

Department of Food Science and Technology

Graduate Minor Procedures

General Criteria applicable to all graduate minors

All academic aspects of the graduate minor are subject to approval by each participating graduate program. Below are listed the general criteria applicable to all graduate minors. Students should consult the appropriate graduate studies committees for specific information regarding the graduate minor in which they are enrolling.

Graduate Minors. A Graduate Minor involves **one program outside a student's major graduate program.** A Graduate Minor requires a minimum of 10 hours of graduate-level course work in at least three courses. Twenty hours of graduate level courses is the maximum allowance for Graduate Minors. The student must receive a B or better (or S when applicable) in each course comprising the Graduate Minor. The completed Graduate Minor will appear on the student's transcript.

(Graduate School Handbook, Section VIII.4)

Operating Procedures

1. The student completes the Graduate Minor in Food Science and Technology Program Form (pages 2 and 3), including obtaining his/her advisor's signature. This form should be submitted as soon as possible, and no later than the end of the student's first year of graduate studies. The Program Form is then submitted to the graduate program coordinator of the minor program.
2. After submitting the Program Form, the student also completes the Minors and Interdisciplinary Specialization Form through [Grad Forms](#). On the form, the Graduation Level/Plan/ Degree belong to the student's home program. The student should select "FDSCTE-GM – Food Science and Technology Graduate Minor" for the Designation Name.
3. The Program Form (for the Department) and the Minors and Interdisciplinary Specialization Form (for the Graduate School) combined serve as the program application to enroll in the graduate minor. Both forms are required for enrollment in the minor.
4. The Graduate Studies Committee Chair approves or denies the request via GradForms. The student will receive an acknowledgement email from GradForms indicating whether the request was approved.
5. The Graduate Studies Committee of the Food Science and Technology graduate program (i.e. the minor program) sends a copy of the approved Graduate Minor Program Form to the student and the Graduate Studies Committee Chair of the student's primary graduate program. The graduate program offering the minor keeps the original.
6. The student must adhere to the curriculum of the Graduate Minor Program as indicated on the approved Graduate Minor Program Form. If changes in the approved curriculum are necessary, the student must complete a new Graduate Minor Program Form following the above steps. *Departures from the approved Minor Program could lead the specialization not appearing on the student's transcript.*
5. Upon completion of the Graduate Minor Program, the student must submit the Graduate Minor Transcript Designation Form, through [Grad Forms](#). Once approved, the minor will be posted on the student's transcript.

Department of Food Science and Technology

The Ohio State University Graduate Minor in Food Science and Technology

Program Form

For enrollment into the program, please **print** and **complete** both pages of this form. Mail or deliver the form to:

Alex Mobley, Academic Program Coordinator
Department of Food Science and Technology
110A Parker Food Science Building
2015 Fyffe Rd., Columbus, OH 43210

Student Contact Information

Student's Name

Major Degree Program (e.g., PhD in Nutrition, PhD in Chemistry; MS in Microbiology, etc.)

OSU ID Number or OSU Name.#

Phone Number

Email Address (osu.edu)

FST Graduate Faculty Member

One of the requirements for the Graduate Minor is that an FST graduate faculty member must serve as a member of the graduate advisory committee that is guiding the student's program. Please list and obtain the signature of the FST graduate faculty member who has been appointed or will be appointed on your committee.

FST Graduate Faculty Member Name (Printed)

FST Graduate Faculty Member Signature

Date

Signatures

Student Signature

Date

Major Advisor Signature

Date

Food Science and Technology Graduate Studies Chair

Date

For questions about the program, contact Alex Mobley at 614-292-6423 or
mobley.725@osu.edu. **Please complete and attach the second page of this form.**

Department of Food Science and Technology

Coursework

Below please list the courses you have taken or are planning to take for the Graduate Minor in Food Science and Technology. The attached Curriculum Sheet can be used a guide for developing your course plan.

1. This Graduate Minor requires a **minimum of 12 but no more than 20 credit hours** of graduate-level coursework in the Department of Food Science and Technology. At least 6 credits should be 6000 level or higher. The course list for the minor must be approved by the Graduate Studies Committee of the Department of Food Science and Technology.

2. A grade of B or better (or S when applicable) is required in each course comprising the Graduate Minor. The Graduate Minor will appear on the student's transcript. (*Graduate School Handbook*, Section VIII.4)

Department	Course #	Course Title	Credit Hours	Semester (taken or planned)	Grade
Required Food Microbiology Course(s)					
Required Food Chemistry Course(s)					
Required Food Processing Course(s)					
For office use only	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>_____</p> <p>Date Received</p> </div> <div style="width: 30%;"> <p>_____</p> <p>Date Sent to Grad School/GSC</p> </div> <div style="width: 30%;"> <p>_____ Original application</p> <p>_____ Updated application</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>_____</p> <p>Graduate Studies Chair Signature</p> </div> <div style="width: 30%;"> <p>_____</p> <p>Date</p> </div> </div>				