



College of Life Sciences and Agriculture
Agriculture, Nutrition, and Food Systems

Graduate Student Handbook
For
Thesis-Based Graduate Programs
in Agricultural and Nutritional Sciences

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PREFACE: Students in thesis-based graduate (M.S. and Ph.D.) programs within the Department of Agriculture, Nutrition, and Food Systems (ANFS) are subject to the policies of the department, as described in this manual, and the policies of the UNH Graduate School, as described on the Graduate School website: <https://catalog.unh.edu/graduate/academic-regulations-degree-requirements/>. These departmental and UNH Graduate School policies are subject to periodic review and revision. Further, each student is subject to the policies in effect on their respective program start date.

Please note that, if there is conflicting information, the policies in the catalog take precedence over the handbook.

1. INTRODUCTION

We welcome you to the Agriculture, Nutrition, and Food Systems (ANFS) Graduate Program at the University of New Hampshire. This handbook provides a set of guidelines for degree requirements of our thesis-based graduate programs. Information on teaching requirements and sources of funding are also provided. Importantly, the contents of this handbook serve as a framework to guide the design of individualized programs of study as mutually defined by the student and thesis advisor.

As a graduate student in ANFS, you will be engaged in an interdisciplinary department focusing on the farm to fork wellness continuum and a holistic approach to solving problems. You will also develop independent and team research experience. Additionally, you will have the opportunity to optimize your graduate course work to suit your interests and career goals.

The expectations and demands of a graduate program are different from those of an undergraduate program. Students are involved in the design, execution, and analysis of experiments. Through these processes, we hope to hone technical skills, and more importantly, the ability to think critically. In addition, an in-depth knowledge of one's discipline is acquired through requisite coursework and other learning experiences. Thus, successful completion of this rigorous program within the suggested time frame requires motivation, maturity of character, responsibility, and self-discipline. Our goal is to prepare students for careers in ANFS-related fields, including employment in the public or private sectors, and/or for further academic advancement in research, teaching, or professional specialization.



2. ONBOARDING AND MANDATORY TRAINING

2.1. New Graduate Student Checklist

Timing	Activity	Instructions
Before start date	U.S. students complete I-9 and W-4 forms (if on a TA or RA appointment)	Go to Human Resources at Nesmith Hall, 131 Main Street, G07, Durham, NH to fill paperwork out between 9 am and 3 pm.
	International students	Work with our OISS Advisor to fill out appropriate paperwork.
	Course registration	Consult with advisor regarding courses you should take. All new students must register for ANFS 901 and ANFS 997. Registration Registrar (unh.edu)
First week	Payroll Paperwork	Be sure to log into WorkDay to fill out direct deposit
	Mandatory orientation for all new graduate students	- ANFS department orientation (occurs the week before classes start). - College of Life Sciences and Agriculture (COLSA) orientation. - UNH Graduate School orientation.
	Mandatory orientation for international students	Orientation to help international students find their way around UNH.
	Health Insurance acceptance or rejection	You must either enroll in UNH's health insurance or waive it. https://www.unh.edu/health/shbp
	Obtain your UNH ID card	https://www.unh.edu/dining/dining-id-office
	Lab safety training	As assigned by your advisor in CEMS .
	Office desk assignment	Jen Surina will let you know where your office space is on your first day.
	Student mailboxes	Assigned automatically; in the building where your office space is located.
	Keys	See Jen Surina for keys.
	Parking	https://www.unh.edu/transportation/parking
First semester	Sign-up for Campus Alerts	Automatic notification of weather delays and cancellations, safety alerts, and other emergencies. http://www.unh.edu/upd/campus-alerts
	Responsible Conduct of Research (RCR) training	https://gradschool.unh.edu/research/responsible-conduct-research-rcr-training Other certifications as needed (see section 2.3).

2.2. Advisor Meetings and Research

Students should meet with their advisor as soon as possible to discuss research plans, classes to take, training needs, and teaching or assistantship obligations. It is a good idea to make initial plans in writing, then review and update the plan as part of the annual review. It is critical for everyone to be clear – and on the same page – about expectations, and agree on how to manage communication, meetings, etc.

The student and advisor should review the student's educational background and assess what coursework may be necessary to (1) address weaknesses; (2) provide a broad foundation in the student's research area; (3) focus on topics central to the intended research; and (4) learn specific tools and skills needed for the thesis project.

During these meetings, the advisor and student should begin discussing possible committee members. Although the committee does not need to be formally established until the end of the first semester, contacting and involving additional faculty (besides the advisor) as early as possible is helpful for both academic and research planning.

Incoming students are expected to begin some research during their first semester. This may be the initial stage of the thesis project, a pilot or exploratory study, or other work that will help the student learn important techniques or skills that will be useful later. Note that students must have completed the required training and documentation before working with vertebrate animals or in other regulated areas, such as research involving human subjects.

2.3. Mandatory Training Requirements

Responsible Conduct of Research (RCR) Training

As a land-grant and R1 institution, UNH is accountable to New Hampshire residents and to the university community to ensure the ethical and safe conduct of research and scholarly activity. As an institution of higher education that prides itself on extensive research endeavors and the involvement of undergraduates and graduate students in research projects, UNH has an obligation to teach and actively promote integrity in research and scholarship. To achieve these goals, UNH provides a series of Responsible Conduct of Research (RCR) training.

All individuals working on USDA NIFA and NSF funded research projects must complete the RCR training. Effective Fall 2011, all incoming Ph.D. students are required to attend RCR training by the end of their first semester at UNH. Information about this requirement is available at <https://gradschool.unh.edu/research/responsible-conduct-research-rcr-training>.

Students may fulfill this requirement by EITHER:

1. Registering for and successfully completing GRAD 930: Ethics in Research and Scholarship OR
2. Completing 12 Web-based RCR modules (<http://www.unh.edu/research/rcr-instruction-unh#Web>) AND Attending an RCR training session (<http://www.unh.edu/research/rcr-training-unh>).

Lab and Field Safety Training

Students working in the laboratory, greenhouse, research farms or field should complete online safety training in UNH CEMS <https://www.unh.edu/research/unhcems>. Your advisor will assign the appropriate modules based on tasks you will perform during your research.

Research with Human Subjects

If your research will involve human subjects in any way (including surveys), you will need approval from the Research Integrity Services Office (UNH's Institutional Review Board). See: <https://www.unh.edu/research/RIS>.

Applications to the UNH IRB must include for every listed UNH student documentation of completion of a USNH [CITI Program](https://www.unh.edu/research/research/compliance-safety/human-subjects/irb-training) human subjects research course. For more information, visit: <https://www.unh.edu/research/research/compliance-safety/human-subjects/irb-training>

Work with Vertebrate Animals

If you work with vertebrate animals in any aspect of your research or teaching, you need prior approval from the Institutional Animal Care and Use Committee, as well as the required online CITI program training (<https://www.unh.edu/research/research/complianceehs/animal-care-use/training-animal-care-use-personnel>). This includes field and observation studies, as well as lab work and research with domesticated animals. If your research supervisor or course instructor already has approval for the activity, you just need to complete the training and submit the medical questionnaire – then you can be added to their approval protocols. Details and forms are available at <http://www.unh.edu/research/animal-care-use>.

Work with Biological Materials

Students working with biological materials (including those known to infect humans as well as selected animal agents) must be registered with the UNH Institutional Biosafety Committee (IBC) <https://www.unh.edu/research/biological-safety>.

2.4. Approvals and Permits

Graduate students, like all other researchers, must comply with all rules and policies that are relevant to their work. It is the student's responsibility to know about, and follow, the rules that may apply to their research project. Begin by consulting your advisor. The go-to place for information is Research Integrity Services (<http://www.unh.edu/research/support-units/research-integrity-services>).

2.5. Health Insurance

All full-time degree students are required to have health insurance as a condition of enrollment. Thus, graduate students who are registered for 9 or more credits (6 or more if on an assistantship) during a semester are required to have health insurance and will be automatically enrolled and billed in the student health benefit plan (SHBP) unless they waive it due to holding their own health insurance. Students must waive the SHBP annually; the waiver form is available at <https://www.unh.edu/health/student-health-insurance>. This site also includes information on the plan's cost, coverage, and other important details.

All graduate students supported on a Teaching Assistantship (TA, full or half) or Research Assistantship (RA) are fully insured as the cost is covered under the tuition waiver, which is covered by the department or the principal investigators (PI).

3. REQUIREMENTS AND POLICIES COMMON ACROSS ALL THESIS-BASED PROGRAMS

The Department of ANFS offers four, thesis-based graduate degree programs: 1) Master of Science (M.S.) in Agricultural Sciences, 2) M.S. in Nutritional Sciences, 3) Doctor of Philosophy (Ph.D.) in Agricultural Sciences, and 4) Ph.D. in Nutritional Sciences. In addition, we offer two graduate programs in nutrition that do not require a thesis project: 1) M.S. in Nutrition and Dietetics, and 2) M.S. in Nutrition. Separate handbooks specific to these two professional nutrition programs are available.

3.1. Thesis Advisor and Committee Membership

Every incoming graduate student is formally sponsored by 1, or sometimes jointly by 2 member(s) of the ANFS Graduate Program Faculty. Sponsorship is decided at the time of admission, based on the student's interests and funding from individual faculty members. The purpose of immediate sponsorship is to ensure that every student has a faculty mentor from the start. The expectation is that the student will conduct research under the supervision of his/her initial sponsor.

ANFS Graduate Faculty can serve as the primary or co-advisor for a student in the program. Individuals who are not members of the program faculty can serve on M.S. and Ph.D. committees (though not as primary advisors). In addition to regular members of the Graduate Faculty, the following may serve on graduate committees with the recommendation and approval of the graduate program and the Graduate Dean:

- Tenured and tenure-track faculty from other institutions
- Research faculty from UNH or other institutions
- Clinical faculty from UNH or other institutions
- Extension Faculty from UNH or other institutions
- Faculty emeriti from UNH or other institutions
- Lecturer faculty from UNH or other institutions
- Adjunct faculty from UNH or other institutions
- Affiliate faculty from UNH or other institutions

Under some circumstances (when a student discovers that his/her interests are best served by some other faculty member or a faculty member leaves UNH), change in faculty advisor may be proposed to the Graduate Program and Admissions Committee on a case-by-case basis.

3.2. Enrollment Status and Courses

UNH has a continuous registration policy. Unless a leave of absence is granted, all graduate students are required to maintain continuous enrollment each semester until the degree is awarded.

<https://catalog.unh.edu/graduate/general-information/registration/>

Students must enroll for at least 6 credits to hold an appointment (assistantship, fellowship, or graduate part-time lecturer position) during an academic-year semester. If not on an assistantship, students must register for 9 or more course credits. Failure to do so will result in discontinuation of degree status as per UNH Graduate School policy. Course, thesis, and research credits all count, as do courses that students are formally auditing. Students who have a stipend, an hourly appointment, or a summer appointment must still be enrolled, but there is no minimum credit requirement (unless specified by the appointment).

Students registered for Continuing Enrollment (GRAD 800) are not eligible to hold an appointment. For details,

please see the Graduate School website (<https://catalog.unh.edu/graduate/general-information/registration/>).

The course level taken to meet registration requirements is not specified. However, **taking nongraduate classes does not move one towards degree completion**, so taking undergraduate classes is not a common practice. See below (which courses count) for more detail. Students should discuss with their advisor and committee which courses will be most useful, and what course load makes sense considering specific research and assistantship obligations.

How many credits to take, and financial implications

Students holding assistantship appointments are considered full time must register for a minimum of 6 credits, Master's Continuing Research (GRAD 900), or Doctoral Research (ANFS 999) each semester. If not on an assistantship, students must register for 9 or more course credits, GRAD 900, or ANFS 999) to be classified as full-time students. Students enrolled for more than 16 credits pay additional tuition based on the number of additional credits (<https://www.unh.edu/business-services/tuitgrad>).

Students on assistantships (TA or RA) pay reduced mandatory fees (fee information: <https://www.unh.edu/business-services/tuitgrad>); tuition is commonly waived or covered for students on TA or RA appointments; however, mandatory fees remain the responsibility of the student.

Doctoral students who have advanced to candidacy may petition each semester to waive fees if they meet the specified conditions. Tuition and fee information from UNH Business Services is available here <https://www.unh.edu/business-services/tuitgrad>.

Which courses count

Graduate courses are at the 800- or 900-level: Course descriptions can be found in the online Graduate Course Catalog (<http://www.unh.edu/grad-catalog/choosecatalog.cfm>). If there is a graded option, graduate courses may not be taken Pass/Fail.

Graduate credit for 700-level courses: These are advanced undergraduate courses. Up to 12 graduate credits can be earned in 700-level courses provided such courses are outside the student's major program. A petition for exception to academic policy must be completed and approved by the student's advisor, graduate program coordinator, and the dean of the Graduate School prior to registration to receive graduate credit. Such courses must be taken for a letter grade and are subject to the Graduate School's failing grade policy. Petitions must include what additional requirements or expectations will be required of the student to make the course a graduate level experience. Graduate credit will not be given for any courses (700-level or simultaneous 700/800 level) that have freshmen or sophomores enrolled.

Undergraduate courses below 700-level: While taking non-graduate classes is generally discouraged, in some cases, graduate students may need background or training that can best be obtained by taking an upper-level undergraduate class (e.g., when no equivalent course is offered at the graduate level). Undergraduate level courses taken by graduate students are billed at the graduate rate, must be taken for a letter grade, and are subject to the Graduate School's failing grade policy. Courses taken below the 700-level cannot count as graduate credit. In some cases, an instructor of a 700-level class may create a graduate section (ANFS 895) with different expectations as a way for students to receive graduate credit for the course.

Audits: Graduate students may audit courses with the approval of their advisor and the instructor. Credits for an audited course in which a graduate student is formally enrolled may be counted toward enrollment requirements for appointments and assistantships (note that tuition for audited courses is the same as for credit courses).

Graduate credit from another institution: Students can request to transfer up to 8 credits of graduate credit from another school, provided the credits were not counted toward another degree, and the grade was at least a B. The transfer request form is available at <http://www.gradschool.unh.edu/fp.php>.

3.3. Recommended Experiences

Teaching Experience

All students in the ANFS thesis-based graduate programs are encouraged to acquire teaching and/or mentoring experience while pursuing their graduate degrees.

Note: Nutritional Sciences M.S. students are required to serve as TA for a minimum of 1 semester or have at least 1 significant teaching experience in nutrition, which should be reviewed and approved by the thesis committee and graduate program coordinator. Nutritional Sciences Ph.D. students are required to serve as a teaching assistant for 2 semesters or teach 1 course.

Service

All ANFS graduate students, regardless of program or form of support, will benefit from developing networks across the department and University. As such, graduate students are expected to contribute and engage in the overall learning community and fulfill a service commitment to the department. This commitment may consist of any of the following: service on departmental or college committees, exam proctoring, assistance in the organization and/or conduct departmental functions (e.g., seminars, workshops, celebrations, and other events), outreach activities (e.g., workshops and field days), and others as discussed with the advisor. Students are also strongly encouraged to provide service outside of the department to the college, community, or a professional scientific society.

3.4. Graduation

The UNH Graduate School website provides detailed information on graduation procedures, including deadlines, filing “intent to graduate” notification, submitting theses/dissertations to the Graduate School, and Commencement: <http://www.gradschool.unh.edu/graduation.php>

3.5. Participation in Departmental Seminar

ANFS seminar is an important part of student learning and professional development, providing exposure to areas of agricultural and nutritional sciences that might not be presented in program coursework or encountered in the thesis research. It is expected that all graduate students (and faculty) will attend ANFS seminars throughout the duration of their enrollment in the program. Students should register for ANFS 997 during the semester. Additionally, students are expected to attend seminars outside of the semester such as thesis/dissertation defense seminars held during winter and summer breaks as much as possible. If a course conflict or research obligation prevents a student from attending 3 or more seminars in a semester, a student may request to have this requirement waived by submitting a request in writing to the ANFS graduate program coordinator.

4. MASTER OF SCIENCE DEGREE REQUIREMENTS AND POLICIES

The Master of Science (M.S.) graduate programs in Agricultural Sciences and Nutritional Sciences offer a flexible course of study that provides education and research experience across a multidisciplinary department. Refer to the UNH Graduate School Catalog for the formal degree requirements common to all UNH thesis-based graduate programs: (<https://catalog.unh.edu/graduate/>)

4.1. Key Program Requirements for the M.S. Degree

- A minimum of **30 graduate credits**, including specific course and competency requirements, 6 credits of thesis research (Agricultural Science students may take 6-10 thesis credits; Nutritional Science students must take exactly 6 thesis credits).
- Assembly of a **M.S. thesis committee**.
- Submission of a research proposal and approval by M.S. thesis committee (submit approval form).
- Presentation at ANFS seminars.
- Completion of a **M.S. thesis** that is based on original hypothesis-driven research of publishable quality.
- An **oral defense** of the M.S. thesis to be conducted in a formal seminar presentation.
- Agricultural Science students must take courses to satisfy the 2 competency requirements (see section 4.4).
- Nutritional Sciences M.S. requires students to serve as a TA for at least 1 semester or have at least 1 significant teaching experience in nutrition as determined by the thesis committee and graduate program coordinator.

4.2. Timeline

The M.S. degree is typically completed in 2 years (**Table 1**). The university requires that all graduate work for any M.S. degree be completed within 6 years from the date of enrollment in the program.

Students and research projects do not always progress at the same pace. The timeline below is offered as a guide. There are, however, some firm UNH Graduate School deadlines that must be followed. See the UNH Graduate School calendar for details.

Table 1. M.S. degree timeline and checklist		
Requirement	Timing	Notes
Year 1		
Meet with advisor	At or before start of 1 st semester	Initial curriculum and research planning.
ANFS 901	1 st fall semester	Core requirement
ANFS 997 (Seminar)	Attendance every semester	Core requirement (1 credit for Ag. Sci. and 2 credits for Nutr. Sci. students).
ANFS 933 or NUTR 960/961 or another course approved by advisor & committee	As early as possible, in consultation with advisor.	Experimental design/analysis competency; prior graduate coursework may fulfill.
Preliminary research proposal	By end of 1 st semester	

Table 1 (continued). M.S. degree timeline and checklist		
Requirement	Timing	Notes
M.S. Thesis Committee formed	By end of 1 st semester	Submit form to Graduate School to appoint members.
M.S. thesis proposal	By end of first summer	Submit to advisor & committee.
Annual progress review	Every spring semester	Student and advisor reports submitted in advance; the Graduate Program and Admissions Committee (GPAC) provides feedback
1 st committee meeting	2 nd semester	Present & get feedback on research proposal and research plans.
Seminar presentation	2 nd or 3 rd semester	Coordinate with committee meeting if possible.
Committee acceptance of the research proposal	2 nd semester or first summer	
Teaching/mentoring experience	In consultation with advisor	As defined by committee.
Year Two		
Formal committee meetings	Once per year	
Presentation of research at professional meeting and/or Graduate Research Conference (strongly recommended).	Spring semester	
Thesis defense: public seminar, oral exam by the committee	As determined by advisor and committee	Typically, 4 th semester (or second summer)
File intent to graduate form	By Graduate School deadline	Submit form to Graduate School
Submit thesis	By Graduate School deadline	Electronic submission to Graduate School
Possible additional year(s)		
Formal committee meeting	Once per semester	
Presentation at UNH Graduate Research Conference or other public seminar on campus (strongly recommended)	One per year	Fulfilled by thesis defense in final year
Annual progress review by GPAC	Spring semester	Student and advisor reports; GPAC provides feedback
File intent to graduate form, submit thesis to Graduate School	By Graduate School deadlines	

4.3. Master's Thesis Committee

M.S. candidates assemble a **M.S. Thesis Committee** by the end of their first semester and submit the M.S. Supervisory Committee Nomination Form to the UNH Graduate School (<https://gradschool.unh.edu/academics/forms-policies>). The M.S. Thesis Committee is comprised of the thesis advisor plus 2 or more additional faculty.

Timing and purpose of committee meetings

The student, advisor, and committee should work together to ensure that all committee members are kept informed of progress and important dates and deadlines. M.S. students must meet with their committee at least once per year. Scheduling committee meetings is the responsibility of the student.

General agenda for M.S. Thesis Committee meetings

Spring of 1st year: assess progress, review preliminary thesis/research proposal, plan research, discuss any further coursework that may be needed; discuss possible funding applications, meetings/presentations, and publication plans.

Fall of 2nd year: review progress; get advice about curriculum, data analysis, and future studies.

(Early) spring of 2nd year: review progress, discuss timing of thesis writing and degree completion; plan/schedule thesis defense (seminar presentation and oral exam by committee).

4.4. Master's Degree Coursework

4.4.1. *Credit requirements and enrollment*

Students must enroll for at least 6 credits to hold an appointment (assistantship, fellowship, or graduate part-time lecturer position) during an academic-year semester. The M.S. degree requires completion of a minimum of 30 credits. Agricultural Sciences students must complete a minimum of 6 credits of thesis research (ANFS 899) and a maximum of 10 credits. Nutritional Sciences students must complete exactly 6 credits of thesis research (NUTR 899).

4.4.2. *Courses and competencies*

As part of the 30-credit requirement, all M.S. students are required to take the introductory graduate studies course, departmental seminar, and thesis research credits described below. In addition to the required courses, students must also meet 3 competency requirements. The competencies may be fulfilled by courses chosen in consultation with the advisor. Students work with their advisor and committee to identify additional courses appropriate for their area(s) of specialization.

Required Courses

Introduction to Agriculture, Nutrition, and Food Systems Graduate Program (ANFS 901): This course will be taken the first semester, and it explores foundational ANFS graduate program expectations (programmatic requirements and milestones, resources, and research opportunities), while modeling collaborative, interdisciplinary, and inquiry-based systems learning. Students will investigate selected topics that permeate across traditional discipline boundaries, thus developing skills ubiquitously applicable to all. Students will sharpen critical thinking, writing and presentation skills to apply systems thinking to graduate research studies. The importance of values, ethics, networking, and work/life balance will be explored.

Agriculture, Nutrition, and Food Systems Seminar (ANFS 997): Graduate students, UNH faculty, and invited guests will present on current topics in agriculture, animal science, plant science, nutritional sciences, and food systems. This 1 credit course may be repeated up to a maximum of 4 credits and should be taken every semester by M.S. students. When registered for the course, students are

allowed no more than 3 absences to receive credit. Students may petition to the Graduate Program and Admissions Committee (GPAC) for an exemption to the requirement if they will be away for the semester (such as conducting research off-campus) or serving as TA for a course(s). Students are strongly encouraged to attend these departmental seminars every semester even when not formally registered for ANFS 997.

ANFS 899/NUTR 899 (Master's Thesis Research): M.S. students must enroll in at least 6 credits during 1 or more academic semesters (course may be repeated up to 10 credit maximum for Agricultural Science students only). Note that *Sections are created specific to your advisor. Contact ANFS admin to enroll.*

Required Courses – Nutritional Sciences M.S. Students Only

Research Methods in Nutrition Science I and II (NUTR 960 in the Fall semester and NUTR 961 in the Spring semester): This course sequencing should be completed during the first year of studies. It is designed to provide students with an understanding of research methods, terminology, and improved ability to be consumers of research literature, and the skills necessary to conduct applied nutrition research studies (e.g., writing a research proposal, interpreting research results, and critically evaluating research), as well as communicate scientific information (research presentations). Students will gain experience with data collection methodologies relevant to human nutrition.

NUTR Elective Graduate Credits (8 credits): refer to the UNH Graduate Catalog for the approved list of elective courses.

Optional courses

ANFS 895/NUTR 895 (Special Investigations): 1-4 credits. Flexible designation for graduate student research projects supervised by an individual faculty member (not necessarily the student advisor).

Continuing enrollment credits

GRAD 900 (Master's Continuing Research): M.S. students who have completed all course requirements, have completed the maximum 10 thesis research credits (ANFS 899), and are in residence completing their M.S. program, must register for GRAD 900. While 0 credits, this confers full-time status and makes students eligible for financial aid and the Student Health Benefit Plan. Students registered for GRAD 900 may not take any "for-credit" course at the same time.

GRAD 800 (Continuing Enrollment): Continuing graduate students who are not enrolled for course credits, thesis credits, or GRAD 900, and are *not in residence*, must register for GRAD 800 each semester of the academic year to maintain their active status. GRAD 800 is a 0-credit registration, and students registered for this are not eligible for any form of financial aid or the Student Health Benefit plan, nor can they hold an appointment (RA or TA). (New graduate students may not enroll in this course.) See [Graduate Courses | University of New Hampshire Academic Catalog \(unh.edu\)](#) for policy information from the Graduate School; petition forms are available at [Forms & Policies | UNH Graduate School](#).

**Sections are created specific to your advisor. Contact ANFS admin to enroll.*

Competency Requirements*

Experimental Design and Analysis**: UNH offers several advanced courses in experimental design and analysis, which alternate from year to year. ANFS recommends students take Design, Analysis, and Interpretation of Experiments (ANFS 933). Applied Nutrition Research Methods I and II (NUTR 960 and 961), required for Nutritional Sciences students can also fulfill this competency

requirement. Other courses offered in Biology and Natural Resources will be considered to fulfill this requirement by approval of the advisor and committee.

Scientific Writing**: Students must take at least one course to fulfill this competency. Courses are chosen in consultation with the advisor and committee. Depending on the student, competency requirements may be fulfilled through other course work or professional experience as approved by the committee and ANFS graduate coordinator, such as successful completion of the research proposal and defense of the M.S.

Scientific Communication: In addition to thesis defense seminar, M.S. students will give at least 1 research seminar. In consultation with the M.S. Committee, presentations at external scientific conferences may be considered toward fulfillment of this requirement.

**Depending on the prior background of incoming students, 1 or all these competency requirements may have been fulfilled through previous graduate or other course work or professional experience. The student's Thesis Committee will assist in planning the appropriate scheduling of these courses, as needed.*

***required for Agricultural Sciences students only*

4.5. M.S. Research Proposal

Each M.S. student is required to prepare a research proposal. A preliminary draft of the research proposal must be completed during the first semester or early second semester and submitted to the M.S. Thesis Committee prior to the first committee meeting. The proposal will be discussed at the first committee meeting. Students should work with their advisor and committee for specific details on proposal format and content. Upon receiving feedback from the committee, students prepare a final research proposal draft for committee approval and signature. The signed M.S. [proposal approval form](#) is then submitted to the department. **M.S. students must have their proposal approved by their advisor and Thesis Committee by the end of the 2nd semester or end of the first summer.**

Directions from your advisor/committee should supersede the general instructions offered below.

Proposal Components: Unless advised otherwise, all proposal should contain the following information

- Background/Previous Research - In this section, you demonstrate your knowledge of the relevant literature. By the end of this section, your reader should know *exactly* where you are going.
- Objectives – Provide a clear statement of your objectives.
- Research Methods - In this section you outline what you will do to meet each of your identified objectives. Identify specifically what question(s) you will address, how you will do so, and what your hypotheses and predictions are. As you outline each method, explain why you are doing it.
- Interpretation/Expected Results/Analysis - Include some information on how you will analyze your data (statistical tests, etc.) and how you will interpret the results considering your predictions – what results would support your predictions and what would refute them?
- Significance - Include some description of why the proposed study is important.

4.6. Seminar Presentations

- Every student in the ANFS Graduate Program is required to present at least 1 (Nutrition students are required to give two) announced public seminar on the UNH campus about their research, with their advisor and committee present (distant committee members may participate remotely if

necessary).

- In addition to the regular seminar presentation, M.S. students present their research results as part of their thesis defense in their final year.
- Participation in the UNH Graduate Research Conference is strongly recommended. Students should also seek opportunities to present their work at professional meetings.

4.7. Completing the M.S. Degree

As a graduate student, you are responsible for knowing what you need to do to get your degree. Your advisor and committee should offer guidance, but the primary responsibility is yours. Make sure you are thoroughly familiar with the following:

- the program's academic requirements (credits, courses, competencies) and necessary paperwork (committee nomination, etc.)
- thesis format and submission requirements
- format and scheduling procedures for thesis defense
- all relevant deadlines

If you have questions about what you need to do, consult your advisor, the department's Academic Program Manager (Jen Surina), and/or the UNH Graduate School. If there is information you think needs to be added or clarified in this handbook, please tell the Academic Program Manager.

Master's thesis defense and exam

The M.S. Thesis Committee should be provided with a complete copy of the thesis for review at least 2 full weeks before the defense. The M.S. thesis defense is a public, advertised seminar on the UNH campus, followed by a private examination by the M.S. Thesis Committee. During the private meeting, the committee will ask the student about their research and important concepts underlying the research topic. The M.S. Thesis Committee is also responsible for assessing and approving the final version of the thesis. The committee will provide feedback on the thesis and recommendations for revision.

The student is responsible for submitting the necessary paperwork to the Graduate School and fulfilling Graduate School requirements for electronic submission of the thesis, by the appropriate deadline.

4.8. Change of Degree Status, M.S. to Ph.D. Enrollment

Students enrolled for an M.S. degree may petition the Graduate School to (1) continue for the Ph.D. after receipt of the M.S. degree or (2) convert to the Ph.D. without first completing the M.S. Admission to Ph.D. enrollment should not be considered automatic on completion of the M.S. degree. If a student wishes to convert from M.S. to Ph.D., the advisor will convene a meeting of the GPAC, and the student's M.S. Thesis Committee to consider the application. If the application has departmental support, a "change of degree" form is completed and submitted for Graduate School approval ([Forms & Policies | UNH Graduate School](#)). Conversion, when appropriate, should occur no later than the beginning of the third semester of enrollment.

5. Ph.D. REQUIREMENTS AND POLICIES

5.1. Key Program Requirements for the Ph.D. Degree

Doctor of Philosophy (Ph.D.) graduate students work with their advisor and Doctoral Guidance Committee to plan a program of study including the required core courses, competencies, and develop a research proposal. To complete the degree, students must complete a research proposal, pass a qualifying exam, conduct dissertation research, and complete and defend a dissertation.

- There is no specific graduate credit requirement for the Ph.D.; however, students must complete required core coursework, meet competency requirements, and complete additional coursework as guided by their Doctoral Guidance or Dissertation Committees.
- Each Ph.D. student will convene a **Doctoral Guidance Committee**.
- Completion of a **Research Proposal** signed off by the Doctoral Guidance Committee.
- A **Qualifying (Candidacy) Examination** must be passed to advance to candidacy. Must occur within 5 years of enrollment (4 years if the candidate holds an M.S. in the field).
- Declaration of a **Doctoral Dissertation Committee**.
- Presentation of a departmental seminar each year of enrollment.
- Nutritional Sciences students serve as TA for 2 semesters or teach a course.
- An **oral defense** of the Dissertation will be conducted in a formal seminar presentation.
- Completion and submission of a Ph.D. dissertation.

5.2. Timeline

The Ph.D. degree should be completed within 5 years. The University requires that all graduate work for the Ph.D. be completed within 8 years of enrollment, or within 7 years if the student entered with a M.S. degree in the same field. Per University policy, the student must be advanced to candidacy within 5 years after enrollment or within 4 years if the student entered with a M.S. in the same field. However, advancement to candidacy should usually occur in the second or third year.

Refer to **Table 2** for an example timeline. Students and research projects do not always progress at the same pace. The timelines are offered as a guide. There are, however, some firm Graduate School deadlines that must be adhered to: see Graduate School calendar for details.

Table 2. Doctoral Degree timeline and checklist		
Requirement	Timing	Notes
Year 1		
Meet with advisor	At or before start of 1 st semester	Initial curriculum and research planning
Responsible Conduct of Research training	1 st semester	http://www.unh.edu/research/rcr-training-unh and other relevant training (see section 2.3)
ANFS 901 (Intro to ANFS)	1 st fall semester	Core requirement
ANFS 997 (Seminar)	Every semester	Core requirement; Repeated at least 3 times for Ph.D. Students must register for 1 credit.
ANFS 933 or NUTR 960/961 or other graduate course approved by advisor & committee	1 st year	Experimental design/analysis competency; prior graduate coursework may fulfill

Table 2 (continued). Doctoral Degree timeline and checklist		
Requirement	Timing	Notes
Preliminary research proposal	End of 1 st semester	
Dissertation Guidance Committee formed	End of 1 st semester	Submit form to Graduate School
Annual progress review by Graduate Program and Admissions Committee (GPAC)	Spring semester	Student and advisor reports submitted in advance; GPAC provides feedback
First committee meeting	Spring semester	Present & get feedback on research proposal and summer research plans
Seminar presentation	Spring semester	Coordinate with committee meeting if possible
Teaching/mentoring experience	(may happen any year)	See section 3.3
Year 2		
Formal committee meeting	Once per year	
Ph.D. dissertation proposal	By end of 2 nd year	Submit to advisor & committee for signature and return signature form to ANFS
Presentation in UNH Graduate Research Conference, or other public seminar on campus (strongly recommended)	Spring semester	Presentation of thesis research at a professional meeting may substitute
Seminar presentation	Once per year	
Annual progress review by GPAC	Spring semester	Student and advisor reports submitted in advance; GPC provides feedback
Additional Years		
Formal committee meeting	Once per year	
Annual progress review by GPAC	Spring semester	Student and advisor reports submitted in advance; GPC provides feedback
Presentation in UNH Graduate Research Conference (strongly recommended)	Spring semester	Presentation of thesis research at a professional meeting may substitute
Qualifying exam (oral and written components)	By end of 5 th semester	Condition for advancement to candidacy
ADVANCEMENT TO CANDIDACY	By end of 5 th semester	Submit form to UNH Graduate School
PHD DISSERTATION COMMITTEE formed	Upon advancement to candidacy	Submit form to UNH Graduate School
Ph.D. defense: public seminar, oral exam by committee	In final year	May replace annual seminar presentation and committee progress review

5.3. Ph.D. Dissertation Committees

Ph.D. students require 2 faculty committees as specified by the Graduate School. The dissertation advisor is a member of both committees; Guidance Committee members usually continue as Dissertation Committee members, though this is not required.

Guidance Committee: During the first semester, the student and advisor jointly select members of a Doctoral Guidance Committee. A nomination form must be sent to the UNH Graduate School to officially appoint the committee membership. The Guidance Committee consists of 3-5 members and is responsible for approving the proposal and oversees the qualifying examination.

Dissertation Committee: Once the student has advanced to candidacy, the Doctoral Dissertation Committee is formed. The Dissertation Committee is responsible for supervising the dissertation, administering the dissertation exam, and determining that the work merits the award of the Ph.D. degree. The Dissertation Committee has at least 5 members: 3 from within and 2 from outside the ANFS Graduate Program. The committee may be larger if desired. The UNH Graduate School requires that at least 2 members of the Dissertation Committee be from outside the program; they may be from related departments/programs at UNH, or from other institutions. Students are strongly encouraged to consider recruiting committee members from beyond UNH, to broaden their professional networks.

Timing and purpose of committee meetings

The student, advisor, and committee should work together to ensure that all committee members are kept informed of progress and important dates and deadlines. Ph.D. students should meet with their committee at least once per year. Scheduling committee meetings is the responsibility of the student.

General agenda for Ph.D. committee meetings

Spring of 1st year: assess progress, review dissertation research proposal, plan summer research, discuss any further coursework that may be needed; discuss possible funding applications, meetings/presentations, and publication plans.

Fall of 2nd year: review summer progress; discuss data analysis, future studies, additional coursework; determine when final dissertation proposal will be drafted, critiqued, and revised; preliminary plans for qualifying exam and advancement to candidacy in subsequent meetings.

Subsequent years

- Continue to review progress, discuss funding applications, meetings/presentations, publications, etc.
- Plan Ph.D. qualifying exam (written and oral) and advancement to candidacy; discuss composition of the Doctoral Dissertation Committee (appointed when the student advances to candidacy).
- Discuss timing of dissertation writing and degree completion; plan/schedule dissertation defense (seminar presentation and oral exam by committee).
- If a need for additional financial support is anticipated, the advisor presents a written request to the Department Chair and GPAC.

5.4. Ph.D. Degree Coursework

There is no specific credit requirement for the Ph.D. Students must complete required core coursework and meet competency requirements as guided by the Doctoral Guidance or Dissertation Committee. Students should discuss with their advisor and committee which courses will be most useful, and what course load makes sense considering specific research and assistantship obligations.

Doctoral students who have advanced to candidacy may petition each semester to waive fees if they meet the specified conditions. Tuition and fee information from UNH Business Services is available [here](#)

5.4.1. *Required courses and competencies*

Introduction to Agriculture, Nutrition, and Food Systems Graduate Program (ANFS 901):

This course will be taken the first semester and it explores foundational ANFS graduate program expectations (programmatic requirements and milestones, resources, and research opportunities), while modeling collaborative, interdisciplinary, and inquiry-based systems learning. Students will investigate selected topics that permeate across traditional discipline boundaries, thus developing skills ubiquitously applicable to all. Students will sharpen critical thinking, writing and presentation skills to apply systems thinking to graduate research studies. The importance of values, ethics, networking, and work/life balance will be explored.

Agriculture, Nutrition, and Food Systems Seminar (ANFS 997):

Graduate students, UNH faculty, and invited guests will present on current topics in agriculture, animal science, plant science, nutritional sciences, and food systems. This 1 credit course may be repeated up to a maximum of 4 credits and should be taken at least 3 semesters by Ph.D. students. When registered for the course, students are allowed no more than 3 absences to receive credit. Students may petition to the GPAC for an exemption to the requirement if they will be away for the semester (such as conducting research off-campus or serving as TA for a course). Students are strongly encouraged to attend these departmental seminars every semester even when not formally registered for ANFS 997.

Thesis Research

ANFS 999 (Doctoral Research): A minimum of 2 semesters of registration in Doctoral Research is required for Ph.D. students. However, Ph.D. students *at candidacy* must register for ANFS 999 each semester during the academic year, even if the minimum requirement has been met. While 0 credits, this confers full-time status and makes students eligible for financial aid and the Student Health Benefit Plan. Students who are enrolled only in ANFS 999 and meet other conditions may petition to waive fees.

**Sections are created specific to your advisor. Contact ANFS admin to enroll*

Continuing enrollment credits

GRAD 800 (Continuing Enrollment): Continuing graduate students who are not enrolled for course credits, thesis credits, Doctoral Research (ANFS 999) and are *not in residence*, must register for GRAD 800 each semester of the academic year to maintain their active status. GRAD 800 is a 0-credit registration, and students registered for this are not eligible for any form of financial aid or the Student Health Benefit plan, nor can they hold an appointment (RA or TA) (new graduate students may not enroll in this course). See <http://gradschool.unh.edu> for policy information from the Graduate School; petition forms are available at [Forms & Policies | UNH Graduate School](#).

**Sections are created specific to your advisor. Contact ANFS admin to enroll.*

Required Courses – Nutritional Sciences Ph.D. Students Only

Research Methods in Nutrition Science I and II (NUTR 960 in the Fall semester and NUTR 961 in the Spring semester): This course sequencing should be completed during the first year of studies. It is designed to provide students with an understanding of research methods, terminology, and improved ability to be consumers of research literature, and the skills necessary to conduct applied nutrition research studies (e.g. writing a research proposal, interpreting research results and critically evaluating research), as well as communicate scientific information (research presentation). Students will gain experience with data collection methodologies relevant to human nutrition. Requirement will be waived for students who have completed similar coursework as part of a M.S. program.

NUTR Graduate Elective (8 credits): Refer to the UNH Graduate Catalog for the approved list of elective courses.

Competency Requirements*

Experimental Design and Analysis**: UNH offers several advanced courses in experimental design and analysis, which alternate from year to year. ANFS recommends students take Design, Analysis, and Interpretation of Experiments (ANFS 933). Applied Nutrition Research Methods I and II (NUTR 960 and 961) can also fulfill this competency requirement and are particularly appropriate for Nutritional Sciences students. Other courses offered in Biology and Natural Resources will be considered to fulfill this requirement by approval of the advisor and committee.

Scientific Writing**: Students must take at least one course to fulfill this competency. Courses are chosen in consultation with the advisor and committee. Depending on the student, competency requirements may be fulfilled through other course work or professional experience as approved by the committee and ANFS graduate coordinator, such as successful completion of the research proposal and defense of the dissertation.

Scientific Communication: In addition to thesis defense seminar, Agricultural Sciences Ph.D. students will present at least 2 seminars and Nutritional Sciences students will give a seminar each year of enrollment. In consultation with the committee, presentations at external scientific conferences may be considered toward fulfillment of this requirement. Participation in the UNH Graduate Research Conference is strongly recommended. Students should also seek opportunities to present their work at professional meetings.

**Depending on the prior background of incoming students, 1 or all these competency requirements may have been fulfilled through previous graduate or other course work or professional experience. The student's Graduate Guidance Committee will assist in planning the appropriate scheduling of these courses, as needed.*

*** Required for Agricultural Sciences Students only*

Electives: Students should work with their advisor and committee to identify additional courses appropriate for their area(s) of specialization.

5.5. Ph.D. Dissertation Proposal and Proposal Defense

All Ph.D. students are required to develop a formally approved research proposal typically by the end of the third semester and no later than the fourth semester. Proposals are approved by the dissertation committee and the major advisor on completion of the ANFS [dissertation proposal approval form](#). It is recommended that a preliminary draft proposal be presented to the committee for feedback by the end of the second semester. In addition to the written proposal, students are expected to present a proposal defense for the Doctoral Guidance Committee. This proposal should consist of the following:

1. Comprehensive review of the literature related to the student's research topic.
2. Statement of need/justification.
3. Research goal with a list of objectives with stated hypotheses that address the major research questions.
4. Plan of work describing the experimental approaches or methods to be used in answering the dissertation questions.

5. Expected outcomes and potential pitfalls for each objective.
6. Timeline for completion of the work.
7. Preliminary research results where appropriate.

5.6. Candidacy

Following approval of the research proposal and completion of coursework, doctoral students should advance to candidacy. Candidacy is reached after passing a formal qualifying examination that assesses both broad basic knowledge of the student's field, and topics central to the research project. The purpose of the exam is to measure the student's likelihood of successfully completing a doctoral program. **The student is responsible for scheduling both parts of the exam;** plan to account for committee members' travel plans, sabbaticals, etc. It is best to have all committee members present in person, but those off campus may participate remotely if necessary. It is highly recommended that the student and advisor complete a [guidance committee contract](#) outlining the format and expectations of the exam.

The qualifying exam is comprised of written and oral components. The written portion of the qualifying exam should be taken no later than the end of the fifth semester. The oral portion of the exam follows successful completion of the written part, usually within a few weeks.

1. Written exam: Guidelines for the written exam are agreed upon by the committee. Once completed, committee members evaluate the responses. The student is expected to demonstrate competence, reflected in clear, concise, well-organized synthetic essays. The format of the exam is at the discretion of the Doctoral Guidance Committee.

In consultation with their Doctoral Guidance Committee, students choose 3 areas of specialization. Each area of specialization will be considered passed or failed in the collective judgment of the Doctoral Guidance Committee. If any portion is failed, the following conditions apply:

- If 1 area is failed, the student is given a "conditional pass". The failed area must be re-examined no sooner than 8 weeks after the date of the first exam. If upon reexamination the area is again failed, the collective judgment of the Doctoral Guidance Committee will determine whether the student should continue in the program and, if so, any conditions that must be met.
 - If 2 or more areas are failed, the entire exam is failed. A second exam may be scheduled no sooner than 6 months after the date of the first exam. One reexamination is allowed. Failing the reexamination normally results in dismissal from the program. Continuation in the program will be permitted only upon approval of a petition to the Graduate Admissions Committee.
2. Oral exam: An oral exam is conducted by the Doctoral Guidance Committee and chaired by the advisor. The student should demonstrate mastery of fundamental concepts in the designated areas of specialization, draw upon a broad spectrum of information to answer theoretical and practical questions. There may be focus on any area that was deemed weak in the written exam. Questions based on the research proposal are also appropriate, and the committee should be provided with a complete copy of the proposal for review at least 2 weeks before the exam.

Based on the collective decision of the Doctoral Guidance Committee, the student will pass, conditionally pass, or fail the oral exam. In the event of conditional passage or failure, the student may be re-examined over part or all the relevant subject matter. A second failure will result in dismissal from the Ph.D. Program. Students dismissed from the Ph.D. Program because of qualifying exam failure are eligible to apply for admission to the corresponding M.S. program, and if admitted will be subject to the requirements of the

program, with the understanding that coursework and research performed in the prior Ph.D. work will be counted toward fulfillment of the M.S. degree requirements.

When the student has passed both parts of the qualifying exam, the advisor will inform the Graduate School and recommend that the student be advanced to candidacy in the Ph.D. degree program by submitting the [Doctoral Dissertation Committee will be nominated using the Graduate School form](#).

5.7. Ph.D. Dissertation and Oral Defense

All students must complete a dissertation reporting original research. After completion of the research, the candidate must provide a copy of the dissertation to the Doctoral Dissertation Committee at least 2 weeks prior to the final oral examination. It is the student's responsibility to provide committee members with the lead time they request.

The final dissertation defense consists of 2 parts: 1) an oral presentation of the research in a public seminar, and 2) an oral defense of the dissertation conducted by the Doctoral Dissertation Committee. The private examination usually follows the seminar presentation. Final approval of the dissertation will be determined by a majority vote of the committee.

The Doctoral Dissertation Committee may require revisions to the dissertation following the defense, and it is responsible for assessing and approving the final version of the dissertation before it is submitted to the Graduate School.

The student is responsible for transmitting necessary paperwork to the Graduate School and fulfilling Graduate School requirements for electronic submission of the dissertation, by the appropriate deadline (see [Thesis and Dissertation Resources | UNH Graduate School](#)).

6. FINANCIAL SUPPORT

6.1. General Information

Graduate students in the thesis-based programs normally receive most of their support from a combination of assistantships and fellowships. There are several types of assistantships:

- Teaching Assistants (TAs) run labs and assist with grading and other tasks for undergraduate classes.
- Graduate Research Assistantships (GRA/RA) are supported by the advisor's external grant or the New Hampshire Agricultural Experiment Station (NHAES). GRAs are expected to work on their advisor's grant/AES funded project (20 h/week, year-round). NHAES-funded students are supported for up to 2 years. See section 6 for more information about assistantships.
- Graduate Assistants are students who provide instructional or administrative support as specified by the appointing department and are normally supported by University funds.
- Graduate Fellows, including dissertation fellowship recipients, are students who have been awarded a fellowship normally through an external grant to the UNH or directly to the student. Appointments will normally not exceed 1 fiscal year and may be renewed in accordance with the terms of the fellowship program.

Institutional support during the summer is not guaranteed at the time of admission for TAs; however, summer support is available from several sources:

- The NHAES offers summer RA support on a competitive basis for students whose advisors' projects receive NHAES research funding. Summer assistantships may be available for students who have been supported on TA or RA during the academic year if they are working on an NHAES project during the summer. Proposals for these assistantships are submitted by NHAES Principal Investigators in the spring semester.
- The Graduate School offers competitive summer fellowships for TAs (see below). Because these fellowships provide only partial support, advisors are strongly encouraged to make up the difference from other sources for their students who are awarded fellowships.
- Advisors often have other sources of funds with which to provide summer support. Students are strongly encouraged to apply for independent fellowship support, as well as for funding to pay for research expenses, travel, etc. Obtaining independent funding is professionally, as well as financially useful. See "useful links" below for some ideas about how to get started.

6.2. Duration of Support

Subject to satisfactory progress by the student, the ANFS Graduate Program provides financial support up to the limit stated in the admission letter: Normally **2 years (4 semesters) of academic-year support for the M.S. degree and 3 years 6 semesters) of academic-year support for the Ph.D. degree.**

Additional support may be available based on a clear need arising from the nature of the research (e.g., field or agricultural projects that require 2 growing seasons of data), and evidence of strong progress toward completion. A decision to request additional support must be made by the start of the final semester of guaranteed support. Where there is a compelling reason for an extension, the student's advisor must present a written request for 1 additional semester of support from the program, explaining why the student needs more time to complete the degree. The Graduate Program and Admissions Committee (GPAC) and Department Chair will review and decide on such requests. Approval is not automatic: ***students and advisors should not assume that extended support will be available if the degree is not completed on time.***

As the purpose of limiting the duration of support is to encourage students to complete their degrees on schedule, students initially supported in other ways who later receive a TA or RA may not be entitled to the full duration of support stated above. All students will be advised of the extent of support they may expect at

the time of admission.

Teaching or Research Assistantship appointments are normally for the academic year but can be terminated at the end of a semester if performance is unsatisfactory. With satisfactory performance in both research and teaching, the student, once appointed to an assistantship, can expect to be reappointed in subsequent years up to the limit specified upon admission. Students who obtain their own funding (e.g., through a competitive fellowship, or part-time students working for state or federal agencies) are not penalized by a reduction of support from the program: They are still entitled to the full number of semesters stated in their admission letter.

6.3. Support for Graduate Student Travel and Research Expenses

The Graduate School offers travel grants for graduate students who are presenting papers and posters at professional meetings and conferences. They generally do not support travel to workshops, seminars, and conferences where students are not presenting, but will consider such requests where the nature of the program is directly related to the student's research agenda at UNH. Travel grants will not exceed \$200 per student per conference, or \$400 per student per year ([Travel Grant Request Form | UNH Graduate School](#)). See "Useful links" below for more possibilities.

The Department may offer partial financial support for graduate students who are presenting papers and posters at professional meetings and conferences. In some cases, travel to attend workshops, seminars, or other professional development opportunities may be considered. Annual funds are limited and often do not cover all travel costs. Consult the academic program manager for guidelines.

Professional Society grants. Students are encouraged to seek out travel grants from their discipline professional society. Many societies offer graduate student travel awards and fellowships. Students should consult with their advisor for travel award opportunities.

6.4. UNH Graduate School Fellowships

Students are encouraged to consider applying for the UNH Graduate School's competitive fellowship programs. Those who have been supported by a TA are eligible to apply for the UNH Graduate School's Summer TA Fellowship (provides partial support for 1 summer). Ph.D. students at candidacy who are nearing completion of their dissertation are eligible to apply for the Dissertation Year Fellowship (provides support for the final year of Ph.D. work). Detailed information is available at [Fellowships and Awards | UNH Graduate School](#).

6.5. Summer TA Fellowships (STAF) are allocated mainly based on merit, but there is also consideration given to distributing them across programs. The likelihood of many students from the same program receiving awards is low.

Useful Financial Links

- UNH Graduate School information on fees and financial support: <https://www.unh.edu/business-services/tuitgrad>
- UNH Financial Aid Office: <https://www.unh.edu/financialaid/>
- UNH Graduate School financial aid info <https://gradschool.unh.edu/admissions/financial>
- UNH Office of National Fellowships: www.unh.edu/fellowships-office/
- UNH Graduate School Information on Dissertation Year Fellowships, Summer Teaching Assistant Fellowships and Travel Grants: www.gradschool.unh.edu/pdf/frm_aid.php
- UNH Research Office general advice about finding funding: <https://www.unh.edu/research/RD-resources>

- Funding opportunities available through the School of Marine Sciences and Ocean Engineering: <https://marine.unh.edu/opportunities/research-funding>
- Northeast Sustainable Agriculture Research & Education: <https://northeast.sare.org/grants/>
- National Science Foundation Graduate Research Fellowship Program (https://www.nsf.gov/funding/education.jsp?fund_type=2). Prestigious and very competitive; watch for announcements from the Graduate School about information sessions and proposal preparation support
- American Society for Nutrition <https://nutrition.org/>
- USDA/NIFA funding opportunities <https://nifa.usda.gov/program/afri-education-workforce-development>

7. GRADUATE ASSISTANTSHIPS

7.1. Teaching Assistantships (TA)

An opportunity to teach is an important part of every graduate student's education. Most students in the program receive support as TA during at least part of their enrollment.

Teaching assistants are half-time employees (20 h/week), with considerable responsibilities to their students and to the department/program. Teaching assistantships are awarded by the Department Chair in consultation with the Graduate Admissions Committee.

A TA performance is evaluated by the students in the course, who complete a formal course evaluation at the end of the semester. The results are available for the TA and the course supervisor. In addition, the instructor in whose course you serve as a TA should provide written evaluation and feedback at the end of the semester; this information is important for your annual progress review as well as for applications for Summer TA Fellowships.

Poor performance as a TA may jeopardize continued funding.

7.2. Research Assistantships (RA)

Research assistantships may be available on specific research projects supported by external grants or contracts. Responsibility for filling a RA rest with the faculty member who administers the grant, with the provision that any RA appointed must be acceptable for admission as a graduate student. The duration of support for an assistantship is determined by the faculty member administering the grant. A student who makes insufficient progress or whose academic performance is unsatisfactory may be dismissed from the program even though RA support remains available.

It is critical that the RA and the project supervisor communicate clearly about expectations and responsibilities. Students owe the project that pays them 20 h/week, as a condition of their appointment; but if it overlaps their own research (as is often the case), hours often exceed 20 h/week.

UNH policies related to assistantships can be found online at catalog.unh.edu/graduate/general-information/fees-financial-support/#text

8. ANFS ACADEMIC POLICIES AND PROCEDURES

8.1. Academic Performance

UNH Graduate School policy states that all grades below the B- level, including grades below B- in undergraduate courses taken by a graduate student, are considered failing. When a student receives a failing grade, the UNH Graduate School will issue a warning letter to the student and the department. Students are encouraged to consult with their advisor or the ANFS Graduate Program and Admissions Committee (GPAC) chair regarding strategies for getting back on track. Any graduate student accumulating failing grades in **9 or more credits** or failing to meet the conditions specified at the time of admission may be subject to dismissal from the UNH Graduate School. Students admitted for Fall 2003 or later must have a **cumulative GPA of 3.0 or higher** to graduate.

8.2. Annual Student Evaluation

All graduate students will be reviewed annually by their advisor and the department. The annual evaluation of graduate students ensures that students receive the mentorship they deserve and are making progress toward completion of their degrees. Students are evaluated based on thesis research progress, research and discipline-specific knowledge, academic progress, scientific communication, service and leadership, teaching and mentoring, and project management. For each category, students should keep a record of their accomplishments, identify developmental needs, and set actionable goals. Using the provided template (see Appendix A), the annual evaluation of graduate students consists of a collaborative effort between faculty advisor and student to:

- Complete a self-assessment;
- Present a professional quality CV suitable for awards, job applications, and internships;
- Produce a narrative of service or other activities not captured on a CV;
- Develop annual goals.

8.3. Code of Conduct

All members of the department are expected to abide by UNH policies on discrimination and harassment, which you can (and must) read. ANFS is committed to ensuring a safe, friendly, and accepting environment for everybody. We will not tolerate any verbal or physical harassment or discrimination based on gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or religion. We will not tolerate intimidation, stalking, following, unwanted photography or video recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. If you notice someone being harassed, or are harassed yourself, contact the Department Chair, Dave Mortensen, or another trusted faculty member. Please also see the UNH policy on discriminatory harassment in section 9.1.

ANFS is also committed to ensuring research integrity. Please review UNH's policy on the conduct of research carefully ([Misconduct in Scholarly Activity | Research, Economic Engagement and Outreach \(unh.edu\)](#) and [Responsible Conduct of Research & Scholarly Activity | Research, Economic Engagement and Outreach \(unh.edu\)](#)).

8.4. Conflict Resolution

Should a conflict arise between the student and another student, faculty member (including major advisor or committee member), or staff member, the student should first attempt to resolve the conflict or problem on their own. If the student is uncomfortable with trying to resolve the conflict directly, he/she should discuss the issue with his/her faculty adviser, the Director of Graduate Studies, or with the Department Chair as appropriate to identify possible ways of resolving the problem. If these options do not resolve the conflict,

the student should contact the Dean of the UNH Graduate School.

8.5. Data Management

Keeping a complete and accurate record of experimental methods and data is a vital part of science. Graduate students in ANFS are expected to organize, annotate, store, and provide readily access to data included in dissertations, theses, and peer-reviewed publications. Making notes and research data available to the broader community is a valuable skill that all students should learn and is commonly required by journals and funding agencies. Students should provide adequate documentation about their methods and data with guidance from their advisor and thesis committee members.

Often, data documentation can be as simple as a table for appendix in a student's thesis or dissertation. Relevant metadata should be associated with the underlying datasets. Students should work with their advisor to choose a data repository(ies) most appropriate for their data type and research specialty.

8.6. Work Hours, Vacation and Leave of Absence

It is important for students to recognize that graduate studies are different from undergraduate counterparts. While academic hours are more flexible than other jobs, students should treat graduate school as a 40 hour/week job. In general, students should understand that breaks from classes (winter and summer) are not a break from research responsibilities. ANFS does not have a department-wide graduate student work hours or vacation policy. Students should consult with their advisor regarding any lab specific work hours and vacation policies.

Any student who is in good academic standing and making progress in their program may apply for a leave of absence from graduate school for up to 1 year. Reasons for requesting a leave of absence may include financial, academic, personal, or health reasons. Students should consult with the graduate program chair or the dean of the Graduate School. A request for leave of absence form can be found on the UNH Graduate School website. Students returning from a leave of absence must notify the Graduate School and registrar by June 1 (if returning for fall) or by November 1 (if returning for spring).

9. UNH POLICIES AND RESOURCES

9.1. Student Rights and Key Policies

UNH's statement on Student Rights, Rules, and Responsibilities applies to graduate students as well as to undergraduates. It can be found [here](#). The Declaration of Student Rights and Rules is found on page 3.

The following UNH policies can impact student roles (in some cases, particularly as graduate assistants):

Academic Honesty: Honesty is a core value at UNH. The academic honesty policy is available here: [Academic Honesty | Teaching & Learning Resource Hub \(unh.edu\)](#).

Amorous Relationship Policy: Provides guidelines to prevent conflicts of interest that can occur when 2 members of the UNH community whose institutional roles place them in an uneven power dynamic engaged in a consensual amorous relationship. (<https://www.usnh.edu/policy/usy/v- personnel-policies/d-employee-relations#usyvd36>)

Diversity and Inclusion: The University of New Hampshire and the UNH Graduate School are committed to providing an inclusive environment for all graduate students. We are committed to supporting and sustaining an educational community that is inclusive, diverse, and equitable. The values of diversity, inclusion, and equity are inextricably linked to our mission of teaching and research excellence, and we embrace these values as being critical to development, learning, and success. We expect nothing less than an accessible, multicultural community in which civility and respect are fostered, and discrimination and harassment are not tolerated. For more information visit the University's site on inclusion [Diversity, Equity, Access & Inclusion | University of New Hampshire \(unh.edu\)](#) and the [Diversity Support Coalition](#) at the The Aulbani J. Beaugard Center for Equity, Justice, and Freedom

Discriminatory Harassment Policy: It is the policy of UNH to uphold the constitutional rights of all members of the University community and to abide by all United States and New Hampshire State laws applicable to discrimination and harassment. In accordance with those laws, all members of the UNH community will be responsible for maintaining a university environment that is free of intimidation and harassment. Therefore, no member of UNH may engage in harassing behavior within the jurisdiction of the University that unjustly interferes with any individual's required tasks, career opportunities, learning, or participation in University life. As employees of the University, graduate students are protected under the policies UNH has put in place to discourage, to investigate, and to address instances of harassment.

Graduate assistants should also take responsibility for conducting themselves professionally and should be aware of the ways that power dynamics shape their various roles at UNH. If charges against a graduate assistant are brought forward by a fellow graduate or an undergraduate student, the person making the charge may choose between pursuing charges under the policy outlined in [The University of New Hampshire Nondiscrimination Policy Prohibiting Discrimination and Discriminatory Harassment](#).

Family Rights and Privacy Act of 1974: Graduate assistants should be aware of confidentiality issues as they pertain to student records, both their own and those of others. Grades, class lists, student schedules, social security numbers, and other educational records are protected by federal law under the Family Educational Rights and Privacy Act of 1974, in the "Buckley Amendment" [Family Educational Rights and Privacy Act \(FERPA\) | Registrar \(unh.edu\)](#). Students also have the right to file complaints with the [Family Educational Rights and Privacy Act office \(FERPA\)](#) concerning alleged failures by the institution to comply with the Act. The University System Policy to the Buckley Amendment may be found in the [Students Rights, Rules and Responsibilities](#) published each fall by the University.

University Specific Sexual Assault Reporting Requirements: These requirements are available through UNH's Sexual Harassment & Rape Prevention Program: [Reporting Requirements | Sexual Misconduct \(unh.edu\)](#).

Title IX Prohibiting Sex-based Discrimination in Education: There are specific rights pertaining to sexual violence and harassment that are covered by federal law. Title IX is a landmark federal civil right that prohibits sex-based discrimination in education. Part of the law addresses sexual harassment, gender-based discrimination, and sexual violence. Sexual violence includes attempted or completed rape or sexual assault, as well as sexual harassment, stalking, relationship abuse, voyeurism, exhibitionism, and verbal or physical sexuality-based threats or abuse. Inquiries regarding discrimination should be directed to: UNH Director & Title IX Coordinator of Affirmative Action and Equity. [Civil Rights & Equity Office | Diversity, Equity, Access & Inclusion \(unh.edu\)](#).

9.2. Resources for Graduate Students

When you need information, ask someone: Your advisor, committee members, other faculty, the graduate coordinator, office, and technical support staff. Senior graduate students know the local ropes; post-docs can often provide excellent professional and career guidance. Use the University and departmental web pages to research the answer(s) to your question.

If you are experiencing advisor-related issues, you can discuss the matter with the graduate coordinator and/or with the department chair; you can also meet with the Dean of the Graduate School.

Program contacts and Information

ANFS Academic Program Manager: Jen Surina, Jennifer.Surina@unh.edu, 862-0822

Graduate Coordinator: Prof. Maria Carlota Dao, carlota.dao@unh.edu

ANFS Faculty: <https://colsa.unh.edu/agriculture-nutrition-food-systems/faculty-staff-directory>

Graduate Program and Admissions Committee (GPAC)

This committee, chaired by the Graduate Program Coordinator, oversees all aspects of the graduate program including admissions. The committee is composed of ANFS faculty who represent programs in Agricultural and Nutritional Sciences.

The GPAC is responsible for establishing universal guidelines for all graduate students in each degree (M.S. and Ph.D.) and brings forth suggestions for changes in policies pertaining to the program. The GPAC welcomes input and suggestions from graduate students as well as faculty and staff. The GPAC also oversees annual Progress Reviews for graduate students in the program.

Graduate students should feel free to approach the graduate coordinator or another member of the committee for advice at any time, although ordinarily the student's faculty advisor and committee serve as the primary contact.

Graduate School Resources

The UNH Graduate School offers a variety of resources for students, including the following professional development opportunities. The UNH Graduate School office can help with an array of questions related to graduate student experience, including petitions for exceptions to academic policy, changes to student records, requests for leaves of absence, etc. Students can also use the UNH Graduate School as a resource if they are unable to get answers or responses within their program, or if issues arise that they wish to discuss with someone outside of their program. Current information, including workshop dates, is available on the UNH Graduate School's website: <https://gradschool.unh.edu/>. The graduate assistant handbook and the GRADCATS Thrive Guide can be found here <https://gradschool.unh.edu/student-resources/student-resources-durham>

Professional Development Opportunities

The Graduate School offers a variety of professional development opportunities to help prepare you for your research endeavors and future careers. A few opportunities are listed below. These can be found at <https://gradschool.unh.edu/graduate-student-resources/career-professional-development>.

Preparing Future Faculty & Preparing Future Professionals Programs

The Preparing Future Faculty Program (PFF) is a national initiative that transforms the way doctoral programs prepare aspiring faculty members for their careers. It emphasizes an education that is informed by the kinds of responsibilities faculty members actually have at a variety of institutions.

The Preparing Future Professionals Program (PFP) is designed to provide all graduate students with access to workshops, speakers and other events focused on professional skills and preparation for successful job searches and career advancement (workshops on preparing CV's, interviewing for positions, etc.).

Thesis and Dissertation Workshops

The Graduate School holds monthly information sessions on the rules and processes for formatting and submitting final theses and dissertations. Dates are posted on the Graduate School homepage (gradschool.unh.edu).

Graduate Research Conference

Each April, over 200 UNH graduate students from all academic disciplines present at the GRC, or during their program's research symposia. The presentations showcase the results of graduate research at UNH's Durham and Manchester campuses. <https://www.gradschool.unh.edu/grc.php>

Graduate Student Senate

Graduate students are encouraged to participate in the Graduate Student Senate (GSS), the official voice of UNH's graduate student body. The GSS advocates for graduate students and meets bi-weekly throughout the academic year. It also fosters community and social engagement among graduate students via an array of activities. Information and the calendar of GSS events is available at [Graduate Student Senate | Student Governance \(unh.edu\)](#).

9.3. UNH and Local Resources

Graduate students generally have access to most of the campus resources available for undergraduates. There are a few differences, however: for instance, you don't get free hockey tickets, but you can reserve a private study carrel in the library (see link below).

Academic Deadlines: See the UNH Graduate School Academic Calendar for registration deadlines, add/drop dates, and refund periods.

Student Accounts: For paying tuition bills, refunds, picking up loan and scholarship payments, and related items. <http://www.unh.edu/business-services/>

Campus Maps: <https://www.unh.edu/facilities/resources/campus-maps>

Campus Safety: The UNH Police Department offers resources and classes related to campus safety

How to sign up for campus alerts (students are highly encouraged to do so):

<http://www.unh.edu/upd/campus-alerts>

Protocol for a reported school shooting: <http://www.unh.edu/upd/active-shooter>

Behavioral intervention team to help identify and assess those in crisis:

<https://www.unh.edu/dean-of-students/getting-help/behavioral-intervention-team>

The University System of New Hampshire's policy on firearms on campus is available at:

<https://www.unh.edu/leadership/blog/2026/02/house-bill-1793-update>

Psychological and Counseling Services (PACS): Psychological and Counseling Services (PACS) is committed to serving UNH's diverse campus community by providing students with support and education for their personal and academic success through confidential counseling, psychiatric consultation, outreach, and prevention services. PACS is composed of psychologists, social workers and psychology trainees who are highly skilled at addressing the unique needs of college students, and are committed to enhancing students' ability to benefit from the university experience <https://www.unh.edu/pacs/>.

Dining and ID Office: For obtaining UNH ID cards and signing up for meal plans.

<https://www.unh.edu/dining/dining-id-office>

Student Accessibility Services: The Student Accessibility Services (SAS) serves students with documented disabilities. Their website explains available services and accommodations:

<https://www.unh.edu/community-inclusion/student-accessibility-services>

Durham Directory: Includes information on Durham-based stores and restaurants.

https://www.ci.durham.nh.us/directory?field_business_categories_value=320

Financial Aid Office: Provides assistance on applying for financial aid. <http://financialaid.unh.edu/>

Health and Wellness: Provides a source for medical services, wellness education & promotion, and public health expertise on campus. Open to UNH students, faculty, and staff

<https://www.unh.edu/health/>.

Housing on and off-campus: UNH Housing provides an on-campus options for graduate students. Babcock Hall is a vibrant community of individuals 21 and older, with a mix of international, graduate, and non-traditional/undergraduate students <https://www.unh.edu/housing/facility/babcock-hall>. For more information, visit the Housing and Residential Life Website <https://www.unh.edu/housing/>. For more information about off-campus housing resources: <https://offcampushousing.unh.edu/listing>.

Information Technology: Provides IT services for faculty, staff and students.

<http://www.unh.edu/it/about>. They staff a walk-in service on the 3rd floor of Dimond Library.

Library: <https://www.usnh.edu/it/>

Local events (e.g., Portsmouth, Dover) events, dining, housing options and other items.

<http://www.seacoastnh.com/index.php>

Memorial Union and Student Services: The Memorial Union and Student Activities fosters a sense of community and inclusion at the University of New Hampshire. This office provides services and

facilities that enhance the quality of campus life and create opportunities for student development and engagement. <https://www.unh.edu/mub/>

Campus Recreation: For information on fitness center options, club and intramural sports, etc. <http://campusrec.unh.edu/>

Study Carrels: Quiet study carrels are available for graduate students in Room 441 of Dimond Library. The room has a variety of seating options, WiFi, electrical outlets, and lockers. <https://library.unh.edu/services/spaces-study-work/graduate-study-carrels>

Transportation: For information on parking, and transportation to campus locations and surrounding towns: <https://www.unh.edu/transportation/>

Train and bus: Daily Amtrak service runs from the Durham campus to Boston and Portland (and points en route) <https://amtrakdowneaster.com/>. The C&J Bus Company goes to Logan Airport and South Station in Boston, as well as directly to New York City <http://www.ridecj.com>.

UNH Mobile is available on iOS and Android platforms. The app features individual modules which include a course catalog, directory, dining menus, maps, game schedules, and more. <https://www.usnh.edu/it/about/guidelines-policies/index-digital-standards/mobile-apps>

Military and Veteran Services: Veterans Services is committed to providing support and assistance for veterans, active-duty military, Guard/Reserves, and their dependents <https://www.unh.edu/veterans/>.

Signature Page

By my signature, I acknowledge that I have read, understand, and agree to the Department of ANFS policies and expectations laid out in this handbook. I raised any questions or concerns with the Department Chair and/or ANFS Graduate Coordinator.

Printed name

Program

Signature

Date

Appendix A - Student Evaluation Form

Department of Agriculture, Nutrition, and Food Systems Graduate Student Annual Progress Report and Evaluation

Each student will prepare a self-assessment in collaboration with their advisor and then meet with representatives of the Graduate Program and Admissions Committee (GPAC) in the spring semester to review progress and identify any concerns. The purpose of this meeting is to:

- 1) Ensure students receive the mentorship they deserve and are making progress toward completion of their degree.
- 2.) Encourage the student to think critically about his/her own progress and identify goals for both the immediate and long-term future.
- 3) Remind students that to be a truly successful graduate student, one should (ideally) demonstrate success in multiple areas (research, funding, teaching, service), and provide examples for how to do that.
- 4) Provide a clear paper trail in case situations arise in which there is confusion or disagreement about a student's progress.

The annual meeting also provides an opportunity for students to raise any concerns and provide feedback about the program and their graduate experience.

In preparation for progress review meetings,

- **The student** writes a report about their progress and submits it to their advisor for review and comment. After the student and advisor have discussed the evaluation, the student submits the student submits their materials to the GPAC. This should occur in the *first half of the spring semester*.
- **The advisor** reviews and signs the student's report, and then also fills out an evaluation describing his/her view of the student's progress. The advisor's evaluation must include a summary report from a recent committee meeting; for first-year students, this meeting should include discussion of the research proposal.
- **Instructors** for whom the student has served as a teaching assistant provide comments on their teaching. (If instructors have previously provided feedback as part of fellowship or other applications, they need not do so again.)

Reports must be submitted at least one week before scheduled meetings, normally by mid-April. Electronic files should be titled as follows: last name.doc title.year. All reports are submitted to Jen Surina, who will schedule a review meeting for each student with one member of the GPAC (not including the advisor), normally between mid-April and mid-May. Following the meeting, comments and suggestions from the committee will be forwarded to the student and advisor, and all review documents will be shared with the student's committee.

Department of Agriculture, Nutrition, and Food Systems Graduate Student Progress Report and Evaluation Form

Date:		Student ID	
Student name:		Advisor(s)	

Part I: Degree checklist

Program: Choose an item. Degree: Choose an item.

Start date: Click or tap to enter a date. Expected completion: Click or tap here to enter text.

Most recent contact with graduate committee: Click or tap to enter a date.

Next planned committee meeting (date): Click or tap here to enter text.

GPA: Click or tap here to enter text. Accumulated credits: Click or tap here to enter text.

Date Responsible Conduct of Research (RCR) training completed: Click or tap to enter a date.

Ph.D. students:

Dissertation proposal

Date approved: Click or tap to enter a date. Or expected approval:

Candidacy exam

Date approved: Click or tap to enter a date. Or expected approval:

Dissertation defense

Date approved: Click or tap to enter a date. Or expected approval:

M.S. students

Proposal presented to the committee Click or tap to enter a date. Or expected date:

Coursework

List courses taken to fulfil the core and competency requirements.

Requirement	Course	Name	Credits	Semester	Grade
Core	ANFS 901	Intro to Agriculture, Nutrition, and Food Systems Graduate Studies			
Core	ANFS 997*	ANFS seminar			
Exp design and analyses					

Scientific writing and communication					
Teaching assistants					

* Seminar attendance is required every semester unless an exception has been granted.

Additional courses required or recommended by committee:

Course	Name	Credits	Term	Grade

Part II: Self Evaluation

Complete the following for the current evaluation period (June-May). Students fill in the form and then discuss with the advisor.

For each category below describe:

Accomplishments: Accomplishments in this evaluation period (including progress on goals from last year, if applicable)

Developmental needs: Areas that need development and a strategy to achieve these goals.

Actionable goals: Provide a brief list of goals for the next evaluation period. Give a timeline when possible.

1. Thesis research progress

In the space below, provide a self-assessment of your thesis research progress and research goals for next year. Evidence of progress may include experiments completed and planned, data analyses completed, proposal written, or manuscripts prepared. Provide specific examples.

Summary of progress	
Accomplishments	

Developmental needs	
Actionable goals	

2. Research skills and discipline specific knowledge

Describe accomplishments and goals for developing skills related to conducting scientific research (experimental design, hypothesis testing, knowledge in your discipline, and interpretation of data).

Summary of progress	
Accomplishments	
Developmental needs	
Actionable goals	

3. Academic progress

Describe progress made toward degree requirements. Describe your academic goals for the previous year, and your progress toward achieving those goals. Note areas in which you experienced any difficulty. If you feel you are not making significant progress, explain why.

Summary of progress	
----------------------------	--

Accomplishments	
Developmental needs	
Actionable goals	

4. Scientific communication

Describe progress made in communication skill development. Evidence of progress may include writing, speaking, interpersonal, and research documentation skills. List publications, seminars or talks given.

Summary of progress	
Accomplishments	
Developmental needs	
Actionable goals	

Summary of progress	
----------------------------	--

Accomplishments	
Developmental needs	
Actionable goals	

5. Service and leadership

Summarize service you have provided to the department, college, university, profession, or public. Evidence of progress may include organizing or hosting seminars, serving on committees, service to university student groups, outreach activities, or refereeing manuscripts for professional journals. Also summarize progress in leadership skills. Evidence of leadership may include strategic visioning, developing and carrying out plans as part of a team.

Summary of progress	
Accomplishments	
Developmental needs	
Actionable goals	

6. Teaching and mentoring

Summarize teaching and mentoring during the evaluation period. List courses you taught (including guest lectures) and undergraduates you have mentored (describe the activities and your role).

Courses taught (include term, course #, sections taught, # students)	
---	--

Guest lectures (include semester, course #, topic title)	
Mentoring	
Developmental needs	
Actionable goals	

7. Data and project management

Provide a summary of how you manage your research projects including time management, resource management, planning, record keeping, and data storage. Evidence of progress may include: Documentation of experiments and results is up-to-date and clear to others, electronic files are organized so others may use them, experiments are planned and carried out in a timely manner, Data and records are backed up, milestones are identified and tracked, or undergraduate assistants are managed well.

Summary of progress	
Accomplishments	
Developmental needs	
Actionable goals	

8. Honors, awards, and funding applications

List all honors and awards you received during the evaluation period, and also list grants and fellowships you have applied for and their outcome (funded, declined, or pending). Indicate the amount awarded whenever applicable.

Statement of professional goals

Provide a *brief* statement describing the type of career you hope to pursue after earning your degree, and any other professional goals you hope to achieve.

Part III: Curriculum vitae

Attach an updated CV (maximum 2 pages). The CV should include information on the following: Education, Professional and research experience, Teaching, Awards and scholarships, Service, Outreach, Publications, Presentations.

Part IV: Signatures

Student: Your signature below indicates that you have discussed the contents of this progress report with your advisor, [and shared it with your committee members](#).

Student

Date

Advisor: Your signature below indicates that you have discussed the contents of this progress report with the student.

Advisor

Date



GPAC representative present at meeting

Date

GPAC representative present at meeting

Date

Comments/notes from meeting:

Appendix B – M.S. Proposal Approval Form

Department of Agriculture, Nutrition, and Food Systems

Master's Thesis Proposal Approval Page

(original form must be returned to the ANFS admin office along with an electronic copy of the approved proposal)

Student Name:

UNH ID:

Student Signature:

Date:

Proposal Title:

Faculty Approval

I/We ***accept and approve*** the Master's Thesis Proposal for the above named student.

Advisor Signature_____Date

Print Name_____

Committee Member:_____Date

Print Name_____

Committee Member:_____Date

Print Name_____

Committee Member:_____Date

Print Name_____

*By signing this form, committee members agree to having read the proposal.
Signing this form does **NOT** indicate acceptance of the Final thesis and is for ANFS Departmental use ONLY.*

Appendix C - Dissertation proposal approval form

Department of Agriculture, Nutrition, and Food Systems Doctoral Dissertation Thesis Proposal Approval Page

(original form must be returned to the ANFS admin office along with an electronic copy of the approved proposal)

Student Name: _____ **UNH ID:** _____

Student Signature: _____ **Date:** _____

Proposal Title: _____

Faculty Approval

We ***accept and approve*** the Doctoral Dissertation Proposal for the above-named student.

Advisor

Signature _____ Date _____

Print Name _____

ANFS Members

Signature _____ Date _____

Print Name _____

Signature _____ Date _____

Print Name _____

Signature _____ Date _____

Print Name _____

Outside Members

Signature _____ Date _____

Print Name _____

Signature _____ Date _____

Print Name _____

*By signing this form, committee members agree to having read the proposal.
Signing this form does **NOT** indicate acceptance of the Final Dissertation and is for ANFS Departmental use ONLY.*