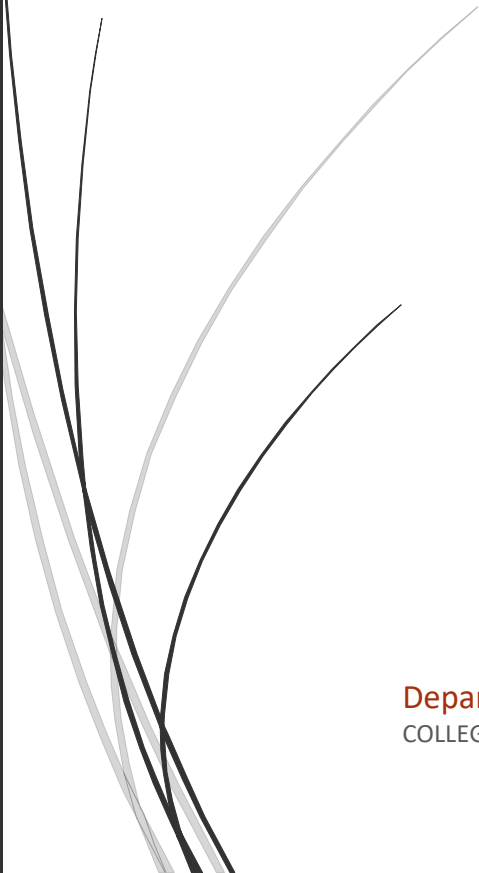


The logo for the University of Cincinnati, featuring a dark grey vertical bar on the left and a red arrow pointing right containing the text "University of Cincinnati".

University of Cincinnati

Student Handbook

Masters of Science in Nutrition

An abstract graphic consisting of several thin, curved lines in black and grey, originating from the bottom left and extending upwards and to the right.

Department of Rehabilitation, Exercise, and Nutrition Sciences
COLLEGE OF ALLIED HEALTH SCIENCES

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Program Directors, Faculty, and Staff

Steven Wheeler, PhD, OTR/L

Department Chair
Professor
Office French East 313
(513) 558-0902
steven.wheeler@uc.edu

Sarah Couch, PhD, RDN, LDN

Department Vice Chair, Graduate Program
Director, Professor
Office French East 363B
(513) 558-7504
sarah.couch@uc.edu

Seung-Yeon Lee, PhD

Associate Professor
French East 355 | 513-558-7508
seung-yeon.lee@uc.edu

Laurie Nommsen-Rivers, PhD, RDN, IBCLC

Associate Professor
French East 357 | 513-335-3256
laurie.rivers@uc.edu

Abigail Peairs, PhD

Assistant Professor
French East 366 | 513-558-7034
Abigail.peairs@uc.edu

Emily Van Walleghen, PhD, RDN

Assistant Professor
French East 363A | 513-558-2024
Emily.vanwalleghen@uc.edu

Lindsey Mills, MS, RDN, LDN

Undergraduate & DPD Program Director
Office French East 363C
(513) 558-7506
lindsey.mills@uc.edu

John Pantel, MS, RDN, LDN

Coordinated Program in Dietetics Director
Office French East 363D
(513) 558-2196
john.pantel@uc.edu

Francoise Knox Kazimierczuk PhD, RDN, CSSD, ATC, CSCS, NSCA-CPT

Assistant Professor
Office French East 338
University of Cincinnati
(513) 558-7513
Email: kazimife@ucmail.uc.edu

Department Staff:

Kimberly Maco, MS

Department Program Coordinator
Office French East 364
(513) 558-7503
kimberly.maco@uc.edu

Ashley Sandburg

Department Program Coordinator
Office French East 310
(513) 558-7477
ashley.sandburg@uc.edu

Preface

This booklet is intended to guide graduate students by providing a detailed description of the Master of Science in Nutrition program offered by the College of Allied Health Sciences at the University of Cincinnati. It serves as a supplement to the information found in the University of Cincinnati Graduate School Handbook published by the Graduate School. Information in this document complies with the rules and policies of the Graduate School at the University of Cincinnati.

Graduate School Handbook:

<http://grad.uc.edu/content/dam/grad/docs/Publications/handbook.pdf>

About the Program

The Master of Science in Nutrition is designed for the dietitian, nurse, physician, or other health professional seeking to enhance their nutrition knowledge. The program is also open to students who have completed a baccalaureate degree in nutrition or other disciplines, have completed the necessary science pre-requisites and wish to either earn credentials to practice nutrition and/or to gain further knowledge about nutrition science.

After completion of the Master's degree, students may use the degree toward further graduate work at the doctoral level or medical training. Professionally, graduates can work in a variety of positions including (but not limited to) health care, food and nutrition research, community nutrition, school nutrition programs, worksite wellness programs, emergency food organizations, food industry, international nutrition organizations, and media/marketing nutrition. Students may also complete the Didactic Program in Dietetics (DPD) and dietetic internship required by the Academy of Nutrition and Dietetics to become a Registered Dietitian. Students with their MS degree in progress cannot start Certificate coursework until their second year of the graduate program or later. DPD coursework during the second year must be limited to less than 2 courses per semester. Graduate Faculty Advisors should be consulted before taking any DPD coursework. Students must be making good progress in their MS coursework and on their research project, and have a B average or higher to be allowed to pursue the DPD coursework. Students should work with the Certificate in DPD Director, Mrs. Lindsey Mills, MS, RD, on Certificate in DPD coursework completion and the application for internships. For more information, please see the section on the Certificate in DPD.

Mission of the Department of Rehabilitation, Exercise, and Nutrition Sciences

The Department of Rehabilitation, Exercise, and Nutrition Sciences prepares students to provide high quality health care within their respective fields. In collaboration with community-based partners, students acquire professional skills together with proficiency in critical thinking, effective communication, teamwork, cultural sensitivity, and service learning. Through their focus on wellness, prevention, injury or illness recovery, functional adaptation, and community participation, our programs share a commitment to improving human performance and well-being across the lifespan. The Department faculty value and engage in innovative teaching, service, scholarly activity, interdisciplinary collaboration, and leadership.

Mission of the Masters of Science in Nutrition

The mission of the University of the Cincinnati Master of Sciences in Nutritional Sciences program is to educate competent, socially responsible professionals in the areas of food, nutrition and dietetics. Through innovative teaching, didactic and experiential education and scholarly work, program graduates are prepared to make successful contributions in education and research as well as to their communities and their chosen professions.

To fulfill this mission, the program strives to provide students with: (1) a comprehensive knowledge in the biochemical, physiological and therapeutic aspects of human nutrition; (2) knowledge of methodologies used in nutrition research, nutrition assessment and nutrition intervention; and (3) skills in research design, implementation, evaluation, and interpretation.

Student Learning Outcomes

The student learning outcomes of the MS in Nutrition Program are as follows:

1. You will master the breadth of knowledge in key content areas of nutrition science including macronutrients and micronutrients.
2. You will integrate knowledge of nutritional biochemistry and pathophysiology into clinical and epidemiological applications related to the assessment, prevention and treatment of diseases in individuals and populations.
3. You will integrate knowledge of nutritional needs across the lifespan and behavioral strategies into nutrition intervention design and delivery.
4. You will demonstrate the ability to critically evaluate and analyze the scientific literature in a variety of areas of nutritional science.
5. You will integrate the research process (design, methodology, analysis, and communication of results to scholarly and other audiences) into a research project.
6. You will demonstrate the ability to analyze data using appropriate statistical methods.
7. You will demonstrate proficient written and oral communication skills.

Admission Requirements

The College of Allied Health Sciences has adopted the following minimum requirements for admission into the Master of Science in Nutrition program:

- The applicant must possess a baccalaureate degree from an accredited college or university.
- The applicant must have earned a cumulative grade point average of at least 3.0 at the undergraduate level. (All calculations are based on a 4.0 scale). Applicants must submit unofficial transcripts with their admission application.
- The applicant is strongly preferred to have a Graduate Record Examination (GRE) score of approximately 150 (50%) in each of the two areas, Quantitative and Verbal, and a score of at least 3.5 in the Analytical Writing portion, taken within the five-year period preceding admission. (Use code 1833 University of Cincinnati when selecting where to send GRE scores; no need to pick specific code per department.)
 - GRE waiver may be granted for UC students with a GPA ≥ 3.5 ; a request to waive the GRE should be made to the Graduate Program Director and must be approved by The Graduate School

- An applicant whose native language is not English is required to provide proof of English language proficiency through TOEFL or IELTS test scores. The TOEFL minimum university requirements include a score of 520 on the paper-based test, 190 on the computer-based test, or 68 on the internet-based test. TOEFL scores are valid for up to two years. An overall score of 6.5 on the IELTS is sufficient for graduate admission. As an alternative to TOEFL or IELTS, level 112 of Intensive English Instruction may be completed at the ELS Language Center at the University of Cincinnati.
- CV or Resume
- Goal statement describing your background, volunteer and work experience, research and teaching experience if appropriate and demonstrated ability to work independently.
- 3 letters of recommendation – at least 2 from university faculty
- An optional video essay can also be submitted with the application.
- Indicate on your application whether or not you are interested in a graduate assistantship or other scholarship award. Information on scholarships is described in that section of the Handbook.

Pre-requisite Requirements

Prior to submission of an application to the Master of Science in Nutrition program, the applicant must complete:

- An introductory nutrition course equivalent to:
NUTR-1030 Personal Nutrition
- One year of general chemistry with lab equivalent to:
CHEM-1030 GOBCHEM I plus CHEM1030L GOBCHEM I Lab
CHEM-1031 GOBCHEM II plus CHEM1031L GOBCHEM II Lab
- ❖ If a student has completed one semester of chemistry with laboratory and is enrolled in the second semester of the course, the applicant may be considered for conditional admission. This means that the applicant may be conditionally admitted into the MS program, but must show record of obtaining a B- or higher in the second semester of the course plus lab to gain admission into the program.

The following undergraduate courses are necessary pre-requisites for graduate courses. It is preferred but not required, that the applicant complete the following courses before admission:

- One year of organic/biochemistry equivalent to:
CHEM-2030 Survey of Biochemistry I
CHEM-2031 Survey of Biochemistry II
- One year of anatomy and physiology with lab equivalent to:

BIOL-2001C Anatomy & Physiology I
BIOL-2002C Anatomy & Physiology II

- ❖ Please consult the Program Curriculum pages of this Handbook to determine which courses would require these pre-requisites. Applicants must earn a minimum grade of a B- in all pre-requisite courses.

Candidates who fail to meet the minimum requirements for admission into the Master of Science program will not be admitted. Such applicants are encouraged by the program to enroll in appropriate coursework to develop the knowledge and skills deemed necessary for admission into the program. Applicants may then reapply. Completion of this coursework does not guarantee admission into the program.

Admission Process

Admission Deadlines: April 1st for scholarship consideration; August 1st for admission consideration without scholarship

After reviewing all application materials, a decision regarding admission will be made by the Graduate Admission Committee from the Department of Rehabilitation, Exercise and Nutrition Sciences. The Committee informs the applicant of its decision no later than one month after reviewing the application. Once the applicant confirms admission, an advisor will be assigned. It will be the applicant's responsibility to set up an appointment with his/her advisor prior to the first semester of registration in the program.

Each applicant will receive an email notification that a decision regarding graduate admission is available online. Students can access the decision letter through the application platform. If the student is accepted into the program, the student will need to accept or decline admission. This is done through completion of an enrollment form, which can be found under Decisions within the application platform. The student indicates on the form whether they accept or decline admission. The enrollment form must be completed for students to register for classes in the designated semester of admission. Failure of the applicant to submit their enrollment form for the semester specified in the acceptance letter may invalidate the admission. Failure to submit their enrollment form within one academic year will automatically terminate the student's admission unless permission to delay enrollment has been officially granted by the program. If the applicant is denied admission, no further action is required.

Tuition and Fees

Information on tuition and fees for the graduate program can be found at the following link:

http://www.uc.edu/bursar/fees/2017-2018/fees_by_college.html

Scholarships

Graduate Assistantships in Research and Teaching

A graduate assistant (GA) is a graduate student who is given financial support, either with tuition remission and/or a stipend, for work in the graduate program in Nutrition Sciences. A teaching assistant (TA) is a GA whose work predominately involves an instructional assignment (usually grading for a course and teaching a small section of a course) in the Department. Graduate students who hold assistantships benefit educationally and professionally. They gain expertise in their field and enhance their research and teaching skills. Through their work, they acquire experience in leadership, interpersonal effectiveness, academic administrative experience, and enjoy collegial collaborations with advisors that may result in joint publications and other professional activities. Skills learned in assistantships prepare students not only for the academy, but also for corporate, government, and nonprofit organizations. Assistantships also provide graduate students with the financial resources necessary to pursue their degrees. This financial support—stipend, tuition remission, and benefits—is part of the University's commitment to the success of our graduate students.

https://grad.uc.edu/prospective/funding/graduate_assistantships.html

The department will award assistantships to exemplary first year graduate students that meet the high end of the requirements for admission into the program: 3.0 GPA or higher, 300 GRE, 3.5 analytical writing score, and three letters of recommendations. This student should also have research and/or teaching experience. GA and TA recipients must register for at least 12 graduate credit hours for fall and spring semester of the year they are working. The GA will work with their advisor for 20 hours per week during the fall and spring semesters. The TA will typically work with the course instructor for the Personal Nutrition course in the fall and spring semester.

Athletics Graduate Assistantship

For students interested in pursuing a career in sports nutrition or working with athletics, the Department of Athletics and the MS in Nutrition Program support a Graduate Assistantship where the student will work jointly with a nutrition program faculty and a faculty over in the Department of Athletics. This GA position will have the opportunity to provide nutrition education and other programming to NCAA elite athletes from UC. Interested students should indicate their interest in working with athletes in their personal statement and preferable have some experience working with athletes on their resume. Students should also demonstrate academic excellence and the other criteria indicated for Graduate Assistantship awards. This GA has the opportunity to be renewed for a second year.

Graduate Incentive Scholarships

These scholarships recognize the successes of our incoming graduate students in areas of academic achievement, writing skills, professionalism, and potential for leadership. The amount of the incentive scholarship will be decided by the graduate admissions committee.

https://grad.uc.edu/prospective/funding/tuition_scholarship.html

Nutrition Diversity Scholarship

The Nutrition Diversity Scholarship is awarded to a minority student interested in pursuing the MS in Nutritional Sciences degree full-time. The \$1000 scholarship is renewable based on successful completion of the first year of coursework (3.0 GPA). For an application, contact: Professor Sarah Couch at sarah.couch@uc.edu.

Outstanding Student Scholarship

This \$2000 scholarship award recognizes two exemplary second year graduate student for their (a) academic achievement, (b) critical thinking skills, (c) initiative and motivation, (d) professionalism, and (e) potential for leadership/success in the field of food and nutrition. Information about the scholarship and an application will be emailed to all first year students in the second semester of the program. Criteria include academic achievement, GPA >3.75, demonstrated excellence in coursework, professionalism, and potential for leadership and success in the field of food and nutrition. Contact Mrs. Lindsey Mills with questions: lindsey.mills@uc.edu.

Curriculum

The program of study is planned by the student in consultation with his/her advisor, and includes the following areas: Core courses, Guided Electives, and Master's Thesis hours.

Master of Science Core Courses - 30 total credits	
NUTR- 7010	Nutrition Education for Behavior Change (3)
NUTR- 7020	Nutrient Metabolism: Macronutrients (online) (3)
NUTR- 7021	Nutrient Metabolism: Vitamins & Minerals (online) (3)
NUTR- 7032	Nutrition in Health and Disease: Adulthood and Aging (online) (3)
NUTR- 7040	Research Design and Topics in Nutrition (3)
NUTR- 7050C	Methods in Nutritional Assessment (3)
NUTR- 7082	Nutrition in Health and Disease: Preconception to Adolescence (online) (3)
HLSC- 7027	Introductory Pathophysiology (online) (3)
EDST- 7010	Statistical Data Analysis I (online) (3)
EDST- 7011	Statistical Data Analysis II (online) (3)
Guided Electives (choose 3 credit hours from the following): - 3 credits minimum*	
BE- 7076	Intro. to Epidemiology (2)
BE- 7024	Computational Statistics (3)
CNSL- 7021	Counseling Techniques (3)
CNSL- 7025	Group Work in Ecological Counseling (3)
CNSL- 8070	Motivational Interviewing (3)
EDST- 7032	Human Development: Adolescence (3)
EDST- 7045	Community-Based Participatory Research (3)
EDST- 7095	Motivation and Cognition (3)
EDST- 9089	ECAR- Photo voice (1) **
EDST- 9089	ECAR- Concept Mapping (1) **
HPE-7071	Research Methods in Health Promotion and Education (3)
NUTR- 7060	Individual Study in Food & Nutrition (1- 4)
NUTR- 7070	Readings in Nutrition (1- 4)
Master's Thesis - 4 credits minimum	
NUTR- 7090	Master's Thesis (4)
Total: 37 semester credit hours	

*other graduate courses may be taken in lieu of those listed above. Please check with your graduate advisor to get approval prior to registering for the course.

**ECAR stands for Educational & Community Based Action Research

Student Course Schedule Sample

<u>Fall Semester Year 1*</u>		Credit hours
NUTR 7010	Nutrition Education for Behavior Change	3
NUTR 7020	Nutrient Metabolism: Macronutrients (Online)	3
EDST 7010	Statistical Data Analysis I (Online)	3
NUTR 7090	Master's Thesis	1
<u>Spring Semester Year 1*</u>		
NUTR 7021	Nutrient Metabolism: Vitamins and Minerals (Online)	3
NUTR 7040	Research Design and Topics in Nutrition	3
HLSC 7027	Introductory Pathophysiology (Online)	3
NUTR 7090	Master's Thesis	1
<u>Fall Semester Year 2</u>		
NUTR 7082	Nutrition in Wellness: Preconception to Adolescence (Online)	3
EDST 7011	Statistical Data Analysis II (online)	3
VARIABLE	Guided Elective	3
NUTR 7090	Master's Thesis	1
<u>Spring Semester Year 2</u>		
NUTR 7050	Methods in Nutritional Assessment	3
NUTR 7032	Nutrition in Health and Disease: Adulthood and Aging (online)	3
NUTR 7090	Master's Thesis	1

*Graduate Assistants are expected to complete 12 credit hours per semester while employed during their first year in the program. These students will choose NUTR7082 and NUTR7032 from the second year of the sample schedule to complete within their first year.

Course Descriptions

Core Courses

The following core courses are required of all graduate students:

NUTR- 7010 Nutrition Education for Behavior Change (3)

This course will provide students with the skills necessary for the development of appropriate nutritional intervention for optimal health. Topics include: development of food preferences, psychosocial correlates of dietary intake, theoretical models of behavior change, adherence issues in clinical trials and research. Offered: Fall Semester

Pre-requisite: None

NUTR- 7020 Nutrient Metabolism: Macronutrients (3)

This course will provide students with an in-depth examination of energy and macronutrient metabolism. Discussion will include structure, function, digestion, absorption, transport, metabolism and requirements of macronutrients. The relationship of the macronutrients to energy transformation will be discussed, as well as the regulation of fuel utilization. Emphasis is placed on the integration of metabolism at the molecular, biochemical and physiological level. Unit topics will include examination of contemporary issues relevant to macronutrient metabolism and human disease.

Offered: Fall Semester, Online

Pre-requisite: 1 year of undergraduate biochemistry equivalent to Survey of Biochemistry I and II

NUTR- 7021 Nutrient Metabolism: Vitamins and Minerals (3)

This course will provide students with an in-depth examination of selected vitamins and minerals, and their roles in health and disease. Discussion will include dietary sources, digestion, absorption, transport, functions, and interactions with other nutrients, excretion, recommended intake, deficiency, toxicity, and assessment of nutritional status. The goal is to develop a working knowledge of vitamin and mineral metabolism for future application at either the basic or clinical level. A systems-based approach is utilized in order to facilitate discussion about nutrients that work together to perform an important function. Units include such topics as bone health, blood and tissue building, antioxidant function and heart health, and energy and metabolic regulation.

Offered: Spring Semester Online

Pre-requisite: NUTR- 7020

NUTR- 7032 Nutrition in Health and Disease: Adulthood and Aging (3)

This course provides an interactive learning environment in which students will utilize a case-oriented approach to examine the protective and therapeutic role of diet in specific adult nutrition-related conditions. The relationship of nutrition in the development and management of various chronic conditions including atherosclerotic cardiovascular disease, diabetes, and metabolic syndrome will be examined. An in-depth focus on over-nutrition will be provided. Medical nutrition therapy associated with the management of certain gastrointestinal disorders including celiac disease, inflammatory bowel disease, and irritable bowel syndrome will be introduced. Energy and nutrient requirements in older adulthood as well as common nutrition-related concerns such as sarcopenia, osteoporosis and cognitive decline with aging will be addressed. Students will actively analyze and discuss research literature.

Offered: Spring Semester, Online

Pre or Co-requisite: NUTR- 7020

NUTR- 7040 Research Design and Topics in Nutrition (3)

This course is designed to explore current nutrition research. Emphasis is given to studies that explore functional foods, alternative and complementary therapies, genetically-modified foods, and food security and sustainability. Offered: Spring Semester

Pre-requisite: EDST – 7010 Statistical Data Analysis I

NUTR- 7050C Methods in Nutritional Assessment (3)

Using a learning-centered approach, this course will provide graduate students with a thorough understanding of methods, and the rationale behind them, for assessing the nutritional status of individuals and populations. Students will practice critical, practical and creative thinking skills independently and cooperatively in the study and application of nutritional assessment.

Offered: Spring Semester

Pre-requisite: NUTR- 7020, HLSC- 7027

NUTR- 7082- Nutrition and Wellness: Preconception through Adolescence (3)

Using an interactive learning approach, students will explore nutritional issues of women from preconception through lactation and of children through adolescence. Students will use public and community health frameworks to identify nutritional needs and influences and develop strategies to improve nutritional status. This is a life-course modeled class that takes a multidisciplinary approach towards maternal and child nutrition. Offered: Fall Semester, online.

Pre or Co-requisite: NUTR- 7020

HLSC- 7027 Introductory Pathophysiology (3)

This course builds upon basic knowledge of human anatomy, physiology, and the mechanisms of disease. Basic and translational research into biochemical, molecular and organ system dysfunction are emphasized. Current thought concerning age-related changes and theories of physiological aging are included. Offered: Spring Semester, online

Pre-requisite: 1 year of undergraduate Anatomy and Physiology

Alternates to this course: BIOL- 7021 Human and Animal Comparative Physiology (3) or NURS- 8022 Advanced Physiology and Pathophysiology (online 4)

EDST- 7010 Statistical Data Analysis I (3)

Descriptive statistics and simple significance tests. First comprehensive course in statistics for students who are not planning to take more than one course. Offered: online or in class Fall Semester and Summer Semester; check One Stop or department

Alternates to this course: BE- 7022 Intro to Biostatistics (4)

EDST- 7011 Statistical Data Analysis II (3)

Inferential statistics through three-way analysis of variance and analysis of covariance.

Offered: online or in class Spring Semester and Summer Semester, check One Stop or department

Pre-requisite: EDST- 7010 Statistical & Data Analysis I

Alternate to this course: BE- 7088. Regression Analysis (4); BE- 7061 Biostatistics in Research (3)

Guided Electives:

The following guided electives offer diverse course content in areas related to the field of nutrition. Students will be advised to choose a minimum of 3 semester credits hours based on their needs and interests.

NUTR- 7060 Individual Study in Food and Nutrition (1-4)

Individual investigation or developmental activity in an area of special interest in nutrition when there is no opportunity in a regularly scheduled class to pursue such an investigation.

Permission of advisor is required to take this course

NUTR- 7070 Readings in Nutrition (1-4)

Evaluative examination of the literature on specific nutrition and food-related topics when there is no opportunity in a regularly scheduled class to pursue such an investigation.

Permission of advisor is required to take this course

BE- 7024 Computational Statistics (3)

SAS - Introduction; windows environment; techniques of entering data; importing data; creating permanent data sets; managing data; sub-setting data sets; merging data sets; PROC command; running SAS programs; analyzing counts and tables; analyzing quantitative data; creating graphs; controlling output. R - Downloading and installing R; packages; graphing facilities; getting data into R; downloading data sets into R from external sources; matrix function; data. Frame function; list function; managing subsets of data; sorting data; exporting data; loops and functions; analyzing counts and tables; analyzing quantitative data; panel data Project - Analyze a specific internet health data Homework - 11 homework sheets.

Prerequisite: Permission of instructor

BE- 7076 Introduction to Epidemiology (2)

The course introduces methodology for studies of the cause of disease in human populations. Topics that are covered are chronic disease, infectious disease, and occupational and environmental epidemiology. Sources, collection, handling, and interpretation of health data are also discussed.

Prerequisite: Permission of instructor

CNSL- 7025 Group Work in Ecological Counseling (3)

The study of group work course includes theoretical and experiential studies of group purpose; types of groups (e.g., task, psycho-education, counseling, psychotherapy); group development; group member behavior; group leadership style; group process and dynamics; planning, implementation, processing, and evaluation in group work; theories of group counseling and psychotherapy. To develop facilitative skills, students will participate in supervised practice as both members and leaders of group activities.

CNSL- 7021 Counseling Techniques (3)

This course focuses upon the skills necessary to counsel effectively. Students will have the opportunity to learn, observe, and demonstrate effective counseling behaviors. Through work with the instructor, with an individual supervisor, and with one other, students will develop and practice basic and advanced counseling skills and strategies.

CNSL- 8070 Motivational Interviewing (3)

Motivational Interviewing is an evidence-based person-centered counseling practice for addressing the common problem of ambivalence about behavior change. Students in this course will learn how to describe and apply principles and techniques of MI to a wide range of behaviors (e.g., smoking cessation, weight loss and medication adherence) across various settings (e.g., addiction treatment centers, hospitals and schools).

EDST- 7032 Human Development: Adolescence (3)

This course offers an investigation of adolescence (from puberty to emerging adulthood) with an examination of physical, cognitive, cultural, personality, and socio-emotional development.

EDST- 7045 Community-Based Participatory Research (3)

Community-based participatory research is an approach to action research most often used in the fields of nursing, health education and promotion, and community medicine. This course introduces students to the theory and practice of community-based participatory research with a focus on examining the ways in which this practice has been used to address specific issues such as health disparities, access to health care, disease prevention and treatment, and environmental health concerns both locally and globally. Students will apply this learning by examining a particular health issue in depth and designing a proposal to use a community-based participatory research approach to address this concern.

EDST- 7095 Motivation and Cognition (3)

This course is the foundation for understanding psychological theories of motivation and how they relate to learning and education. Course topics include: Self-efficacy, goal theory, and expectancy-value theory to name a few.

HPE- 7071 Research Methods in Health Promotion and Education (3)

This course will introduce students to the basic concepts of health education research. Students should be able to apply these concepts to develop high quality health education research projects and to evaluate research done by others. The course will also provide the skills necessary to conduct a thesis or project within the Health Promotion and Education Program. The information from this course is vital to the successful completion of a thesis, project, comprehensive exam or portfolio.

Master's Thesis

Each student is required to complete a Master's Thesis. Four credit hours should be applied towards research guidance and development. Sign up for NUTR 7090 in the section led by your faculty advisor.

NUTR- 7090 Master's Thesis Guidance (4)

A Master's Thesis is a research investigation which has applicability beyond the immediate setting in which it was conducted. The thesis is made available to the entire academic community through entry into *OhioLINK*. It is recommended that full-time students take one MS thesis guidance credit every semester.

Computer and Software Requirements

The Master of Science in Nutrition uses a blended curriculum model that includes frequent involvement in eLearning environments. To participate and be successful in this program, you must have unlimited access to a computer that meets minimum system requirements. You will be REQUIRED to indicate compliance upon acceptance into the program. While access to computers is available through the University of Cincinnati Libraries (subject to library hours of operation), access to a personal laptop computer is highly recommended for portability between on and off campus sessions, classroom activities, quick access to online resources, and overall convenience. As you consider your application to the MS in Nutrition program, please evaluate your ability to meet both competency and system requirements.

Competency Requirements

The MS in Nutrition program will provide an orientation session during your first week of classes to provide you with essential skills to participate in online learning. This is designed to give incoming students a chance to experience what online course instruction will be like in the MS program. The orientation class content teaches you about current program policies and procedures that are most important for you to know when you start the program. You will also learn how to use the online tools that will be used in your courses, including Blackboard, which is the online learning system used to access all courses. If you have used Blackboard before, you will probably find that our courses “look” different from other courses you’ve taken, and some of the tools may have changed or we are using them differently than you used them previously.

You will require basic knowledge of computer use and internet skills in order to begin and progress through the MS program. Skills that you should have prior to the first on campus session:

1. Use of computer mouse and keyboard
2. Computer software installation, including internet security and virus protection
3. Managing files on a computer – saving, deleting, naming, renaming, moving, backing up, etc.
4. Sending, uploading, and downloading attachments
5. Use of common software applications – Word, PowerPoint, Excel, Outlook (email)
6. Use of functions associated with software – copying and pasting, spell checking, etc.
7. Internet search skills including accessing library databases and use of various search engines
8. Proficiency in email use and other modes of online communication
9. Printing documents – hard copy and pdf formats
10. Use of passwords and accessing secured sites via login – username and password

System Requirements

Students are also encouraged to visit the Blackboard Support Website at <http://canopy.uc.edu> This link opens in a new window. for additional assistance with system requirements.

Recommended Hardware (PC)

(It is suggested that this system be the standard for the distant learning student. Anything exceeding this standard is not necessary at this time.)

Intel i5 processor

4 GB RAM

Video card with 128 MB memory

500 GB hard drive

16X DVD+/-RW Drive

Broadband Access (Cable Modem/DSL)

Sound card with internal or external speakers

Web camera with integrated microphone

Printer, or access to a printer

Minimum Software

Microsoft Windows 7 or equivalent operating system

MS Office 2010 or greater (Microsoft Office 365 provided for free via <http://www.uc.edu/ucit/services/hardware-software/stu-software.html>)

Mozilla Firefox 54 preferred, Internet Explorer 11

WinZip for PC or ZipIt (a shareware product) for Mac

Virus Protection Software: McAfee (Can be downloaded for free at: <http://www.uc.edu/ucit/services/hardware-software/stu-software.html>)

Flash Player – latest version

Java – latest version

Windows Media Player – latest version

Recommended Plug-Ins

Java JDK for PC/Mac: <http://www.java.com/en/download/index.jsp> This link opens in a new window.

QuickTime PC/Mac: QuickTime lets you add more than 200 digital media capabilities and components to your Mac or PC. Free download at <http://www.apple.com/quicktime/download/> This link opens in a new window.

Macromedia Shockwave Player: Macromedia's Shockwave Player lets you experience automation and entertainment in your Web browser. <https://get.adobe.com/shockwave/>

Macromedia Flash Player for PC/Mac: Macromedia's Flash Player lets you experience automation and entertainment in your Web browser. <https://get.adobe.com/flashplayer/>

Adobe Acrobat Reader: View and print millions of documents on the Web with the free Adobe Acrobat Reader. <https://get.adobe.com/reader/>

Master's Thesis

A Master's Thesis is a required component of the Master of Science in Nutrition and is considered the culmination of the graduate experience. This experience is a well-defined plan for the student to prepare for and display the competencies attained through the program of study. It is expected that each thesis will result in a professional presentation, poster, or an article in a peer-reviewed journal, such as the *Journal of the Academy of Nutrition and Dietetics* or the *Journal of Nutrition Education and Behavior*.

A Master's Thesis is a research project, which has applicability beyond the immediate setting in which it was conducted. Therefore, the Master's Thesis must be made available to the academic community at large, normally through entry into university and national archives. At the University of Cincinnati, Master's Theses are published on *Ohio Link* (<http://ohiolink.edu>).

Thesis Process Overview

The following steps provide an overview of the process of the Nutrition thesis work:

1. Meet with your thesis advisor (face-to-face, Lync, FaceTime, Skype, WebEx, etc.) to discuss expectations and thesis requirements.
2. Review materials in the Blackboard Organization, "Nutrition Thesis."
3. Work through the "Thesis Checklist" on Blackboard (BB).

4. Start a thesis folder somewhere in the Cloud (Dropbox or UC Box) with your name on it, such as “Thesis Mary Smith,” and invite your advisor to join it. You will put all thesis documents in this folder. Within this outer folder, most students also have subfolders such as Literature Review, Methods, Proposal, Statistics, Results, Discussion, Drafts, Presentation, etc. – whatever organization makes sense to you.
5. With your advisor, develop a detailed plan and timeline with milestones and completion dates (sample on BB). Work backward from the date that the thesis is required to be uploaded by the Graduate School to determine your personal due dates for each part of the thesis. This timeline may need to be revised as you get closer to your data collection step.
6. Once you decide on a thesis project, select at least one additional committee member to serve on your graduate thesis committee. This step is done in collaboration with your major advisor.
7. Have regularly scheduled meetings with your advisor and/or committee during the planning, data collection, and writing phases.
8. Schedule and defend your thesis proposal (plan for your thesis) in front of your committee members before you start collecting your data for your thesis.
9. Write up your thesis under the supervision of your graduate advisor and committee members.
10. Once you have an approved final draft of your thesis, schedule a final thesis defense to be held in front of your committee members.
11. Apply for graduation by the deadline for the semester in which you plan to finish. Email the program coordinator with your committee names, thesis title, and defense details.
12. Create a poster of your work. Submit to PRAISE (UC-CAHS research day) and/or state, national or international meetings such as the Food and Nutrition Conference and Expo or Ohio Academy of Nutrition and Dietetics conference.
13. Create a manuscript of your work and submit to a peer-reviewed journal (highly desirable, not required).

Keeping yourself on track

- Make a detailed plan (timeline) with 1-2 week milestones of where you want and need to be by when and do your best to stick to it, no matter what! Some students have found it helpful to do weekly summaries and put them into their thesis folder in the cloud (Dropbox or Box).
- Look at your desired graduation date and use it as the end point for timeline.
- If you are working with human subjects (for example, if you are doing an interventions study), make sure you plan a reasonable amount of time to obtain Institutional Review Board approval before data acquisition steps as these often take much longer than anticipated.
- Embrace the fact that you are expected to be the initiator. It is critical that you stay motivated and keep making forward progress and that you press your advisor with new results and issues to discuss. Bring specific ideas, questions, and tangible progress to discuss at regularly scheduled meetings.

- The best strategy is to get a simple version of your entire project as quickly as possible and then add complexity. For each section, create an outline as a starting point. Add detailed information after meeting with your advisor.
- Keep a notebook of what you do/try and decisions that are made so you can more easily revisit ideas and track your own progress.

The steps in the preparation of the Master's Thesis include:

1. The student and advisor determine the focus of the research project. The general parameters of the thesis, a tentative calendar for its completion, and the format of the proposal. At a minimum, the proposal should consist of: a) a statement of the problem, b) justification for studying the problem including relevant literature, c) the questions motivating the research, and d) the procedures to be used to complete the research project.
2. The student prepares a written proposal for the thesis and presents it to the advisor for review and discussion.
3. With the aid of the advisor, the student selects a Master's Thesis Committee to provide guidance for the thesis. The committee will be comprised of at least two graduate faculty members, one of whom is from the student's program. Normally, the student's advisor chairs this committee unless other arrangements are made by the committee.
4. The committee will hold a hearing to review the proposal. The suggested time frame for this proposal review is at the end of the student's first semester in the program. The committee's decision (approval; approval with conditions; non-approval) will be reported in writing, and a copy of the decision will be placed in the student's file. Following this review, if appropriate the Institutional Review Board must review and approve the proposal.
5. The student should keep the committee informed of his or her progress and request guidance as needed.
6. The thesis must result in some document of record, with the usual form being a written report. (Students should follow the most recent edition of the Publication Manual of the American Psychological Association, Washington D.C.) In addition, information about preparing an electronic thesis is available online at the EDT website: <https://grad.uc.edu/student-life/etd.html>. At the conclusion of the study, the student should present a draft of his or her thesis report to the committee members for review and suggestions. The draft should be submitted to the committee at least two months before the Graduate School theses deadline. The draft should be revised in accordance with these suggestions until it is acceptable to the committee.
7. The student must schedule the presentation of his or her thesis, which is open to members of the university community, to the committee. The committee will report its decision on the acceptability of the thesis and its oral defense in writing. A copy of the report must be placed in the student's file. If the student has successfully defended his or her work, the committee must sign two face sheets which can be obtained from the Graduate School. It is the responsibility of the student to complete the remainder of the face sheet, which should be done by computer.

8. The student should make the necessary corrections in the final thesis document. Once the thesis has been approved by his or her committee, the candidate for the master's degree must submit the thesis by following the most current detailed instructions on the Graduate School's website: <https://grad.uc.edu/student-life/etd.html>.
9. Students are required to share their work with a larger audience by presenting a poster of their finalized thesis at the college-wide conference (PRAISE), which takes place in the spring semester. Students are also expected to publish at least an abstract/poster at the state or national meetings.

The Graduate School has established Electronic Thesis/Dissertation (ETD) submission deadlines for each semester. The dates can be found on the Graduate School ETD information webpage (<https://grad.uc.edu/student-life/etd.html>). It is the student's responsibility to seek out the deadlines for the semester he or she intends to graduate. Faculty member schedules are variable during the summer; therefore, if a student is planning to graduate in August, it is required that his or her thesis be defended and submitted to the graduate school through the ETD by 5pm on the Wednesday after the last day of exam week of spring semester.

Graduation

The University of Cincinnati graduate students each semester during the academic year, including summer semester and there is a commencement in each semester. If the student wishes to participate in this ceremony, it is his or her responsibility to contact the Graduate School and the College of Allied Health Sciences Advising Office to obtain information about deadlines and requirements for participation.

When a student, in consultation with his or her graduate advisor, determines that he or she is ready for graduation, it is the student's responsibility to notify the Graduate Program Director at the beginning of the semester prior to the one in which he/she intends to graduate. The application for graduation can be completed through the Graduate School website. All students applying to graduate will be assessed a graduation application fee. The fee will be assessed each time a student applies for graduation. In order to obtain an exception to this rule, a student must petition the Associate Dean of the Graduate School on the basis of an unforeseen circumstance that prevented graduation during the semester for which the student last applied (e.g., documented medical issue). Before a student can graduate, he or she must meet the following requirements:

- Finalization and submission of his or her online Graduation Application prior to the deadline;
- Instructor's submission of acceptable grades for his or her final semester credits;
- Removal of all I and NG grades from his or her transcript;

- Removal of all UP/SP grades from unapproved courses and/or the final semester in which the approved courses were taken; assignment of letter grades rather than UP/SP grades for courses in the final semester of the student's program;
- Confirmation of satisfactory repetition or waiver of required courses in which an F was originally received;
- Confirmation of completion of work and changes of "I" grades within the one year limit;
- Confirmation that the student was registered for at least one credit hour in his or her graduate program during each academic year;
- Satisfactory completion of at least 37 graduate credit hours, including at least 30 credit hours derived from formal course work (a complete transcript is necessary);
- Completion of all program requirements for the degree;
- Receipt and approval of the student's electronic thesis and related forms by the Graduate School.

Confirmation of satisfactory completion of all applicable program requirements is provided by the Graduate Program Director, in consultation with the student's advisor. The Program Director completes the on-line Checklist for Completion of Program Requirements for Graduation.

Program Evaluation

Open discussions with faculty and students will provide feedback on curriculum and learning experiences on an ongoing basis. Program evaluation instruments will supply information on individual courses. Students will be encouraged to provide feedback on teaching and advisement through planned surveys at completion of the degree.

Registered Dietitian Nutritionist Requirements

To become a Registered Dietitian Nutritionist (RDN), you must:

- 1) Complete academic requirements through an educational program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND); this is accomplished by completing a Didactic Program in Dietetics (DPD) or a Coordinated Program in Dietetics (CP);
- 2) Have a minimum of a baccalaureate degree from an accredited college or university;
- 3) Complete an ACEND-accredited supervised practice program (minimum of 1200 hours);
- 4) Pass the Commission on Dietetic Registration credentialing exam for dietitians

Traditionally, students complete their academic requirements while receiving their baccalaureate degree and then apply for a dietetic internship through a competitive national computer matching process. The internship provides the supervised practice experience. Some internship programs combine the supervised practice with a graduate degree. After completing the internship, students are eligible to take the national registration exam.

Supervised Practice and Dietetic Internships

Completion of Supervised Practice is the second step in the three-step process to become a registered dietitian nutritionist. Supervised Practice can be obtained through a coordinated program in dietetics (CP) or through a post-baccalaureate Dietetic Internship (DI).

For students completing the Didactic Program in Dietetics who plan to apply for a dietetic internship, a national application process is made available through the Academy of Nutrition and Dietetics. This application is due in February each year. For most dietetic internships, offers are extended in mid-April for programs that begin in July through September.

Internships accept applications through the online Dietetic Internship Centralized Application System (DICAS). This system can be accessed at <https://portal.dicas.org>.

Currently, approximately 250 internships are available in the United States and Puerto Rico. All programs are based on the same dietetic standards of education and meet the same core competencies; however, each program is unique. The specific experiences provided, length of supervised practice, and criteria for admission vary among programs. Applicants should explore a variety of programs, then apply to those which best meet their interests, needs, and qualifications. The average national placement rate for students applying to dietetic internships in the last five years was approximately 50%. The placement rate for DPD Certificate program students who applied for dietetic internships in the last five years was 78%. It is essential that students have a strong GPA, relevant work experiences, and professional relationships that will support a successful application.

Areas of focus

Students should start early to position themselves for the application process. Students that are competitive for dietetic internships should be high achieving students as demonstrated in the following areas:

Cumulative grade point average

Most programs require a minimum Grade Point Average (GPA) of 3.0 or higher for application. Because acceptance to Supervised Practice/Internship Programs is very competitive, it is recommended that students earn a GPA well above the minimum for application (generally above 3.4). While all university grades are reviewed, emphasis is placed on the DPD GPA, Science GPA, and GPA from Nutrition and Foods courses.

Relevant work experience

Evidence that you are a productive, reliable, and competent worker is critical. Accumulating volunteer and work experience in nutrition and/or food service is very helpful. Some internships look for health care work experience. Length of employment in one position or in one organization is valued.

Activities

Supervised Practice/Internship Programs look for students who are committed to becoming registered dietitian nutritionists and contributing to the profession of dietetics. Involvement in student organizations, such as the Student Dietetic Association, is suggested. Students are also encouraged to become members of professional organizations. Membership in the Academy of

Nutrition and Dietetics (AND) includes membership in the Ohio Dietetic Association (ODA). Members of the AND are also eligible to join the Greater Cincinnati Dietetic Association (GCDA). Student membership in these and other nutrition and food service professional organizations provide benefits including networking opportunities, eligibility for scholarships, and additional educational experiences beyond the classroom. Information about these organizations can be obtained from www.eatright.org, <http://www.eatrightohio.org>, the student association bulletin board located on the first floor of the French East Building, or department faculty advisors.

Leadership

Most supervised practice programs give preference during the application process to students with leadership experiences. Volunteer or paid positions that require leadership skills are beneficial. Opportunities to develop or enhance leadership skills are also available with the Student Dietetic Association.

References

References are part of the application process for jobs or supervised practice experiences. Usually supervised practice programs require references from one or more employers and two or more professors (frequently it is specified that at least one professor be from a nutrition course). It is important to develop relationships over time with people who may serve as references.

Choosing an Internship

Students should begin to research information about Supervised Practice/Dietetic Internship Programs during the sophomore or junior year.

- 1) It is highly recommended that students planning to apply to dietetic internships enroll in the course, Professional Seminar (35-NUTR-5010), during fall semester of their senior year.
- 2) Students can obtain a current list of supervised practice programs on the Academy of Nutrition and Dietetics website at <http://www.eatright.org>. A hard copy of the Guide to Supervised Practice Programs is available in the Nutrition Sciences Department Office in 364 French East Building.
- 3) After selecting programs of interest, students should obtain additional information about these programs from the program website or through the e-mail address of the Program Director as listed on the AND website.
- 4) Students should review the information, and develop a sense of which programs best suit their individual needs and qualifications.
- 5) It is advisable that students who are able to relocate, explore supervised practice programs outside of the Greater Cincinnati area. Placement in local internship programs is extremely competitive and programs prefer diversity in the students they accept.
- 6) Follow good business etiquette when seeking information, whether calling or writing e-mails. You cannot predict when a program director or potential employer will form an opinion about you based on your communication with them. All e-mail communications

should be professionally written, free from errors, grammatically correct, and well organized.

National Registration Examination

After successful completion of an accredited supervised practice experience (CP or DI), students must pass the national registration examination in order to become a registered dietitian nutritionist. Registration Examination information is available from the Academy of Nutrition and Dietetics Commission on Dietetic Registration (CDR) and from individual directors of dietetic internships and coordinated programs. The examination is computerized and is taken at an approved computer testing facility.

Most states require certification or licensure in order for an individual to practice dietetics. Access <http://www.eatright.org/HealthProfessionals/content.aspx?id=7093> for the list of licensure or certification requirements for each state.

Didactic Coursework and Supervised Practice at UC

The department offers several undergraduate options to accommodate those graduate students who want to complete coursework and an internship to become a registered dietitian nutritionist.

Didactic Program in Dietetics (DPD), Certificate

The Didactic Program in Dietetics Certificate (DPD) is designed for students who have completed at least a Master's degree and are interested in becoming a registered dietitian nutritionist. Upon completion of the DPD Certificate, students earn a verification statement confirming their eligibility to enter a dietetic internship. After completing a dietetic internship, students are required to pass the Commission on Dietetic Registration credentialing exam to become a registered dietitian nutritionist.

<http://www.cahs.uc.edu/departments/rens/academic-programs/certificate-of-didactic-program-in-dietetics/overview>

Supervised Practice in Dietetics (SPD), Certificate

The Supervised Practice in Dietetics Certificate Program is designed for individuals who want to complete the supervised practice (internship) component of the ACEND requirements to become a registered dietitian nutritionist. Students interested in the SPD Certificate must have earned a verification statement from UC. Students apply to the SPD Certificate using the same process for the Coordinated Program application. The number of openings in the SPD Certificate positions varies annually, depending on whether all CP seats were filled with students already enrolled in the Dietetics Program at UC.

<http://www.cahs.uc.edu/departments/rens/academic-programs/certificate-of-supervised-practice-in-dietetics/overview>

*It should be noted that in the field of nutrition, jobs that involve individual nutrition counseling, assessing nutritional status, calculating nutrient needs, and developing and

managing certain types of nutrition programs, require the credentials of a registered dietitian nutritionist (RDN).

The University of Cincinnati's Didactic Program in Dietetics and Coordinated Program in Dietetics are accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877/1600 ext. 5400. <http://www.eatright.org/ACEND>

Graduate Student Governance

The Graduate Student Governance Association (GSGA) is a university-wide organization comprised of graduate students from all areas of academia. The GSGA is the advocacy arm for graduate students at the University of Cincinnati. The Nutrition Group elects representatives to the Graduate Student Assembly, which is the governing body of the GSGA. GSGA provides an information pool for events and university decisions involving graduate students. The university provides financial support for graduate students' projects and travel through the GSGA, where it is distributed to members on a competitive basis. Several academic and social events sponsored by the GSGA provide an environment for interaction among graduate students from different programs throughout the year. The GSGA also serves as a means for graduate students to voice ideas and concerns about graduate education at both program and university levels.

The GSGA is comprised of an Executive Board and General Body. The General Body consists of representatives from each graduate program on campus by program and/or college. The Executive Board is elected by members of the General Body. The GSGA office is located at 683 Steger Student Life Center (556-6101).

Student Organizations

Student Dietetic Association (SDA)

The Student Dietetic Association (SDA) is an organization for students interested in nutrition and dietetics. The organization is open to all undergraduate and graduate UC students. The Student Dietetic Association gives you the opportunity to meet other students who are interested in the field of nutrition. SDA also gives you the opportunity to participate in social activities, community service, and other events related to nutrition and health promotion. You may join SDA on a quarterly basis for a minimal fee. Membership meetings are held monthly during the academic year. Participation in SDA activities is required to maintain active membership.

The advisor for the SDA is Lindsey Mills, MS, RDN. If you are interested in joining SDA or have any questions, contact Mrs. Mills at Lindsey.mills@uc.edu

Graduate Student Governance Association (GSGA)

The purpose of the Graduate Student Governance Association (GSGA) is to promote communication and interaction within the graduate student body. In addition, monthly meetings are held to discuss current information and to allow you and other students to voice your concerns about graduate education at the University of Cincinnati. The advisor for this group is Dr. Laurie Nommsen-Rivers. Dr. Nommsen-Rivers can be reached at laurie.rivers@uc.edu for any questions.

For more detailed information regarding the Association, visit <http://www.uc.edu/gsga.html> This link opens in a new window.

Nutrition Graduate Student Association (NGSA)

NGSA is an organization for students pursuing a master's of nutritional sciences degree. NGSA will hold activities throughout the year for you to enhance your resume/CV through thesis sessions, professor round tables, volunteer events, and more. NGSA is affiliated with GSGA and is active in this organization through monthly meetings. GSGA provides grant opportunities for conference travel, thesis research, NGSA activities, and more. Please join our organization on [CampusLink](#) to receive updates about meetings and events. The advisor for NGSA is Dr. Seung-Yeon Lee, PhD.

UC Nutri-Ed

UC Nutri-Ed is an organization for nutrition and dietetics students interested in nutrition education for the community. This organization is open to students within the food and nutrition and dietetics undergraduate tracks as well as graduate students studying nutritional sciences. UC Nutri-Ed provides you with the opportunity to develop nutrition education and deliver it to community members in a variety of settings throughout the Greater Cincinnati region. UC Nutri-Ed meets monthly to develop curriculum and discuss upcoming volunteer opportunities. If you participate with UC Nutri-Ed you will gain valuable experience in curriculum development, public speaking, behavior change techniques, and collaborative working strategies while providing evidence-based nutrition education.

Please join our organization on [CampusLink](#) to receive updates about meetings and events. The advisor for UC Nutri-Ed is Dr. Seung-Yeon Lee, PhD. If you are interested in participating in UC Nutri-Ed, please contact the organization at ucnutried@gmail.com.

Special Rules and Provisions

Following are policies and general information for students in the undergraduate and Certificate programs.

Non-discrimination and Equal Opportunity

The Dietetics programs protect student civil rights and comply with the University of Cincinnati equal opportunity policies that are administered through the University of Cincinnati Office Of Equal Opportunity. Policies are available at <http://www.uc.edu/hr/oeoa.html>.

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities.

The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community. UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

Standards and Procedures for Probation, Suspension and Dismissal

- All graduate students' grades will be reviewed by the faculty following each academic semester. Students who fail to maintain a B average (3.0) on all coursework or who fail to make satisfactory progress towards their degree will, upon vote of the faculty, be placed on academic warning from advisor for the ensuing semester.
- The student remains on academic warning for the period that the cumulative GPA is below 3.0, but will be allowed to continue in the program as long as student retake core courses until a cumulative GPA of 3.0 achieved.
- The student will be dismissed from the graduate program if grades for any semester are below 3.0 while on academic warning.
- Receiving an F in any two courses, either concurrently or in different semesters, will result in immediate dismissal with no probationary period.

- GPA below 2.0 (excluding incompletes) for any specific grading period will result in immediate dismissal with no probationary period.
- A student dismissed from the graduate program may file a written petition with the Director of Graduate Studies for readmission. In making a decision regarding readmission, the faculty may consider extenuating circumstances surrounding the unsatisfactory grades and the probability that the student can successfully complete the program with at least the 3.0 GPA required to graduate.
- If a dismissed student wishes to be considered for readmission in the subsequent semester, a petition must be filed within three working days of receipt of the written dismissal notice.
- If a previously dismissed student is readmitted, all previously earned grades will remain on the permanent record and will be computed in the overall grade point average.
- Students will be specifically warned of possible termination from the program by the Director of Graduate Studies and will be advised of needed improvements.
- Students will be fully informed of all decisions affecting their status in the program, and each has the right to appeal under grievance procedures provided by the Graduate School.

Weather Policy

When UC West Campus is closed due to inclement weather, the Department of Nutritional Sciences will be closed as well. All classes for students in the Department of Nutritional Sciences will be cancelled with the exception of online classes and the online part of hybrid classes. Online classes and the online part of hybrid classes will continue as usual. For all classes on campus, students should check their course Blackboard announcements for any status updates on course assignments, course postings, test rescheduling etc.

Scheduling and Program Calendar including vacations and holidays

The Office of the Registrar website www.uc.edu/registrar includes a detailed University Calendar listing dates such as beginning and ending dates of each quarter, key registration dates, deadline dates, payment dates, exam dates, holidays, etc.

The following is a “Statement of Principle” regarding “Religious Holidays and Class Attendance” from the Office of the Registrar:

University of Cincinnati holds to the principle that an institutional climate of respect for cultural and ideological diversity extends to the variety of religious practices in our community. Religious practice is for many individuals an important element of personal identity, intellectual development and psychological well-being, and is in many cases inseparable from cultural identity. UC considers each individual's decision to either engage in or refrain from religious worship to be worthy of respect and consideration. As the diversity of our community has increased, additional religious holidays now affect a significant number of students. Consistent with our commitment to creating a Just Community that is respectful of and welcoming to persons of differing backgrounds, University of Cincinnati believes that every reasonable

effort should be made to allow members of the UC community to observe their holidays without jeopardizing the fulfillment of their academic obligations. Any UC student who is unable to attend classes or participate in any examination, study or work requirement on some particular day(s) because of his or her religious belief should be given the opportunity either to make up the work that was missed or to do alternative work that is intrinsically no more difficult than the original exam or assignment — provided that the makeup work does not create an unreasonable burden upon University of Cincinnati and its faculty. Upon request and timely notice, students should be provided reasonable accommodation.

Protection of Privacy of Information

The Family Educational Rights and Privacy Act of 1974 (34 C.F.R. Part 99 - commonly known as FERPA), is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records. These rights include:

The *right to inspect and review your education records* within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Copies of any portion of the record will be provided at a cost currently established at ten cents (\$0.10) per page, excluding the official transcript of the student's permanent academic record for which the University's transcript policy and fee will apply.

The *right to request an amendment of the student's education record* if the student believes it is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should submit a written request to the University office responsible for the record, clearly identifying the part of the record the student wants changed and specifying why it should be changed. That office will notify the student of its decision. Contact the Office of the Ombuds at 513-556-5956 should you encounter difficulty in obtaining the requested record review. If the University office decides not to amend the record as requested, the student may request a hearing before the University's Family Educational Rights & Privacy Act Committee. To request this hearing, contact the Office of the Registrar at 513-556-9900.

The *right to provide written consent before the University discloses personally identifiable information* from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with “legitimate educational interest.” A school official is an employee, agent or other person acting on behalf of the University, to include: a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, or enrollment/degree certification service facilitator); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

At its discretion, University of Cincinnati may provide “directory information” in accordance with FERPA provisions. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at University of Cincinnati includes the following:

Category I: student’s name, dates of attendance, enrollment status, degrees conferred and dates, honors and awards, college, class, and major field of study

Category II: student identifier (non-Social Security Number), address, e-mail address, and telephone number

Students may block the public disclosure of directory information (all or by category) by submitting a completed "Directory Information Hold-Release Authorization Form" to the One Stop Student Service Center (University Pavilion, 2nd floor) or the Office of the Registrar (University Pavilion, 5th floor). This can be found at <http://onestop.uc.edu/resources/forms.html>.

Please consider carefully the consequences of a decision to withhold directory information. A non-disclosure block with call for University of Cincinnati not to release any or all of your “directory information”. Thus, University of Cincinnati will deny any future requests for such information submitted by non-institutional third persons or organizations. University of

Cincinnati will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, the University assumes no liability as a result of honoring your instructions that such information be withheld. University of Cincinnati will honor requests for the non-disclosure of directory information until the student rescinds the request in writing (or by the form) to the UC Registrar's Office.

Access to Personal Files

The University of Cincinnati complies fully with the Family Educational Rights and Privacy Act of 1974, which was designed to protect the privacy of academic records. Students have the right to inspect and review their academic records in order to request the correction of inaccurate or misleading data through informal and formal hearings. The academic record of a student is confidential, and an official transcript of such record is sent only at the request, or with the written consent, of the student. The only information that will be released, with the student's permission, are name, dates of attendance, degree(s) awarded, honors and awards, college, class, major, address and telephone number, unless specific instructions are received from the student. For more information on academic record accessibility check the graduate handbook: <http://grad.uc.edu/content/dam/grad/docs/Publications/handbook.pdf>.

Access to Student Support Services

A list of student support services including, but not limited to, health services, counseling and testing, and financial aid resources can be found at <http://www.cahs.uc.edu/departments/rens/student-resources>.

Grievance Procedure

In all grievance procedures, the student is responsible for gathering evidence for the appeal. The student should begin to take steps as soon as possible, with a limit of one academic semester in reaching the Appeals Committee. The student should take the following specific steps in the grievance process:

1. Conference with Instructor (when applicable)
2. Conference with Advisor (no case shall be initiated beyond this step)
3. Conference with the Department Head
4. Conference with the Graduate Dean
5. Hearing with Appeals Committee.

For further information, consult the policies and procedures manual of the Graduate School.

Academic Honesty

Academic dishonesty in any form is a serious offense and will not be tolerated in an academic community. Dishonesty in any form, including cheating, plagiarism, deception of effort, or unauthorized assistance, may result in a failing grade in a course and/or suspension or dismissal from the graduate program.

Appendix A: Chinese Transcript Verification

Students with degrees received in China, applying for admission to UC in Fall 2016 or later:

During the application process

Applicants who have received degrees in China will upload scanned copies of their transcripts along with English translations during the application process. These documents do not need to be verified at this stage of the application process.

After being accepted to join a graduate program

Applicants who have earned a degree from China must submit an English-version verification report from the China Academic Degrees and Graduate Education Development Center (CDGDC) of their final transcripts and degree certificates. All verification reports must be sent to the University of Cincinnati directly by the CDGDC to be considered official. No other verification will be accepted. Accepted students who have received a degree in China will not submit official transcripts from their schools; instead, they must have their degrees verified by the CDGDC.

Applicants with Chinese transcripts must contact the CDGDC after their degree is completed and request that their degree verification report be submitted directly to the University of Cincinnati. Students who request a verification report prior to degree conferral will be required to submit a second report after conferral.

Students who have completed coursework in China but have not received a degree will not be required to submit verification through the CDGDC.

Order a verification report from the CDGDC

- Chinese: <http://cq.v.chinadegrees.cn/cn/>
- English: <http://www.chinadegrees.cn/en/>

When student verification are reports due?

Verification reports are due to the Graduate School office one week prior to the start of the student's first semester. Failure to submit verification reports on time will result in a student being placed in non-matriculated status and loss of their student visa status

Verification reports can be sent to the following addresses:

Regular U.S. postal mail:

Graduate School
University of Cincinnati
110 Van Wormer Hall
P.O. Box 210627
Cincinnati, Ohio 45221-0627

Delivery via FedEx, DHL, etc.:

Graduate School
University of Cincinnati
2614 McMicken Circle
110 Van Wormer Hall
Cincinnati, OH 45221-0627

Questions?

Contact the Graduate School at 513-556-4335 or grad.info@uc.edu.