

# Graduate Student Handbook

2025-26



## Master of Science in Nutrition & Food

**Application deadline is February 1st**

[www.calstate.edu/apply](http://www.calstate.edu/apply)



# SACRAMENTO STATE

---

## NUTRITION, FOOD & DIETETICS PROGRAM

The Sacramento State Master of Science in Nutrition and Food (NUFD) program prepares students for leadership and advocacy in nutrition programs and policy. Students apply nutrition and food research to improve individual and community health by developing strategies to promote food access, health equity, and dietary change.



# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Program Description</b>	<b>3</b>
<b>Minimum Admission Requirements</b>	<b>3</b>
Table 1. Prerequisites	4
<b>Admission Procedures</b>	<b>5</b>
<b>Program Learning Outcomes</b>	<b>6</b>
<b>Student Learning Outcomes</b>	<b>6</b>
<b>Program Requirements</b>	<b>7</b>
Minimum Units and Grade Requirement for the Degree	9
Core courses (18 units)	9
Electives (12 units)	9
<b>Course Roadmap</b>	<b>10</b>
<b>Advising</b>	<b>10</b>
<b>Advancement to Candidacy</b>	<b>11</b>
<b>Guidelines for Completing Advancement to Candidacy Form</b>	<b>12</b>
<b>Guidelines for Thesis or Project</b>	<b>13</b>
<b>NUFD Graduate Advisors' Research Expertise</b>	<b>18</b>
<b>Professional uses of the degree program</b>	<b>20</b>
<b>Cost to Students and Scholarship Information</b>	<b>21</b>
<b>Important Dates &amp; Deadlines</b>	<b>22</b>
<b>Support Services &amp; Resources</b>	<b>24</b>

## Program Description

The 30-unit program includes specialized coursework in nutrition science, advanced community nutrition, behavioral nutrition, and food and nutrition policy plus a wide array of interdisciplinary electives to be tailored to interests and career goals.

The program is designed to:

- Provide career advancement opportunities in federal, state and local food access and nutrition education agencies
- Complement the Sacramento State's Dietetic Internship for those on the path to become Registered Dietitian Nutritionists\*

The application deadline for the MS in NUFD is February 1<sup>st</sup>.

\*Note: The Sacramento State Dietetic Internship requires an application through DICAS by February 15th. If you are interested in applying to both the Master's program combined with the dietetic internship, then you will need to complete an application DICAS. More information about the Internship and application can be found at [www.csus.edu/facs/dietetic-internship](http://www.csus.edu/facs/dietetic-internship)

## Minimum Admission Requirements

To be considered for admission to the Master of Science in Nutrition and Food, applicants must:

- Possess a bachelor's degree from a regionally-accredited institution. If the degree was obtained outside of the United States, the degree conferring institution must be recognized by the home country's ministry of education\*\*
- Have a GPA of 3.0 in the last 60 semester units
- Complete prerequisite courses or their equivalent described in Table 1

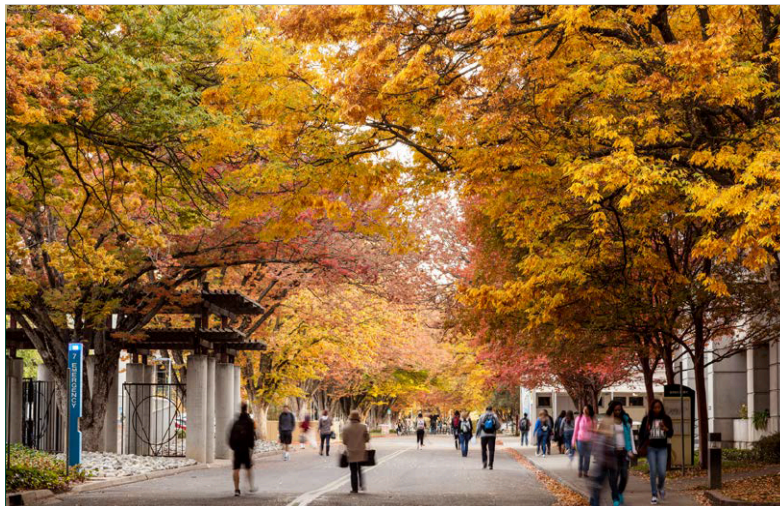
\*\*Note: Information for International students can be found at

<https://www.csus.edu/international-programs-global-engagement/application-admissions-process/graduate.html>

## Table 1. Prerequisites

Prerequisites or their equivalents at other colleges or universities as determined by the Graduate Coordinator

Code	Title	Units
NUFD 113	Nutrition And Metabolism	3
NUFD 115	Nutrition: Pre-conception Through Childhood	3
or NUFD 119	Nutrition: Adolescence Through Older Adulthood	
NUFD 117	Community Nutrition	3
or NUFD 107	Nutrition Education, Communication, and Counseling	
NUFD 116	Food Service Management	3 - 4
or NUFD 110	Food Production and Sustainability	
STAT 1	Introduction to Statistics	3
or NUFD 100	Research: Methods and Application in Nutrition and Food	
<b>TOTAL UNITS</b>		<b>15-16</b>



# Admission Procedures

Prospective MS only graduate students must complete the CalState Apply Application and submit the following additional materials:

- Updated resume
- Professional statement including interest in the program, relevant experience, and research interests (500-750 words max)
- Two Graduate Program Recommendation Forms from academic and/or professional references
- One set of official unofficial transcripts from all colleges and universities attended, other than Sacramento State;
- Once offered admission, one set of official electronic or hard copy transcripts sent directly from colleges/universities to [gradtranscripts@csus.edu](mailto:gradtranscripts@csus.edu) or sealed official hard copy transcripts sent to:

Office of Graduate Studies  
California State University, Sacramento  
Riverfront Center, Room 215, MS 6112  
6000 J Street  
Sacramento, CA 95819

## MS/DI Application Process

Applicants to the MS/DI do not need to submit an application via **Cal State Apply**. Instead, applicants interested in applying for the CSUS Dietetic Internship combined with this Master's program (MS/DI), will submit the following items via **DICAS**. Visit this website for separate application details [www.csus.edu/facs/dietetic-internship](http://www.csus.edu/facs/dietetic-internship) to submit the following and other items:

- Updated resume
- DPD GPA
- Personal statement
- Unofficial transcripts for all college level coursework
- DPD Verification statement or intent to complete provided by DPD director
- DI application form
- \$50 application fee- information on where and how to pay this separate fee can be found at [www.csus.edu/facs/dietetic-internship](http://www.csus.edu/facs/dietetic-internship)

## Program Learning Outcomes

1. Master, integrate and apply human nutrition science research, program evaluation, and nutrition & food policies from a variety of sources to promote optimal nutrition status and health.
2. Communicate evidence-based food and nutrition science research, program evaluation research, behavioral theories and techniques, and/or policy recommendations to various stakeholders in a variety of formats appropriate to the audience.
3. Critically evaluate and create food and nutrition policy, systems, and environmental-change strategies to address a societal problem.
4. Demonstrate an ability to obtain, analyze, and integrate multiple sources of scientific information.
5. Demonstrate an understanding of professional integrity in the food and nutrition discipline.
6. Apply a complex understanding of cultural biases, worldviews, values, communication styles, beliefs and practices to nutrition and food research, programming, and policy.

## Student Learning Outcomes

1. Apply and critically evaluate fundamental principles of human nutrition science research to recommendations, programs and policies
- 2.1. Communicate in writing evidence-based food and nutrition science research, program evaluation research, behavioral theories and techniques, and/or policy recommendations appropriate to the audience.
- 2.2. Communicate orally evidence-based food and nutrition science research, program evaluation research, behavioral theories and techniques, and/or policy recommendations appropriate to the audience.
3. Develop a nutrition and food policy proposal or intervention that will improve nutrition status or food security in diverse populations.
4. Synthesize multiple sources of food and nutrition scientific information, in a manner that supports the purposes and format of the product or presentation (reports, presentations, briefs, intervention, proposals) properly using a citation management system.
5. Apply professional standards to nutrition research, program development, and policy evaluation.
6. Synthesize a complex understanding of cultural biases, worldviews, values, communication styles, beliefs, and practices to promote food access and health equity.



# CSUS Graduate Degree Requirements

## Good Standing

Graduate, credential, certificate and unclassified students whose Sacramento State and cumulative grade point average (**GPA**) is **3.0** or above are considered in good academic standing. Students must earn a grade of a “B” or above in required degree courses.

## Graduate Writing Assessment Requirement (GWAR)

<https://www.csus.edu/undergraduate-studies/writing-program/graduate-gwar.html>

All students must demonstrate competency in writing skills as a requirement for graduation. Writing proficiency at the graduate level will be demonstrated by successful completion of the graduate program requirements. Students’ preparedness for graduate level writing is demonstrated by successful completion of a Graduate Writing Intensive (GWI) course(s) in their discipline within their first two semesters of coursework at California State University, Sacramento. **Students must earn a grade of “B” or above in GWI course(s) in order to advance to candidacy.** Failure to demonstrate writing proficiency in a timely fashion may result in a student’s declassification from a degree program and require an application for readmission to the University.

## Continuous Enrollment

Classified graduate, post-baccalaureate, credential, or certificate students normally retain rights to the catalog and/or degree program requirement under which they were classified, providing they remain continuously enrolled. Students who do not stay continuously enrolled lose classified graduate standing or post-baccalaureate standing and will be required to apply for readmission. Such students may be required to fulfill additional program and/or university degree requirements that are current at the time of readmission.

## Continuous Enrollment (599) During the Culminating Experience

Graduate students who have been advanced to candidacy and who have completed all coursework can maintain the required active degree program status without additional University registration by enrolling in “599 Continuous Enrollment.” There are no units associated with this enrollment, but a continuous enrollment fee equal to one unit is required. The fee is paid through the College of Continuing Education. Such enrollment is valid as long as the student is within the time period allowed for the completion of the culminating experience requirement.

## Continuous Enrollment (599) for the Master’s Degree

If not otherwise actively registered at the University, students completing a thesis, project, or comprehensive exam who did not complete the culminating work in the semester of original enrollment must enroll in “599 Continuous Enrollment” and pay the associated 599 enrollment fee. Students may be allowed up to a maximum of three semesters of 599 enrollment beyond the semester of original enrollment to complete the culminating requirement according to the requirements of the graduate program.



Students who do not finish the master's thesis/project/comprehensive exam within the semester of original enrollment will receive a grade of "RP" provided that satisfactory progress has been made toward completion of the culminating experience. The "RP" grade will remain as long as progress is made toward completion and "599 Continuous Enrollment" is maintained in the subsequent semester(s) as allowable by the graduate program.

If the student does not complete the culminating experience within the total allowable semesters, a No Credit ("NC") grade will be assigned for the original units. The "NC" remains as part of the academic record. If the seven-year deadline for the Master's degree program has not expired, the student must re-enroll in the culminating experience units within the next semester and pay University fees before continuing the program. Failure to maintain continuous enrollment will result in the need to file an admission application and all related fees during the next available open admission cycle.

## Time Limit

All requirements for the master's degree must be completed within seven (7) years immediately prior to graduation.

Please refer to the CSUS catalog for a complete list of graduate degree requirements  
<https://catalog.csus.edu/graduate-degree-requirements/>

# MS NUFD Program Requirements

## Summary

- ☐ Maintain a 3.0 or higher GPA
- ☐ Earn a grade of "B" or above in GWI course and all other core and elective courses
- ☐ Complete a minimum of 30 units of core and elective courses
- ☐ Complete Thesis or Project
- ☐ Complete a presentation of the Thesis or Project at a conference (poster) and NUFD Department (oral)
- ☐ MS +DI students must complete additional requirements

## Minimum Units and Grade Requirement for the Degree

Units required for the MS: 30

Minimum Cumulative GPA: 3.0

## Core courses (18 units)

NUFD 200 Research Methods

NUFD 213 Advanced Nutrition with Community Program Applications

NUFD 222 Advanced Community Nutrition and Nutrition Education

NUFD 224 Advanced Community Nutrition and Policy

NUFD 225 Food Production and Sustainability Policy

NUFD 500 Culminating Experience

## Electives (12 units)<sup>1</sup>

Interdisciplinary electives selected with advisor approval,

ANTH 174 Anthropology of Food

ANTH 274 Environmental Anthropology

ECON 110 Cost Benefit Analysis

ECON 130 Public Finance

ECON 132 State and Local Government Finance

ECON 150 Labor Economics

ECON 152 Economics of Education

ECON 153 Health Economics

ENVS 130 Environmental Toxicology

ENVS 135 California Water and Society

ENVS 144 Sustainability Science & Policy

ENVS 147 Urban Agriculture and Aquaponics

ENVS 149 Agroecology

GERO 101 Elder Care Continuum Services and Strategies

GERO 102 Social Policy for an Aging Society

GERO 221 Strategies for Optimal Aging

GERO 222 Managing Disorders in Elders

ETHN 203 Contemporary Ethnic Studies Issues

ETHN 204 Foundations & Theories

ETHN 116 Asian American Politics and Public Policy

ETHN 117 Black Political Thought

ETHN 133 Crosscultural Aging in America

ETHN 142 Native American Tribal Governments

ETHN 152 American Indians, Sovereignty and US Laws

ETHN 161 Chicano/Latino Politics

POLS 284 Urban Politics

POLS 280 California Politics

POLS 270 Political Behavior and Political Processes:

California and Beyond

POLS 180 Political Behavior and Political Processes:  
California and Beyond

POLS 171 Environmental Politics and Policy

POLS 170 Environmental Politics and Policy

POLS 169A Science, Technology, and Politics

POLS 167 American Political Development

POLS 159D Politics, Immigration, and Citizenship

POLS 155 The Legislative Process

PPA 200 Introduction to Public Policy and Administration

PPA 210 Political Environment of Policy Making

PPA 240A Public Management and Administration I

PPA 240B Public Management and Administration II

PPA 270 Introduction to Collaborative Policy Making

PPA 272 Collaborative Governance Advanced Practice

PSYC 142 Community Psychology

PSYC 171 Applied Behavior Analysis PSYC 240 Seminar  
in Behavioral Neuroscience

PSYC 251 Developmental Processes

SOC 144 Sociology of Health and Illness

SOC 220 Seminar: Social Change

SOC 230 Seminar: Social Organization

WGS 133 Gender & Health

NUFD 221A Advanced Clinical Nutrition A Option for MS/DI  
Students Only

NUFD 221B Advanced Clinical Nutrition B Option for MS/DI  
Students Only

NUFD 223 Advanced Foodservice Management and  
Administration Option for MS/DI Students Only

NUFD 295 Field Study

<sup>1</sup>Select electives with graduate advisor approval. No more than 6 units of courses numbered 100-199 may be counted toward the degree.

## Course Roadmaps

Master of Science in Nutrition and Food (MS)			
Year/ Semester	Number	Title	Units
Y1 Fall	NUFD 213	Advanced Nutrition Science with Community Program Applications	3
	NUFD 222	Advanced Community Nutrition and Nutrition Education	3
	Elective 1		3
Y1 Spring	NUFD 224	Advanced Community Nutrition and Policy	3
	NUFD 200	Research Methods	3
	Elective 2		3
Y2 Fall	NUFD 225	Food Production and Sustainability Policy	3
	Elective 3		3
Y2 Spring	NUFD 500	Culminating Experience	3
	Elective 4		3
Total units			30

Master of Science in Nutrition and Food + Dietetic Internship (MS+DI)			
Year/ Semester	Number	Title	Units
Y1 Fall	NUFD 213	Advanced Nutrition Science with Community Program Applications	3
	NUFD 222	Advanced Community Nutrition and Nutrition Education	3

	Elective 1		3
<b>Y1 Spring</b>	NUFD 224	Advanced Community Nutrition and Policy	3
	NUFD 200	Research Methods	3
	Elective 2		3
<b>Y2 Fall</b>	NUFD 225	Food Production and Sustainability Policy	3
	NUFD 223	Advanced Foodservice Management and Administration	2
	NUFD 221A	Advanced Clinical Nutrition A	3
	NUFD 295	Field Study	TBA
<b>Y2 Spring</b>	NUFD 500	Culminating Experience	3
	NUFD 221B	Advanced Clinical Nutrition B	1
	NUFD 295	Field Study	TBA
Total units			TBA

## Advising

1. Newly admitted graduate students will be provided a one-on-one advising session with the graduate coordinator to select electives and to go over program requirements.
2. Each semester, the graduate coordinator will hold a group advising session and offer opportunities for individual advising sessions.
3. Advising sheets and a Canvas course will be created and updated regularly to provide advising information on course requirements, relevant campus resources, advancement to candidacy information, thesis/project requirements, and career advising.
4. Students will be required to meet with the graduate coordinator each year and will be encouraged to meet with an NUFD advisor of their choice once per semester.
5. Students will use the MS NUFD advising sheet to track program progress each semester, and access Canvas advising reminders and resources at least twice per month.

## Advancement to Candidacy

Each student must file an application for Advancement to Candidacy, indicating a proposed program of graduate study. This procedure should begin as soon as the classified graduate student has:

- removed any deficiencies in admission requirements;
- completed at least 12 units of 200-level courses in the graduate program with a minimum 3.0 GPA;
- selected a Thesis or Project committee;
- obtained the committee's approval of a proposal for the thesis or project; and
- completed a Graduate Writing Intensive (GWI) course in their discipline within the first two semesters of coursework at California State University, Sacramento.

The student will complete the Advancement to Candidacy form after planning a degree program in consultation with a Nutrition and Food advisor and members of the student's thesis/project committee. The completed form is then returned to the Office of Graduate Studies for approval.

Submit **OnBase** form by **Sept. 16th** your second year for Graduate Coordinator approval.

### Sample Advancement to Candidacy Template Form

<https://acrobat.adobe.com/link/track?url=urn:aaid:scds:US:894ef16a-0562-3df8-be62-52d1d19580ed>

## Guidelines for Completing Advancement to Candidacy Form

These guidelines must be followed in completing the Advancement to Candidacy form. This form lists the specific requirements (i.e., courses, exams, thesis/project) to be completed before a Master's degree can be awarded. When the Advancement form is accepted and approved by the Graduate Dean, a student is officially advanced to degree candidacy. The student must submit three (3) copies (one original & two copies) of the signed form to the Office of Graduate Studies for processing

1. Name - Be consistent. Submit a Data Change form for name changes – keep our records current.
2. Enter your Student Identification number (Sac State ID)
3. Address - Keep your address current on MySacState. You could miss important notices or your diploma may be mailed to an old address.
4. Phone/email - We may need to contact you with questions about your record.
5. Major (i.e., Business, English, Psychology, Counseling, Social Work)
6. Concentration (i.e., Finance, Creative Writing) - Do not list areas of study such as Software Engineering for Computer Science.
7. Catalog - Enter catalog years used in listing courses completed (i.e., 2018 catalog). All required courses listed in the catalog must be accounted for on the Advancement form (if a course substitution is made, it should be noted with an asterisk (\*) on the Advancement form). After the Advancement to Candidacy form has been approved by the Graduate Dean, all changes must be submitted for approval on a Petition for Exception.
8. Check if Graduate Writing Requirements have been completed - The writing proficiency requirement must be satisfied according to University policy before a student may advance to

candidacy. Effective Fall 1996, students admitted to the University may not use CBEST or the English Diagnostic Test as a waiver for the Writing Proficiency Requirement.

9. List advisor and committee members - Please print first and last names. Members who are non-tenured or tenure track faculty must receive approval from the Graduate Dean to serve on the Master's Committee.

The following applies to #10 – #12: At the Master's level, no grade below a "B" (3.0 grade points per unit) may be counted toward the degree unless expressly permitted by a campus-approved graduate programs' written policies.

**10. List the core courses as listed in the catalog year you are using - Any substitutions to the core courses must be noted, and a rationale provided on a separate sheet.**

11. List the courses taken for the area of study, electives, or concentration - If more space is needed to list courses, a Page 2 form is available at the Office of Graduate Studies website at <https://www.csus.edu/graduate-studies/> Please submit the form electronically with signatures or have the Graduate Coordinator submit.

12. Check the appropriate box (i.e. Thesis, Project or Exam).

12A. List the culminating experience course(s) as listed in the catalog, and term you intend to enroll (e.g. Govt. 500) - Include number of units to be taken.

13. Sign and Date the form

14. Advisor's signature - *[For Special Majors: The two committee members should sign on this line]*

15. The Graduate Coordinator's (faculty member) signature is required, except in the case of a Special Major. [Special Major] - Applicants should obtain the signatures of their Committee Members on line 14. The Graduate Dean serves as the Graduate Coordinator for Special Major students]

Due Dates - In order to enroll into Culminating Experience, this form will need to be returned to the Office of Graduate Studies (Riverfront Center, Room 215) by: October 1 for Spring enrollment / February 1 for Fall enrollment

NOTE: ATC canceled if discounted and / or not maintained Continuous Enrollment (after initial enrollment of Culminating Experience).

## Guidelines for Thesis or Project

After students are formally "advanced to candidacy," they are eligible to begin work on a thesis or project. During the course of writing the thesis or project, students will be enrolled in the NUFD 500, Capstone.

### NUFD 500 Credit Policy

Grade	Performance	
<b>Credit (CR)</b>	<ul style="list-style-type: none"><li>• Thesis/project complete (IRB, data collection, all chapters approved)</li><li>• Presentations complete</li><li>• Met OGS spring semester deadlines</li></ul>	<p>Culminating Experience Requirements Met</p> <p>On Target for Spring Graduation</p>

<b>Report in Progress (RP)</b>	<ul style="list-style-type: none"> <li>Satisfactory thesis/project made (IRB, data collected, some chapters drafted) but not all requirements are completed or OGS deadlines not met.</li> </ul>	On target for summer/fall Graduation
	<ul style="list-style-type: none"> <li>On target for summer/fall completion/graduation.</li> </ul>	Will need to register for NUFD 599 (continuous enrollment-reduced tuition rate)
<b>No Credit (NC)</b>	<ul style="list-style-type: none"> <li>Unsatisfactory thesis/project progress. IRB not approved, data collection not complete, and limited progress on chapter drafts.</li> </ul>	NUFD 500 must be repeated for credit the following semester (1/2 time tuition fees)
	<ul style="list-style-type: none"> <li>OGS deadlines not met.</li> </ul>	Graduation status unknown

An **Incomplete (I) grade earned in NUFD 500 in spring 2025**, means you will need to complete all culminating experience requirements by the department and OGS deadlines in **1 academic year**. This would be no later than the spring 2026 deadlines. If you do not meet the graduation/culminating experience deadlines by spring 2026, the Incomplete (I) grade for NUFD 500 will convert to an F and you will need to **retake NUFD 500 paying full tuition-not continuous enrollment reduced fees**. You will then follow the above credit guidelines.

## Office of Graduate Studies Thesis and Project Resources

<https://www.csus.edu/graduate-studies/current-students/thesis-project-dissertation.html>

### Required Thesis or Project Chapters include:

Structure Abstract (Introduction, Methods, Results, Conclusion 150-250 words)

1. Introduction
  2. Literature Review
  3. Methods
  4. Results
  5. Discussion
- References  
Appendices

### What is a Thesis?

The California Code of Regulations: Title 5 Education, Section 40510 defines a thesis as: The written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and



offers a conclusion or recommendation. The finished project [product] evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.

## Thesis Template

[https://www.csus.edu/graduate-studies/current-students/\\_internal/\\_documents/thesis-template.docx](https://www.csus.edu/graduate-studies/current-students/_internal/_documents/thesis-template.docx)

## What is a Project?

The California Code of Regulations: Title 5 Education, Section 40510 defines a project as: A significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation.

Projects can be done alone or in collaboration with other students.

## Project Template

[https://www.csus.edu/graduate-studies/current-students/\\_internal/\\_documents/project-template.docx](https://www.csus.edu/graduate-studies/current-students/_internal/_documents/project-template.docx)

## Thesis or Project Committee Membership

Committee must contain a committee chair/advisor and at least one reader.

Committee Advisor: Any Tenure track or tenured (T/TT) NUFD Faculty-Dr. Braunstein, Dr. Mulasi, Dr. Shilts, Dr. Thompson, or Dr. Wie

\*Second reader: T/TT or lectures, staff at CSUS or expert collaborator outside of campus

Third reader (optional): CSUS or outside of university professional and must possess a minimum of a master's degree.

\*Second reader could be a campus staff member (like an RD) or community member with a graduate degree and relevant experience. Approval is needed from the Office of Graduate Studies.

## Thesis or Project Roles and Responsibilities: Student, Chair and Second Reader

### Student Responsibilities

1. Propose and define the research topic with guidance from the chair and share with the second reader before commencing the project.
2. Work with the chair to select a second reader.

3. Schedule regular meetings with the chair.
4. Set and adhere to a realistic timeline for project completion.
5. Submit for IRB approval-when appropriate.
6. Conduct the research project, collect data, and write the thesis/dissertation manuscript.
7. Review relevant theses for overall understanding, breadth and formatting.
8. Read Canvas modules for each thesis chapter before starting the writing process.
9. Provide drafts of proposals and the manuscript to the chair and committee for feedback.
10. Use OneDrive or another shared document file system so that committee members can have access to thesis chapters and revision history.
11. Follow all Department and Campus deadlines and provide at least two weeks for reading and review by committee members.
12. Prepare for and participate in the final poster presentation and department oral presentation and incorporate necessary revisions.

## Thesis Chair Responsibilities

1. Guide the student in developing the project idea, setting a timeline, and selecting research methods.
2. Mentor the student on their progress and ensure the work meets graduate-level standards and university policies.
3. Read and provide constructive and timely feedback on proposal drafts and the final manuscript.
4. Approve final chapter revisions before securing second reader review and approval.
5. Prepare student for poster and oral presentations.
6. Ensure responsibility for the overall quality of the thesis and provide final approval via OGS Adobe Sign document.
7. Resolve any disputes issues between the student and collaborators or second reader.

## Second Reader

1. Offer expert advice and complementary perspective on issues of content, methodology, and framing of the thesis topic before data collection begins. Be available periodically to provide guidance.
2. Once the thesis chair deems the chapter/thesis complete undergoing multiple rounds of revision, the second reader reads and comments on the draft. It is up to the second reader to decide if they want to read each chapter as it is completed or wait until the entire thesis document is complete.
3. Once the thesis chair and second reader have approved the thesis content, the second reader signs the document signifying approval.
4. *At a minimum, the second reader reviews, provides feedback, and approves the final thesis draft & completes the OGS Adobe Sign document.*
5. **Optional-**Be present at and participate in the thesis presentation *second readers do not receive workload credit and it is up to them to decide how much time they can spend assisting with the thesis.*

## Co-Authorship

In certain circumstances, Sacramento State and the NUFD Department will allow co-authorship of the culminating experience. All other course and culminating experience requirements (poster, presentations, etc...) must be completed separately.

For students interested in co-authorship, complete the following:

1. Each graduate student must submit a complete prospectus
2. Download prospectus and submit to advisor for approval before they begin thesis/project work, usually spring semester of the first year in the program.
3. Once approved, the prospectus is submitted to the graduate coordinator for approval via this Canvas Assignment.
4. Approval criteria include:
  - Project breadth justifies co-authorship
  - Separate thesis/project research components led by each co-author.
  - Clear delineation on how each co-author will contribute to each thesis/project chapter.
  - Realistic plan if one co-author is not able to complete obligations.
  - Student will file department approved prospectus with the Office of Graduate Studies.

### Sac State Policy on Co-Authorship

## Journal Article Submission Option

Upon approval from thesis/project chair, students may submit culminating experience in the form of a journal article. This option would be considered a "Project."

Content of the project will include the following sections:

-All of the front matter of a typical thesis or project (title page, abstract, signature pages, table of contents...) in the OGS template,

-Chapter 1 includes an introduction with literature review,

-Chapter 2 would be the complete journal article meeting all selected journal formatting, content, originality, and word count requirements,

-Chapter 3 includes a conclusion.

-Lastly appendices and references.

-Chapters 1, 3 and appendices and references follow APA style guidelines

## Sample MS NUFD student published theses and projects

Kaur, A. (2025). The Cultural Adaptation of the USDA's MyPlate Guidelines for the Punjabi Sikh Heritage Community of Greater Sacramento (Order No. 31995939). Available from ProQuest Dissertations & Theses Global: The Humanities and Social Sciences Collection. (3234830640). <http://proxy.lib.csus.edu/login?url=https%3A%2F%2Fwww.proquest.com%2Fdissertations-theses%2Fcultural-adaptation-usda-s-myplate-guidelines%2Fdocview%2F3234830640%2Fse-2%3Faccountid%3D10358>

Hall, K. (2025). Understanding the Influence of Social Media on the Perceptions of Cultural Food Among Racially and Ethnically Minoritized College Students (Order No. 31994455). Available from ProQuest Dissertations & Theses Global: The Humanities and Social Sciences Collection. (3234755654). <http://proxy.lib.csus.edu/login?url=https%3A%2F%2Fwww.proquest.com%2Fdissertations-theses%2Funderstanding-influence-social-media-on%2Fdocview%2F3234755654%2Fse-2%3Faccountid%3D10358>

Lopez AV. (2025) *Development of a Culinary Medicine Assessment Tool for Federally Qualified Health Center English and Spanish Speaking Participants*. California State University, Sacramento; 81.

[https://csu-csus.primo.exlibrisgroup.com/permalink/01CALS\\_USL/sltth3/alma99258242965001671](https://csu-csus.primo.exlibrisgroup.com/permalink/01CALS_USL/sltth3/alma99258242965001671)

## NUFD Graduate Advisors' Research Expertise

**Nadine Braunstein**, PhD, RD, FAND is an Associate Professor and Director of the externally accredited Dietetic Internship Program. She has been teaching at CSU Sacramento since August 2017. During 2013-14 Braunstein Was a Robert Wood Johnson Foundation Health Policy Fellow where she served in the office of a US Senator and supported the 2015 Dietary Guidelines Advisory Committee. From 2015-2018 she served on the Academy of Nutrition and Dietetics' Legislative and Public Policy Committee, including as the committee chair in 2016. Nadine serves as the Policy co-chair of the Northern Area District Dietetic Association and on the Policy Panel for the California Academy of Nutrition and Dietetics. In 2020 she received the Western Area outstanding dietetic educator award from the Nutrition and Dietetic Educators and Preceptors group.

### Selected Publications

1. Brace A, Braunstein N, Finkelstein BN, and Beall, D. Promoting Healthy Food Access in an Urban Food Desert in a Baltimore City Neighborhood. *Food Studies: An Interdisciplinary Journal*. 2017;7(4):17-30.
2. Braunstein, N. A Health Professional's Political Science Education – Lessons from a Congressional Fellowship. *PS: Political Science and Politics*. 2015; 48 (2), 403-406.
3. Coakley, HL, Steeves, EA, Jones-Smith, JC, Hopkins, L, Braunstein, N and Gittelsohn, J: Where Do Low-Income Children Get Food? Combining Ground-Truthing and Technology To Improve Accuracy in Establishing Children's Food Purchasing Behaviors. *Journal of Hunger and Environmental Nutrition*. 2014; 9 (3): 418-430.

4. Braunstein N, Guerrero M, Liles S, Germann A, Kuppich M, Martin H, Schofield M, Latortue KY: Medical Nutrition Therapy For Adults in Health Resources Services Administration (HRSA) funded health centers: a call to action. J Academy of Nutrition And Dietetics. In press.

**Urvashi Mulasi, PhD, RD** is an Associate Professor with research interests in malnutrition assessment using approaches such as anthropometry, body composition, and nutrition-focused physical examination. She is also trained in qualitative research methods and has conducted focus groups with Hmong American children and youth, investigating the group's nutritional outcomes from a cultural perspective. She is currently involved in a research project in collaboration with the California Department of Public Health, investigating whole-grain intake among ethnically diverse youth in California.

Publications:

1. Mulasi U, Buchan W. Nutrition and Metabolism. 1st ed. Dubuque, IA: Kendall Hunt Publishing; 2018.
2. Mulasi U, Vock DM, Jager-Wittenaar H, Teigen L, Kuchnia AJ, Jha G, Fujioka N, Rudrapatna V, Patel MR, Earthman CP. Malnutrition and Quality of Life Among Advanced Head and Neck Cancer Outpatients. Nutrition in Clinical Practice.
3. Mulasi U, Vock DM, Kuchnia AJ, Jha G, Fujioka N, Rudrapatna V, Patel MR, Teigen L, Earthman CP. Malnutrition Identified by the Academy of Nutrition and Dietetics and American Society for Parenteral and Enteral Nutrition Consensus Criteria and Other Bedside Tools is Highly Prevalent in a Sample of Individuals Undergoing Treatment for Head and Neck Cancer. Journal of Parenteral and Enteral Nutrition. 2018;42(1):139-147.
4. Mulasi U, Smith C. Comparison of Block Kid's Food Frequency Questionnaire with 24-hour Dietary Recall Methodology among Hmong American Children, 9-18 Years of Age. British Journal of Nutrition. 2012; 13:1-7.
5. Mulasi U, Smith C, Franzen-Castle L. Investigating Dietary Acculturation and Intake among US-born and Thailand/Laos-born Hmong-American Children Aged 9-18 Years. Public Health Nutrition. 2011; 15(1):176-185.

**Mical K. Shilts**, PhD, RD, is a Professor, teaching nutrition education and community nutrition courses. Her research interests concentrate on the development and evaluation of community-based obesity prevention interventions applying "guided" goal setting targeting low-income, ethnically-diverse audiences. Additionally, she collaborates on the design and validation of dietary assessment tools for low-literate audiences.

Selected Publications:

1. Qamar Z, Hagedorn-Hatfield RL, Gray VB, Shilts MK, Cutie CL. Re-envisioning Nutrition Instruction in Higher Education. J Nutr Educ Behav. 2022;54(3):199-200. DOI: <https://doi.org/10.1016/j.jneb.2022.01.003>
2. Diaz Rios LK, Ontai L, Shilts MK, Lanoue L, Townsend MS. Cross-cultural Adaptation and Initial Validation of Mi Niño: A Tool to Measure Food-Related Parenting Practices of Spanish-Speaking Parents with Young Children. Current Developments in Nutrition. 2023;7(2). DOI: <https://doi.org/10.1016/j.cdnut.2022.100002>
3. Shilts MK, Diaz Rios LK, Lanoue L, Styne DM, Drake CM, Ontai L, Townsend MS. Feasibility of Colocating a Nutrition Education Program into a Medical Clinic Setting to Facilitate Pediatric Obesity Prevention. Journal of Primary Care & Community Health. 2021; 12: 1-13.
4. Townsend MS, Shilts MK, Lanoue L, Drake C, Diaz Rios, LK, Styne DM, Keim NL, Ontai L. Obesity risk assessment tool for low-income Spanish Speaking immigrant parents with young children: validity with BMI and biomarkers of obesity. Nutrients. 2020; 12(11),3582.

5. Townsend MS, Shilts MK, Lanoue L, Drake C, Styne DM, Woodhouse L, Ontai L. Healthy Kids Study among 3-5 year olds: Validation with biomarkers of low-grade chronic inflammation. *Childhood Obesity*. 2020;16(S1):S55-63.
6. Shilts MK, Sitnick SL, Ontai L, Townsend MS. Guided goal setting: A feasible obesity prevention behavior change strategy for low-income parents with young children. *J Human Sciences & Extension*. 2018;6(3):161-179.
7. Shilts MK, Johns MC, Lamp C, Schneider C, Townsend MS. A Picture is Worth a Thousand Words: Customizing My Plate for Low-literate, Low-income Families in 4 Steps. *J Nutr Educ Behav*. 2015;47(4):394-96.

**Kelly Thompson, PhD**, is an Associate Professor, Department of Family and Consumer Sciences, specializing in Food Service Management, Beverage Management and Food Sensory Science. She has conducted sensory research in Florence Italy as well as participating in cultural study tours in Thailand and Korea.

Selected Publications:

1. Wie, S., Choi, Y.S., Thompson, K., & Chang, D.S. (2018). Effects of the U.S. Food Safety Control System: Historical Perspective. Presentation at the 47th Annual Western Decision Sciences Institution Meeting, April 3-6, 2018, Kauai, HI.
2. Thompson, K., Wie, S., & Choi, Y.S. (2017). Purchasing Practices of Locally Grown Foods in a Hospital Setting: An Empirical Study. Presentation at the Foodservice System Management Education Council Bi-annual Conference. March 12-14, 2017, Las Vegas, NV.
3. Kelly R. Thompson & Elizabeth Barrett (2016) The Millennial generation's wine purchasing behaviors in casual-dining restaurants, *Journal of Foodservice Business Research*, 19:5, 525-535.

**Seunghee Wie, PhD**, is a Professor, Department of Family and Consumer Sciences, specializing in food safety and sanitation, principles of food preparation, and foodservice management. She is a registered instructor for ServSafe® Food Protection Manager Certification Course, recognized by the National Restaurant Association Education Foundation since 2001. She received her M.S. in Hotel, Restaurant, and Institution Management from Iowa State University and her Ph.D. in Foodservice and Hospitality Management from Kansas State University. Her research interests include the food safety regulations for imported foods, knowledge sharing in food protection programs, and food sustainability.

Relevant Scholarly Activities

1. Wie, S., Choi, Y.S., & Chang, D.S. (2018). Awareness of U.S. Food Safety Modernization Act: What Foreign Exporters Need to Prepare For. Presentation at the 25th Asian Pacific Decision Sciences Institute Conference, July 15-19, 2018, Bangkok, Thailand.
2. Wie, S., Choi, Y.S., Thompson, K., & Chang, D.S. (2018). Effects of the U.S. Food Safety Control System: Historical Perspective. Presentation at the 47th Annual Western Decision Sciences Institution Meeting, April 3-6, 2018, Kauai, HI.
3. Thompson, K., Wie, S., & Choi, Y.S. (2017). Purchasing Practices of Locally Grown Foods in a Hospital Setting: An Empirical Study. Presentation at the Foodservice System Management Education Council Bi-annual Conference. March 12-14, 2017, Las Vegas, NV.
4. Wie, S., Choi, Y.S., & Park, J. (2016). Knowledge sharing in the retail food protection program: perceived importance and actual implementation. *International Journal of Knowledge Management in Tourism and Hospitality*, 1(1), 5-19.

## Professional uses of the degree program

- Community Nutrition Program Supervisors in Federal, State or non-profit institutions: University of California Cooperative Extension (UCCE), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and School Districts
- Food Access (Food Banks, Pantries) and Nutrition Education programs
- State and County Agency Program development, policy & training professionals: Department of Education, Department of Public Health, Department of Social Services, Department of Aging
- Nutrition & Food/Public Health Policy Analyst
- Registered Dietitian Nutritionist: Community Dietitian, Public Health Nutritionist, Outpatient Dietitian, Research Dietitian

## Cost to Students and Scholarship Information

<https://www.csus.edu/apply/enrollment-costs-fees/tuition-living-costs/current-tuition.html>

*Registration Fees per semester, Fall 2025 & Spring 2026*

Units	6 or less	6.1 or more
Tuition Fees	\$2,340.00	\$4,032.00
<u>Mandatory Campus Fees</u>	\$1,282.00	\$1,282.00
TOTAL	\$3,622.00	\$5,314.00

## Scholarship and Funding Resources

### CSUS Office of Graduate Studies

<https://www.csus.edu/graduate-studies/future-students/grad-school-fin-aid-opportunities.html>

[https://www.csus.edu/graduate-studies/\\_internal/\\_documents/04.19-sp23-graduate-level-scholarships.pdf](https://www.csus.edu/graduate-studies/_internal/_documents/04.19-sp23-graduate-level-scholarships.pdf)

### CSU Scholarships

<https://www.calstate.edu/impact-of-the-csu/support-the-csu/foundation/Pages/csu-scholarships.aspx>

### Nutrition & Career-related Scholarship Opportunities

<https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:87d0f38d-7b66-371a-afad-edc1615fb8b9>



## Important Dates

	Deadlines	Notes
<b>Program Application</b>	<b>Feb. 1</b>	<a href="https://www.calstate.edu/apply">https://www.calstate.edu/apply</a>
<b>Advancement to Candidacy</b>	<b>Submitted for Graduate Coordinator by <u>Sept. 19</u> of Y2</b> <b>Approved by Graduate Coordinator and sent to OGS by Oct. 1 of Y2</b>	Submit <b>OnBase</b> Sample Template Form <a href="https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:894ef16a-0562-3df8-be62-52d1d19580ed">https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:894ef16a-0562-3df8-be62-52d1d19580ed</a>
<b>Graduation application</b>	<b>Fall graduation application deadline to Graduate Coordinator Sept. 26</b> (Application opens May 1-Oct. 1)  <b>Spring graduation application deadline to Graduate Coordinator <u>Jan. 23</u></b> (Application opens Dec. 1-Feb. 1)	Only submit during the relevant application period  <a href="https://www.csus.edu/graduate-studies/current-students/forms.html">https://www.csus.edu/graduate-studies/current-students/forms.html</a>
<b>Grad Slam</b>	Registrations closes 30 sec video Feb. 14  March 3rd Semi-finalists submit final 3 min video	<a href="https://www.csus.edu/graduate-studies/spotlights/grad-slam.html">https://www.csus.edu/graduate-studies/spotlights/grad-slam.html</a>
<b>Culminating Experience Workshop</b>	Complete mandatory OGS Culminating Experience Workshop  Registration opens <b>Feb. 2</b> and closes <b>March 21</b>  Canvas Workshop due <b>April 3</b>	<a href="https://www.csus.edu/graduate-studies/current-students/thesis-project-dissertation.html#spring-2024-culminating-experience-workshop">https://www.csus.edu/graduate-studies/current-students/thesis-project-dissertation.html#spring-2024-culminating-experience-workshop</a>
<b>Submit Formatted Thesis/project to NUFD Graduate Coordinator for formatting review</b>	<b>Spring Graduation April 11th</b> Must be approved by graduate coordinator before final review by OGS (see below)	
<b>Culminating Experience Review &amp; Submission</b>	Students must set an appointment for OGS to review your Culminating Experience before you submit it.	<a href="https://www.csus.edu/graduate-studies/current-students/thesis-project-dissertation.h">https://www.csus.edu/graduate-studies/current-students/thesis-project-dissertation.h</a>

	<p>Registration opens April 6th at 9:00 am and closes May 6th 4:30 pm</p> <p>Appointment Dates:</p> <ul style="list-style-type: none"> <li>April 27-30, 2026 &amp; May 4-7, 2026 from 9:00 am - 6:00 pm; May 1, 2026 &amp; May 8, 2026 from 9:00 am - 3:00 pm</li> </ul> <p><b>Deadline to submit: May 8, 2026 at 3:00 pm</b></p>	<a href="#">tml#spring-2024-review-submission-important-dates</a>
--	---	---

## Thesis/Project Checklist

### Y1

#### Fall

- ☐ Dec. 1st Thesis/project advisor preference, complete form and submit to graduate coordinator  
<https://acrobat.adobe.com/id/urn:aaid:sc:us:fbbf59d4-16b5-4938-b98e-c4ccd5fcafd1>

#### Spring

- ☐ Complete Thesis/project proposal  
<https://docs.google.com/document/d/1AA9TmQdbvhbeLWCCYCh8DL2tSI-bM4eZKCyvhiRU5v0/edit?usp=sharing> (suggested before end of spring semester to share with 2nd committee member & before you start research or project)
- ☐ Submit IRB, if needed
- ☐ Select second reader (tenured/tenure track faculty or lectures at CSUS or upon approval community partner or campus staff)

#### Summer

- ☐ Draft of Chapters 1, 2, 3
- ☐ Collect data

### Y2

#### Fall

- ☐ Submit Advancement to Candidacy Form to NUFD Graduate Coordinator no later than Sept. 16<sup>th</sup>
- ☐ Analyze data
- ☐ Complete Chapters 3, 4 early March at the latest

#### Spring

- ☐ Submit Petition to Graduate in Spring no later than Jan. 23rd
- ☐ Complete mandatory OGS Culminating Experience Workshop by end of March, register starting early Feb.
- ☐ Present thesis/project at Sac State [Graduate Research Showcase](#), Grad Slam in April or other equivalent conference like CANDAC.
- ☐ Submit formatted thesis project to graduate coordinator for formatting review by **April 17th.**
- ☐ Set Culminating Experience OGS Review & Submission Appointment Early April.
- ☐ Final thesis/project submission date **May 8th** @3:00pm to OGS to graduate in spring commencement
- ☐ Deliver oral presentation of thesis/project in NUFD Department in early May.

## Support Services & Resources

- Reading and Writing Center-writing, research and citation assistance  
<https://www.csus.edu/undergraduate-studies/writing-program/reading-writing-center.html>
- Math Lab-Math and Statistics tutoring in-person and via Zoom  
<https://www.csus.edu/college/natural-sciences-mathematics/mathematics-statistics/>
- Peer and Academic Resource Center (PARC)  
<https://www.csus.edu/center/peer-academic-resource/>
- Student Research Center-opportunities to participate in research events and poster development resources  
<https://www.csus.edu/experience/innovation-creativity/student-research-center/>
- Strategic Student Support Programs-Dreamer Resource Center, Pride Center, Multicultural Center, Career Center, etc...  
<https://www.csus.edu/student-affairs/strategic-student-support-programs/>
- Student Health and Counseling services-medical, mental health, and wellness services  
<https://www.csus.edu/student-life/health-counseling/>

## Relevant Professional Organizations

Society for Nutrition Education and Behavior

<https://www.sneb.org/for-students/>

American Society for Nutrition

<https://nutrition.org/students/>

International Society of Behavioral Nutrition and Physical Activity

<https://isbnpa.org/register/student-high-income/>

Academy of Nutrition and Dietetics

<https://www.eatrightpro.org/student-member-benefit-highlights>

## Under construction:

Department Organizational Structure

Department Chair

Graduate Coordinator

DI Director

DPD Coordinator

Faculty

Lecturers

Office Staff

Frequently Asked Questions

Relevant Journals