GRADUATE HANDBOOK

MASTER OF SCIENCE IN NUTRITION

COLLEGE OF ALLIED HEALTH SCIENCES

UNIVERSITY OF CINCINNATI

2015-2016

Updated 03/07/16
Table of Contents

Contact Information..................................................................................................................................................2
I.  Preface.............................................................................................................................................................3
II. Overarching Goal: Master of Science in Nutrition.............................................................................................4
III. Application Process........................................................................................................................................5
IV. Oral English Proficiency Test (OEPT)...........................................................................................................8
V. Admission Requirements...................................................................................................................................9
VI. Admission Process..........................................................................................................................................11
VII. University Graduate Scholarships and Assistantships..................................................................................12
VIII. Program Curriculum......................................................................................................................................14
   a. Academic Program Requirements.....................................................................................................................17
   b. Student Course Schedule (Model)....................................................................................................................18
   c. Core Courses..................................................................................................................................................19
   d. Master’s Thesis...............................................................................................................................................22
IX. Preparation of the Master’s Thesis..................................................................................................................22
X. Graduation..........................................................................................................................................................26
XI. Program Evaluation..........................................................................................................................................28
XII. Special Rules and Provisions..........................................................................................................................28
Appendix A...........................................................................................................................................................34
CONTACT INFORMATION
NUTRITIONAL SCIENCES GRADUATE PROGRAM

Sarah C. Couch, PhD, RD
Professor and Department Head
Graduate Program Director
University of Cincinnati
College of Allied Health Sciences
Department of Nutritional Sciences
3202 Eden Avenue
Cincinnati, OH 45267-0394
(513) 558-7504
sarah.couch@uc.edu

Shannon Rose
Program Coordinator
University of Cincinnati
College of Allied Health Sciences
Department of Nutritional Sciences
3202 Eden Avenue
Cincinnati, OH 45267-0394
(513) 558-7503
shannon.rose@uc.edu

CONTACT INFORMATION
GRADUATE SCHOOL

Graduate School
University of Cincinnati
2614 McMicken Circle
110 Van Wormer Hall
P.O. Box 210627
Cincinnati, OH 45221-0627
(513)556-4335
http://www.grad.uc.edu/
I. 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 Handbook published by the Graduate School (see link below). 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
II. Overarching Goal: Master of Science in Nutrition

The goal of the Master of Science in Nutrition program is to prepare graduates to contribute significantly to professional practice, teaching, research and leadership in the field of nutrition. To fulfill this goal, the program provides students with: (1) 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.

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

After completion of the Master’s degree, students may use the degree toward further graduate work at the doctoral level. Professionally, graduates can work in a variety of positions including (but not limited to) community nutrition, school nutrition programs, worksite wellness programs, emergency food organizations, food industry, international nutrition organizations, media/marketing nutrition, and research. Students may also complete the Didactic Program in Dietetics (DPD) and internship required by the Academy of Nutrition and Dietetics to become a Registered Dietitian. Completion of DPD and/or the internship (including the application process) must be done post-graduation of the Master’s degree. For more information, please see the section on the Certificate in DPD.
III. Application Process

Please follow these guidelines in preparing your application:

Submit Electronically:

1. The graduate application may be found at the following website:
   
   [http://grad.uc.edu/admissions.html](http://grad.uc.edu/admissions.html). Contact The Graduate School (address and phone number, see page 1) if application is not available Online.

2. Application fees may be paid by credit card (Visa, Discover, MasterCard, or American Express) or electronic check. This method is preferred and will speed processing of your application. Applications will not be processed until payment is received.

3. Upload your resume which should include relevant academic and professional data. Resume should include: Name, address, phone, birth date, citizenship, colleges attended with degrees and dates, employment history, professional experience, present employment, and names of references that will be sending letters.

4. Upload your statement of academic and professional goals. This statement will be used as one of the criteria for evaluating your application. This statement should include:
   
   - What are your career goals and interests?
   - What experience do you have in the nutrition discipline?
   - What experience do you have in research or teaching?
   - How are you at working independently?
   - Do you have any notable leadership skills?
   - State any significant writing pieces (i.e. honors thesis, project, University newspaper)
   - Why do you want to come to UC?
   - What type of nutrition research do you want to do?
5. Provide test scores received on the Quantitative, Verbal and Written Tests of Graduate Record Exam (GRE) taken no more than five years before application date. To register for the GRE at U.C., contact the Testing Department in Psychological Services at (513) 556-7173 or use the link: [http://www.uc.edu/testingservices/Tests_Offered/gre_info.html](http://www.uc.edu/testingservices/Tests_Offered/gre_info.html)

Applicants to the master’s program who meet the following criteria may be eligible for a waiver of the GRE. Please note that simply meeting these criteria does not guarantee receipt of the waiver. The MS Admissions Committee may request GREs from eligible applicants at its discretion. Also, approval for the GRE Waiver does not guarantee admission to the MS program. The eligibility for the waiver is based on one’s cumulative BS or BA GPA, which we will not recalculate. Applicants may request the waiver if they meet the criteria below. Applicants will be notified whether or not the waiver is approved.

- Graduates of a bachelor’s (BS or BA) program of study who have taken all pre-requisite coursework (year of chemistry with lab, year of anatomy and physiology, year of biochemistry, semester of introduction to nutrition) in the last five years from an accredited institution in the United States or Canada with a cumulative GPA of 3.6 or above on a 4.0 scale **OR**
- Post-master’s applicants, or applicants with a master’s degree in a science field who have taken all pre-requisite coursework (year of chemistry with lab, year of anatomy and physiology, year of biochemistry, semester of introduction to nutrition) in the last five years from an accredited institution in the United States or Canada with a GPA of 3.2 or above on a 4.0 scale.

Applicants to the following programs are **not eligible** for the GRE waiver:
• International applicants who completed BS or MS programs outside the United States or Canada

6. Provide three current letters of recommendation from individuals familiar with your academic and professional ability (submitted electronically by recommenders). One letter should be from an academic source; one should be from an employer or other person who can comment regarding on-the-job (professional) performance (this can include volunteer positions); and the third may be from either an academic or professional source.

7. English proficiency, which may be demonstrated in a variety of ways, is required of all applicants whose native language is not English. Most applicants fulfill the English requirement by taking the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). The University of Cincinnati now has an additional option available to demonstrate English language proficiency through the on-campus ELS Language Center. Successful completion of Intensive English Instruction (level 112) can fulfill the English proficiency requirement for admission, thus obviating the need for the TOEFL or IELTS. Applicants with a baccalaureate or master degree from an accredited university in the United States, Canada, England, Australia, or other English-speaking country are exempt from the English proficiency requirement. A certified copy of the degree or transcript is required for such an exemption. In addition, applicants from select English-speaking countries are exempt from the English proficiency requirement upon submission of a request for a waiver of the TOEFL test by the admitting program. A list of these select countries may be found at: http://www.grad.uc.edu/international-services.aspx.

8. Upload an image or scan of an unofficial transcript from each institution attended, showing degree conferred and date conferred. U.C. graduates may obtain “campus copy” transcripts at
no charge from the Registrar. Once a student is accepted and confirmed, students will be requested to send an official transcript directly to the Graduate School (see address under contacts, page 1). UC graduates do not need to submit an official transcript as this information can be accessed by the Graduate Program Director. **Note:** If applying from a Chinese Institution, please see Appendix A. regarding transcript verification and submission.

**IV. Oral English Proficiency Test (OEPT)**

Applicants who are not native English speakers and who will have teaching responsibilities are required to take The Oral English Proficiency Test (OEPT). The OEPT, which is administered at The University of Cincinnati, requires an overall minimum passing score of 3.5. As an alternative to the OEPT, the Test of Spoken English (TSE) (which necessitates a score of 50 or higher) may be taken in the applicant’s country of origin. Additionally, international applicants who score a 26 or higher on the speaking section of the Test of English as a Foreign Language Internet-Based Test (TOEFL IBT) are exempt from the OEPT. An applicant whose oral proficiency has not been officially certified may not assume instructional responsibilities.

No international applicant will be granted admission on any basis other than full graduate standing. Please visit the on-line international student handbook for further guidance regarding basic admission or additional regulations: [http://www.isko.uc.edu/forms/pdf/Int_handbook.pdf](http://www.isko.uc.edu/forms/pdf/Int_handbook.pdf)

**Application deadlines:** August 1 for fall semester applications and November 1 for spring semester applications. Graduate Assistantships will be allocated in the fall semester. To be considered for a Graduate Assistantship, applications should be submitted by April 1. To ensure
that all documents required for a complete application are submitted, the applicant must strictly conform to all application deadlines and requirements. Incomplete applications, or applications received after the deadline, may not be reviewed.

V. Admission Requirements

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

1. The applicant must possess a baccalaureate degree from an accredited college or university.

2. 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).

3. The applicant is strongly preferred to have a Graduate Record Examination (GRE) score of at least 500 (old scale) or approximately 150 (revised scale) in each of the two areas, Quantitative and Verbal, and a score of at least 3.5 (old and revised scale) 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.)

4. 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.
5. Prior to submission of an application to the Master of Science Nutrition program, the applicant must complete:

   a. 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

   The general chemistry with lab classes must be completed before admission to the MS program (this course can be completed online or during the summer at any college or university). 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.

   It is preferred but not required, that the applicant complete the following courses before admission:

   • an introductory nutrition course equivalent to:

      NUTR-1030 Personal Nutrition

   • 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
These courses are pre-requisites for selected graduate level nutrition courses. Please consult the Program Curriculum pages 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.

VI. Admission Process

After reviewing all the application materials, a decision regarding admission will be made by the Graduate Admission Committee from the Department of Nutritional 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 accepted applicant will receive a letter informing him/her of the program’s decision, along with a Supplementary Information Form. Accepted applicants must notify the program in writing of their intent to enroll. Once this notification is received, the program will communicate the admission decision to the Graduate School. The completed Supplementary Information Form will be forwarded to the Registrar’s Office. This will result in the applicant being entered into the
campus electronic student database, thus allowing him/her to register for the designated semester of admission. Failure of the applicant to enroll for the semester specified in the acceptance letter may invalidate the admission. Failure to enroll 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 application is rejected, the program will notify the applicant in writing of this decision. Once this decision is made and the applicant has been officially notified, the program will communicate the decision to the Graduate School.

VII. University Graduate Scholarships and Assistantships

The University of Cincinnati offers three types of financial awards on a limited basis:

• GIA: University Graduate Incentive Award - the full or partial tuition award given to applicants who are not given an assistantship
• GAS: Graduate Assistantship Scholarship - the full or partial tuition award given to students who are appointed as graduate assistants
• UGA: University Graduate Assistantship - stipend offered to the applicant—for planned work done with their faculty advisor.

Students receiving a GIA must be registered for at least the number of graduate credit hours covered by the scholarship in each semester for which they are receiving support. GIA awards are available for the academic calendar year only. The summer session is not covered by the GIA award. GIA awards are generally allocated to students in their first year of study. There may limited GIA funds for second year students. Second year students should contact that Graduate Program Director if interested in GIA funding for year 2 of the program.
Students receiving a GAS must be registered full-time (at least 12 graduate credit hours per semester). GAS awards are available for one academic calendar year. Generally students in the first year of their academic program are eligible for a GAS award.

The UGA is a financial award for full-time graduate students. UGA awards usually have teaching and/or research responsibilities, requiring at least 20 hours of service per week. These responsibilities should make a substantive contribution to students’ academic and professional development. Students receiving a UGA must carry a full-time graduate level course load. Generally students in the first year of their academic program are eligible for a GAS award.

Admission applications should be made to the program no later than April 1 to be considered for a UGA, GAS, and GIA awards.

When graduate students are employed over and above their assistantships, a number of academic concerns may be raised (including length of time to earn their degrees). To prevent this, the following policies will be followed:

- One course per semester (or the equivalent FTE% for non-instructional assignments) is the maximum part-time workload allowable for those who have a graduate assistantship.
- The program will closely monitor the academic progress of students holding more than one University appointment/employment. This should include semester grade reports and a progress report for each student’s file.
- Continued academic progress is expected; should progress become impeded, the additional appointment must be terminated.
In addition, other scholarship programs, such as the Albert C. Yates Fellowship and Scholarships program, are available for under-represented students who are U.S. citizens. Information about these awards may be obtained from the Graduate School in the Van Wormer Building or at http://grad.uc.edu/prospective/funding.html.

Student Loans

Graduate students who attend the University of Cincinnati are eligible to apply for financial aid. The financial aid programs available are: (1) the Federal Stafford Loan, (2) the Federal Perkins Loan, and (3) the Federal Work-Study. Any scholarship a student receives may reduce that student’s eligibility for a financial aid award.

Information and applications for financial aid are available from:

   Student Financial Aid Office  
   University of Cincinnati  
   PO Box 210125  
   Cincinnati, Ohio 45221-0125  
   (513) 556-6982  
   E-mail: financeaid@uc.edu

VIII. Program Curriculum

Students who enter the Master of Science program in Nutrition must complete the prescribed coursework and earn a minimum of 37 semester graduate credit hours with a 3.0 cumulative grade point average. Required classes may be completed in approximately one year of full-time study. Completion of the thesis will typically require an additional 6-12 months. Of the 37 graduate credit hours required for the degree, only 6 credit hours may be transferred as follows:

1. A maximum of 6 graduate credit hours may be transferred from an accredited college or university other than the University of Cincinnati. The Program only accepts for transfer those
credits earned with a grade of “B” or higher. The request for acceptance of this credit requires completion of the form for Advanced Standing, which is forwarded to the Graduate School. Please contact the Graduate Program Director for consideration of Advanced Standing credit. Under no circumstance may the culminating experience of the Master’s Thesis requirement be fulfilled by transfer of credit from another college or university.

2. For students who transfer from another matriculated Master Degree program within the College of Allied Health Sciences, 6 graduate credit hours may be transferred from one program to another. The Program will only accept those credits earned with a grade of “B” or higher. Under no circumstance may the culminating experience of the Master’s Thesis requirement be fulfilled by transfer of credit from another program within the College.

3. A maximum of 6 graduate credit hours from the Master of Nutrition Science curriculum, taken as a non-matriculated student at the University of Cincinnati, may be applied toward the degree.

4. Required coursework or other experiences specified as pre-requisites for entry into the degree program may not be applied as part of the 37 credit hours required for the Master Degree.

5. No credits may be applied to the requirements for the Master degree if the courses were completed five years or more prior to admission into the Master Degree program.

All requirements for the Master Degree must be completed within five calendar years of first enrollment as a matriculated student. If a student does not meet all the requirements within this period, an extension may be requested by following established University policies. Such requests include completion of the Graduate Student Petition for Extension Form, available through the
In accordance with University policy, students must be registered for at least one graduate credit, preferably in the autumn semester, to be considered a graduate student throughout the entire academic year (autumn through summer). Failure to register during any academic year will result in termination of graduate student status. Reinstatement is only possible through program action following established University policies. Such action includes completion of the Graduate Student Petition for Extension/Reinstatement, available through the Graduate School at http://grad.uc.edu/student-life/graduate_studenthandbook/maintaining_graduatestudentstatus/extensions.html.

International students matriculated in a Master Degree Program must register two consecutive semesters, consisting of 12 credit hours each semester in one academic year, to maintain status as a graduate student as well as to maintain visa status. Once an international student has completed all coursework and is working on his/her thesis, he/she must register for at least one credit hour each academic year to retain proper student and immigration status. In addition, the Reduced Course Load Certification form (http://grad.uc.edu/student-life/graduate_studenthandbook/maintaining_graduatestudentstatus/course_load_definitions.html) must be completed for all other semesters in which he/she is not registered. Furthermore, all students (both domestic and international) are required to register for at least one graduate credit hour during each semester (excluding summer) if they wish to use University resources; (i.e., libraries, university housing, office space, equipment, recreational facilities, computer facilities, or University Health Services), or to be eligible for student health insurance.
Academic Program Requirements

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.

<table>
<thead>
<tr>
<th>Master of Science Core Courses - 30 total credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR- 7010 Nutrition Education for Behavior Change (3)</td>
</tr>
<tr>
<td>NUTR- 7020 Macronutrients (3)</td>
</tr>
<tr>
<td>NUTR- 7021 Vitamins &amp; Minerals (3)</td>
</tr>
<tr>
<td>NUTR- 7030 Advanced Clinical Nutrition (3)</td>
</tr>
<tr>
<td>NUTR- 7040 Research Design and Topics in Nutrition (3)</td>
</tr>
<tr>
<td>NUTR- 7050C Methods in Nutritional Assessment (3)</td>
</tr>
<tr>
<td>NUTR- 7082 Nutrition and Wellness: Preconception to Adolescence (on-line) (3)</td>
</tr>
<tr>
<td>HLSC- 7027 Introductory Pathophysiology (3)</td>
</tr>
<tr>
<td>EDST- 7010 Statistical Data Analysis I (3)</td>
</tr>
<tr>
<td>EDST- 7011 Statistical Data Analysis II (3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Guided Electives (choose 3 credit hours from the following): - 3 credits minimum*</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE- 7076 Intro. to Epidemiology (2)</td>
</tr>
<tr>
<td>BE- 7024 Computational Statistics (3)</td>
</tr>
<tr>
<td>CNSL- 7021 Counseling Techniques (3)</td>
</tr>
<tr>
<td>CNSL- 7025 Group Work in Ecological Counseling (3)</td>
</tr>
<tr>
<td>CNSL- 8070 Motivational Interviewing (3)</td>
</tr>
<tr>
<td>EDST- 7032 Human Development: Adolescence (3)</td>
</tr>
<tr>
<td>EDST- 7045 Community-Based Participatory Research (3)</td>
</tr>
<tr>
<td>EDST- 7095 Motivation and Cognition (3)</td>
</tr>
<tr>
<td>EDST- 9089 ECAR- Photovoice (1) **</td>
</tr>
<tr>
<td>EDST- 9089 ECAR- Concept Mapping (1) **</td>
</tr>
<tr>
<td>NUTR- 7060 Individual Study in Food &amp; Nutrition (1- 4)</td>
</tr>
<tr>
<td>NUTR- 7070 Readings in Nutrition (1- 4)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master’s Thesis - 4 credits minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR- 7090 Master’s Thesis (4)</td>
</tr>
</tbody>
</table>

**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 (Model)

## Fall Semester Year 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR- 7010</td>
<td>Nutrition Education for Behavior Change (3)</td>
<td>3</td>
</tr>
<tr>
<td>NUTR- 7020</td>
<td>Macronutrients (3)</td>
<td>3</td>
</tr>
<tr>
<td>NUTR- 7082</td>
<td>Nutrition and Wellness: Preconception to Adolescence</td>
<td>3</td>
</tr>
<tr>
<td>EDST- 7010</td>
<td>Statistical Data Analysis I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Guided Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

## Spring Semester Year 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR- 7021</td>
<td>Vitamins and Minerals</td>
<td>3</td>
</tr>
<tr>
<td>NUTR- 7030</td>
<td>Advanced Clinical Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUTR- 7040</td>
<td>Research Design and Topics in Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUTR- 7050</td>
<td>Methods in Nutritional Assessment</td>
<td>3</td>
</tr>
<tr>
<td>HLSC- 7027</td>
<td>Introductory Pathophysiology*</td>
<td>3</td>
</tr>
</tbody>
</table>

## Summer Semester or Fall Semester Year 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR- 7090</td>
<td>Master’s Thesis</td>
<td>2</td>
</tr>
<tr>
<td>EDST- 7011</td>
<td>Statistical Data Analysis II</td>
<td>3</td>
</tr>
</tbody>
</table>

## Spring Semester Year 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR- 7090</td>
<td>Master’s Thesis</td>
<td>2</td>
</tr>
</tbody>
</table>

* This course is offered on Tuesday and Thursday from 9:30-10:50am. If work schedules preclude a student taking day classes, the student should make the following change: For fall semester, register for NURS 8022 Advanced Physiology and Pathophysiology (online version) instead of EDST 7010 Statistical Data Analysis I. For spring semester, take EDST 7010 Statistical Data Analysis I instead of HLSC 7027 Introduction to Pathophysiology.
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, Wednesday 4:00 – 6:30pm
Pre-requisite: None

NUTR- 7020 Macronutrients (3)
This course will provide students with an in-depth examination of energy and the macronutrients. 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. Offered: Fall Semester, online
Pre-requisite: 1 year of undergraduate biochemistry equivalent to Survey of Biochemistry I and II

NUTR- 7021 Vitamins and Minerals (3)
For each vitamin and mineral, consideration will be given to structure, sources, digestion, absorption, transport, functions and mechanisms of action, metabolism and excretion, recommended dietary allowance or dietary reference intake, deficiency, toxicity, and assessment. Offered: Spring Semester, Tuesday 4:00 – 6:30pm
Pre-requisite: NUTR- 7020

NUTR- 7030 Advanced Clinical Nutrition (3)
This course is based on knowledge of macronutrient metabolism, physiology and biochemistry. Chronic and acute diseases with a nutrition component will be examined from the standpoint of understanding the disease state and the current nutritional approaches to preventing and/or managing the disease. Offered: Spring Semester, Monday 4:00 – 6:30pm
Pre-requisite: NUTR- 7020, concurrent HLSC- 7017, and NUTR- 1030 Personal Nutrition or equivalent

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, Thursday 4:00 – 6:30pm
Pre-requisite: NUTR- 1030 Personal Nutrition or equivalent

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, Wednesday 4:00 – 6:30pm
Pre-requisite: NUTR-7020, concurrent HLSC-7017, and NUTR-1030 Personal Nutrition or equivalent

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 2016, online.
Pre-requisite: NUTR-1030 Personal Nutrition, or equivalent

HLSC-7017 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, T, H 9:30-10:50am
Pre-requisite: 1 year of undergraduate Anatomy and Physiology
Alternates: 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
Alternate: 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: BE-7088. Regression Analysis (4); BE-7061 Biostatistics in Research (3)

EDST-7000 Intro to Research Methodology (3)
Basic introduction to research methods used in experimental, quasi-experimental and non-experimental studies. Descriptive statistics, probability distributions, estimation, types of error, significance levels, test of hypotheses, sample size, correlation, linear regression, and non-parametric methods will be discussed. Emphasis of this course is on practical applied aspects of biostatistics. Offered: Fall Semester, check One Stop or department
Alternate: BE-7089. Experimental Design (4)
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 research in the area of food and nutrition when there is no opportunity in a regularly scheduled class to pursue such an investigation.
Pre-requisite: Permission of advisor

NUTR- 7070 Readings in Nutrition (1-4)
A selected program of readings regarding major research contributions in the area of food and nutrition when there is no opportunity in a regularly scheduled class to pursue such an investigation.
Pre-requisite: Permission of advisor

BE- 7076 Introduction to Epidemiology (2)
This course examines methodologies for studies of disease in human populations. Examples include chronic disease, infectious disease, occupational, and environmental epidemiology. Sources, collection, handling, and interpretation of health data are also discussed.
Prerequisite: Permission of instructor

CNSL- 7023 Counseling Theories (3)
The study of classical and modern theories guiding counseling interventions, with emphasis placed on integration of the various theories into a personalized therapeutic approach.

CNSL- 7025 Group Work in Ecological Counseling (3)
This course is designed to provide students with a comprehensive knowledge of various groups models and skills. This course will help students develop the competencies needed to design, facilitate, and co-facilitate groups counseling.

CNSL- 7021 Counseling Techniques (3)
Supervised experiences and critiques of taped materials to learn opening, closing, and reflective techniques in counseling. Normally taken with CNSL- 7023.

EDST- 7031 Human Development: Early and Middle Childhood (3)
Addresses birth through age twelve

EDST- 7032 Human Development: Adolescence (3)
Addresses puberty through end of adolescence.

EDST- 7033 Human Development Adulthood (3)
Addresses the developmental tasks of early and middle adulthood.
Master’s Thesis

Each student is required to complete a Master’s Thesis. Four credit hours should be applied towards research guidance and development.

NUTR- 7090 Master’s Thesis Guidance (4)
These 4 credit hours can be taken all at once or divided among the different semesters.

IX. Preparation of the Master’s Thesis

A Master’s Thesis is a required component of the Master of Science Degree in Nutrition, acting as 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**

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.” You will receive notification when this is live.

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 Ideas, Two Pagers, Literature Review, Methods, Statistics, Drafts, Presentation, etc. – whatever organization makes sense to you. Import all of your references into RefWorks.

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.

6. Have regularly scheduled meetings with your advisor and/or committee during the planning, data collection, and writing phases.

7. Revise your plan as needed to ensure graduation.

8. Apply for graduation by the deadline for the semester in which you plan to finish.

9. Create a poster of your work. Submit to PRAISE (UC-CAHS research day) and/or state, national or international meetings.

10. Create a manuscript of your work and submit to a peer-reviewed journal (highly desirable, not required)

**Keeping yourself on track** (this section has been modified from a list on the web)

- 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.
• Make sure you plan a reasonable amount of time for IRB submission and 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 force yourself to make progress and that you press your advisor weekly with new results and issues to discuss. Bring specific ideas, questions, and tangible progress to discuss at weekly 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 students 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: http://www.etd.uc.edu/. 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 using a typewriter or computer generated print.

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: http://www.grad.uc.edu/.

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 deadlines by which a thesis must be submitted in order to graduate in a particular semester. It is the student’s responsibility to be informed of this date 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 thesis work be defended before the end of spring semester.*

X. Graduation

The University of Cincinnati graduates 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 obtained 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.

XI. 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.

XII. Special Rules and Provisions

Standards and Procedures for Probation, Suspension and Dismissal:

1. 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.

2. 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.
3. The student will be dismissed from the graduate program if grades for any semester are below 3.0 while on academic warning.

4. Receiving an F in any two courses, either concurrently or in different semesters, will result in immediate dismissal with no probationary period.

5. GPA below 2.0 (excluding incompletes) for any specific grading period will result in immediate dismissal with no probationary period.

6. 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.

7. 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.

8. 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.

9. 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.

**Non-Discrimination Policy:**

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.
The following person has been designated to handle inquiries regarding discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, age, and veteran status:

Section 504, ADA, Age Act Coordinator
340 University Hall, 51 Goodman Drive
Cincinnati, OH 45221-0039
Phone: (513) 556-6381; Email: HRONESTP@ucmail.uc.edu

The following person has been designated to handle inquiries regarding discrimination, harassment, or retaliation based on sex, sexual orientation, gender, and gender identity or expression:

Title IX Coordinator
3115 Edwards 1, 45 Corry Blvd.
Cincinnati, OH 45221
Phone: (513) 556-3349; Email: title9@ucmail.uc.edu

**Right to Review Records:** 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.

Grievance Procedures: 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.

Graduate Student Governance Association (GSGA)
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 though 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).
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://cqv.chinadegrees.cn/cn/
- English: http://www.chinadegrees.cn/en/

When are student verification 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
What is the cost of a verification report?

Pricing is set by the CDGDC and is subject to change.

- Verification Report of Certificate—260 CNY/ ~$42 each
- Verification Report of Transcript—360 CNY / ~$58 each
- Extra copy of Verification Report—50 CNY / ~$8 each
- Translation of Certificate—150 CNY / ~$24 each
- Translation of Transcript—300 CNY / ~$48 each
- Rush service—extra payment of 200 CNY / ~$32 each

Questions?

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