



Indiana University of Pennsylvania

IUP Graduate Program Handbook for M.S. in Food and Nutrition
Department of Food and Nutrition



Handbook Updated Aug 2019

M.S. in Food and Nutrition

Department of Food and Nutrition

102 Ackerman Hall

Phone: 724-357-4440; FAX: 724-357-3007; email: ms-fdnt@iup.edu

Program Website: <http://www.iup.edu/foodnutrition/grad/food-nutrition-ms/>

TABLE OF CONTENTS

Welcome.....	5
Indiana University of Pennsylvania	5
IUP's Civility Statement	5
Department of Food and Nutrition	6
Mission Statement and Program Objectives	6
Faculty and Staff.....	7
Admission	8
Financial Assistance.....	8
Academic Advisement.....	8
Campus Resources & Student Support	9
IUP Email	9
Graduate Student Assembly	9
Programs and Degrees	10
Master's.....	10
Certification / Certificates / Licensure.....	11
Course Descriptions.....	13
Evaluation of Students.....	16
Degree Completion	16
Thesis/Dissertation Completion	17
Evaluation Outcome for Dissertation and/or Thesis	17
University Policy and Procedure (See Graduate Catalog www.iup.edu/graduatestudies/catalog/).....	17
Academic Calendar.....	17
Academic Grade Appeal Policy.....	17
Academic Integrity	18
Academic Status and Satisfactory Academic Progress.....	18
Affirmative Action	18
Bereavement-Related Class Absences	18
Continuous Graduate Registration for Dissertation and Thesis	18
Graduate Fresh Start Policy.....	19
Graduation Graduate Residency Requirement Policy.....	20
Program Level Exams Appeal Policy.....	20
Reexamination Policy: Candidacy/Comprehensive Examination.....	21
Registration.....	21
Social Equity.....	21
Student Conduct.....	21
Time Limitation.....	21
Time-to-Degree Masters/Doctoral Dismissal Appeal Policy.....	22
Title IX Reporting Requirement	23
Transfer of Credits	23

Research	24
Student Rights and Responsibility	24
Appendices.....	25
Signature Page	26

WELCOME

Welcome to the Department of Food and Nutrition! We are delighted that you have decided to join us. This handbook has been developed to aid you by serving as a guide to our program, policies and procedures. If there is a question that this handbook does not answer, be sure that you ask your Graduate Coordinator, and they will either know the answer or help you find who does. We would like to offer our best wishes for your success in the M.S. in Food and Nutrition program.

Indiana University of Pennsylvania

Indiana University of Pennsylvania (IUP) is the fifth-largest university in the state and is one of the largest state-owned universities in Pennsylvania State System of Higher Education (PASSHE). As such, “IUP has primary responsibilities of providing high-quality education at a reasonable cost and assessing and responding to the higher educational needs of the Commonwealth.” IUP is accredited by the Middle States Association Commission on Higher Education.

There are eight Colleges and Schools at IUP: Eberly College of Business and Information Technology, Education and Educational Technology, Fine Arts, Health and Human Services, Humanities and Social Sciences, Natural Sciences and Mathematics, the School of Graduate Studies and Research, and the Office of Distance Learning and Continuing Education. In addition, IUP is home to the Robert E. Cook Honors College. The College of Health and Human Services has nine academic departments: Criminology, Culinary Arts, Food and Nutrition, Health and Physical Education, Hospitality Management, Human Development and Environmental Studies, Employment and Labor Relations, Nursing and Allied Health Professions, and Safety Sciences. The common thread among each of the college programs is that they are all applied professional disciplines. Students in the college study the theory underlying their discipline and then focus on applying it to their profession, particularly through hands-on learning experiences and internships.

IUP’s main campus is located in Indiana University of Pennsylvania, a safe, livable town in the rural Allegheny foothills about fifty-five miles northeast of Pittsburgh. In addition to its main campus, IUP operates campuses in Punxsutawney (Jefferson County), Monroeville (Allegheny County), and Northpointe (Armstrong County). IUP offers numerous online programs and courses as well.

IUP’s Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for Academic Success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Department of Food and Nutrition

The Department of Food and Nutrition has a tradition of educating quality nutrition professionals. In addition to the M.S. in Food and Nutrition program, it offers a graduate-level, accredited dietetic internship with an emphasis in Intervention and Community Education. The B.S. in Nutrition program offers three tracks: Dietetics and Culinary Dietetics (both accredited as pathways for students who are interested in becoming Registered Dietitians) and the Nutrition track.

The M.S. in Food and Nutrition is 100% online and is ranked in the top 20 by Affordable Colleges Online. There are two career-focused tracks: Administration or Education, and students have the option to pursue a dual master's degree in a related field. The MS in Food and Nutrition online degree will prepare you to:

- Provide leadership that influences and contributes to the food and nutrition arena.
- Translate important nutrition information for the public.
- Utilize new knowledge to reduce nutrition-related chronic diseases and promote nutrition and wellness.

Mission Statement and Program Objectives

The mission of the Department of Food and Nutrition reflects the total philosophy of the College of Health and Human Services (CHHS) and the University. IUP is committed to the preservation, expansion, and transmission of knowledge. Students learn to think critically, communicate effectively, analyze information, and solve problems. The Department assists students toward a foundation for further learning and supports individuals' self-development within the context of concern for the community and society.

The mission of the Department of Food and Nutrition is to graduate students that will shape the food choices and impact the nutritional status of the public. To accomplish this, the professional of the future will need to exhibit:

- A thorough understanding of food and nutrition theory
- Excellence in the delivery of high-quality programs and services
- The ability to educate the public using food and nutrition theories
- Leadership skills
- Ethical behavior
- Respect for diverse societies and viewpoints
- The ability to collaborate with others
- The ability to manage materials and resources
- Commitment to lifelong learning skills
- Critical thinking skills
- Communication skills
- An ability to adapt to change
- An ability to utilize emerging technology
- A commitment to advocacy for the profession

The expected student learning outcomes for the MS in Food and Nutrition students are to:

- Demonstrate comprehensive understanding of core nutrition knowledge, including macronutrients, micronutrients, and research methods.
- Think critically and use evidence-based approaches to solve problems in clinical nutrition, community nutrition, nutrition education and intervention, and foodservice.
- Design, implement, interpret, and communicate research in food and nutrition.
- Demonstrate attributes of professional development for the field of food and nutrition.

Specific objectives for students in the Administration track are: (a) Apply management and leadership principles to foodservice, clinical and community nutrition services; and (b) Evaluate emerging research to advance evidence-based clinical nutrition knowledge, skills, and practice.

Specific objectives for students in the Education track are: a) Apply emerging research to advance evidence-and theory-based knowledge, skills and practice in implementation, and evaluation; (b) Use community and public health nutrition research and methods to support optimal nutritional status for individuals, groups, and populations; and (c) Advocate for food and nutrition public policy at local, state and national levels.

Faculty and Staff

Food and nutrition faculty members are unique mentors who bring prestige and dedication to graduate studies. Recognition from national organizations and a keen sense of emerging nutritional issues steer you toward your greatest ambitions. Accessibility is the hallmark of our faculty advisors. They will take great care and give generous amounts of time to guide you. To reach faculty, a full listing is available at: www.iup.edu/foodnutrition/faculty , or contact the Department of Food and Nutrition main office: 724-357-4440 or email: Food-Nutrition@iup.edu

Admission

Students who enter the program usually have a baccalaureate degree in nutrition/dietetics or a health-related field. Those with degrees in areas such as education, other sciences, and culinary arts may also qualify and value a graduate degree in food and nutrition. In addition to the admissions application, all official transcripts, a goal statement, a resume, and letters of recommendation must be on file with the School of Graduate Studies and Research prior to any department decision.

The department offers an accredited dietetic internship certificate program for those students interested in becoming a registered dietitian. Admission to this program requires a separate application and an Accreditation Council for Education in Nutrition and Dietetics Verification Statement. Information can be obtained by contacting the Food and Nutrition Dietetic Internship Program Director.

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Financial Assistance

Graduate Assistantships

Graduate assistantships at IUP are selectively awarded to highly qualified graduate students. Among the criteria are undergraduate and graduate grade point average and professional experience and background relative to the graduate program and faculty needs. New applicants and current students are encouraged to complete their application for admission, which includes a required field about graduate assistantships, by February 1. In addition, complete the preference sheet included as an Appendix.

Note: Assistantship applications submitted beyond this date may still be reviewed.

Contact the Graduate Program Coordinator to determine which options are best for you.

Pao Ying Hsiao, PhD, RDN, LDN

E-mail: ms-fdnt@iup.edu

- More information is available at: <http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/>
- Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

All M.S. in Food and Nutrition students are advised by the Graduate Coordinator, with the exception of graduate students enrolled in the Dietetic Internship Certificate program who are advised by the Dietetic Internship Director. Your advisor will communicate regularly with you and will provide you with intellectual guidance and support for your scholarly efforts. Your advisor will also assist you in participating in scholarly and professional experiences that will add depth and breadth to your skills. Your advisor will provide you with accurate and timely information about academic requirements and academic evaluation. You are responsible for adhering to the policies outlined in the Graduate Catalog (www.iup.edu/graduatestudies/catalog) and to the deadlines and requirements for graduation (www.iup.edu/page.aspx?id=16683). You and your graduate coordinator or major advisor should discuss all of the various requirements, but meeting them is your responsibility.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/

Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Office of the Bursar: www.iup.edu/bursar/

Office of the Registrar: www.iup.edu/registrar/

Disability Support Services: www.iup.edu/disabilitysupport/

IUP Campus Library www.iup.edu/library/

MyIUP: www.iup.edu/myiup/

Applied Research Lab: www.iup.edu/arlab/

IT Support Center: www.iup.edu/itsupportcenter/

Veterans and Service Members: www.iup.edu/itsupportcenter/

IUP Writing Center: www.iup.edu/writingcenter/

IUP Career and Professional Development Center <http://www.iup.edu/career/>

IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>

University Police <http://www.iup.edu/police/> | 724-357-2141

Crisis Intervention 24/7 Hotline: 1 - 877 - 333- 2470

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account. For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

Master's Program

The Master of Science in Food and Nutrition program is designed to provide advanced training in food and nutrition through both course work and research. The program prepares students for food- and nutrition-related careers or to complement their existing occupations by increasing the depth of their knowledge with respect to food and nutrition, developing research skills, and enhancing their application skills by specializing in the area of applied human nutrition. Students choose either the thesis or non-thesis option and also between two tracks: (1) Administration, or (2) Education.

Graduates of the program are employed by hospitals, non-profit organizations, foodservice and hospitality industries, educational institutions, public health agencies, fitness facilities, and state and federal government. Students may continue their education to pursue doctoral degrees.

PROGRAM REQUIREMENTS

Thesis and Non-Thesis Degree Options are distinguished based on III. Research Requirement.

I. CORE COURSES (12 CR.)

FDNT 564	Nutrition Research Methods	3 cr.
FDNT 645	Proteins, Carbohydrates, Fats	3 cr.
FDNT 646	Vitamins	3 cr.
FDNT 647	Minerals and Water	3 cr.

II. TRACKS - SELECT ONE (9 CR.)

A. Administration Track

FDNT 515	Sustainable Nutrition	3 cr.
FDNT 612	Administration of Food Service Systems	3 cr.
FDNT 625	Community Nutrition and Policy	3 cr.
FDNT 522	Public Health Nutrition and Epidemiology	3 cr.

B. Education Track

FDNT 630	Linking Nutrition Theory and Research to Practice	3 cr.
FDNT 631	Eating Behaviors and Food Habits	3 cr.
FDNT 635	Intervention and Education Strategies	3 cr.
FDNT 771	Lifecycle Nutrition	3 cr.

III. RESEARCH REQUIREMENT (6 CR.)

All students must engage in research. Thesis option students will complete 6 credits of FDNT 795 Thesis. Non-thesis option students will enroll in FDNT 661 and FDNT 662.

FDNT 795	Thesis	6 cr.
OR		
FDNT 661	Designing Effective Food and Nutrition Research Projects	3 cr.
FDNT 662	Applying Food and Nutrition Research Methods	3 cr.

IV. ELECTIVES (9 CR.)

Students will elect additional courses from the IUP Graduate Catalog (including FDNT courses) that are appropriate for their needs and interests as they work toward meeting the program objectives. The Graduate Coordinator or Department Chair will approve elective choices.

FDNT 545	Advanced Sports Nutrition	3 cr.
FDNT 558	Advanced Human Nutrition	3 cr.
FDNT 571	Integr Nutr in Compl and Altern Healthcare	3 cr.
FDNT 642	Contemporary Issues in Food and Nutrition	3 cr.
FDNT 651	Professional Dietetic Practice	3 cr.
FDNT 653	Leadership for the Nutrition Professional	3 cr.
FDNT 696	Dietetic Internship	1-6 cr.
FDNT 698	Internship	1-6 cr.
FDNT 773	Advanced Clinical Nutrition Therapy	3 cr.

Certificates and/or Certification and/or Licensure

18 credit Dietetic Internship Certificate

The Dietetic Internship is an accredited supervised practice program for 12 eligible students that are selected in April from applicants that apply in February of each year. Eligible students must have a Bachelor's degree, a verification statement from an accredited undergraduate Dietetics Program, and be accepted to the IUP School of Graduate Studies and Research. Applications for the dietetic internship must use the computerized application administered by the Dietetic Internship Centralized Application Services (<https://portal.dicas.org/>) and participate in computer matching (administered by D & D Digital, <https://www.dnddigital.com/>).

The dietetic internship program is accredited by the Accreditation Council for Education of Nutrition and Dietetics of the Academy of Nutrition and Dietetics and meets the required competencies required to become a Registered Dietitian Nutritionist. Students who complete the dietetic internship are eligible to take the national examination to become a Registered Dietitian Nutritionist. Students that complete the dietetic internship track may choose to complete the IUP Master of Science in Food and Nutrition. Additional information about the dietetic internship and the M.S. in Food and Nutrition is available on the Department of Food and Nutrition website, www.iup.edu/foodnutrition.

Summer*	FDNT 773	Advanced Clinical Nutrition Therapy	3 cr.
Summer*	FDNT 612	Administration of Food Service Systems	3 cr.
Summer*	FDNT 635	Nutrition Intervention, Counseling, and Educational Strategies	3 cr.
Fall**	FDNT 696	Dietetic Internship	4.5 cr.
Spring**	FDNT 696	Dietetic Internship	4.5 cr.

*Students complete 9 credits in the summer prior to starting supervised practice.

**Students complete over 1,200 hours of supervised practice in clinical nutrition, foodservice management, and nutrition intervention and community education, as required by the accrediting agency. Graduate students are considered full-time if they are enrolled for 4.5 credits each semester.

There are 4 domains and 41 student learning outcomes (called core knowledge and competencies of Registered Dietitian Nutritionists) based upon the accrediting requirements. Students accomplish and are evaluated on these through a combination of credit-bearing classes, supervised practice experience in three rotations, professional meetings, and oral reports given to faculty/site supervisors. The student learning outcomes for the Dietetic Internship Certificate Program are that, upon completion of the program, graduates can:

#	Outcome	How outcome measured
1	Demonstrate comprehensive understanding of core nutrition knowledge, including macronutrients, micronutrients, and research methods.	The acute care rotation's major case study measures this.
2	Think critically and use evidence-based approaches to solve problems in clinical nutrition, community nutrition, nutrition education and intervention, and food service.	This is measured through the evidence-based projects submitted throughout supervised practice.
3	Design, implement, interpret, and communicate research in food and nutrition.	This is measured through the acute care rotation's major case study, as well as through nutrition education lesson development.
4	Demonstrate attributes of professional development for the field of food and nutrition.	This is measured through the mid-point and final rotation evaluations, a total of four times each per academic year.
5	Certificate-specific: Demonstrate proficiency in all competencies required by the accrediting agency.	This is measured through assignments, evaluations, and data collected throughout the academic year. Data are evaluated each summer for every competency and improvement plans developed if necessary.

Course Descriptions

FDNT 515/ Sustainable Nutrition 3 cr.

Explores food system sustainability issues from farm to fork, including food production, preparation, processing, packaging, and distribution. Assesses the sustainability of current dietary recommendations and the environmental impact of food choices. Evaluates food security from a national and global perspective.

FDNT 522/* Public Health Nutrition and Epidemiology 3 cr.

Identifies population-based needs and approaches for prevention and alleviation of diet-related conditions. Explores methodological issues involved in the design, conduct, analysis, and interpretation of studies investigating the relationship between nutritional status, diet, and disease. Examines the application of nutrition research related to nutrition assessment and program and policy design and evaluation to improve the nutritional status and health of diverse population groups. Prerequisite: FDNT 145 or 212 and MATH 214 or 216 or 217, or Department Permission.

FDNT 545/ Advanced Sports Nutrition 3 cr.

Examines and evaluates evidence-based sports nutrition guidelines and current research related to nutrition and athletic performance. Explores special populations, environments and clinical conditions related to nutrition and athletic performance. Includes an emphasis on dietary supplements and ergogenic aids for sport. Prerequisite: Graduate student in FDNT or KHSS or department permission.

FDNT 558/* Advanced Human Nutrition 3 cr.

In-depth study of the nutrients and their functions within the cell. Incorporation of the principles of physiology and biochemistry in the study of nutrition. Emphasis on current research. Prerequisites: FDNT 212, CHEM 255, and BIOL 151.

FDNT 564/* Food and Nutrition Research Methods 3 cr.

Focuses on research methodology with application to food and nutrition. Critical analysis and evaluation of food and nutrition research, including quantitative and qualitative research design and statistical methods. The importance of utilizing nutrition research in disease prevention and health promotion, and as a basis for setting professional practice standards and health policy will be emphasized. Prerequisite: Department permission.

FDNT 571/* Integrative Nutrition in Complementary and Alternative Healthcare 3 cr.

Explores the foundation of complementary, alternative, integrative and functional nutrition theories and practices. Differentiates among traditional, complementary, alternative, integrative, and functional nutrition models as related to food, supplements, herbs, and disease. Evaluates current research related to complementary, alternative, integrative and functional nutrition. Prerequisite: FDNT 145, 212, or Department Permission.

FDNT 581 Special Topics 3 or 4 cr.

FDNT 612 Administration of Food Service Systems 3 cr.

Addresses food service as a system of interrelated parts and of controlling management resources. Analyzes different types of food service delivery systems and covers legal responsibilities of a food service administrator. Prerequisite: Department permission.

FDNT 625 Community Nutrition and Policy 3 cr.

Examines the planning, organizing, implementing, supervision, and evaluating of community nutrition programs in profit and nonprofit settings. Prerequisite: Department permission.

FDNT 630 Connecting Theory to Research and Practice 3 cr.

Critical examination of the theories and models used in nutrition education, nutrition intervention, and nutrition counseling. Practice in using theories as a framework to guide effective research and intervention designs to promote positive food and nutrition behaviors provided. Prerequisite: Department permission.

FDNT 631 Eating Behaviors and Food Habits 3 cr.

Investigation and analysis of historical, political, religious, ethnic, environmental, and social influences which affect food consumption patterns. Prerequisite: Department permission.

FDNT 635 Nutrition Intervention, Counseling, and Educational Strategies 3 cr.

Addresses the selection or design, implementation, and evaluation of strategies to promote food, nutrition, and health information to diverse groups in a variety of settings. Focuses on the evidence-based approaches for food and nutritional intervention, counseling, and education to promote behavior change. Prerequisite: Department permission.

FDNT 642 Contemporary Issues in Food and Nutrition 3 cr.

Current information in foods and nutrition is investigated, analyzed, and evaluated for practical implementation.

FDNT 645 Proteins, Carbohydrates, and Fats 3 cr.

Nutritional considerations of protein, carbohydrate, and fat metabolism. Physiological and biochemical functions of these nutrients will be discussed. Prerequisite: Department permission.

FDNT 647 Vitamins in Human Nutrition 3 cr.

Focuses on biochemical role of vitamins in human metabolism. Examines biochemical and physiologic functions and current research implications in health and disease. Prerequisite: Department permission.

FDNT 648 Minerals and Water in Human Nutrition 3 cr.

Focuses on biochemical role of minerals and water in human metabolism. Examines biochemical and physiological functions and current research implications in health and disease.

FDNT 651 Professional Dietetic Practice 3 cr.

Examines professional topics relevant to the dietetic professional. Provides a forum for clinical case study presentations and education about professional development opportunities and challenges. Prerequisite: FDNT 604 or experience as a clinical dietitian. Prerequisite: Department permission.

FDNT 653 Leadership for Nutrition Professionals 3 cr.

Provides a theoretical analysis of leadership theory, organizational management concepts, consulting strategies, and ethics as it relates to both the novice, and advanced food and nutrition professional. Prerequisite: Department permission.

FDNT 661 Designing Effective Food and Nutrition Research Projects 3 cr.

Enhances understanding and skills in food and nutrition research and evaluation with emphasis on survey methods. Examines decisions related to research ethics, study design, sampling, recruitment, instrument development and testing, data collection, and analysis plans. Development of a defensible proposal to conduct research in food and nutrition required. Prerequisites: Department permission.

FDNT 662 Applying Research Methods in Food and Nutrition 3 cr.

Conduct research in food and nutrition. Participate in decisions and activities related to study design, instrument construction and pilot testing, data management and analysis, interpretation and communication of results. Prerequisites: Department permission and FDNT 661 minimum grade of C.

FDNT 681 Special Topics 1-3 cr.

FDNT 696 Dietetic Internship 1-6 cr.

Supervised practice experience for students who are enrolled in IUP's accredited dietetic internship or Individualized Supervised Practice Pathway (ISPP) programs. Prerequisites: Department permission and enrollment as intern or ISPP student.

FDNT 698 Internship 1-6 cr.

Supervised work experience for Food and Nutrition majors. Permission: Department chairperson.

FDNT 711 Nutrition in the Life Cycle 3 cr.

Studies bodily functions at different stages of development under differing environmental conditions and at various levels of biological organization.

FDNT 773 Advanced Clinical Nutrition Therapy 3 cr.

Provides in-depth investigation of diet and nutrition in the treatment of select diseases and conditions. Will address measures of nutritional status, intervention, monitoring and evaluation using nutrition standardized language and evidence based practice. Focus will be on current nutrition issues impacting clinical practice. Prerequisites: Department permission and undergraduate coursework in Medical Nutrition Therapy.

FDNT 795 Thesis 1-4 cr.

FDNT 799 Independent Study in Food and Nutrition 1-3 cr.

Prerequisite: Completion of two courses in the department requirement. Advanced study and/or selected research problems from the field of food and nutrition. May be taken for a maximum of three credits.

**Indicates dual-listed class*

Evaluation of Students

Students will be evaluated based on the syllabus for each given course taken. For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Candidacy/Qualifier Exam

The Department of Food and Nutrition does not require candidacy/qualifier exams.

Comprehensive Exam

The Department of Food and Nutrition does not require comprehensive exams.

Degree Completion

- Degree requirements are specified under the Programs and Degrees heading > Program Requirements section of this handbook.
- Evaluation for Graduation is completed by the Graduate Coordinator.
- Deadlines are in accordance with those specified by the School of Graduate Studies and Research.
- Applying for Graduation guidelines are in accordance with those specified by the School of Graduate Studies and Research.

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

Thesis and/or Dissertation Completion

Thesis/Dissertation Defense Department Process or Protocol

The Department of Food and Nutrition guidelines are consistent with the requirements of the IUP School of Graduate Studies and Research.

Defense of the Thesis consists of two parts: an open presentation of the thesis research (faculty and students welcome) and closed (only the committee and chair of the project).

Evaluation Outcome for Dissertation and/or Thesis

Effective fall 2017 for students admitted and students admitted after -- Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

Ongoing Dissertation and Thesis students admitted "prior" to fall 2017 – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

University Policy and Procedure

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact your Graduate Coordinator or the School of Graduate Studies and Research.

Academic Calendar

View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

Academic Grade Appeal Policy

For Information regarding the Grade Appeal policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Academic Integrity

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Academic Status and Satisfactory Academic Progress

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Affirmative Action

Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences

For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Continuous Graduate Registration for Dissertation and Thesis

***Note: Admission effective fall 2017 and after:** Masters thesis, MFA thesis and Doctoral dissertation students beginning the program fall 2017 and thereafter, must adhere to the following Continuous Graduate Registration policy for Dissertation and Thesis.

Following completion of course work, including internship or practicum; (excluding comprehensive exam or qualifiers) all doctoral and masters thesis students must be continuously enrolled for at least one credit of dissertation or thesis each semester (Fall and Spring) annually, through the graduation of the student or until the time limit is exceeded. There is no separation between completions of course work, internship or practicum and initiation of dissertation or thesis credit registration.

Once the student has registered for the number of dissertation credits required by the program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one dissertation or one thesis credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a full-time doctoral or masters student.

All dissertation and thesis credits will be pass/fail credits. Students must complete the minimum number of dissertation or masters thesis credits required by their program, but may take additional dissertation or thesis credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.

Until the dissertation or thesis is successfully defended, a grade of “R” will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean’s decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University though the provisions of this policy only once.

Prior Record

The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfer credits must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

Graduation Graduate Residency Requirement Policy

Graduate Students

For master's students, at least 2/3 of the credits meeting program requirements must be taken from the University offering the degree.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program.-

Active-duty service members who are graduate students will be handled on a case by case basis.

Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

Program Level Exams Appeal Policy:

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program / department failed to follow program/ department and/ or University policies and/ or procedures relating to the administration and/ or evaluation of the exam.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within 30 days of receipt of the outcome of the examination.

Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.

If it is found that policy/ and/ or procedure has been violated, the Dean of the SGSR will instruct the program/ department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy: Candidacy/Comprehensive Examination

The Department of Food and Nutrition does not administer candidacy or comprehensive exams.

Registration

<http://www.iup.edu/registrar/students/registration/>

For more information regarding registration and tuition billing, please contact the Office of the Bursar: www.iup.edu/bursar/

Social Equity

The Office of Social Equity: www.iup.edu/socialequity/

For more information regarding University policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Reporting incidents of concern

Incidents of concern are activities or actions that target, attack, or demean a person or group on the basis of appearance, beliefs, affiliations or attributes such as race, religion, ethnic origin, gender expression or identity, or disability. IUP is committed to fostering an environment of inclusion, diversity, and civility, however the conduct underlying some Incidents of Concern may be protected speech.

For more information or to report an incident, please visit: <https://www.iup.edu/socialequity/report-an-incident-of-concern/>

Student Conduct

Policies from the Office of Student Conduct: www.iup.edu/studentconduct/policies/
(IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.)

Time Limitations

Masters students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student's department and the dean of the School of Graduate Studies and Research.

Doctoral candidates must complete degree requirements no later than seven years after beginning IUP doctoral program course work. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/or procedural violations. The appeal can be based only on policy/procedural violations.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within 30 days of receipt of the dismissal letter.

Upon receipt of the written appeal to the Dean of the SGSR will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.

- a. Masters student time limitation (see Time Limitations policy) may be extended through student petition to the Assistant Dean of the SGSR. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation to justify the request for the extension and the amount of time will be required by the Dean (or designee) of SGSR to support the request.*
- b. Doctoral candidate time limitation (see Time Limitations policy) may be extended through student petition. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of*

the SGSR. The request must include justification for the extension. Official documentation will be required to justify the requests for the extension and amount of time by the Dean (or designee) of the SGSR to support the request.

No time extensions are considered for doctoral students unless all degree requirements other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).

Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Transfer of Credits (Effective fall 2017) Policy

Department Policy:

A student may transfer up to 6 graduate credits from another institution, with Department approval, of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

University Policy:

A student may transfer graduate credits from another institution, with Department approval, up to one third (1/3) of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

Up to one third (1/3) graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a "B" or its equivalent or better.

The combination of transfer graduate credits earned at another institution and those earned at IUP may not exceed one third (1/3) of the total required graduate credits for the program.

To request transfer credits, the student must complete the Request for Graduate Transfer Credit Review form and follow the instructions listed on the form. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned graduate credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed

envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student's program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in that course.

If graduate credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student's IUP transcript.

Graduate credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

Research

Applied Research Lab: www.iup.edu/ar1/

For more information, visit the website of the School of Graduate Studies and Research, click on *Research*: www.iup.edu/graduatestudies/

Student Rights and Responsibilities

For more information regarding student rights and responsibilities, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Appendices

**APPENDIX
Graduate Assistantship Preference Sheet**

PLEASE RETURN TO THE GRADUATE COORDINATOR via email (MS-FDNT@iup.edu) along with your resume NO LATER THAN 4:00pm ON February 1, 2020.

Name _____

Graduate Assistantship Assignments

The following types of assistantships may be available. Please rank (1 = highest) the positions of interest to you. Please note that if you are selected for an assistantship award, we cannot guarantee placement based on your stated preference, but we will try to do so. It is imperative that we have your reply by the deadline established above.

- _____ I am interested in a full-time assistantship (20 hours per week) ONLY.
- _____ I am interested in a half-time assistantship (10 hours per week) ONLY.
- _____ I am interested in either a full-time OR half-time assistantship.
- _____ I am only interested in a 1-(one) semester assistantship. Circle one: FALL only or SPRING only

If you desire an assistantship, please rank (1 = highest) your preferences below:

- _____ Course assistant (general), tutoring, mentorship of students, computer-aided instruction
- _____ Course assistant with the Foods and Experimental laboratories
- _____ Sports Performance Nutrition Services (work with IUP sports teams, presentations, newsletter development)
- _____ Designated departmental assistant to help with program accreditation/management for the undergraduate program and dietetic internship to include: documentation, policy, meetings, statistical analysis of outcome and program assessments, etc.
- _____ Internal Assessment (includes Writing Across the Curriculum, surveys, service tracking)
- _____ Nutrition Counseling Center
- _____ Marketing and Social Media
- _____ Student Engagement and assist with undergraduate student association (SAND) and Living-Learning
- _____ Department Operations and Special Projects
- _____ I would be available in the summer.

In addition, several work study positions may be available.

- _____ I qualify for federal work study and would like extra employment over the summer and/or continuing into next year.
- _____ I do not qualify for federal work study but would like additional employment over the summer and/or continuing into next year.

Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

_____ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Print Name

Signature

Date

Submit to your Graduate Coordinator (email MS-FDNT@iup.edu) by August 31, 2019 (or within one week of your start date for this academic year);

The Department of Food and Nutrition will keep this signed document on file.