

**CASE WESTERN RESERVE UNIVERSITY**  
DEPARTMENT OF NUTRITION

**GRADUATE STUDENT HANDBOOK**  
**Updated August, 2019**



SCHOOL OF MEDICINE

CASE WESTERN RESERVE  
UNIVERSITY

# TABLE OF CONTENTS

---

	<b>Page</b>
<input type="checkbox"/> <b>Department Office Contact Information</b>	<b>1</b>
<input type="checkbox"/> <b>Nutrition Department Mission Statement</b>	<b>2</b>
<input type="checkbox"/> <b>Nutrition Background and Program Information</b>	<b>2</b>
<input type="checkbox"/> <b>Planned Program of Study (PPOS)</b>	<b>12</b>
<input type="checkbox"/> <b>Financial Aid Information</b>	<b>13</b>
<input type="checkbox"/> <b>School of Graduate Studies Policies:</b>	<b>15</b>
<input type="checkbox"/> <b>a. Academic Integrity</b>	
<input type="checkbox"/> <b>b. Student Grievance Procedure</b>	
<input type="checkbox"/> <b>c. Prohibited Conduct</b>	<b>16</b>
<input type="checkbox"/> <b>Master of Science Plan B Requirements</b>	<b>18</b>
<input type="checkbox"/> <b>Master's Courses by Semester</b>	<b>21</b>
<input type="checkbox"/> <b>PhD Courses by Semester</b>	<b>26</b>
<input type="checkbox"/> <b>School of Graduate Studies Dates and Deadlines</b>	<b>28</b>
<input type="checkbox"/> <b>Master's Graduation Checklist and Forms</b>	<b>30</b>
<input type="checkbox"/> <b>Department Faculty and Staff Directory</b>	<b>36</b>
<input type="checkbox"/> <b>Appendix – Academic Integrity Policy</b>	<b>37</b>

# DEPARTMENT OF NUTRITION

## CONTACT INFORMATION

**Main Phone:** 216-368-2440

**Fax:** 216-368-6846

**Office/Mailing Address:**

2109 Adelbert Road  
School of Medicine, Rm. WG 48  
Cleveland, Ohio 44106-4954  
<https://case.edu/medicine/nutrition>

**Department Chair:**

Hope Barkoukis, PhD, RDN, LD, FAND  
[hdb@case.edu](mailto:hdb@case.edu)  
BRB 923

**PhD Program Director:**

David Lodowski, PhD  
[dtl10@case.edu](mailto:dtl10@case.edu)  
BRB 920

**Master's Program Director:**

Hope Barkoukis, PhD, RDN, LD, FAND  
[hdb@case.edu](mailto:hdb@case.edu)  
BRB 923

**M.S. in Public Health Nutrition Internship Director:**

Tamara Randall, MS, RDN, LD  
[tlk3@case.edu](mailto:tlk3@case.edu)  
SOM WG 38

**Combined Dietetic Internship/  
Master's Degree Program:**

Rosa Hand, PhD, RDN, LD  
[Rkh30@case.edu](mailto:Rkh30@case.edu)  
SOM WG 48

**Office:**

Jackie Davis  
Education Program Manager  
[jxd537@case.edu](mailto:jxd537@case.edu)  
SOM WG 48

Katie Gaffen  
Administrative Manager for Education  
[Cxp236@case.edu](mailto:Cxp236@case.edu)  
SOM WG 48

# DEPARTMENT OF NUTRITION MISSION STATEMENT

The Department of Nutrition is committed to high standards in the education and training of:

- individuals pursuing careers in nutritional biochemistry and metabolism, molecular nutrition, dietetics, public health nutrition and other biomedical sciences;
- those preparing for careers in medicine, dentistry, nursing, physical therapy or as physician assistants;
- current health professionals desiring continuing education;
- individuals for whom knowledge of nutrition will enhance their lives, professions and contributions to society.

Further, the Department of Nutrition demonstrates leadership and contributes to society by:

- participating in professional groups and learned societies,
- collaborating with the University and community to enhance well-being and quality of life.

# GRADUATE STUDENT HANDBOOK

## *Welcome to the Department of Nutrition at Case Western Reserve University!*

The Department of Nutrition is a Basic Science Department in the School of Medicine. Its focus is on human nutrition and the application of the science of nutrition to the maintenance and/or improvement of health. The department was established in 1911 and over the years it has developed and evolved in exciting ways. In 1929, graduate programs were established for the master's degree and the degree of Doctor of Philosophy. Metabolic and basic science research programs were started in 1989. Graduate students earn their degree through the School of Graduate Studies.

***In education***, the Department of Nutrition is committed to high standards in the education and training for:

- persons pursuing careers in nutritional biochemistry and metabolism, dietetics, public health nutrition or other biomedical sciences.
- persons preparing for careers in medicine, dentistry or other health professions.
- health professionals desiring continuing education.
- persons for whom knowledge of nutrition will enhance their lives, professions and contributions to society.

***In research***, the Department of Nutrition contributes to the development of nutrition sciences, dietetic practice, public health and education by:

- planning and conducting research.
- participating in interdisciplinary research activities.
- providing consultation to the community.
- disseminating information through publications and presentations.

***In service***, the Department of Nutrition demonstrates leadership and contributes to society by:

- participating in professional groups and learned societies.
- collaborating with the community to enhance the quality of life.

## DEGREE-SPECIFIC CURRICULUM

### **Master of Science in Nutrition (NTR-MS)**

This degree program offers two options. For those pursuing the thesis option, plan A, 30 semester hours of a planned program of study are required, including six to nine semester hours of research, as well as a final oral defense of the thesis. The non-thesis option, plan B, requires 30 semester hours and a final written, comprehensive examination.

All candidates are required to take 21 semester hours of nutrition, including seven hours of advanced human nutrition. In addition, students are encouraged to pursue complementary studies in the biomedical, social and behavioral sciences. The plan of study may vary considerably depending on the education, goals and specific interests of each student. Students may elect to focus on nutritional biochemistry and metabolism or molecular nutrition. The individual program also may be planned to fulfill the academic requirements for dietetic registration (Didactic Program in Dietetics). Note: students who have not taken at least one undergraduate nutrition course prior to enrollment must complete NTRN 401 before beginning this program or in their first semester of the program.

The following courses are required for all non-CDI/MS students in this general MS program:

- NTRN 433: Advanced Human Nutrition I
- NTRN 434: Advanced Human Nutrition II
- At least 21 credit hours of adviser approved electives at the 400-level or above

### **Master of Science in Public Health Nutrition (PHN-MS)**

The primary goal of this 16-month plan B program is to prepare students for employment in public health or community agencies where you will work to promote health and reduce the risk of chronic disease and advance the nutritional health of our population. Coursework includes training in public health theory, program development and evaluation, nutritional epidemiology, human nutrition and life-cycle specific nutritional needs and concerns. A minimum of 31 semester hours of academic coursework is required to earn the degree. Note: students who have not previously earned an undergraduate degree in nutrition must complete NTRN 401 before beginning this program, or in their first semester in the program.

The following courses are required for all students in this program:

- NTRN 433: Advanced Human Nutrition
- NTRN 436: Pediatric Nutrition\*
- NTRN 440: Nutrition for the Aging and Aged\*
- NTRN 528: Introduction to Public Health Nutrition
- NTRN 529: Nutritional Epidemiology
- NTRN 530: Public Health Nutrition
- 12 credit hours of approved elective courses at the 400 level or above

\*Students may choose one of these two courses.

### **Combined Dietetic Internship/Master of Science in Nutrition (CDI/MS)**

The Combined Dietetic Internship/Master's Degree Program combines academic work with clinical practice at a dietetic internship at University Hospitals Case Medical Center or the Louis Stokes Cleveland Department of

Veterans Affairs Medical Center. A minimum of 30 semester hours is required. Admission is contingent on the student being selected and matched to one of the hospitals' dietetic internship programs. Appointment to these internships follows the admission procedure outlined by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics.

Coursework is planned individually with the student's academic advisor. This program is a non-thesis program of study.

Nutrition 433 and 434, (advanced human nutrition I and II) are not required of these students because all of them entered having taken those courses during their undergraduate study. Nutrition 433 and Nutrition 401 may be taken as electives, but these course credits will **NOT** count towards the MS degree. The following courses are required for all students in this program:

- NTRN 516: Seminar in Dietetics I
- NTRN 517: Seminar in Dietetics II
- NTRN 561: Investigative Methods in Nutrition
- NTRN 562: Research Practicum
- 15 credit hours of approved elective courses at the 400 level or above

**Master of Science in Public Health Nutrition Dietetic Internship (PHN-DI)**

The primary goal of this 16 month program is to prepare Registered Dietitian Nutritionists (RDNs) for employment in public health or community agencies. A minimum of 30 semester hours of combined academic work and supervised practice is required to earn the degree. Supervised practice is concurrent with coursework utilizing local agencies for translation of theory and science into practice. The program includes a twelve week experience in an out of state public health or community agency that has a strong nutrition program. A minimum of 1,320 hours of supervised practice is required to complete the internship and receive a verification statement.

In addition to the required public health nutrition curriculum, students may elect to complete a certificate in Maternal and Child Nutrition. If the certificate program is selected, supervised practice and elective coursework will be geared toward the specific population group.

Upon completion of the program, students are eligible to take the Registered Dietitian Nutritionist (RDN) exam. The program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Nutrition 433 and Nutrition 401 may be taken as electives, but these course credits will **NOT** count towards the MS degree. The following courses are required for all students in this program:

- NTRN 436: Pediatric Nutrition
- NTRN 516: Seminar in Dietetics I
- NTRN 528: Introduction to Public Health Nutrition
- NTRN 529: Nutritional Epidemiology
- NTRN 530: Public Health Nutrition
- NTRN 531: Public Health Nutrition Field Experience
- NTRN 532C: Public Health Nutrition Field Experience
- NTRN 534: Advanced Public Health Nutrition Field Experience

**Dual Degree: Master of Public Health/Master of Science in Nutrition (MPH/MS)**

This is a dual degree program that is offered jointly by the Departments of Epidemiology and Biostatistics, and Nutrition. The core Master Degree courses include a mixture of those from nutrition, biochemistry and public health.

The trained graduate could be employed in a wide variety of settings, including (but not limited to) local, state, national, or global public policy, governmental public health, hospital outreach, community-based health non-profit organizations, health organizations, research projects; or the Food and Drug Administration. Additionally, these graduates could serve as health emissaries to foreign countries regarding nutrition, sufficient food supply, sanitary environment, food safety, oral rehydration, or the advisability of food supplements.

The MPH/Nutrition dual degree is envisioned with students able to apply for either degree, then later join the other; or apply directly for the joint degree. Both the MPH and MS programs confer degrees through the School of Graduate Studies and as such are subject to Graduate Studies rules and procedures. Both programs are housed in the School of Medicine. This program is a non-thesis program of study. 61 credit hours are required in total, 34 of which are comprised of the following required courses:

- NTRN 433: Advanced Human Nutrition I
- NTRN 434: Advanced Human Nutrition II
- MPHP 405: Statistical Methods in Public Health
- MPHP 406: History & Philosophy of Public Health
- MPHP 411: Introduction to Behavioral Health
- MPHP 429: Environmental Health
- MPHP 439: Health Management & Policy
- MPHP 483: Introduction to Epidemiology for Public Health Practice
- MPHP 650: Public Health Practicum
- MPHP 652: Public Health Capstone Experience

The remaining 27 credits are chosen in consultation with the program advisors in each discipline.

**Dual Degree: Doctor of Medicine/Master of Science in Nutrition (MD/MS)**

This is a five-year dual-degree program designed to provide current medical students with more in-depth knowledge and research experience in nutrition. Students may elect to focus on nutritional biochemistry and metabolism, molecular nutrition, or clinical nutrition. The student's mentor or the Graduate Program Director will assist the student in selecting the appropriate courses for their interests.

The following courses are required:

- NTRN 433: Advanced Human Nutrition I
- NTRN 434: Advanced Human Nutrition II
- NTRN 551: Seminar in Advanced Nutrition
- NTRN 601: Special Problems
- IBIS 600: Exam in Biomedical Investigation
- IBIS 401: Integrated Biological Sciences I
- IBMS 500: On Being a Professional Scientist: The Responsible Conduct of Research
- One additional Nutrition elective at the 400 level or above chosen in consultation with the faculty advisor

This program is a thesis program of study.



**Master of Science in Systems Biology and Bioinformatics\*\***

The Master of Science in Systems Biology and Bioinformatics offers both thesis and non-thesis programs of study. Minimum requirements for the thesis program are 21 semester hours of course work plus a thesis equivalent to at least 9 semester hours of registration for 30 hours total. These must include SYBB 501 Biomedical Informatics and Systems Biology Journal Club, and a minimum of 9 hours of SYBB 651 Thesis MS. At least 18 semester hours of course work, in addition to thesis hours, must be at the 400-level or higher.

Each student must prepare an individual thesis that must conform to regulations concerning format, quality, and time of submission as established by the dean of graduate studies as well as conforming to the SYBB program guidelines. For completion of thesis plan master's degree, an oral examination (defense) of the master's thesis is required, where the examination is conducted by a committee of at least three members of the university faculty.

The minimum requirements for the non-thesis master's degree are 30 semester hours of course work (with at least 18 semester hours of course work at the 400 level or higher) and a written comprehensive examination or major project with report to be administered and evaluated by the program steering committee. The coursework must include SYBB 501 Biomedical Informatics and Systems Biology Journal Club.

The curriculum plan for both options must be approved by the program steering committee and include appropriate coverage of the core competencies in genes and proteins, bioinformatics, and quantitative modeling and analysis.

*\*\*While the Master of Science in Systems Biology and Bioinformatics is currently offered by the Department of Nutrition, this program will be reviewed separately at a later date. Requirements are listed here for completeness.*

**Table 1: Nutrition Department Master's Degree Programs**

	<b>NTR-MS</b>	<b>PHN-MS</b>	<b>CDI/MS</b>	<b>PHN-DI</b>	<b>MPH/MS</b>	<b>MD/MS</b>	<b>SBB-MS</b>
<b>Total credit hours required</b>	30	31	30	30	61	30	30
<b>Expected time to completion</b>	2 years	1.5 years	1.5 years	1.5 years	3 years	5 years	2 years
<b>Year program began admission</b>	1929	1941	1965	1941	2016	1989	2012

## GRADUATE DEGREE PROGRAMS

### Graduate degree programs currently offered include:

- Integrated Graduate Studies: B.S./M.S. (for current undergraduate students only)
- Master of Science in Nutrition
- Master of Science in Nutrition/Combined with Dietetic Internships at Cleveland Clinic, Louis Stokes Cleveland Veterans Affairs Medical Center and University Hospitals Cleveland Medical Center
- Master of Science in Public Health Nutrition
- Master of Science in Public Health Nutrition Dietetic Internship
- M.D./M.S. in Nutrition
- Doctor of Philosophy in Nutrition
- M.D./Ph.D. in Nutrition
- Master Public Health/Master of Science in Nutrition – Dual Degree Program

### **M.S. in Nutrition**

The planned program of graduate study for the M.S. in Nutrition degree is flexible and oriented toward the individual career interests of the student. Many students use this degree to prepare for future health professional schools such as medical or dental school or a doctoral program. Nutrition is a science-based discipline and in order to be eligible to apply for the M.S., one needs to have successfully completed the following courses: General (Inorganic) Chemistry lecture and laboratory, Organic Chemistry and laboratory, General Biology, Human Physiology and Human Anatomy. Biochemistry and Statistics are required courses but can be taken while enrolled in the M.S. program. Also, the individual program may be planned to fulfill the academic requirements (Didactic Program in Dietetics) for application to dietetic internships. The student may complete the degree with or without a thesis. International students must take the Test of English as a Foreign Language (TOEFL) exam and submit an original score report at time of application. Acceptable minimum scores are: Internet based test (iBT) 90, Computer based test (CBT) 213, and Paper based test (PBT) 577. The Department of Nutrition **requires a minimum of 30 semester credit hours and a minimum of 21 graduate credits in Nutrition to**

complete the general Master of Science in Nutrition program. Elective courses must be pre-approved by the student's adviser, if credits will be used to complete the degree requirements. Students who have not completed at least one undergraduate course in nutrition must take an approved online nutrition course, approved by their advisor. Potentially, NTRN 401 may also be taken prior the start of the program, or in their first semester of the program. The MS in Nutrition offers Plan A (thesis) and Plan B (non-thesis) programs of study. The non-thesis plan requires successfully passing a final, written comprehensive exam. All students must have an approved planned program of study (PPOS), as described later in this Handbook, prior to graduation. All M.S. nutrition programs must be completed within 5 years from the initial semester of registration.

### **MS in Public Health Nutrition**

The primary goal of this 16-month program is to prepare students for employment in public health or community agencies where you will work to promote health, reduce the risk of chronic disease, and advance the nutritional health of our population. Coursework includes training in public health theory, program development and evaluation, nutritional epidemiology, human nutrition and life cycle specific nutritional needs and concerns. A minimum of 31 semester hours of academic coursework is required to earn the degree. Note: students who have not previously earned an undergraduate degree in nutrition must complete NTRN 401 before beginning this program.

### **M.S. in Public Health Nutrition Dietetic Internship\***

The primary goal of this program is to prepare Registered Dietitian Nutritionists (RDNs) for employment in public health or community agencies. A minimum of 30 credits of combined academic work and supervised practice is required to earn the degree. Supervised practice is concurrent with coursework, utilizing local agencies for translation of theory and science into practice. The program includes an eight-week experience in an out-of-state public health agency that has a strong nutrition program.

In addition to the public health nutrition curriculum, students may elect to complete a certificate in Maternal and Child Nutrition or Gerontology. Specialty certificates may require completion of additional coursework. If a certificate program is selected, supervised practice will be geared toward the specific population group.

Upon completion of the program, students are eligible to take the Registered Dietitian Nutritionist (RDN) exam. The program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

### **M.S. in Nutrition/ Combined Dietetic Internship \***

The Combined Dietetic Internship/Master's Degree Program combines academic work with clinical supervised practice at dietetic internships at University Hospitals Cleveland Medical Center, the Louis Stokes Cleveland Department of Veterans Affairs Medical Center or the Cleveland Clinic. A minimum of 30 credit hours is required. Admission is contingent on the student being selected and matched to one of the hospitals through the admission procedure outlined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Upon completion of the program, students are eligible to take the Registered Dietitian Nutritionist (RDN) exam. The program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Coursework is planned individually with the student's academic advisor. Students may elect to complete a certificate in Maternal and Child Nutrition, which may require completion of additional coursework.

\*First year students in the public health nutrition program are required to attend five inter-professional education workshops. Both of these programs offer only the Plan B (non-thesis) program of study.

### **Master of Public Health/Master of Science in Nutrition Dual Degree Program**

This is a dual degree program that is offered jointly by the Departments of Population and Quantitative Health Sciences, Biochemistry and Nutrition. The core Master Degree courses include a mixture of those from nutrition, biochemistry and public health.

The trained graduate could be employed in a wide variety of settings, including (but not limited to) local, state, national or global public policy, governmental public health, hospital outreach, community-based health non-profit organizations, health organizations, research projects or the Food and Drug Administration. Additionally, these graduates could serve as health emissaries to foreign countries regarding nutrition, sufficient food supply, sanitary environment, food safety, oral rehydration or the advisability of food supplements.

Completion of the program takes two to three years and requires a minimum of 61 semester credit hours. At least 18 semester credit hours must be selected from 400 level nutrition electives. Students must complete and receive departmental approval for two separate planned programs of study (PPOS) prior to being eligible for graduation. One of the PPOS is

from the Department of Nutrition and the second PPOS is from the Department of Population and Quantitative Health Studies.

### **MD/MS Biomedical Investigation – Nutrition Track**

For Admissions and MD requirements, see the [MD Dual Degree Programs section](#). This track is designed to provide medical students with more in-depth knowledge and research experience in nutrition. Students may elect to focus on nutrition biochemistry and metabolism, molecular nutrition or clinical nutrition. The student's mentor or the Graduate Program Director will assist the student in selecting the appropriate courses for their interests.

### **Ph.D. in Nutrition**

The Ph.D. is awarded for concentrated study and research in Nutrition. The Ph.D. program requires a strong basic science background. All students participate in research each semester starting with their first semester. Students can be accepted through the School of Medicine's Biomedical Sciences Training Program (BSTP) or as direct admits to the Department of Nutrition. Also, students can be accepted through the School of Medicine's M.D./Ph.D. program and earn the Ph.D. in Nutrition. The GRE General Test is required for application. Successful completion of this degree is a minimum of 30 semester credit hours of graduate coursework if the student already has the M.S. degree (36 hours if B.S.).

#### **Degree requirements are:**

- Residency requires continuous registration in at least 6 consecutive academic terms (Fall, Spring, and/or Summer).
- Successful completion of an examination to qualify for candidacy.
- Preparation of a research proposal and acceptance of that proposal.
- Dissertation research (Nutrition 701). **A minimum of 18 credit hours of 701 is required.**
- Formal presentation of dissertation research at a department seminar.
- Prior to the oral defense of the dissertation, the student must have one manuscript accepted for publication and a second manuscript submitted.
- Oral defense of the dissertation.
- Doctoral students have **5 consecutive calendar years from the semester of the first credited 701 registration to complete all requirements for the degree.**

## **Meet our Faculty**

Visit our home page at <http://case.edu/medicine/nutrition> and take an opportunity to get acquainted with our faculty and department, along with more details about our programs and course descriptions.

## **Traveling off campus**

Some courses may require attendance at one or more off-campus locations. In these instances, students are responsible for their own transportation and must adhere to the following guidelines

- Student responsible for driving must have a valid driver's license and auto insurance
- All individuals in the vehicle must wear a seat belt at all times
- Student/s must obey all traffic laws and regulations
- Texting or use of cell phone is not permitted for the driver of the vehicle
- Student/s responsible for driving must not be under the influence of any drugs that may cause drowsiness or slowed reaction time (eg. benadryl).
- Students, even off-campus, represent CWRU and as such, should comply with all CWRU policies throughout the semester.

***Students should check with the faculty member for the course about who to contact in the case of an emergency.***

## **PLANNED PROGRAM OF STUDY (PPOS)**

***All graduate students are required to submit the Planned Program of Study (PPOS) electronically into the Student Information System (SIS).***

For instructions, students should visit the SIS Guides webpage at:

<http://www.case.edu/registrar/sisguides.html>

The PPOS must be submitted **no later than** the end of the second semester of graduate study. It should list all coursework, research/project units, seminars, teaching requirements, etc. required to complete the degree program. Information should be listed chronologically by the semester in which coursework was completed. Once the submission has been completed, the student's advisor will be notified by email and prompted to login to SIS to review and approve/deny the PPOS. Final approval will then come from Graduate Studies. Any revisions

**must be** submitted by the student as a new version of the PPOS. **The University will not issue a diploma until the final PPOS has been accepted by Graduate Studies**

## FINANCIAL AID INFORMATION

The CWRU General Bulletin includes detailed information regarding fees, expenses, financial assistance and the university's Financial Aid Policy. It also outlines application procedures for graduate students. Students must be accepted to the University in full standing prior to submitting applications for financial aid. The General Bulletin can be accessed through the CWRU website.

### **University Office of Financial Aid**

Loans and Work/Study Program (a federally funded program)

Phone: 216-368-4530

### **Nutrition Department**

Financial assistance may be available through the Department of Nutrition. Contact the nutrition office for the **Memo of Assistance**.

Phone: 216-368-2440

### **Academy of Nutrition and Dietetics**

The Academy of Nutrition and Dietetics Foundation makes available a variety of scholarships and loans for student members. Information can be obtained directly from the Foundation.

Address: Education and Accreditation Team, The Academy of Nutrition and Dietetics Foundation

120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995

Website: <http://www.eatrightfoundation.org>

Email: [foundation@eatright.org](mailto:foundation@eatright.org)



# ADDITIONAL RESOURCES

## **Registering a device-**

Students can register their devices on the Case network by following these [simple instructions](#).

## **Virtual Private Network (VPN)-**

Using a VPN provides students, faculty, and staff with a secure connection to the Campus Network. Students will need to gain VPN access if they plan to work on the University network off-campus. Installing VPN software can be done easily by visiting the [UTech webpage](#).

## **Student Information System-**

SIS is the online platform used for students to schedule classes, view their bill, etc, but for many student this website can be challenging at first to navigate. The [University Registrar](#) offers a collection of pages, tip sheets, and videos that will help resolve your questions and guide you through this process.

## **Software Center-**

You can download and update various software titles by visiting the online [software center](#) and agreeing to the “Acceptable Use Policy”. You may download these programs on or off-campus but please not that if you are on campus you will need to connect to the VPN.

## **Technology Support-**

University Technology (UTech) offers students complimentary 24/7 support to ensure any technological issues you are having are resolved as quickly as possible. UTech can be easily contacted in three differ ways.

1. Browse [their homepage](#) for self-help videos, quick links, and to live chat with any experts.
2. Call 216.368.HELP (4357) day or night to speak with a member of our support team. From your laptop to your smartphone, they can troubleshoot problems right over the phone.
3. Visit the UTech C.A.R.E Center located in Kelvin Smith Library. This facility is walk-in friendly staffed by technicians who can answer your question and service your devices on the spot. You can get directions and hours of operations from visiting their [website](#).

# SCHOOL OF GRADUATE STUDIES

**For detailed information on School of Graduate Studies Policies and Procedures please visit**

**[www.case.edu/gradstudies/about-the-school/policies-procedures/](http://www.case.edu/gradstudies/about-the-school/policies-procedures/)**

## **Academic Integrity Standards**

The University's research, scholarship, teaching and community service are central to its mission. To achieve that mission, it is critical that the highest standards of academic integrity are articulated to all members of the University community: faculty, students and staff. All members of the community are expected to interact professionally in those endeavors that promote and facilitate the university's common mission. Adherence to professional Codes of Ethical Conduct can and do play a central role in the matter. It is the student's responsibility to know and adhere to the Academic Integrity Standards that can be found in the Appendix of this handbook.

## **Graduate Student Grievance Procedure**

It is the responsibility of the School of Graduate Studies to assure that all students enrolled for graduate credit at Case Western Reserve University have adequate access to faculty and administrative consideration of their grievances concerning academic issues. A three-step procedure has been established for graduate students to present complaints about academic actions they feel are unfair.

1. Students with complaints should first discuss their grievances with the person against whom the complaint is directed.
2. In those circumstances in which this discussion does not resolve a grievance to the student's satisfaction, a complaint should be presented in writing to the department chairperson. If the complaint is against the department chair and is not resolved with this individual, the complaint should be presented to the dean of the school/college.
3. In the event that a decision still appears unfair to the student, the student may bring the matter to the attention of the dean of graduate studies. The dean may ask the student to put the complaint in writing. The dean will then discuss the case with the student and the department chair to evaluate the particulars and to make a ruling on it. As the situation warrants, the dean may appoint a Grievance Committee to recommend what action

should be taken. In this event the Committee will be composed of two faculty members selected from the Committee on Graduate Studies of the Faculty Senate and two graduate students selected either from the Executive Committee of the Graduate Student Council or from the student members of the Committee on Graduate Studies.

The dean of graduate studies has the responsibility for the final decision, and the ruling from the School of Graduate Studies will be considered final and binding on the persons involved in the grievance. Additional information about the grievance procedure can be obtained from the School of Graduate Studies.

It should be understood that this grievance procedure relates solely to graduate student complaints concerning academic issues.

### **PROHIBITED CONDUCT**

Academic misconduct is any activity that tends to compromise the academic integrity of the University or subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. Violation of course rules as contained in the course syllabus or other information provided to the student; violation of program regulations as established by departmental committees and made available to students.
2. Providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations.
3. Providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor.
4. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged, word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas.
5. Submitting substantially the same work to satisfy requirements for one course that has been submitted in satisfaction of requirements for another course, without permission of the instructor of the course for which the work is being submitted.
6. Falsification, fabrication or dishonesty in reporting laboratory and/or research results.
7. Serving as or enlisting the assistance of a substitute for a student in the taking of examinations.

8. Alteration of grades or marks by a student in an effort to change the earned grade or credit.
9. Alteration of academically-related University forms or records, or unauthorized use of those forms.
10. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material or manipulating a grading system.
11. Scientific misconduct as described/defined by federal standards or existing university policies is considered a violation of this academic integrity policy. In addition to the process under this and other University policies, appropriate response and handling of scientific misconduct also will be handled in accordance with the prescribed federal guidelines.
12. Professional schools are expected to respond to allegations/violations of academic integrity in the manner prescribed in their policies and procedures and/or this academic integrity policy.

# MASTER OF SCIENCE IN NUTRITION

## POLICIES AND PROCEDURES

### PLAN B: NON-THESIS

#### A. The School of Graduate Studies

The School of Graduate Studies requires a minimum of 30 semester credit hours of coursework: A minimum\* of 18 semester hours at 400 level or higher; no more than 9 hours at the 300 level from nutrition courses; must past a comprehensive examination set by the department. \*See section “C” below for the Department’s specific degree requirements.

#### B. Planned Program of Study (PPOS)

All graduate students are required to submit the **Planned Program of Study (PPOS)** electronically into the **Student Information System (SIS)**. For instructions, students should visit the SIS Guides webpage at <https://case.edu/registrar/sisresources> (click on “create program of study” under graduate students tab). **The PPOS must be submitted no later than the end of the second semester of graduate study.** It should list all coursework, research/project units, seminars, teaching requirements, etc. required to complete the degree program. Information should be listed chronologically by the semester in which coursework was completed. Once the submission has been completed the student’s advisor will be notified by email and prompted to login to SIS to review and approve/deny the PPOS. Final approval will then come from Graduate Studies. Any revisions **must be** submitted by the student as a new version of the PPOS. **The University will not issue a diploma until the final PPOS has been accepted by Graduate Studies.**

#### C. Department of Nutrition Coursework

1. The Department of Nutrition **requires a minimum of 30 semester hours to complete the Master of Science in Nutrition.** This requirement is the same for The Combined Dietetic Internship/ Master’s Degree Program, which also requires 30 semester hours.
2. The Master of Science in Nutrition, Public Health Nutrition and Combined Dietetic Internship programs require a minimum of 21 semester hours of graduate Nutrition courses at the 400 level or higher and no more than 9 hours at the 300 level from nutrition courses. The dual degree program, (MPH/MS), requires a minimum of 18

semester hours of graduate nutrition courses and no more than 9 hours at the 300 level from nutrition courses.

3. Included in the 21 hours of graduate Nutrition coursework, the following **are required nutrition courses** for the general M.S. in Nutrition: NTRN 433 and 434. Students who have previously taken NTRN 363 and 364 at CWRU (with a grade of “B” or above) *may* be able to take other pre-approved nutrition electives with the approval of their adviser. Students in either dietetic internship program or the general public health nutrition program, (without the internship), are not required to complete NTRN 433 or 434. Students in either dietetic internship program may take NTRN 433 or NTRN 401 as electives, but \* the course credits from these courses will not count toward the MS degree.
4. **NTRN 401 or an approved online equivalent nutrition course is required** of students who have not previously had at least one undergraduate level nutrition course either prior to beginning the program or in their first semester of the program or potentially may be replaced by another course with approval of graduate advisor.
5. **Minimum cumulative grade point average of 3.0** for the graduate program must be maintained. Students in the M.S. in Public Health Nutrition Program must earn a minimum grade of B in each graduate course and an overall grade point average of all courses of 3.0.
6. **A maximum of 3 credit hours of 601** with prior approval of topic and faculty of record by the Department’s Curriculum Committee.
7. **A maximum of 3 credit hours of 602** with prior approval of topic, project and faculty of record by the Department’s Curriculum Committee.
8. **A maximum of 7 credits collectively from independent studies** (non-structured coursework) from nutrition courses numbered 601, 602 and 561 may be included in the student's planned program of study for graduation. Any combination of individual credits per class from these 3 courses are permitted with permission of their adviser, as long as student does not exceed the 3 credit maximum rule as shown in bullet point 6 and 7 above for 601 and 602, respectively.

#### **D. Supportive Coursework**

1. **Statistics is required-** if not taken within 10 years prior to enrollment or if the grade attained is lower than a C. There are a number of courses in the Department of Mathematics, Applied Mathematics & Statistics or in the Department of Population and Health Sciences – which will satisfy the requirement.
2. **A biochemistry course is required** if not taken within 3 years prior to enrollment or if the grade attained was lower than a C.

3. **Human physiology is required** if not taken within 5 years prior to enrollment or if the grade attained is lower than a C.

#### **E. Electives**

Each program is individualized to meet the needs and interests of each student. Students work very closely with a graduate advisor.

#### **F. Didactic Program in Dietetics (DPD)**

Students interested in a career as a **Registered Dietitian Nutritionist (RDN)** are required to complete the **Didactic Program in Dietetics (DPD)**, which can be done as part of the M.S. program. Some of the DPD courses may count for the M.S. degree; others will not. Guidance will be provided by the academic advisor. The DPD is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. MS students interested in pursuing the DPD coursework must apply and be accepted into this program no later than their first semester in the MS program. Consult Dr. Swain for further information.

The DPD coursework must be completed before beginning an accredited dietetic internship. Students who complete the DPD coursework are eligible to apply to any accredited dietetic internship in the United States including those at University Hospitals Cleveland Medical Center, Louis Stokes Cleveland VA Medical Center, Cleveland Clinic and CWRU Public Health Nutrition Program.

#### **G. Examination**

##### **ALL CANDIDATES FOR PLAN B ARE REQUIRED TO PASS A WRITTEN COMPREHENSIVE EXAMINATION.**

- The examination is scheduled for the end of the semester in which the student expects to graduate. The examination may be on site or take-home, as determined by the Faculty Examination Committee.
- In order to sit for the exam, a student must demonstrate a program of sufficient and appropriate credits at an acceptable academic level defined as a minimum cumulative GPA of 3.0 in all courses taken for credit in the Masters degree program. Students in the M.S. Public Health Nutrition Program must maintain a minimum grade of B in each graduate nutrition course and an overall grade point average of all courses of 3.0.

- Permission to take the examination will be given upon recommendation by the student's advisor with approval of the Faculty Examination Committee. Permission may be withheld for a student who has not completed course work or if academic standing may be in doubt.
- **The exam will be scheduled by the Department, about 3 weeks before the end of the semester.** All candidates are expected to complete the take-home examination during the designated time frame indicated by the Department. If a student is unable to do so, he/she may petition the Chair of the Faculty Examination Committee for an alternate time. **The petition must be in writing:** it must include the reason why the student is requesting a change and indicate alternate times.
- The students must be registered for at least one graduate credit during the semester when the examination is given.
- The exams will be read by the Faculty Examination Committee. Students will receive written notification of results from the Chair of the committee. Any student who fails to complete the exam at a passing level will be notified by the Faculty Examination Committee's decision for remediation.

## H. Department of Nutrition Graduate Courses

### FALL 2019

\* Denotes courses offered both Fall and Spring semesters

**NTRN 401 - Nutrition for Community and Health Care Professionals** (Barkoukis)

Web Distance Learning                      TBD                      2 or 3 credits

**NTRN 433 – Basic Oxygen and Physiological Function** (LaManna)

Web Distance Learning                      TBD                      3 credits

**NTRN 433 – Advanced Human Nutrition** (Swain)

Tuesday & Thursday 2:30- 3:45pm                      4 credits  
(offered online in spring, 2019)

**NTRN 435 – Nutrition for Pregnancy and Lactation** (Pichette)

Friday 9:30 AM – 12:20 PM                      3 credits

**NTRN 436 - Pediatric Nutrition** (Wolff)

Wednesday 5:15-8:00 PM                      3 credits

**NTRN 439 – Food Behavior: Physiological, Psychological, and Environmental Determinants**

(Cavallo) (\* This course will NOT be offered in fall, 2019)

Tuesday & Thursday 2:30 – 3:45 PM                      3 credits

**NTRN 441 – Human Lactation** (Groh-Wargo/Merlino)

Fridays 1:30-4:00pm                      3 credits



**NTRN 448 – Integrative and Functional Nutrition** (Harris)

Tuesday & Thursday 10:00 - 11:15am 3 credits

**\*NTRN 452 – Nutritional Biochemistry and Metabolism** (Croniger)

Tuesday & Thursday 4:00 – 5:15 PM 3 credits (online in spring)

**NTRN 459 - Diabetes Prevention and Management** (Randall)

Tuesday & Thursday 1:00 -2:15 PM 3 credits

**NTRN 460 – Sports Nutrition** (Kam)

Tuesday & Thursday 4:00 – 5:15 PM 3 credits

**NTRN 461 – Metabolic Dysregulation of Energy from Obesity to Anorexia** (Kam)

Monday & Wednesday 12:45 – 2:00 PM 3 credits

Web Distance Learning TBD

**NTRN 462 – Exercise Physiology and Macronutrient Metabolism** (Kam)

Monday & Wednesday 4:50 – 6:05 PM 3 credits

**NTRN 516 - Seminar in Dietetics I** (Watowicz/Randall)

Monday 9:00 – 12 noon 4 credits (INTERNS ONLY: CDI and PHN students only)

**NTRN 528 – Introduction to Public Health Nutrition** (Cavallo)

Tuesday & Thursday 11:30 – 12:45 PM 3 credits

**NTRN 529 – Nutritional Epidemiology for Evidence Based Practice**

(Thompson/Hand/Watowicz)

Web Distance Learning 3 credits

**NTRN 531 – Public Health Nutrition Field Experience** (Randall)

TBA 1-6 credits

**NTRN 532C – Specialized Public Health Nutrition Field Experience** (Randall)

TBA 1-6 credits

**\*NTRN 533 – Nutritional Care of the Neonate** (Groh-Wargo)

Monday 1:30 – 4:30 PM 3 credits

LIMITED to 5 students – class is held at MetroHealth Medical Center.

**ONLY dietetic interns enrolled in MS/CDI or MS/PHN may enroll.**

**NTRN 534 – Advanced Public Health Nutrition Field Experience** (Randall)

TBA 1-6 credits

**NTRN 550A - Seminar in Advanced Nutrition** (Cavallo)

Tuesday & Thursday 11:30 AM - 12:45 PM 3 credit

**NTRN 551 - Seminar in Advanced Nutrition** (Manor)

Friday 4:00- 4:45 PM 1 credit

**NTRN 561 - Investigative Methods in Nutrition** (Hand)

Monday 1:30 – 4:30 PM 1-4 credits (Interns only: CDI and PHN students only)

**NTRN 601- Nutrition Research** (All faculty)

Individually arranged 1-3 credits

**NTRN 602- Special Project in Nutrition** (All faculty)

Individually arranged 1-3 credits

## SPRING 2020

(Confirm all times via the registrar, as they may be subject to change for Spring 2020)

\* Denotes courses offered both Fall and Spring semesters

**\*NTRN 401 - Nutrition for Community and Health Care Professionals** (TBD)

Web Distance Learning TBD 2 or 3 credits

**NTRN 410 - Basic Oxygen and Physiological Function** (Faculty)

Web Distance Learning TBD 2 credits

**\*NTRN 433 – Advanced Human Nutrition** (Swain)

Tuesday & Thursday 2:30- 3:45pm 4 credits  
(offered online in spring, 2019)

**NTRN 434 - Advanced Human Nutrition II** (Manor)

Monday & Wednesday 6:00 – 7:15 PM 3 credits

**NTRN 437- Nutrition Communication, Counseling & Behavior Change Strategies** 3 credits (Rogers)

Thursday 5:30- 8:45 PM

**NTRN 438 – Dietary Supplements** (Harris)

Tuesday & Thursday 2:30 – 3:45 PM 3 credits

**NTRN 446 - Advanced Maternal Nutrition: Special Topics** (Faculty)

Tuesday 5:50 – 8:45 PM (On line) (not offered this spring)

**NTRN 451 – Food Service Systems Management** (TBD)

Monday & Wednesday 3:20 – 4:35 PM 3 credits

**\*NTRN 452 – Nutritional Biochemistry and Metabolism** (Croniger)

Friday 4:00 – 7:00 PM 3 credits

Taped lectures online – some in person meetings

**NTRN 454 – Advanced Nutrition and Metabolism: Investigative Methods** (Bederman)

Tuesday & Thursday 4:30 – 5:45 PM 3 credits

**NTRN 455 - Molecular Nutrition** (Manor) (\* May not be offered spring, 2020)

Tuesday & Thursday 1:00 – 2:15 pm 3 credits

**NTRN 459 - Diabetes Prevention and Management** (Randall)

Tuesday & Thursday 1:00 -2:15 PM 3 credits (\*May not be offered spring, 2020)

**NTRN 461 - Energy Dysregulation: From Obesity to Anorexia** (Kam)

Monday & Wednesday 4:50 – 6:05 PM 3 credits (Switched to being offered fall only)

**NTRN 517 – Seminar in Dietetics II** (Cavallo)

Monday 1:00 – 4:00 PM 4 credits (Interns only: CDI and PHN students only)

**NTRN 530 – Public Health Nutrition** (Cavallo)

Monday 9:00 – 12:00 PM 3 credits

**\*NTRN 533 – Nutritional Care of the Neonate** (Groh-Wargo)

Monday 1:30 – 4:30 PM 3 credits

LIMITED to 5 students – class is held at MetroHealth Medical Center.

**ONLY dietetic interns enrolled in MS/CDI or MS/PHN may enroll.**

**NTRN 551 - Seminar in Advanced Nutrition** (Manor )

Friday 1:00 – 2:15 PM 1-3 credit

**NTRN 562 - Seminar in Advanced Nutrition (Interns only)** (Hand)

Monday 9:00 AM -12:00 PM 1-4 credits

**NTRN 601- Nutrition Research** (All faculty)

Individually arranged 1-3 credits

**NTRN 602. Special Project in Nutrition** (All faculty)

Individually arranged 1-3 credits

**NTRN 610. Oxygen and Physiological Function** (LaManna)

Tuesday 1:00 – 3:00 PM 2 credits

Thursday 1:00 – 2:00 PM 1 credit

## SUMMER

### **NTRN 401 – Nutrition for Community and Health Care Professionals**

Online 2 or 3 credits

**NTRN 410 – Basic Oxygen & Physiological Function**

Web Distance Learning TBD 3 credits

**NTRN 462 – Exercise Physiology and Macronutrient Metabolism**

See registrar for exact times 3 credits

**NTRN 440 – Nutrition for the Aging and Aged (Barkoukis)**

See registrar for exact times 3 credits

# PHD IN NUTRITION

## PLAN OF STUDY

### FIRST YEAR

#### **Fall Semester:**

CBIO 453	Cell Biology	4 credits
CBIO 455	Molecular Biology	4 credits
NTRN 551	Seminar in Advanced Nutrition	1 credit
		<b>9 credits</b>

#### **Spring Semester:**

NTRN 434	Advanced Human Nutrition II	3 credits
NTRN 551	Seminar in Advanced Nutrition	1 credit
NTRN 454	Isotope Tracer Methodology	3 credits
<b><u>OR</u></b>		
NTRN 455	Molecular Nutrition	3 credits
NTRN 561	Investigative Methods	2 credits
		<b>9 credits</b>

#### **Summer Semester:**

IBMS 500	Being a Professional Scientist	0 credit
RSCH 700	Summer Research – PhD	0 credit

### SECOND YEAR

#### **Fall Semester:**

NTRN 433	Advanced Human Nutrition I	4 credits
NTRN 452	Nutritional Biochemistry and Metabolism	3 credits
NTRN 551	Seminar in Advanced Nutrition	1 credit
NTRN 561	Investigative Methods	1 credit
		<b>9 credits</b>

**Spring Semester:**

NTRN 551	Seminar in Advanced Nutrition	1 credit
<b>Electives</b>	2 courses – Any NTRN 400 course and/or graduate course in SOM basic science departments	6 credits
NTRN 561	Investigative Methods	2 credits
		<hr/> <b>9 credits</b>

**Summer Semester:**

NTRN 701	Dissertation PhD	2 credits
----------	------------------	-----------

**THIRD YEAR****Fall Semester:**

NTRN 551	Seminar in Advanced Nutrition	1 credit
NTRN 701	Dissertation PhD	8 credits
		<hr/> <b>9 credits</b>

**Spring Semester:**

NTRN 551	Seminar in Advanced Nutrition	1 credit
NTRN 701	Dissertation PhD	8 credits
		<hr/> <b>9 credits</b>

**After the third year, student enrolls in one credit of NTRN 701, Fall and Spring Semesters until graduation.**

# SCHOOL OF GRADUATE STUDIES

## Fall 2019 Deadlines

April 1	Open registration for degree-seeking students Fall 2019
April 22	Open registration for non-degree-seeking students Fall 2019
August 19	Application deadline for non-degree-seeking students Fall 2019
August 20, 21	School of Graduate Studies Orientation
August 26	Classes begin
August 27	Late Registration Fee Begins (\$25)
September 2	University Holiday - Labor Day
September 6	Last Day to Withdraw Without Financial Penalty
September 6	Late Registration and Drop/Add Ends
September 6	Deadline for January 2019 graduation candidates to qualify for Waiver of Registration For Students Requesting the Waiver: All required Final Materials (including Approved Thesis/Dissertation) are due by this early date
October 4	Deadline to submit application for January 2019 graduation
November 8	Deadline for Class Withdrawal
November 8	Deadline to Audit
November 28, 29	University Holiday - Thanksgiving
December 6	Deadline to Submit All Materials for Fall 2018 Graduation All required Final Materials (including Approved Thesis/Dissertation) are due by this date
December 6	Last Day of Fall Semester Classes
December 20	Final Grades Due to Registrar (11:00 a.m.)
January 17, 2020	Awarding of Degrees (No Convocation or Diploma Ceremony) All financial obligations to the University must be resolved

## Spring 2020 Deadlines (not yet available)

November	Open registration for degree-seeking students Spring 2020
December	Open registration for non-degree-seeking students Spring 2020
January	Application deadline for non-degree-seeking students Spring 2020
January	University Holiday - Martin Luther King Jr. Holiday
January	Classes begin
January	Late Registration Fee Begins (\$25)
January	Last Day to Withdraw Without Financial Penalty
January	Late Registration and Drop/Add Ends
January	Deadline for May 2019 graduation candidates to qualify for Waiver of Registration For Students Requesting the Waiver: All required Final Materials (including Approved Thesis/Dissertation) are due by this early date
February	Deadline to submit application for May 2019 graduation
March	Deadline for Class Withdrawal
March	Deadline to Audit
April	Deadline to Submit All Materials for May 2019 Graduation All required Final Materials (including Approved Thesis/Dissertation) are due by this date
April	Last Day of Spring Semester Classes
May	Final Grades Due to Registrar (11:00 a.m.)
May	2020 Commencement and Awarding of Degrees All financial obligations to the University must be resolved





## Department of Nutrition Graduation Checklist

Please consult the School of Graduate Studies academic calendar.  
*The deadlines posted on this calendar are firm.* The necessary forms can be found at  
[case.edu/gradstudies/current-students/graduation](http://case.edu/gradstudies/current-students/graduation).

Check the following:

- I have submitted my Planned Program of Study (PPOS) online via the Student Information System (SIS).
- My PPOS has been approved by my advisor.
- I have completed and submitted the Application for Graduation through SIS by the established deadline for the term on the Graduate Studies calendar!*
- I have submitted my Final Certification form to the NTRN administrative office (Wood Building WG-48).
- I have submitted my Student Program Status form to the NTRN administrative office.
- I have submitted my Waiver of Registration form to the NTRN administrative office (if applicable). *(Note: All graduate students must be registered for at least one credit hour for the term in which they plan to graduate unless eligible for the Waiver of Registration.)*

*Please return all required forms to the Nutrition Department administrative office in Wood Building WG-48. All Graduate Studies forms are required to be hand-signed in ink.*

Student Signature: \_\_\_\_\_

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



# Final Certification for the Master's Degree: Plan B

This document is to certify that the following student has successfully completed all the requirements for the Master's degree under Plan B.

Name \_\_\_\_\_ SID \_\_\_\_\_

Department/Program \_\_\_\_\_

Number of coursework hours required for the degree \_\_\_\_\_

### Completed Requirements

Date of comprehensive examination \_\_\_\_\_

Date of Project Approval (if a project is required) \_\_\_\_\_

### Academic Advisor Certification

The undersigned certifies that the aforementioned student has completed all degree requirements.

Advisor \_\_\_\_\_ Date \_\_\_\_\_

### Program Certification for Degree Completion

The undersigned certifies that the aforementioned student has satisfied all departmental requirements and is recommended for the Master's degree.

Department Chair / Program Director \_\_\_\_\_ Date \_\_\_\_\_



**DEPARTMENT OF NUTRITION  
 CONSENT TO RELEASE RECOMMENDATIONS**

The Office of Career Planning and Placement is the best site for establishing a reference file for continuous use after you graduate. In some instances, some additional information may be requested from the Department. The Department can fill the request **only** if you have consented in writing.

We ask you to sign **one** of two statements below and return the form for us to keep in the Department. This tells us how you want the Department to respond to requests made directly to faculty members for recommendations.

**CONSENT**

I hereby consent to the release of letters of recommendation from the Department of Nutrition at Case Western Reserve University. They can be released when requests are made by:

Academy of Nutrition and Dietetics \_\_\_\_\_ (yes or no)

Prospective Employers \_\_\_\_\_ (yes or no)

Educational Institutions \_\_\_\_\_ (yes or no)

Others (specify): \_\_\_\_\_

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

Signature: \_\_\_\_\_

**NO CONSENT**

I do not consent to the release of letters of recommendation from the Department of Nutrition at Case Western Reserve University. I understand that I must write a letter to the Department each time I wish to have letters sent. The letter must include the name and address of the person(s) to whom the recommendation is sent, the purpose of the recommendation and a specific statement signed by me consenting to the release of the recommendation(s).

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

Signature: \_\_\_\_\_

**Please print your name as it appears in University Records.**

\_\_\_\_\_  
 (First) (Middle) (Last)

Email address: \_\_\_\_\_

DEPARTMENT OF NUTRITION  
Case Western Reserve University

**ALUMNI INFORMATION FORM**

***Contact Information***

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name in University records (if different from above): \_\_\_\_\_

Spouse Name (if applicable): \_\_\_\_\_

Address after graduation: \_\_\_\_\_

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

***Degree Information***

CWRU Degree (check all that apply):  MS  MPH/MS  MD/MS  
 Nutrition  Public Health Nutrition  Combined Dietetic Internship

Graduation Date:  January  May  August Year \_\_\_\_\_

***Post-Graduation Plans and News***

Employer/Educational Institution: \_\_\_\_\_

Position Title: \_\_\_\_\_

Any additional news you would like to share: \_\_\_\_\_

\_\_\_\_\_

***Contact Information for Someone Who Will Be Able to Contact You if You Move***

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

*Rev. 3/2018*



## Waiver of Registration

Name \_\_\_\_\_ SIS ID Number \_\_\_\_\_

CWRU Email \_\_\_\_\_ Phone \_\_\_\_\_

Department/Program \_\_\_\_\_ Degree \_\_\_\_\_

Based on completion and submission of all required materials for my degree before the last day of the Add/Drop period, I request a Waiver of Registration and permission to graduate in:

- Fall of \_\_\_\_\_     Spring of \_\_\_\_\_     Summer of \_\_\_\_\_
- I have completed the Application for Graduation in SIS for the above semester/session.

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
International Student Services Signature (International Students Only) \_\_\_\_\_ Date \_\_\_\_\_

### Eligibility Criteria for Waiver of Registration

The School of Graduate Studies requires all students to be registered in the semester in which they graduate. If a student will not be able to meet the degree requirements to graduate in one semester, but will finish before the next semester begins, the student can petition to waive registration for the following semester.

The following criteria must be met to be eligible for the Waiver of Registration:

- The student must be registered for at least one credit hour in the semester (or summer session) immediately preceding the semester of graduation.
- The student must complete and submit the Waiver form. International students must obtain the signature of an International Student Services representative before submitting the form to the School of Graduate Studies.
- The student must apply for graduation in the Student Information System for the next scheduled graduation.
- The student must complete all degree requirements and submit all required materials to the School of Graduate Studies by the last day of the Add/Drop period of the graduating semester. This includes the thesis or dissertation, certification forms and surveys.

Students must submit the Waiver of Registration form and all required documents no later than the final day of the Add/Drop period. The deadline date to submit materials is firm. If a student misses the deadline, the student will be required to register for at least one credit hour, or more if necessary.

Please be aware of the following when applying for the Waiver of Registration: CWRUNet services, student loans and health services may be terminated during the semester for which the Waiver is effective.

If you have any questions, contact the School of Graduate Studies office at 216.368.4390.



## Student Program Status

Student Name \_\_\_\_\_

Student ID (7-digit) \_\_\_\_\_ Department/Program \_\_\_\_\_

This student has been/will be awarded a master's degree in the program designated above and is proceeding to the PhD.

Master's Degree Award Date: \_\_\_\_\_ (Term/Year)

Effective Date of PhD Program: \_\_\_\_\_ (Term/Year)

PhD Academic Advisor Name \_\_\_\_\_ Date \_\_\_\_\_

PhD Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair/Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_

## PRIMARY NUTRITION FACULTY

### LC: 4954

Barkoukis, Hope	Interim Chair	BRB 923	368.2441	<a href="mailto:hdb@case.edu">hdb@case.edu</a>
Brunengrabber, Henri	Professor	BRB 922	368.6548	<a href="mailto:hxb8@case.edu">hxb8@case.edu</a>
Cavallo, David	Asst. Professor	SOM WG 38	368.6627	<a href="mailto:dxc434@case.edu">dxc434@case.edu</a>
Croniger, Colleen	Assoc. Professor	BRB 928	368.4967	<a href="mailto:cmc6@case.edu">cmc6@case.edu</a>
Dumski, Helen	PHN Adjunct	SOM WG 34	368.6626	<a href="mailto:hxd24@case.edu">hxd24@case.edu</a>
Ernsberger, Paul	Assoc. Professor	BRB 926	368.4738	<a href="mailto:pre@case.edu">pre@case.edu</a>
Hand, Rosa	Instructor	SOM WG 48	368.3231	<a href="mailto:rkh30@case.edu">rkh30@case.edu</a>
Harris, Stephanie	Asst. Professor	SOM WG 48	368.2443	<a href="mailto:sra18@case.edu">sra18@case.edu</a>
Kam, Lynn	Asst. Professor	SOM WG 34	368.2075	<a href="mailto:lak99@case.edu">lak99@case.edu</a>
Manor, Danny	Assoc. Professor	WRT 600	368.6230	<a href="mailto:dxm178@case.edu">dxm178@case.edu</a>
Randall, Tamara	Instructor	SOM WG 38	368.6630	<a href="mailto:tlk3@case.edu">tlk3@case.edu</a>
Rogers, Katy	Asst. Professor	SOM WG 48	368.2501	<a href="mailto:car97@case.edu">car97@case.edu</a>
Swain, James	Assoc. Professor	SOM WG 48	368.8554	<a href="mailto:jhs31@case.edu">jhs31@case.edu</a>
Thompson, Cheryl	Asst. Professor	BRB 927	368.3956	<a href="mailto:clw8@case.edu">clw8@case.edu</a>
Watowicz, Rose	Asst. Professor	SOM WG 48	368.8875	<a href="mailto:rpw39@case.edu">rpw39@case.edu</a>

### LC: 4988

Bebek, Gürkan	Assistant Professor	BRB 921	368.4541	<a href="mailto:gurkan@case.edu">gurkan@case.edu</a>
Cameron, Cheryl	Assistant Professor	BRB 936	368-3157	<a href="mailto:cxc724@case.edu">cxc724@case.edu</a>
Chance, Mark	Professor	BRB 930	368.4406	<a href="mailto:mrc16@case.edu">mrc16@case.edu</a>
Kiselar, Janna	Assistant Professor	BRB	368.0979	<a href="mailto:jxk217@case.edu">jxk217@case.edu</a>
Lodowski, David	Assistant Professor	BRB 920	368.6971	<a href="mailto:dtl10@case.edu">dtl10@case.edu</a>
Schenkel, Joan	Instructor	BRB 933	368.4268	<a href="mailto:jms114@case.edu">jms114@case.edu</a>
	Sr. Administrator			
Shi, Wuxian	Assistant Professor	Brookhaven National Lab - Upton, NY	631.344.2099	<a href="mailto:wushi@bnl.gov">wushi@bnl.gov</a>
Tilton, John	Associate Professor	BRB 919	368.3360	<a href="mailto:jct63@case.edu">jct63@case.edu</a>
Yang, Sichun	Assistant Professor	BRB 929	368.5793	<a href="mailto:sxy227@case.edu">sxy227@case.edu</a>
Ward, Nicole	Professor	BRB 925	368-	<a href="mailto:nlw4@case.edu">nlw4@case.edu</a>

## ADMINISTRATIVE STAFF

Davis, Jackie	Education Program Manager	SOM WG 48	368.5961	<a href="mailto:jxd537@case.edu">jxd537@case.edu</a>
Diaz, Maita	Asst. to Mark Chance	BRB 9 <sup>th</sup> floor	368.0291	<a href="mailto:mxd235@case.edu">mxd235@case.edu</a>
Gaffen, Katie	Admin. Manager for Ed.	SOM WG 48	368.2440	<a href="mailto:cxp236@case.edu">cxp236@case.edu</a>
Hinton, Andrea	Dept. Asst.	BRB 9 <sup>th</sup> floor	368.2594	<a href="mailto:axh93@case.edu">axh93@case.edu</a>
			368.6846	Fax machine



SCHOOL OF MEDICINE

---

CASE WESTERN RESERVE  
UNIVERSITY

# APPENDIX



# Academic Integrity Policy

## Case Western Reserve University Statement of Ethics

Universities seek to preserve, disseminate and advance knowledge. At Case, as elsewhere, we recognize that to fulfill these purposes requires a norm of expected conduct shared by all in the University community, governed by truthfulness, openness to new ideas, and consideration for the individual rights of others, including the right to hold and express opinions different from our own.

The University's mission rests on the premise of intellectual honesty: in the classroom, the laboratory, the office, and the solitary examination desk. Without a prevailing ethic of honor and integrity not only in scientific pursuits but also in all scholarly activity, the very search for knowledge is impaired. In these respects, each of us—especially but not exclusively faculty—must regard oneself as a mentor for others.

These principles we strive to uphold make it possible for the larger society to place trust in the degrees we confer, the research we produce, the scholarship we represent and disseminate, and the critical assessments we make of the performance of students and faculty, as well as judgments of staff and administrators.

To safeguard the standards on which we all depend, each of us must therefore accept individual responsibility for our behavior and our work, and refrain from taking credit for the work of others.

The culture of a university also requires that the rights of all be protected, particularly by those entrusted with authority for judgment of the work of others.

The University being a human community is subject to human failings, ambiguities and errors. It is therefore the responsibility of the bodies regulating the affairs of faculty, students, and staff to maintain processes for judging and resolving instances where these principles may have been violated. However, all such systems depend for their effectiveness, in turn, on the acceptance of common norms of contact—the ties of trust which bind the university community together.

### Academic Integrity Standards

Students, faculty, and administrators share responsibility for the determination and preservation of standards of academic integrity. Not only must they adhere to their own personal codes of integrity but they must also be prepared to educate others about the importance of academic integrity, to take reasonable precaution to discourage violations of academic integrity, and to adjudicate violations.

For students, education about the importance of academic integrity begins during the admissions process. The centrality of integrity to the academic enterprise is reinforced during new student orientation when students engage in discussion about academic integrity. Specific mention of academic integrity and course-specific guidelines should be presented in all classes. Programs and

instruction about academic integrity guidelines also should be offered throughout the students' undergraduate career.

Faculty and students are expected to uphold standards of academic integrity by taking reasonable precaution in the academic arena. Reasonable precaution involves implementing measures that reduce the opportunities for academic misconduct but do not inhibit inquiry, create disruption or distraction in the testing environment, or create an atmosphere of mistrust.

The vitality of academic integrity is dependent upon the willingness of community members to confront instances of suspected wrongdoing. Faculty have specific responsibility to address suspected or reported violations as indicated below. All other members of the academic community are expected to report directly and confidentially their suspicion of violation to a faculty member or a dean or to approach suspected violators and to remind them of their obligation to uphold standards of academic integrity.

## **DEFINITION OF VIOLATIONS**

All forms of academic dishonesty including cheating, plagiarism, misrepresentation, and obstruction are violations of academic integrity standards. Cheating includes copying from another's work, falsifying problem solutions or laboratory reports, or using unauthorized sources, notes or computer programs. Plagiarism includes the presentation, without proper attribution, of another's words or ideas from printed or electronic sources. It is also plagiarism to submit, without the instructor's consent, an assignment in one class previously submitted in another. Misrepresentation includes forgery of official academic documents, the presentation of altered or falsified documents or testimony to a university office or official, taking an exam for another student, or lying about personal circumstances to postpone tests or assignments. Obstruction occurs when a student engages in unreasonable conduct that interferes with another's ability to conduct scholarly activity. Destroying a student's computer file, stealing a student's notebook, and stealing a book on reserve in the library are examples of obstruction.

## **DISCUSSING, REPORTING AND ADJUDICATING VIOLATIONS**

If a faculty member suspects that an undergraduate student has violated academic integrity standards, the faculty member shall advise the student and the departmental chair and consult with the Dean of Undergraduate Studies about the appropriate course of action. Before speaking with the student, the faculty member also may choose to consult with the chair or dean about academic integrity standards. If the faculty member, in consultation with the dean, determines that the evidence is not adequate to charge the student with a violation, the matter will be dropped. Otherwise, the following procedures will be followed:

### **FIRST VIOLATIONS**

If the faculty member and the student agree that a violation has occurred, and the violation is determined to be a first violation (the university has no record of previous violations by the student of the university's Standards of Conduct), the faculty member shall choose either to sanction the student or to refer the case to the academic integrity board. If the faculty member chooses to sanction the student, the minimum sanction is failure in the work in question and the maximum sanction is failure

in the course. The faculty member will be provided with a standard reporting form to be signed by both the student and faculty member.

However, the case will be referred to the Assistant Vice President for Student Affairs for Integrity Board action if either:

1. the student claims not to have violated academic integrity standards or the student disagrees with the sanction imposed by the professor;
2. the faculty member feels that the seriousness of the first offense warrants presentation to the academic integrity board; or
3. the faculty member, after consultation with the dean, prefers to have the academic integrity board investigate or adjudicate the alleged violation, or prefers that the board sanction the student.

The signed report form from a faculty member or the finding of responsibility by the academic integrity board will become part of the student's university judicial file. Students found responsible for a first violation will be required, in addition to any other sanctions imposed, to attend an ethics education program or to complete an ethics exercise as assigned by the Dean of Undergraduate Studies or the Assistant Vice President for Student Affairs.

## **SUBSEQUENT VIOLATIONS**

If the university judicial file indicates that the student suspected of a violation has been responsible for one or more previous violations of the university's Standards of Conduct, the case will be referred to the Assistant Vice President for Student Affairs for Integrity Board action.

## **MISREPRESENTATION AND OBSTRUCTION**

Reports of suspected academic misrepresentation or obstruction occurring in settings other than the classroom will be referred to the Assistant Vice President for Student Affairs for Integrity Board action.

## **ACADEMIC INTEGRITY BOARD**

If a suspected or known violation of academic integrity standards warrants consideration by the Academic Integrity Board, the Assistant Vice President for Student Affairs (or his or her designee) will convene the board. The board will be comprised of three students (voting members) appointed by the Undergraduate Student Government, two faculty (voting members) appointed by the Executive Committee of the Faculty Senate and two administrators (non-voting members). One administrator will be a dean from the office of undergraduate studies. The other administrator, the assistant vice president for student affairs or his or her designee, will chair the board. All members of the board may question witnesses. Academic integrity board procedure, the vote required for the determination of responsibility, and the evidence standard will be the same as those for the university judicial board.

Should the board find the student not responsible for a suspected violation, the faculty member and the student will be so informed. The faculty member will be asked to evaluate the student's performance in the assignment in question and to issue a grade based on his or her normal grading practices.

If the board finds a student responsible for a violation of academic integrity standards, the board will notify the student and the faculty member. The board can sanction violations by issuing failure in the work in question, failure in the course, university disciplinary warning, university disciplinary probation, university disciplinary suspension, or expulsion.

In cases in which the academic integrity board finds a student responsible for a second or subsequent violation, the minimum sanction will be failure in the course; the maximum penalty will be expulsion.

If the academic integrity board finds a student responsible for misrepresentation or obstruction, the minimum sanction will be university disciplinary probation; the maximum penalty will be expulsion.

## **VIOLATIONS REPORTED AFTER VOLUNTARY WITHDRAWAL OR ACADEMIC SEPARATION**

Suspected violations of academic integrity standards reported after a student voluntarily withdraws or is academically separated will be investigated and adjudicated. A student who withdraws or is academically separated during the investigation and adjudication of a suspected violation may be asked to appear at a hearing or, if the student fails to appear, have his or her case heard in absentia. If the student is found responsible for a violation, sanctions can be imposed.

## **VIOLATIONS REPORTED AFTER GRADUATION**

In the event that a suspected violation of academic integrity standards is reported after graduation, the assistant vice president for student affairs will make a determination as to the feasibility of investigation and adjudication. Graduation will not preempt investigation or adjudication of a suspected violation when those processes are feasible. If a student is found responsible for a violation and the sanction imposed makes the student ineligible to earn his or her degree, the degree may be revoked.

## **MAINTENANCE OF RECORDS**

Violations of academic integrity standards are considered violations of the university's Standards of Conduct and will be recorded in the student's judicial record. University judicial files are maintained by the Assistant Vice President for Student Affairs in the Office of Student Affairs.