candidate's Doctoral Dissertation Committee. The responsibilities of the Committee are as follows:

- *Committee members are expected to respond to written drafts within three weeks after receiving the proposal.*
- *At the end of each year of candidacy the Chairperson of the Dissertation Committee must file a formal evaluation of a candidate's progress Annual Student Evaluation and Mentoring Plan available at <http://gradschool.fiu.edu/StudentForms.html>.*

After the candidate has submitted a complete draft of the dissertation to the members of the Committee, each member evaluates the dissertation independently and determines whether in his or her opinion the candidate may proceed to the Dissertation Defense.

The following criteria should normally be used to evaluate the dissertation:

1. Original and significant contribution to the advancement of knowledge.
2. Demonstration of the candidate's ability to conduct autonomous research.
3. Validity of design and methodology, quality of logic and reasoning, critical evaluation of sources used, and quality of references.
4. Clarity of written expression.
5. Quality of abstract and pertinence and utility of title for indexing purposes.

**Form D-5** "*Preliminary Approval of Dissertation and Request for Oral Defense*" (available at <http://gradschool.fiu.edu/forms.html>), which is signed by each member of the Dissertation Committee and then forwarded by the Chair to the Doctoral Program Director, the Chair of the Department, the Dean of the College, and the Dean of the University Graduate School for final approval/signatures. Candidates and their Committee members are cautioned to follow the University Graduate School Deadlines for filing various forms. Deadline dates change each year and are available at <http://gradschool.fiu.edu/calendars.html>.

It is expected that *Form D-5* be forwarded when all Committee members agree that the candidate is ready for the defense. Until such agreement is reached, it is the candidate's responsibility, with the help and direct oversight of his/her Dissertation Committee Chair, to produce a final dissertation draft acceptable to the committee.

## F. Dissertation Defense

Before the final acceptance of the dissertation, the Dissertation Committee, with approval from UGS, schedules an oral examination at which time the candidate must satisfactorily defend his/her dissertation. *The University Graduate School sets specific deadlines each semester for applying for graduation and for the holding a defense. Candidates should verify these deadlines well in advance at <http://gradschool.fiu.edu/calendars.html>.*

Before any Defense, the candidate submits a review copy of the dissertation to the Chair of the Dissertation Committee and the other Committee members. ***Review copies of the dissertation should be complete and well-edited final products:*** consult the *Regulations for Thesis/Dissertation Preparation Manual* (<http://gradschool.fiu.edu/policies.html>) of the University Graduate School for format requirements.

**It is important to note that a proposed dissertation must be approved by the Graduate Program Director, the Chair of the Department, and the Dean of the College prior to submission for approval of the Dean of the University Graduate School. In order for this requirement to be met, additional time may be required. Candidates are urged to submit their complete application for a dissertation defense to the Program Director *six (6) weeks* in advance of their anticipated oral defense date. Candidates should note that until the Dean of the University Graduate School has approved their application, the defense date is only proposed.**

The University Graduate School requires that candidates file an abstract of the dissertation which is publicized for the defense announcement. The Chair of the Dissertation Committee notifies the Doctoral Program Director of the date, time, and place of the dissertation defense. The Director informs faculty members of the dissertation defense and encourages their presence as representatives of the Department of Dietetics and Nutrition.

The oral Dissertation Defense represents the last public opportunity for the candidate to demonstrate the merit of his or her entire dissertation project. The spirit of the defense is expected to be one of debate and critical inquiry. The Chair of the Dissertation Committee serves as Chair of the Dissertation Defense.

Normally, the candidate first presents a PowerPoint presentation overview of the study, major findings, and implications. Members of the audience are then invited to ask questions or offer any comments. Members of the audience are asked to leave the room. The candidate is then questioned by each member of the Dissertation Committee. The questions asked of the candidate are expected to elicit, literally, a defense of the dissertation by the candidate. Any aspect of the dissertation research (context, values, theory, method, analysis, conclusions, implications, applications, etc.) is open for question and debate. After the question period is over, the Dissertation Committee asks candidate to step outside while they deliberate and make a decision. After reaching its decision to accept the dissertation, the **Final Electronic Thesis or Dissertation (ETD) Form Approval** must be completed; please follow link below: <http://gradschool.fiu.edu/StudentForms.html>.

A candidate may have dissertation revisions to make that arise prior to the defense or as the result of the defense. It is the responsibility of the candidate to ensure that these revisions are made prior to the submission of the publishable copy of the dissertation. The Chairperson (Major Professor) attest to the completeness of the dissertation by initiating **the ETD form**. The student will be responsible for completing the **Survey of Earned Doctorates** located on <http://gradschool.fiu.edu/StudentForms.html>.

## G. Review of the Steps in the Dissertation Process

1. Complete all required coursework.
2. Complete selection of Doctoral Candidacy and Dissertation Committee membership.
3. Complete Doctoral Candidacy Written and Oral Examination satisfactorily.
4. Work with Chair and Committee members to revise and finalize the Dissertation Proposal.
5. Submit necessary materials to Institutional Review Board.
6. Conduct a round table of the Dissertation Proposal.
7. Defend the Proposal.
8. Submit signed *Form D-3* with all attachments.
9. Conduct the dissertation research.
10. Continue to work with committee on dissertation drafts. Work closely with Chair and keep all Committee Members apprised of progress. Share drafts and solicit comments and suggestions. Use Committee Members as consultants and advisors. A meeting of your Dissertation Committee pre-defense may be necessary.
11. Write and rewrite chapters.
12. Prepare for dissertation defense by keeping the Committee actively involved. File [Annual Student Evaluation and Mentoring Plan](#) each year (annual review).
13. Upon approval of the Chair and all Committee Members, schedule tentative date for a Dissertation Defense.
14. Submit *Form D-5* signed by the committee Chairperson and other members of the committee. The application must be filed in sufficient time to allow the Dean of University Graduate School to publish the notice in a monthly calendar of dissertation and thesis defenses for the University community.
15. Before defense, distribute copies of dissertation to Chair and Committee Members.
16. Defend dissertation. Dissertation Committee approves (or not) the dissertation prior to forwarding **Final ETD Approval** to the College Dean and the Dean of University Graduate School.
17. Revise dissertation on the basis of final comments from committee members received during defense.
18. Chair does the final reading and signing of the **Final ETD Approval**. Chair delivers it to Doctoral Program Director for review before forwarding to the College and UGS Dean's offices for final approval.
19. Submission of dissertation to Library.
20. Provide Doctoral Program Director with a copy of dissertation for the Department's files.
21. Complete the **Survey of Earned Doctorates**, <http://gradschool.fiu.edu/StudentForms.html>.

## H. Publication of Dissertations

All FIU dissertations (and dissertation abstracts) are microfilmed by *University Microfilm International (UMI): Dissertation Abstracts International*. The style and format of the dissertation should conform to the *FIU Regulations for Thesis and Dissertation Preparation Manual* (available at <http://gradschool.fiu.edu/policies.html>).

Students are expected to write manuscripts and publish their work while working on their dissertation research and before dissertation defense.

## VII. ADMINISTRATIVE REQUIREMENTS

### A. Forms Required by the University Graduate School

Prior to filing for doctoral candidacy examination, and through to the completion of the doctoral dissertation, several forms need to be signed by the appropriate faculty chairs and committee members at appropriate times. Students are responsible to ensure that the forms are filled out by certain deadlines, signed, and sent to the Director of the Ph.D. Program for proper distribution. Forms are available from the University Graduate School office (PC-230), or may be downloaded from the University Graduate School website (<http://gradschool.fiu.edu/StudentForms.html>). The following is a list of these forms:

#### Graduate Packet for Dissertations

#### Annual Student Evaluation and Mentoring Plan

<i>Form D-1</i>	<b>Appointment of Dissertation Committee</b>
<i>Form D-2</i>	<b>Program for Doctoral Degree and Application to Candidacy</b>
<i>Form D-3</i>	<b>Doctoral Dissertation Proposal</b>
<i>Form D-4</i>	<b>Dissertation Committee Report of Annual Dissertation Progress Conference</b>
<i>Form D-5</i>	<b>Preliminary Approval of Dissertation and Request for Oral Defense</b>

<b><u>Final ETD Approval Form</u></b>	<b>Approval of defense, dissertation, and electronic submission of dissertation.</b>
---------------------------------------	--

<b><u>Survey of Earned Doctorates</u></b>	<b>Keep Certificate of Completion from online survey.</b>
---	---

### ***Form D-1 – Appointment of Dissertation Committee***

Filed when the Dissertation Committee is appointed.

### ***Form D-2 – Program for Doctoral Degree and Application to Candidacy***

Filed immediately after the student has completed all course work and passed all written and oral comprehensive examinations.

### ***Form D-3 – Doctoral Dissertation***

One copy of the dissertation proposal prepared in a scholarly style.

Members of the Dissertation Committee certify that they have met with the student for an oral defense of the proposal, reviewed the proposal, and agree to serve on the dissertation committee. *Form D-3* must be accepted by the University Graduate School at least one year prior to graduation. Students must attach to *Form D-3*: (1) a copy of the full dissertation proposal, (2) a five (5) page summary of the proposal, and (3) an Institutional Review Board/Human or Animal Subjects approval memorandum, as necessary.

### ***Form D-4 – Dissertation Committee Report of Annual Dissertation Progress Conference***

### ***Form D-5 – Preliminary Approval of Dissertation and Request for Oral Defense (three (3) weeks before scheduled defense date).***

One copy of the Dissertation, certified as complete and provisionally acceptable to the committee, is required by the UGS.

### ***ETD – Approval Form***

**Doctoral students must submit this form to complete their dissertation requirements. The form includes:**

1. A non-exclusive license giving FIU permission to archive and distribute the electronic work.
2. A section that allows doctoral students to allow the University Graduate School to post their dissertations to ProQuest's ETD and subject databases (free service).
3. Embargo options.
4. Review and Acceptance section with signatures of student, major professor(s), committee members, Graduate Program Director or Department Chair, Dean of College or School, and Dean of University Graduate School.

## **B. DEADLINES**

Complete the **Final ETD Approval** form after a final copy of the dissertation is approved by the committee.

Deadlines for submission of this form to the UGS are available at <http://gradschool.fiu.edu/CalendarDeadlines.html>.

Submit form to the Academic units before the deadline to allow sufficient time for approval and signatures.

Ultimately, it is the student's responsibility to make sure the form is received by the University Graduate School in a timely fashion.

## **C. CONTINUOUS ENROLLMENT REQUIREMENTS**

Enrollment of at least three (3) dissertation credits is required in the term that the student submits ETD form. Final ETD Approval form will not be processed without proof of current enrollment.

Further information regarding the UGS continuous enrollment policies is available at <http://gradschool.fiu.edu/gpm/>

**Survey of Earned Doctorate Form:** Students must complete the electronic registration for the Survey of Earned Doctorates.

## **VIII. REGISTRATION REQUIREMENTS**

### **A. Minimum Continuous Registration**

Unless granted an Official Leave of Absence, all doctoral students and candidates must maintain continuous registration from the starting semester of course work to the completion of all requirements for the degree. This can be done in several ways: (a) registering and paying normal tuition and fees for at least three (3) credit hours per semester during the academic year, or (b) during any semester in which candidates are not otherwise enrolled, registering for three (3) credit hours of Dissertation Research.

### **B. Time Limit for Completion of Ph.D. Degree**

The time limit for completing and awarding of the Ph.D. degree is nine years from admission into the Ph.D. Program.

### **C. Conferral of the Doctoral Degree**

The University will confer the doctoral degree when the following minimum conditions are met:

1. Submission of the required application for graduation.
2. Certification by the academic dean that all requirements of the degree being sought have been completed.
3. Achievement of grade and other minimum requirements.
4. Satisfactory completion and defense of a doctoral dissertation.
5. Receipt by the library of two approved and final copies of the dissertation (and payment of micro-filming costs).

Doctoral students who have completed all requirements for their degree may participate in the Commencement ceremonies.

## **IX. FINANCIAL AID**

All students requesting research or teaching assistantships must complete a GA/TA application for Dietetics and Nutrition located at our website [http://rscphsw.fiu.edu/students\\_affairs/graduate.html](http://rscphsw.fiu.edu/students_affairs/graduate.html).

*Students are not eligible for any financial assistance if they are working full-time and if they register for less than nine (9) credits per semester.*

Most Graduate Teaching and Research Assistantships include a stipend and tuition waivers. Eligible students must meet all admissions requirements, including a minimum combined GRE score of 1120, and maintain good progress in their course work. In return for this financial support, students are expected to work for approximately 20 hours per week per semester with selected faculty members or teach in the Department as assigned.

Students with a minimum combined GRE score of 1300 are eligible to compete for the prestigious Presidential Fellowship, which provides a stipend of approximately \$18,000 per year. Other funding opportunities are available for qualified students.

Further information on financial support for doctoral students is available from the University Graduate School by visiting <http://gradschool.fiu.edu/Fellowships.html>

## **X. IMPORTANT UNIVERSITY WEBSITES – STUDENT HANDBOOK**

For topics related to Policies and Procedures, Student Academic Conduct, Grading System, Course Descriptions and any other academic and program information please refer to the University Graduate School's Official Graduate Catalog at: <http://catalog.fiu.edu/>.

Student Conduct and Conflict Resolution: <http://conduct.fiu.edu/>.

For additional University and Student Services, departmental main numbers and a quick glance to all University Services, please refer to the Official University Student Handbook website: <http://globaldatebooksonline.com/flipbooks/flo2011/#/24/>.

Code of Ethics for the Profession of Dietetics:  
[http://rscphsw.fiu.edu/dietetics\\_nutrition/policies\\_procedures.html](http://rscphsw.fiu.edu/dietetics_nutrition/policies_procedures.html).

For Graduate Dietetics Student Association and other Organizations:  
[http://rscphsw.fiu.edu/students\\_affairs/student\\_organizations.html](http://rscphsw.fiu.edu/students_affairs/student_organizations.html).

Dietetics Career Opportunities: [http://rscphsw.fiu.edu/dietetics\\_nutrition/career\\_opportunity.html](http://rscphsw.fiu.edu/dietetics_nutrition/career_opportunity.html).

Official Dietetics Website: [www.eatright.org](http://www.eatright.org).

Dietetics Student Resources: [http://rscphsw.fiu.edu/dietetics\\_nutrition/policies\\_procedures.html](http://rscphsw.fiu.edu/dietetics_nutrition/policies_procedures.html).