



The University of Texas at Austin
Department of Nutritional Sciences

GRADUATE STUDENT HANDBOOK

For the in-residence, research-based programs:

- *Master of Science in Nutritional Sciences*
- *Doctor of Philosophy in Nutritional Sciences*

2025 - 2026



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WELCOME AND INTRODUCTION

Graduate education experience is the next rewarding step in your career. As a nutrition scientist, you will join an elite group of scholars endeavoring to unlock the mysteries of nature for the betterment of all. The community of scholars you are joining comprises considerably less than 1/100th percent of the population of earth but has a substantial, if not primary, impact on shaping the future.

This handbook is designed to help you with various aspects regarding the Graduate Program in Nutritional Sciences. It draws together policies and procedures from three main sources:

- The Handbook of Operating Procedures, web site: <https://compliance.utexas.edu/university-policy-office>
- The Graduate Catalog, web site: <http://catalog.utexas.edu/graduate/>
- The General Information bulletin and the Handbook for Graduate Advisers

The Graduate Education experience is much different from the undergraduate lifestyle and educational experience with which you may be familiar. The most obvious differences are that it is much less structured, that each graduate student's program is unique, and that it is much more focused on a single topic or a small cluster of closely related topics.

STRUCTURE OF THE GRADUATE SCHOOL

The Graduate School of The University of Texas at Austin is composed of the Office of Graduate Studies, which includes the Vice President and Dean of Graduate Studies, the Graduate Studies staff, and all departmental/center **Graduate Study Committees (GSC)**. The GSC is the governing body for each program and is composed of all assistant, associate, and full professors active in the graduate program in a given area.

GSCs set policy and supervise each graduate program. The GSC recommends admission of students to the program, sets requirements for graduate degrees in that area, recommends students for candidacy for graduate degrees, certifies that all degree requirements have been met, and is responsible for assuring the high quality of graduate education in its area is maintained.

Although members of a Graduate Studies Committee are usually drawn from a single department, committees for interdisciplinary programs are composed of members from several departments (or other administrative units).

The **Associate Chair of the Department of Nutritional Sciences Graduate Studies Program** oversees the curriculum and research governance of each departmental program. The current **Associate Chair of Graduate Studies** is:

Stefano Tiziani, PhD

DPRI 2.206

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The **Chair of Nutritional Sciences Graduate Studies Committee (GSC)** will assist with the implementation of the guidelines and procedures for each departmental program. The current **Graduate Studies Committee (GSC) Chair** is:

Heather Leidy, PhD

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Each department, division, or program offering graduate work also has a **Nutritional Sciences Graduate Adviser** who serves as the administrative link between the Graduate School and the departments, programs, or schools. The Graduate Adviser represents the Vice President and Dean of Graduate Studies in all matters pertaining to the graduate program in the department or area. Questions about degree requirements and academic policies should be directed to the graduate adviser. The Graduate Adviser is also available to individually meet with students to discuss any coursework, research, or other concerns related to their progress and/or timeline within the program. The current **Graduate Adviser** for Nutritional Sciences is:

Heather Leidy, PhD

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heather.leidy@austin.utexas.edu

The **Assistant Graduate Adviser** assists the Graduate Adviser in their oversight of the graduate program and students. They are in charge of ensuring first-year students enroll in appropriate coursework and have a smooth transition into graduate school. The **Assistant Graduate Adviser** for Nutritional Sciences is:

Ryan Gray, PhD

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The **Graduate Coordinator** plays a vital role in day-to-day operations of the department's graduate program. The Graduate Coordinator maintains student records and processes paperwork in a correct and timely manner. Most administrative questions concerning routine procedures, deadlines, etc. should be addressed to the Graduate Coordinator. The current **Graduate Coordinator** is:

Abby Black, M.A.

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GRADUATE COURSEWORK

Undergraduate education primarily focuses on coursework and performance in classes, laboratory courses, etc. In some undergraduate programs, a senior thesis or equivalent may be a small part of the overall requirements. Graduate education focuses on research and the student's individual project. The student's project is often a part of a much larger project, with other students and one or more faculty members involved. There are courses that form a common core for all students in the graduate program, along with classes from outside Nutritional Sciences, designed to assist the student with the research to be performed. Graduate students may also take specialized courses related to their research projects (e.g., advanced statistics, genetics, microbiology, epidemiology, health behavior, etc.). Some key components of graduate school include:

- Graduate students typically carry a load of 9 hours per semester in a degree program, which represents full-time graduate student status. Each program requires completion of a minimum number of credit hours [30 (MS) – 90 (PhD)], a portion of which is devoted to research credit hours.
 - *TA's and GRA's are required to enroll in a minimum of 9 hours per semester for long semesters and a minimum of 3 hours per semester for summers.*
- The expectations of instructors of graduate level courses are higher than the expectations of instructors for undergraduate courses – most graduate students find they must spend at least one hour of study for each hour spent in class per week.
- It is very common that there are no textbooks for graduate courses. Courses typically depend on a variety of outside sources, especially articles written in scientific journals.
- Students are expected to support their class work with supplemental readings in areas that the student feels less knowledgeable (i.e., a student may find the need for a better understanding of physiology or anatomy to do well in graduate courses).
- A maximum of 6 semester hours of work in which the grade was A or B from other institutions may be approved by the GSC for use on the PhD Program of Work. Exceptions to this rule may be approved by the GSC.

A student's faculty advisor (mentor) and/or supervisory committee will normally advise the student on which additional courses should be taken. The student's academic record of previous coursework and the student's research project will dictate some course requirements. The faculty expect all students to perform at a high level in their coursework. While grades in classes are certainly important, the faculty are particularly interested in students' understanding and application of new knowledge.

GRADUATE RESEARCH

UT-Austin is among the elite research centers in the world, and as such, its faculty and graduate programs are research intensive. As a student in the Department of Nutritional Sciences, research will be the number one priority and will determine success in the program. Most graduate student projects are a part of the mentor's ongoing research program and may be in collaboration with other students working on different pieces of the overall project. Sometimes the project is based entirely on the student's ideas but more typically it is a research project based on the mentor's interests and funding.

Being a successful investigator requires more than just coming up with good ideas. The student should spend time reading papers, discussing ideas with colleagues and students, finding the resources to carry out the research, and writing up and presenting the results of the research. The student is responsible for how much progress they make and how quickly they graduate. Many projects require some work to be carried out every day, weekends and holidays included; e.g. animals/cells/human clinical trials often require attention every day during an experiment. A large part of graduate education is designed to foster independent responsibility.

Most mentors will not closely monitor when a graduate student is in the lab or working on the project unless the work is not getting done. The faculty expects that graduate students will take responsibility for their own projects and work diligently to carry them out. This is not limited to the actual lab work but also includes reading papers to become familiar with the field and to stay current. In the beginning, it is typical for a graduate student to spend half of her/his time reading research literature. *It is easy to become overwhelmed, so the student must learn to be selective in reading.* Seek out advice from fellow students, your mentor, other faculty, etc. Reading research papers is different from reading a book. The websites below offer good advice on reading scientific papers.

<https://www.elsevier.com/connect/infographic-how-to-read-a-scientific-paper>

<https://web.stanford.edu/class/ee384m/Handouts/HowtoReadPaper.pdf>

DEPARTMENTAL SEMINARS

The Department of Nutritional Sciences sponsors a weekly seminar series, which features doctoral student presentations, as well as invited guest scientists of national and international reputation, to present their research findings. Because the series covers a diverse range of research topics in the broadly defined area of Nutrition, it is of great value to the student's academic development.

Invited guest scientists: Each invited speaker seminar is associated with designated time set aside for the graduate students and speaker to discuss science, graduate education, and/or career planning in an informal setting – usually at lunch. **Student attendance at Departmental Seminars and associated speaker lunches is required.**

Student presenters: PhD students in their final year will present during department seminars, preferably during the 'next to last' semester prior to graduation. This presentation should not be the finalized dissertation presentation. However, it should be a polished, formal presentation and provide: 1) the background and rationale for the student's dissertation projects and 2) any data completed within the dissertation projects, etc. All potential presenters will meet with the faculty member organizing the seminar at the beginning of the academic year to schedule the symposia.

DEPARTMENTAL RESEARCH RETREAT

Each academic year, the Department of Nutritional Sciences holds an annual Research Retreat in which faculty, graduate students, and honors students present their current research. All graduate students in their second year and beyond are required to present a poster of their research. This is an ideal time to interact with colleagues, both scientifically and socially.

GRADUATE STUDENT LIFE

Students may feel bogged down at some point in their graduate program, and students can suffer from insecurity, anxiety, or boredom. This is not unusual, but it is important to work through it. Discuss how you're feeling with fellow students, especially those who are finishing the program, and with your mentor (Note: your mentor may be required to report potential harm to you or to others - <https://titleix.utexas.edu/mandatory-reporters>). Be sure to include some time in your schedule for things away from the project (i.e., some time for fun).

Set realistic goals. Divide up work into manageable units. Most people find that it is easier to accomplish a series of small goals rather than trying to achieve one big goal. If needed, increase the frequency of meetings with your supervisor or other members of your supervising committee. Keep in mind that faculty expect each student to succeed.

IMPORTANT RESOURCES FOR GRADUATE STUDENTS

The following resources are available to all students on the UT-Austin campus:

- Campus Safety and Security: <http://operations.utexas.edu/units/csas/>
- Counseling and Mental Health Center: <https://cmhc.utexas.edu/>
- UT Health Austin HEB Pharmacy: <https://uthealthaustin.org/clinics/services/heb-pharmacy>
- University Health Services: <https://healthyhorns.utexas.edu/>
- University of Texas Police Department: <http://police.utexas.edu>
- UT Recreational Sports: <https://www.utrecsports.org/>
- Creating an Individual Development Plan: <https://www.science.org/content/article/myidp>
- Information for International Students: <https://global.utexas.edu/>

UNIVERSITY COMPLIANCE

The Office of Research Support and Compliance is responsible for ensuring that all applicable laws, regulations, and University policies are followed. This office includes the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), and Conflict of Interest committee. Information regarding training and compliance can be found at: <https://research.utexas.edu/ors/>.

OWNERSHIP OF INTELLECTUAL PROPERTY

Intellectual property that is developed as a graduate student is the property of UT Austin and the mentor/Principal Investigator of the laboratory. More information regarding ownership of data and intellectual property can be found at: [Discovery to Impact](#)

ACADEMIC HONESTY

Violations of academic dishonesty include, but are not limited to, copying another person's work (published or unpublished), unauthorized collaboration on a written assignment, using any material containing information relevant to a course brought into an exam, and/or falsifying or fabricating data. Manufacturing, falsifying, concealing, and skewing data to produce specific outcomes is unethical. Every aspect of data collection, analysis, and reporting must be handled with the utmost integrity. Unless otherwise specified, when writing papers for coursework, all writing must be original, and all research findings included/referenced in a written document must be appropriately cited.

Please review the UT academic integrity policy at: <http://deanofstudents.utexas.edu/conduct/>

A tutorial on plagiarism can be found at: https://www.youtube.com/watch?v=XeG_25z8p64&ab_channel=UTDeanofStudents

Information on student conduct can be found at: <http://deanofstudents.utexas.edu/conduct/index.php>

All violations of the UT academic integrity policy will be reported to the Office of the Dean of Students and result in a grade of an F for the course in question. No second chances or exceptions will be made. Scholastic dishonesty is not tolerated within the scientific community. Students found guilty of scientific dishonesty are subject to immediate dismissal from the program. Some external resources for plagiarism checking are provided below:

Plagiarism checking software: www.grammarly.com

Plagiarism Detector: <https://plagiarismdetector.net/>

Viper Plagiarism Checker: <https://www.scanmyessay.com/>

USE OF ARTIFICIAL INTELLIGENCE (AI)

The creation of AI tools for widespread use is an exciting innovation. These tools have both appropriate and inappropriate uses in classwork, teaching, and research. The use of AI tools (such as ChatGPT) in this program is decided by each department faculty. Be sure to discuss this with your research mentor to establish guidelines and expectations.

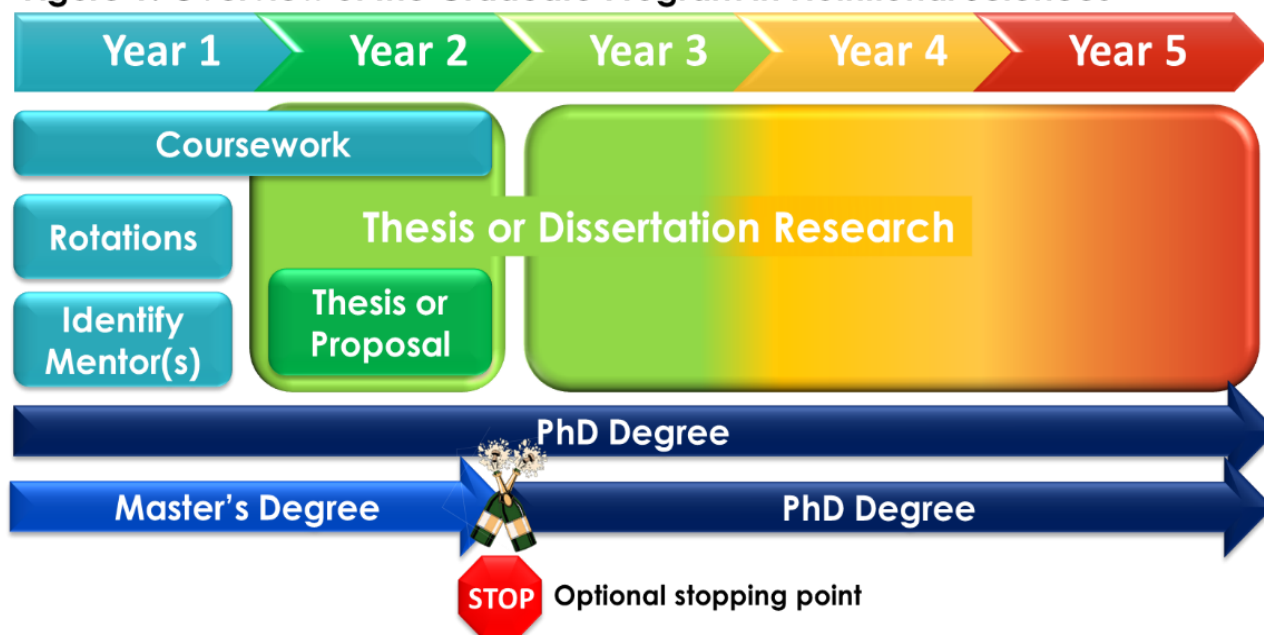
NUTRITIONAL SCIENCES GRADUATE PROGRAM OVERVIEW

The Graduate Program in Nutritional Sciences offers three degree programs:

- Master of Science in Nutritional Sciences
- PhD in Nutritional Sciences
- Master of Science in Nutritional Sciences + PhD

All degree programs follow a similar set of milestones, with the difference being the amount of time taken to accomplish the proposed course of work. The figure below provides an overview of the requirements of the Graduate Program.

Figure 1. Overview of the Graduate Program in Nutritional Sciences



Master of Science in Nutritional Sciences

The Master of Science degree program will prepare individuals for advanced skills in nutrition research; administration in public health programs; research and development positions within the food industry, pharmaceutical companies, and chemical laboratories; and other nutrition-related fields. Study typically includes 30+ hours.

PhD in Nutritional Sciences

The Doctoral degree program is designed to prepare students for research, teaching, and other positions in academia, government, industry, and non-governmental organizations. Competence and supporting work in selected from areas such as biochemistry, computer science, genetics, communication, geriatrics, immunology, physiology, psychology, or health promotion. Study typically includes 70+ hours.

Master of Science in Nutritional Sciences + PhD Track

Master's students who have completed their MS and want to continue their research in the PhD program can petition the GSC for review and formal approval to be admitted into the PhD program. These students must have: 1) identified a research mentor who is willing to support the student's PhD training, 2) demonstrated academic excellence and critical thinking skills, and 3) outlined a proposed plan for their PhD research project.

Additional Graduate Degrees at the Same or Lower Level. Students holding a master's degree may work toward a second master's degree, provided that it is not in the same field or a closely related field. Exceptions to this policy require the consideration of the GSC and then final permission of the Graduate Dean. *A person working on a PhD degree may not work toward a second degree at the same level or lower level concurrently while completing the PhD in Nutritional Sciences.*

MS & PhD Concentrations of Study & Research

The concentrations of study and research offered by the Nutritional Sciences Graduate Program are intended to guide the student's training through research projects and coursework in order to develop a specific skillset and knowledge in one or more of the following areas:

BEHAVIORAL, COMMUNITY, & POPULATION-BASED NUTRITIONAL SCIENCE CONCENTRATION

This program of study emphasizes behavioral, and community based nutritional sciences research with population health implications. This includes nutritional epidemiology, theory-based interventions, and clinical-translational research with a population health focus. Students will learn both qualitative and quantitative methods and will use them in basic and applied research, including cohort studies, nutrition interventions, and/or secondary data analysis from ongoing or retrospective studies. Students will have the opportunity to collect and/or analyze primary data including surveys, dietary assessments, and interviews, as well as collect and/or analyze biological samples, body composition, and other health related measures. Training in this area will provide students with the ability to design and implement behavioral and community-level interventions, observational research studies, and cohort studies that aim to improve nutrition and health and prevent disease across the population.

CLINICAL & TRANSLATIONAL NUTRITIONAL SCIENCE CONCENTRATION

This program of study emphasizes nutrition-based clinical trials to promote health and reduce the risk of chronic diseases in humans. Along with exploring the appetitive, metabolic, inflammatory, and/or hormonal mechanisms of action, this track also includes translating nutrition evidence to biomedical & clinical practice. Research in this track includes the development of novel controlled-feeding, nutrition interventions; collection and analysis of biological samples, metabolic measures, body composition, and eating behaviors; and disease/health monitoring.

MOLECULAR NUTRITIONAL SCIENCE CONCENTRATION

This program of study emphasizes molecular mechanistic nutrition research. This includes studying how nutrients and food components are utilized by, and interact with, the body at a physiological, cellular, and molecular level, and investigating how genetic variation and diet influence health outcomes through gene expression, protein function, and metabolic pathways. Students will focus on strengthening technical, analytical, and quantitative skills across genetics, cellular biology, and molecular science, using a range of methods, including cell and animal models integrated with modern genomic, proteomic, or metabolomic technologies. Training in this area will provide students with the ability to design and implement basic and preclinical research that aims to improve our mechanistic understanding of nutrition, health, and metabolism. Areas of emphasis include obesity, exercise physiology, cancer prevention and treatment, bone and mineral metabolism, as well as inflammation and autoimmune diseases.

GRADUATE PROGRAM REQUIREMENTS

MASTER OF SCIENCE (MS) IN NUTRITIONAL SCIENCES

Students may complete the MS as a terminal degree or as a step toward the Doctor of Philosophy (PhD). For the MS degree, 30 credit hours are required, distributed as follows:

- 12 hours in required CORE classes:
 - NTR 390.1: Advances in Nutritional Sciences I
 - NTR 390.7: Advances in Nutritional Science II
 - NTR 380K.3: Experimental Design & Statistics
or mentor-approved Statistics/Bioinformatics course
 - NTR 394.6: Study Design & Research Methods
- A minimum of 6 elective hours in the Nutritional Sciences graduate program.
- A minimum of 6 additional elective hours which can be NTR or non-NTR hours in a minor field discussed with your mentor. These areas include molecular biology, zoology, botany, anthropology, biochemistry, immunology, physiology, health promotion, public health, kinesiology, or additional statistics.
- All students are expected to attend department research seminar each semester throughout their entire period of study.
- Approval of the proposed course plan and proposed thesis research program by the mentor, in consultation with the Graduate Adviser.
- 6 hours for the development and completion of an original research project and corresponding thesis:
 - NTR 698A: Thesis
 - NTR 698B: Thesis

Note: NTR 698B must be taken in the last semester of the MS program.

The master's degree program typically requires four semesters of full-time study (i.e., 2 years). **Coursework taken at other institutions will not be counted toward these 30 hours.** Students should consult with their supervising professor and formulate a "Proposed Program of Work" that includes a list of planned courses that are required toward the MS. The following Appendices provide additional information:

- **Appendix A:** Nutritional Sciences Course Description
- **Appendix B:** Sample Course Plan for MS Students
- **Appendix C:** Master's Thesis Procedures & Application for Graduation

DOCTOR OF PHILOSOPHY (PHD) IN NUTRITIONAL SCIENCES

Doctoral students in Nutritional Sciences are expected to complete their doctoral training within 5 years. For the PhD degree, between 72-93 credit hours are required. Exceptions must be approved by the GSC. By the end of the 5th long semester (e.g., Fall of Y3), students are expected to have met the requirements for admission to candidacy, namely:

- 12 hours in required CORE classes:
 - NTR390.1: Advances in Nutritional Sciences I
 - NTR390.7: Advances in Nutritional Science II
 - NTR380K.3: Experimental Design & Statistics
or mentor-approved Statistics/Bioinformatics course
 - NTR394.7: Doctoral Seminar in Nutritional Sciences
- A minimum of 6 elective hours in the Nutritional Sciences graduate program.
- A minimum of 6 additional elective hours which can be NTR or non-NTR in a minor field discussed with your mentor. These areas include molecular biology, zoology, botany, anthropology, biochemistry, immunology, physiology, health promotion, public health, kinesiology, or additional statistics.
- Research credit hours can be taken to achieve credit requirements
 - NTR 392R: Research Hours in Nutritional Sciences
- All students are expected to attend department research seminars each semester throughout their entire period of study.
- Approval of the proposed course plan and proposed dissertation research program by the mentor, in consultation with the Graduate Adviser.
- Satisfactory completion of the *Qualifying Exam*, which includes both a written proposal and an oral presentation of the proposed dissertation research including significance, innovation, and approach.

Once admitted to candidacy, students can enroll in:

- X99W: Dissertation course: X99W. The 'X' represents the number of dissertation credit hours taken, depending on whether other coursework is also being taken. Students can take up to 9 dissertation credit hours/semester (to maintain full-time status).

The following Appendices provide additional information:

- **Appendix A:** Nutritional Sciences Course Description
- **Appendix D:** Sample Course Plan for PhD Students

Students in the PhD program are also required to complete the following:

DEPARTMENTAL PRESENTATION: All PhD students are required to present their work before being eligible to graduate. Scientific presentations are optional for MS students.

- The first presentation will be a 'topics' presentation of the student's choice and will be about 15-20 minutes long. This will occur during the fall semester of the second- or third-year and will typically occur as part of the Introduction to Evidence Synthesis & Communications (NTR 392.16) course (regardless of whether the student is taking the course for credit). If the student is unable to present within this course, alternative presentations can occur either during the department research seminar or as an oral presentation at a research conference. This talk must be accomplished before candidacy or completion of thesis.
- The second presentation occurs during the department research seminar, approximately 1-2 years after the preliminary qualifying exam. These formal presentations are generally 40-50 minutes long with an additional 10-15 minutes of questions and answers from the audience. All potential presenters will meet with the faculty member organizing the seminar at the beginning of the academic year to schedule the symposia.

BIOETHICS TRAINING: Students will take training in the ethical conduct of research as a component of their candidacy requirement. There are many options for short courses and workshops. CITI training is required for all graduate students conducting human research. Ethics training is also a component of NTR 380K.3.

ANNUAL REVIEW FORM: Beginning with year 1, all PhD students are required to complete a summary of their academic, professional development, and research progress using the Annual Review Form (See "PhD Program Timeline & Progression" below). The document will be reviewed and approved, annually, by the Graduate Advisor, Assistant Graduate Advisor, mentor, and student supervisory committee (once selected) to ensure each student is making satisfactory progress toward their degrees. If the student is not making satisfactory progress, it may recommend to the Dean of Graduate Studies that the student's program be terminated. This form will be updated on a yearly basis and will undergo a similar review process until the student graduates.

The following documents should be stored in a mentor-accessible, Electronic Student Progress Folder containing the following:

- Current curriculum vitae (CV). The CV should be kept current as it forms the basis of the Annual Review form, and it is something that will be used throughout the students' professional career.

- Teaching Assistant evaluations (if applicable). For each semester a student serves as a Teaching Assistant, they are required to participate in the Testing and Evaluation Service's Course Evaluation Surveys, which provides feedback to the TA from the undergraduate students. The TA's performance is also evaluated by the faculty in charge of the class.
- Copies of first author and co-author publications

ADDITIONAL INFORMATION

OPTIONAL LAB ROTATION OPPORTUNITIES

All incoming students are encouraged, but not required, to complete one to two lab rotations with potential mentors. One rotation is equal to one long semester. Rotations through labs other than the primary and secondary mentors must be obtained with the permission of the Chair of the Graduate Studies Committee and Graduate Adviser. If seeking a third rotation, students should obtain approval from the Chair of the Graduate Studies Committee. *Students must identify a mentor before the start of the third long semester or withdraw from the program.*

SELECTION OF A MENTOR AND LAB HOME

During year 1, it is critical to discuss the student's research interests, long-term career goals, and 'best fit' within a faculty member's research group. It is also helpful to talk with other graduate students about their experiences with their mentors.

Questions/topics that you should discuss with a potential mentor include:

What kind of projects are there for me in your group?

How long do your students usually take to graduate?

Will financial support be available for me?

What are your expectations of me?

How often will we meet?

What background skills do you expect me to have?

Who will train me in the techniques needed in the research project?

What are your past graduates doing now, i.e. are their careers on track?

Do you have some papers that you recommend I read?

Once the student has identified a mentor, the student and mentor should establish a written agreement regarding expectations for the students (e.g., monthly lab meetings, weekly mentor meetings, deliverables/outcomes, etc.).

FORMULATING A RESEARCH PROJECT

A good research topic should be one that interests both the student and their mentor. The mentor will generally have a well-defined, long-term research program and expect that members of their research group contribute to that effort. Other faculty members have a looser focus but work on projects that are closely related to one research area. A few faculty members will take on any student with an interesting idea. The mentor's ability to provide technical support to the student is greatest in the first example and least in the last example.

A topic that is of little or no interest to either the student or the mentor will be difficult to complete. All research projects require a substantial amount of routine and

repetitive work. Some parts are fun, others are not, but the project must be carried to completion.

In order to finish the graduate degree at or near the expected graduation date, the student must clearly define the research problem they wish to address. Questions to consider include:

- Is this topic within an area of current research in the literature?
- Has/have the research problem(s) to be addressed been clearly defined?
- Is/are the problem(s) one(s) that can realistically be addressed in a few years of work?
- Are the student and mentor in agreement on the scope of the project and its projected timetable?
- Is this topic important enough that the results will be publishable?

The guidelines above are appropriate for developing any type of graduate level research project. Master's theses are expected to be completed within two to three years, while PhD projects are more extensive and expected to be completed within five years.

FORMING A THESIS COMMITTEE FOR MS STUDENTS

In consultation with the student, the supervising professor will suggest one additional person to be named to the thesis committee (i.e., to serve as "Second Reader" or "Co-Supervisor"). The consent of the individual must be obtained prior to adding the name to the Application for Candidacy.

FORMING A SUPERVISORY COMMITTEE FOR PHD STUDENTS

Once a primary mentor, lab home, and research interest area has been identified, the student and mentor should work together to identify the members of the student's Supervisory Committee, also known as the doctoral or dissertation committee. The Supervisory Committee is composed of four to five members of the Graduate Faculty, including the Research Supervisor (mentor). The mentor and at least two other faculty members must be from the GSC for Nutritional Sciences. GSC members are listed here: <https://catalog.utexas.edu/graduate/areas-of-study/natural-sciences/nutritional-sciences/>

At least one member must be from outside the GSC for Nutritional Sciences and someone who can provide important advice in areas related to the student's project. The outside member should hold an advanced degree and/or be an expert in their field of study. This person can be faculty at UT-Austin or someone outside of the University. The Supervisory Committee should be identified by the end of the student's fourth long semester (i.e., end of Y2) in the PhD program. Failure to do so will lead to a formal request (by the Graduate Advisor) for the student and mentor to submit justification for the delay and will provide an action plan to remediate this delay. The GSC will review and approve the proposed plan.

It is expected that the student will meet with the Supervisory Committee at least once each year to review their progress via the Annual Report. The committee provides feedback to the student addressing whether the student is making satisfactory progress and provides any recommendations.

This committee, with the approval of the Graduate Adviser, is the committee that approves the Program of Work and administers the preliminary qualifying exam (oral presentation and defense of a dissertation research proposal and satisfactory response to questions on nutrition and related sciences) in connection with meeting any other requirements for admission to candidacy.

OPTIONAL PETITION TO THE PHD PROGRAM

Following completion of the Master's thesis, the student has the option to petition to the PhD program. Admittance is not guaranteed, and the student must have identified a PhD mentor who is willing to take the student into their research group prior to petition to the PhD program (Note: the Master's and PhD mentor may be the same person). Petition is made by the proposed PhD mentor to the GSC through a formal written letter summarizing the student's accomplishments, along with the student's CV and a formal oral request to the GSC. Master's students petitioning to the PhD program must be approved by a simple majority (>50%) of the GSC. Once the petition is approved, Doctoral Seminar in Nutritional Sciences (NTR 394) becomes a core course.

REGISTRATION & ADVISING

Nutritional Sciences graduate students are expected to register as *full-time students*. The Graduate School recognizes 9 credit hours during each long semester and 3 credit hours during a summer session as a minimum full-time course load. (Note: For endowed fellowships, students are not required to take the 3 credit hours during the summer.) The Graduate School will not certify a student as full-time who does not meet this requirement. **Students who do not register and pay in a timely manner risk delays in payment of awards and payroll.**

CONTINUOUS REGISTRATION

Once admitted to candidacy for a doctoral degree, a student must enroll and pay tuition by the twelfth-class day of the Fall and Spring semesters of each academic year until completion of the degree. (Late registration fee rules apply.) Dissertation (i.e., 399W, 699W or 999W) courses must be taken each long semester, post-candidacy, until the degree is completed. The Graduate School monitors continuous registration for doctoral candidates. Students not enrolled by the fourth-class day of a long session semester are sent a letter from the Graduate School warning that they must register and pay tuition by the twelfth-class day, or a bar will be placed on any further registration. Students who are involved in dissertation research work in any way during the summer must be registered. Students who do not register continuously

and who are not on approved leave will be dropped from candidacy. For additional information, see the Graduate Adviser.

CREDIT/NO CREDIT (CR/NC)

Credit/No Credit courses *cannot* be counted toward the minimum course requirements for either the MS or PhD in Nutritional Sciences.

ADVISING

Nutritional Sciences students are barred from registration until their research supervisor has approved their future coursework. Students should make an appointment with their supervisor during the advising period prior to registration to review registration plans for the next semester. Supervisors will contact the Graduate Coordinator to remove the bar.

Faculty advising is essential to ensure the Program of Work is directly applicable to the student's research interests. For questions regarding recommended coursework to fulfill requirements outside Nutritional Sciences, The Graduate Coordinator will assist faculty to identify current semester offerings. The Course Schedule is available at <http://registrar.utexas.edu/schedules/>.

REGISTRATION SCHEDULE

For detailed information on the current registration schedule, see the Registrar's website: <http://registrar.utexas.edu/>. Students may check their individual registration times on their Registration Information Sheet at: <https://utdirect.utexas.edu/registrar/ris.WBX>.

Quick Tips for Registration

1. Go to www.utexas.edu
2. Click on "[Current Students](#)"
3. Enter in your UT EID and Password
4. In the search box in the top right-left corner, search for "registration."
5. Click on "Registration Information Sheet"
6. Select the semester for which you plan to register.
7. Enter the unique class number and click "submit" and you will be registered for the class.
 - a. If you do not know the unique number, click on "Course Schedule" on the navigation menu to the left
 - b. Select the correct semester
 - c. Click on "Find Courses Now"
 - d. Select the field of study (e.g., "Nutritional Sciences") and level (Graduate)
 - e. The unique class number is the blue illuminated number to the left
8. Your tuition bill should be about \$0 after your waivers have cleared. Be sure to pay the tuition bill before the date given by the Graduate Coordinator (via email) each semester. This date is earlier than the deadline posted in the Registrar's calendar. This is because the university will not allow you to work (TA or GRA) until the tuition is paid. A late tuition payment could cause your first paycheck to be delayed.
9. International students and non-Texas residents must apply online for the waiver of out-of-state tuition at <https://utdirect.utexas.edu/acct/fb/waivers/index.WBX>
10. International students should also waiver their student health insurance (since they have faculty/ staff health insurance as part of the TA or GRA job) at:
<https://utdirect.utexas.edu/apps/iss/insr/waiver/>

Students who are waiting for financial awards to assist in the payment of tuition may opt to make an Installment Plan payment, available at My Tuition Bill:

<https://utdirect.utexas.edu/apps/studentfinancials/mytuitionbill>. or may take out a short term loan at https://utdirect.utexas.edu/acct/loans/tuit/tuit_home.WBX.

NOTE: Students must go online to confirm registration even if their tuition bill balance is \$0. The university will drop registration and enrollment in the university if students fail to complete the confirmation by clicking the "**CONFIRM**" button on the Tuition and Fees bill at: https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX

MINIMUM GPA REQUIREMENT

All graduate students must maintain a B (3.00) GPA or better to remain in The Graduate School. A graduate student whose cumulative graduate grade point average falls below 3.00 at the end of any semester or summer session will be warned by the Graduate School that his or her continuance in the graduate program is in jeopardy. The student must attain a cumulative graduate grade point average of at least 3.00 during the next semester or summer session that he or she is enrolled or be subject to dismissal; during this period, the student may not drop a course or withdraw from the University without the approval of the graduate adviser and the graduate dean.

LATE REGISTRATION FEES

Late registration periods are identified in the Course Schedule each semester and summer session (<https://onestop.utexas.edu/registration-and-degree-planning/registering-for-classes/late-registration/>). The late charge is to defray the cost of extra services required to affect the late registration. All students who register late are charged:

- \$25.00 through the fourth-class day (second class day in summer)
- \$50.00 from the fifth through the twelfth-class day (third through fourth class day in summer)
- \$200.00 after the twelfth-class day (fourth class day in summer)

In addition, registering later than the 4th class day requires permission of the Graduate Dean. The student must present to the Graduate Dean an approved "Petition for Late Registration" form from the Graduate Adviser requesting the late registration and explaining the circumstances of the request.

NOTE: Fee bills must be paid on time or registration will be canceled. Many students receiving financial aid fail to return the coupon showing "Zero Amount Due," resulting in canceled registration. **No waiver of late fees will be granted.**

FULL-TIME GRADUATE STUDENT STATUS

The Nutritional Sciences Graduate Program expects all students to be registered full time for long semesters (Fall and Spring). The practical applications and important exceptions are as follows:

University Fellowship holders. Nine semester hours during a long-session semester and three hours during summer session for those students who also hold a University Fellowship as part of a Recruiting or Continuing Fellowship agreement.

Teaching Assistants (TAs) and Graduate Research Assistants (GRAs). Nine semesters hours during a long-session semester and three semester hours in any summer session term.

Other students who need to be certified as having full-time status include:

Students with Stafford Loans need to check their promissory notes in order to determine what enrollment status is required for deferment of payments. For further information, students should consult their lender or servicing agent, or seek advice from a counselor in the Office of Student Financial Services (<http://finaid.utexas.edu/>).

Students who need to be certified for full-time status **for student housing** during the summer must take three hours in summer.

Students who need to be certified for full-time status for **VA benefits** during the summer must take three semester hours in each of the two six-week summer session terms or take six semester hours in a full twelve-week session.

Outside agencies that grant loans or provide educational funding can set their own requirements about what constitutes full-time status. Students need to be familiar with the regulations of any agency to which they have an obligation. Certification of full-time status, when needed, is provided by the Office of the Registrar located in the Main Building, Room 1.

MEANS OF SUPPORT

Primary means of support through the University are through receipt of a Graduate Research Assistantship (GRA) or an appointment as a Teaching Assistant (TA). In addition, there are smaller endowment-based scholarships administered within the department. Appointment to any of the above for at least 10-hours, (considered half-time, except in the case of fellowships) normally qualifies the student for proportional residential tuition rates. Full tuition remission is offered for full-time employment (20-hours). Recipients must be full-time students at the time of the appointment.

TEACHING ASSISTANTS

Teaching Assistants are graduate students who perform duties adjunct to regular classroom instruction under the supervision and direction of designated members of the faculty. They may not conduct regular classroom instruction or serve as instructors of record for any instructional activity; they fulfill a variety of roles of assisting faculty members.

Only individuals admitted to the Graduate School without conditions may be appointed as TAs. Students who have enrolled in graduate work at UT must be in good academic standing and making satisfactory progress toward an advanced degree before the appointment becomes effective. (These terms are interpreted by the Graduate School to mean having a 3.00 GPA or better and having GSC approval of satisfactory progress toward a degree.) TAs must hold bachelor's degree or higher degrees appropriate to the area of service.

Teaching Assistantships for international students are contingent upon passing an Oral English Proficiency Assessment. If the student does not pass this test, they will not be allowed to hold the teaching assistantship for the first semester of admission. To qualify for a TA in the second or future semesters, the student must pass the proficiency assessment prior to the beginning of the semester enrolled.

To be eligible for appointment or reappointment as a TA, Assistant Instructor (AI), or GRA, a student may have no more than two grades of temporary incomplete (X), or one grade of X and one grade of permanent incomplete (I) at the time of appointment or reappointment.

Teaching Assistant assignments will be based on teaching needs of the department, as well as academic and professional background of graduate students willing to be TAs. Demonstrated competency in English is required for all instructional appointments. Recommendations are forwarded to the Chair of Nutritional Sciences.

Notification to candidates for appointment or reappointment is handled by the Chair of the Department of Nutritional Sciences.

Appointment and reappointment as a TA is contingent upon satisfactory progress toward a degree as defined by the Graduate School and demonstrated effectiveness as a TA as demonstrated by student and faculty evaluations. A TA must be registered for at least nine hours during the long-sessions and for three hours during any summer term in which they are employed.

A Graduate Teaching Assistantship not only provides financial support but also helps the student to gain teaching experience. A TA is expected to carry out the duties attendant to the assigned courses with diligence and professionalism. A TA position will have a specified number of hours associated with it, 10-hour, 15-hour, 20-hour, etc. position. This means that the student is being paid with the expectation that they will devote that number of hours per week to their teaching assignment, on average. In addition to the time spent actually teaching, the graduate student will need to hold regular office hours, prepare for lectures or labs, prepare materials, meet with the faculty supervisor of the course, and grade reports and examinations.

Meeting classes and office hours and providing quick turnaround on graded student is a serious matter to the Department and the University. If the graduate student becomes ill and is unable to meet a class or office hour session, they must notify their faculty supervisor as much in advance as possible so that the students in the course are not left abandoned. Failure to carry out the assigned teaching responsibilities is a very serious matter and is dealt with by the Department, the College Dean, and the Graduate School.

FELLOWSHIPS AND RESEARCH ASSISTANTSHIPS

Continuing Fellowships. Each year the Graduate School accepts nominations for consideration for Continuing University Fellowships. These nominations are made by the GSC, and these awards are highly prestigious.

Graduate Research Assistantships. Faculty often have research grants from external (non-university) sources to appoint students as Graduate Research Assistants (GRA). Students should contact their supervising professor concerning such appointments. The same basic qualifications that apply to TAs also apply to GRAs.

Travel Awards. These awards provide support for students to attend professional meetings at which they present an original paper or poster based on their research. Students may apply for one travel award per academic year. Preference is given to doctoral candidates who have not previously received an award, and who are nearing graduation and can use attendance at the meeting to explore career opportunities. In addition, attendance at a national meeting will be given priority over a state meeting.

Predoctoral Fellowships. The University offers services for preparing predoctoral and postdoctoral applications and other grant writing workshops for graduate students.

Fellowships are available from the NIH, ASN, NSF, USDA, DOD, and other funding sources. More information can be found at the Office of Sponsored Projects (<https://research.utexas.edu/osp/>).

ADDITIONAL/OUTSIDE EMPLOYMENT

Graduate students who have been awarded a full-time (i.e., 20-h) TA or RA position are not allowed to have outside employment such as part-time positions in restaurants, retail, consulting, clinical practice, or any type of job that interferes with completion of coursework or research. On occasion, and with the prior approval of the Graduate Adviser and supervising mentor, a student may have 5-10 hours of additional on-campus employment that is related to their role as graduate students, such as paid grader positions, etc. but only after the completion of the first year. Graduate students are encouraged to disclose all outside activity that may result in a conflict of interest with their appointment at UT Austin. Information about this can be found on the UT Austin Human Resources website at hr.utexas.edu/current/compliance/outside-employment.

Graduate students who have not been awarded a full-time (i.e., 20-h) TA or RA position are discouraged from having outside employment. As discussed above, the amount of time for course work, research, reading, and writing in graduate school is extensive and is considered a full-time job. However, if your circumstances compel you into needing outside employment, please discuss with the Graduate Adviser and supervising mentor prior to accepting employment outside the graduate program.

ASSOCIATIONS & ORGANIZATIONS

GRADUATE STUDENT ASSOCIATIONS

The Nutritional Sciences Graduate Student Association (NGSA) was organized in the Fall of 1990. Its goals are to improve communication among the graduate students, staff, and faculty involved in the administration of the Graduate Program in Nutritional Sciences. Representatives are available to take suggestions from students, faculty, and staff on how to improve the operations of the program as it affects graduate students and to enhance the role of the program as a place conducive to collective and individual learning. The representatives will either act on suggestions immediately or take them to the graduate students at an association meeting. The association is also able to provide input to the graduate student body as a whole through its representative to the Graduate Student Assembly (GSA).

The NGSA supports and participates in the following events:

- Monthly social events
- Annual research retreat
- Jean Andrews Centennial Faculty Fellowship in Human Nutrition
- Seminar Speaker Science Discussion

- Distinguished Seminar Lecturer

GRADUATE STUDENT COUNCIL

The Dean's Office Graduate Council is a group of student volunteers representing each of the fifteen graduate programs in the College of Natural Sciences. The Council was created in spring 2015 to enhance bidirectional communication between students and the Office of Graduate Education. Together, we are sharing ideas to optimize the graduate school experience for students throughout the College. All students are encouraged to communicate ideas, questions, and concerns to the Council member representing their program. Please share feedback with the graduate program's representative listed in the following website: <https://cns.utexas.edu/info-graduate-students-postdocs/graduate-council>

PHD PROGRAM TIMELINE & PROGRESSION

YEAR 1

During year 1, the graduate student will accomplish the following:

- Completion of required graduate coursework
- (Optional) Completion of Lab Rotation
- Establish Primary Mentor
- Complete Annual Review form:
 - <https://utexas.box.com/s/gfjmzgvTUR2bcerosveearo4jle1y1f3>
 - Send draft to Graduate Coordinator
 - Send draft to Primary & Secondary Advisors
- Meet with Primary & Secondary Advisors to discuss:
 - Academic Progress and Professional Development Activities
 - Research interests & 'next steps' in training & research progress
 - Y2 course schedule

NOTE: A presentation (highlighting progress) is not needed

Following the meeting:

- Advisors will add comments to Annual Review form
- Resubmit Annual Review Form to Graduate Coordinator who will circulate a DocuSign for advisors to sign
- Optional Meeting with Graduate Advisor and/or Assistant Graduate Advisor if issues/concerns/questions remain

YEAR 2

During year 2, the graduate student will accomplish the following:

- Completion of required graduate coursework
- Completion of 'Topics Presentation' in NTR 392.16 (or alternative)
- Poster presentation in the Annual Research Retreat
- Establish Supervisory Committee (i.e., doctoral/dissertation committee)
 - 3 Faculty within NTR; 1 External Faculty
 - Request faculty to serve on committee via email or in person meeting
 - Provide a summary (1 paragraph) of Broad Research Aims
- Update previous Graduate Annual Review form (with yellow highlights)
 - Send draft to Graduate Coordinator
 - Send draft to Supervisory Committee
- Meet with Supervisory Committee to discuss:
 - Academic Progress and Professional Development Activities
 - Research interests & 'next steps' in training & research progress
 - Scheduling Qualifying Exam (due: end of 5th long semester)

NOTE: A presentation (highlighting progress) is needed. The presentation should be 15-20 minutes and include bullet points of:

- Completed coursework (with grade achieved)
- Professional development activities
- Research training
- Broad Aims of dissertation topic.

Following the meeting:

- Advisor will add Committee comments to Annual Review form
- Resubmit Annual Review form to Graduate Coordinator who will circulate a DocuSign for Committee to sign
- Provide Graduate Coordinator with Committee member names & email addresses
- Complete Qualifying Exam & Advancement to Candidacy (**Appendix E**)

YEAR 3

During year 3, the graduate student will accomplish most or all the following:

- Additional graduate coursework (optional)
- Conduct dissertation research
- (Ideally) Complete first dissertation aim/manuscript
- Poster presentation in the Annual Research Retreat
- (Ideally) Present poster/oral presentation at research conference
- Update previous Graduate Annual Review form (with yellow highlights)
 - Send draft to Graduate Coordinator
 - Send draft to Supervisory Committee
- Meet with Supervisory Committee to discuss:
 - Academic, Professional Development, and Research Progress/Revisions
NOTE: A presentation (highlighting progress) is needed. The presentation should be 15-20 minutes.
 - Scheduling Qualifying Exam (IF not done in Year 2)
 - If a student is unable to complete the Qualifying Exam by end of fifth long semester, a formal extension request is needed. Contact Graduate Advisor for more details.
- Following the meeting:
 - Advisor will add Committee comments to Annual Review form
 - Resubmit Annual Review form to Graduate Coordinator who will circulate a DocuSign for Committee to sign

CONDUCTING THE RESEARCH

Throughout the third year and beyond, research should be the primary focus of the student's activity. Research is labor intensive. Depending on the nature of the

project, it is not uncommon to spend sixty or more hours per week working on it. The student should read pertinent literature and doing the work of the project consistently. Graduate education is designed to develop independent, self-motivated scientists.

A good scientist must be consistent, careful, thoughtful, and their own strongest critic. Research projects rarely proceed without setbacks, but careful planning and attention to detail can minimize setbacks. Research projects often give surprising, unexpected results. Research techniques must be mastered. Tasks should be carried out well, and the student should understand why they are doing each step. If something doesn't work, the student should be able to identify the problem or find the resources to reach a solution or alternative plan.

PROFESSIONAL OPPORTUNITIES

The third year should include participating in professional organizations and presenting research findings at local and national meetings. Professional meetings provide an opportunity to hear the most recent and cutting-edge research. Professional meetings also provide the opportunity to make connections that can be lifelong and possibly lead to the next position following graduate school. Student memberships are usually very affordable, and the supervising mentor may be willing to cover the student's annual membership dues. In the field of nutritional science, the Academy of Nutrition and Dietetics and the American Society of Nutrition are two of the top professional organizations, among others. The websites of each organization will have information about student membership, abstract deadlines, and meeting dates.

YEARS 4 - 5

During years 4-5, the graduate student will accomplish most or all the following:

- Conduct dissertation research
- Complete remaining dissertation aims/manuscripts
- Poster presentation in the Annual Research Retreat
- Present poster/oral presentation at research conference
- Completion of a 'Department Research Seminar'
- Update previous Graduate Annual Review form (with yellow highlights)
 - Send draft to Graduate Coordinator
 - Send draft to Supervisory Committee
- Meet with Supervisory Committee to discuss:
 - Academic, Professional Development, and Research Progress/Revisions
 - Dissertation defense 'readiness'

NOTE: A presentation (highlighting progress) is needed. The presentation should be 15-20 minutes.

- Following the meeting:
 - Advisor will add Committee comments to Annual Review form
 - Resubmit Annual Review form to Graduate Coordinator who will circulate a DocuSign for Committee to sign
- Complete final dissertation document and oral dissertation defense (**Appendix F**)
- Complete all graduate forms and procedures
- Graduate!

CONGRATULATIONS!

At this point, you are on your way to an exciting career as a PhD in Nutritional Sciences. While you are looking toward the future, the connections you've made in graduate school will serve you throughout life. Your fellow graduate students may become your colleagues, supporters, and future collaborators. There is a wonderful life ahead of you!

APPENDIX A – NUTRITIONAL SCIENCES COURSE DESCRIPTIONS

Advances in Nutritional Sciences (NTR 390.1)

This course explores the continuum of complex metabolic pathways fed by macronutrients that drive myriad cellular processes. The journey of exploration begins with the integrated and orchestrated digestion and absorption of the various macronutrients, and then continues until the carbon skeletons created are either converted to macromolecules that facilitate cellular functioning or metabolized for purposes of bioenergetics. But most importantly, the course covers the complex pathways of metabolism in detail including their heavily coordinated determinants.

Advances in Nutritional Sciences II (NTR 390.7)

This course extends knowledge of nutritional biochemistry and metabolic pathways with a focus on the role of vitamins and minerals in energy metabolism, health, and disease etiology. Vitamins and minerals will be explored through their digestion, methods of absorption, bodily functions and results of toxic and deficient amounts. Functions and dietary levels will be considered in context of the physiology of related body processes and chronic disease through evaluation of current research.

Doctoral Seminar in Nutritional Sciences (NTR 394.7)

This graduate seminar is designed to prepare the student for professional presentations to diverse audiences and to defend their research objectives in written format. The goal of this class is to introduce the ideas, methods and techniques that will help to solidify the student's research questions and goals, as well as their presentation skills at scientific seminars. Career development skills such as developing a training/mentor plan, creating a CV, searching and applying for graduate fellowship funds, and looking and applying for positions and jobs after graduating, will also be covered.

Study Design and Research Methods (NTR 394.6)

This course will allow learners to interface directly with the scientific literature to research independent projects, including analyzing study designs and methodology, hypothesizing about topics, developing manuscripts, and presenting topics to cohort groups.

Introduction to Evidence Synthesis & Communications (NTR 392.16)

This graduate-level course provides an introduction to evidence synthesis and communications in nutritional sciences. To be an effective, accurate, and impactful scientific communicator, it's critical to know 'how to' evaluate existing and novel (preliminary) data from basic, clinical, and/or translational research and convey the findings and impact to those within the student's respective field of study as well as across disciplines. This course will provide 'hands-on' experience through the completion of article critiques; peer and self-reviews; and the development of

scientific presentations to build skills in these areas. *This course includes a 20 minute 'Topics' presentation which is part of the PhD requirement.*

Experimental Design and Statistics (NTR 380K.3)

This course prepares students to critically evaluate and design rigorous nutritional sciences research across the translational spectrum. The course will focus on research ethics and peer review; high impact research questions; study design selection; issues in collecting data for human nutrition, including diet, anthropometric, and biomarker data; and analysis techniques for nutritional sciences research. This course includes key methods for designing and evaluating research in nutritional epidemiology, experimental nutrition (e.g., controlled feeding trials, mechanistic models), clinic and community-based behavioral nutrition (i.e., interventions), and public health/policy.

Advanced Experimental Design and Statistics (NTR 380K.4)

This course is designed to cover data analysis using common statistical methods to properly interpret and communicate results in nutrition science.

Molecular Nutritional Sciences (NTR 390.6)

This course provides a general overview of the regulation of gene expression by diet, lifestyle and nutrition and the resulting modulation of disease development. The material will focus on the basic tenets of gene regulation and how nutrient intake affects gene expression and tissue metabolism and conversely how genetic inheritance affects metabolic nutrient requirements. Students will be taught how their own lifestyle and diet choices, as well as those of their parents' and grandparents', impact their current health status and their risk for future disease development (and potentially their children's risk), especially in the context of personalized medicine.

Nutrition and Disease Prevention (NTR 392.13)

This course explores the role of nutrition as a critical preventive measure for both acute and chronic disease. The current research supporting the role of nutrition as a preventative therapy is examined and evaluated. Students will work in teams to evaluate the validity of proposed nutritional therapies, and outcomes are shared in group presentations.

Nutrition Immunology (NTR 392.4)

This course prepares students to make recommendations for improving health through immune modulation using dietary components. The course will cover the clinically relevant aspects of immunology including inflammation, immune surveillance, allergy and autoimmunity. Students will also learn the current dietary strategies recommended to modulate the different aspects of immune function as well as understand clinical immune assessment and critically analyze and interpret current research findings.

Nutrigenomics (NTR 390.13)

Examine the interactions between nutrition and multi-level "omics" (e.g., genome, transcriptome, methylome) as they relate to chronic disease and health. Includes a focus on gene-diet interactions in the context of population genetic variation and the bidirectional molecular interactions that influence gene and protein expression as well as epigenetic modification.

Clinical Nutrition (NTR 390.8)

This course provides an in-depth examination of the physiological principles underlying nutritional care in the treatment of chronic diseases. Students will evaluate clinical guidelines, assess current research, and apply evidence-based recommendations to patient care with an emphasis on interdisciplinary collaboration.

Community Nutrition (NTR 390.16, pending University approval)

This course is designed to cover evidence-based practices used to assess a group or community's nutritional status and tools to evaluate community intervention programs. It will provide students with an understanding of both the scope and skills associated with community nutrition education, health promotion, and disease prevention.

Research Hours in Nutritional Sciences (NTR 392R)

This course includes research hours/experiences conducted in the laboratory group of the primary or secondary mentor and will focus on research problems, methods, and techniques relevant to the research being conducted in the research group.

APPENDIX B – SAMPLE COURSE PLAN FOR MS STUDENTS

Fall - Year 1	Type	Hours
NTR 390.1 Advances in Nutritional Sciences I	CORE	3
NTR 380K.3 Experimental Design and Statistics	CORE	3
NTR Elective	Elective	3
Spring - Year 1		
NTR 390.7 Advances in Nutritional Sciences II	CORE	3
NTR Elective	Elective	3
NTR or non-NTR Elective	Elective	3
Fall - Year 2		
NTR 698A: Thesis	CORE	3
NTR or non-NTR Elective	Elective	3
NTR or non-NTR Elective	Elective	3
Spring - Year 2		
NTR 394.6 Study Design & Research Methods	CORE	3
NTR 698B: Thesis	CORE	3
NTR or non-NTR Elective	Elective	3

APPENDIX C – MS THESIS PROCEDURES & APPLICATION FOR GRADUATION

Structure and Review of the Master's Thesis. Under the direction of their supervising professor, students will develop an original research project that can include data collection, data analysis, a meta-analysis of existing literature, and/or experimental analysis. A master's thesis should have the following general structure:

- Chapter 1 Literature Review, which thoroughly covers the relevant literature related to the project
- Chapter 2 Primary Research, which is generally written in the quality and format of a journal publication, includes a brief introduction and discussion that puts the work in the context of the existing literature.
- Chapter 3 Conclusion and Future Directions, which provides a summary of the main findings and a plan for next steps

Guidelines for other required components of the thesis (e.g., abstract, signature pages, etc.) can be found at <https://gradschool.utexas.edu/navigating/forms>. Once the master's thesis is completed, under the direction of the student's primary mentor, the Second Reader will review and approve the thesis. A formal presentation of the master's thesis main findings in the departmental seminar is required.

Submitting the completed thesis. Once the thesis is complete, students must [upload the thesis to the Texas Digital Library \(TDL\)](#) BEFORE submitting the required printed pages. The Graduate School will not accept a paper copy of the thesis or report. There will be a final format check when the required pages are submitted. It is critical that the submission be complete and correct. After submission, no revisions or corrections will be allowed except for those required by the Graduate Dean.

Required Printed Pages. Master's students are required to submit a copy of the following pages to the Graduate School, [Main Building](#) 101, by 3 p.m. on the relevant deadline listed above. All paperwork must be submitted together in one PDF packet. Incomplete packets will not be accepted:

- A [master's committee approval form](#) with signatures of the supervising committee. ALL committee members must sign the master's committee approval form - no proxy signatures allowed;
- A copy of the [Copyright Tutorial](#) grade page - 100% score required;
- A [Statement on Research with Human Participants form](#); and
- Any requests to [Delay Publication](#).

Submit the forms whether or not human participants were included. If human participants were included, attach a copy of the IRB approval letter or waiver or exemption notification of the form. All master's students must be registered in NTR 698B their final graduating semester to submit a graduation application.

The Application for Graduation must have accurate information for it to be correctly routed to the appropriate people for signatures. The Graduate Coordinator in the program can answer questions related to graduation. All Master's Students must complete the application, available here:

https://utdirect.utexas.edu/ogs/forms/candidacy/stu_appsList.WBX

Note: each semester has a deadline for completion of the application; failure to meet those deadlines will result in delay of graduation!

The graduate student should visit the Registrar's Addresses Page to check or modify their University record for name, current address, and phone number before submitting this application.

https://utdirect.utexas.edu/apps/utd/all_my_addresses/

APPENDIX D – SAMPLE COURSE PLAN FOR PhD STUDENTS

Fall - Year 1	Type	Hours
NTR 390.1 Advances in Nutritional Sciences I	CORE	3
NTR 380K.3 Experimental Design & Statistics or mentor-approved Statistics/Bioinformatics course	CORE	3
NTR Elective	Elective	3
TA training course -on line (for students on TAships)		-
Spring - Year 1		
NTR 390.7 Advances in Nutritional Sciences II	CORE	3
NTR Elective	Elective	3
NTR or non-NTR Elective Course or NTR 392-Research Hours	Elective	3
Fall - Year 2		
NTR or non-NTR Elective Course or NTR 392-Research Hours	Elective	3
NTR or non-NTR Elective Course	Elective	3
NTR 392-Research Hours	-----	3
Spring - Year 2		
NTR 394 Graduate Seminar in Nutritional Sciences	CORE	3
NTR or non-NTR Elective Course	Elective	3
NTR 392-Research Hours	-----	3
Fall - Year 3		
NTR or non-NTR Elective Course	Elective	3
NTR 392 research hours or NTR X99W Dissertation (if PhD Candidate)	-----	3-6
Spring - Year 3		
NTR or non-NTR Elective Course	Elective	3
NTR X99W Dissertation	-----	3-6
Fall - Year 4		
NTR or non-NTR Elective Course	-----	3
NTR X99W Dissertation	Elective	3-6
Spring - Year 4		
NTR 999W Dissertation	CORE	9
Fall - Year 5		
NTR 999W Dissertation	-----	9
Spring - Year 5		
NTR 999W Dissertation	-----	9

APPENDIX E – QUALIFYING EXAM PROCEDURES & REQUIREMENTS

QUALIFYING EXAM (OVERVIEW)

Most PhD students complete their Qualifying Exam between their second and third year (i.e., fourth to fifth long semester). As soon as the PhD topic is clearly defined, the student will need to prepare for the Qualifying Exam, which **must be completed prior to the start of the sixth full semester**. The student cannot register for the sixth long semester without completion of the candidacy exam unless the student is granted an exception by the Graduate Adviser and the GSC. A contract between the mentor and student must be completed outlining the timeline for completion of the candidacy exam. This form must be signed by the mentor and student and approved by the GSC.

The objectives of the Qualifying Exam are to evaluate the student's understanding of and ability to integrate nutritional science principles, and to evaluate the research potential of the student, as well as to evaluate a student's progress towards becoming a scientist. The Qualifying Exam will consist of the following two components:

- A written research proposal outlining the student's research project(s)
- An oral presentation of the proposal to the Supervisory Committee

QUALIFYING EXAM (PROCEDURES)

1.) Provide documentation (via signed Annual Review form) that all required Program of Work requirements have been completed. Coursework completed at UT-Austin for the MS degree may be included in the work for the doctoral degree, provided it is acceptable to the Graduate Studies Committee (GSC), the supervising committee, and the Graduate Dean. The Graduate Coordinator and Graduate Adviser will check with the Graduate School to confirm correct coursework and requirements. Any discrepancies need to be resolved. **The student must satisfactorily complete all required coursework before the Qualifying Exam can take place.**

2.) Complete the written proposal of the dissertation project. The dissertation proposal should follow the NIH F31 format, which is outlined at this link: <https://grants.nih.gov/funding/activity-codes/F31>. The following is a brief overview of what is required within the proposal:

Sections (9 pages total not including references and appendices)

- Cover Page/Title (1 page)
- Project Summary/ Abstract (30 lines of text)
- Specific Aims (1 page)
- Research Strategy (6 pages)
 - Significance
 - Innovation
 - Approach

- Bibliography & References Cited (no page limit)
- Any additional material/information requested by the committee can be attached as an appendix (no limit on number of appendices)

The mentor will provide guidance and support for the creation of the research proposal and presentation, and NTR 394 – Doctoral Seminar in Nutritional Sciences will also provide an opportunity to prepare the candidacy proposal. The dissertation proposal should be prepared and circulated to committee members **four weeks** in advance of the Qualifying Exam. If the Supervisory Committee finds the written proposal unacceptable, the candidacy examination may need to be rescheduled.

3.) Schedule the Qualifying Exam. Once the Program of Work has been approved, the exam can be scheduled. It is the responsibility of the student to choose a time when all members of the committee can attend for a 2-3-hour time period. Any comments or recommendations made by the Graduate Adviser regarding the Program of Work need to be brought to the attention of all Supervisory Committee members by the supervising professor at the beginning of the candidacy exam.

4.) Complete the Qualifying Exam. The candidacy exam is generally performed in the following format:

- Brief summary of student's progress by the Primary Mentor (student is not present)
- Formal oral presentation of the dissertation proposal by the graduate student
- Questions from the committee regarding the dissertation proposal
- Questions from the committee on any topic relevant to the students' scientific knowledge
- Deliberation & decision by the committee (student is not present)
- Recommendations from the committee regarding the dissertation project and any further training needed

The committee's recommendation to the GSC will be one of the following:

- **Pass** – admission to candidacy with no conditions;
- **Conditional Pass** - admission to candidacy with specific conditions, such as additional coursework;
- **Fail** with option for re-examination at a later date;
- **Fail** with approval to pursue a terminal Master's degree; or
- **Fail** with dismissal from the graduate program.

Once the Graduate Adviser has approved the Supervisory Committee's recommendation on the proposed dissertation research program, a copy will be submitted to the Graduate Coordinator for record keeping.

5.) Complete the Application for Candidacy. The student should use the following web site in order to fill out the Application for Candidacy

https://utdirect.utexas.edu/ogs/forms/candidacy/stu_appsList.WBX. State each member's full name, department, rank, GSC status (Y or N). This information is available from the graduate coordinator.

A brief statement of the proposed dissertation can be cut and pasted to the electronic Application for Candidacy. The abstract should not exceed one page and should *be in the form required by the Graduate School* as part of the application for admission to candidacy for the PhD

Paste or type the abstract (under 60 lines) into the form. **The UT EID system will timeout after 30 minutes and lose any changes not yet submitted or saved, so the student should prepare this description before beginning the application.** The student's mentor must approve the description.

When the online form is completed and sent, it will automatically be routed to the faculty mentor for electronic approval signature. After approval from the faculty supervisor is obtained, a Certification of Academic Credentials electronic form will be sent to the Graduate Studies Committee Chair for electronic signature approval. A copy of the proposal also should be provided to the Graduate Coordinator for addition to the student's file.

Students are responsible for delivering to the Graduate School Degree Evaluators:

- CV for any committee member who is **not** a member of the Graduate Studies Committee.
- CV for individual without a teaching appointment at UT Austin is included in the committee.
- Changes to the Committee Membership require special approval, students should be certain the membership is complete and correct before initiating the application.

Questions should be directed to the Departmental Graduate Coordinator. Once the student has been admitted to candidacy, they are required to continuously register for dissertation hours.

Please be aware that any changes to the committee must be approved by the Dean of Graduate Studies. Ask the Graduate Adviser to petition for any changes. Changes to either the topic or committee membership must be approved well in advance (approx. 30 days) before submission of the Request for Final Oral Examination.

Inability to advance to candidacy or complete post-candidacy research. If the student is unable to advance to candidacy or complete their post-candidacy research project, they may petition the GSC to allow completion of a **Master of Science with Report**, which is considered a terminal degree in the Department of Nutritional Sciences. In other words, a student completing a Master of Science with report is not eligible to advance/return to the Nutritional Sciences PhD program at

the University of Texas at Austin. The Master of Science with Report must follow prescribed guidelines. Students must have successfully completed all required coursework with a grade of B or better.

Directions for advancing to Doctoral Candidacy are found here:

<https://gradschool.utexas.edu/navigating/phd/candidacy>

Catalog. The “Graduation under a Particular Catalog” policy established by the Graduate School states:

“Degree requirements may change from one catalog to the next. You are normally bound by the requirements of the catalog in force at the time of your first registration; however, you may choose to fulfill requirements of a subsequent catalog. If students do not fulfill requirements within six years of first enrollment in the Graduate School, students are then bound by the requirements of a subsequent catalog. You may choose the catalog in effect in any year in which you are enrolled in the Graduate School, within the six-year limit. Refer to Graduate School Catalog for further information.

<http://registrar.utexas.edu/catalogs>.”

APPENDIX F – PHD DISSERTATION PROCEDURES & APPLICATION FOR GRADUATION

WRITING THE DISSERTATION

A dissertation can take many forms and may change during the process of conducting the research. Reviewing a few completed dissertations by former students can provide an idea of what others have done.

General Structure of the Dissertation. Under the direction of their mentor, students develop an original research project that can include data collection, data analysis, meta-analysis of existing literature, and/or experimental analysis using animals/organisms, cells/tissues, and/or human subjects. The research questions should be important, address a gap in the published literature, and be publishable. A dissertation may take the form of the following general structures (although the final format of the dissertation is guided by the mentor):

Option 1

Abstract	Formal scientific summary of the main findings
Lay Summary	Summary written so that individuals who are not familiar with the topic can fully understand what was done and why
Chapter 1	Literature Review, which is usually an extensive review of the relevant literature related to the project
Chapter 2-4	Two to four chapters comprised of a publication based on each of the aims of the project (normally two or three).
Chapter 5	Conclusion and Future Directions, which provides a summary of the main findings and a plan for next steps

Option 2

Abstract	Scientific summary
Lay Summary	Summary written for the lay public, as described above
Chapter 1	Literature Review
Chapter 2	Methods
Chapter 3	Aim 1 Results
Chapter 4	Aim 2 Results
Chapter 5	Aim 3 Results
Chapter 6	Discussion of Results
Chapter 7	Conclusions and Future Directions

Information regarding other required components of the dissertation (e.g., signature page, etc.) can be found at <https://gradschool.utexas.edu/navigating/forms>. References can either be included with each chapter or as one reference section at the end of the dissertation. As noted above, much of the first chapter summarizing the literature review, can be written early in the project during preparation of the

dissertation proposal. Depending on the format chosen for the dissertation, papers can be submitted for publication as soon as they are completed. It is not unusual for papers to require several drafts and possibly multiple rounds of submission, so don't be discouraged by this process. The final dissertation should be adequate to fully cover the aims of the proposed research, including an abstract and a lay summary.

DISSERTATION DEFENSE

Scheduling the Defense. Once the dissertation has been completed and approved by the primary mentor, the oral dissertation defense can be scheduled. Begin scheduling the defense at the beginning of the semester in which graduation is anticipated, especially during the summer, in order to accommodate the travel plans of the committee members. During long semesters, the dissertation defense can be scheduled during the regular departmental seminar, although it is important that a room be available for the closed part of the defense, which immediately follow the public part.

The student will need to obtain the **Request for Final Oral Examination** form from the Graduate School: <https://gradschool.utexas.edu/navigating/forms>. **If there have been any changes to the committee members**, please notify the Graduate Coordinator immediately since this requires a petition.

The final draft of the dissertation, reviewed for technical and grammatical correctness by the primary mentor, should be submitted to each of the committee members **at least four weeks before the final defense**. All members of the committee must sign the Request for Final Oral Examination. The primary mentor and Graduate Adviser cannot sign this document by proxy. By signing, each member acknowledges receipt of a copy of the dissertation draft and agrees to be present at the defense on the scheduled date.

The request must be filed in the Graduate School, along with the CV, abstracts, signature and title pages for a format check **at least two weeks in advance of the final defense**. This time is necessary for the Graduate School to process the request and mail the defense report materials, a copy of the abstract, and invitations to the defense to the committee members and graduate program.

By signing the Request for Final Oral Examination, the student authorizes The University of Texas at Austin to publish their name, major, dissertation title, committee chair, and the date, time, and location of the final oral exam. In the absence of this signature, this information will not be published as a part of the Schedule of Final Oral Exams.

Format of the dissertation Defense. Doctoral students' final oral examinations are open to all members of the University community and the public unless attendance is restricted by the Graduate Studies Committee. Scheduled oral examinations are published on the Graduate School [website](#). Once the date is confirmed, a public announcement should be made inviting those interested to attend. The Graduate

Coordinator can help with this announcement. The format of the dissertation defense is similar to the candidacy exam, with some exceptions, as described below:

1. The public session begins with an Introduction by the Primary Mentor
2. Formal oral presentation of the dissertation given by the graduate student
3. Questions from the public audience pertaining to the dissertation
4. Closed session begins – public audience leaves the room or closed session moves to a different room
5. Questions from the committee regarding the dissertation
6. Questions from the committee on any topic relevant to the students' scientific knowledge
7. Deliberation of the committee and decision of the outcome (student is not present)
8. Recommendations from the committee regarding the dissertation and competency to complete the PhD

The outcomes of the dissertation defense may include the following:

- **Pass** – “Pass” requires that both the defense and the document (dissertation or treatise) are acceptable.
- **Re-Defend** - “Re-defend” indicates that the committee is not satisfied with the dissertation or with the oral examination but believes that rewriting may make it acceptable.
- **Fail** – “Fail” indicates that at least one member of the committee has decided that the dissertation is unsatisfactory and may not be rewritten. Committee members should also submit their individual Report on Doctoral Dissertation forms indicating their dissatisfaction. This decision normally results in the termination of a doctoral student's program.

Following the dissertation defense, all committee members sign the Report of Dissertation Committee, even if the member was not present at the defense. The dissertation cannot be approved by the Graduate School until the student has successfully passed their defense and the committee members have signed the Report of Dissertation Defense form and the approval (signature) page of the dissertation. The Report of Dissertation Defense also requires GSC approval (i.e., the signature of the GSC Chairperson). The signed Report of Dissertation Defense is the official recommendation of the committee to the Graduate Dean, who depends upon it to determine the student's eligibility to receive the doctoral degree. The dissertation defense normally culminates the PhD training, although some time to revise the dissertation and/or prepare papers for publication may be needed following the defense.

PROCEDURES FOR GRADUATION

Candidates for a graduate degree must be registered during the semester or summer session in which they are to receive their degree. Doctoral students must be registered for NTR 999W during the fall and spring semester until graduation and if the student needs to register during the summer, they should register for 399W (Note: Students who graduate in the summer or fall cannot participate in the graduation ceremony until the following year). Students should visit the following Graduate Studies web site, <https://gradschool.utexas.edu/navigating/forms> to download the necessary forms and check current deadlines. The following steps constitute the usual procedure for completing the degree requirements:

The student should submit the online Doctoral Degree Candidate Form<https://utdirect.utexas.edu/ogs/forms/gradform/dgr1.WBX> posted at the Graduate Studies web page above, during the third week of the semester in which the degree is to be granted, which also includes a fee that is valid for one semester only. Exact deadlines are specified by the Graduate School.

If there have been any changes in the **Program of Work** originally submitted on the Application for Candidacy, the Graduate adviser and GSC must approve such changes and notify the Graduate School of them.

Submission of Electronic Dissertation. All doctoral students are required to submit a copy of their final dissertation in electronic format to the Graduate School. Students will have the choice of submitting one paper copy and one electronic copy, or submitting one electronic copy and no paper copies.

Copyright Tutorial. Doctoral students are required to provide documentation of having taken (and having passed a test on) the UT Copyright Tutorial at <https://utexas.instructure.com/enroll/F6HD7M>. The Tutorial can be taken any time before turning in the dissertation. It is advised to take it well before that time (early in candidacy), as its goal is to educate the student on the often confusing and constantly changing copyright laws. The Tutorial site provides a test that, after having been taken and passed, provides a Certification of completion. This Certification (or a copy of it) must be turned in by the time of dissertation submission or the dissertation may not be accepted, and the student's graduation may be delayed or denied.

Time Limit. All doctoral students are expected to complete the PhD degree within five years. All completed work included in the degree program, at the time of admission to candidacy, **must have been taken within the previous six years**. In the doctoral program, the student's progress will be reviewed by the GSC annually to determine sufficient progress during the previous year.

Graduation. Each semester the Graduate School provides prospective graduates information that includes the requirements and deadlines that must be met to receive a doctoral degree in that semester.

<https://gradschool.utexas.edu/navigating/graduation>

Requirements for deadlines that must be met to graduate are available at the following Graduate School site:

<https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions> <https://gradschool.utexas.edu/navigating/graduation/deadlines>

APPENDIX G: REMAINING RESOURCES AND INFORMATION

Student records. The university requires graduate students to maintain correct emergency contact information. To update, go to [Workday](#)> Personal Information **and** https://utdirect.utexas.edu/apps/utd/all_my_addresses/.

The Graduate Coordinator maintains the official departmental records of graduate students. It is the responsibility of the student to be sure that records are current by providing the following:

- Name
- Address
- Telephone number
- Email address
- Faculty supervisor/lab
- Candidacy status
- Current photograph

Libraries Resource libraries. Most of the major reference materials and scholarly journals in the nutritional and biological sciences are available online via:

- <https://pubmed.ncbi.nlm.nih.gov/>
- Main Library (Perry-Castaneda Library)
- The Life Science Library (MAIN 220)
- Mallet Chemistry Library (WEL 2.132)
- <http://guides.lib.utexas.edu/howto>
- <https://guides.lib.utexas.edu/nutrition>

Mail. A graduate student mailbox is in PAI 5.20. Departmental and University notices, as well as outside mail received in the department, are placed in this mailbox.

US MAIL address for students:
 Department of Nutritional
 Sciences
 The University of Texas at Austin
 1 University Station, A-2703
 Austin, Texas 78712

Courier service (physical address):
 Department of Nutritional Sciences
 The University of Texas at Austin
 103 W. 24th Street
 Austin, Texas 78712

Email. Most notices and information are sent out via e-mail. Students must be sure that their e-mail address is up-to-date and that the graduate coordinator has that address. **It is essential that each student use an official “utexas.edu” email account. This is the primary way faculty and the university will correspond with students. Other email accounts are subject to being confused as spam by UT filtering systems and may result in emails being deleted automatically.**

Offices and keys. Office space is normally provided by the supervising professor. Keys are the property of the University. Faculty may request keys for students by contacting the Graduate Coordinator and signing a form of authorization. The University Lock and Key Office issues keys after a key request has been issued. **When a student completes a degree and leaves the university, they must return all university keys or be subject to a fine.**

Departmental copy machines. Teaching Assistants are allowed only to make copies for the course for which they were hired to assist. Departmental copy machines are available in Painter Hall, Gearing Hall, and the Dell Pediatric Research Institute. Sensitive material like exams should be discarded properly using confidential shredding bins located in each building. **Personal copies are not allowed on the departmental copier machines. The copier should be attended to at all times when in use.**

Advanced Computing Facilities. Advanced computing for complex data analysis can be performed using resources provided by the Texas Advanced Computing Center (TACC) environment that includes a comprehensive cyberinfrastructure ecosystem of leading-edge resources in high performance computing (HPC), visualization, data analysis, storage, archive, cloud, data-driven computing, connectivity, tools, APIs, algorithms, consulting, and software. All students have access to TACC's resources that can be found in <https://www.tacc.utexas.edu/>.

Career Planning. The University of Texas provides resources for career planning including:

- Non-Academic Job Search provided by the Liberal Arts Career Services but serving all students regardless of discipline
- Campus-Wide Job Board connecting students and alumni with employers
- Career counseling provided by the Vick Center for Strategic Advising
- Career Counseling for students pursuing both academic and non-academic career paths.

Remember, it's never too early to start working on your career path. More details available in <https://gradschool.utexas.edu/grad-life/career-resources>, <https://careerservices.cns.utexas.edu/> and <https://careerengagement.utexas.edu/>

External resources that the University of Texas provides include: Versatile PhD - All UT Austin graduate students are eligible to use the resources of Versatile PhD, an online community for non-academic and non-faculty job seekers. Career-Planning tool for the Sciences - Learn how to leverage your expertise into a career through My IDP (Individual Development Plan). ETS Writing Mentor -The Writing Mentor application provides feedback about your writing to help you to make it convincing, well-developed, coherent, and well-edited! ImaginePhD - A free, online career exploration and planning tool for PhD students and postdoctoral scholars in the humanities and social sciences.

Housing. The University Apartments, subsidized rent apartments located off campus on Lake Austin Boulevard, are in high demand. The waiting list is long, so be sure to apply early. Shuttle bus service is available from the University Apartments' four complexes—East Campus, Brackenridge, Colorado and Gateway—to campus, making the commute easy. You can find more information here: <https://gradschool.utexas.edu/grad-life/housing>.

College of Natural Sciences Policies. These pages provide information about some College and University policies that are particularly relevant for graduate students. <https://cns.utexas.edu/info-graduate-students-postdocs/college-policies>

- Academic Employment
- Parental Accommodations
- Grievance Policies
- University Policies

Other resources for Grad Students. The University of Texas and the College of Natural Sciences want all of our students to benefit from supportive, inclusive, and safe classroom experiences. These goals apply to you both as students in our graduate courses, and as Teaching Assistants or Assistant Instructors in our undergraduate courses and labs.

Academic Integrity:

<https://cns.utexas.edu/info-graduate-students-postdocs/academic-research-integrity>

Teaching Assistants:

<https://cns.utexas.edu/info-graduate-students-postdocs/teaching-resources>

Campus Life:

<https://gradschool.utexas.edu/about-us/why-ut-austin/campus-life>

Child Care:

<https://gradschool.utexas.edu/services-and-resources/campus-services/childcare>

Emergency contacts and procedures:

<https://emergency.utexas.edu/>

Leaves of absence (maternity and other):

<https://gradschool.utexas.edu/navigating/policies/academic/leave-absence>
and <https://cns.utexas.edu/info-graduate-students-postdocs/college-policies>

Other services:

<https://cns.utexas.edu/info-graduate-students-postdocs/other-services>