

2020.06.17

GRADUATE STUDENT HANDBOOK
MASTER OF SCIENCE DEGREE
DEPARTMENT OF NUTRITIONAL SCIENCES
COLLEGE OF ALLIED HEALTH
UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

2020-2021

PREFACE

The policies and procedures detailed on the following pages are meant to supplement, and not replace, those outlined in both the Graduate College Bulletin (<https://graduatecollegebulletin.ouhsc.edu>), the College of Allied Health Student Handbook (<https://ahstudenthandbook.ouhsc.edu/default.aspx>), and the OUHSC Student Handbook (<https://studenthandbook.ouhsc.edu/>).

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, housing, services in educational programs or activities, or health care services that the University operates or provides.

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

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

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

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

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

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

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

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

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June 16, 2020

Dear Graduate Student,

Welcome to the Department of Nutritional Sciences!

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

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

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

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

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

Sincerely,

Susan B. Sisson, PhD RDN CHES FACSM
Associate Professor
Graduate Program Director

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Dear Student,

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

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

Thank you for your cooperation!

Susan B. Sisson, PhD RDN CHES FACSM
Associate Professor
Graduate Program Director

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

Student Signature/Date

Witness Signature/Date

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I. GENERAL INFORMATION ABOUT THE MASTER OF SCIENCE IN NUTRITIONAL SCIENCES DEGREE PROGRAM

A. PHILOSOPHY

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

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

B. PURPOSE

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

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

C. GOALS

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

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

D. GRADUATE PROGRAM DESCRIPTION

The Master of Science (MS) Program in Nutritional Sciences originally was offered on the Norman campus. In the fall of 1989, the MS Program began to undergo a transfer to the Health Sciences Center in Oklahoma City, which became official in 1991. Beginning in Fall 2011 the MS degree began to be offered through distance education by taking a combination of courses by distance education on the Schusterman Center in Tulsa and online coursework. The curriculum and all other aspects of the program are virtually identical whether completed in the traditional format or by distance. The MS degree in Nutritional Sciences remains a traditional graduate degree with an emphasis on advanced training and research methodologies. The MS Program in Nutritional Sciences (1228M) requires a minimum of 34 credit hours beyond the BS degree and may be taken as either a thesis or non-thesis option. The MS program does not meet requirements to become a Registered Dietitian (RD), so students applying for the MS program should already be a dietitian or should not have the goal of becoming a dietitian. Students in the Coordinated Program Master of Arts (CPMA) program may also apply for and be admitted into the MS program. Students enrolled in the dietetic internship (DI) may also be enrolled in the MS degree program and earn graduate credit for the internship. In other words, dual enrollment is possible for both the CPMA and the DI programs, and this option should be discussed with your academic advisor.

E. HISTORY OF THE MS PROGRAM

The Graduate Program in Nutrition originally existed on the Norman campus. In the fall of 1989, the Graduate Program began to undergo a transfer to the Health Sciences Center in Oklahoma City, which became official in 1991. Students seeking a MS Degree from the Department of Nutritional Sciences can take courses at the OUHSC in Oklahoma City or can earn a degree through distance education at the Schusterman Center in Tulsa. The MS in Nutritional Sciences has an emphasis on advanced training and research methodologies. The MS in Nutritional Sciences (1228M) requires a minimum of 34 credit hours beyond the BS degree and may be taken as either a thesis or non-thesis option.

F. STUDENT ADVISEMENT

The Graduate Program Director assigns each student an academic advisor based on the student's program. If a student is not concurrently enrolled in either the CPMA or the DI, Dr. Sisson will be the student's advisors for the first semester until the student has identified another faculty to serve as the thesis or non-thesis project advisor. Academic advising will be transferred to the project or thesis advisor. If the student is concurrently enrolled in the DI, Prof Dela Cruz will be the student's advisor until he/she completes the internship at which time, Dr. Sisson will become his/her advisor. Within the 1st active semester, he/she will need to identify a faculty member to serve as the thesis or non-thesis project advisor. Academic advising will be transferred to the project advisor. If the student is enrolled in the CPMA program, Dr. Hoffman will be the student's academic advisor in the 1st semester until the student has identified another faculty to serve as the thesis or non-thesis project advisor. Academic advising will be transferred to the project advisor. The student and the faculty member must both agree to work together on a thesis or on-thesis project.

The academic advisor will assist the student with matriculating through the program as well as enrollment each semester. The student may request a change of academic advisor at any time, which will be considered by the Graduate Program Director. As stated previously in this document, as well as in the College of Allied Health Student Handbook, the responsibility for meeting graduation requirements rests with the student. However, faculty within the Department feels a responsibility to provide accurate and appropriate academic counseling in order to assist the student in ensuring an optimum graduation date. For this reason, each student should assume responsibility for meeting with the advisor at least once per semester and more frequently as necessary.

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

On an annual basis a student's progress will be evaluated and submitted to the Graduate College.

Please seek out your advisor as questions arise and/or as you encounter difficulties with which you need assistance. If utilized appropriately your advisor will play a key role in guiding you efficiently through the academic processes associated with earning an advanced degree. Prior to enrollment each semester, students will need to meet with their advisor and have their enrollment form signed. If it is difficult to meet in person with your advisor, students can scan or take a picture of the enrollment sheet and send to the advisor for signature.

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

G. PROGRAM OPTIONS (THESIS OR NON-THESIS)

When a student is accepted into the MS program, either the thesis or non-thesis option should be selected. The thesis option will have a stronger research emphasis, and would be especially important to those intending to go on to apply for a PhD program in the future. These options

should be discussed with the academic advisor. If interested in research and pursuing a thesis, the student should also meet and discuss research options with the various research faculty members in the Department. Rest assured that students can change program options during their program, so do not feel “locked in” by an initial option selection.

H. ORIENTATION

Orientation for the Masters of Science degree program is fully online and accessible through D2L in the “Orientation to Master of Science” Community Group. It is required that students review orientation materials in addition to the handbook. The Community Group is a resource which students can access to learn about faculty mentors and material specific to each mentor, department forms, enrollment and semester schedules, and links to graduate college forms.

I. REGISTRATION

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

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

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

J. THE EVALUATION PROCESS

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

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

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

K. SCHOLASTIC POLICY

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

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

L. ACADEMIC PROGRESS COMMITTEE

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

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

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

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

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

If the student is placed on probation (criterion under Section I Scholastic Policy) by the Department based on the semester evaluation, the student will have a second review at the end

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of the next semester or designated time period. In this second review, the Department will determine:

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

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

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

A third probation is not allowed.

M. MATRICULATION RESPONSIBILITIES

The student is responsible for:

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

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

- the Graduate College Bulletin. Link [here](#)
- the Graduate College Guidelines and Forms. Link [here](#)
- the College of Allied Health Student Handbook. Link [here](#)
- the Department of Nutritional Sciences Graduate Student Handbook This document. And Link [here](#).
- The OUHSC student handbook. Link [here](#).

N. DISCIPLINARY ACTION / SUSPENSION

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

1. The student engages in conduct that is deliberately unbecoming to the Department, a practice setting, or the Profession, or is unethical in nature, as described in the OUHSC Student Handbook (<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=397>) or the College of Allied Health Student Handbook (<https://ahstudenthandbook.ouhsc.edu/hbSections.aspx?ID=1139>); and/or
2. The student engages in dishonest work as described in the OUHSC Student Handbook (<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=331>). The Department

describes academic misconduct as including, but not limited to:

- cheating (using unauthorized materials, information, or study aids in any academic exercise or on national board examinations)
- plagiarism
- falsification of records
- unauthorized possession of examinations
- intimidation and any and all other actions that may improperly affect the evaluation of academic performance or achievement
- assisting others in any of the above acts
- attempts to engage in such acts

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

A variety of sanctions may be imposed upon a student engaging in inappropriate acts/behaviors, including warning, censure, probation, suspension, expulsion, and/or restitution. The OUHSC Student Handbook describes student rights and responsibilities in detail and all students are required to know these documents.

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

O. ACADEMIC APPEALS

A student has the right to appeal any:

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

The University has well-established procedures that allow for student appeal and/or grievance. A student who desires information or guidance regarding the appeals process, or how to initiate the appeals process, should contact the Department Chairperson or the Director of the Office of Academic and Student Services (room 1009, College of Allied Health). The student should refer to the OUHSC Student Handbook

(<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=420>) for specific information.

P. LEAVE OF ABSENCE POLICY

Students may request a leave of absence from their graduate studies for up to but not to exceed 12 consecutive months (three consecutive academic terms). Leave of absence has no effect on time limits for expected graduation. The student should complete the 'Student Leave Request' form found on the Admissions and Records website found at <http://admissions.ouhsc.edu/CurrentStudents/Forms.aspx>. The request must be approved by the student's graduate advisor, department chair, and Graduate dean. Students on probationary status, if granted a leave of absence, will resume their probationary status upon return from their leave. Students receiving financial aid may be required to return a portion of the aid. They must check with their financial aid officer.

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Q. PROGRAM EXPENSES

Student expenses encompass tuition, fees, and a variety of activities, all of which are subject to change during the student's course of study. Link [here](#) for current costs.

R. FINANCIAL ASSISTANCE/SCHOLARSHIPS

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

For additional information about financial aid, contact the Office of Financial Aid. Link [here](#)

Scholarships are available from the Academy of Nutrition and Dietetics (Academy) and the Oklahoma Academy of Nutrition and Dietetics (OkAND) on a yearly basis. Applications for Academy scholarships are typically distributed in December and due in February. Applications for OkAND scholarships are made available in the Spring of each year. The Department will notify students as information becomes available.

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

S. STUDENT AWARDS / HONORS

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

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

T. FACULTY AND STAFF

Faculty and staff are employed for the express purpose of providing the professional education required by the Program. The primary objective of the faculty is to guide the student in the pursuit of advanced knowledge. Professional faculty members teaching at the doctoral level must have a record of recognized scholarship, creative endeavor, or achievement in practice commensurate to doctoral expectations. Each faculty member is interested in you as an individual and looks forward to assisting you in your professional growth.

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

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

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

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

U. DEPARTMENT FACILITIES

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

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

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

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

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

The Graduate Student Room (AHB 3154) has desks and lockable filing cabinets for use by graduate students, with priority given to students working on research projects. Access to this space is requested by filling out a form which is available from the Department office. Space is limited and access is not guaranteed.

1. BUILDING AND GRADUATE STUDENT STUDY ROOM ACCESS

Access to the building and graduate student room is available through the student's "OneCard". The OneCard is used as an ID and building/room/lab access card. Resources on getting your OneCard are found [here](#).

Graduate students may have access to the building to utilize the building facilities.

Graduate students can request a cubicle to be assigned in the graduate student study room. Cubicles are available on a first come-first served basis. Please contact Department administrative staff for the cubicle request form.

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V. GRADUATE ASSISTANTSHIPS

Graduate teaching assistants are needed to assist with a number of courses taught in the Department. A graduate assistant is also needed to see patients in the College of Allied Health Clinic as well as serve as a teaching assistant. Faculty with research grants may have funds to hire research assistants. Should such an opening occur, notification will be given by email. Interested students then should contact the respective faculty member for further information.

W. DRESS AND IDENTIFICATION

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

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

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

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

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

X. HEALTH AND LIABILITY INSURANCE

All students in the College of Allied are required to have health insurance coverage. See link [here](#) for procurement.

Y. REQUIRED HEALTH FORMS

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

Z. TRAVEL (SAFETY AND LIABILITY)

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

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

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

AA. ALCOHOL POLICY

No State funds may be used to purchase alcohol for Department events. Further, no alcohol will be served at any Department-sponsored, student-attended function or gathering at either faculty homes or on campus.

BB. DIRECTORY INFORMATION AND STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act ("FERPA") permits the release of "directory information" about students without the student's written consent. "Directory information" includes:

Student's name, home and permanent addresses, email address, telephone number, major field of study, class year, enrollment status, anticipated degree date, participation in officially recognized University activities, degrees and awards received (including outstanding or recognized academic achievement), and most recent previous educational institution attended.

Although not specifically included within the definition of directory information, the University permits faculty to post individual student grades and interim class evaluations provided the information is identified by code numbers and does not identify the student. Students who do not want this information released or posted must notify their instructor or the Registrar's office.

For more information about FERPA and to learn how to keep your directory information confidential, please visit the Office of Admissions and Records website at:
<http://admissions.ouhsc.edu/FERPA.aspx>.

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

The Department desires to maintain a current address and telephone number for each student. Thus, if a student changes residence, etc., this information should be communicated to

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Department Staff as soon as possible. Communication of a name change must be made via an official form ("Student Information Change Request" form) obtainable from Department Staff or from the CAH Office of Academic and Student Services in room 1009 of the College of Allied Health Building. The Department will not provide any information other than directory information to other students without consent of the respective individual.

CC. STUDENT REPRESENTATION

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

- College of Allied Health Student Association. Link [here](#)
- Student Dietetic Association. Link [here](#)
- Graduate Student Association (campus-wide) Link [here](#)
- Student Advisory Team (StAT) Contact Dr. Hoffman with interest

DD. PROFESSIONAL MEETINGS AND ACTIVITIES

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

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

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

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

EE. CODE OF ETHICS

Refer to the Academy website below for details on the code of ethics. Link [here](#)

FF. CITI TRAINING: RESPONSIBLE CONDUCT OF RESEARCH AND HUMAN SUBJECTS RESEARCH TRAINING

All graduate students accepted into the Graduate College starting Spring semester 2009 must receive training in Responsible Conduct of Research. The Department of Nutritional Sciences requires that these requirements be met during the first year of enrollment in the program.

Students will 1) take the online CITI web based course "Biomedical Course in Responsible Conduct of Research" and 2) have a group discussion of cases on Responsible Conduct of Research pertinent to the program as part of an NS course.

To access the online component of the Responsible Conduct of Research Course

For New Users:

- Go to www.CITIProgram.org
- Click on the REGISTER box
- Select your organization: "University of Oklahoma Health Sciences Center"
- Complete the requested registration information.
- Select the course "Biomedical Responsible Conduct of Research"

For Previously Registered Users of CITI

- If you already have a CITI username and password, login into www.CITIProgram.org
- Insert your username and password.
 - Select "University of Oklahoma Health Sciences Center" to access the RCR course
 - Complete the requested registration information.
 - Select "Biomedical Responsible Conduct of Research" course.

Completion of the CITI course DOES NOT satisfy the Institutional Review Board requirement for training involving human subjects or the IACUC training in animal use and care.

As part of NS course curriculum students will be required to complete CITI Institutional Review Board accepted training for biomedical and social sciences. This training is accepted by the Institutional Review Board to engage in human subjects research. If a student is engaging in animal or cell research, they need to work with their academic mentor to ensure additional ethics trainings are completed prior to engaging in the research.

GG. USE OF ELECTRONIC AND SOCIAL MEDIA

In order to promote professionalism and protect privacy, students shall not post information, comments, or photos of research participants or patients to web based social media sites such as, but not limited to Facebook, Instagram, Twitter or blog sites. Students should be especially careful about discussing any information protected by HIPAA. Any student found to have posted, supplied or forwarded HIPAA protected information for postings used on web based communication sites may be dismissed from the program.

HH. DISABILITY RESOURCES

The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, The University of Oklahoma ensures that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by The University of Oklahoma.

Accommodations on the basis of disability are available by contacting the Disability Resource Center(DRC) by email, drc@ou.edu, or by calling (405) 325-3852 Voice or (405) 325-4173 TDD. Students requesting disability-related services or accommodations are required to submit appropriate documentation to substantiate the disability. DRC staff will review the documentation and send an e-mail to the student's university e-mail account that explains the eligibility determination. Students can expect to receive an initial response within 15 University business days of the Center's receipt of the documentation. Students with disabilities will then schedule an appointment for an initial intake procedure with the Disability Resource Center staff. During this appointment DRC staff and the student will engage in an interactive process and discuss any history of accommodation, strengths and limitations, and review policies/procedures.

Information on policies and registration with DRC may be found on the DRC website at www.ou.edu/drc .

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**II. MASTER OF SCIENCE (MS) DEGREE PROGRAM DEGREE COMPLETION
REQUIREMENTS**

A. CURRICULUM AND DEGREE SHEETS

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1. Master of Science in Nutritional Sciences: Thesis Option Degree Sheet

GRADUATION PLAN
MS in NUTRITIONAL SCIENCES
THESIS OPTION

For use with students:

- . Not currently enrolled in the CPMA
- . Not a graduate of the CPMA
- . Graduates of the dietetic internship
- . Graduates of OUHSC Nutrition undergraduate degree before 2017
- . Graduates of undergraduate programs from other departments and institutions
- . Interested in completing thesis research project

Name _____
Advisor _____
Date Admitted _____
Expected Graduation _____

CORE 17-19 HOURS

Semester / Year	Course #	Hours	Course Name	Comments/Approval if Needed
Fall, Spring	NS 5970	1	Seminar (1 hr)	
Fall	NS 5233	3	Research Methods	
Fall, Spring	BSE 5163	3	Biostatistics Methods I	
Spring	NS 5823	3	Energy Nutrients	
Fall	NS 5833	3	Non-Energy Nutrients	
Fall, Spring, Summer	NS 5980	4-6	Master's Thesis	
TOTAL CORE HOURS		17-19		

NON-CORE: 15-17 HOURS

10 Hrs must be electives in NS; up to 7 of the 15-17 Non-Core hours may be electives from another department with approval of academic advisor.

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

TOTAL (min. 34) =

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2. Sample Curriculum for MS in Nutritional Sciences Thesis Track

Fall 1st Year: 11 hours

NS	5833	Non-Energy Nutrients
NS	5233	Research Methods
BSE	5163	Biostatistics Methods I
NS	5132	Weight Management

Spring 1st Year: 10 hours

NS	5823	Energy Nutrients
NS	5980	Thesis (2 hours)
NS	5272	Geriatric Nutrition
HPS	5503	Health Promotion

Fall 2nd Year: 8 hours

NS	5970	Seminar (1 hour)
NS	5980	Thesis (2 hours)
NS	5960	NS Elective: Directed Readings (2 hours)
HPS	5213	Social & Behavioral Science in PH

Spring 2nd Year: 5 hours

NS	5980	Thesis (2 hours)
NS	6103	Pediatric Nutrition

TOTAL =

34 Hours

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

GRADUATION PLAN
MS in NUTRITIONAL SCIENCES
NON-THESIS OPTION

For use with students:

- . Not currently enrolled in the CPMA
- . Not a graduate of the CPMA
- . Graduates of the dietetic internship
- . Graduates of OUHSC Nutrition undergraduate degree before 2017
- . Graduates of undergraduate programs from other departments and institutions
- . Interested in completing non-thesis project and review of literature

Name _____
Advisor _____
Date Admitted _____
Expected Graduation _____

CORE 16 HOURS

Semester / Year	Course #	Hours	Course Name	Comments/Approval if Needed
Fall, Spring	NS 5970	1	Seminar (1 hr)	
Fall	NS 5233	3	Research Methods	
Fall, Spring	BSE 5163	3	Biostatistics Methods I	
Spring	NS 5823	3	Energy Nutrients	
Fall	NS 5833	3	Non-Energy Nutrients	
Fall, Spring, Summer	NS 5103	3	Master's Project	
TOTAL CORE HOURS		16		

NON-CORE: 18 HOURS

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

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

TOTAL (min. 34) =

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4. Sample Curriculum MS in Nutritional Sciences Non-Thesis Track

Fall 1st Year: 9 hours

NS 5833 Non-Energy Nutrients
NS 5233 Research Methods
BSE 5163 Biostatistics Methods I

Spring 1st Year: 8 hours

NS 5823 Energy Nutrients
NS 5272 Geriatric Nutrition
HPS 5503 Health Promotion

Fall 2nd Year: 10 hours

NS 5990 NS Elective: Special Studies 2 hours
NS 5113 Nutrition and Immunology
NS 5132 Weight Management
HPS 5213 Social & Behavioral Science in PH

Spring 2nd Year: 7 hours

NS 5970 Seminar (1 hour)
NS 6103 Pediatric Nutrition
NS 5103 Master's Project (3 hours)

TOTAL =

34 Hours

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5. Master of Science in Nutritional Sciences: CPMA Dual-Enrollment with a BS

GRADUATION PLAN
MS in NUTRITIONAL SCIENCES DUAL ENROLLED WITH CPMA WITH A BS

For use with students:

- Currently enrolled in the CPMA starting Fall 2018 or later
- Completed a BS prior to enrollment in CPMA

Name _____

Advisor _____

Date Admitted _____

Expected Graduation _____

CORE 19 HOURS: 9 hours taken as part of CPMA coursework

Semester / Year	Course #	Hours	Course Name	Comments/Approval if Needed
Spring	NS 5970	1	Seminar (1 hr)	
Fall	NS 5233	3	Research Methods	Part of CPMA coursework
Fall	BSE 5163	3	Biostatistics Methods I	
Spring	NS 5823	3	Energy Nutrients	Part of CPMA coursework
Fall	NS 5833	3	Non-Energy Nutrients	Part of CPMA coursework
Fall, Spring, Summer	NS 5980	5-6	Master's Thesis	
TOTAL CORE HOURS		19		

NON-CORE: 15 HOURS: 10 hours taken as part of CPMA coursework

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

Semester / Year	Course #	Hours	Course Name	Comments/Approval if Needed
Summer	NS 5133	3	Public Health Nutrition I	Part of CPMA coursework
Summer	NS 5253	3	Experimental Foods	Part of CPMA coursework
Fall	NS 5134	4	Advanced MNT	Part of CPMA coursework
TOTAL NON-CORE HOURS				

TOTAL (min. 34) =

6. Sample Dual MA/MS Curriculum for Students with a Bachelor's Degree (2018 and on)

Year 1 Fall (14 hours)

NS 7153 Nutrition During the Life Cycle
 NS 5132 Adult Weight Management
 NS 7111 Clinical Dietetics Profession
 NS 7192 Nutrition Assessment
 NS 7213 Food Nutrition Services Management
 NS 5233 Research Methods in Dietetics

Courses needed
for completion of
MS

Year 1 Spring (13 hours)

NS 7222 Nutrition Counseling
 NS 7121 Counseling Practicum
 NS 7244 Medical Nutrition Therapy I
 NS 5823 Energy Nutrients
 NS 7313 Dietetic Education Capstone Seminar

*NOTE: Graduate courses
(MS) offer some
flexibility. All MS work
should be discussed
individually with your
academic or thesis
advisor.

Year 1 Summer (10 hours)

NS 5133 Public Health Nutrition I
 NS 5253 Experimental Foods
 NS 7212 Quantity Foods
 NS 7412 Food Preparation Practicum
 +/- Elective of choice (minimum 5 hours total)

Year 2 Fall (15 hours)

NS 5134 Advanced Medical Nutrition Therapy
 NS 5833 NonEnergy Nutrients
 NS 6133 Public Health Nutrition II
 NS 7542 Medical Nutrition Therapy Practicum
 BSE
 5163 Biostatistics Methods I
 +/- Elective of choice (minimum 5 hours total)

Year 2 Spring (7 hours)

NS 5970 Seminar (1 hour)
 NS 5980 Master's Thesis (6 hours)
 +/- Elective of choice (minimum 5 hours total)

Year 2 Summer (5 hours)

NS 7615 Clinical Nutrition Practicum*

Year 3 Fall (10 hours)

NS 7625 Food and Nutrition Service Management Practicum*
 NS 7635 Community Nutrition Practicum*

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7. Master of Science in Nutritional Sciences: CPMA Dual-Enrollment without a BS

GRADUATION PLAN
MS in NUTRITIONAL SCIENCES DUAL ENROLLED WITH CPMA WITHOUT A BS

For use with students:

- Currently enrolled in the CPMA starting fall 2018
- Have NOT completed a BS prior to enrollment in CPMA

Name _____

Advisor _____

Date Admitted _____

Expected Graduation _____

CORE 19 HOURS: 9 hours taken as part of CPMA coursework

Semester / Year	Course #	Hours	Course Name	Comments/Approval if Needed
Spring	NS 5970	1	Seminar (1 hr)	
Fall	NS 5233	3	Research Methods	Part of CPMA coursework*
Fall, Spring	BSE 5163	3	Biostatistics Methods I	
Spring	NS 5823	3	Energy Nutrients	Part of CPMA coursework*
Fall	NS 5833	3	Non-Energy Nutrients	Part of CPMA coursework
Fall, Spring, Summer	NS 5980	6	Master's Thesis	
TOTAL CORE HOURS		19		

NON-CORE: 15 HOURS: 10 hours taken as part of CPMA coursework

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

Semester / Year	Course #	Hours	Course Name	Comments/Approval if Needed
Fall	NS 6133	3	Public Health Nutrition II	Part of CPMA coursework
Fall	NS 5134	4	Advanced MNT	Part of CPMA coursework
TOTAL NON-CORE HOURS				

*CPMA credit ONLY not MS hours credit. Classes are not taken again for MS but hours replaced.

TOTAL (min. 34) =

8. Sample Dual MS/MS Curriculum for students Without a Bachelor's Degree (2018 and on)

SAMPLE MA/MS Curriculum for Students WITHOUT a Bachelor's degree**Year 1 Fall (14 hours)**

NS 7153	Nutrition During the Life Cycle
NS 5132	Adult Weight Management
NS 7111	Clinical Dietetics Profession
NS 7192	Nutrition Assessment
NS 7213	Food Nutrition Services Management
NS 5233	Research Methods in Dietetics

Courses toward
completion of
MS

Year 1 Spring (13 hours)

NS 7222	Nutrition Counseling
NS 7121	Counseling Practicum
NS 7244	Medical Nutrition Therapy I
NS 5823	Energy Nutrients
NS 7313	Dietetic Education Capstone Seminar

Year 1 Summer (10 hours)

NS 5133	Public Health Nutrition I
NS 5253	Experimental Foods
NS 7212	Quantity Foods
NS 7412	Food Preparation Practicum

Graduation/Completion of BS in Nutritional Sciences

Year 2 Fall (15 hours + elective)

NS 5134	Advanced Medical Nutrition Therapy
NS 5833	NonEnergy Nutrients
NS 6133	Public Health Nutrition II
NS 7542	Medical Nutrition Therapy Practicum
BSE	
5163	Biostatistics Methods I
	Elective of choice

Total elective hours must
equal a minimum of 14 credit
hours

Year 2 Spring (10 hours + elective)

NS 7615	Clinical Nutrition Practicum*
NS 7625	Food and Nutrition Service Management Practicum*
	Elective of choice

**Note: 7615, 7625, 7635 may
be scheduled in any order,
depending on availability of
rotation sites*

Year 2 Summer (5 hours + elective)

NS 7615	Clinical Nutrition Practicum*
	Elective of choice

Graduation/Completion of MA in Dietetics

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Year 3 Fall (7 hours + elective)

NS 5970	Seminar (1 hour)
NS 5980	Master's Thesis (6 hours)
	Elective of choice

Graduation/Completion of MS in Nutritional Sciences

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9. Listing of Nutrition and Non-Nutrition Elective Courses

Listing of Available NS Non-Core Courses offered for MS students			
Semester Offered	Course #	Course Name	Comment
*	NS 5090	Current Topics	Offered irregularly
Fall	NS 5132	Adult Weight Management	Not available for BS CP grads 2017 and earlier or MA CP grads 2018 and later
Summer	NS 5133	Public Health Nutrition	Not available for BS CP grads 2017 and earlier or MA CP grads 2018 and later
Fall	NS 6133	Public Health Nutrition II	
Fall	NS 5134	Advanced Medical Nutrition Therapy	Not available for BS CP grads 2017 and earlier or MA CP grads 2018 and later
	NS 5253		Not available for BS CP grads 2017 and earlier or MA CP grads 2018 and later
Summer		Experimental Foods	
	NS 5272	Geriatric Nutrition	Offered irregularly; Not available for BS CP grads 2017 and earlier
Fall (odd)	NS 5860	Advanced Topics – Adult Nutrition Support	
	NS 5552	Nutritional Epidemiology	Offered irregularly
Spring (online)	NS 6613	Sports Nutrition	
Summer (online) – Odd years	NS 5663	Obesity	
	NS 5860		
		Advanced Topics in Nutrition	Offered irregularly
Fall, Spring, Summer	NS 5960	Directed Readings	Faculty permission required
Fall, Spring, Summer	NS 5990	Special Studies	Faculty permission required
Spring	NS 5990	Special Studies – Italy course study abroad	
Summer (online) – Even years	NS 5990	Special Studies: Diabetes and Medical Nutrition Therapy	3 hours
	NS 6103	Pediatric Nutrition	Offered irregularly
Spring (online) – Even years	NS 6203	Nutrition and Cancer	
Spring – odd years	HES 6513	Qualitative Research	Offered in Norman through Health Exercise Science

B. THE FINAL EXAMINATION

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

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1 THESIS OPTION

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

2 NON-THESIS OPTION

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

C. THESIS

1. THESIS COMMITTEE

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

2. THESIS PROSPECTUS

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

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

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

3. WRITING THESIS

Complete guidelines for writing a thesis are found on the Graduate College website (ouhsc.edu/graduate). These guidelines should be followed carefully. In addition, the student must decide, with advice from their Advisory Committee, whether to organize the thesis in the "traditional" or "manuscript" style of organization.

4. THESIS DEFENSE

Students must comply with all rules established by the Graduate College section 3.5.8 of the Graduate College Bulletin, which can be found here:

<https://graduatecollegebulletin.ouhsc.edu/hbSections.aspx?ID=623>.

5. THESIS COPIES

Students must comply with all rules established by the Graduate College section 3.5.9 of the Graduate College Bulletin, which can be found here:

<https://graduatecollegebulletin.ouhsc.edu/hbSections.aspx?ID=487>.

D. NON-THESIS OPTION MASTER'S PROJECT AND COMPREHENSIVE EXAM GUIDELINES

Students must comply with all rules established by the Graduate College section 3.5.10 of the Graduate College Bulletin, which can be found here:

<https://graduatecollegebulletin.ouhsc.edu/hbSections.aspx?ID=487>.

A comprehensive examination is one of the requirements of the HSC Graduate College of a non-thesis master's degree program. In the Department of Nutritional Sciences, the exam is oral and covers material related to the student's Master's Project. The purpose of the exam is to provide a means by which the graduate student demonstrates evidence of having achieved an advanced level of knowledge in nutrition.

The following Departmental guidelines apply to the Master's Project and Comprehensive Exam:

1. The student begins the Master's Project by enrolling in NS 5103 Master's Project.
2. Each student must decide on a topic for the Master's Project. The student must meet with a faculty willing to supervise the Master's Project to discuss the topic and to receive approval to proceed with the project.
3. A Committee of three faculty members from the Department of Nutritional Sciences serves as the student's Graduate Advisory Committee. The student selects three faculty members who are willing to serve on the committee. One of the members of the committee will serve as the project director. The names of these three individuals are ultimately forwarded to the Graduate College via the "Admission to Candidacy" form submitted prior to the Comprehensive Exam. The committee may be composed of two NS faculty and one additional person from outside of NS as long as the individual has a graduate faculty appointment and has a special interest in the student's project. More typically, all three members of the committee are NS faculty. The topic will be approved by the faculty mentor (Major Professor) and the Committee.
4. The Master's Project shall include writing a paper, typically a literature review of the topic of interest. The review is expected to be focused on a topic and one option is that it be prepared for submission as a manuscript to a peer-reviewed journal. The specific guidelines for the manuscript will depend on the journal selected. This manuscript will be submitted electronically to the Major Professor in a Word document. It will be up to

the Major Professor to submit the manuscript for publication, although it is encouraged that the student assists in this process of submission as a learning experience. It is up to the advisory committee if the paper should be prepared in journal manuscript form or a more traditional paper format. It is expected that the literature review will be at least 20 double-spaced pages in length and to include at least 50 references from the scientific literature.

5. The Master's Project shall include a component that allows the student to demonstrate an application of the knowledge. The exact nature of this component of the project can vary and the student's faculty advisory committee must approve the project. Examples of possible projects include case studies (either real or simulated), development of nutrition education materials, application of technology, dietary assessment, developing clinical guidelines for a facility, among other projects. The grade for the Master's Project is based on the quality of the literature review and associated project, and is determined by the Major Professor. If a student earns an Unsatisfactory grade in the course, they will be allowed to repeat the course one time. If they earn an Unsatisfactory grade in the course on their second attempt, they will be dismissed from the program.
6. Upon satisfactory completion of the Master's Project, the Comprehensive Exam shall include an oral presentation that is professionally presented to the Examination Committee and is open to the public. The Committee shall have been given a copy of the literature review and associated project from the Master's Project in advance of the presentation. In the presentation the student will summarize the literature review and their project and entertain questions from the general audience. Following the presentation, the student will meet in closed session with the Committee for an oral defense of their presentation. Collectively, the oral presentation and defense of the presentation represent the Comprehensive Exam.
7. Each member of the committee will score the Comprehensive Exam as either satisfactory (S) or unsatisfactory (U). If the Comprehensive Examination is failed, a report must be submitted to the Graduate College indicating whether the student may repeat the examination. This report must also outline the student's deficiencies. A student who fails a second time will no longer be eligible for a master's degree in the academic program in which the examination was failed.

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III. FORMS, TIMELINE, AND CHECKLIST

A. DEGREE TIMELINE AND CHECKLIST

Students are encouraged to complete actions well in advance of deadline. Thesis projects typically take 3-4 semesters to complete, from inception to defense. Non-thesis projects typically take 2-3 semesters to complete, from inception to defense.

Finding forms:

Graduate College forms can be located at: <https://graduate.ouhsc.edu/Current-Students/Forms-and-Guidelines>

Department forms can be located in the handbook and the D2L Community Group for Master of Science Orientation

Specific dates can be found in the Academic Calendar prepared by Admissions and Records. With questions, please consult advisor, program director, or Graduate College.

First year tasks

Tasks	Optimal Deadline	Final Deadline	Completed
Submit Outline of graduate work form to Graduate College	By the end of 1 st semester	By the end of first year	
Select thesis or non-thesis advisor	By end of 1 st semester	At least the semester before you plan to begin your thesis or non-thesis project	
Select and finalize thesis or non-thesis topic with advisor	By end of 2 nd semester	At least the semester before you plan to begin your thesis or non-thesis project	
Select and finalize thesis or non-thesis committee	By end of 2 nd semester	At least the semester before you plan to begin your thesis or non-thesis project	
Propose thesis or non-thesis project. Complete Department Form for proposal approval .	By end of 2 nd semester	At least the semester before you plan to begin your thesis or non-thesis project	

Final semester tasks

Tasks	Optimal Deadline	Final Deadline	Completed
EVERYONE			
File Admission to Candidacy form to Graduate College	Beginning of the semester	As per Admissions and Records academic calendar (typically early February for spring; early September for fall; mid June for summer)	
Application for diploma and graduation packet to Admissions and Records. This form is submitted online using the student (PeopleSoft) Self-serve portal. https://www.ouhsc.edu/selfserve	Beginning of the semester	As per Admissions and Records academic calendar (typically early March for spring; early October for fall; early July for summer)	

THESIS ONLY			
Submit draft of complete thesis reading copy to committee members for review. This is the opportunity for committee members to suggest changes to your thesis. Allow minimum 2 weeks for committee to review	March 9 for spring October 7 for fall June 1 for summer	April 27 for spring November 11 for fall June 29 for summer	
Revise and finalize reading copy including committee suggestions. Submit to committee for final review and approval. Procure signatures for submission of reading copy form for graduate college.	March 30 for spring October 28 for fall June 19 for summer	May 4 for spring December 3 for fall July 21 for summer	
Submit final thesis reading copy to Graduate College with Signed approval form via ProQuest and request approval of thesis defense date.	As per Admissions and Records academic calendar (typically early April for spring; mid November for fall; late June for summer)	No later than 10 university business days before defense. (likely mid May for spring; mid December for fall; late July for summer)	
Retrieve defense forms from Graduate College in advance of thesis defense.	Available for pickup in GC at least one day prior to the defense	Available for pickup in GC at least one day prior to the defense	
Last day to defend thesis	As per Admissions and Records academic calendar (typically early May for spring; mid December for fall; late July for summer)	Five University business days before the beginning of the next term (typically late May for spring; early January for fall; and early August for summer)	
Make a photocopy for the Department and turn in thesis defense forms to the Graduate College	Immediately following defense	Within 72 hours after the defense	
Turn in final thesis copy, including any minimal additional changes, to Graduate College via ProQuest	Within 60 days or before beginning of next term. Whichever is earliest. (Must be enrolled in the current semester to use 60 days)	Before beginning of next term	
NON-THESIS ONLY			
Request approval of comprehensive exam defense date	As per Admissions and Records academic calendar (typically mid April for spring; late November for fall; mid July for summer)	No later than (10) university business days before defense. (likely mid May for spring; mid December for fall; early August for summer)	

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Last day to complete comprehensive exam (AKA oral presentation and project defense in Nutritional Sciences)	As per Admissions and Records academic calendar (typically early May for spring; mid December for fall; late July for summer)	Five University business days before the beginning of the next term (typically late May for spring; early January for fall; and early August for summer)	
Make a photocopy for the Department and turn in comp exam defense forms to the Graduate College	Immediately following defense	Within 72 hours after the defense	

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B. REQUEST FOR GRADUATE ADVISORY COMMITTEE AKA THESIS OR NON-THESIS
COMMITTEE

Department of Nutritional Sciences
College of Allied Health

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

_____(Chair)

_____(Member)

_____(Member)

_____(Member)

_____(Member)

Student Signature/Date

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

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C. PROSPECTUS APPROVAL

Department of Nutritional Sciences
College of Allied Health

Thesis or Project Title:

Committee Approval:

(Chair/Major Professor)

Student Approval:

Student/Date

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