

GRADUATE STUDENT HANDBOOK

**MASTER OF SCIENCE DEGREE
DEPARTMENT OF NUTRITIONAL SCIENCES
COLLEGE OF ALLIED HEALTH
UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER**

2009-2010

PREFACE

The policies and procedures detailed on the following pages are meant to supplement, and not replace, those outlined in both the Graduate College Bulletin (www.ouhsc.edu/graduate) and the College of Allied Health Student Handbook.

The University of Oklahoma Health Sciences Center is committed to a policy of nondiscrimination in the admission and education of students. The Affirmative Action Office monitors policies, procedures, and programs to ensure they are developed and carried out in a manner which does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age or disability.

PRINCIPLES DEFINING WHAT KIND OF COMMUNITY THE UNIVERSITY/COLLEGE SHOULD BE

Faculty in the Department of Nutritional Sciences ascribes to the principles described below and strive to motivate students to adhere to them as well in the classroom, the clinical, and the social setting.

First, a college or university is an educationally *purposeful* community, a place where faculty and students share academic goals and work together to strengthen teaching and learning on the campus.

Second, a college or university is an *open* community, a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed.

Third, a college or university is a *just* community, a place where the sacredness of the person is honored and where diversity is aggressively pursued.

Fourth, a college or university is a *disciplined* community, a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.

Fifth, a college or university is a *caring* community, a place where the well being of each member is sensitively supported and where service to others is encouraged.

Sixth, a college or university is a *celebrative* community, one in which the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared.

August 19, 2009

Dear Graduate Student,

Welcome to the Department of Nutritional Sciences!

Congratulations on the successful completion of all prerequisites required for admission into the graduate program in Nutritional Sciences in the College of Allied Health.

Nutrition is a science, a relatively new science. As a truly interdisciplinary science, it encompasses knowledge from chemistry, biochemistry, physiology, anthropology, sociology, psychology, economics, political science and maybe others disciplines. While much has been discovered in recent years, many questions remain to be answered. Research is the key to providing the answers. Knowledge of research methodologies is a cornerstone of graduate education.

To some extent, nutrition can also be viewed as an art. Learning the facts is one challenge, but transferring facts into sound dietary advice is another. Communication that motivates and inspires people to make significant and life-long change is an art.

The faculty in Nutritional Sciences is here to guide you in this journey through both the science and the art. You will have many opportunities for interaction with the faculty. We will get to know you. We are here to help you learn. Given the ever-changing nature of nutrition, we are all learning together. So as you begin your graduate work, please realize that students and faculty are all in this journey together.

Again, we welcome you, we are proud of you, and we have confidence in your ability to achieve excellence.

Sincerely,

Allen W. Knehans, Ph.D.
David Ross Boyd Professor
Graduate Program Director and Chair

Dear Student,

It is very important that you be familiar with the information contained within this *Department of Nutritional Sciences Graduate Student Handbook*, the *OUHSC Graduate College Bulletin*, and the *College of Allied Health Student Handbook*. Please sign the form below to confirm your knowledge of these three documents. Your signature also confirms your willingness and agreement to abide by the policies contained therein.

Please print and return this entire page, with appropriate signatures, to the Graduate Program Director within two weeks.

Thank you for your cooperation!

Allen W. Knehans, Ph.D.
David Ross Boyd Professor
Graduate Program Director and Chair

I am in possession of the above three documents and am aware of their contents. I agree to abide by the policies set forth in these documents.

Student Signature/Date

Witness Signature/Date

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I. GENERAL INFORMATION ABOUT THE GRADUATE PROGRAM

A. PHILOSOPHY

The Department and Faculty promote the following philosophies as a means of effectively providing advanced education in the area of nutritional sciences:

1. It is the student's responsibility to ultimately define the educational needs and experiences desired as an outcome of graduation; hence the student must assume both initiative and responsibility for learning and must do so in a less-directed manner than is typically available at the undergraduate level;
2. Faculty is present to guide the dedicated student in pursuit of knowledge and to open doors and avenues along which the student may travel;
3. Faculty and students must share an obligation to achieve greater knowledge in nutritional sciences and to present such to the scholarly community;
4. Faculty ascribe to providing individualized learning experiences to meet the needs of students seeking to attain advanced education in nutritional sciences;
5. While any advanced degree implies a research degree, a non-thesis track is available to those students seeking advanced education without a written thesis component; however, even in the non-thesis track, the student must master the basic knowledge and skills involved in scientific inquiry;
6. Faculty are interested in assisting students who are having difficulty maintaining program standards and will aid the student upon solicitation; and
7. Ethical behavior is an absolute prerequisite for student and faculty action and attitude.

B. PURPOSE

The Department of Nutritional Sciences seeks to accomplish several purposes in providing a graduate program:

- To provide Registered Dietitians an opportunity for advanced education, training and research; and
- To provide interested professionals from other areas an opportunity to augment their knowledge and expertise in nutrition

C. GOALS

The Graduate Program of the Department of Nutritional Sciences seeks to accomplish the following goals:

1. To provide a variety of courses, which allow for advanced learning;
2. To provide research experiences which allow the student to:
 - engage in scholarly creative endeavors, under the direction of faculty, which contributes to the development of new knowledge;

- develop and apply those skills required in scientific inquiry via resolution of a research problem/idea;
 - gain competencies necessary to utilize research results in career experiences;
- 3. To provide individualized learning experiences, both in the didactic and clinical settings, which allow for the acquisition of in-depth knowledge specifically desired by the student; and
- 4. To provide an academic setting which fosters the student's development of:
 - ethical behaviors
 - individual potential and interest
 - open-mindedness
 - independent thought

D. GRADUATE PROGRAM DESCRIPTION

The Graduate Program in Nutritional Sciences originally existed on the Norman campus. In the fall of 1989, the Graduate Program began to undergo a transfer to the Health Sciences Center in Oklahoma City, which became official in 1991. At present, students at the University of Oklahoma seeking an advanced degree in nutrition come to the Department of Nutritional Sciences at the OUHSC. The Master of Science (MS) degree in Nutritional Sciences remains a traditional graduate degree with an emphasis on advanced training and research methodologies.

The MS in Nutritional Sciences (1228M) requires a minimum of 34 credit hours beyond the BS degree and may be taken as either a thesis or non-thesis option. The MS program does not meet requirements to become a Registered Dietitian (RD), so students applying for the MS program should already be a dietitian or do not have the goal of becoming a dietitian. Students in the Master of Arts program may also apply for and be admitted into the MS program. In other words, dual enrollment is possible, and this option should be discussed with your academic advisor.

E. SELECTION OF PROGRAM OPTIONS

When a student is accepted into the MS program, either the thesis or non-thesis option should be selected. The thesis option will have a stronger research emphasis, and would be especially important to those intending to go on to apply for a PhD program in the future. These options should be discussed with the academic advisor. If interested in research and pursuing a thesis, the student should also meet and discuss research options with the various research faculty members in the Department. Rest assured that students can change program options during their program, so do not feel "locked in" by an initial option selection.

F. STUDENT ADVISEMENT

The Graduate Program Director assigns each student an academic advisor. This individual will assist the student with matriculating through the program as well as enrollment each semester. If a student wishes to do a thesis project, then the student assumes the responsibility for selection of a possible project via discussions with individual faculty members. The student and the faculty member must both agree to work together on a thesis project. The faculty member will then become the thesis advisor for the student. The student may request a change of academic advisor at any time, which will be considered by the Graduate Program Director. It is common for students to ask that their thesis advisor also assume the duty of academic advisor.

As stated previously in this document, as well as in the College of Allied Health Student Handbook, the responsibility for meeting graduation requirements rests with the student. However, faculty within the Department feels a responsibility to provide accurate and appropriate academic counseling in order to assist the student in ensuring an optimum graduation date. For this reason, each student should assume responsibility for meeting with the advisor at least once per semester and more frequently as necessary.

At the initial advisement session, it recommended that the Graduation Plan be completed. This will be then be the basis for filling out the "Outline of Graduate Work" form, which will be filed with the Graduate College during the first semester of graduate work, and can be amended as needed during a student's program.

Please seek out your advisor as questions arise and/or as you encounter difficulties with which you need assistance. If utilized appropriately your advisor will play a key role in guiding you efficiently through the academic processes associated with earning an advanced degree.

Students are strongly urged to seek help from their advisors as soon as academic problems develop.

G. REGISTRATION

Students will be officially notified via email that they may begin enrolling for the next semester.

When enrolling, students are asked to adhere to the following guidelines:

1. Make an appointment to meet with your advisor (at times only a telephone/email discussion may be necessary to receive adequate advisement);
2. During the enrollment meeting, review your matriculation checklist and Graduation Plan to update, revise, etc. as needed;
3. If enrolling in a course outside of the Department on the OUHSC Campus, approval must be obtained from the respective department; the student is to take the enrollment form to the respective department and obtain either a stamped or initialed approval that the course may be taken; the enrollment form is then to be submitted to NS Department Staff, who will forward it to the Office of Student Services;
4. If enrolling in a course outside of the Department on the Norman Campus, the student should identify the course on the HSC printed enrollment form and submit it to NS Department Staff;
5. Students may enroll in independent study type courses (directed reading and special studies). If enrolling in an independent study type course under a faculty member different from the advisor, the student must obtain the respective faculty members initials on the enrollment form. A brief description of the course requirements and grading format, initialed by both faculty and student, should be put in writing and filed with the Department Staff to avoid misunderstandings. Each student may earn a maximum of six hours of credit from directed readings and a maximum of six hours of credit from special studies;

6. The student is to verify that all information on the enrollment form is accurate before signing; and
7. All enrollment forms, when completed and signed, are to be submitted to Department Staff. Students may also phone or email their enrollment requests to Department Staff, if that is more convenient.

H. THE EVALUATION PROCESS

Students engage in a variety of evaluation activities designed to continually remodel and strengthen the Graduate Program and Department. These may include, but are not limited to:

- Evaluation of courses prior to completion of each course
- Evaluation of the Graduate Program while a student
- Evaluation of the Graduate Program after graduation

Evaluations are confidential and students are not to place their names on any evaluation instrument. Evaluation is a time-consuming process yet one that is critical to student development and Program quality. All NS graduate students are expected to participate fully in the evaluation process as part of their personal and professional responsibility.

I. SCHOLASTIC POLICY

The Department of Nutritional Sciences upholds these standards relative to grades for graduate students:

1. Students are expected to maintain a cumulative GPA of ≥ 3.00 in all coursework completed, and
2. A "D" is considered failing insofar as credit toward a degree is concerned; a student who has earned a "D" must enroll in the respective course the next time that it is offered to receive academic credit.

J. ACADEMIC PROGRESS COMMITTEE

Each department within the College of Allied Health meets upon receipt of semester grade reports to evaluate student progress and make recommendations regarding each student's academic status within the department. Recommendations and sanctions are carefully delineated in the College of Allied Health Student Handbook and the student is obligated to be familiar with this information.

K. ACADEMIC REVIEW

Departments must conduct a review and evaluation of each student's progress in meeting degree requirements at the end of each semester. All NS faculty act as the NS Academic Progress Committee.

Areas that may be considered (but not limited to) include:

- performance in coursework taken that semester
- completion of "I's"
- completion of core course requirements
- progress made in completing research requirements
- timely filing of prospectus
- cumulative GPA
- completion of thesis
- may also encompass broader scholarly capabilities and professional development

Students are notified in writing of their progress and performance toward satisfying degree requirements. If there are deficient areas, the Department will clearly specify what each student should do to satisfactorily address the deficiency.

If a student is not notified by June 1 regarding academic progress, it is the student's responsibility to request in writing that the Department provides such an evaluation; the request must be received by the Department prior to August 1 of the same year.

If the student is placed on probation by the Department based on the semester evaluation, the student will have a second review at the end of the next semester or designated time period. In this second review, the Department will determine:

- if the student is making satisfactory progress;
- if the student's level of performance is unsatisfactory and thus he/she is ineligible for further enrollment; or
- if the Department feels the student's progress is still unsatisfactory but wishes to petition the Dean to continue the student on probation another semester.

The student and the Graduate College are notified in writing of the outcome of this second review. The Graduate College will either:

- remove the student from probation;
- deny further enrollment to the student; or
- continue the student's probation for an additional semester.

A third probation is not allowed.

L. MATRICULATION RESPONSIBILITIES

The student is responsible for:

1. Discussing at least once per semester with the academic advisor to review academic progress toward graduation;
2. Completing Department and Graduate College deadlines relative to academic progress and graduation; and,
3. Ensuring that all requirements for graduation are met.

Much information, plus a variety of forms, is available to assist the student with accomplishing

the above responsibilities:

- the Graduate College Bulletin (posted on Graduate College website)
- the College of Allied Health Student Handbook (posted on College website)
- the Department of Nutritional Sciences Graduate Student Handbook (posted on Departmental website)
- the "Matriculation Checklist" which provides a tool for helping the student maintain a record of completion of required tasks relating to academic progress and graduation
- the "Graduation Plan" which provides a tool for recording progress toward meeting specific required coursework.

M. DISCIPLINARY ACTION / SUSPENSION

A graduate student within the Department of Nutritional Sciences is subject to disciplinary action if:

1. The student engages in conduct that is deliberately unbecoming to the Department, a practice setting, or the Profession, or is unethical in nature; and/or
2. The student engages in dishonest work as identified in the Academic Misconduct Code (presented in its entirety in the College of Allied Health Student Handbook). The Code describes academic misconduct as including:
 - cheating (using unauthorized materials, information, or study aids in any academic exercise or on national board examinations)
 - plagiarism
 - falsification of records
 - unauthorized possession of examinations
 - intimidation and any and all other actions that may improperly affect the evaluation of academic performance or achievement
 - assisting others in any of the above acts
 - attempts to engage in such acts

The above guidelines also include being dishonest about following Departmental policies and any other acts which involve unethical or dishonest behavior.

A variety of sanctions may be imposed upon a student engaging in inappropriate acts/behaviors, including warning, censure, probation, suspension, expulsion, and/or restitution. The College of Allied Health Student Handbook describes each type of sanction.

Students who have received a disciplinary sanction of any kind are subject to possible dismissal pending review by the Departmental Academic Progress Committee.

N. ACADEMIC APPEALS

A student has the right to appeal any:

- academic course grade or evaluation (through the College of Allied Health)
- action construed as discriminatory or harassment (through the College of Allied Health)
- disciplinary action
- evaluation relative to a comprehensive final exam, thesis defense, or thesis (through the Graduate College)

The University has well-established procedures that allow for student appeal and/or grievance. A student who desires information or guidance regarding the appeals process, or how to initiate the appeals process, should contact the Department Chairperson or the Director of the Office of Academic and Student Services (room 165, College of Health Building). The student should also refer to the College of Allied Health Student Handbook and the Graduate College Bulletin for additional information.

O. PROGRAM EXPENSES

Student expenses encompass tuition, fees, and a variety of activities, all of which are subject to change during the student's course of study. For current costs see the following website:

<http://www.ouhsc.edu/financialservices/Bursars.asp>

P. FINANCIAL ASSISTANCE/SCHOLARSHIPS

Any full-time student who has been accepted for enrollment at the Health Sciences Center, who is in good standing, may apply for financial assistance. An entering student should obtain the necessary application packet as early as possible from the Office of Financial Aids.

For additional information about financial aid, contact the Office of Financial Aids, P.O. Box 26901, Oklahoma City, OK 73190. The office is located in Room 241, Basic Sciences Education Building; telephone (405) 271-2118; website: <http://w3.ouhsc.edu/sfs/>.

Scholarships are available from the American Dietetic Association and the Oklahoma Dietetic Association on a yearly basis. Applications for ADA scholarships are typically distributed in December and due in February. Applications for ODA scholarships are made available in the Spring of each year. The Department will notify students as information becomes available.

The Department sponsors scholarships through funds made available through the generosity of Shirley Enders Smith and alumni gifts. Application for these scholarships is made available to the students on a yearly basis each fall. Graduate students are eligible after completion of 6 hours of graded graduate coursework.

Q. STUDENT AWARDS / HONORS

As indicated in a separate section of this document, students may apply for the honor of earning several scholarships. In addition, graduate students have the opportunity to apply for, or be nominated for, other University awards, including:

Students have the opportunity, through academic excellence, to be eligible for Alpha Eta, the allied health honor society. Additional information regarding Alpha Eta is available in the CAH Student Handbook.

R. FACULTY AND STAFF

Faculty and staff are employed for the express purpose of providing the professional education required by the Program. The primary objective of the faculty is to guide the student in the pursuit of advanced knowledge. Each faculty member is interested in you as an individual and looks forward to assisting you in your professional growth.

Office hours may vary among faculty. Students should make appointments with faculty through the individual faculty member. A student who repeatedly has difficulty contacting a faculty member may notify the Chairperson.

Faculty and students are not to fraternize outside of working hours unless the entire group of students and faculty are present.

Students are not to use faculty or staff as a "sounding board" to complain about other individuals. A student who has a complaint should meet with the individual in question to discuss the concerns. If concerns addressed are not dealt with satisfactorily, the student should then contact the Graduate Program Director (and Chairperson) to discuss this situation.

Services of the Departmental staff are to be used by faculty only. Students are **not** to make personal requests of the staff, such as xeroxing, typing, transmitting personal incoming calls (except in emergencies), etc. Staff will not communicate personal phone calls.

S. DEPARTMENT FACILITIES

The Department of NS occupies suite 3057 in the College of Allied Health Building located at 1200 Stonewall. The suite includes offices for each of the faculty members and staff. In addition, a food sciences laboratory (room 3055) and nutrition labs are located in the building.

Student mailboxes are located on the first floor of the building near the atrium. Keys are distributed by Department Staff. Messages for faculty may be given to the Department staff to be placed in respective faculty mailboxes.

The telephones in the Department Office and foods lab are business phones and not for student use, except in case of emergency. Faculty phones are not to be used by students without direct authorization from the respective faculty member.

The Department maintains several pieces of equipment, which can be utilized by the students when needed for class presentations, review of A-V materials, etc. All such equipment should be checked out from the Departmental staff.

Student lockers are available on a first-come-first-served basis and are checked out through the Office of Academic and Student Services (first floor). Students are responsible for any items placed in their lockers.

T. GRADUATE ASSISTANTSHIPS

At present, no state-funded graduate assistantships exist within the Department of Nutritional Sciences. Faculty with research grants, however, may have funds to hire research assistants. Should such an opening occur, notification will be given by email. Interested students then should contact the respective faculty member for further information.

U. DRESS AND IDENTIFICATION

Whether on campus or in a clinical environment, the student should project the best image possible as each student now represents both the Department and College, and also the profession of nutrition/dietetics. Although structured guidelines are identified only for dress in the clinical setting, it is the desire of faculty that students appear neat, clean and well groomed at all times.

Should a student complete any portion of their academic work in a clinical facility, both dress and identification guidelines must be observed.

Nametags -- Upon request, the Department arranges for official nametags, which are purchased by the student. Nametags must be worn in all practice settings and students will not be allowed to participate in a practice activity without some type of official identification. It is important that the student be easily identified by both name and discipline, particularly in a setting where students and professionals from many different disciplines are engaged in the delivery of health care. You should ask faculty teaching your coursework whether a nametag will be required during a course.

Dress -- Dress in the clinical facilities depends upon the requirements of the particular institution or agency to which the student is assigned. Outside the clinical setting, it is recommended that the student use their best judgment.

Please try to remember that appearance is a major way in which to instill confidence in others and earn respect from peers, staff, and other health professionals with whom you come in contact. If unable to command respect, a student may receive little assistance/cooperation when it is most needed.

V. HEALTH AND LIABILITY INSURANCE

All students in the College of Allied are required to have health insurance coverage. Students may purchase health insurance through the Office of Academic and Student Services in the College of Health Building. All College of Allied Health students having patient contact are required to carry general liability insurance. Please refer to the College of Allied Health Student Handbook (see web address below) for additional information.

http://www.ah.ouhsc.edu/main/student_information/currentstudents.asp

W. REQUIRED HEALTH FORMS

All graduate students provide evidence which documents results of various tests and immunizations prior to enrollment. It is extremely important that this information is on file in the Department. The form is sent to newly accepted students plus additional copies may be obtained from Department Staff.

X. TRAVEL (SAFETY AND LIABILITY)

It is a requirement that the student have a safe and reliable mode of transportation to ensure arrival at any class or practice setting at the designated time in a healthy condition. There may be times when the student may be required to travel outside of the Oklahoma City metropolitan area in order to complete a rotation or assignment. It is the student's responsibility to provide transportation and assume the costs of travel.

The University assumes no liability for accident or injury in travel to and from a practice or academic setting.

Any accident on University property or in a practice setting should be reported immediately to the Department Chairperson.

Y. ALCOHOL POLICY

The position of University Legal Counsel and the College of Allied Health is that no State funds may be used to purchase alcohol, that a cash bar may be utilized if it is run by non-University parties, and that at private gatherings, the owner of the site is liable should an individual who has been drinking have an accident while driving home from a gathering. Thus, Department faculty have established the following alcohol policy for the Department: no alcohol will be served at any Department-sponsored, student-attended function or gathering at either faculty homes or on Campus. If a Department-sponsored, student-attended event is held at a site other than a faculty home or on Campus, the individual is obligated to be very aware of the liability issue.

Z. DIRECTORY INFORMATION

The Department desires to maintain a current address and telephone number for each student. Thus, if a student changes residence, etc., this information should be communicated to Department Staff as soon as possible. Communication of a name change must be made via an official form ("Student Information Change Request" form) obtainable from Department Staff or from the CAH Office of Academic and Student Services in room 165 of the College of Health Building.

The Department will not provide birth dates, social security numbers, addresses, or phone numbers to other students without consent of the respective individual.

AA. STUDENT REPRESENTATION

Students are urged to assist with program development and student governance by volunteering for those committees and activities available:

- College of Allied Health Student Association
- Departmental Committees
- Student Dietetic Association
- Graduate Student Association

BB. STUDENT ASSOCIATION

A Student Association exists within the College of Allied Health and the University of Oklahoma Health Sciences Center. Students may volunteer to be a CAH Student Association representative from the Department of Nutritional Sciences. Should more students volunteer than there are available vacancies, the Graduate Program Director will administer a run-off election. Forms to volunteer for both the CAH Student Association and other Department committees are distributed at the beginning of each fall semester.

CC. STUDENT DIETETIC ASSOCIATION

A Student Dietetic Association (SDA) exists within the Department for those students (both graduate and undergraduate) desiring to participate in an organization that celebrates and promotes the Profession of Dietetics. Sponsorship of the SDA rotates among faculty and information relative to membership is circulated at the beginning of each fall semester and is available at all times from Departmental Staff or Faculty. Dues, by-laws, activities, etc., are established by the organization.

DD. BUILDING ACCESS

Graduate students may have access to the building to utilize the building facilities. Access is available through the student's "OneCard". The OneCard is used as an ID and building/room/lab access card.

The cost of the OneCard is \$10.00 for students. Cost of replacement cards for lost or stolen ID's is \$15.00. Payment may be made by cash or check. OneCard services are located in the Service Center Building, Room 114.

EE. PROFESSIONAL MEETINGS AND ACTIVITIES

The faculty believes in providing opportunities which develop and enhance the professional growth of the student. Thus, as a matter of policy, students are highly encouraged to participate in professional meetings, conventions, projects, etc. The following activities are encouraged: (1) student memberships in local, state, and national professional organizations; (2) preparation, display, and presentation of professional-related exhibits, posters, etc.; (3) participation in National Nutrition Month activities; (4) attendance and participation at any function in which new knowledge or the quality of professionalism is enhanced; and 5) presentations to community groups as a professional experience and community service.

In promoting the above philosophy, students are encouraged to attend certain professional meetings when possible:

- Oklahoma City District Dietetic Association meetings and
- Conventions of the Oklahoma Dietetic Association
(The Oklahoma Dietetic Association meets twice annually, in the fall and the spring.)
- GREAT Symposium (see Graduate College website)

The faculty encourages students to also attend other nutrition-related meetings and seminars, which are offered at times other than class time or clinical experiences. Approval to attend conferences, seminars, etc., which conflict with routine academic schedules is to be arranged through the course instructor.

FF. PROTECTION OF PRIVACY OF INFORMATION AND ACCESS TO PERSONAL RECORDS

Public law 93-380 (also known as the Buckley Amendment, also known as the Privacy Rights of Parents and Students Section 438 of the General Education Provisions Act) permits the release of "directory information" about students without the student's written consent. "Directory information" includes:

Student's name, local and permanent addresses, telephone number, college, major, classification, current enrollment status, participation in recognized student activities, dates of attendance, degrees and awards received and dates of receipt, posting of individual student's grades and interim class evaluations by code number or ID number, and anticipated date of graduation based on completed hours.

The Law provides that any student may upon written request restrict the printing of such personal information relating to him/her as is provided in "directory information." Forms for withholding student "directory information" are available in the Office of Admissions and Records, located in room 204 of the Basic Sciences Education Building.

The Law requires the written consent of the student for the release to anyone (including parents) of other than "directory information" with the following exceptions: (a) other school officials within the educational institution who have legitimate educational interest; (b) officials of schools to which the students seek to transfer; (c) the Comptroller General of the United States, the HEW Secretary, the administrative head of an education agency, or State educational authorities; (d) in connection with a student's application for, or receipt of, financial aid; (e) State and local officials or authorities to which such information is specifically required to be reported under State statute and adopted prior to November 19, 1974; (f) organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public; (g) accrediting organizations; (h) parents of a dependent student upon proof of dependency (exclusive of international students); (i) in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons; and (j) to comply with a judicial order or lawfully issued subpoena.

Personal information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

Under the Law, any student has the right to inspect and challenge his or her own educational file with the exception of letters of recommendations or other material when the author was guaranteed confidentiality prior to January 1, 1975. Positive identification of the student shall be required prior to such examination and the student is not guaranteed the right of privacy in examining the records or the right to remove them.

Each educational institution is required by the Law to maintain a record, kept with the educational records of each student, which will indicate all individuals, agencies, or organizations (other than those specified as having access without the student's written consent) having obtained access to the student's record (AMENDED AND REISSUED August 1, 1983).

Student records are maintained in the Departmental Office (as well as some in the Office of Student Affairs of the College of Allied Health). A student may review his Departmental file/records at any time in the presence of either his/her advisor, the Graduate Program Director or Departmental Chairperson. In very busy times, the student may be asked to wait 24 hours before an appropriate time may be found for such a review. It is never the intent to withhold any information from the student.

GG. Code of Ethics

Refer to the ADA website below for details on the code of ethics.

http://www.eatright.org/Public/GovernmentAffairs/98_9051.cfm

HH. Responsible Conduct of Research

All graduate students accepted into the Graduate College starting Spring semester 2009 must receive training in Responsible Conduct of Research. For thesis masters students this training must occur prior to their enrolling in master's thesis research. For non-thesis master's students this training must occur prior to their approval to take the comprehensive examination. The Department of Nutritional Sciences requires that these requirements be met during the first year of enrollment in the program.

Students in the thesis option will 1) take the online CITI web based course "Biomedical Course in Responsible Conduct of Research" (details found on Graduate College website) and 2) have a group discussion of cases on Responsible Conduct of Research pertinent to the program as part of an NS course. A memo must be sent by the Department to the Graduate College verifying completion of the group discussion of cases. The Graduate College automatically receives notification of completion of the CITI course.

Students in the non-thesis option will take the online CITI web based course "Biomedical Course in Responsible Conduct of Research" (details found on Graduate College website). Again, the Graduate College automatically receives notification of completion of the CITI course.

III. MASTER OF SCIENCE (MS) DEGREE PROGRAM

A. HISTORY OF THE MS PROGRAM

The Graduate Program in Nutrition originally existed on the Norman campus. In the fall of 1989, the Graduate Program began to undergo a transfer to the Health Sciences Center in Oklahoma City, which became official in 1991. At present, students at the University of Oklahoma seeking an advanced degree in nutrition come to the Department of Nutritional Sciences at the OUHSC.

The MS in Nutritional Sciences remains a traditional graduate degree with an emphasis on advanced training and research methodologies. The MS in Nutritional Sciences (1228M) requires a minimum of 34 credit hours beyond the BS degree and may be taken as either a thesis or non-thesis option.

B. MS in Nutritional Sciences: Curriculum

1. Master of Science in Nutritional Sciences: Thesis Option

Name _____
Advisor _____
Date Admitted _____
Expected Graduation _____

GRADUATION PLAN
MS in NUTRITIONAL SCIENCES
THESIS OPTION

CORE 17-19 HOURS

Semester / Year	Course #	Hours	Course Name	Comments/Approval if Needed
Spring	NS 5970		Seminar (2 hrs)	
Fall	NS 5232		Research Methods	
Fall, Spring	BSE 5163		Biostatistics Methods I	
Fall	NS 5823		Energy Nutrients	
Spring	NS 5833		Non-Energy Nutrients	
Fall, Spring, Summer	NS 5980		Master's Thesis (4-6 hrs)	
TOTAL CORE HOURS				

NON-CORE: 15-17 HOURS

10 Hrs must be electives in NS; up to 7 of the 17 Non-Core hours may be electives from another department with approval of academic advisor.

Semester / Year	Course #	Hours	Course Name	Comments/Approval if Needed
TOTAL NON-CORE HOURS				

TOTAL (min. 34) =

Listing of Available NS Non-Core Courses offered for MS students

Semester Offered	Course #	Course Name	Comment
*	NS 5090	Current Topics	
*	NS 5104	Nutritional Biochemistry & Physiology	
Fall	NS 5132	Adult Weight Management	Not available for CP graduates
Fall	NS 5133	Public Health Nutrition	Not available for CP graduates
Fall	NS 5134	Advanced Medical Nutrition Therapy	Not available for CP graduates
*	NS 5212	Advanced Food & Nutrition Serv Mg	
Spring (online)	NS 5272	Geriatric Nutrition	Not available for CP graduates
*	NS 5332	Computers in Nutrition & Foodservice	
*	NS 5412	Clinical Nutrition	
*	NS 5442	Clinical Presentations	
*	NS 5552	Nutritional Epidemiology	
*	NS 5612	Sports Nutrition	
Summer – Odd years	NS 5663	Obesity	
Spring (online)	NS 5860	Pediatric Nutrition	
*	NS 5860	Advanced Topics in Nutrition	
*	NS 5890	Advanced Clinical Nutrition	
Fall, Spring, Summer	NS 5960	Directed Readings	
*	NS 5990	Special Studies	
Fall (online)	NS 5990	Special Studies: Nutrition and Cancer	3 hours

* Some courses are offered only occasionally. When making plan of study, it is best to choose those regularly offered fall, spring or summer.

2. Sample Curriculum for MS in Nutritional Sciences Thesis Track

Fall 1st Year: 10 hours

NS	5823	Energy Nutrients
NS	5232	Research Methods
BSE	5163	Biostatistics Methods I
NS	5132	Weight Management

Spring 1st Year: 10 hours

NS	5833	Non-Energy Nutrients
NS	5980	Thesis (2 hours)
NS	5272	Geriatric Nutrition
HPS	5503	Health Promotion

Fall 2nd Year: 8 hours

NS	5970	Seminar (1 hour)
NS	5980	Thesis (2 hours)
NS	5860	NS Elective
HPS	5213	Social & Behavioral Science in PH

Spring 2nd Year: 6 hours

NS	5970	Seminar (1 hour)
NS	5663	Obesity
NS	5980	Thesis (2 hours)

TOTAL =

34 Hours

3. Master of Science in Nutritional Sciences: Non-Thesis Track

Name _____
 Advisor _____
 Date Admitted _____
 Expected Graduation _____

**GRADUATION PLAN
MS in NUTRITIONAL SCIENCES
NON-THESIS OPTION**

CORE 16 HOURS

Semester / Year	Course #	Hours	Course Name	Comments/Approval if Needed
Spring	NS 5970		Seminar (2 hrs)	
Fall	NS 5232		Research Methods	
Fall, Spring	BSE 5163		Biostatistics Methods I	
Fall	NS 5823		Energy Nutrients	
Spring	NS 5833		Non-Energy Nutrients	
Fall, Spring, Summer	NS 5990		Masters Report (3 hours)	
TOTAL CORE HOURS				

NON-CORE: 18 HOURS

10 Hrs must be electives in NS; up to 8 of the 18 Non-Core hours may be electives from another department with approval of academic advisor.

Semester / Year	Course #	Hours	Course Name	Comments/Approval if Needed
TOTAL NON-CORE HOURS				

TOTAL (min. 34) =

Listing of Available NS Non-Core Courses offered for MS students

Semester Offered	Course #	Course Name	Comment
*	NS 5090	Current Topics	
*	NS 5104	Nutritional Biochemistry & Physiology	
Fall	NS 5132	Adult Weight Management	Not available for CP graduates
Fall	NS 5133	Public Health Nutrition	Not available for CP graduates
Fall	NS 5134	Advanced Medical Nutrition Therapy	Not available for CP graduates
*	NS 5212	Advanced Food & Nutrition Serv Mg	
Spring (online)	NS 5272	Geriatric Nutrition	Not available for CP graduates
*	NS 5332	Computers in Nutrition & Foodservice	
*	NS 5412	Clinical Nutrition	
*	NS 5442	Clinical Presentations	
*	NS 5552	Nutritional Epidemiology	
*	NS 5612	Sports Nutrition	
Summer – Odd years	NS 5663	Obesity	
Spring (online)	NS 5860	Pediatric Nutrition	
*	NS 5860	Advanced Topics in Nutrition	
*	NS 5890	Advanced Clinical Nutrition	
Fall, Spring, Summer	NS 5960	Directed Readings	
*	NS 5990	Special Studies	
Fall (online)	NS 5990	Special Studies: Nutrition and Cancer	3 hours

* Some courses are offered only occasionally. When making plan of study, it is best to choose those regularly offered fall, spring or summer.

4. Sample Curriculum M.S. in Nutritional Sciences Non-Thesis Track

Fall 1st Year: 8 hours

NS 5823 Energy Nutrients
NS 5232 Research Methods
BSE 5163 Biostatistics Methods I

Spring 1st Year: 8 hours

NS 5833 Non-Energy Nutrients
NS 5272 Geriatric Nutrition
HPS 5503 Health Promotion

Fall 2nd Year: 10 hours

NS 5860 NS Elective
NS 5113 Nutrition and Immunology
NS 5132 Weight Management
HPS 5213 Social & Behavioral Science in PH

Spring 2nd Year: 8 hours

NS 5970 Seminar (2 hours)
NS 5663 Obesity
NS 5990 Master's Project (3 hours)

TOTAL =

34 Hours

C. FINAL EXAMINATION: MS PROGRAM

All graduate students in the MS Program must complete a final examination, which validates mastery in nutritional science. The following is required:

THESIS OPTION

-- the oral defense of thesis serves as the final exam

NON-THESIS OPTION

-- a "Comprehensive Exam" serves as the final exam

D. THESIS COMMITTEE

A Committee of three to five faculty members, two of whom must be from the Department of Nutritional Sciences, serves as the student's Thesis Committee. The student selects faculty members who are willing to serve on the committee. The student is responsible for selecting faculty to serve on the thesis committee. All prospective committee members sign the "Thesis Committee Request Form", which may be obtained from Departmental staff. The committee must consist of a Chair/Major Professor (from the NS Department) and at least one other graduate faculty member from NS. One individual outside the Department of Nutritional Sciences may be asked to serve on the student's thesis committee. If a faculty does not hold a graduate faculty appointment, the Chair/Major Professor will request a special appointment from the Dean of the Graduate College upon solicitation by the graduate student or the graduate student's major professor. A special appointment is usually reserved for individuals who are adjunct faculty possessing unique knowledge of an area of interest.

E. THESIS PROSPECTUS

The student must submit a prospectus to the Thesis Committee prior to beginning the proposed research. The prospectus should be brief yet present a proposed plan of work. It should include:

- problem/hypothesis
- rationale for investigation
- outline of material/methods
- time frame

The student is expected to convene the Thesis Committee and present the Prospectus for review and approval. The prospectus should be filed with the Graduate Program Director and signed by all members of the Thesis Committee. The respective form may be requested from Departmental staff. By having the prospectus approved by the committee, this protects the student from misunderstandings that might otherwise arise and will provide the student with optimal committee advise.

F. WRITING THESIS

Complete guidelines for writing a thesis are found on the Graduate College website (ouhsc.edu/graduate). These guidelines should be followed carefully. In addition, the student

must decide, with advice from their Advisory Committee, whether to organize the thesis in the “traditional” or “manuscript” style of organization.

G. THESIS DEFENSE

Prior to the defense of the thesis, the chair of the student's committee must send a memorandum (Request for Defense of Thesis) including a list of all committee members, the date of the defense, and a request for the *Authority Form* to the Graduate College. The *Authority Form* will not be issued if the student has not filed an *Admission to Candidacy* form and enrolled in at least two credit hours of 5980 during the semester the examination is to be taken.

The defense will be oral. The defense will largely be restricted to information pertinent to the thesis project. Within 72 hours after the thesis defense, the *Report Form* (the reverse side of the *Authority Form*) must be returned to the Graduate College with the results and signatures of all committee members. If one member dissents, a minority report must be filed with the Graduate Dean. If the committee consists of three members of which two dissent, the performance is graded as unsatisfactory. If the committee consists of more than three members and two dissent, a minority report must be filed and the Graduate Dean will investigate. The Dean's decision will be final. If more than two members cast an unsatisfactory vote, the defense is to be graded unsatisfactory.

Only one attempt is afforded the candidate in defending the thesis. If the defense is graded unsatisfactory, this decision is final and the defense cannot be repeated. Courses taken prior to failing the thesis defense can count for no more than 25 percent of the credit hours required for a master's degree at the University of Oklahoma Health Sciences Center. These courses must be applied to an academic program other than the one in which the student failed the defense. The student must gain admission to a different program and have the permission from that department and the Dean of the Graduate College to include any courses used from the previous graduate program.

H. THESIS COPIES

Students must comply with all rules established by the Graduate College. Students should check on the current rules by viewing the Guidelines for the Preparation of the Master's Thesis at <http://w3.ouhsc.edu/graduate/Masters.htm>. Electronic submission of a thesis is allowed by the University. Hard copy submission requires the student to submit three unbound final copies, on 100% cotton bond paper with original signatures, within 60 days of completion of the oral defense. The Department requires an electronic copy (in Word) be given to the major professor and also given to the Departmental staff (in Word or pdf). The thesis in Word will be converted to a pdf file and stored on the L drive for reference purposes. It is up to the student, in discussion with the Major Professor, if they wish to provide a hard copy to any committee members.

I. NON-THESIS OPTION COMPREHENSIVE EXAM GUIDELINES

A comprehensive examination is one of the requirements of the HSC Graduate College of a non-thesis master's degree program. In the Department of Nutritional Sciences, the exam is oral and covers material related to the student's Master's Project. Non-thesis students will enroll in NS 5990 Special Studies for a three-credit-hour Master's Project. The purpose of the exam is to provide a means by which the graduate student demonstrates evidence of having

achieved an advanced level of knowledge in nutrition.

The following Departmental guidelines apply to the Comprehensive Exam:

1. The student begins the Master's Project by enrolling in NS 5990 for three credits. The total of three credits may be taken over two semesters.
2. Each student must decide on a topic for the Masters Project. The student must meet with a faculty willing to supervise the Master's Project to discuss the topic and to receive approval to proceed with the project.
3. A Committee of three faculty members from the Department of Nutritional Sciences serves as the student's Graduate Advisory Committee. The student selects three faculty members who are willing to serve on the committee. One of the members of the committee will serve as the project director. The names of these three individuals are ultimately forwarded to the Graduate College via the "Admission to Candidacy" form submitted prior to the Comprehensive Exam. The committee may be composed of two NS faculty and one additional person from outside of NS as long as the individual has a graduate faculty appointment and has a special interest in the student's project. More typically, all three members of the committee are NS faculty.
4. The Master's Project shall include writing a submission-ready manuscript, typically a literature review of the topic of interest. The review is expected to be focused on a topic and prepared for submission as a manuscript to a peer-reviewed journal. The specific guidelines for the manuscript will depend on the journal selected. This manuscript will be submitted electronically to the Major Professor in a Word document. It will be up to the Major Professor to submit the manuscript for publication, although it is encouraged that the student assist in this process of submission as a learning experience.
5. The Master's Project shall include a component that allows the student to demonstrate an application of the knowledge. The exact nature of this component of the project can vary and the student's faculty advisory committee must approve the project. Examples of possible projects include case studies (either real or simulated), development of nutrition education materials, application of technology, dietary assessment, developing clinical guidelines for a facility, among other projects.
6. The Master's Project shall also include an oral presentation that is professionally presented. In the presentation the student will summarize the literature review and their project.
7. Each member of the committee will score the entire project (literature review, application of knowledge, presentation) as either satisfactory (S) or unsatisfactory (U). If a student receives an "S" from two or three of the committee members, then the student successfully passes the Master's Project and the comprehensive exam. If a student receives a "U" from three of the committee members, no repeat is allowed and the student is not allowed to progress/graduate from the Department. If a student receives a "U" from two of the three members of the committee, then the student will be allowed a second chance to pass. There is no opportunity for a third chance to pass.

IV. FORMS

GRADUATE MATRICULATION CHECKLIST

	Deadline	Date Completed
Selection of option	_____	_____
"Graduation Plan" initiated	_____	_____
"Outline of Graduate Work" filed	_____	_____
*Major Professor & project selected	_____	_____
*Thesis Committee selected & "Thesis Committee Request" form completed	_____	_____
*Prospectus completed	_____	_____
*Meeting with Thesis Committee to present Prospectus: "Thesis Prospectus Request and Approval" Form filed with Department	_____	_____
*Reading copy of thesis filed with Graduate College (deadline in HSC Class Schedule)	_____	_____
*Copies of thesis draft to Committee for review	_____	_____
*Request for thesis defense submitted	_____	_____
*Announcement of Defense distributed to appropriate parties	_____	_____
*Defense of thesis	_____	_____
*Copies of thesis deposited in HSC Library (3) within 60 days	_____	_____
Graduate Advisory Committee selected: "Request for Graduate Advisory Committee" Filed with Department	_____	_____
#Discuss and develop Master's Project with chair of Advisory Committee, obtain Committee approval	_____	_____
"Admission to Candidacy" and "Program of Graduate Work" form filed	_____	_____
"Application for Diploma" filed	_____	_____
*thesis option only		
#non-thesis option only		

GRADUATE MATRICULATION PLAN

Spring

Summer

Fall

Spring

Summer

Fall

Spring

Summer

Fall

REQUEST FOR GRADUATE ADVISORY COMMITTEE

Department of Nutritional Sciences
College of Allied Health

The following individuals are faculty I wish to have serve as my Graduate Advisory Committee.

_____ (Chair)

_____ (Member)

_____ (Member)

_____ (Member)

_____ (Member)

Student Signature/Date

Faculty signatures are not required. Students need only identify names. Student is to forward form to Department staff upon completion. Copies will then be forwarded to all committee members as well as student.

**THESIS COMMITTEE REQUEST AND
PROSPECTUS APPROVAL**

Department of Nutritional Sciences
College of Allied Health

Thesis Title:

Thesis Committee Approval:

(Chair/Major Professor)

Student Approval:

Student/Date

Student is to forward to Department staff upon completion. Copies will then be forwarded to all Committee members as well as the student.

REQUEST FOR DEFENSE OF THESIS
(submitted to Dean of the Graduate College)

I wish to request authorization for _____
to defend (his/her) thesis on _____.

This student has filed an Admission to Candidacy form (see attached) and is currently enrolled in a minimum of 2 cr hrs of NS 5890

Other members of the Thesis Committee include:

I look forward to hearing from you at your earliest convenience and receiving the Authority Form.

Signature of Major Professor

Date

