



**Robert Stempel College
of Public Health
& Social Work**

**Doctor of Philosophy in
Dietetics and Nutrition
Doctoral Program Handbook**

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Welcome from the Department Chair



Welcome to the Department of Dietetics and Nutrition at the Robert Stempel College of Public Health and Social Work. Our Doctor of Philosophy in Dietetics and Nutrition prepares graduates to assume leadership roles in research, academia, government, agencies, private agencies and community-based organizations.

Our doctoral program allows students to study and work side-by-side with nationally known educators and practitioners who serve as mentors.

We truly wish you success!!

Sincerely,

Adriana Campa, Ph.D., R.D., M.B.A.
Associate Professor and Chairperson

Welcome from the Ph.D. Program Director



The Department of Dietetics and Nutrition is dedicated to advancing the profession of Dietetics 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 professional who will promote nutrition as a critical part of disease treatment and prevention.

I am excited for you to get to learn more about our dietetics and nutrition program here at Florida International University.

Congratulations on embarking on this new and exciting journey with us. We can't wait to watch you grow and thrive!

Sincerely,

Catherine Coccia, Ph.D., R.D.
Associate Professor 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.

Graduates of the Ph.D. Program

Founded in 1995, the Ph.D. Program has produced numerous nationally and internationally recognized graduates. 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.

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.

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 3-5 years.

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.

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 BS 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 interest and career goals. A 3.00 GPA must be maintained and all courses needed for graduation must be completed with a "B" or higher.
2. A program of study 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. Passing a candidacy examination after completing all coursework. Obtain a grade of at least B+ from each of the four members of the dissertation committee
6. Successful defense of a Dissertation Proposal before the Dissertation Committee and other faculty and students.
7. A minimum of 15 dissertation credits after advancing to candidacy.
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

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.

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).
3. Three letters of recommendations from academics and professionals who are familiar with your work.
4. 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.
5. 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.
6. An admissions interview may be requested

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/>. The Admissions Committee reviews only completed applications.

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.

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 members on each student's committee fluctuates around 4-5, including the major professor. A minimum of 4 faculty need to be on each committee (including the major professor) where 3 members of the committee must be from the 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>

III Faculty Research Interests

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 DAS faculty of the Department of Dietetics and Nutrition as of Fall 2020 (complete summaries are available at <http://stempel.fiu.edu/>).

Professor	Position	E-mail	Areas of Interest
Baum, Marianna	Professor	Baumm@fiu.edu	Nutrition and Infectious Disease/ HIV/AIDS
Campa, Adriana	Department Chair, Associate Professor	campaa@fiu.edu	Nutrition and Infectious Disease/ HIV/AIDS
Coccia, Catherine	Ph.D. Program Director, Associate Professor	ccoccia@fiu.edu	Nutrition education programs for children and families. Community-based participatory research; Parent-child relationships; Diverse populations.
Evelyn Enrione	MS and Dietetic Internship Program Director, Associate Professor	enrionee@fiu.edu	Medical Nutrition Therapy and Outcomes Related to Quality Care. Parenteral and Enteral Nutrition. Nutrition Care Process/Nutrition Diagnosis.
Huffman, Fatma	Professor	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.
Liuzzi, Juan	Associate Professor	jliuzzi@fiu.edu	Nutrigenomics, Diabetes, Trace Elements. Zinc transporters.

Palacios, Cristina	Associate Professor	crpalaci@fiu.edu	<p>Role of diet and physical activity on weight gain in infants, children, and pregnant women. Novel interventions using SMS, mobile Apps, and mindfulness practices for obesity prevention. Community based participatory research with the WIC Program. Vitamin D, obesity and chronic diseases.</p> <p>Vitamin D supplementation in pregnancy and maternal and infant health outcomes.</p>
Sales-Martinez Sabrina	Assistant Professor	saless@fiu.edu	<p>Life-style factors including diet and substance abuse, obesity, inflammation and gut microbiota along with how they affect HIV disease progression and overall health in vulnerable and underserved populations.</p>

IV The First Three Semesters of Study

Initial Advisement

Upon entry into the Ph.D. program the program director will meet with each student to discuss their research interests and initial coursework. The program director will work with the student to select a major professor before the end of the first year in the program. The major professor assists the student to focus on areas of specialization and to constitute his/her Doctoral Candidacy Examination Committee. The major professor is also the Chair of the Dissertation Committee.

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).

Program of Study

The program of study for the Ph.D. in Dietetics and Nutrition is comprised of 40 credit hours. Courses and seminars are taken over four consecutive semesters. Following these courses, and advancement to candidacy, a minimum of 15 credit hours of dissertation work must be completed.



Robert Stempel College of Public Health and Social Work
 FLORIDA INTERNATIONAL UNIVERSITY

Doctor of Philosophy in Dietetics and Nutrition

<http://rscphsw.fiu.edu> • phdn@fiu.edu • Careers in Dietetics & Nutrition: www.eatright.org • For all Course Registration: <http://panthersoft.fiu.edu>

NAME:	PS#:	ADMITTED:
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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 (15 credits) – Total: Minimum of 55 graduate credits.

Research and Method Courses – Must earn a grade of B or better.

(15) Credits of Required Coursework.

PREFIX	COURSE DESCRIPTION	CREDIT	SEMESTER	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
OR		OR			OR
PHC 7198	Advanced Qualitative Methods in PH	3			PHC 6706 – Resch Methods, PHC 6710 – Qual Resch Methods, PHC 6715 – Survey Resch in Public Health, or Equivalent Advanced Research Methods
OR		OR			
PHC 6710	Qualitative Research Methods	3			
PHC 6703	Epidemiological Methods Experimental Design	3			Needs PHC 6015 – Epidemiologic Methods
	OR				
	Approved Experimental Research	OR			
	OR				
	Approved Clinical Research	3			
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	SEMESTER	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	Nutrition & Metabolism I	3		Advanced Nutrition, Physiology, AND Biochemistry	
OR					
HUN 6307	Carbohydrates & Lipids				
HUN 6286	Nutrition & Metabolism II	3		Advanced Nutrition, Physiology, AND Biochemistry	
OR					
HUN 6327	Proteins				
HUN 6287	Nutrition & Metabolism III	3		Advanced Nutrition, Physiology, AND Biochemistry	
OR					
HUN 6355	Minerals in Human Nutrition				
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	3		HUN 4403, HUN 4241, DIE 5247	
	OR Designated Substitute				
HUN 7523	Community Nutrition	3		HUN 4410, HUN 6522, PHC 6500	
	OR Designated Substitute				
HUN 7524	Nutrition Science & Implications for Community Health	3		Nutritional Biochemistry, Pathophysiology	
	OR Designated Substitute				

V. DISSERTATION

(15) Credits of Required Coursework

PREFIX	COURSE DESCRIPTION	CREDIT	GRADE	PREREQUISITES	COMMENTS/APPROVAL
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-D5 (Dissertation Approval Forms - Final ETD Approval Form – Survey or Earned Doctorates) 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

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 dissertation work.

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. 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/students/#studentforms>); and after a successful oral candidacy exam proposal defense, Form D-3 Doctoral Dissertation Proposal (available at <http://gradschool.fiu.edu/students/#studentforms>) 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/facultystaff/>). Changes in the Dissertation Committee appointments require filing a Form D-1r "Appointment of a Revised Dissertation Committee" (available at <http://gradschool.fiu.edu/students/#studentforms>)

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.

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.

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 the 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/students/#studentforms>

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.

Review of Steps Leading to Advancement to Candidacy

(The first 3 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 Examinations
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 15 dissertation credit hours are required, taken with the Chair of the Dissertation Committee while working on the dissertation research.

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/students/#studentforms>). 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/students/#studentforms>), *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.

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).

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

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). 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>

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/students/#studentforms> .

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/students/#studentforms>), 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/calendar-deadlines/>

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.

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/calendar-deadlines/>

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/students/#studentforms>) 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/students/#studentforms>

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/students/#studentforms>

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. Conduct a round table of the Dissertation Proposal
6. Defend the Proposal
7. Submit necessary materials to Institutional Review Board
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 Major Professor 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/students/#studentforms>

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/student-forms.shtml>).

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

VII Administration Requirements

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/student-forms.shtml>).

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/current-students-calendar-deadlines.shtml>

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.

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://catalog.fiu.edu/> or <http://gradschool.fiu.edu>

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

VIII Registration Requirements

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.

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.

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

Financial Aid

All students requesting research or teaching assistantships must complete a GA/TA application for Dietetics and Nutrition located at our website: <http://stempel.fiu.edu>

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 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 GRE score in the top 50th percentile and an undergraduate or graduate GPA of 3.5 or better are eligible to compete for the prestigious Presidential Fellowship. 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/current-students-graduate-funding.shtml>

X Important University Websites

Important University Websites

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://studentaffairs.fiu.edu/about/student-handbook/index.php>

Code of Ethics for the Profession of Dietetics: <http://stempel.fiu.edu>

For Graduate Dietetics Student Association and other Organizations: <http://stempel.fiu.edu>

Dietetics Career Opportunities: <http://stempel.fiu.edu/academics/dietetics-and-nutrition/resources/>

Official Dietetics Website: www.eatright.org

Dietetics Student Resources: <http://stempel.fiu.edu>