

**Department of Health, Nutrition, and
Exercise Sciences**

PhD Exercise and Nutrition

Graduate Student Handbook

Fall 2021

Current Graduate Coordinator: Kyle Hackney, PhD

Graduate Faculty Approved – 2/18/2021

Table Contents

Welcome and Introduction	3
HNES Graduate Programs	3
PhD in Exercise Science and Nutrition.....	3
PhD Advisors	3
PhD Curriculum	4
PhD Program Requirements-Entering with a Master's/Equivalent Degree	4
PhD Program Requirements-Entering with a Bachelor's Degree.....	5
Examples of Common Electives Courses (regardless of initial entry status)	6
Additional Course Information	6
Courses Numbered:.....	6
Transfer of Credits	6
Bachelor's to doctoral students.	6
Master's to doctoral students.....	7
Academic Requirements	8
Credit Load.	8
Tri-College.....	8
Continuous Enrollment/Leave of Absence.	8
PhD Progress and Assessment	9
Residence Requirement for PhD Students	9
Comprehensive Examinations	9
Written Comprehensive Examination.....	9
Oral Comprehensive Examination.....	9
Doctoral Dissertation Proposal	10
Table 1. Example Table of Contents/Organization for Dissertation Proposal*.....	11
Doctoral Dissertation Final Document	12
Table 2. Example Table of Contents/Organization for Final Dissertation Document*.....	13
Final Doctoral Dissertation Defense	14
Timelines and Forms	15
Frequently Asked Questions	17
Which classes are online in the PhD curriculum?	17
Can I do my PhD 100% online?	17
Appendix A. HNES Course Rotations	18

Welcome and Introduction

Welcome to the graduate programs offered by the Department of Health, Nutrition, and Exercise Sciences (HNES). The information provided in this document is designed to help you understand some procedures in HNES. Graduate students should also consult with the [NDSU Graduate Handbook](#) for further clarification on requirements. In addition, please consult with the NDSU [Academic Calendar](#) for specific dates that may be important for completing your degree on time. If you have questions at any point in this document please consult with your advisor and/or contact the HNES Graduate Coordinator. The current HNES Graduate Coordinator contact information is below:

Kyle J. Hackney, PhD, CSCS, CCD
Associate Professor and Graduate Coordinator
Department of Health, Nutrition, and Exercise Sciences
Kyle.hackney@ndsu.edu
701-231-6706

HNES Graduate Programs

The Department of HNES offers a Master of Science (MS) degree in Health, Nutrition, and Exercise Sciences with two options: 1) Exercise/Nutrition Science and 2) Leadership in Physical Education and Sport. The department also offers an online MS degree in Dietetics through Great Plains Interactive Distance Education Alliance. Additionally, there is a degree path available for those students planning on pursuing athletic training: Master of Athletic Training (MATrg). The department also offers the highest degree obtainable at NDSU: PhD degree in Exercise Science and Nutrition.

PhD in Exercise Science and Nutrition

The purpose of this handbook is to familiarize you with how to complete the requirements needed for the PhD degree in Exercise Science and Nutrition. The PhD degree in Exercise Science and Nutrition prepares the graduate for advanced positions in industry and academia. The department is devoted to researching and understanding the long-term effects of exercise programming, physical activity, and nutrition, and translating this research into effective exercise/nutrition science and wellness programs for children, adolescents, and men and women of all ages, as well as athletes. This option is appropriate for dietetics, nutrition, kinesiology, and exercise science graduates or related fields.

PhD Advisors

Graduate Faculty eligible to mentor students in the PhD degree in Exercise Science and Nutrition are: [Dr. Bryan Christensen](#), [Dr. Shannon David](#), [Dr. Joe Deutsch](#), [Dr. Marty Douglas](#), [Dr. Julie Garden-Robinson](#), [Dr. Kyle Hackney](#), [Dr. Elizabeth Hilliard](#), [Dr. Jenny Linker](#), [Dr. Katie Lyman](#), [Dr. Ryan McGrath](#), [Dr. Yeong Rhee](#), [Dr. Ashley Roseno](#), [Dr. Sherri Stastny](#), [Dr. Brad Strand](#), and [Dr. Donna Terbizan](#).

In the letter notifying an applicant of admission, the Graduate School will identify an individual in HNES whom the applicant should contact as their PhD advisor. This person can help you select your courses, facilitate research opportunities, as well as serve as the committee chair for your comprehensive examinations and dissertation. Students may change their advisor at any time prior to proposing their dissertation. If students change their assigned advisor, they should inform their former advisor. If a plan of study was previously submitted, the [Request to Form or Change Supervisory Committee](#) form needs to be completed and sent to the graduate school.

PhD Curriculum

Upon entry to the PhD Exercise and Nutrition program, students should consult with their advisor and work to complete the recommended course work as shown below. The course work in the department will vary based on whether a student is enrolling with a master's/equivalent level degree (60 credits required) or an undergraduate degree (90 credits required). In addition to course work, the passing of written and oral comprehensive examinations, a doctoral dissertation proposal, and a doctoral dissertation defense is required. These items are discussed later on the document after the curriculum path requirements. HNES course rotation schedule is shown in Appendix A.

PhD Program Requirements-Entering with a Master's/Equivalent Degree

Curriculum (60.0 credit minimum, if already holding a Master's/Equivalent degree)

Research Core: (12.0 credit hours)

- 1) STAT 725 Applied Statistics
- 2) 9.0 additional credits in statistics and research methodology

Recommended HNES Core: (9.0 credits)

- 1) HNES 713 Graduate Exercise Physiology
- 2) HNES 726 Nutrition in Wellness
- 3) HNES 777 Scholarly Writing and Presenting in HNES

Electives (18.0 credits, up to 6 credits outside of HNES)

HNES 703 Graduate Biomechanics of Sport and Exercise
HNES 704 Psychological Foundation of Sport & Physical Activity
HNES 710 Introduction to Research Design and Methods in HNES
HNES 724 Nutrition Education in the Community
HNES 727 Physical Activity Epidemiology
HNES 735 Nutrition for Human Performance
HNES 743 Obesity Across Lifespan
HNES 754 Assessment in Physical Activity and Nutrition
HNES 760 Skeletal Muscle Physiology
HNES 761 Physiological and Fitness Assessment in Exercise Science
HNES 762 Exercise Endocrinology
HNES 790 Graduate Seminar- Intro to HNES (1 credit)
HNES 790 Teaching Strategies (1 credit)
HNES 791 Special Topics (variable credit)

Research Practicum: (minimum of 3.0 credits)

-HNES 794 and/or 894 Practicum/Internship

Teaching Practicum: (minimum of 3.0 credit hours)

-HNES 792 and/or 892 - Graduate Teaching Experience

Dissertation: (15.0 credits)

-Must encompass at least two separate semesters

PhD Program Requirements-Entering with a Bachelor's Degree

Curriculum (90.0 credit minimum)

Research Core: (18 credit hours)

- 1) STAT 725 Applied Statistics
- 2) HNES 710 Introduction to Research Design and Methods in HNES
- 3) 12.0 additional credits in statistics and research methodology

Recommended HNES Core: (9.0 credits)

- 1) HNES 713 Graduate Exercise Physiology
- 2) HNES 726 Nutrition in Wellness
- 3) HNES 777 Scholarly Writing and Presenting in HNES

Electives (33.0 credits, up to 6 credits outside of HNES)

- HNES 703 Graduate Biomechanics of Sport and Exercise
- HNES 704 Psychological Foundation of Sport & Physical Activity
- HNES 710 Introduction to Research Design and Methods in HNES
- HNES 724 Nutrition Education in the Community
- HNES 727 Physical Activity Epidemiology
- HNES 735 Nutrition for Human Performance
- HNES 743 Obesity Across Lifespan
- HNES 754 Assessment in Physical Activity and Nutrition
- HNES 760 Skeletal Muscle Physiology
- HNES 761 Physiological and Fitness Assessment in Exercise Science
- HNES 762 Exercise Endocrinology
- HNES 777 Scholarly Writing and Presenting in HNES
- HNES 790 Introduction to HNES (1 credit)
- HNES 790 Graduate Seminar-Introduction to HNES (1 credit)
- HNES 790 Teaching Strategies (1 credit)
- HNES 791 Special Topics (variable credit)

Research Practicum: (9-12 credits)

- HNES 794 and/or 894 (must be taken over at least two separate semesters)

Teaching Practicum: (3.0-6.0 credit hours)

- HNES 792 and/or 892 - Graduate Teaching Experience

Dissertation: (15.0 credits)

- Must encompass at least two separate semesters

Examples of Common Electives Courses (regardless of initial entry status)

Statistics course options:

HDFS 705: Quantitative Methods in Developmental Science
STAT 662: Intro to Experimental Design
STAT 663: Nonparametric Statistics
STAT 670: Statistical SAS Programming
STAT 726: Applied Regression Analysis
STAT 730: Biostatistics
STAT 764: Multivariate Methods

Research Methods course options:

EDUC 779 Survey Research
HDFS 758 Longitudinal Research Methods and Analysis
HDFS 790 Problems in Research Methods
MICR 674 Epidemiology
PSYC 640 Experimental Methods
PSYC 762 Advanced Research Methods and Analysis
PSYC 771 Social/Health Psychology Research
SOC 700 Qualitative Methods
SOC 701 Quantitative Methods

Other Electives options:

COMM 702 Introduction to College Teaching
HDFS 702 Teaching Developmental Science
NURS 630 Advanced Community Assessment
PSYC 681 Health Psychology
Or other courses as approved by Major advisor and committee

Additional Course Information

Students should consistently progress through the credits needed to graduate and know all prerequisites for their individual graduate studies. Tentative course schedules are provided to help students schedule their courses as they progress toward completion of the degree. Most HNES graduate courses are offered on a two-year rotation (Appendix A). Please also consult with the [Graduate School Bulletin](#) for the most up to date changes.

Courses Numbered: 600/700/800 may be taken for graduate credit in the student's field of study. Courses not listed in the Bulletin of the Graduate School may not be taken for credit toward the PhD degree. All prerequisites must be met before a student can take a 600/700/800 level graduate class or instructor permission must be granted.

Transfer of Credits: All graduate credits used to meet the requirements of a doctoral degree must be approved by the supervisory committee, the graduate program leader, and the Dean of the Graduate School.

Bachelor's to doctoral students. The doctorate requires a minimum of 90 graduate credits. A minimum of 27 credits of didactic coursework are required; no more than 15 didactic credits may be transferred as part of the

Plan of Study. All transfer credits for students with a bachelor's degree working toward a doctoral degree at NDSU.

- Must be graduate-level course work from regionally accredited colleges or universities (or equivalent for international institutions) to be eligible for acceptance in transfer;
- Must be approved in a Plan of Study by the supervisory committee, the graduate program leader, and the Dean of Graduate Studies;
- Must not be courses graded Pass/Fail or Satisfactory/Unsatisfactory;
- Must carry only grades of A or B on a 4-point scale;
- Must have been earned no more than 10 years prior to graduation with a doctoral degree at NDSU;
- Must not be a continuing education, correspondence, extension, or workshop course;
- Must not be internship, individual study, special problem, or research (disquisition) courses;
- Must not have been used to fulfill the requirements of a previous baccalaureate or master's degree (with the exception of accelerated master's degrees);
- Must be verified by an official transcript; and
- Will not be used in calculation of the grade point average.

Master's to doctoral students. The doctorate requires a minimum of 60 credits beyond the master's degree; therefore, no more than 30 credits from a previously earned master's degree may be transferred into a doctoral program at NDSU, except where expressly allowed by policy or transfer agreement. The previous master's degree must be meaningfully related to the discipline in which a doctoral degree is pursued.

In addition to a maximum of 30 credits applied toward an earned master's degree, transfer of up to 15 credits from another doctoral program in the same or a meaningfully related discipline from an accredited doctoral institution can be allowed in individual cases, for a total of 45 transfer credits. Strict limitations apply. Approval from the supervisory committee, the graduate program leader, and the Dean of Graduate Studies is required as part of an approved Plan of Study.

All transfer credits in addition to the 30 for a prior master's degree for students working toward a doctoral degree at NDSU

1. Must be doctoral-level coursework in the same or a meaningfully related discipline from a doctoral program offered by a regionally accredited university (or equivalent for international institutions) to be eligible for acceptance in transfer;
2. Must be approved in a Plan of Study by the supervisory committee, the graduate program leader, and the Dean of Graduate Studies;
3. Must not be courses graded Pass/Fail or Satisfactory/Unsatisfactory;
4. Must carry only grades of A or B on a 4-point scale;
5. Must have been earned no more than 10 years prior to graduation with the doctoral degree at NDSU;
6. Must not be a continuing education, correspondence, extension, or workshop course;
7. Must not be internship, individual study, special problem, or research (disquisition) courses;
8. Must be verified by an official transcript; and
9. Will not be used in calculation of the grade point average.

Notes:

1. The petition for transfer of credits is part of the development process for the Plan of Study. Individual courses at the master's or doctoral level that have been accepted in transfer have to be listed in the transfer credit section of the Plan of Study, and they are to be counted toward the required credit total for the Plan of Study.

If 30 credits are accepted in transfer from a previously earned master's degree into a doctoral degree

program, the accepted master's degree is listed in the header for the Plan of Study, and the Plan of Study lists only the required courses beyond the master's degree (for a minimum of 60 credits). If individual doctoral credits are accepted for a doctoral degree at NDSU, these additional courses need to be listed in the transfer credit section of the Plan of Study, and they are to be counted toward the required total for the Plan of Study.

2. It is the responsibility of the student to provide official transcripts of graduate courses taken elsewhere to the Graduate School.
3. Departments and programs have the right to further restrict or completely eliminate acceptance of transfer credits for their degree programs. Prospective students are encouraged to contact the respective academic department or the Graduate School for information on exceptions to this graduate credit transfer policy.

Time Limitation. Graduate credit for any coursework that is more than 10 calendar years old at the time of the final examination cannot be used to satisfy degree requirements unless a petition for exception was approved. The final examination is valid for one year. Should a student not have his/her disquisition approved by the Graduate School or fail to meet other degree requirements within that timeframe, the final examination must be retaken. If a period of time two years or greater lapses before the disquisition is approved by the Graduate School, the student must reapply, re-defend the dissertation and must register for a minimum of two (2) credits. The student's degree will post at the end of the semester in which the disquisition is approved by the Graduate School.

Academic Requirements. "To be in good standing and to receive a graduate degree, a student must maintain a cumulative grade point average of 3.0 or B." (Graduate Bulletin, General regulations)

Credit Load. Nine credits are considered a full-time graduate load (even with a 10 hour graduate assistantship). Graduate teaching assistants in half-time status (20 hours per week) are considered full-time if registered for five or more graduate credits.

Tri-College. Graduate students may take courses offered at Minnesota State University Moorhead or Concordia College for credit toward a degree. The courses, however, must be listed as graduate courses and approved by the supervisory committee and the Department Head, as well as being listed on the plan of study when it is submitted.

Continuous Enrollment/Leave of Absence.

- Students are required to register for at least one credit each semester (fall and spring) until all degree requirements are completed, including Graduate School approval of the thesis, paper, or dissertation. Students taking their final examination in the summer semester must register for summer semester.
- Degree approval will be delayed until a student registers for one credit for each fall and spring semester in which he/she was not enrolled and not on a Leave of Absence, up to four (4) credits.
- A student who has not registered for longer than a continuous two-year period must also reapply for admission and is subject to the degree requirements at the time of readmission.
- Students who interrupt their graduate program prior to the completion of all degree requirements must obtain a leave of absence, using the [Request for Leave of Absence](#) from Graduate Studies form. A leave may be taken for up to two (2) years at which time a student must reapply to the Graduate School. NOTE: Leaves of absence do not amend in any way the ten-year time limitation.

PhD Progress and Assessment

Each fall the HNES Graduate Coordinator will initiate assessment of the progress of students in the program. These will be completed online via Qualtrics with the appropriate link sent via email by the graduate coordinator. The assessment will track your continued progress toward completing course work, major milestones, and well as scholarly activity. You will be provided with a copy of the assessment document and a copy will be sent to your advisor. Complete and accurate responses to the PhD assessment request is required for the PhD program.

Residence Requirement for PhD Students

Graduate study for the Doctor of Philosophy degree normally requires a minimum of three (3) years of full-time study beyond the baccalaureate degree. **A student who has a master's degree or equivalent must devote at least one of the two remaining academic years of study in residence at North Dakota State University. See NDSU graduate policy.** <https://bulletin.ndsu.edu/graduate/graduate-school-policies/doctoral-degree-policies/> . Information on the requirement will be monitored in the PhD Progress and Assessment document. If you fail to meet this requirement your progression from PhD student to PhD candidate may be delayed.

Comprehensive Examinations

All PhD students must pass written and oral comprehensive examinations to advance from a PhD student to a PhD candidate. Once a PhD candidate, the student may propose their doctoral dissertation to their approved dissertation committee. Specific procedures have been developed for the comprehensive written and oral examination shown below. It is each student's responsibility to be familiar with and to follow the procedures. **Note-Students should plan to hold their proposal and defense dates during the academic school year as faculty are typically not available during the summer months.**

Written Comprehensive Examination

The written comprehensive examination involves writing a comprehensive review of literature in their research area of interest. In general, this is your work, however, you will often consult your advisor on the document content. The format should adhere to the NDSU general requirements for doctoral dissertations. These are discussed in HNES 710 can be viewed here: [Graduate school formatting requirements](#).

Oral Comprehensive Examination

The oral comprehensive examination involves talking through their paper in front of their committee members. This can be completed using a visual platform such as PowerPoint or a more informal discussion. Consult with your PhD advisor on their preferred method. **Note- At least two weeks in advance of the date complete the: [Notification of scheduled examination form](#). Also, please send a copy of your literature review to your committee at least 7 days in advance of your oral comprehensive exam date.**

The oral comprehensive examination procedures generally involve:

- 1) Introductions of committee members and student.
- 2) Explanation of the comprehensive examination process for HNES by the committee chair. Note- the student may be asked to leave the room (optional) at this stage. The HNES process is generally below:
 - The purpose of the written and oral comprehensive examination for HNES is to determine whether the student is an “expert” in the literature/has the background knowledge in his/her area of research and if we feel the student is someone we would want to graduate from our program.
 - A broad based written literature review is used as the basis for the oral comprehensive examination.
 - The student is asked questions regarding the information in their paper to determine strength of knowledge and professional ability to appropriately answer questions.

- The committee can also give suggestions on areas that should be added to the paper or modified.
- After about 1-1.5 hours, the student is asked to leave so the committee can discuss the student's performance.
- Overall, did the student have sufficient expertise in his/her area and how was his/her performance during the comprehensive examination?

Doctoral Dissertation Proposal

Upon passing the oral and written comprehensive examinations, the PhD student is now given the title of PhD candidate. With this milestone, they are now eligible to propose their doctoral dissertation. Preparation of a research proposal is an important writing experience. The purpose of a research proposal is to provide your supervisory committee with sufficient information to decide if the proposed research is needed and is likely to be fruitful. In order to accomplish that goal, the proposal should: 1) present the logical need for conducting the proposed piece of research, 2) provide an analysis of the most important past research as a context for the proposed study, 3) specify the objectives and/or the hypotheses or research questions, and 4) outline the basic procedures to be followed. The proposal provides a statement of agreement between you and your committee as to the minimum expected for the dissertation research. Enough detail should be provided, so the committee can be certain that the student is aware of the relevant prior research, detect any of the student's misconceptions, and identify potential errors in the proposed study. You will, of course, in consultation with your advisor, fill in details, often expanding on the anticipated procedures, as you conduct the research.

The following sequence of suggested sections for a dissertation proposal reflects a basic logic of investigation, from intellectual uncertainty to plan of action. The sections are those essential to an adequate proposal, although some advisors may prefer a different order. The general structure may need to be modified depending upon the particular type of research problem being addressed by the student.

For all research proposals, there should be an "Introduction" that includes a "Statement of the Problem", "Review of Literature", and a "Methodology or Procedures" section appropriate to the type of research to be conducted. Without these, it is difficult for the committee to anticipate what you plan to do, to help guard against potential errors of inappropriate approaches, and to judge when you have completed the agreed-upon project. There are different formats that can be used – check with your advisor to determine which one you should use. Most advisors prefer the manuscript format organization which is shown below (Table 1). You should be familiar with the current documents providing information for this formatting. The proposal must be written in present or future tense and the table of contents/organization similar to Table 1. This structure is discussed in detail in HNES 710. Please use the NDSU Graduate School [templates](#) to get the most updated recommendations.

Table 1. Example Table of Contents/Organization for Dissertation Proposal*

CHAPTER 1. INTRODUCTION [HEADING 1- MS Word in automated table of contents]

Statement of the Problem [HEADING 2- MS Word in automated table of contents]

Purpose of the Study

Objectives, Hypothesis, or Research Questions

Significance of the Study (optional)

Limitations and Delimitations of the Study

Assumptions of the study

Organization of Remaining Chapters (optional)

Definition of Terms

CHAPTER 2. REVIEW OF LITERATURE

Purpose of the Study

Introduction (by rephrasing the statement of the problem in Chapter 1 to fit focus)

Body (by subdivision/topics following sequence set by statement of the problem)

Summary (of literature findings in order set by statement of the problem)

CHAPTER 3. METHODOLOGY

Purpose of the Study

Introduction (by rephrasing the statement of the problem in Chapter 1 to fit focus)

Population Sample and Sampling Procedures

Data Collection (instrument, description, reliability, validity and how determined)

Procedures

Research Design

Statistical Analysis

*Note- there may be some variability in mentor preferences of what is included. These recommendations are in line with NDSU Graduate School [templates](#).

Chapter 1. Introduction

This section provides a short introduction to the research being proposed and provides the parameters under which the study will be completed. The identification of a problem provides the logical foundation upon which the rest of the proposal is built. This section should include a one-or two- sentence statement of the general purpose of the research, followed by a list of specific objectives to be accomplished by the research. These outcomes should be stated as outcomes, not as procedures.

Following the objectives, the hypotheses or research questions that guide the study are listed, sometimes in a separate section. Research questions may be used rather than hypotheses. Next, a section of definition of terms used in the research is provided. A listing of the limitations of the research will be added at the conclusion of the study. Finally, it is often helpful to include toward the end of the problem section a one-or two-sentence synopsis of the research problem.

Chapter 2. Review of Literature

The review of literature involves planning, conducting, and explaining an exhaustive search for research and publications that relate to the problem discussed in the introduction. After relevant sources are located, the student reads and makes notes on each source and then prepares a report that defines the problem and indicates

how the review of the literature helps to address the problem. The review should be critical in nature, and based, preferably, on a systematic model for recording and analyzing information from professional research journals, books, and reports. It should result in conclusions or provide direction with respect to the identified problem.

In the review of literature, the study is placed in context through a critical analysis of selected studies that should: 1) pull together findings to provide a "state-of-knowledge" summary in regard to the research problem and provide additional evidence in regard to the nature and/or the importance of the problem underlying the study; 2) make clear how further research should extend, differ from, or replicate past studies, including the identification of the critical variables in the problem area and important hypotheses to be tested; 3) indicate shortcomings in the design of prior research that should be avoided and/or strengths to be repeated in conducting another study; and 4) where there are methodological alternatives, especially controversial ones, critique the literature that is relevant to making a choice. This section is not intended to be a complete presentation of the comprehensive review of related literature that has been done prior to writing the proposal. Only those studies that are directly pertinent to structuring the proposed research should be discussed briefly, in order to assure the student's committee that major studies and/or issues have not been overlooked.

Chapter 3. Methodology

The methods and procedures section of the proposal is an explanation of the specific steps to be followed in meeting the objectives and in testing the hypotheses or answering the questions posed in the prior sections. An introduction describing the purpose of the research is included. The procedures to be followed in the present research should take into account the major criticisms of or comments on prior research in the review of literature section. A chronological listing of major procedural steps is often useful. The following subsections will usually be included in the procedures section: population sample, data collection and instrumentation, procedures, research design, and statistical analysis.

Doctoral Dissertation Final Document

After your proposal has been approved by your supervisory committee and regulatory entities (IRB/IACUC/IBC), you will conduct your research. After gathering your data, you will prepare your final product. This final product is generally presented in article format (Table 2). The first three chapters of your dissertation will be the same as presented in the proposal with the exception of minor changes by your committee or the addition of new pertinent research. All material in the first three chapters must be changed to past tense in the final thesis. The table of contents/organization should look similar to the information in Table 2 if using manuscript format. If you or your mentor prefer traditional format please consult with the NDSU Graduate School.

Chapter 4. Manuscript 1

The introduction, methods, results, and discussion of a study are presented in relation to the **most pertinent research questions** posed in chapter 1, usually with the assistance of figures/tables. This is a full manuscript prepared for an academic journal, however, the referencing style should remain consistent with the whole dissertation.

Chapter 5. Manuscript 2

The introduction, methods, results, and discussion of a study to **other pertinent questions** posed in chapter 1, usually with the assistance of figures/tables. This is a full manuscript prepared for an academic journal, however, the referencing style should remain consistent with the whole dissertation.

The table of contents for a dissertation prepared using the article should look similar to Table 2. **Some variability based on mentor preference and template used may be accepted, but below is consistent with the NDSU Graduate School [templates](#).** Note that tables and figures that are repeated in the dissertation should be numbered consecutively. For example, a table in the methods section of Chapter 3 that is numbered Table 2 should also be numbered Table 2 in the methods section of the manuscript (Chapter 4 or 5). Although there are several manuscripts presented in the final dissertation it should flow as one large document with a full references at the end. Consult with your advisor for examples of previous dissertations in HNES. This structure is discussed in detail in HNES 710. Please use the NDSU Graduate School [templates](#) to get the most updated recommendations.

Table 2. Example Table of Contents/Organization for Final Dissertation Document*

ABSTRACT

ACKNOWLEDGMENTS

LIST OF TABLES

LIST OF FIGURES

CHAPTER 1. INTRODUCTION [[HEADING 1- MS Word in automated table of contents](#)]

Statement of the Problem [[HEADING 2- MS Word in automated table of contents](#)]

Purpose of the Study

Objectives, Hypothesis, or Research Questions

Significance of the Study (optional)

Limitations and Delimitations of the Study

Assumptions of the study

Organization of Remaining Chapters (optional)

Definition of Terms

CHAPTER 2. REVIEW OF LITERATURE

Purpose of the Study

Introduction (by rephrasing the statement of the problem in Chapter 1 to fit focus)

Body (by subdivision/topics following sequence set by statement of the problem)

Summary (of literature findings in order set by statement of the problem)

CHAPTER 3. METHODOLOGY

Purpose of the Study

Introduction (by rephrasing the statement of the problem in Chapter 1 to fit focus)

Population Sample and Sampling Procedures

Data Collection (instrument, description, reliability, validity and how determined)

Procedures

Research Design

Statistical Analysis

CHAPTER 4. MANUSCRIPT 1

Introduction (summary of Chapters 1 and 2)

Methods (summary of Chapter 3)

Results

Discussion

CHAPTER 5. MANUSCRIPT 2

Introduction (summary of Chapters 1 and 2)

Methods (summary of Chapter 3)

Results

Discussion

CHAPTER 6. SUMMARY & RECOMMENDATIONS FOR RESEARCH

REFERENCES (all references used in the dissertation)

*Note- there may be some variability in mentor preferences of what is included. These recommendations are in line with NDSU Graduate School [templates](#).

Final Doctoral Dissertation Defense

All final doctoral defenses are made public and faculty, students, and staff are invited to participate. Defenses may also be recorded via zoom or other technologies. The examination (defense) format generally follows what is below (times listed are suggestions only):

- Student may be excused from the room while committee has preliminary discussion - up to 5 minutes.
- Duration of the student presentation - up to 40 minutes.
- Questions from the public, faculty, staff, or other students – up to 10 minutes.
- Public, faculty, and other students may be dismissed at this point.
- Questions from the defense committee - up to 30 minutes.
- Committee deliberation - up to 20 minutes. The student is excused from the committee's deliberations.
- Student advised of outcome by the defense committee chair.

Your presentation should be conducted as an oral research presentation. The times noted are suggested to help you discuss what you need to do in the 30-40 minutes that you are to present. You will begin with an introduction that cites a few important studies followed by the statement of the problem/research questions. Next, discuss your research methods and procedures and your results. Finally, finish your oral presentation with a discussion of your findings. Your 30-40 minute oral presentation is followed by questions from the public, faculty, staff, or other students and your committee.

Questions and concepts a student should be prepared to answer during the oral examination include:

- Questions about the paper.
- Questions about the student's plan of study and coursework.
- Questions regarding the statistical terms and the statistical analysis used in the study.
- Questions regarding the type of research methods used in the study.

Basis for Evaluation for pass or fail:

- Demonstrates scholarly writing using Graduate School guidelines for disquisitions;
- Integrates existing research and theory with own project or study and makes appropriate conclusions;
- Indicates an understanding of the scientific process;
- Clear articulation of the study and contribution to the field;
- Ability to defend one's work during the oral examination.

If you are unsuccessful at your defense, please consult with our advisor and the [NDSU Graduate Handbook](#). With permission of a majority of the supervisory committee members, a candidate is allowed to take each examination twice. The supervisory committee will set a date at least one month after the failed examination. Should both attempts to pass an examination result in failure, the candidate may request to take the examination a third time. A request for a third examination requires the support of the supervisory committee and program administrator, and the approval of the Dean of the Graduate College after consultation with the Graduate Council

Upon passing your final defense, a copy of your dissertation submitted to your supervisory committee is considered a draft, which is subject to changes the supervisory committee and the HNES Department Head require. Such changes could involve rewriting major sections. After the final defense, you will incorporate into the dissertation corrections suggested at the final oral defense and the HNES Department Head.

You have one year from the date of the final examination to send the dissertation to The Graduate School and complete all other degree requirements. Should the disquisition not be deposited as specified or any other degree requirements not be completed, the student must retake the final examination. If a period of two years or greater has lapsed before the final copies are submitted, the student must reapply to The Graduate School and must register for a minimum of two credits. Degree date is based on the date when final copies are submitted to The Graduate School.

Please note other key deadlines, timelines, and forms below as you proceed through the PhD degree. A summary of the flow of events and important links are also below.

Timelines and Forms

1. Once you have been accepted to the graduate school and the Department of Health, Nutrition and Exercise Sciences, visit with your assigned PhD advisor and review the program curriculum and select your courses. Timelines vary per student but it is generally expected that the degree can be completed in 3-5 years.
2. In the first year or two of your academic work, develop a preliminary plan of study in consultation with your PhD advisor. This should estimate what classes you will take to complete your degree. Consult with your advisor on an example plan of study. Class rotation list on the website can aid in this effort which is shown in Appendix A.
3. Generally, by year two and in consultation with your advisor, select additional members to serve on your dissertation. You need at least four members on your committee for the PhD degree and they must have specific graduate level status. In general, you must have:
 - Your PhD advisor as the committee chair.
 - A second member, who must be a full or affiliate member of the HNES graduate faculty.
 - A third member, who could be either a faculty member from outside the student's program or a qualified off-campus expert in the field. If this committee member is not a full or affiliate member of the graduate faculty, the approval of the Dean of the Graduate College is required. Approval by the Dean requires a memo from the program/department chair explaining the qualifications of the person to be on the committee and the person's curriculum vitae.
 - A fourth member, the Graduate School Representative (GSR) The role of the GSR is to ensure policies are followed, expectations for the student's performance are reasonable and interactions with the supervisory committee are conducted in a professional manner. THE GSR MUST BE a full member of the graduate faculty, AND be either a tenured faculty member outside the committee chair's/co-chairs' home department(s) OR a faculty member outside the primary college of the committee chair/co-chairs. If the student is in an interdisciplinary program, the GSR must also be outside of that program.

Please explore the committee requirements provided by [NDSU Graduate Handbook](#) to assure the appropriate committee is created.

4. Submit the formal plan of study to the Dean of the Graduate School for approval no later than the term immediately after the supervisory committee is formed. An example Plan of Study is shown in Appendix A, but the official submission must be made [PhD Plan of Study Page](#).
5. Complete the courses listed on the plan of study with B or better grade. Maintain continuous enrollment through completion of the degree or file [Leave of absence forms](#) from the Graduate School.
6. Register for HNES 899 Doctoral Dissertation. Complete the appropriate contract located at the “NDSU Graduate Program Blackboard” page with the help of your advisor, prior to registration.
7. In consultation with your advisor, prepare a draft of your written comprehensive examination using [templates](#) provided by the graduate school.
8. In consultation with your advisor, prepare your oral comprehensive exam presentation.
9. Schedule your oral comprehensive examination with your committee members. Plan ahead to assure their availability. Submit [Notification of Scheduled Examination](#) form. **The form must be submitted to the Graduate School at least two weeks prior to the examination date.** If your examination date is less than two weeks from today, you will need to reschedule as your form will not be processed. Fill in the name and email for each signing role listed below. If you are unsure as to who your Graduate Program Coordinator is, consult your department. Signers will receive an email inviting them to sign this document.
10. Please send a copy of your Chapter 2- Literature review to your committee at **least 7 days in advance of the oral comprehensive examination date.**
11. Upon passing your written and oral exams and approval of your advisor on the scope of your dissertation project, schedule a proposal meeting with your committee. **All committee members should receive a copy of your proposal at least 7 days prior to the meeting.** No additional documentation is required to be submitted to the graduate school for the proposal.
12. Upon approval by your committee submit paperwork to [NDSU's Institutional Review Board \(IRB\)](#) or other compliance requirements, if necessary. You will need to complete the online [CITI](#) training for Human Subjects Protection –This must be completed before you can begin your research and before you receive IRB approval. You may begin your research after you receive approval from IRB.
13. Complete your research and format the final doctoral dissertation consist with the guidelines shown in this handbook.
14. With advisor approval, consult with the NDSU graduate school webpage and complete “Step One” activities including the submission of “intent to graduate” the graduate school website before the deadline. https://www.ndsu.edu/gradschool/current_students/graduation
15. Complete your “doctoral dissertation video”. Consult with the NDSU graduate page https://www.ndsu.edu/gradschool/current_students/graduation
16. At the completion of your research and upon approval of your advisor, you may schedule the final oral examination (defense). The [Notification of Scheduled Exam](#) **form must be submitted to the Graduate School two weeks prior to the examination.**

17. **Committee members must receive a copy of your completed dissertation at least 14 days prior to the meeting. The HNES Department Head must read your updated dissertation and approve before it is sent to the Graduate School.** It is helpful to send the Department Head a copy of the dissertation when you send it to your committee.
18. Defend your dissertation work. At this meeting you will orally explain and defend your research. The examining committee will immediately report, in writing, the results of the examination to you. Consult with your advisor on the next step.
19. If ready to graduate, complete “Step two” of the preparation for graduation requirements with your advisor which include: submitting report of final examination, submitting IRB/IACUC/IBC compliance, complete all revisions required by committee, disquisition approval page, and make \$175 disquisition fee payment. https://www.ndsu.edu/gradschool/current_students/graduation
20. Upon final approval by the advisor and Department Head, complete “Step three” activities and submit one draft of the dissertation to the Graduate School for approval via the NDSU graduate school [online submission](#) system.
21. Consult with the “graduation frequently asked questions (FAQs)” page to assure everything is completed and formatted correctly.
22. If NDSU graduate school corrections are required, edit, and resubmit to the Graduate School as needed. Submit the final disquisition to the Graduate School office no later than one year after the oral defense. Failure to do so, results in another oral defense. If you want to graduate the semester you finish, there are additional timelines that must be met.
23. If you are unsuccessful at your defense, please consult with our advisor and the [NDSU Graduate Handbook](#). With permission of a majority of the supervisory committee members, a candidate is allowed to take each examination twice. The supervisory committee will set a date at least one month after the failed examination. Should both attempts to pass an examination result in failure, the candidate may request to take the examination a third time. A request for a third examination requires the support of the supervisory committee and program administrator, and the approval of the Dean of the Graduate College after consultation with the Graduate Council.

Frequently Asked Questions

[Which classes are online in the PhD curriculum?](#)

It is not feasible to have complete list of courses that 100% online, hybrid, hyflex, or in person as they change each year with course content, technology improvements on campus, and changes in instructors. Please check campus connection or email the course instructor for the proper information.

[Can I do my PhD 100% online?](#)

No. There is a residency requirement through the NDSU graduate school. At least one year must be completed at NDSU in the local area. Consult with your advisor if you are planning to not be in the area for a period of time to determine if it is possible to continue in the program or if a leave of absence is required.

<https://bulletin.ndsu.edu/graduate/graduate-school-policies/doctoral-degree-policies/>

Appendix A. HNES Course Rotations

A general list of the HNES course rotation schedule is shown in the pages to follow in landscape format below. This is for planning purposes only. HNES may make changes to the scheduled rotations. The updated plan will be available each semester as soon as it is known.

HNES Graduate Course Rotations (Fall 2020- Summer 2024)

MS Exercise/ Nutrition Science Option and PhD Exercise and Nutrition Science*

Course #	Course Title	Course Delivery	F20	Sp21	Su21	F21	Sp22	Su22	F22	Sp23	Su23	F23	Sp24	Su24
642/L	Community Health/Nutrition Education	HyFlex	X			X			X			X		
660	Foodservice Systems Mgt II	Unkown	X			X			X			X		
703	Graduate Biomechanics of Sport and Ex.	In person				X						X		
704	Psychological Foundations of Sport and Physical Activity	Online	X						X					
710	Introduction to Research Design and Methods in HNES	HyFlex	X			X			X			X		
713	Graduate Exercise Physiology	HyFlex	X				X			X			X	
724	Nutrition Education in the Community	Online					X						X	
726	Nutrition & Wellness	Online		X						X				
727	Physical Activity Epidemiology	HyFlex					X						X	
735	Nutrition for Human Performance	HyFlex	X		X				X			X		
743	Obesity Across the Lifespan	Online	X						X					
754	Assessment in Nutrition and Exercise Science	HyFlex				X						X		
760	Skeletal Muscle Physiology	Online						X						
761	Physiological and Fitness Assessment in Exercise and Nutrition	Lab based		X						X				
762	Exercise Endocrinology	Online									X			
777	Scholarly Writing and Presenting in HNES	Hyflex		X						X				
790	Graduate Seminar: Intro to HNES	Unknown				X						X		

F= indicates fall semester.

Sp= Spring semester.

Su=indicates summer semester.

Hyflex= Traditional in person with an online learning option for both students and faculty;

Online= 100% online learning. There is no in person instruction option.

MS Leadership in Physical Education and Sport Option*

Course #	Course Title	Course Delivery	Sp21	Su21	F21	Sp22	Su22	F22	Sp23	Su23	F23	Sp24	Su24
700	Research in Physical Education & Sport	Online			X			X			X		
701	Leadership & Supervision	Online		X			X			X			X
704	Psychological Foundations of Sport and Physical Activity	Online						X					
705	Analysis of Sport Skill Instruction & Acquisition	Online											
706	Adapted Physical Education and Sport	Online				X						X	
738	Sport in American Society	Online											
708	Positive Youth Development Through Sport	Online						X					
709	Laws of Leadership	Online			X						X		
711	Physical Education Curriculum	Online		X						X			
712	Principles of Management	Online	X			X			X			X	
714	Legal Liability in HPER	Online		X						X			
715	Teaching Concepts-Based Fitness	Online	X						X				
716	Financial Management in Sport	Online				X						X	
717	Sport Revenue Generation	Online							X				
718	Strategic Sport Marketing	Online						X					
737	School-wide Physical Activity Promotion	Online					X						X
731	Governance in Sport	Online					X						X
736	Ethical Leadership	Online			X						X		

*PhD student can take courses in other programs with instructor permission.

F= indicates fall semester.

Sp= Spring semester.

Su=indicates summer semester.

Hyflex= Traditional in person with an online learning option for both students and faculty;

Online= 100% online learning. There is no in person instruction option;

*PhD student can take courses in other programs with instructor permission.

Masters of Athletic Training (MATg)

Course #	Course Title	Course Delivery	F20	Sp21	Su21	F21	Sp22	Su22	F22	Sp23	Su23	F23	Sp24	Su24
720	Advanced Emergency Care	Lab Based – in person	X			X			X			X		
770	Evidence Based Research/Practice	Blended	X			X			X			X		
772	Prevention and Health Promotion in Athletic Training	Hyflex	X			X			X			X		
773	Athletic Training Capstone	Hyflex		X			X			X			X	
774	Therapeutic Exercise	Lab Based – In person	X			X			X			X		
775	Therapeutic Modalities	Lab Based – In person		X			X			X			X	
776	Non-Orthopedic Assessment	Blended	X			X			X			X		
778	AT Admin and Prof Development	Online		X			X			X			X	
780	Athletic Training Techniques	Lab Based – In person			X			X			X			X
781	Orthopedic Assessment I	Lab Based – In person	X			X			X			X		
782	Orthopedic Assessment II	Lab Based – In Person		X			X			X			X	

F= indicates fall semester.

Sp= Spring semester.

Su=indicates summer semester.

Hyflex= Traditional in person with an online learning option for both students and faculty;

Online= 100% online learning. There is no in person instruction option;

*PhD student can take courses in other programs with instructor permission.