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2017-18 Graduate Student Handbook

Virginia Tech
College of Agriculture and Life Sciences
Our graduate program is designed to be challenging and intellectually stimulating and to provide the flexibility to meet the specific needs and goals of our students.

HNFE faculty represent a range of academic interests and all are dedicated to providing you with an outstanding graduate education. However, the ultimate success of your education depends on how diligently you apply yourself and take advantage of opportunities at Virginia Tech.

The HNFE GRADUATE STUDENT HANDBOOK provides you with a description of the department, faculty, degree requirements, policies and procedures, student expectations, and more.

This handbook is to be used in conjunction with information provided by the Virginia Tech Graduate School and Graduate Catalog. It is the responsibility of each student entering the graduate program in HNFE to read and understand all policies and procedures in this handbook as well as those cited by the Graduate School. Any questions regarding this document or anything on the Graduate School website should be addressed to the graduate program director or graduate program coordinator.

Please also frequently reference the HNFE graduate program website in particular, the Resources and Forms page.

NOTE:
If you print this handbook, please access the online version for hyperlink addresses at:
http://hnfe.vt.edu/content/dam/hnfe_vt_edu/graduate_2016/documents/GraduateHandbook.pdf

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# Table of Contents

**ABOUT HNFE** ................................................................. 4  
  Background .................................................................................. 4  
  Graduate Program Faculty ........................................................ 5  
  Research laboratories and facilities .......................................... 5  
  Research funding ......................................................................... 6  

**General Degree Requirements** ................................................. 6  
  Graduate tracks ............................................................................ 6  
  HNFE core competencies: ............................................................ 6  
  Course requirements ..................................................................... 7  
  Advisory committee ..................................................................... 8  
  Plan of Study ................................................................................ 9  
  Proposal ........................................................................................ 9  
    Preliminary Exam for Ph.D. students ........................................... 10  

**Defense** ................................................................................... 11  

**Electronic Thesis Dissertation (ETD)** ....................................... 11  

**Ph.D.** ....................................................................................... 12  
  Summary of Course Requirements for Ph.D. degree .................. 12  
  Timeline: potential progression through the Ph.D. program ........ 12  
  Preliminary Exam for Ph.D. students ........................................... 12  

**M.S.** .......................................................................................... 13  
  Summary of course requirements for M.S. degree ...................... 14  
  Timeline: potential progression through the M.S. program ........ 14  

**B.S. / M.S. accelerated undergraduate/graduate degree** ............... 14  
  B.S. / M.S. program guidelines include ........................................ 14  
  Timeline: potential progression through the B.S. / M.S. program  15  

**Financial assistance** ............................................................... 15  
  Graduate assistantships .............................................................. 15  
    Graduate Teaching Assistantships ............................................ 15  
    Graduate Research Assistantships .......................................... 15  
  Scholarships and fellowships ..................................................... 16  

**Graduation** .............................................................................. 17  
  Start of semester defense exception (SSDE) .............................. 17  

**Graduate expectations** ............................................................ 18  
  Policies and procedures ............................................................ 18  
  Overall expectations ................................................................. 18  
  Full time enrollment .................................................................. 19  
  Residency requirement for Ph.D. students ................................. 19  
  Continuous enrollment .............................................................. 19  
  Leaves of absence ....................................................................... 19  
  Expectations for research credit hours ................................. 19  
  Academic progress ..................................................................... 20  
    Annual progress report ............................................................ 20
Appendix 4: Expectations for Graduate Education

Appendix 3: Graduate Courses in HNFE

Appendix 2: Graduate Degree Requirements/Courses

Appendix 1: Graduate Program Faculty

Appendix 5: Virginia Tech Principles of Community
ABOUT HNFE

Background
Our mission is to discover, translate, and disseminate health-related advances in the nutrition, food, and exercise sciences. The work of the faculty and graduate students in HNFE contributes significantly to scientific progress through molecular and clinical advances leading to prevention and improved treatment of obesity and chronic diseases; behavioral discoveries that lead to effective intervention programs for youth and adults; interdisciplinary research teams who speed the translation of scientific discoveries to effective therapeutic and public health interventions and policies that will benefit Virginians and the nation. We provide exceptional training for our students focusing on the preparation of future professionals who are knowledgeable; committed to life-long learning; and are ethical, culturally sensitive, and able to work collaboratively as well as independently.

Training in the use of rigorous scientific inquiry is a cornerstone of the HNFE graduate program. We also foster innovation across all three Virginia Tech mission areas of teaching, research, and outreach by:

1. supporting programs that promote sustainability and community viability and encouraging student participation in research and extension;
2. designing, developing, and implementing programs and policies through a participatory and shared effort between the HNFE research and teaching community; and
3. Utilizing our teaching and research expertise to improve the health across diverse populations.

Finally, the department’s primary focus is on addressing obesity, one of the most critical public health challenges.

HNFE was first established in 1960 and today, the department has over 1200 undergraduate students, 83 graduate students, and 30 faculty members (including adjuncts), 18 of whom are graduate program faculty). The department offers B.S., M.S., and Ph.D. degrees.

Faculty in the department generate more than 12 million in research funding annually from the National Institutes of Health, U.S. Department of Agriculture, American Heart Association, Muscular Dystrophy Association, and the American Diabetes Association, as well as other private agencies and foundations, including the Robert Wood Johnson Foundation and Virginia Foundation for Healthy Youth.

A number of HNFE faculty members hold appointments within Virginia Cooperative Extension, the Virginia Tech Carilion Medical School, and Carilion Clinic, which provides an opportunity for graduate students to participate in clinical and community-based nutrition, physical activity, and weight management programs.

Some HNFE faculty are affiliated with The Center for Transformative Research on Health Behaviors, the Fralin Life Sciences Institute, the Institute for Critical and Applied Science (ICTAS), and the Institute for Society, Culture and Environment (ISCE) at Virginia Tech. These entities afford students opportunities to participate in basic science research utilizing cell culture and animal models paired with novel technology designed to understand the mechanism(s) underlying obesity and chronic disease. HNFE also provides nutritional assessment and individual and group counseling services to university students, faculty, and staff. This program provides an option for graduate students who wish to develop skills and obtain supervised experience in nutrition counseling and community nutrition education activities.

HNFE faculty are intimately involved in two Interdisciplinary Graduate Education Programs (IGEP) with the goal of promoting and sustaining interdisciplinary graduate education and research at Virginia Tech.
The **Water INTERface IGEP**, initiated in 2011, spans Engineering, Science, and Human Health, and is united by a central focus of "Water for health, spanning from pipes to people." This IGEP includes graduate students and faculty from HNFE, Food Science and Technology, Biological Sciences, and Civil and Environmental Engineering to address technical and societal challenges of transforming low-quality water resources into clean water for healthy living, and to promote water consumption for optimal health.

The **Translational Obesity Research IGEP**, initiated in 2012, is drawing faculty and students from diverse disciplines together to form integrative research teams with a central focus on translational obesity research, spanning from "cells to society" (i.e., from basic science to practice, policy and practice implementation, or type one to four research translation). Faculty and graduate students from the departments of HNFE, agricultural and applied economics, communication, human development, and psychology are working together to cross-traditional boundaries and conduct innovative translational obesity research.

HNFE faculty enjoy strong collegial relationships with others of similar interests with the departments of Biochemistry, Animal and Poultry Science, Food Science and Technology, Psychology, and Human Development, and other departments within the College of Agriculture and Life Sciences and the College of Veterinary Medicine. HNFE also collaborates with the Virginia Tech Carilion School of Medicine, the Virginia Tech Carilion Research Institute, and Carilion Clinic Departments of Pediatrics, Family Medicine, and Research. There are strong ties with the Student Health Center, statewide and national food and nutrition programs, and community agencies and health care facilities in the Blacksburg, Roanoke, and surrounding areas. The department faculty members are committed to the individual mentoring of each student. A faculty member usually has no more than four to six graduate students, allowing time for careful attention to each. Students also get to know faculty and other graduate students who serve as informal mentors through graduate classes and attendance at department seminars or informal research presentations.

**Graduate Program Faculty**

Department faculty, representing a wide range of interests and backgrounds, provide students with the opportunity to develop both breadth and depth in course work and research. Areas of expertise in the department include nutrient metabolism and body weight regulation; nutrient-gene interactions, food chemistry and functional foods, functions of ingredients in food systems, food safety, and sensory evaluation, skeletal muscle and cardiac physiology and mitochondrial biology, skeletal muscle function, cardiovascular consequences of weight change, nutrition education, sports nutrition, community nutrition, social determinants of health, and food & nutrition policy.

Individual graduate program faculty members, their research interests, and primary program tracks are listed in Appendix 1.

**Research laboratories and facilities**

HNFE occupies space in Wallace Hall, War Memorial Hall, the Integrated Life Sciences Building at the Corporate Research Center, and VT Riverside in Roanoke. The Laboratory for Eating Behaviors and Weight Management, the Dietary Assessment Laboratory, the Metabolic Kitchen, and the Food and Nutrition Policy Laboratory reside in Wallace Hall. The ILSB houses researchers from diverse backgrounds including, but not limited to, virology, biology, nutritional biochemistry, genetics, foods science, and behavioral science. The Molecular Nutrition, Muscle Function, and Muscle Metabolism laboratories can be found here as well as groups working on the molecular aspects of health, nutrition, and disease, including genetic determinants of obesity and the prevention of cancer, diabetes, and hypertension. This research is
performed in laboratories equipped with modern molecular and cell biology instruments and tools for cellular and animal research. The building also houses equipment for the metabolic phenotyping core that allows for determination of body composition, whole body energy metabolism, glucose and insulin tolerance, analysis of metabolites, and more. Furthermore, core facilities for quantitative real-time PCR, cell culture, radio-labeled substrate metabolism, mitochondrial function, histology, confocal microscopy, and flow cytometry are also located in the building.

A more recent development was the creation of The Center for Transformative Research on Health Behaviors (CTRHB), which conducts transformative health behaviors research with the primary objectives of prevention and treatment of life-style related diseases. The clinical and behavioral scientists and the Fralin Translational Obesity Research faculty associated with the CTRHB have additional space at VT Riverside for their clinical and community studies.

The Human Integrative Physiology laboratory is located in War Memorial Hall and provides the infrastructure for clinical studies requiring measurements of cardiovascular structure and function, submaximal and maximal exercise performance, body composition (DEXA), resting and exercise energy expenditure and substrate metabolism, and collection and processing of tissue and blood samples. A cardiologist provides medical oversight from Carilion Clinic and a research nurse assists with the performance of individual studies.

Research funding
The department boasts more than 12 million in external research funding. Grants have been awarded to faculty from federal and state agencies as well as private organizations that include:

- National Institutes of Health
- Diabetes Research and Education Foundation
- American Diabetes Association
- General Mills Foundation
- American Institute for Cancer Research
- Muscular Dystrophy Association
- American College of Sports Medicine
- American Heart Association
- US Department of Agriculture
- Kellogg’s Foundation
- Pfizer Global Pharmaceuticals
- Robert Wood Johnson Foundation

General Degree Requirements
Graduate tracks
There are three graduate program tracks in HNFE:
1. Behavioral and Community Science
2. Clinical Physiology and Metabolism
3. Molecular and Cellular Science

More information about each program track and associated faculty.

While the tracks differ significantly in the type of scientific inquiry, they share a set of core competencies:

HNFE core competencies:
- All students will be able to identify the basic elements of the scientific method.
- All students will acquire a fundamental understanding of food, nutrition, and exercise sciences.
• All students will be able to demonstrate specialized knowledge in food, nutrition, and/or exercise sciences as dictated by the student’s graduate option (track) and degree (MS or PhD).
• All students will demonstrate an understanding of the translational research spectrum.

Course requirements
There are some courses required for all students in the HNFE graduate program, regardless of program track. They are as follows:

• **HNFE 5204 Translational Science in HNFE** (4 credits)
• **HNFE 5044 Seminar in Human Nutrition and Foods** (1 credit), one semester for M.S. and two semesters for Ph.D.
• **Graduate level Statistics** (3 credits), specific course(s) recommended by the faculty advisor, three credits required for M.S. and six credits for Ph.D.
• **Ethics & Integrity** (variable credits)
• **Thesis or Dissertation Research**, Minimum of 6 credits M.S. and 30 credits for Ph.D.
  o HNFE 5994 Research and Thesis (M.S.)
  o HNFE 7994 Research and Dissertation (Ph.D.)

Please see **Appendix 2** for degree requirements and course offerings and **Appendix 3** for a complete HNFE graduate course offering list.

Scholarly ethics and integrity requirement (CGSP Resolution 2012-13B)
The Virginia Tech Graduate School requires that all graduate students complete ethics and integrity training that are outlined in the Scholarly Ethics and Integrity section of Graduate Catalog.

To meet this requirement, all HNFE graduate students must obtain a certificate of completion of the Human Subject Protections Tutorial offered by the Virginia Tech Institutional Review Board (IRB) OR, Verification of Training from the Virginia Tech Institutional Animal Use and Care Committee (IACUC). Documentation of training (i.e.: certificate of completion) should be submitted to the HNFE graduate program specialist via email.

In addition, students must meet the following requirements:

**RESEARCH ETHICS AND INTEGRITY**
HNFE 5044 Seminar in Nutrition & Foods (Spring only) (1 credit)
OR ALS 5324 Research Ethics in Agr & Life Sciences (Fall only) (1 credit)

AND
**TEACHING ETHICS AND INTEGRITY**
GRAD 5014 Academic Integrity & Plagiarism (1 credit)

AND
GRAD 5004 GTA Workshop (1 credit)
OR HNFE Fall Orientation Session/ Teaching Ethics, Academic Integrity, and Plagiarism (non-credit)
(for students not on Graduate Teaching Assistantships)

Other courses students take will be determined by their faculty advisor and approved through the Plan of Study (POS) submission process. For specific degree requirements and potential timelines, see Ph.D., M.S., and B.S./M.S. sections below.

During the course of their graduate degree, all students:
• Comprise an advisory committee
• Submit a plan of study
• Write and present a research proposal
• Take a preliminary exam (Ph.D. students only)
• Present a defense seminar / final exam
• Submit a thesis or dissertation electronically

Advisory committee
All students admitted to the HNFE graduate program will have secured a faculty advisor from among HNFE's graduate program faculty prior to admission. The faculty advisor will provide direction and guidance, mentoring for professional development, will direct the student's thesis or dissertation research, and serve as chair of the student’s graduate advisory committee. Together, the student and faculty advisor will select an advisory committee that can lend support to the research being planned.

Advisory committees approve the student's POS, assess the student's progress and accomplishments (including an annual review/progress report), and provide guidance and assistance to thesis or dissertation research. The Graduate School, on recommendation of the department head and/or graduate program director, officially approves advisory committees. This occurs in conjunction with the approval of the plan of study (see plan of study below).

Ph.D. students
The advisory committee for Ph.D. students must consist of a minimum of four faculty members. HNFE requires that three faculty members must be HNFE graduate program faculty (including the committee chair/faculty advisor) and at least one external committee member who may be a faculty member from another department or someone from outside of the university. Note that there is a formal Graduate School process for approving non-VT committee members. GPF members must maintain a majority on the committee. HNFE GPF must comprise at least 50 percent of the committee. Advisory committees are submitted for approval to the Graduate School along with the Plan of Study; both are due by the end of the third semester or before the completion of 36 credit hours (whichever comes first) for Ph.D. students.

M.S. students
The advisory committee for M.S. students must consist of a minimum of three faculty members. HNFE requires that two faculty members must be HNFE graduate program faculty (including the committee chair/faculty advisor) and at least one external committee member who may be a faculty member from another department or someone from outside of the university. Note that there is a formal Graduate School process for approving non-VT committee members. GPF members must maintain a majority on the committee. HNFE GPF must comprise at least 50 percent of the committee. Advisory committees are submitted for approval to the Graduate School along with the Plan of Study; both are due by the end of the second semester or before the completion of 24 credit hours (whichever comes first) for M.S. students.

Changes in a student's advisory committee
It may be necessary to change the composition of an established advisory committee, including the chair. The change of committee-advisor form is used for this purpose. The graduate program director will only grant necessary changes with the approval of all committee members, new and old, and on recommendation. In the case that one or more members do not approve the change in the membership of the advisory committee, an appeal may be made by either the student or a faculty member to the department head. If the department head considers the appeal to have merit, he/she may then ask the Graduate School for an exception to all members signing the form.
Plan of Study
The Plan of Study (POS) sets out courses and requirements a student must meet in order to be eligible to complete their degree. The POS must meet requirements of both HNFE and the Graduate School and be approved by the faculty advisor, advisory committee, and graduate program director. The POS should be submitted via online form that may be accessed at HNFE Graduate Program Resources & Forms.

Once the POS is submitted through the HNFE online POS form, the graduate program coordinator will submit the POS to the Graduate School for approval. After final approval, students and their faculty advisors will receive a PDF of the approved POS. The approved POS can also be accessed, along with an up-to-date transcript and GPA, in Hokie Spa.

Some important notes about the POS
- The POS is due:
  - By the end of the third semester or before completion of 36 credits for Ph.D. students
  - By the end of the second semester or before completion of 24 credits for M.S. students
  - By the end of the first semester of the M.S. degree for B.S./M.S. students

A student who has failed to file a POS at the appropriate time may be blocked from registration until the POS has been filed and all financial assistance may be terminated.
- It is possible to change the POS after submission and likely that students will need to. Whenever necessary changes are made to the POS, a Plan of Study Change Form must be completed. The advisory committee, the graduate program director, and the Graduate School must approve changes to the student's POS.
- Audit courses may not be included on the POS.
- All courses offered A/F must be taken A/F (and not P/F) if they are to appear on the POS.
- All courses on the POS must be completed with a grade of C- or better (or must be retaken).
- Up to six 4000-level courses, but not more, may be counted toward graduate credit. Additional 4000-level courses or courses numbered lower than 4000 can be included on the POS as supporting courses.

Transfer credits on the POS
Up to 50 percent of the graded credit hours taken to satisfy requirements for a Virginia Tech graduate degree may be transferred in from another accredited institution or another Virginia Tech graduate program if the advisory committee considers these credits appropriate for the degree. All such transferred credits must be a grade of "B" or higher. Grades of "S" or "P" are not acceptable for transfer credit. Research hours may not be transferred in from another institution for Virginia Tech graduate degree requirements. Credits are transferred at the time the POS is entered and count only as credit hours and are not included in the calculation of the GPA.

Credits taken while in undergraduate status or for an undergraduate degree cannot be used as transfer credit for a graduate degree unless the student is in the Accelerated B.S./M.S. Program. Academic work, including transfer credit for a graduate degree must meet time limits. Course work more than five years old at the time the POS is submitted is not typically accepted unless justified. Course Justification Request Form

Proposal
Students, with the guidance of the advisory committee, are required to prepare a research proposal outlining planned thesis or dissertation research. A written proposal and a proposal seminar must be
presented to the advisory committee and approved before the student can begin thesis or dissertation research. The proposal should be completed in the third semester for M.S. students and the fourth semester for Ph.D. students. The faculty advisor must approve the proposal document prior to scheduling of the proposal. As a professional courtesy, the proposal document should be sent out to committee members one to two weeks in advance of the scheduled proposal meeting. All HNFE faculty and graduate students are invited to attend the seminar presentation. Thus, the date, time, and location as well as a brief abstract, should be announced to the department at least one week in advance. Contact the graduate program coordinator for assistance in announcing the seminar and for assistance in reserving a room for the seminar.

Since the proposal is a HNFE requirement rather than a Graduate School commitment, no forms or documents need to be submitted to the Graduate School before or after the proposal seminar.

**Preliminary Exam for Ph.D. students**

The purpose of the preliminary examination is to determine the candidate’s ability to progress into the research phase of the doctoral program. The department of Human Nutrition, Foods, and Exercise has no specific rule as to whether the preliminary examination is taken before or after the proposal. Such timing is a matter to be decided by the student and their advisory committee. The examination is usually scheduled during the second or third year of the student’s program, following completion of no less than two-thirds of all required courses. The preliminary examination must be taken at least six months before the final examination.

The Request to Admit Candidate to Preliminary Exam must be submitted via the electronic signature system a minimum of two weeks prior to the exam date. Exams must be approved by faculty within 48 hours of the student scheduling the exam. The Graduate School will not allow an examination to proceed without at least two weeks' notice. Preliminary examinations are administered during regular academic semesters or sessions, between the first day of classes for a given semester and ending with the last official day for examinations. Notification of approval of the examination scheduling will be sent electronically to the student and all members of the advisory committee.

HNFE permits three formats for the preliminary examination. The student’s advisory committee determines which format is selected.

1. **Written and oral examination**: a written component that includes questions from the advisory committee in subject matter areas related to the candidate’s program. An oral examination that follows the written examination, and is based on performance on the written component as well as on topic areas assigned to the student, but may not have been addressed in the written component.

2. **Research grant proposal**: a detailed research grant proposal may be submitted by the student to the members of their advisory committee. The nature and scope of the proposal will be developed by the advisory committee and clearly revealed to the student at least two months in advance. This will include a guide for content and expectations and the timeline for completion and submission to the advisory committee. After a suitable time for the committee members to review the proposal, the student will defend it during an oral session with their committee members.

3. **Review article**: a third option available to students in HNFE is to write a comprehensive review article on a topic assigned by the members of the advisory committee. This will include a guide for content and expectations and the timeline for completion and submission to the advisory committee. After
allowing a suitable time for advisory committee members to examine the review article, the student will defend their work in an oral session with their committee members.

Defense

**Note:** The Graduate School uses the terms "Defense" and "Final Exam" interchangeably.

Following the completion of research and preparation of the written thesis or dissertation document (under the direction of the faculty advisor and the advisory committee), the final oral examination is scheduled. Note that when the advisor or committee member signs off on the scheduling of your defense, this is an indicator that he or she feels your document is ready for the final examination. As a professional courtesy, students should send their thesis or dissertation document to committee members at least one week in advance of when it needs to be read.

The defense meeting is open to the public and typically includes presenting a seminar that describes the research and the results, although the committee may question the candidate on any material relevant to the field of study. The advisory committee typically dismisses public attendees and meets with the student independently at the conclusion of the defense. To pass the defense/final exam, a graduate student is allowed at most one unsatisfactory vote. If a student fails the defense/final exam, one full semester (minimum of 15 weeks) must lapse before a second examination is scheduled. A maximum of two opportunities (examination and re-examination) are allowed to pass the defense/final exam.

**Note:** There must be a six-month timeframe between the preliminary exam and the defense/final exam.

**Prior to the defense/final exam, the following steps must be taken**

1. An application for degree must be submitted in Hokie Spa. This starts the process of generating a diploma. The Graduate School will charge a $25 fee to the student account. The Graduate School also assesses the student’s POS to be sure there are no discrepancies or problems at this time. The application for degree must be submitted at least two weeks prior to the defense date. The Graduate School strictly enforces this deadline.
2. The defense/final exam must be scheduled with the Graduate School’s electronic signature system as a Request to Admit to Final Exam. Requests must be made at least two weeks prior to the Defense date. Requests not approved by committee members within three days will be cancelled by the Graduate School. **Exams must be approved by faculty within 48 hours of the student scheduling the exam.**
3. Deadlines that must be met in order to graduate in specified semesters may be viewed at the Graduate School’s commencement website.
4. Contact the HNFE main office (Wallace Hall) or Sherri Songer (ssonger@vt.edu; ILSB) for assistance in reserving a room for the seminar.
5. Contact the graduate program coordinator for assistance in announcing the seminar at least one week in advance. All HNFE faculty and graduate students are invited to attend. The announcement should include a student’s project title, committee members, a concise abstract (approximately one page), and date/time/location of the seminar in a pdf document.

**Electronic Thesis Dissertation (ETD)**

Theses and dissertations are submitted electronically. Detailed information about the ETD process is provided by the Graduate School. ETD submission must occur within two weeks of the defense. An archiving fee of $20 for M.S. students and $45 for Ph.D. students is assessed.
Ph.D.
A Ph.D. degree in HNFE from Virginia Tech requires a minimum of 90 credit hours of courses including research and dissertation credits. Graded courses must total at least 27 credit hours while research and dissertation must be at least 30 credit hours. Aside from departmental and Graduate School requirements that apply to all students, specific courses chosen should be appropriate for the student's track of study and individual research program.

Students are encouraged to enroll in and attend HNFE 5044 Graduate Seminar every semester unless they have conflicts (another course, GTA responsibilities, etc.), even though the formal requirement is only two semesters for Ph.D. students. Up to four semesters may count for credit. The weekly HNFE seminar presents an opportunity for faculty and graduate students to interact and serves an important integrative role in the academic life of the department.

### Summary of Course Requirements for Ph.D. degree

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
<th>Min/Max</th>
<th>Check</th>
<th>Comments</th>
<th>Required by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Credits</td>
<td>90</td>
<td>Min</td>
<td></td>
<td></td>
<td>HNFE or GS</td>
</tr>
<tr>
<td>Course Credits</td>
<td>27</td>
<td>Min</td>
<td></td>
<td></td>
<td>GS</td>
</tr>
<tr>
<td>Research Credits</td>
<td>30</td>
<td>Min</td>
<td></td>
<td></td>
<td>GS</td>
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<tr>
<td>Statistics</td>
<td>6</td>
<td>Min</td>
<td></td>
<td></td>
<td>HNFE</td>
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<tr>
<td>HNFE 5044 Seminar</td>
<td>2/4</td>
<td>Min/Max</td>
<td></td>
<td></td>
<td>HNFE</td>
</tr>
<tr>
<td>Special or Ind Study (5984, 6984)</td>
<td>18</td>
<td>Max</td>
<td></td>
<td></td>
<td>GS</td>
</tr>
<tr>
<td>4000-level Courses</td>
<td>6</td>
<td>Max</td>
<td></td>
<td></td>
<td>HNFE</td>
</tr>
</tbody>
</table>

1 Maximum of 50 percent of credits can transfer from M.S. degree and/or graduate courses from other universities
2 No transfers from M.S. degree allowed
3 Can be counted toward course credit requirement

### Timeline: potential progression through the Ph.D. program

<table>
<thead>
<tr>
<th>FALL Semester</th>
<th>SPRING Semester</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yr.1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Begin course work</td>
<td>Continue course work</td>
<td>Continue lab work</td>
</tr>
<tr>
<td>Initiate lab work</td>
<td>(due to the end of the semester)</td>
<td>Work on/ file POS</td>
</tr>
<tr>
<td></td>
<td>Identify advisory committee members</td>
<td>Identify advisory committee members</td>
</tr>
<tr>
<td></td>
<td>Preliminary exam</td>
<td></td>
</tr>
<tr>
<td><strong>Yr.2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continue course work</td>
<td>Continue course work</td>
<td>Continue lab work</td>
</tr>
<tr>
<td>File POS</td>
<td>(pilot data for dissertation)</td>
<td>(pilot data for dissertation)</td>
</tr>
<tr>
<td>(due by the end of the semester)</td>
<td>Dissertation Proposal</td>
<td></td>
</tr>
<tr>
<td>Continue lab work</td>
<td></td>
<td>Continue lab work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(pilot data for dissertation)</td>
</tr>
<tr>
<td><strong>Yr.3</strong></td>
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<td></td>
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<tr>
<td>Initiate dissertation data collection</td>
<td>Continue dissertation data collection</td>
<td>Continue dissertation data collection</td>
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<tr>
<td>Finish up any coursework</td>
<td>Finish up any coursework</td>
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<td><strong>Yr.4</strong></td>
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<tr>
<td>Write dissertation</td>
<td>Write dissertation</td>
<td></td>
</tr>
<tr>
<td>Finish dissertation data collection</td>
<td>Defend dissertation</td>
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</table>

### Preliminary Exam for Ph.D. students
The purpose of the preliminary examination is to determine the candidate's ability to progress into the research phase of the doctoral program. HNFE has no specific rule as to whether the preliminary examination is taken before or after the proposal. Such timing is a matter to be decided by the student.
and their advisory committee. The examination is usually scheduled during the second or third year of the student’s program, following completion of no less than \textbf{two-thirds} of all required courses. The \textbf{preliminary examination must be taken at least six months before the final examination.}

The Request to Admit Candidate to Preliminary Exam must be submitted via the \textit{electronic signature system} \textbf{a minimum of two weeks prior to the exam date.} The Graduate School will not allow an examination to proceed without at least two weeks’ notice. Preliminary examinations are administered during regular academic semesters or sessions, between the first day of classes for a given semester and ending with the last official day for examinations. Notification of approval of the examination scheduling will be sent electronically to the student and all members of the advisory committee.

HNFE permits three formats for the preliminary examination. The student’s advisory committee determines which format is selected.

\begin{enumerate}
\item \textbf{Written and oral examination:} a written component that includes questions from the advisory committee in subject matter areas related to the candidate’s program. An oral examination that follows the written examination, and is based on performance on the written component as well as on topic areas assigned to the student, but may not have been addressed in the written component.

\item \textbf{Research grant proposal:} a detailed research grant proposal may be submitted by the student to the members of their advisory committee. The nature and scope of the proposal will be developed by the advisory committee and clearly revealed to the student at least two months in advance. This will include a guide for content and expectations and the timeline for completion and submission to the advisory committee. After a suitable time for the committee members to review the proposal, the student will defend it during an oral session with their committee members.

\item \textbf{Review article:} a third option available to students in HNFE is to write a comprehensive review article on a topic assigned by the members of the advisory committee. This will include a guide for content and expectations and the timeline for completion and submission to the advisory committee. After allowing a suitable time for advisory committee members to examine the review article, the student will defend their work in an oral session with their committee members.
\end{enumerate}

The faculty advisor is asked to electronically sign a student’s examination card within 48 hours of exam completion; in many cases, the advisor and committee members may choose to sign into the electronic signature system and complete the signature process at the end of the final exam. To pass the preliminary examination, a graduate student is allowed at most one unsatisfactory vote. If a student fails the preliminary examination, one full semester (minimum of 15 weeks) must lapse before the second examination is scheduled. A maximum of two opportunities (examination and re-examination) are allowed to pass the preliminary examination.

\textbf{M.S.}

A M.S. degree in HNFE is a thesis-based degree requiring a minimum of 30 total credit hours including research and thesis. Graded courses must total at least 20 credit hours while research and thesis must be at least six credit hours. Aside from departmental and Graduate School requirements that apply to all students, specific courses chosen should be appropriate for the student’s track of study and individual research program.
Students are encouraged to enroll in and attend HNFE 5044 Graduate Seminar every semester unless they have conflicts (another course, GTA responsibilities, etc.), even though the formal requirement is only one semester for M.S. students. Up to three semesters may count for credit. The weekly HNFE seminar presents an opportunity for faculty and graduate students to interact and serves an important integrative role in the academic life of the department.

**Summary of course requirements for M.S. degree**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
<th>Min/Max</th>
<th>Check</th>
<th>Comments</th>
<th>Required by HNFE or GS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Credits</td>
<td>30</td>
<td>Min</td>
<td></td>
<td></td>
<td>GS</td>
</tr>
<tr>
<td>Course Credits¹</td>
<td>20</td>
<td>Min</td>
<td></td>
<td></td>
<td>GS</td>
</tr>
<tr>
<td>Research Credits²</td>
<td>6</td>
<td>Min</td>
<td></td>
<td></td>
<td>GS</td>
</tr>
<tr>
<td>Statistics³</td>
<td>3</td>
<td>Min</td>
<td></td>
<td></td>
<td>HNFE</td>
</tr>
<tr>
<td>HNFE 5044 Seminar³</td>
<td>1/3</td>
<td>Min/Max</td>
<td></td>
<td></td>
<td>HNFE</td>
</tr>
<tr>
<td>Special or Ind Study (5984, 6984)</td>
<td>6</td>
<td>Max</td>
<td></td>
<td></td>
<td>GS</td>
</tr>
<tr>
<td>4000-level Courses³</td>
<td>6</td>
<td>Max</td>
<td></td>
<td></td>
<td>HNFE</td>
</tr>
</tbody>
</table>

¹Maximum of 50 percent of credits can transfer from M.S. degree and/or graduate courses from other universities
²No transfers from M.S. degree allowed
³Can be counted toward course credit requirement

**Timeline: potential progression through the M.S. program**

<table>
<thead>
<tr>
<th></th>
<th>FALL Semester</th>
<th>SPRING Semester</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr.1</td>
<td>Begin course work</td>
<td>Continue course work</td>
<td>Continue lab work</td>
</tr>
<tr>
<td></td>
<td>Initiate lab work</td>
<td>File POS (due by the end of the semester)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identify advisory committee members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr.2</td>
<td>Complete course work</td>
<td>Complete thesis data collection</td>
<td>Continue lab work (pilot data for thesis)</td>
</tr>
<tr>
<td></td>
<td>Thesis data collection</td>
<td>Write thesis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thesis Proposal</td>
<td>Defend thesis</td>
<td></td>
</tr>
</tbody>
</table>

**B.S. / M.S. accelerated undergraduate/graduate degree**

Exceptional HNFE seniors with a GPA of 3.4 or higher may be eligible for dual status during the final year of their undergraduate degree program. Up to 12 course credits may “double count” toward both the undergraduate and graduate degrees. To obtain this status, students must apply to the Graduate School for a master’s degree and submit the Accelerated Undergraduate/Graduate Degree and Course Designation Form to the Graduate School before the start of their senior year or before the start of their final semester of their senior year. No student will be accepted to the B.S./M.S. program without a confirmed faculty advisor who has committed to work with him/her throughout the program duration.

**B.S. / M.S. program guidelines include**

- Students must be accepted into the program prior to the beginning of the semester in which they would enroll in courses to be used on the accelerated program.
- Students qualifying for the program must be in the last 12 months of their undergraduate degree.
- A maximum of 12 credits of graded coursework may be double-counted in the program.
- No more than six of the double-counted credits may be at the 4000 level; all others must be
offered for graduate credit.

- A grade of B or higher must be earned in each course to be double counted.
- Courses must not be taken pass-fail if a graded option is available.
- Students are held to the same research and course expectations and guidelines as other HNFE M.S. students.

### Timeline: potential progression through the B.S. / M.S. program

<table>
<thead>
<tr>
<th>Senior Year</th>
<th>Continuation of undergraduate course work, double count up to 12 credits toward both B.S. and M.S. degrees</th>
<th>Preliminary lab experience, initiate lab work</th>
<th>Continue lab work (pilot data for thesis) Identify advisory committee members</th>
</tr>
</thead>
</table>
| Year 2      | Thesis Proposal  
Thesis data collection  
File Plan of Study | Complete course work  
Complete thesis data collection  
Write thesis  
Defend thesis | SUMMER |

### Financial assistance

#### Graduate assistantships

The department offers financial assistance in the form of graduate assistantships, although all students are not guaranteed such. Funding is not guaranteed on an annual basis and stipend amount may vary among students and from year to year.

#### Two types of assistantships are available within HNFE

**Graduate Teaching Assistantships (GTA):** the graduate student provides teaching support and assistance for one or more of the undergraduate HNFE courses. Currently the department supports approximately 20 GTAs per semester.

**Graduate Research Assistantships (GRA):** the graduate student works with a faculty member on his or her research. GRAs are available on a limited basis and are linked to specific grants secured by individual faculty members, various fellowships or scholarships, or sometimes CALS or department funds.

A graduate assistantship requires 20 hours per week of work on assignments related to the teaching, research, or extension functions of the department. These 20 hours are in addition to individual course work and research. A student must be enrolled full time (12 credits) to be eligible for an assistantship. Graduate Teaching Assistantships (GTAs) are awarded for the academic year (mid-August thru mid-May). Graduate Research Assistantships (GRAs) are available on a limited basis and may be awarded year-round; however, if a GRA is awarded in the summer, a tuition waiver is NOT included.

A full graduate assistantship includes a monthly stipend, tuition waiver, library and technology fees, and eligibility for subsidized health insurance through the university. **Students are required to pay their own comprehensive fees and Commonwealth fees, if applicable.** For 2017-18, comprehensive fees are $984/semester and Commonwealth fees are $302/semester. Fees are subject to change with a tuition increase. Out-of-state students holding a graduate assistantship (teaching or research) become eligible for in-state tuition rates. Stipend rates may depend upon the student's degree level (M.S. or Ph.D.) and are determined by the faculty advisor or funding source (for GRAs).
Students must apply for GTA positions on an annual basis. To qualify, students must have at least a 3.0 GPA and satisfactory progress toward completion of degree requirements. International students must have qualifying TOEFL scores or have passed the TEACH Test prior to being eligible for a GTA position. Applications are due by February 1 for the following year. Fall GTAs need not re-apply for spring, but students who do not plan to return for the spring should notify the graduate program director by October, or as soon as possible. Students will be notified of whether or not they were awarded a GTA position and if so, what assignment, by mid-April for the following fall and mid-October for the following spring. GTA awards and assignments will be based on experience and skills, teaching experience, previous GTA performance, communication skills, and departmental needs.

All GTAs must also attend and be enrolled in the GTA workshop, which begins on the Monday or Tuesday of the week before fall semester classes start in August (see Academic Eligibility to Hold a Graduate Assistantship).

Two GTA performance evaluations will be completed each semester, discussed between student and course instructor, and shared with the student’s faculty advisor for mentoring purposes.

Students may lose their assistantship if they are involved in any legal issues resulting from an arrest by campus or local police. This is beyond the department’s control. Students failing to file a POS and/or annual progress report may be ineligible for renewal of financial aid/ assistance. Please note that prior to accepting any income outside of the assistantship, students must gain written approval from their faculty advisor and their assistantship supervisor and report the income using the Additional Income Reporting Tool.

Scholarships and fellowships

The department also has scholarship and fellowship programs available for qualified students:

- **Janet Cameron Scholarship:** This scholarship recognizes the career of Janet Lowe Cameron who was the first state food and nutrition specialist with Virginia Cooperative Extension. The Peacock-Harper Culinary History Collection Committee awards the scholarship to applicants whose research topics are related to the Collection’s material in the Virginia Tech Library, such as the history of foods, human nutrition, or food culture.

- **Hepler Summer Research Fellowships:** The department offers three to four research fellowships to support summer research by graduate students. These awards are competitive and require the submission of an application. The call for applications is issued in October of the fall term and awardees are notified by the end of the fall term.

- **Mike Houston Memorial Scholarship:** This award is given annually in memory of Dr. Michael Houston, a professor emeritus, former HNFE department head, and faculty member. This award’s intent is to be used to support the research pursuits of a GTA who demonstrates a passion for teaching and an excitement for learning. Applications are submitted and reviewed during the spring term.

- **Massey International Scholarship:** Supports graduate and undergraduate students engaged in multi-disciplinary applied scholarly activities related to the food/nutrition problems of developing countries. The award supports international and cross-cultural costs related to food and nutrition. Can cover costs related to ravel for research, study (study abroad) and exchange at professional meetings, research costs, and student tuition and fees.

- **Jean A. Phillips Scholarship:** This scholarship recognizes Jean Allen Phillips, a faculty member in Human Nutrition and Foods from 1969 - 1986. The Peacock-Harper Culinary History Collection
Committee awards the scholarship to applicants whose research topics are related to the Collection’s material in the Virginia Tech Library, such as the history of foods, human nutrition, or food culture.

- **S.J. Ritchey Endowed Scholarship:** Administered through the Center for Gerontology, this scholarship is awarded annually to students enrolled in the Gerontology Graduate Certificate with preference given to certificate students whose research is related to older adult health, nutrition, or physical activity. Applications are available in early spring semester and are usually due in March. For more information about the program, contact Carlene Arthur at 540-231-7657 or carthur@vt.edu.

- **Sebolt Fitness/Wellness Research Award:** This award is given annually in memory of Dr. Don Sebolt, who oversaw the undergraduate service program in exercise and sports programs. This award recognizes and supports travel to a scientific conference to present research on the health aspects of physical fitness. Students can either be attending this meeting in the future, or have already attended the meeting during the previous summer or fall, or the upcoming spring prior to the application date. Students will need to provide documentation of their participation in the meeting.

There are a number of scholarships available through the College of Agriculture and Life Sciences. Please use the following link for information on awards and application due dates: [CALS Graduate Scholarships](#).

**Graduation**

The Graduate School establishes requirements and deadlines to ensure that students can complete degree requirements, participate in commencement, have their name printed in the commencement bulletin, and receive their diploma in a timely manner.

**2017-18 Deadlines**

**Registration at time of preliminary exam and/or for degree completion**

Graduate students must be registered for the minimum of three credit hours in the semester or summer session when they take their preliminary examination, and when a degree is completed unless they qualify for Start of Semester Defense Exception which is an enrollment category for students who have met all degree requirements except defending prior to the start of the semester.

**Start of semester defense exception (SSDE)**

SSDE (formerly referred to as Defending Student Status) is a category of enrollment for students who have fulfilled all degree requirements, including advisory committee review and agreement that the thesis or dissertation is ready for defense, and are registering only to take the final oral examination. SSDE enables students to be enrolled in one credit hour for the final semester. SSDE students are generally expected to defend within the first five weeks of the semester, but exceptions are made for extenuating circumstances (ex: a committee member will be traveling out of the country for an extended period of time). International students who qualify for SSDE must defend within the first five weeks of the semester to maintain immigration status.

To qualify for SSDE, a student must have

- Completed all degree requirements (including passing grades on all courses on the POS), except for the final exam **AND**
- Submitted the final copy of the thesis/dissertation to the advisory committee within the first three weeks of the semester and at least two weeks before the defense **AND**
- Received permission from the advisory committee, who have read the document and consider it ready for defense (to the extent that the student can make corrections and submit the ETD within two weeks of the defense) within the first three weeks of the semester **AND**
- Been enrolled in at least three credit hours the preceding semester AND
- Submitted the SSDE form to the Graduate School by the Friday of the third week of classes or no later than three weeks prior to the defense, whichever date comes first

**Scheduling a final exam within the SSDE timeline**
To defend under SSDE, a student must schedule and defend the thesis or dissertation in the following schedule:

**Within the first three weeks of the semester:**
1. Submit SSDE form to the Graduate School, after gaining approval from faculty advisor, graduate program director, and graduate program coordinator.
2. Wait for the Graduate School to enroll student in one credit (students cannot enroll themselves).
3. Submit application for degree in HokieSPA.
4. Submit request for final examination (at least two weeks prior to the exam date) in the Electronic Signature System.

**Understanding potential implications of SSDE status**
If a student registers for SSDE, the enrollment status will be less than full time, which may affect the following:
- financial aid or loan deferments
- employment opportunities (not eligible for assistantships or fellowships)
- visa status (for international students)

Students should consult with the Graduate School and/or Office of Scholarships and Financial Aid to understand the consequences and additional requirements that may result from enrolling in defending student status.

More information about SSDE: [Graduate Website SSDE information](#)

**Graduate expectations**

**Policies and procedures**
The Graduate School at Virginia Tech maintains a [regularly updated website](#). Students are also responsible for information found in:
- [Graduate Catalog Policies and Procedures](#)
- [Graduate School forms](#)

Students are responsible for knowing which forms need to be completed and submitted when. There are a number of key steps that must be taken along your journey to graduation, and it is essential that you be fully informed of the steps, forms that need to be completed, and essential time lines. The graduate program coordinator is available to help!

**Overall expectations**
Many individuals and groups play a role in a student’s graduate education. The Virginia Tech Graduate School has roles and shared expectations for graduate students, faculty, departments, and programs within the learning environment: [Expectations for Graduate Education at VT](#). All HNFE graduate students will sign, along with their faculty advisor, department-modified expectations for graduate education document (see [Appendix 4](#)).
Virginia Tech is committed to a diverse and inclusive community. See Appendix 5 for Virginia Tech’s Principles of Community statement.

**Full time enrollment**
For the purposes of tuition and fees, full time enrollment consists of a minimum of 9 credit hours and a maximum of 18 credit hours per semester during the academic year. HOWEVER, graduate assistants (GAs, GTAs, and GRAs) must enroll for at least 12 credit hours per semester. The Commonwealth of Virginia does not consider students full time unless they are enrolled in at least 12 credits, and in most academic contexts, 12 credits is considered full time. If a student desires to enroll in more than 18 credits in a semester, the advisor must appeal to the Dean of the Graduate School.

**Residency requirement for Ph.D. students**
At least 24 graduate-level credit hours, including no less than 15 hours of course work (not including research) must be completed while in residence at the Virginia Tech Blacksburg campus. Students may receive residence credits during the summer sessions, but not during any academic year semester in which they are enrolled for fewer than six credits or if they are employed more than one-half time (that is, a maximum obligation external to their academic program of 20 hours per week).

**Continuous enrollment**
Graduate students must be registered continuously during the academic year (fall and spring semesters) and pay prescribed tuition and fees unless on an approved leave of absence. Students working on research/scholarly activity toward their thesis or dissertation should enroll in the number of credit hours that reflects the extent of a student’s study or research activity. The minimum enrollment is for three credit hours except in the case of a student who qualifies for Start of Semester Defense Exception. If the student holds an assistantship or other form of financial support, the enrollment requirement is typically set by the conditions for support. Students on graduate assistantships must be enrolled for a minimum of 12 credits.

Graduate students must enroll in at least three credit hours for Fall 2017 by Friday, September 1, 2017. Any graduate student not enrolled or on approved leave will be resigned from the university on Tuesday, September 5, 2017. More information is available here: [Continuous Enrollment Policy](#).

**Leaves of absence**
Graduate students should inform their faculty advisor of any periods of absence that may be needed as well as the expected date of return to their program of study. Readmission to the program is not guaranteed after absence of more than one year. Reappointment to assistantship after leave of absence is contingent upon the length of leave, resources available to cover the responsibilities left unmet by the leave of absence, and the contractual agreement with the assistantship granting agency. Where possible, arrangements should be made before leave is taken.

**Expectations for research credit hours**
To fulfill their research requirements, HNFE graduate students register for research and thesis/dissertation credit hours (HNFE 5994, 7994) in addition to formal graduate course credits. The expected weekly time commitment focused on research can be translated to a minimum of 45 hours/semester per research credit hour, or three or more hours per week (15-week semester).

However, successful progress in conducting and completing graduate research often requires significant effort above these minimum requirements to ensure successful completion of a thesis or dissertation.
project. Research credit hours may be spent engaged in, but are not limited to, the following types of research activities: reading the scientific literature; field or laboratory work; data collection and management; statistical analyses; thesis or dissertation writing; manuscript development and publication; and development/delivery of scientific presentations. Graduate students should work with their faculty advisor to develop goals for completion of research expectations each semester.

Examples of minimum weekly hours devoted to research credits are as follows:

- 1 credit hr = 3+ hours/week (e.g., for a 15-week semester = 45+ hours)
- 2 credits = 6+ hours/week
- 3 credits = 9+ hours/week
- 4 credits = 12+ hours/week
- 5 credits = 15+ hours/week
- 6 credits = 18+ hours/week

**Academic progress**

Graduate students must maintain a 3.0 GPA or better on their POS course work. Once a course on the POS is taken for a grade, it must remain on the POS. Students are required to repeat any courses on the POS in which a grade below "C-" is earned. Courses may not be repeated if a "P" grade or a grade of "C" or better is earned. A student whose cumulative GPA falls below a "B" (3.00) average will be placed on probation by the Graduate School. Enrollment for one semester of probation is normally permitted to remedy an unsatisfactory GPA. If, in the judgment of the faculty and the dean of the Graduate School, the student does not make satisfactory progress, permission to continue in the graduate program will be denied, and the student will be dismissed from the university. A student with a GPA below 3.0 cannot be awarded financial assistance.

**Annual progress report**

According to Policy Memorandum #229 from Virginia Tech's president, all graduate students must participate in an annual review of academic progress toward their degree. This review should be submitted to the Graduate Program Specialist by the last day of spring semester classes each year. Please plan ahead since Progress reports require review, comment, and signature from the faculty advisor and advisory committee. An online form on the HNFE graduate website will be used for the Progress Report.

**Honest and ethical behavior**

Graduate students should exercise honesty and ethical behavior in all their academic pursuits, whether these undertakings pertain to study, course work, research, extension, or teaching.

- Graduate students should know and practice ethical behavior as outlined in the [Graduate Honor Code](#).
- Graduate students should know and practice the code of ethical conduct for their academic discipline or profession ([Student Honor Code](#)).
- Graduate students are expected to uphold ethical standards while employed as a GRA on a sponsored project

**Honesty in research and scholarship**

Graduate students are expected to provide accurate and honest reporting of research results.
Contributing to the university mission

Graduate students are expected to contribute to the mission of Virginia Tech as appropriate to their ability and graduate program.

- **Teaching:** Graduate students should provide high quality teaching to undergraduate students.
- **Research:** Graduate students should support the scholarly activities of their faculty and fellow graduate students whenever possible.
- **Outreach:** Graduate students should uphold the public service aspects of the university mission.

Conflicts and separations

An important aspect of HNFE's graduate program is its reliance on effective mentor/mentee relationships. Graduate students are only accepted into HNFE if they meet application requirements and if there is an HNFE graduate program faculty member willing to serve as a student's graduate advisor (mentor). It is possible that in some cases after a student begins the graduate program, it may be in the best interest of a mentor and mentee to separate. However, this process is not intended to allow students to try out different mentors; changing to a new faculty advisor is strongly discouraged unless the issue cannot be resolved.

- **Potential issues that could occur:** Reasons for separation could include underperformance by the student (e.g., failing to meet teaching/research assistantship expectations), a mismatch between a faculty advisor’s and student's research interests, a lack of funding for the student, or other reasons.
- For problems related to underperformance, the student should be made aware of expectations and specific problems that exist through mechanisms such as the annual progress report (completed by the student, advisor, and advisory committee each spring), and be given the opportunity to bring performance up to the expected level within an agreed-upon time frame.
- **Mediation:** If a student is having issues with his/her mentor, a first step could be to contact the Office of Graduate Student Ombudsperson. Details of how this office can help students resolve issues or address concerns in the university setting can be found at the [Office of Graduate Student Ombudsperson](#) website. Discussions with the ombudsperson are confidential. If the student and mentor cannot resolve concerns on their own, the first point of contact for both faculty member and student should be the graduate program director. In the event that the graduate program director is directly involved as the faculty member, another graduate committee member will be asked to lead the mediation process.
- The graduate program director will gather information from all parties involved. Other members of the student’s advisory committee (if formed) may be contacted for input by the graduate program director, who may ask the student and faculty member (and advisory committee) for any available documentation related to the separation issue.
- The graduate program director will then consult with a minimum of two additional members of the Graduate Program Committee to determine the best possible resolution.
- **Potential outcomes:** As stated above, changing to a new mentor is strongly discouraged unless the issue cannot be resolved. It is not the responsibility of the graduate program director or department to find a new mentor for the student, irrespective of the reason for separation. If a separation is necessary and the student cannot find a new mentor within the department, the student would have to leave the department.

If the student finds a new mentor in the department, but can't get the appropriate number of HNFE faculty to sit on his/her advisory committee according to the guidelines outlined in the HNFE Graduate Handbook, then the student would have to leave the department.
Other possible outcomes include a mediation process, or assignment of a peer mentor to the student, as an additional option.

In the instance of a lack of funding for a student, the Graduate School’s policy is as follows: "Should a funding source be terminated through no fault of the graduate student, the department should make a reasonable effort to find alternative funding for that student."

However, HNFE cannot guarantee continued funding for students beyond the period of their current assistantship contract. Additional options for assisting graduate students resolve conflicts are available through the Graduate School, and are outlined in the document available at the link above.

**International students**

The following is information for international graduate students to help with the transition of moving to Virginia Tech and to assist them throughout their graduate career. This will include information that should cover all questions that might be asked or, at least, give them contact information for faculty, staff, or services they might need.

**Contact information**

*International Graduate Student Services*

**Monika Gibson:** Director of Graduate Student Services, Alternate Responsible Office, PDSO  
**Ruth Athanson:** Immigration Specialist, ARO, DSO  
**Tina Lapel:** SEVIS Compliance Coordinator, Immigration Specialist, ARO, DSO  
**Location:** 155 Otey Street, Graduate Life Center at Donaldson Brown  
**Telephone:** 540-231-8486 Email: igss@vt.edu

**English Placement Test (EPT)**

All incoming international graduate students are required to take the EPT, a diagnostic writing test, during the orientation period prior to the beginning of classes unless they have a total IELTS score of 7.5 or higher and a writing score of 6.5 or higher or both a TOEFL score of 620 on the PBT and an essay writing score (Test of Written English) of 4.5 (out of six) or higher.

On the Internet-Based TOEFL (iBT), a total score of 105 with a writing subscore of 26 (out of 30) or higher is required for exemption from taking the EPT. Those who do not achieve the required scores on the EPT are required to take and satisfactorily complete a semester-long Academic and Professional Writing or Scientific and Technical Writing course during the first semester of their enrollment at Virginia Tech, along with their full load of academic classes (nine to 18 credit hours). There is an additional instructional fee for this course (fee includes the textbooks), taught by the Virginia Tech Language and Culture Institute (LCI; National Capital Region). NCR students should consult with the LCI office in that location about alternative sites for any required additional English training. Those at other sites should consult with the Graduate School offices in Blacksburg.

**TEACH test for international GTAs**

All International students must pass the TEACH test before they can serve in a GTA role. For international GTAs to be exempt from oral testing, they must have graduated from a U.S.-based university or earned a minimum speaking score of 26 on the iBT TOEFL. **Those who do not pass the TEACH test must take English 0014, Oral Communication for International Teaching Assistants** (one credit) during the semester prior to beginning their teaching assignment. The TEACH Test is administered individually during the graduate orientation period. All GTAs must also attend and be enrolled in the GTA workshop, which
begins on the Monday or Tuesday of the week before fall semester classes start in August (see Academic Eligibility to Hold a Graduate Assistantship).

Please see the following link for additional resources.

Forms
Forms and additional information:

- **Affidavit of Support**: This form can be used by parents/relatives/other sponsors to indicate that financial support will be provided for a student's educational and living expenses.
- **Immigration Information form**: Submission of this form is required from all new international students. It collects critical information for immigration form issuance.
- **Change of address**: Form for F1 and J1 students to report changes of address for SEVIS.
- **1-20 request**: for F1 students – use this form to request an I-20 for extension, changes of major or academic level, change of status, reinstatement, or to replace a lost I-20.
- **DS2019 request**: for J1 students – use this form to request a new DS2019, extend your program, change major or academic level, add dependents, or replace a lost DS-2019.
- **Transform In form**: This form is used by international graduate students who are transferring to Virginia Tech after attending another school in the United States.
- **Transfer Out form**: SEVIS record release request for international students.
- **Alternative insurance compliance form**: University policy requires that F1 and J1 international students and their accompanying dependents have valid health accident insurance during their stay at Virginia Tech.
- **OPT Application**: This packet contains instructions and application forms for Optional Practical Training (OPT).
- **OPT Extension**: This form is used to apply for a Cap-gap extension (due to H1b approval) or the 17-month STEM extension (certain science, technology, engineering, or math majors with OPT employment with an E-verify employer).
- **Report OPT employment or change of address**: This form collects employer name and address for OPT, as well as a student's change of address while on OPT.
- **CPT Application**: This packet contains instructions and application forms for Curricular Practical Training (CPT). This program is also known as Cooperative Education or Co-op.
- **Academic Training Application**: Application for J1 students interested in applying for academic (practical) training.
- **Request for Dependent I-20**: Use this form to request an I-20 form for a dependent, either spouse of child. The F1 student must be able to provide current funding documentation showing funds for his/her own educational expenses, plus additional funds to support a spouse or child.
- **Request for Reduced Enrollment**: For F1 or J1 students, use this form to request an approval to enroll for less than full-time hours.
- **Request for Certification of Enrollment**: Use this form to request an enrollment certification for any entities in your home country that require verification of your enrollment at a US school.

Maintaining your student status
Additional information:

- **Change of Visa status**: Process and documents required for requesting a change of visa status for non-immigrant students.
• **Financial requirements and general instructions for immigration form issuance:** Read about financial and document requirements for issuance of an I-20 or DS-2019 form.
• **Health insurance requirements:** Guidelines for purchasing health insurance that meets Virginia Tech’s requirements.
• **J1 two-year home residency requirement:** Explains requirements for home residency following J1 student in the US.
• **Maintaining legal status:** Read about your responsibilities for maintaining your status while in the US.
• **Reinstatement:** Procedures for students who violate their immigration statuses and wish to appeal for reinstatement.
• **Requesting an extension of stay:** Procedures and forms.
• **Transfer procedures:** Learn how to transfer to Virginia Tech or transfer from Virginia Tech to another institution.

# Graduate life

## Graduate student facilities and services

### Graduate student offices

The department has desk space available for many graduate students. Contact your faculty advisor for more information about cubicle space in the Integrated Life Sciences Building. Students whose faculty advisors are housed in Wallace Hall or War Memorial Hall should contact Angie Worrell in 338 Wallace Hall regarding availability. Unfortunately, not every student will have a private desk each year, but space will be made available for meeting with students or addressing other needs.

*This site provides information for all student organizations*, including those specific to graduate students. You are encouraged to review all of the organizations on this site, including those specific for international students.

### Graduate Student Assembly

About one fifth of all students at Virginia Tech are graduate students; they are organized in a governing body named the Graduate Student Assembly (GSA). Every graduate student is automatically a member of this organization and is represented at the GSA meetings by the two delegates of his/her department, although the meetings are open to anyone who would like to attend. The GSA, as a governing organization, is mainly concerned with the proper representation of the graduate student body at the university level. Members of the GSA serve on almost all university committees, including the University Council. At the beginning of the school year, HNFE graduate students are asked to elect the two delegates to represent them in the GSA. HNFE also has a departmental GSA.

### Graduate Honor Code

The [Graduate Honor System](#) establishes a standard of academic integrity. The code demands a firm adherence to a set of values and is founded on the concept of honesty with respect to the intellectual efforts of oneself and others.

Compliance with the Graduate Honor Code requires that all graduate students exercise honest and ethical behavior in all their academic pursuits here at Virginia Tech, whether these undertakings pertain to study, course work, research, extension, or teaching.
The Graduate Honor System is designed to promote honesty and personal integrity in academic pursuits. The Honor Court, comprised of graduate students, faculty, and administrators, is charged with trying cases involving breaches of the Honor Code. Each year HNFE graduate students are asked to nominate a student to serve on the Honor Court for the next year.

The Graduate Life Center

**Overview:** Conveniently located near the library, Squires Student Center, academic buildings, and downtown Blacksburg, the Graduate Life Center provides space and venues that meet the unique needs of graduate and professional students.

The GLC is the hub of graduate student life, providing students with opportunities to meet and collaborate with faculty and peers across disciplines, develop skills for academic and professional success, and maintain a healthy work-life balance. The programs and services offered in the GLC encourage and facilitate active participation in the graduate community.

**Mission:** The establishment of the Graduate Life Center at Donaldson Brown affirms Virginia Tech’s continued commitment to building a graduate community that enhances the graduate education experience. The GLC provides an intellectually stimulating and rich learning environment that builds a strong graduate community. The Center is a joint endeavor of the Graduate School, Student Programs, and University Unions and Student Activities.

Graduate housing in the Graduate Life Center

There is housing available for graduate students at the GLC. Explore Student Programs’ website to learn rates, eligibility details, facility descriptions, information about dining options, contacts, and to sign-up for graduate student housing. The location is ideal for graduate students. Near the heart of downtown Blacksburg, the GLC is adjacent to Newman Library, Squires Student Center, and several on-campus dining centers, and is within easy walking distance of academic buildings, athletic facilities, and many independent restaurants and retail shops. There are also bus stops nearby that transfer to destinations in Blacksburg, Christiansburg, and Roanoke.

GLC programs

The GLC is home to a myriad of academic, professional, and social functions through the year. The Graduate School, graduate students, departments, and student organizations hold programs in the public and meeting spaces here.

- **Health and wellness:** fitness and dance classes, drop-in counseling, and various other mental and physical health programs and services are offered year round to ensure that graduate students stay in shape and reduce stress.

- **Professional development:** the Graduate School’s Transformative Graduate Education initiative fosters changes in the ways graduate students are prepared for becoming engaged contributors in modern universities and contributing professionals in their communities. Career Services also offers a weekly opportunity for graduate students to consult with a career advisor on a one-on-one basis.

- **Personal development:** seminars and workshops offered throughout the year provide graduate students with opportunities to develop life skills beyond the classroom and to prepare to make a successful transition from the academic to a professional arena.

- **Programs by GLC Fellows and Graduate Student Organizations:** GLC Fellows serve GLC residents and all graduate students in various areas of graduate student life. They offer
programs and are available to assist all graduate students with information resources about campus and the GLC. Several graduate student organizations maintain office space at the GLC and many more hold their events in the GLC meeting spaces throughout the year.

- Graduate Student Assembly
- Black Graduate Student Organization
- Board of Visitors Graduate representatives
- Alpha Epsilon Lambda Honor Society

Support services for students

Statistical and graphic services

Statistical consulting is available through the statistics department to graduate students at an hourly charge. Students should work with their advisor in initiating such a request. Additional information

The Writing Center at Virginia Tech

The Writing Center provides free writing tutorial and consultation services for students, faculty, and staff. The Writing Center instructors will be able to assist you with general writing needs on just about any kind of document. Assistance is available on a one-time, occasional, or regular basis.

University Counseling Center

The staff of the Cook Counseling Center sees students with such problems as depression, anxiety, stress management, family problems, concerns about relationships, uncertainty about choice of major and career, sexual concerns, difficulties with studying and learning, and substance abuse drugs. A wide variety of support groups are offered for ACOA’s, sexual assault and incest survivors, LGBQT students, etc. Students may be seen individually or in a group depending on the nature of their problems. Counselors at the center are licensed psychologists and professional counselors.

You may find information on the following:

- Making an appointment (first time counseling visits and returning students)
- Emergency services
- Eligibility and limitations of services

Student Health Services

Care provided by the University Student Health Service (SHS) is comparable to that provided by a general family physician and is available to all full-time Virginia Tech students. The staff consists of well-qualified physicians, physician’s assistants, and nurse practitioners. In addition, the staff includes registered nurses, registered pharmacists, radiological and medical technologists, and other support personnel.

- Full service pharmacy: students can utilize this pharmacy in the McComas Health and Fitness Center
- Women's Clinic: tests, birth control, and sexually transmitted disease screening

The university offers optional subsidized health insurance to interested students. Students on assistantship may purchase an individual plan for less than $15 per month. Spouse/partner and family plans are also available. Student Health Insurance Information
Virginia Tech Police Department
The Virginia Tech Police Department's mission is to strive to enhance the safety and quality of life for students, faculty, staff, and visitors through effective law enforcement and proactive crime prevention in partnership with the university community. They operate 24 hours a day and provide full services to the university community in the following areas: patrol, crime prevention, investigation, and traffic enforcement. Officers also answer calls for assistance involving such problems as keys locked in vehicles, disabled vehicles, and requests for information. You may also request an escort to your vehicle if you are working late in the building and feel uncomfortable walking to your car after dark.

Security / Safety
The safety topics listed below provide tips for all students, faculty, staff, and visitors, regardless of current residence. Also, program your cell phone to the Virginia Tech Police Department at 540-231-6411. If you dial 911 from your cell phone, tell the dispatcher that answers to transfer you to the Virginia Tech Police Department. All campus telephones and callboxes go to VT Police dispatch.

Vehicle safety tips
• **Keychain safety:** Never attach your name and/or address to your keychain (such as your Hokie Passport). Remember that your Hokie Passport is personal information as well as a key to your building (if you live in a residence hall). Avoid hiding keys in obvious places such as behind license plate screws, magnetic key holders, etc.
• **Out of sight:** Keep all expensive items out of view of the windows. For example, put your iPod in the glove box. Large items should be locked in the trunk. If you have to keep something in the passenger compartment, cover it with something. Theft is a crime of opportunity so if they can't see what is in the car, they are much more likely to go to the next car.
• **Parking:** Park in well-lit, highly visible lots as close to where most of the traffic is.
• **Lock It:** Always lock your doors and windows even when it is just for a minute. If you need to cool the vehicle, use a sunscreen (never crack your window).
• **Callboxes:** At Virginia Tech, there are blue-light emergency phones in every student lot on campus. Be familiar with their locations.
• **Personal security:** If a suspicious person is standing at your car, or near a parking spot, just keep going. Also look around the area of your vehicle, then inside, before getting in.
• **Service numbers:** 911 - Emergency; 540-231-6411 – Non-emergency; 540-231-SAFE (7233) – Safe Ride
• **Sign up for VT Alerts**

Pedestrian safety
Pedestrian involved motor vehicle crashes represent 10 percent of all traffic fatalities each year in Virginia. Stay alert when crossing roads and be mindful of your surrounds. Be aware of whether a motorist will be able to see you in time to stop, especially when emerging between parked cars, after stepping off a bus, or around sharp turns in a road.

Personal security tips
• **Lighting:** If possible, always use well-lit areas at night. Never take shortcuts through isolated areas.
• **Trust your instincts:** if something doesn't look right to you, it probably isn't. If someone or something appears out of place in your building contact the police.
• **Awareness:** Stay aware of your surroundings. Perpetrators choose their victims based on their vulnerability. Some think taking on the cellular phone is a better deterrent, but actually it is a highly visible sign that you are distracted.

• **Groups:** Travel in groups whenever possible. Perpetrators look for individuals who are easy targets, in areas where they can hide. Simply one other person can take away the criminal’s opportunity.

• **Use Safe Ride and don’t walk alone on campus at night:** call 540-231-SAFE (7233) and go to any campus building for free.

**Bicycles and personal transportation devices**

• **Operating bicycles on campus:** bicycles are permitted on all roadways, as well as concrete and asphalt pathways, grass, and sidewalks, with the exception of times when there is heavy pedestrian traffic on sidewalks or pathways. When operating on a roadway, bicyclists must obey all laws pertaining to vehicular traffic. In times of heavy pedestrian traffic when sidewalks and pathways are congested (such as class changes) bicyclists shall dismount completely and walk. Bicyclists are encouraged to dismount at crosswalks.

• **Operating mopeds and motor scooters on campus:** Mopeds and motor scooters are permitted only on roadways and drivers must obey all laws pertaining to vehicular traffic. On sidewalks and pathways, mopeds and motor scooters must be walked at all times.

• **Bicycle parking:** Bicycle parking is regulated by the Alternative Transportation office and is enforced by Parking Services. All bicycles must be parked in designated bicycle racks and must be registered with Parking Services prior to being parked on campus.

• **Mopeds and motor scooter parking:** Mopeds and motor scooters do not fall under the policies for bicycle parking. Individuals driving mopeds and motor scooters must purchase and display a parking permit and must park in the designated moped/motor-scooter or motorcycle parking spaces, and not at a bike rack. These vehicles are not permitted on sidewalks except to access designated parking.

• **Laboratory safety:** Follow lab safety procedures at all times. For your personal safety, working alone in the laboratory at night and on weekends is discouraged.

**Campus life and resources**

**Living in Blacksburg**

**Additional helpful information**

The [Getting Started as a Student](#) webpage contains many useful links and tips for new students.

**Keys**

Graduate students will need one or more keys to access the buildings after hours and to be able to open specific laboratories. Angela Worrell (Wallace 338B) has keys for Wallace Hall. You will need to sign out each and be responsible for its return when you are finished at Virginia Tech. Please check with your faculty advisor to direct you to the individual responsible for key control in your building if it is not Wallace Hall.

**Communications**

It is important to notify the HNFE department office concerning a change of address, telephone number, email address or any other change we should be aware of for record keeping so we can keep in touch with you. Please make the Graduate Program Coordinator aware of such changes. Since the main office telephone is usually answered directly by a staff member, you may wish to give the department number (540-231-4672) rather than a graduate student office number to family or friends who may need to reach you in an emergency.
## Appendix 1: Graduate Program Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Position</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROWN, David</td>
<td>University of Colorado at Boulder, Ph.D., 2005</td>
<td>Associate Professor</td>
<td><strong>Clinical Physiology and Metabolism Molecular and Cellular Science</strong> Role of mitochondrial dysfunction in cardiac pathologies; development of novel therapeutics to improve mitochondrial energetics; cellular and mitochondrial mechanisms that mediate the cardioprotective effects of exercise</td>
<td>Integrated Life Sciences Building, 1035; <a href="mailto:broudna@vt.edu">broudna@vt.edu</a></td>
</tr>
<tr>
<td>CHENG, Zhiyong</td>
<td>Peking University, Ph.D., 2003</td>
<td>Assistant Professor</td>
<td><strong>Molecular and Cellular Science</strong> Environmental cues can lead to epigenetic and genetic changes that are relevant to obesity and diabetes development. We are interested in the mechanism of how energy surplus dysregulates hormonal and nutritional signaling pathways during the development of obesity and diabetes</td>
<td>Integrated Life Sciences Building, 1006; <a href="mailto:zcheng@vt.edu">zcheng@vt.edu</a></td>
</tr>
<tr>
<td>DAVY, Brenda</td>
<td>Colorado State University, Ph.D., R.D., 2001</td>
<td>Professor and Registered Dietitian Nutritionist</td>
<td><strong>Clinical Physiology and Metabolism</strong> <strong>Behavioral and Community Science</strong> Obesity and body weight regulation: behavioral and metabolic aspects; diet and cardiovascular diseases; dietary intake assessment; water and beverage intake and health</td>
<td>Wallace Hall 221; <a href="mailto:bdavy@vt.edu">bdavy@vt.edu</a></td>
</tr>
<tr>
<td>DAVY, Kevin</td>
<td>Virginia Tech, Ph.D., 1992</td>
<td>Professor</td>
<td><strong>Clinical Physiology and Metabolism</strong> Cardiovascular and metabolic consequences of obesity and aging; role of physical activity and nutrition</td>
<td>War Memorial Hall 215; <a href="mailto:kdavy@vt.edu">kdavy@vt.edu</a></td>
</tr>
<tr>
<td>FRISARD, Madlyn</td>
<td>Louisiana State University, Ph.D., 2005</td>
<td>Research Assistant Professor and Graduate Program Director</td>
<td><strong>Molecular and Cellular Science</strong> <strong>Clinical Physiology and Metabolism</strong> Skeletal muscle physiology and mitochondrial biology in obesity and metabolic disease; biological factors that influence adherence and outcomes in weight management</td>
<td>Wallace Hall 225; <a href="mailto:frisardm@vt.edu">frisardm@vt.edu</a></td>
</tr>
<tr>
<td>GOOD, Deborah</td>
<td>Northwestern University, Ph.D., 1992</td>
<td>Associate Professor</td>
<td><strong>Molecular and Cellular Science</strong> Role of bHLH transcription factors in hypothalamic gene expression and regulation of energy expenditure; the use of transgenic and knockout animals; phylogenetic analysis of gene and allele evolution</td>
<td>Integrated Life Sciences Building, 1120; <a href="mailto:goodd@vt.edu">goodd@vt.edu</a></td>
</tr>
<tr>
<td>GRANGE, Robert</td>
<td>University of Waterloo, Ph.D., 1993</td>
<td>Associate Professor and Associate Department Head</td>
<td><strong>Molecular and Cellular Science</strong> Pathogenic mechanisms and treatments for Duchenne muscular dystrophy; preclinical gene therapy to treat myotubular myopathy; muscle progenitors derived from inducible pluripotent stem cells to treat neuromuscular diseases; development of mathematical models of muscle function; exercise prescription to treat tendinopathies</td>
<td>Integrated Life Sciences Building, 1029; <a href="mailto:rgrange@vt.edu">rgrange@vt.edu</a></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Department</td>
<td>Office/Building</td>
<td>Phone/Email</td>
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<td>-------------------------------------------------</td>
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</tr>
<tr>
<td><strong>HARDEN, Samantha</strong></td>
<td>Assistant Professor</td>
<td>Behavioral and Community Science</td>
<td>Integrated Life Sciences Building, 1032</td>
<td>540-231-9960; <a href="mailto:harden.samantha@vt.edu">harden.samantha@vt.edu</a></td>
</tr>
<tr>
<td>Virginia Tech, Ph.D., 2012</td>
<td></td>
<td>Physical activity as a mechanism for improved health outcomes and psychological well-being; especially from a group dynamics-based approach; working with a variety of populations from prenatal women to older adults, explores intrapersonal, interpersonal, and system-level factors that either speed or impede the rate of translating evidence-based interventions into their intended practice settings (e.g., clinic, community).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HEDRICK, Valisa</strong></td>
<td>Assistant Professor and Registered Dietitian Nutritionist</td>
<td>Clinical Physiology and Metabolism Behavioral and Community Science</td>
<td>Wallace Hall 335A</td>
<td>540-231-7983; <a href="mailto:vhedrick@vt.edu">vhedrick@vt.edu</a></td>
</tr>
<tr>
<td><strong>HULVER, Matthew</strong></td>
<td>Associate Professor and Department Head</td>
<td>Molecular and Cellular Science Clinical Physiology and Metabolism</td>
<td>Wallace Hall 338A</td>
<td>540-231-7354; <a href="mailto:hulvermw@vt.edu">hulvermw@vt.edu</a></td>
</tr>
<tr>
<td>University of Kansas, Ph.D., 2001</td>
<td></td>
<td>Skeletal muscle substrate preference and metabolic flexibility; mechanistic signals for mitochondrial substrate selection; metabolic adaptation to changes in diet and physical activity or inactivity; etiology of skeletal muscle metabolic inflexibility in context of obesity, insulin resistance, and type 2 diabetes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>JU, Young</strong></td>
<td>Associate Professor</td>
<td>Behavioral and Community Science</td>
<td>Wallace Hall 325</td>
<td>540-231-6168; <a href="mailto:yhju@vt.edu">yhju@vt.edu</a></td>
</tr>
<tr>
<td>University of Illinois at Urbana-Champaign, Ph.D., 1998</td>
<td></td>
<td>Exploring the potential benefits of integrative health in a variety of situations that include pain management, relief of symptoms in cancer patients and survivors, quality of life improvement, and promoting healthy behaviors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>KRAAK, Vivica</strong></td>
<td>Assistant Professor and Registered Dietitian Nutritionist</td>
<td>Behavioral and Community Science</td>
<td>Wallace Hall 223</td>
<td>540-231-9638; <a href="mailto:vivica51@vt.edu">vivica51@vt.edu</a></td>
</tr>
<tr>
<td>Deakin University, Ph.D., R.D., 2014</td>
<td></td>
<td>U.S. and global food and nutrition policy; population-based approaches to promote healthy food environments and prevent diet-related non-communicable diseases; improve food and beverage marketing practices aimed at children and adolescents; and make translational research relevant to policymakers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIU, Dongmin</strong></td>
<td>Professor</td>
<td>Molecular and Cellular Science</td>
<td>Integrated Life Sciences Building, 1030</td>
<td>540-231-3402; <a href="mailto:doliu@vt.edu">doliu@vt.edu</a></td>
</tr>
<tr>
<td>Virginia Tech, Ph.D., 2000</td>
<td></td>
<td>Molecular mechanisms of phytochemicals in regulation of vascular function, steroid biology and vascular angiogenesis; identification of bioactive compounds to prevent diabetes and understanding the cellular and molecular mechanisms.</td>
<td></td>
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</tr>
<tr>
<td>Name</td>
<td>University</td>
<td>Degree Year</td>
<td>Title and Additional Information</td>
<td>Office Location</td>
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<tr>
<td>RAFIE, Carlin</td>
<td>Florida International University, Ph.D., 2009</td>
<td>Assistant Professor and Registered Dietitian, Adult Nutrition Extension Specialist</td>
<td>Behavioral and Community Science Need-based community program development, lifestyle modification program development for improved health outcomes, cancer risk reduction and improved cancer survivorship, methods of community engagement in research</td>
<td>Wallace Hall 321</td>
</tr>
<tr>
<td>RANKIN, Janet</td>
<td>University of California (Davis), Ph.D., 1982</td>
<td>Professor and Associate Department Head</td>
<td>Behavioral and Community Science Active transportation (bike and walk) as means to more physical activity, health, improved environment, and economy. Barriers to and strategies to increase choice of active transportation</td>
<td>War Memorial 213</td>
</tr>
<tr>
<td>SCHMELZ, Eva</td>
<td>Justus-Liebig University, Giessen, Germany, Ph.D., 1992</td>
<td>Associate Professor</td>
<td>Molecular and Cellular Science Cancer prevention; role of dietary and endogenous sphingolipids in cancer progression and metastasis: molecular mechanisms; obesity and ovarian cancer</td>
<td>Integrated Life Sciences Building, 1011</td>
</tr>
<tr>
<td>SERRANO, Elena</td>
<td>Colorado State University, Ph.D., 2001</td>
<td>Professor and Virginia Family Nutrition Program Director</td>
<td>Behavioral and Community Science Evaluation of the effectiveness of programs, policies, and practices to address childhood obesity and food insecurity among SNAP populations</td>
<td>Wallace Hall 327</td>
</tr>
<tr>
<td>WILLIAMS, Jay</td>
<td>Texas A&amp;M, Ph.D., 1988</td>
<td>Professor</td>
<td>Molecular and Cellular Science Clinical Physiology and Metabolism Acute responses and chronic adaptations of muscle to activity and disease</td>
<td>Wallace Hall 323</td>
</tr>
</tbody>
</table>
Appendix 2: Graduate Degree Requirements/Courses

**Degree Requirements & Course Offerings**

### REQUIRED HNFE COURSES, ALL TRACKS:
Courses are 3 credits unless indicated otherwise

- **HNFE Core Course**
  - HNFE 5204: Translational Science in HNFE (4 credits)

- **Graduate Seminar**
  One semester required for MS and two semesters for PhD
  - HNFE 5044: Seminar in Nutrition and Foods (1 credit)

- **Graduate Statistics**
  3 credits required for MS and 6 credits for PhD
  **Potential courses to fulfill requirement:**
  - STAT 5605: Biometry
  - STAT 5616: Biometry
  - STAT 5611: Statistics in Research
  - STAT 5614: Statistics in Research
  - STAT 5674: Methods in Biostatistics
  - EDRE 6504: Quantitative Methods in Educational Research (1 credit)
  - EDRE 6656: Quantitative Research Methods in Education II
  - AAEC 5946: Economic Theory Research Methods
  - HD 6514: Advanced Research Methods + HD 6524: Lab for Advanced Research Methods (1 credit)
  - PHS 5025/5906: Epidemiology & Quan. Methods in Public Health (3 credits each, must take both)
  - PSYC 6014: Multivariate Statistics

- **Ethics**
  - 3-5 credits

- **Special / Ind. Study**
  - 30 credits

- **4000-level courses**
  - 6 credits

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th></th>
<th>PhD min if of credits</th>
<th>MS min if of credits</th>
<th>Requirement (HNF 5044, 5994)</th>
<th>NOTES</th>
</tr>
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<tbody>
<tr>
<td>Total credits</td>
<td>90</td>
<td>30</td>
<td>GS</td>
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<tr>
<td>Course credits</td>
<td>27</td>
<td>20</td>
<td>GS</td>
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<tr>
<td>Research credits</td>
<td>30</td>
<td>6</td>
<td>GS</td>
<td></td>
</tr>
<tr>
<td>Stats courses* (effective fall 2016)</td>
<td>6</td>
<td>3</td>
<td>HNFE</td>
<td>* can be included in total course credit count</td>
</tr>
<tr>
<td>HNFE 5044 Seminar*</td>
<td>2 (4)</td>
<td>1 (3)</td>
<td>HNFE</td>
<td>* can be included in total course credit count</td>
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<tr>
<td>Ethics *</td>
<td>3-5</td>
<td>3-5</td>
<td>GS</td>
<td>* can be included in total course credit count</td>
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<tr>
<td>Special / Ind. Study</td>
<td>(18)</td>
<td>(6)</td>
<td>GS</td>
<td>Exceptions made for courses in University Governance process</td>
</tr>
<tr>
<td>4000-level courses</td>
<td>(6)*</td>
<td>(6)*</td>
<td>HNFE / GS</td>
<td>May not include Independent Study or Undergrad Research (4974, 5974)</td>
</tr>
</tbody>
</table>

* indicates maximum credit hours accepted toward course credits
P/F courses may only be included on the Plan of Study if they are only offered P/F.

Description of courses: [VT Graduate Catalog](#)
Course offering times: [VT Timetable of Classes](#)

### CONTACTS:

- Madlyn Frisard, PhD
  Graduate Program Director
  frisardm@vt.edu | 540-231-9994

- Lisa Jones
  Graduate Program Coordinator
  ljjones5@vt.edu | 540-231-5549
### COURSES ARE THREE CREDITS UNLESS INDICATED OTHERWISE

<table>
<thead>
<tr>
<th><strong>HNFE Courses</strong></th>
<th><strong>Other Courses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>HNFE 51250 Advanced Medical Nutrition Therapy I</td>
<td>AAEC 5814G Advanced Food &amp; Health Economics</td>
</tr>
<tr>
<td>HNFE 51260 Advanced Medical Nutrition Therapy II</td>
<td>ALCE 5984 Food Security &amp; Resilient Communities: Food Sys Theory/ Praxis.</td>
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<tr>
<td>HNFE 5144 Molecular Aspects of Nutrition &amp; Disease</td>
<td>ALS 5115 Nutrition</td>
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<tr>
<td>HNFE 5604 Principles of Public Health Nutrition</td>
<td>ALS 5116 Nutrition</td>
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<tr>
<td>HNFE 5684 Program Development in Health Education (PHS 5214)</td>
<td>BCHM 5124 Life Sciences Biochemistry</td>
</tr>
<tr>
<td>HNFE 5694 Public Health Administration (PHS 5044)</td>
<td>BCHM 5204 Molecular Biology of Eukaryotic Gene Expression</td>
</tr>
<tr>
<td>HNFE 5724 Epidemiology (PHS 5024)</td>
<td>BCHM 5344 Molecular Biology Life Sciences</td>
</tr>
<tr>
<td>HNFE 5964 Sports Nutrition Practice</td>
<td>BIOL 4704 Immunology</td>
</tr>
<tr>
<td>HNFE 5974 Independent Study (credits vary)</td>
<td>BIOL 4984 Cancer Biology</td>
</tr>
<tr>
<td>HNFE 5984 Exercise Physiology</td>
<td>BIOL 5734 Advanced Inflammation Biology</td>
</tr>
<tr>
<td>HNFE 5984 Advanced Nutrition &amp; Physical Performance</td>
<td>BIOL 5884 Molecular Biology of the Cell</td>
</tr>
<tr>
<td>HNFE 5984 Food &amp; Nutrition Toxicology</td>
<td>BMVS 5284 Cell Pathology</td>
</tr>
<tr>
<td>HNFE 5984 Maternal, Infant, and Child Nutrition (2 credits)</td>
<td>EDCL 5784 Health Literacy</td>
</tr>
<tr>
<td>HNFE 5984 Nutritional Genomics</td>
<td>EDHL 5734 Health Behavior and Health Education</td>
</tr>
<tr>
<td>HNFE 5984 Research Methods: Clinical and Behavioral Nut &amp; Physical Activity</td>
<td>GRAD 5104 Preparing Future Professorate</td>
</tr>
<tr>
<td>HNFE 5984 U.S. Food and Nutrition Policy</td>
<td>GRAD 5114 Pedagogical Practices in Contemporary Contexts</td>
</tr>
<tr>
<td>HNFE 6004 Advanced Topics in HNFE (course title varies)</td>
<td>GRAD 5124 Library Research Skills (1 credit)</td>
</tr>
<tr>
<td>HNFE 6234 Theory &amp; Practice of Community Based Participatory Research</td>
<td>GRAD 5134 Topics in Interdisciplinary Research</td>
</tr>
<tr>
<td>HNFE 6984 Clinical and Community Impl. Sc. in Behav. Med (4 credits)</td>
<td>GRAD 5144 Communicating Science (2 credits)</td>
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<td>GRAD 5204 Career Development for the Future Professional</td>
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<td></td>
<td>GRAD 5414 Water for Health Seminar (1 credit)</td>
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<td></td>
<td>PAPA 6274 Public Policy Design</td>
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<tr>
<td></td>
<td>PHS 5004 Fundamentals of Public Health</td>
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<tr>
<td></td>
<td>PHS 5034 Health Behavior and Health Education</td>
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<tr>
<td></td>
<td>PHS 5204 Principles of Community Health Education</td>
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<tr>
<td></td>
<td>PHS 5214 Program Development in Health Education</td>
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<tr>
<td></td>
<td>PHS,MD 5254 Social Epidemiology and Health Inequalities</td>
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<td></td>
<td>PSYC 5374 Health Psychology</td>
</tr>
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<td></td>
<td>SOC 6984 Sociology of Health</td>
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</tbody>
</table>

*The only specifically required courses are those listed in the “Required HNFE Courses, All Tracks” box on page one.*

Other Graduate School requirements are met through a Plan of Study recommended by the faculty advisor and advisory committee and approved by the graduate program director. The HNFE Plan of Study form can be found at [http://hnfe.vt.edu/academics/graduates/resources.html](http://hnfe.vt.edu/academics/graduates/resources.html).

Specific Plan of Study questions should be addressed to the faculty advisor.

The Plan of Study must be completed by the end of the semester three (or completion of 36 credits for PhD), end of semester two (or 24 credits for MS students), and end of the first MS semester for BS/MS students.

*Scholarly Ethics & Integrity (CGSP Resolution 2012-13B)*

All students are required to complete one of the following options to fulfill the university’s requirement:

1. **Human Subject Protections Tutorial** offered by the Virginia Tech Institutional Review Board (IRB) OR Verification of Training from the Virginia Tech Institutional Animal Use and Care Committee (IACUC). Submit certificate of completion to graduate program coordinator.

2. **Research Ethics and Integrity**
   - HNFE 5044 Seminar in Nutrition & Foods (Spring only) (1 cr)
   OR
   - ALS 5324 Research Ethics in Agr & Life Sciences (Fall only) (1 cr)

3. **Teaching Ethics and Integrity**
   - GRAD 5014 Academic Integrity & Plagiarism (2 cr)
   &
   - GRAD 5004 GTA Workshop (1 cr)
   OR
   - HNFE Fall Orientation Session/Teaching Ethics, Academic Integrity, and Plagiarism (for students not on Graduate Teaching Assistantships)

*effective Spring 2016*
Appendix 3: Graduate Courses in HNFE

Many graduate level courses are not offered every semester or even every year. To determine when courses are offered, see the Virginia Tech Timetable of Classes.

5044: SEMINAR IN HUMAN NUTRITION AND FOODS: Critical review and oral reporting of pertinent literature and research in the various areas of foods and nutrition. (1H, 1C)

5125G: ADVANCED MEDICAL NUTRITION THERAPY: Study of nutritional diagnostic, therapeutic and counseling services provided by a Registered Dietitian Nutritionist. Emphasis on the relationship between principles of nutritional care and the medical treatment of individuals with selected diseases or clinical problems. (3H, 3C)

5126G: ADVANCED MEDICAL NUTRITION THERAPY: Study of nutritional diagnostic, therapeutic, and counseling services provided by a Registered Dietitian Nutritionist. Integration of knowledge of pathophysiology, biochemical, and clinical parameters, medical treatment and nutrition therapy for patients with selected clinical problems/disease states. (3H, 3C)

5144: MOLECULAR ASPECTS OF NUTRITION AND DISEASE: The role of specific nutrients in human and animal health at a physiologic and molecular level. Emphasis is placed on the influence of nutrients on gene expression especially with regard to pathophysiology of diseases. Physiological and molecular aspects of nutrition and immune function will also be discussed. (3H, 3C)

5204: TRANSLATIONAL SCIENCE IN HNFE: Principles and practice of translational science research as it relates to human health and disease. Overview of basic science research, preclinical and clinical intervention development, and community and public health practice in relation to human nutrition, foods, and exercise. Principles of scientific inquiry from a team-based approach. Scientific team development and generation of interdisciplinary and translational research questions. (4H, 4C)

5604: PRINCIPLES OF PUBLIC HEALTH NUTRITION: This course provides knowledge of community assessment, planning, implementation, and evaluation as related to nutrition services in health programs. It presents a conceptual background for viewing dietary as well as social, economic, and environmental factors influencing health and nutritional status of populations. Prereq: 4624, 5654. (3H, 3C)

5674: PRINCIPLES OF COMMUNITY HEALTH EDUCATION: Social determinants of health (SDOH), including social class, poverty, education, race, social networks, workplace or occupation, and neighborhood environments relevant to obesity and obesity-related chronic diseases. Study design, measurement of SDOH and hypothesis testing using SDOH framework (3H, 3C).

5684 (EDHL 5604): PROGRAM DEVELOPMENT IN HEALTH EDUCATION: Theory, trends, and design of community health education programs implemented in communities, health agencies, hospitals, and industry. Prereq: EDHL 5304 or HNFE 5674. (3H, 3C)

5694 (EDHL 5314): PUBLIC HEALTH ADMINISTRATION: This course will focus on relevant and timely public health administration concepts. The major topics covered include: health policy, health care planning, health care economics, health law, and managerial functions as they relate to health care and public health settings. (3H, 3C)

5724: (FST 5384) (CHEM 5384) (BMVS 5384) (PHS 5024) — EPIDEMIOLOGY: Epidemiology is the study of the distribution and determinants of the varying rates of diseases, injuries, or other health states in human and animal populations. This course consists of an introduction to epidemiological terminology, concepts and research methodology. (3H, 3C)
**HNFE 5804: ADVANCED EXERCISE PHYSIOLOGY:** Molecular and cellular mechanisms underlying physiological adaptations to acute and chronic exercise training. Physiological basis for current physical activity guidelines. Influences of physical activity on promotion of health and prevention and treatment of chronic diseases. (3H, 3C)

**5974: INDEPENDENT STUDY:** Pass/Fail only. Variable credit course.

**HNFE 5984: CLINICAL AND COMMUNITY IMPLEMENTATIONS SCIENCE IN BEHAVIORAL:** This class will revolve around in-depth discussions of certain aspects of implementation research in the behavioral physical activity and nutrition sciences. Descriptive, predictive, and causal research will be discussed that focuses on issues of theory and approaches, design and analysis, and setting and population specific implementation. Emphasis will be on the implementation of evidence-based physical activity and nutrition principles into routine clinical and community practice. Pre: graduate standing (3H, 3C)

**5984: SPECIAL STUDY:** Variable credit course.

**5994: RESEARCH AND THESIS:** Variable credit course. (3H, 3C)

**6064: ADVANCED TOPICS IN HUMAN NUTRITION, FOODS, AND EXERCISE:** Critically evaluate and discuss contemporary and/or ongoing controversial issues in human nutrition, Foods, and Exercise. May be repeated with different content for a maximum of 12 credit hours (3H,3C). Graduate standing required.

**6984: SPECIAL STUDY:** Variable credit course.

**7994: RESEARCH AND DISSERTATION:** Variable credit course.
Appendix 4: Expectations for Graduate Education

Graduate Student - Faculty Advisor Commitments and Agreements
Department of Human Nutrition, Foods, and Exercise

Welcome to the Department of Human Nutrition, Foods, and Exercise!

I hope you will enjoy your graduate classes as well as the research you will be involved in during your time at Virginia Tech. There will be some stressful times, but I hope that your overall experience is one that teaches you important skills that take you where you would like to go in your career. One of my roles as graduate program director is to help guide you through your experience in graduate school. Don’t hesitate to let me know if you need additional help.

Graduate school provides an opportunity to learn about the latest developments in your field and be involved with exciting new research. It will be a new experience for most students in that, compared to most undergraduate programs, you are expected to do more independent work and have a high degree of self-motivation. Also compared to undergraduate programs, research is more the priority than just achieving just a high GPA.

There is a good deal of flexibility and reward in graduate school but the expectations are high. You have been accepted into our program since we think you can meet these expectations. This document will help to clarify expectations of the graduate program and the department for you as a student and what you can expect from the graduate program and the department.

This document is an effort to limit confusion and miscommunication and to help ensure that you have a positive and productive time at Virginia Tech. Please ask questions if anything you read here does not make sense or seems unfair. Our department has high expectations of our graduate students but we are willing to make a commitment to help to make this a good experience for you.

Overall HNFE department expectations:
- Have initiative and self-motivation
- Keep in regular contact with your advisor
- Maintain a GPA of at least 3.0
- Let the Graduate Program Director or Graduate Program Coordinator know if you need help or are confused
- Be ethical and honest in your classes and research
- Discuss any outside employment with your advisor and supervisor if you are on assistantship (Note: all outside employment must be reported to the Graduate School)
- Complete tasks/ assignments/ responsibilities in a timely manner without reminder
- Be proactive and complete milestones in a timely manner (see timeline below)

You can expect the Graduate Program Director and the HNFE Graduate Program to:
- be supportive of you and help you succeed
- have set available office hours for you to meet with me or a representative from the graduate program and/or set an appointment within a timely manner
- make sure you get the assistance you need to be productive and successful during your time here
- communicate expectations of the department, requirements, and deadlines for your degree
This table indicates the semester in which students should complete graduate milestones:

<table>
<thead>
<tr>
<th></th>
<th>MS</th>
<th>M.S. (with Dietetics)</th>
<th>B.S./M.S.</th>
<th>Ph.D. (from B.S. or with Dietetics)</th>
<th>Ph.D. (from M.S.)</th>
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</thead>
<tbody>
<tr>
<td><strong>Plan of Study</strong></td>
<td>2</td>
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<tr>
<td><strong>Preliminary Exam</strong></td>
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<td>5</td>
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<tr>
<td><strong>Proposal</strong></td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>4</td>
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<tr>
<td><strong>Defense/ Final Exam</strong></td>
<td>4</td>
<td>6</td>
<td>4</td>
<td>10</td>
<td>8</td>
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</tbody>
</table>

Please let me know if you have any questions regarding your status (M.S., M.S. with dietetics, etc.) and/or what each of these milestones involves. It is your responsibility to ensure that you meet each of your milestones in a timely manner.

After program completion, you should submit all data, samples, laboratory notebooks, signed IRB forms, etc., to your advisor after your defense (or before you leave town, if not defending prior to leaving town). This is in accordance with the "Ownership and Control of Research Results" policy of Virginia Tech. All data from research conducted at Virginia Tech belongs to the university; the faculty principal investigator is expected to manage and keep all data.

Again, welcome to the Department of Human Nutrition, Foods, and Exercise! We look forward to getting to know you and working with you.

Madlyn Frisard, Ph.D.
Graduate Program Director
Department of Human Nutrition, Foods, and Exercise
## Expectations for Graduate Education, Virginia Tech Graduate School and HNFE Department

Building a graduate community for quality graduate education depends upon the professional and ethical conduct of both faculty and students. Each party in the graduate process—faculty, graduate students, departments or programs, and the Graduate School—has particular responsibilities and expectations to ensure the achievement of these primary goals.

<table>
<thead>
<tr>
<th></th>
<th>Graduate Students</th>
<th>Faculty</th>
<th>Program/Department</th>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic and Research Responsibilities</strong></td>
<td>Familiarize yourself with the guidelines for completion of course work and research.</td>
<td>Provide guidance for completion of course work and research.</td>
<td>Make available all deadlines for completion of milestones for the graduate program.</td>
<td>Maintain goals and expectations of individual graduate programs.</td>
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<td></td>
<td>Adhere to the guidelines for the expectations for research and thesis credit hours as stated below.</td>
<td>Adhere to the guidelines for the expectations for research and thesis credit hours as stated below.</td>
<td>Make available the guidelines for the expectations for research and thesis credit hours.</td>
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<td></td>
<td>Be responsible for all graduate milestones (plan of study, proposal, etc.).</td>
<td>Provide opportunities for and encourage graduate students to contribute to the scientific team.</td>
<td>Foster an environment of scientific collaboration.</td>
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<tr>
<td></td>
<td>Contribute to your scientific team.</td>
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<tr>
<td><strong>Professional Development</strong></td>
<td>Pursue opportunities to enhance your professional development.</td>
<td>Encourage students to participate in professional development activities.</td>
<td>Provide information to students about professional development activities.</td>
<td>Help develop and communicate services that enhance students’ professional interests.</td>
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<td></td>
<td>Seek out mentors/advisors.</td>
<td>Prepare students to be competitive for employment.</td>
<td>Assist students to be competitive for employment.</td>
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<td>Contribute to your scholarly discipline.</td>
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<tr>
<td><strong>Assistantships and Financial Aid</strong></td>
<td>Request guidelines for assistantships.</td>
<td>Provide clear expectations to students.</td>
<td>Provide clear expectations.</td>
<td>Provide guidance on financial support.</td>
</tr>
<tr>
<td></td>
<td>Fulfill responsibilities and requirements.</td>
<td>Avoid assigning tasks unrelated to contractual obligations.</td>
<td>Inform students of requirements for employment or financial support.</td>
<td>Communicate opportunities for students.</td>
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<td></td>
<td>Act in a professional manner.</td>
<td>Recognize that graduate assistants should not work, on average, in excess of the hours for which they are paid.</td>
<td>Provide written agreement.</td>
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<td></td>
<td>Decline tasks not related to contractual obligations.</td>
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<td>Inform graduate assistants of employee policies.</td>
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</tr>
<tr>
<td><strong>Community</strong></td>
<td>Follow student code of conduct.</td>
<td>Demonstrate and encourage collegiality.</td>
<td>Create collegial learning environment.</td>
<td>Promote collegial climate for graduate education.</td>
</tr>
<tr>
<td></td>
<td>Contribute to department and university community.</td>
<td>Act fairly, impartially, and professionally in all dealings with students.</td>
<td>Provide specific mechanisms for appeal or complaint.</td>
<td>Provide avenues of redress.</td>
</tr>
<tr>
<td></td>
<td>Create environment of highest ethical standards.</td>
<td>Acknowledge students in publications.</td>
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<tr>
<td></td>
<td>Acknowledge students in publications.</td>
<td>Work with students on authorships.</td>
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<tr>
<td></td>
<td>Work with students on authorships.</td>
<td>Contribute to mission of Virginia Tech.</td>
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<td>Contribute to mission of Virginia Tech.</td>
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EXPECTATIONS OF GRADUATE STUDENTS

- To fulfill their research requirements for the research project (thesis/ dissertation), HNSE graduate students register for research and thesis/dissertation credit hours (HNSE 5994, 7994) in addition to formal graduate course credits.
- These hours are specifically for the student to work on their thesis/dissertation and are independent from hours worked as part of a teaching/research assistantship.
- The expected weekly time commitment focused on research can be translated to a minimum of 45 hours/semester per research credit hour, or three or more hours per week (15-week semester). However, successful progress in conducting and completing graduate research often requires significant effort above these minimum requirements to ensure successful completion of a thesis or dissertation project.
- Research credit hours may be spent engaged in, but are not limited to, the following types of research activities: reading the scientific literature; field or laboratory work; data collection and management; statistical analyses; thesis or dissertation writing; manuscript development and publication; and development/delivery of scientific presentations.
- Graduate students should work with their chair to develop goals for completion of research expectations each semester.

Examples of minimum weekly hours devoted to research credits are as follows:

- 1 credit = 3+ hours/week (e.g., for a 15-week semester = 45+ hours)
- 2 credits = 6+ hours/week
- 3 credits = 9+ hours/week
- 4 credits = 12+ hours/week
- 5 credits = 15+ hours/week
- 6 credits = 18+ hours/week

If students are hired as a full-time graduate, teaching, or research assistant, it is expected that they would work an average of 20 hours per week on tasks associated with that assistantship. Again, this is independent from your graduate coursework or thesis dissertation credit hours (HNSE 5994, 7994).

Faculty advisors are encouraged to use to back of this document to communicate expectations specific to their lab or program.

<table>
<thead>
<tr>
<th>By signing this document, I am agreeing to uphold the above listed expectations.</th>
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<tbody>
<tr>
<td><strong>Print student name:</strong></td>
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<tr>
<td><strong>Student signature:</strong></td>
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<td><strong>Date:</strong></td>
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<td></td>
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<tr>
<td><strong>Faculty advisor:</strong></td>
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<td><strong>Date:</strong></td>
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<td></td>
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<tr>
<td><strong>Graduate program director:</strong></td>
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<td><strong>Date:</strong></td>
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</tbody>
</table>

Please return this signed form to Lisa Jones by September 15, 2017 (email to iijones5@vt.edu, in person to 338 Wallace Hall, by mail to main office, or fax to 540-231-5549).
**Appendix 5: Virginia Tech Principles of Community**

**Virginia Tech Principles of Community**

Virginia Tech is a public land-grant university, committed to teaching and learning, research, and outreach to the Commonwealth of Virginia, the nation, and the world community. Learning from the experiences that shape Virginia Tech as an institution, we acknowledge those aspects of our legacy that reflected bias and exclusion. Therefore, we adopt and practice the following principles as fundamental to our on-going efforts to increase access and inclusion and to create a community that nurtures learning and growth for all of its members:

*We affirm* the inherent dignity and value of every person and strive to maintain a climate for work and learning based on mutual respect and understanding.

*We affirm* the right of each person to express thoughts and opinions freely. We encourage open expression within a climate of civility, sensitivity, and mutual respect.

*We affirm* the value of human diversity because it enriches our lives and the University. We acknowledge and respect our differences while affirming our common humanity.

*We reject* all forms of prejudice and discrimination, including those based on age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, and veteran status. We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others.

*We pledge* our collective commitment to these principles in the spirit of the Virginia Tech motto of *Ut Prosim* (That I May Serve).

---

Rector, Board of Visitors

President, Virginia Tech

President, Faculty Senate

President, Staff Senate

President, Student Government Association

President, Graduate Student Assembly

President, Alumni Association

Chair, Commission on Equal Opportunity and Diversity