

**DEPARTMENT OF BEHAVIORAL HEALTH AND NUTRITION**

**MASTER OF SCIENCE IN HUMAN NUTRITION (MSHN)**

**DEGREE PROGRAM**

**POLICY STATEMENT**

September 2019

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16. INTRODUCTION

The Master of Science in Human Nutrition (MSHN) program at University of Delaware emphasizes advanced knowledge of core nutrition principles and prepares students for advanced practice, research, and leadership roles. The focus of the MSHN is nutritional science, and the application of biochemistry, physiology, psychology, and biology principles to human nutrition in health and disease.

Areas of emphasis include research and projects related to prevention or treatment of disease; nutrition in infancy, childhood, and aging; community nutrition; cardiovascular physiology; and identifying and clarifying relationships between diet and health.

The Master of Science in Human Nutrition (MSHN) enables students to pursue their degree through either a thesis or non- thesis option. Both options include a core of required credits in nutrition and research methods and elective courses to fulfill the remainder of the program credits.

UNIVERSITY OF DELAWARE

Department of Behavioral Health & Nutrition

1. PROGRAM REQUIREMENTS OVERVIEW: MSHN

Master’s Degree Matrix

|  | **MS - THESIS** | **MS - NON-THESIS** |
| --- | --- | --- |
| **PREREQUISITES** | Inorganic ChemistryOrganic ChemistryBiochemistryPhysiologyNutrition\* | Inorganic ChemistryOrganic ChemistryBiochemistryPhysiologyNutrition\* |
| **MINIMUM ADMISSION REQUIREMENTS** | GRE scores within past 5 years2.75 GPA Overall3.00 GPA based on major courses | GRE scores within past 5 years2.75 GPA Overall3.00 GPA based on major courses |
| **CORE REQUIRED** **NTDT courses** | NTDT611 Advanced Macronutrient Metab (3)NTDT631 Advanced Micronutrient Metab (3) | NTDT611 Advanced Macronutrient Metab (3)NTDT631 Advanced Micronutrient Metab (3) |
| **ELECTIVE NTDT courses** | NTDT Electives (6) | NTDT Electives (6-9)\*\* |
| **Non-NTDT courses** | CHEM527 or MMSC650 or equivalent graduate level Biochem (3) Statistics course (3)Research Design (3)Electives (3) | Statistics course (3)Research Design (3)Electives (6-9)\*\* |
| **Seminar** | NTDT665 (2) | NTDT665 (2) |
| **Thesis/Field Study** | NTDT869 (6) | NTDT669 (3) |
| **TOTAL CREDITS** | (32) | (32) |
| **OTHER** | Thesis Defense/Oral Exam | Comprehensive Exam |

\* Requiring Biochemistry as a prerequisite

\*\* The total number of electives (Both NTDT and Non NTDT electives) taken will equal 15 credits.

**POLICIES AND PROCEDURES**

1. ADMISSION REQUIREMENTS

## CREDENTIALS TO BE SUPPLIED

Application form, transcript(s) of all undergraduate and post-baccalaureate course work completed, Graduate Record Examination (GRE) Scores, TOEFL scores where appropriate, three references from individuals able to evaluate the applicant’s potential for successful graduate work, curriculum vitae or resume, graduate application essay.

### Regular status requires:

1. GRE Scores taken within 5 years of application
2. Overall undergraduate Grade Point Average (GPA) of 2.75 or higher.
3. GPA of 3.0 or higher in major.
4. For international students, a TOEFL score of 575 or higher (paper-based) or TOEFL IBT of at least 90 or higher is required for international students who do not apply for a teaching assistantship. International students applying for a teaching assistantship must have a paper-based TOEFL score of at least 600 or higher or a TOEFL IBT of at least 100.

Prerequisite courses for regular status admission are: human or animal physiology (one course), inorganic chemistry (two courses, Chem 1 and Chem 2), organic chemistry (one course), biochemistry (one course, preferably with lab), and human nutrition with a biochemistry prerequisite (one course). Students wishing to pursue thesis research topics related to social science aspects of nutrition and eating behaviors should have some courses in sociology, psychology, anthropology, etc.

### Provisional status may be designated if:

1. The baccalaureate degree is still in progress at the time the applicant’s credentials are reviewed. Admission to regular status is contingent on successful completion of the baccalaureate degree.
2. Prerequisite courses are incomplete. Any course deficits should be completed prior to the first year of graduate study.

### Provisional status requires:

1. GRE scores taken within 5 years of application
2. Overall undergraduate Grade Point Average (GPA) of 2.75 or higher.
3. GPA of 3.0 or higher in major.
4. For international students, a TOEFL score of 575 or higher (paper-based) or TOEFL IBT of at least 90 or higher is required for international students who do not apply for a teaching assistantship. International students applying for a teaching assistantship must have a paper-based TOEFL score of at least 600 or higher or a TOEFL IBT of at least 100.

Provisional status will be changed to regular status when all the admission contingencies have been satisfied.

Students on provisional status are not eligible for tuition scholarships or graduate teaching assistantships

Admission to the MSHN program is limited, and not all qualified applicants will be admitted.

## APPLICATION DEADLINES

Applications for Fall admission to the MSHN Program are reviewed on a rolling basis between January 15 and March 15. Early submission of application is recommended for those interested in a funded teaching or research assistantship.

1. MSHN: THESIS OPTION

## PROGRAM REQUIREMENTS: THESIS OPTION

### Program requirements for Thesis Option

Minimum total credits – 32: Credits

 NTDT Graduate Courses 12a

 Non-NTDT Graduate Courses 12b

 NTDT869 – Thesis 6c

 NTDT665 – Seminar 2

aNTDT Required Courses: NTDT611, NTDT631

bNon-NTDT requirements: CHEM527 or MMSC 650 or equivalent 600 level or higher biochemistry course and at least three credits of coursework in a 600 level or higher Statistics course (e.g., STAT608) and three credits of coursework in 600 level or higher Research Methods/Design course (e. g., BHAN 609).

cThese six credits may be spread out over multiple semesters.

## PROGRESS EVALUATION: THESIS OPTION

Students must have at least a 3.0 cumulative grade point index (GPA) to be classified “in good standing” and to receive degree clearance. The student is referred to the University of Delaware Graduate Catalog for further information considering academic standards and status.

### Program Expectations:

The Human Nutrition Graduate Program Coordinator will assign each graduate student an academic advisor. The academic advisor will supervise the academic progress of the candidate from entrance till the time when a Thesis Research Advisor is identified (or unless another advisor is chosen).

Students completing the thesis option are expected to develop and conduct an independent research project, under the supervision of a Thesis Research Advisor. They will collect and analyze appropriate data or conduct a secondary data analysis of appropriate rigor and prepare and defend the thesis to a faculty committee based on the research conducted.

## SEQUENCE OF EVENTS: THESIS OPTION

The succeeding paragraphs describe in detail each major event.

### Selection of Thesis Research Advisor: (**Form I**)

Early identification of a Thesis Research Advisor and the thesis advisory committee is strongly recommended. The Thesis Research Advisor must be a Nutrition faculty member. It is expected that students will file their Thesis Advisor Agreement Form (see **Form I**), by the end of the first semester or upon completion of nine credits of course work**. A copy of the Thesis Research Advisor Form is retained by the Thesis Advisor, and a PDF of the form is emailed to the Graduate Services Coordinator for filing in the student’s file**. The graduate student’s advisory committee, (see requirements below), should be constituted, in consultation with the Thesis Research Advisor, **no later than upon completion of nine course credit hours**.

It is not recommended that students change Thesis Research Advisors after initiating their thesis research project. If a decision to do so is considered, any change requires joint discussion and signed agreement between the student, the original Thesis Research Advisor and the prospective Thesis Research Advisor. Written notification is then forwarded to the Graduate Services Coordinator.

Any student changing Thesis Research Advisors must complete the remaining thesis credits under the direction of the new Thesis Research Advisor.

***NOTE:*** Use of Special Problems (NTDT666/866) credits to meet minimum credit hour course requirements for the MSHN degree is discouraged; a maximum of three departmental and three non-departmental Special Problems credits may be accepted on recommendation by the Thesis Advisory Committee. Special Problems require a title to be determined by instructor.

### Thesis Advisory Committee Composition: (**Form II**)

The minimum composition shall be: the Thesis Research Advisor, at least one other nutrition graduate faculty, and a third member from outside the nutrition graduate faculty that meets the approval of the other two committee members. Composition of the Thesis Advisory Committee is noted on the Thesis Research Proposal Form.

### Advisory Committee Responsibilities:

1. Evaluate student’s progress toward achievement of degree.
2. Review and make recommendations on student’s program (graduate courses and research).
3. Serve as a review body for student’s research proposal.
4. Serve as a reading committee for the thesis defense.
5. Serve as the examining group for the thesis defense.

### Thesis Proposal Meeting: **Forms II and III**:

After the candidate and the Thesis Research Advisor have determined that the proposal provides sufficient background information, research design and statistical analysis information for evaluation by Thesis Advisory Committee members, a meeting of the candidate with all members of the advisory committee is scheduled. This meeting is ideally scheduled prior to data collection related to the thesis research and should be completed by September 1 of Year 2.

The candidate is responsible for scheduling the date, time and location for this meeting. Ten business days prior to the meeting, each Thesis Advisory Committee member is to receive: (1) a copy of the thesis research proposal; (2) a resumé; and (3) a Course Planning Form (**see Form III**).

At the beginning of the thesis proposal meeting, the candidate will give a formal presentation (approximately 15-20 minutes) describing the proposed research. Following this presentation, modifications of the thesis research and/or statistical analysis plan will be discussed, and any revisions deemed appropriate will be incorporated. Then the candidate’s graduate course work will be reviewed and recommendations for additional course work may be made. Finally, the **Thesis Proposal Meeting Form II** is to be completed and a PDF of the completed **Form II** is to be emailed to the Thesis Research Advisor and Graduate Services Coordinator. This form will delineate any modifications and any specific additional courses recommended by the Thesis Advisory Committee members.

If the thesis involves human subjects, a request for ***Human Subjects Approval or Exemption*** must be obtained from the Institutional Review Board at the University of Delaware. Approval must be obtained before any data collection can begin. A copy of the approval letter must also be submitted to the University Graduate College either at time of approval or when thesis is delivered to the Graduate College. The Human Subjects approval letter may be included in the thesis or submitted separately.

If the thesis research involves animals, experimentation must comply with the University of Delaware Standard Operating Procedures Laboratory Animal Care and Maintenance manual and an Animal Subjects Review Certification for Teaching and Research form must be completed and submitted for approval to the Director of Laboratory Animal Care.

**An electronic copy of Forms II and III are retained by the Thesis Advisor and the Graduate Services Coordinator.**

### Application for Degree:

The candidate is responsible for filing an Application for Advanced Degree form with the University Graduate College. **This must be done by the 2nd week of the semester in which you intend to graduate (the very beginning of your final semester). Upon preparing the Application for Degree, the Graduate Service Coordinator will also check the student file to be sure that Forms I through III have been submitted.**

### Traditional Thesis or Publishable Paper Format:

The student may report thesis research findings in one of two forms: A traditional thesis or a publishable paper thesis format. The intent of the latter is to enhance the possibility of early submission to a refereed journal while simultaneously fulfilling degree requirements. The qualities of thoroughness and scholarship do not differ between the two formats.

### Thesis:

A thesis is a substantial Master’s level paper presenting independent research, which makes a contribution to the current body of knowledge in a scholarly field. The thesis must reflect the ability to conduct scholarly research and to report the results in a manner worthy of publication.

A copy of the most current UD Thesis/Dissertation Styles should be obtained for use in preparing the thesis. There are UD Macros available on the Graduate College website for students to use for formatting their theses. Theses may also be done in publishable paper format. (see Publishable Paper Format included in this manual).

### Publishable Paper Format:

The student should inform his/her Thesis Committee of intent to follow the publishable paper thesis format, identifying the refereed journal and providing a copy of the current author’s guidelines. The following must be included:

1. Preliminary pages (similar to thesis format; includes title page, abstract, signature page, and table of contents)
2. Introduction. Provides an overview to the entire project and includes a statement of the hypotheses/research question(s) to be examined.
3. Literature review (at discretion of Thesis Advisor). Description, summary, and critical evaluation of the literature in relation to the research problem being investigated.
4. Journal manuscript. All significant research results must be included. The discussion should include a thorough examination of interpretation of data with appropriate comparisons to previously publishable data and discussion of significance to the field and recommendations for future research. If the journal requires only a minimal methods section, a detailed description of methods may be included as a separate chapter or as an appendix (check with your Thesis Advisory Committee).
	1. Style, content organization, literature citation and reference list format will be dictated by the author guidelines in the journal for which the manuscript is prepared.
5. Conclusion. Summarize key points and discuss future directions.

If the student has not prepared a manuscript for publication using the data collected within six (6) months of degree completion, faculty may publish the data including the student as a co-author.

### Oral Examination

A final oral examination is required. This examination will consist of, but is not limited to, a defense of the thesis. Questions to assess the student’s subject matter knowledge, comprehension and application will also be incorporated.

After approval from the thesis advisor, the thesis should be distributed by the candidate to all Thesis Advisory Committee members within ten business days prior to the oral examination.

The candidate is responsible for scheduling the date, time and location of a two-hour oral examination. An invitation should be also sent by the Thesis Research Advisor to all departmental faculty and graduate students to attend a formal presentation given by the candidate at the beginning of the oral examination (approximately twenty-thirty minutes). **This examination should take place no later than the first week of April, which means the thesis must be distributed to Thesis Advisory Committee members by approximately early to mid-March.**

The following individuals must attest to the satisfactory performance of the candidate in the oral examination:

1. The Thesis Research Advisor.
2. The Thesis Advisory Committee members.

Upon successful completion of the oral exam, **Form IV** is completed (Oral Examination Form). **An electronic copy of Form IV is retained by the Thesis Advisor, forwarded to the Graduate Office, and sent to the Graduate Services Coordinator for filing in the student’s file.**

The student will then make any edits to the thesis as recommended by the Thesis Advisory Committee and the edits will be reviewed and finalized by the Thesis Research Advisor.

Next, using 25% cotton bond paper (see the Graduate Services Coordinator for this paper), students must print 4 copies of **each** of the following pages from their thesis (on bonded paper):

1) the title page

2) the signature page

3) the abstract page

4) the table of contents

The Thesis Research Advisor signs the signature page of the paper copy of the thesis and all 4 single copies of the signature page. Next, a paper copy of the full thesis and the 4 copies of the signature page are given to the Chair of the Department of Behavioral Health and Nutrition for review. Upon approval of the thesis, the Department Chair will sign each copy of the signature page (4 copies total). Then, the paper copy of the thesis and the 4 copies of the signature page are given to the Dean of the College of Health Sciences for review. Upon approval of the thesis, the Dean will sign each copy of the signature page (4 copies total).

Next, students need to make an appointment with the Graduate Office for the Vice Provost for Graduate and Professional Education to review their thesis. Students will bring a paper copy of their thesis, an electronic copy of their thesis, the 4 signature pages from their thesis, and a copy of the signed Oral Examination Form (**see Form IV**).

### Submitting a Thesis or Publishable Paper

Please refer to the Step-by-Step Guide to Graduation, on the University of Delaware Graduate College website, for instructions on submitting a thesis or publishable paper to the Graduate Office. Typically, the Graduate Office requires an electronic copy of the thesis, as well as 4 copies of each of the following on bonded paper: 4 copies of the title page, abstract, signature page, and table of contents. **Please see the Graduate College website however for the most up to date details on what is required** <https://grad.udel.edu/students/>.

Submitting your thesis to the Department of Behavioral Health and Nutrition. Once your thesis is approved by the Graduate Office, a Word and PDF electronic copy of the approved thesis should also be emailed to the Thesis Research Advisor, Thesis Committee Members, and to the Graduate Services Coordinator.

### Seminar Presentation:

Students are required to present results of their research in a seminar format to the Department (preferable in NTDT665).

### Manuscript Preparation:

If the traditional thesis option is selected, students are encouraged to submit to the thesis research advisor a reasonable first draft of a manuscript, based on the thesis, suitable for publication, prior to the oral examination.

### Final Grades:

The candidate should check that his/her instructor has submitted all final grades. NTDT869 (Master’s Thesis) course receives a temporary grade of S or U which must be converted to final letter grades by the instructor using the Change of Grade form.

### Transfer to the Non-Thesis Option:

Any MSHN student in good academic standing may switch from the Thesis to the Non-Thesis Option with the following provisions:

1. The student must submit a statement explaining the basis for the decision, a plan of study for the new option, and identification of a faculty member willing to serve as scholarly project advisor to the MSHN Graduate Director.
2. Credits taken as NTDT869 may be converted to NTDT 669 credits provided that there is a written submission of activities/outcomes achieved and an additional 3 graduate credits of NTDT electives must be taken.
3. The student must complete and satisfactorily pass the Non-Thesis Comprehensive Written/Oral Examination.
4. Any future financial support for the student may be reconsidered if needed.
5. After committee approval, submit a Change of Classification form to the Graduate Office.

## FORMS: THESIS OPTION

* **Thesis Advisor Agreement – Form I**
* **Thesis Research Proposal Meeting – Form II**
* **Course Planning – Form III**
* **Oral Examination – Form IV**

*Students are responsible for completing these forms according the guidelines outlined in this manual (Sequence of Events).*

**DEPARTMENT OF BEHAVIORAL HEALTH, & NUTRITION**

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**Thesis RESEARCH Advisor - Form I**

Please complete the form below and email a PDF copy to the Graduate Services Coordinator. You should identify a Thesis Research Advisor by the time you have completed nine (9) graduate credits of coursework.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thesis Research Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General topic or area of research to be developed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Stipulations/agreements made concerning research problem: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Publication agreement: If the student has not prepared a manuscript for publication using the data collected within six (6) months of degree completion, faculty may publish the data including the student as a co-author.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Thesis Research Advisor Date

*(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the Graduate Services Coordinator)*

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**THESIS RESEARCH PROPOSAL MEETING - FORM** **II**

Candidate (name typed or printed): *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Thesis Research Advisor (name typed or printed): *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Title of thesis or publishable paper *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Note any specific requirement/modifications made at proposal meeting:

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Note any courses recommended for inclusion in graduate program:

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Signatures:

Candidate: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Thesis Research Advisor: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Thesis Advisory Committee:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(The candidate should provide an electronic copy of this signed form for each relevant party, including the Graduate Services Coordinator).*

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**THESIS RESEARCH PROPOSAL MEETING – FORM III**

Graduate Program Plan: (Status summary for proposal meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Date

|  |  |  |  |
| --- | --- | --- | --- |
| Category of Courses | Credits**Completed** | Credits in**Progress** | Credits to**Be Completed** |
| **DEPARTMENT COURSES**  |
| NTDT611 | Advanced Macronutrient Nutrition (3) |  |  |  |
| NTDT631 | Advanced Micronutrient Metabolism (3) |  |  |  |
| NTDT | Elective (3)  |  |  |  |
| NTDT | Elective (3) |  |  |  |
| NTDT665 | Seminar (2) |  |  |  |
| NTDT869 | Thesis (6) |  |  |  |
| **TOTAL** (Minimum) (20)\* |  |  |  |
| **NON-NUTRITION PROGRAM COURSES** |  |  |  |
|  | Statistics (3) |  |  |  |
|  | Research Methods/Design (3) |  |  |  |
|  | Chem527 or MMSC650 or equivalent graduate level biochemistry course (3) |  |  |  |
|  | Elective (3) |  |  |  |
|  |  |  |  |  |
| **TOTAL** (Minimum) (12)\* |  |  |  |

*\*Sum for minimum total of credits for NTDT coursework is 20 credit hours (12 credits coursework, 6 credits thesis/research, and 2 credit seminar).*

*(The candidate should provide an electronic copy of this signed form for each relevant party, including the Graduate Services Coordinator)*

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**ORAL EXAMINATION – FORM IV**

Name of Candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exam Date and Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Chairperson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Thesis \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned attest to the performance of the candidate in the oral examination given as indicated herein:

 Satisfactory Unsatisfactory

Committee Chairperson \_

Committee Member

Committee Member

Committee Member

(Only one Unsatisfactory vote is permitted to certify one for graduation. A committee may ask a candidate to submit to reexamination.)

At the end of the examination, note any conditions prescribed by the examining committee which must be met before the candidate can be certified for graduation.

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*(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the Graduate Services Coordinator)*

**SUMMARY OF SEQUENCE OF EVENTS**

**IN PROGRESS TOWARD COMPLETION OF MASTER OF SCIENCE**
**IN HUMAN NUTRITION**

**THESIS OPTION**

| **Event** | **Time Frame** | **Documentation** | **Date** **Completed** |
| --- | --- | --- | --- |
| Identification of Thesis Research Advisor | By the end of the first semester of Year 1 (or on completion of 9 credits of coursework for part-time students) | THESIS ADVISOR AGREEEMENT – FORM I |  |
| Identification of Thesis Advisory Committee | Early in the second semester of Year 1(or on completion of 12 credits of coursework for part-time students) |  |  |
| Meet with the Graduate Services Coordinator to review file and determine status of required forms | Prior to Fall Semester of Year 2 |  |  |
| Thesis Research Proposal Defense with Thesis Advisory Committee | By September 1 of Year 2 and if new study, prior to data collection | THESIS RESEARCH PROPOSAL MEETING –FORM II |  |
| Review of Course Planning Form with Thesis Advisory Committee | Summer after your second semester (during your thesis research proposal meeting) | COURSE PLANNING - FORM III |  |
| Application for Degree Form submitted by 2nd week of graduating semester | By end of winter session (Year 2) | Graduate College Form |  |
| Seminar on Thesis Research in NTDT665 | September for December graduationFebruary for May graduationMay for August graduation(See current academic calendar for specific dates) |  |  |
| Schedule Thesis Defense/Oral Exam | On completion of thesis research data collection/analysis; while drafting thesis/manuscript(s) |  |  |
| Submission of Thesis Drafts to each Committee member | At least ten (10) business days prior to oral examination, therefore by October 1 for December graduation and March 1 for May graduation | To each committee member |  |
| Complete Thesis Defense | On completion of thesis draft (note: Thesis Defense/Oral Exam typically needs to occur by October 14 for December graduation, March 14 (at very latest) for May graduation, and June 14 for August graduation) | ORAL EXAMINATION - FORM IV |  |
| Submission of electronic copy of Thesis to Graduate Office and to Graduate Services Coordinator | Allow a minimum of two weeks between thesis defense/oral exam and thesis submission to allow for corrections and/or editing | To Graduate OfficeAnd to the Graduate Services Coordinator 026 CSB |  |
| Change of Grade Form(s) completed clearing temporary grades for Research, Special Problems, and/or Thesis Credits from student’s academic record | November for December graduationApril for May graduationJuly for August graduation(See current academic calendar for specific dates) |  |  |

1. MSHN: NON-THESIS OPTION

## PROGRAM REQUIREMENTS: NON-THESIS OPTION

### Program requirements for non- thesis option.

Minimum total credits – 32: Credits

 NTDT Graduate Courses 12-15a

 Non-NTDT Graduate Courses 12-15b

 NTDT 669 – Scholarly Project 3c

 NTDT 665 – Seminar 2

aNTDT Requirements: NTDT611, NTDT631

bNon-NTDT requirements: three credits of coursework in Statistics and three credits of coursework in Research Methods/Design.

cThese three credits may be spread out over multiple semesters.

## PROGRESS EVALUATION: NON-THESIS OPTION

Students must have at least a 3.0 cumulative grade point index (GPA) to be classified “in good standing” and to receive degree clearance. The student is referred to the University of Delaware Graduate Catalog for further information considering academic standards and status.

## SEQUENCE OF EVENTS: NON-THESIS OPTION

The succeeding paragraphs describe in detail each major event.

1. MSHN Degree Program Expectations

The Human Nutrition Graduate Program Coordinator will assign each graduate student an academic advisor. The academic advisor will supervise the academic progress of the candidate from entrance till the time when a Scholarly Project Advisor is identified (or unless another advisor is chosen).

Students completing the non-thesis option are required to present evidence of critical thinking and writing skills in the form of a paper based on a scholarly project. This project may take a variety of forms, e.g., field study; case study; development and pilot testing of questionnaires, evaluation of instruments; development and evaluation of a specific worksite project; comprehensive literature review of a defined area of knowledge which identifies a current area of concern for analysis, generates hypotheses, suggests a methodology and statistical analysis for testing hypotheses, and/or develops a rationale for change in current practice. **Please complete Forms I to III.**

A written comprehensive examination will be administered upon completion of the majority of course requirements (excluding the scholarly project). The student should notify the Human Nutrition Graduate Program Coordinator in writing of his/her intent to take the comprehensive exam within the first two weeks of the semester in which the exam is to be scheduled. The written comprehensive exam is typically taken during the 4th week of winter session during the second year of study.

The four-hour examination will be administered at a common time for all exam takers of the semester. It will be developed by a committee of three faculty appointed by either the Department Chair or the Human Nutrition Graduate Program Coordinator. The exam will consist of three categories, Metabolism, Current Issues, and Statistics/Research. A study guide will be provided.

A student who fails any section of the comprehensive examination may petition for a re-exam of that section at the next scheduled testing date and will receive suggestions for remediation. A Letter of Intent to Retake Exam should be submitted to the project advisor. **Upon successful completion of the Comprehensive Examination, please complete Form IV.** The exam may not be taken a third time. Failure to pass the comprehensive exam (after two attempts) will result in removal from the graduate program. Student will be notified in writing of successful completion of exam. Successful completion of the exam must also be reported by memo to the degree auditor in the university Graduate College by the last day of classes.

### Selection of Scholarly Project Advisor and Reader

The candidate will select a project advisor from among the nutrition program graduate faculty to guide their scholarly activity. Selection and identification of the specific project will be determined by the student in consultation with the project advisor. **Please complete Form I.**

The student will also choose a second “reader” to provide additional critical review and perspective for the final report/paper prepared by the student. This reader may be selected from the nutrition program or the university at large, and may include joint or adjunct faculty. **Please complete Form II and Form III.**

If the project involves human subjects, a request for Human Subjects Approval or Exemption must be submitted to the University Research Office. Approval must be obtained **before** any data collection can begin.

### Scholarly Project

The scholarly project will result in a written paper which may be presented either in traditional or manuscript form according to the guidelines of the Journal of the Academy of Nutrition and Dietetics, or other subject-appropriate peer-reviewed journal as approved by the project advisor.

### Scholarly Project Format

The student may report the scholarly project in one of two forms: A traditional scholarly project report or a publishable paper scholarly project format. The intent of the latter is to enhance the possibility of early submission to a refereed journal while simultaneously fulfilling degree requirements. The qualities of thoroughness and scholarship do not differ between the two formats. However, special care may be needed to write clearly and concisely, following the style used by the journal to which the paper is targeted.

The student should inform his/her Scholarly Project Advisor of intent to follow the publishable scholarly project paper format, identifying the refereed journal and providing a copy of the current author’s guidelines. The following must be included:

1. Preliminary pages (similar to thesis format; includes title page, abstract, signature page, and table of contents)
2. Introduction. Provides an overview to the entire project and includes a problem statement to be studies.
3. Literature Review. Description, summary, and critical evaluation of the literature in relation to the research problem being investigated.
4. Conclusions
5. Appendix
6. References

### Submitting the Scholarly Project

Your Scholarly Project paper needs to be approved by your project advisor, once your advisor is satisfied with your Scholarly Project paper; it is submitted to the second reader. Once the reader is satisfied with your Scholarly Project paper, you must print 2 copies of the signature page on 25% cotton bonded paper, and have them signed by your advisor and the reader. Next, a paper copy of your scholarly project and the 2 signed copies of the signature page are submitted to the Department Chairperson for review/approval of your Scholarly Project Paper.

Submitting your Scholarly Project paper to the Department of Behavioral Health and Nutrition. Once your Scholarly Project paper is approved and signed, Word doc and PDF electronic copies of the Scholarly Project should be submitted to the Scholarly Project Advisor, Scholarly Project Committee members, and the Graduate Services Coordinator. **Upon submitting these electronic documents, the Graduate Services Coordinator will also check the student file to be sure that Forms I through V have been submitted.** This must be done no later than reading day of the semester the student intends to graduate.

The Graduate Office will then be notified by the Graduate Director that the student has completed the scholarly project and a grade has been submitted.

### Application for Degree

The candidate is responsible for filing an Application for Advanced Degree form with the University Graduate College.

### Seminar Presentation

Students are required to present results of their scholarly project in a seminar format to the nutrition program (preferably in NTDT665).

### Final Grades:

The candidate should check that his/her instructor has submitted all final grades NTDT669 receives a temporary grade of S or U which must be converted to final letter grades by the instructor using the Change of Grade form.

### Transfer to the Thesis Option

In the event that a student pursuing the MS/non-Thesis Option wishes to change to the MS/Thesis Option:

1. A written request, including a statement explaining the basis for the decision, outline of proposed thesis research, the plan of study, and identification of faculty member willing to serve as thesis advisor is submitted to the Human Nutrition Graduate Program Coordinator.
2. The Nutrition Graduate Faculty Committee will review the request and recommend action.
3. Credit taken as NTDT 669 may be converted to NTDT 869 credits provided there is a written submission of activities/outcomes achieved.
4. The student must meet all course requirements for the thesis option.
5. After committee approval, submit a Change of Classification form to the University Graduate College.

## FORMS: NON-THESIS OPTION

* **Scholarly Project Advisor Agreement – Form I**
* **Scholarly Project Proposal Meeting – Form II**
* **Scholarly Project Course Planning – Form III**
* **Completion of Comprehensive Written Exam – Form IV**
* **Completion of Scholarly Project – Form V**

Students are responsible for completing these forms according the guidelines outline in this manual (Sequence of Events).

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION**

**MASTER OF SCIENCE IN HUMAN NUTRITION**

**SCHOLARLY PROJECT ADVISOR AGREEMENT - FORM I**

Please complete the form below and return it to the Graduate Services Coordinator for placement in your file. You should identify a scholarly project advisor by the time you have completed nine (9) graduate credits of coursework.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scholarly Project Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General topic of scholarly project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Stipulations/agreements made concerning project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Publication agreement: If the student has not prepared a manuscript for publication using the data or information collected for the project within six (6) months of degree completion, faculty may publish the data including the student as a co-author.

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Signature of Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Project Advisor Date

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the Graduate Services Coordinator).

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION**

**MASTER OF SCIENCE IN HUMAN NUTRITION**

**SCHOLARLY PROJECT PROPOSAL MEETING – FORM II**

Candidate (name typed or printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisor (name typed or printed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Scholarly Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Note any specific requirement/modifications made at this meeting:

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Note any courses recommended for inclusion in graduate program:

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures:

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second Reader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the Graduate Service Coordinator)

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION**

**MASTER OF SCIENCE IN HUMAN NUTRITION**

**SCHOLARLY PROJECT PROPOSAL MEETING – FORM III**

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORY OF COURSES | CreditsCompleted | Credits inProgress | Credits toBe Completed |
| NUTRITION PROGRAM COURSES:  |
| NTDT611 | Advanced Micronutrient Metabolism (3) |  |  |  |
| NTDT631 | Advanced Micronutrient Metabolism (3) |  |  |  |
| NTDT | Elective (3)  |  |  |  |
| NTDT | Elective (3) |  |  |  |
| NTDT | Elective (optional) \* (3) |  |  |  |
| NTDT665 | Seminar (2) |  |  |  |
| NTDT669 | Scholarly Project (3) |  |  |  |
| TOTAL (17-20)\*  |  |  |  |
| NON-NUTRITION PROGRAM COURSES:  |  |  |  |
|  | Statistics (3) |  |  |  |
|  | Research Methods/Design (3) |  |  |  |
| Non-NTDT | Elective (3) |  |  |  |
| Non-NTDT | Elective (3) |  |  |  |
| Non-NTDT | Elective (optional)\* (3) |  |  |  |
| **TOTAL** (Minimum) (12-15)\* |  |  |  |

\*Students must take a 6-9 credits NTDT electives and 6-9 credits non-NTDT elective such that the total for NTDT electives + Non-NTDT electives adds up to 15 credit hours.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate

(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the Graduate Services Coordinator)

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION**

**MASTER OF SCIENCE IN HUMAN NUTRITION**

**COMPREHENSIVE WRITTEN EXAMINATION - FORM IV**

Name of Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exam Date and Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All three exam committee members will read and score each question. All must agree on a grade of pass for each question in order for the exam to be completed successfully. Passing is considered 80% or better.

The undersigned attest to the satisfactory performance of the candidate on the comprehensive examination:

Project Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointed Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointed Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned dissent from the foregoing report:

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At the end of the examination, note any conditions prescribed by the examining committee which must be met before the candidate can retake the examination. Student must retake only those sections that they failed. The exam may be re-taken only once.

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(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the Graduate Services Coordinator)

**DEPARTMENT OF BEHAVIORAL HEALTH & NUTRITION**
**MASTER OF SCIENCE IN HUMAN NUTRITION**

**COMPLETION OF SCHOLARLY PROJECT – FORM V**

Name of Candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Chairperson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Scholarly Project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The undersigned attest to the following related to the completion of the scholarly project.

 Satisfactory Unsatisfactory

Committee Chairperson \_

Committee Member

Committee Member

Committee Member

*(The candidate should provide a copy of this signed form for each relevant party. The original of this form should be kept in the candidate’s folder by the Graduate Services Coordinator)*

**SUMMARY OF SEQUENCE OF EVENTS**

**IN PROGRESS TOWARD COMPLETION OF MASTER OF SCIENCE IN**
**HUMAN NUTRITION**

**NON-THESIS OPTION**

| **Event** | **Time Frame** | **Documentation** | **Date** **Completed** |
| --- | --- | --- | --- |
| Identification of Scholarly Project Advisor and Reader | Early in first semester of coursework (or on completion of 9 credits of coursework for part-time students) | SCHOLARLY PROJECT ADVISOR AGREEMENT - FORM I |  |
| Scholarly Project Proposal Meeting | During second semester of coursework | SCHOLARLY PROJECT PROPOSAL MEETING – FORM II and review ofCOURSE PLANNING – FORM III |  |
| Meet with the Graduate Services Coordinator to review file and determine status of required forms | Beginning of Fall Semester, Year 1 |  |  |
| Application for Degree | September for DecemberFebruary for JuneMay for August(See current academic calendar for specific dates) | Form to Graduate College  |  |
| Completion of Comprehensive Exam | Taken during the 4th week of winter session Year 2 | COMPLETION OF COMPREHENSIVE WRITTEN EXAM - FORM IV |  |
| Nutrition Program seminar on completed project | Upon completion of Scholarly Project | In NTDT665 |  |
| Submission of copies of the final draft of Scholarly Project to Advisor  | March 1 for May graduationOctober 1 for December graduation |  |  |
| Submission of final written report to Project Advisor |  |  |  |
| After approval of Advisor, submission of Scholarly Project to 2nd Reader | March 15 for May graduationOctober 15 for December graduation |  |  |
| After approval of Advisor and 2nd Reader, submission of Final Scholarly Project to BHAN department Chair | April15 for May graduationNovember 15 for December graduation |  |  |
| Submission of Final Scholarly Project to Graduate Services Coordinator | By Reading Day | COMPLETION OF SCHOLARLY PROJECT- FORM V |  |

 **Note: This was moved earlier in the policy (page 11)**

Removed, redundant, see page 11

Removed, not permanent policy as award amounts may change. Will document separately for faculty.