

Master of Science in Nutrition Student Handbook

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The Purpose

The purpose of this handbook is to be a comprehensive reference to the academic and clinical requirements for the master's degrees in the Department of Nutrition Science. Various academic policies, descriptions of degree requirements, and sample forms are included in this manual. It is expected that the student will be familiar with the contents of this handbook, particularly with regard to academic requirements, retention & dismissal policies.

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CHAPTER 1

Program Overview

Introduction

The Graduate Faculty of the Department of Nutrition Science have developed the policies and procedures found in this Handbook. These policies and procedures are in compliance with and supplemental to those of the Graduate School found in the East Carolina University (ECU) Graduate Catalog: <http://www.ecu.edu/cs-acad/grcat/index.cfm>

The handbook is designed to aid you in planning your program of study and to help you understand your responsibilities and those of the University, the Department of Nutrition Science, and faculty in providing a rigorous, high quality graduate experience.

Obtaining the Master of Science in Nutrition does not qualify a graduate to apply for a Dietetic Internship nor to sit for the Dietetic Registration exam to become a Registered Dietitian. **YOU MUST** complete an accredited didactic program in dietetics program to be eligible for internship admittance and subsequent exam.

University Mission

East Carolina University (ECU), a constituent institution of The University of North Carolina, is a public doctoral university committed to meeting the educational needs of North Carolina and the mid-Atlantic region. It offers baccalaureate, master's specialist, and doctoral degree in the liberal arts, sciences, and professional fields, including medicine. ECU is dedicated to educational excellence, responsible stewardship of public trust, and academic freedom. ECU values the contributions of a diverse community, supports shared governance, and guarantees equality of opportunity.

ECU's motto is "*servir*," meaning "*to serve*." ECU seeks to meet that obligation through the interrelated components of its mission: service through education, research and creative activity, and leadership and partnership.

The educational mission of ECU is to provide students with rich, distinctive educational experiences. ECU is committed to developing each learner's ability to discover, evaluate, and communicate knowledge; to make informed decisions; and to recognize a decision's ethical dimensions. ECU is committed to imparting a sense of citizenship and personal responsibility,

fostering lifelong learning, and nurturing an understanding of the interdependencies of people and their environments.

ECU's research mission serves to advance knowledge, to encourage creative activity, to solve significant human problems, and to provide the foundation for professional practice through the support of basic and applied research. ECU is committed to integrating research and creative activities in the educational experiences of students.

The service mission of ECU, as an institution with a tradition of strong regional ties and public outreach, is to provide leadership and to engage in partnerships supporting public education, health care and human services, cultural activities, and regional development.

The mission of ECU's Graduate School is to support and promote excellence in ECU's graduate programs. The programs core values include integrity, excellence, inclusiveness, respect and collaboration as a framework for graduate education. ECU Graduate School is recognized as the central resource for graduate education. Working with faculty, students, staff, administrators and the community, ECU Graduate School provides high quality leadership and best practices in services to support graduate education.

Program Mission and Goals

The mission of the Master of Science in Nutrition is to Offer students diverse learning opportunities through course work, understanding of research methods, opportunity of research through thesis or independent study and selected course work, and acquaint them with recent developments in research and trends and issues in the field of nutrition.

The goals of the Master of Science in Nutrition are as follows:

- Enable students to gain the competencies to evaluate, synthesize and/or use research data in professional practice.
- Provide opportunities for students to gain and demonstrate a working knowledge of the process and skills necessary to carry out original research and communicate results with others.
- Provide opportunities for students to interact with faculty and students from other related disciplines and gain an appreciation for the collaborative nature of related professions.
- Promote critical thinking and problem solving as essential processes in lifelong learning.
- Enable students to acquire skills for functional communication using technology.

Admission Requirements

Applicants must meet the admission requirements of ECU Graduate School and Department of Nutrition Science additional program requirements. Note that these are minimum requirements. Meeting these requirements does not guarantee admittance into the MS in Nutrition program.

ECU Graduate School Requirements:

- Overall minimum undergraduate GPA of 3.0 on a 4.0 scale from regionally accredited college or university (exceptions on standard accreditation may be granted for applications with international degrees)
- Minimum GRE score: Average of verbal and quantitative reasoning at the 30% percentile. For further information, see GRE Guide to the Use of Scores <http://www.ets.org/Media/Tests/GRE/pdf/994994.pdf>
- GRE waivers are available for students with an undergraduate GPA above 3.5 on a 4.0 scale or for applicants who currently hold the RD credential (minimum undergraduate GPA requirements are still required).

Additional Department of Nutrition Science Requirements:

- Equivalent to *Nutrition Foundation* requirement from ECU (see below), or BS in Nutrition from an American Dietetic Association accredited program;
- Minimum overall undergraduate GPA of 3.0 on 4.0 scale if major in nutrition, 3.0 on 4.0 scale in *Nutrition Foundation* requirements (if applicable);
- Minimum grade of C in College Algebra completed in past 5 years.

Nutrition Foundation Requirement (32 semester hours)

These courses must be successfully completed before applying to the MS in Nutrition program. It is not required that you complete these courses from ECU – you can take them at any college or university that offers course equivalents. See ECU undergraduate catalog for course description <http://www.ecu.edu/cs-acad/acadprograms/catalogs.cfm>. The courses are offered at ECU by face-to-face instruction only.

BIOL 1050 General Biology (3 semester hours)

BIOL 2130 and 2131 Survey of Human Physiology class and lab (5 semester hours)

CHEM 1160 and CHEM 1161 General Chemistry class and lab (4 semester hours)

CHEM 2650 and CHEM 2651 Organic Chemistry for the Life Sciences class and lab (5 semester hours)

College algebra (3 semester hours), earn minimum grade of C, completed in past 5 years

NUTR 2105 Nutrition Science (3 semester hours)

NUTR 3104 Advanced Vitamins and Minerals (2 semester hours)

NUTR 3105 Nutritional Biochemistry and Metabolism (3 semester hours)

NUTR 3311 Life Cycle Nutrition (4 semester hours)

Applying to the Program

Applications must be completed online, see ECU Graduate School website <http://www.ecu.edu/gradschool/>

Complete applications include the following:

- Online graduate application;
- Online supplemental application that includes your Goal Statement and List of Prerequisite requirements (link from ECU Graduate School website);
- Official GRE scores (if required) sent directly to ECU Graduate School from the testing service
- Official, sealed transcripts from each college or university previously attended **mailed or electronically submitted directly** to ECU Graduate School (if an applicant is currently enrolled in a college or university, they must submit official transcript at the time of application showing current enrollment as well as a final official transcript after graduation showing the awarded degree);
- 2 letters of recommendation;
 - ECU's electronic letter of reference system allows prospective students to request reference letters electronically and to track the reference submission progress. After you submit your paid application you will receive a welcome email with information about the electronic reference system.
- TOEFL score (applicants whose native language is not English);
- Application fee.

All parts of the application should be attached to the online application. When the application is considered complete by ECU's Graduate School, the application is sent to the Department of Nutrition Science. Only complete applications will be reviewed by the MS in Nutrition Admission Committee. The application deadline is **March 1**. Your application will be accepted for the fall term of the application deadline year.

Assistantships

Graduate Scholar Awards: These may be available for prospective students through ECU Graduate School. Awards are made on a competitive basis. A competitive candidate has a minimum undergraduate GPA of 3.5 and GRE verbal + quantitative score of 302 (new scale) or 1100 (old scale) (or GMAT of 570 or MAT of 402). These scores are equivalent to an average of about 52nd percentile. Doctoral and currently enrolled students are not eligible. Scholarships are available for new students only (currently enrolled students are not eligible). A student who receives a Graduate Scholar Award must remain academically in good standing, commit to a full time assistantship and maintain continuous full time enrollment in the MS in Nutrition Science Program for 2 consecutive years (academically in good standing = maintain 3.0 GPA; full time assistantship = 20 hours per week each semester; continuous enrollment = fall and spring term enrollment; full time = 9 semester hours of graduate coursework or 3 while enrolled in Thesis course). The assistantship offered is generally set at the ECU standard graduate assistantship rate. For more information on graduate assistantships see **Graduate Assistantship Information (Appendix E)**. Out-of-state tuition remission for non-residents of North Carolina may be available.

Department of Nutrition Science Assistantships: The Department of Nutrition Science has a limited number of 10- or 20-hour per week assistantships available (based on availability of funds). You are required to reside in Greenville or close proximity to be eligible for this assistantship as students on these assistantships work directly with our faculty, who are located on campus. These assistantships are only available after a student has been accepted into the MS in Program. To be considered for an assistantship, after you have accepted our offer of enrollment in the MS in Nutrition Program, you may complete a brief application (***located in the appendices section, p.60***) indicating your request for a Department of Nutrition Science Graduate Assistantship and your preference of a 10-hour or 20-hour per week assistantship and submit it to the graduate program director by email (hinesi@ecu.edu) or in person. Preference will be given to those students pursuing the thesis option (see details for this research path below).

Full-time and Part-time Enrollment and Financial Aid

Students are classified by the number of hours registered each semester. For graduate students, 9 or more hours = full time, 6-8 = $\frac{3}{4}$ time, 5 = $\frac{1}{2}$ time, and 1-4 = less than $\frac{1}{2}$ time. To receive financial aid, you must be enrolled at least $\frac{1}{2}$ time (5 semester hours). If you are not full time, you may still be eligible for certain types of aid, as long as you do not drop below $\frac{1}{2}$ time. Assistantships and scholarships are often based on full time enrollment and may be reduced or withdrawn if you do not have full time status. You must be enrolled for at least 5 graduate level semester hours to be eligible for aid during summer sessions.

The amount and type of financial aid is based on your enrollment at the end of the drop/add period. If you add credit hours after this period, you will not receive additional aid. Further, understand that receiving an assistantship may affect your financial aid package. Questions about financial aid should be directed to ECU Financial Aid Office: phone 252-737-6610, web address: <http://www.ecu.edu/financial>

Student Health and Health Insurance Policy Requirements

All new students receive a link to a report of medical history form in their letter of acceptance. This medical history form, which includes a record of required immunizations, must be completed and returned to ECU Student Health Services prior to beginning classes. You will not be allowed to begin classes if an up-to-date record of immunizations is not of file with Student Health Services. The medical history form is available at <http://www.ecu/studenthealth>.

If you are taking all of your classes by Distance Education or 4 credit hours or less then you are exempt from the immunization requirement, which is automatically taken care of at the time you register for classes.

ECU students in on-campus classes are required to have health insurance. Insurance is not required for on-line students. If you have an existing health insurance policy outside of ECU, then you can waive the ECU-sponsored plan by providing information from a current, valid health insurance carrier. For students without coverage from an existing health plan, you must enroll in the health policy adopted by ECU. To waive or enroll, see <http://www.studentinsurance.com>

(select UNC logo, then ECU). Contact Student Health Services, 252-328-6841, with any questions regarding waiving and enrolling. If you purchase the ECU-sponsored plan you will be billed each semester, the premium will be included in the "cost of attendance" used for financial aid consideration. More information on the benefits and waiver process can be found at www.ecu.edu/studenthealth/.

Program Requirements

The MS in Nutrition requires a minimum of 33 semester hours, 17 semester hours must be 6000-level courses and at least 18 semester hours of graduate level NUTR courses (non-thesis option) or 15 semester hours (thesis option).

You are required to *successfully complete* all Core, Research/Professional Practice, and Concentration Courses as outlined in **Table 1 Thesis and Non-Thesis Options** (which can be found later in this chapter).

“*Successful completion*” is defined as completing all graduate courses with a final grade of C or higher and having a cumulative GPA of 3.0 or higher (for further information, refer to **Program Retention Standards** section later in this chapter).

Program Planning and Progress Toward the Degree

It is your responsibility to develop your plan of study for obtaining the MS in Nutrition degree. This plan should include a tentative series of courses to be taken, a tentative plan for your thesis or non-thesis project, and a time line to assure consistent, continuous progress toward degree completion.

Each semester you will electronically submit to your Advisor/Program Director your updated **Planning and Progress Record (Appendix A)**, along with your proposed schedule of classes for the upcoming academic term (include for each course the course prefix, course name, section number (distance education is section 601, on-campus is section 001), and number of semester hours each course is assigned).

For example: NUTR 6110 Nutrition Support, section 601, 3 hours

Registration – Finding Courses Offered by Semester

You can find the courses that are offered each academic term by using OneStop. The following is an example of how to find all graduate-level courses in the Department of Nutrition Science that are offered for a given term.

- Go to ECU PiratePort site:
- Click on the TOOLS tab
- Click on Course Catalog under Academic Planning section
- In “Search by Term” drop down menu, choose the term you are interested to review, then click Submit button
- In Subject section, choose Nutrition and Dietetics (or other subject area that you are interested)
- In Campus section, choose De/internet or main campus
- In Course level section, choose Graduate
- Click Class Search button (scroll to bottom of screen)

Transfer Credits or Non-degree Credits

You have 6 years to complete all degree requirements, which begins the semester in which you take graduate coursework (including graduate courses taken as a non-degree student **and graduate transfer credit that apply toward the MS in Nutrition degree**).

No credit hours completed as part of an earned graduate degree can be counted toward a 2nd master’s degree. Transfer of graduate level coursework must be approved by the MS in Nutrition Program Director and the Dean or Associate Dean of the Graduate School. Submission of official transcripts for non-ECU work is your responsibility; without submission of a transcript, transfer petitions will not be considered. Refer to ECU Graduate Catalog (www.ecu.edu/cs-acad/aa/SrchCatalog.cfm) for more details.

Transfer credits: 9 semester hours of graduate transfer credits from another institute can be applied to the MS in Nutrition degree. These transfer credits cannot be credits applied toward a different degree. To have transfer credits applied to your MS in Nutrition degree, send official transcripts to your Advisor the first semester you are enrolled in the program. Your advisor will provide the transcript(s) and the **Request for Transfer Credit (Appendix C)** to the Program Director for approval.

Non-degree credits: 9 semester hours of graduate coursework as an ECU non-degree student can be applied to the MS in Nutrition degree. There is no paperwork that is necessary to complete.

Thesis and Non-thesis Options

Non-thesis Option: This option emphasizes professional educational development and mastery of advanced topics in nutrition. A comprehensive research paper (either review of literature or project) is required as part of this track under the direction of the graduate program director and faculty mentor / advisor.

Thesis Option: This option emphasizes the building of research skills through independent planning, collection of data, analysis of data, and formal presentation as a manuscript in coordination with your Thesis Committee.

Both Options Require:

Core Courses: 9 semester hours of Core Courses, including a research methods course, a human nutrition in physiology and metabolism course, and a graduate level biostatistics course.

A pre-requisite requirement of BIOS 7021 Biostatistics for Health Professionals is having earned a minimum grade of C in college algebra and having completed the course in the past 5 years.

Research/Professional Practice Component: A Research/Professional Practice Component of 10 (thesis option) or 6 (non-thesis option) semester hours is required (See **Table 1 Thesis and Non-thesis Options and Table 2 Sample Timelines for each option** p.13).

Non-thesis Option: NUTR6900 Review of Current Literature and NUTR6950 Seminar in Nutrition are taken under the direction of your Advisor. These courses generally represent conducting a Non-thesis Project under the direction of your Non-thesis Project Committee.

Thesis Option: NUTR 7000 Thesis is completed on 2 separate occasions for a total of 6 semester hours under the direction of your Advisor. The 1st occasion (3 semester hours) is to present your Research Proposal for approval by your Thesis Committee, and the 2nd occasion (3 semester hours) to present your Research Defense for approval by your Thesis Committee.

Nutrition Elective Courses: 18 (non-thesis option) or 14 (thesis option) semester hours are selected under the direction of your Advisor. For your entire program of study, 17 semester hours must be 6000-level courses and 18 semester hours of graduate-level NUTR courses (non-thesis option) or 15 semester hours (thesis option).

You are required to be enrolled at ECU the semester that you graduate.

Table 1. Thesis and Non-thesis Options

	Non-thesis Option	Thesis Option
Core Courses	NUTR 6105 Human Nutrition in Physiology and Metabolism (3 sh) BIOS 7021 Biostatistics for Health Professionals I (3 sh) NUTR 6200 Methods in Nutrition Research (3 sh)	NUTR 6105 Human Nutrition in Physiology and Metabolism (3 sh) BIOS 7021 Biostatistics for Health Professionals I (3 sh) NUTR 6200 Methods in Nutrition Research (3 sh)
Research/ Professional Practice Component	NUTR 6600 Management in Dietetics (3 sh) NUTR 6900 Review of Current Literature (2sh) NUTR 6950 Seminar in Nutrition (1sh)	NUTR 7000 Thesis (3sh) NUTR 7000 Thesis (3sh) BIOS 7022 Biostatistics for Health Professionals II (3 sh) This course is available face-to-face only at ECU. NUTR 6950 Seminar in Nutrition (1 sh)
Concentration	18 semester hours of coursework approved by Advisor / Program Dir..	14 semester hours of coursework approved by Advisor / Program Dir.

Table 2. Non-thesis and Thesis option sample timelines**

Non-Thesis					
Year 1	Year 1	Year 1	Year 1	Year 2	Year 2
Fall	Spring	Summer I	Summer II	Fall	Spring
Nutr 6105 (3)	Nutr 6500 (3)			Elective (3)	Elective (3)
Nutr 6200 (3)	Nutr 6520 (3)			Nutr 6900 (2)	Elective (3)
Nutr 6610 (3)	Bios 7021 (3)			Elective (3)	Nutr 6950 (1)

Thesis					
Year 1	Year 1	Year 1	Year 1	Year 2	Year 2
Fall	Spring	Summer I	Summer II	Fall	Spring
Nutr 6105 (3)	Nutr 6200 (3)			Elective (3)	Nutr 6950 (1)
Nutr 6400 (3)	Nutr 7000 (3)			Nutr 7000 (3)	Elective (3)
Bios 7021 (3)	Bios 7022 (3)			Elective (3)	Elective (3)

****These are sample timelines. Changes to course offerings or delays in completion of thesis or non-thesis research components may extend the duration of your program. These are for initial planning purposes only.**

Sequence of Courses

The MS in Nutrition Program provides 2 options, Non-thesis or Thesis. Each has Core, Research/Professional Practice, and elective components.

The following is an overview of the Non-thesis and Thesis programs of study.

Both Non-Thesis and Thesis Options

Core courses:

NUTR 6105 Human Nutrition in Physiology and Metabolism

Take this course as early in the program as possible. This course is a nutrition foundation course and a pre-requisite for the majority of other graduate NUTR courses.

BIOS 7021 Biostatistics for Health Professionals I

Take this course as early in the program as possible. This course provides you the foundation to conduct a research project. **You are required to have earned a minimum grade of C in college algebra within the past 5 years to be enrolled in this course. If you have had higher level math courses at the college level, this will also count toward this requirement.**

NUTR 6200 Methods in Nutrition Research

Take this course as early in the program as possible. This course provides you the foundation to conduct a research project and the opportunity to begin your research paper / project per option requirements (see below).

Non-Thesis Option

Research/Professional Practice Component:

NUTR 6600 Management in Dietetics.

NUTR 6900 Review of Current Literature. Take this course under the direction of your faculty advisor / program director. Most students take this course one semester prior to **NUTR 6950 Seminar in Nutrition**, which is taken the final semester of your program. This course allows for the final development of your comprehensive research paper (Option 1) on a provided or student proposed, program director approved topic or on a primary research project directed by a faculty advisor (Option 2).

NUTR 6950 Seminar in Nutrition. Take this course during the final semester of the program under direction of the program director. This course will be utilized to complete your comprehensive research paper / research project and submit it to the graduate program director for evaluation by two graduate faculty members (Option 1) or your non-thesis research committee (Option 2). Additionally, this course will serve as the basis for the delivery of the final comprehensive examination prior to completing the program. Specific details and timelines will be provided during the course.

Discuss with your Advisor / Program director early in the program their expectations of NUTR 6900 and 6950.

Nutrition Elective courses: 18 semester hours of coursework approved by your Advisor. These can be NUTR designated courses or other graduate level courses **appropriate** for Nutrition science majors. **Please discuss with advisor or the program director any non-nutrition courses proposed for the program.** Up to 9 hours of graduate credit may be transferred from other programs as well as courses required for dietetic internship from ECU or outside, accredited institution.

Non-Thesis Project Proposal and Committee

Two options are provided within the non-thesis branch of the program. In option 1, you will complete a comprehensive research paper. This will not require the gathering of new data but rather the compilation of new information on a cutting edge topic in Nutrition. Option 2 allows for the development of a novel research question, gathering of data, and generation of a publication quality manuscript. Both options will also include a comprehensive exam pertaining to your project in conjunction with basic nutrition knowledge covered during the program required courses. More specific details are provided below.

Option 1. Non-thesis comprehensive research paper

This option will allow the student to select from a list of topics provided by the program director or generate a topic of their choosing (approved by the program director) and explore it through the synthesis of a comprehensive research / review paper. You will complete this comprehensive paper through NUTR courses 6900 and 6950. During 6900 (and before, preferably in Nutr 6200 Research Methods), you will synthesize an outline and annotated bibliography on a topic chosen either from a list provided by the program director or one of your choosing that has been approved by the program director and at least one faculty member. During 6950, you will complete your comprehensive review and have it evaluated by two graduate faculty members. Additionally, you will sit for a comprehensive exam administered by the program director / graduate faculty with questions derived from your research topic and general nutrition knowledge questions. Together, these pieces will be evaluated and a grade assigned.

Option 2. Non-thesis research project

This proposal will include the following information (listed below), and any additional requirements that have been established by your Non-thesis Project Committee. The Non-thesis Project Proposal is completed as a course requirement while you are enrolled in **NUTR6900, Review of Current Literature** and **NUTR6950, Seminar in Nutrition**. It is your responsibility to discuss with your Non-thesis Project Committee if additional requirements are required, and to include such items in your formal written Non-thesis Project Proposal.

1. Project description and objectives;
2. Proposed timeline for project;
3. Outcomes for assessment;
4. References (if applicable) – Manual of Style is at the discretion of your Non-Thesis Project Committee. See **Manuals of Style** later in this chapter for further details.

There are neither page number requirements nor restrictions for the Non-thesis Project Proposal. Completeness is at the discretion of your Non-thesis Project Committee. Your Non-thesis Project Committee must consist of your Advisor and a minimum of 1 additional Graduate Faculty Member from ECU Department of Nutrition Science (see **Graduate Faculty** section later in this chapter and **Appendix B**). Following approval of your Non-thesis Project Proposal, complete and obtain signatures for the **Non-thesis Project Approval Form (Appendix A1)**. Submit your completed Non-thesis Project Approval form to Your Advisor. Your Advisor will submit your completed form to the Program Director. Also, please have your advisor and second committee member complete the Dissemination of Research Assessment form and submit to the graduate program director. Once the project and the evaluation forms have been received by the program director, graduation paperwork will be submitted by the department.

Thesis Option

Research Component

NUTR 7000 Thesis

Register for this class under the direction of your Advisor, the 1st time the semester you complete your formal, written Thesis Proposal under the direction of your Thesis Committee.

Register for this class under the direction of your Advisor the 2nd time the semester you complete your Thesis Defense under the direction of your Thesis Committee.

BIOS 7022 Biostatistics for Health Professionals II

This class is available face-face only at ECU.

NUTR 6950 Seminar in Nutrition

You generally enroll in this class your final semester (this course oftentimes represents dissemination of your research findings in the form of a manuscript, poster at a professional conference, or other form of media approved by your Advisor).

Consider registering for **NUTR 6100 Independent Research** under the direction of your Advisor the semester following NUTR 6200 to begin your thesis project under the direction of your Thesis Committee. Taking NUTR 6100 will prepare you to be successful in NUTR 7000 and 6950. NUTR6100 is a variable credit course. You are allowed to repeat this course for a total of 6 credit hours.

Nutrition Elective Courses: 14 semester hours of coursework approved by your Advisor.

Thesis Proposal, The Thesis Committee, Preparation of the Thesis, Oral Thesis Defense, and Thesis Submission

Refer to ECU Graduate School website (<http://www.ecu.edu/cs-acad/gradschool/Elements-of-Theses-or-Dissertations.cfm>) for information about *Pre-research Approvals*, *Publishing Agreements with ECU's Institutional Repository and ProQuest*, *Preparation and Submission of*

your Digital Manuscript (includes **workshops** that are available through ECU Graduate School about thesis preparation and electronic submission), and *Digital Publishing*.

ECU Graduate School instructions and guidelines for preparation and submission of electronic theses may be found at <http://www.ecu.edu/cs-acad/gradschool/ETD.cfm>.

Thesis Proposal Requirements: A formal, written Thesis Proposal and Thesis Proposal Committee Meeting are required. The Thesis Proposal is generally completed as a course requirement while you are enrolled in **NUTR7000 Thesis** (completed for the 1st of 2 times) under the direction of your Thesis Committee. The Thesis Proposal consists of the following:

1. Introduction indicating basis for the study leading to stated hypothesis;
2. Background and review of literature;
3. Methods, including proposed timeline;
5. References - Manual of Style is at the discretion of your Thesis Committee. See **Manuals of Style** later in this chapter for further details.

There are neither page number requirements nor restrictions for the Thesis Proposal. Completeness is at the discretion of your Thesis Committee. With assistance from your Advisor, you must identify a Thesis Committee.

The written Thesis Proposal must be provided to your Thesis Committee 3 weeks prior to your Thesis Proposal Meeting. Major issues identified by your Thesis Committee must be brought to the attention of your Advisor 10 business days prior to the scheduled Thesis Proposal Meeting. It is at the discretion of your Advisor and the other Thesis Committee Members to determine if revisions can feasibly be made preceding the scheduled Thesis Proposal Meeting or if rescheduling the meeting is necessary. If modifications are required, the final version must be provided to your Thesis Committee 5 business days preceding the scheduled meeting.

The Thesis Proposal Meeting will consist of you providing a presentation about your proposed research, followed by discussion with your Thesis Committee. Your Thesis Committee will decide upon proceeding with the Thesis Project as is, with necessary changes, or rejecting the Thesis Proposal. If your Thesis Proposal is rejected, then you are required to follow the steps outlined above again with regard to the formal written Thesis Proposal and Thesis Proposal Meeting. Your Thesis Committee will determine the number of attempts that you are allowed to defend your Thesis Proposal.

Following completion of your Thesis Proposal Meeting, complete and obtain signatures for the **Pre-Thesis or Dissertation Research Approval Form** ([ECU Graduate School website: http://www.ecu.edu/cs-acad/gradschool/ETD.cfm](http://www.ecu.edu/cs-acad/gradschool/ETD.cfm)) and **Report of Thesis Proposal form** (**Appendix A2**). Your Advisor will submit your completed forms to the Program Director.

Thesis Committee Requirements: The minimum requirements of the Thesis Committee are as follows:

1. One member of the committee is your Advisor. Your Advisor must have Graduate Faculty status and is a member of the faculty in the Department of Nutrition Science at ECU (see **Graduate Faculty** section later in this chapter and **Appendix B**)
2. Your Thesis Committee must consist of your Advisor and 2 additional Graduate Faculty, 1 of whom is from the Department of Nutrition Science at ECU, for a total of 3 committee members.

Persons external to the university serving as 1 of the minimum of 3 members must have Adjunct Graduate Faculty status at the Associate Professor or Professor Level (if applicable). Ad-hoc committee members external to the university may serve without additional qualifications as long as at least 4 members of the committee have the appropriate Graduate Status as described above.

It is recommended that you identify your Thesis Committee early on during your research planning process, and, under the direction of your Advisor, that you communicate and seek feedback from your Thesis Committee as you plan and carry out your research project and disseminate your findings.

Preparation of the Thesis: ECU Graduate School requires specific formatting guidelines for the thesis as listed below:

Abstract	Required
Blank Cover Sheet	Required
Title Page	Required
Copyright Page	Required
Signature Page	Required
Dedication	Optional
Acknowledgement	Optional
Table of Contents	Required
List of Tables/Figures	As appropriate
List of Symbols/Abbreviations	As appropriate
Preface	Optional
Text (body of thesis)	Required
References	Required
Appendix A	As appropriate
Appendix B	As appropriate
Blank Cover Sheet	Required

Oral Thesis Defense: You are required to provide copies of your Thesis to each member of your Thesis Committee no later than 1 week prior to the date of your oral Thesis Defense. At your Thesis Defense, your Thesis Committee may ask you questions regarding the subject matter in the major field. You may attempt to defend your thesis no more than twice.

Following completion of your Thesis Defense Meeting, complete and obtain signatures for the **Report of Thesis Defense** form (**Appendix A2**). Your Advisor will submit your completed forms to the Program Director.

After you have successfully defended your thesis and made changes required by your Thesis Committee, you are required to obtain your Thesis Committee Member signatures on the **Signature Page** (<http://www.ecu.edu/cs-acad/gradschool/upload/Thesis-and-Dissertation-Signature-Page.pdf>) and complete **ECU's Non-Exclusive Distribution Agreement** (<http://www.ecu.edu/cs-acad/gradschool/upload/Non-Exclusive-Distribution-License.pdf>) with your Thesis Advisor.

Thesis Submission: After you have successfully defended your thesis and made changes required by your Thesis Committee, you are required to obtain your Thesis Committee Member signatures on the **Signature Page** (<http://www.ecu.edu/cs-acad/gradschool/upload/Thesis-and-Dissertation-Signature-Page.pdf>) and complete **ECU's Non-Exclusive Distribution Agreement** (<http://www.ecu.edu/cs-acad/gradschool/upload/Non-Exclusive-Distribution-License.pdf>) with your Thesis Advisor. Both the Signature Page and Non-Exclusive Distribution License must be delivered to ECU Graduate School before your thesis is reviewed. Do not include these documents with your electronic submission. However, at the time of your electronic submission you are required to submit an unsigned Signature Page with Thesis Committee Member names as part of your PDF.

ECU Graduate School states specific deadlines for submission of the final copy of your thesis. Refer to the University Academic Calendar (<http://www.ecu.edu/registrar>) to determine the final deadline for the semester in which you plan to graduate.

Manuals of Style for Non-thesis Project and Thesis Proposals and Reporting of Project Findings

Consult with your Committee to determine the textual arrangement and reference format required for your Proposal and report of findings. It may be helpful to select a peer reviewed scientific journal in which portions of your results will likely be published to use as a style model. Additional assistance in the proper use of a particular style is available at Joyner Library and Laupus Library. Currently, the libraries provide access to RefWorks and EndNote Web. Citation software are available via either library electronic resources page. Tutorials for RefWorks may be found on the RefWorks website. Librarian assistance with citations can be found at either library. Citation sources can be found at <http://www.ecu.edu/cs-lib/reference/refdesk/Style.cfm>

Non-thesis Project or Thesis Committee

The role of your Non-thesis Project or Thesis Committee is to evaluate your Project or Thesis Proposal and written performance of your project findings to ensure that you have demonstrated mastery of conceptual, analytical, and communication skills worthy of a MS in Nutrition degree from ECU.

Once you have determined your research topic, discuss with your Advisor an appropriate Committee Member (non-thesis) or Members (thesis) to serve on your Committee.

Non-thesis Project Committee (option 2, page 15): Your Advisor and 1 faculty member from the Department of Nutrition Science who has Graduate Faculty status (see **Graduate Faculty** section below and **Appendix B**). If there is a discrepancy in a vote to pass or fail your performance on your Non-thesis Project, then your Advisor will assign a 3rd Graduate Faculty Member from the Department of Nutrition Science to evaluate your work and break the vote.

Thesis Research Committee: Comprised of at least 3 members who have Graduate Faculty status at ECU (see **Graduate Faculty** section below and **Appendix B**); the Committee Chair (your Advisor) who serves as your Thesis Director, 1 additional member from the Graduate Faculty in the Department of Nutrition Science and 1 from outside the Department of Nutrition Science.

Graduate Faculty

Appendix F of the *ECU Faculty Manual* defines Graduate Faculty status. The Graduate Faculty include faculty at ECU whose education and experience qualify them for membership as ECU Graduate Faculty on the basis of criteria established by the ECU Graduate Council. See **Appendix B** for Department of Nutrition Science Graduate Faculty information and their areas of research.

Office for Human Research Integrity (OHRI) Requirements for Research

Before initiating any original research, you are required to complete the Collaborative Institutional Training Initiative (CITI) module (<http://www.citiprogram.org>). If you are conducting original research, your study protocol must have OHRI approval. Some OHRI training is provided in **NUTR 6200 Methods in Nutrition Research**.

Your Advisor will submit your OHRI materials pending Committee approval of your Non-thesis Project Proposal or Thesis Proposal. Forms required for submitting your research protocol can be found at the OHRI website: (www.ecu.edu/rgs/irb)

Helpful links: Policies and Procedures, Forms and Documents

Under the direction of your Advisor, you are required to obtain all proper permissions from the Human Subject's Committee <http://www.ecu.edu/irb/> or the Institutional Animal Care and Use Committee (IACUC) <http://www.ecu.edu/iacuc/> before conducting any original research project (including pilot testing). The use of hazardous chemicals, biological materials, and radioactive compounds also requires permission and clearance <http://www.ecu.edu/prospectivehealth>

Costs associated with the research component of your program of study may be your responsibility.

Publication and Presentation of Research

You may be required to submit products from your Non-thesis Project or Thesis research for presentation at conferences and/or publication in peer reviewed journals. The following information, policies, and procedures are intended to facilitate the process of information dissemination and to protect the rights of students, faculty, and ECU.

1. ECU, your Advisor, and the Department of Nutrition Science must be recognized in all oral or written presentations and publications. Funding sources and support of individuals or agencies should be acknowledged.
2. Neither you nor faculty is to initiate presentations or publications based on collaborative endeavors without consulting one another. Your Advisor will assist you in evaluating your research for professional presentation, in selecting appropriate venues for such presentation, and preparing manuscripts, slides, or other media outlets.
3. When you create the idea, assume the initiative and lead role in developing a project and write the report of the results, then you have the right to be cited as the first author. The Research Director is generally listed as the 2nd author. Names of Committee Members and /or Consultants who make a significant contribution to the project may be listed as secondary authors if you and your Advisor agree to the inclusion.
4. When the ideas and main impetus for the project as well as the major components of the design originate with the Faculty Member OR you do not wish to participate in preparing a

presentation or a manuscript OR you do not complete the preparation within the time frame agreed upon by you and your Advisor, then the Director of the Research Component may be cited as the 1st author. Generally, the time frame for submitting a manuscript is within 6-months of completion of the project.

5. Names of Committee Members and/or Consultants should be considered for authorship. Generally, individuals who have made a significant contribution to the planning of the work, evaluation of data, or to manuscript preparation are listed as co-authors. Other individuals who are judged to have cooperated or assisted in the project may be recognized in acknowledgment sections of manuscripts or presentations according to the guidelines of the meeting or journal. No individual should be listed as an author without their expressed consent. University policies regarding authorship can be found at <http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/part7/76.htm>
6. Students, faculty, and staff must comply with University Policies relating to publication of research data. Procedures for reporting, investigating and determining penalties for unethical activities can be found in ECU Policy and Procedures on Ethics in Research and Creative Activities <http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/part7/76.htm>

Preparation for Graduation

By mid-term of the semester you intend to graduate, you are required to electronically submit your up-to-date **Planning and Progress Record (Appendix A)** and **Report of Research Non-thesis Project or Thesis Completion form (Appendix A)** to your Advisor. Your Advisor will indicate their approval by signing these forms and submitting them to the Program Director.

It is your responsibility to complete and submit the **Graduate Application for Graduation** form (<http://www.ecu.edu/cs-acad/registrar/Graduationinfo.cfm>) to ECU Registrar Office.

Completion of these forms only states the intent to graduate and does not guarantee graduation. If you complete the degree requirements after the last day of final exams in the intended term of graduation you will be certified for graduation in a subsequent term.

Program Retention Standards

In accordance with ECU Graduate School policy, you are required to maintain a minimum cumulative GPA of 3.0 once you have a total of 9 credit hours attempted. Graduate courses with a final grade of C and higher are credited toward completion of the MS in Nutrition degree. B average is required for graduation based on semester hours of A grade equal to or exceeding semester hours of C grade. If you fail to meet these criteria, you may be placed on academic probation or dismissed from the program.

If you earn 2 Fs, 2 Cs and an additional F or C, or 3 Cs, then your enrollment in the program will be terminated.

Academic Probation

If you fail to meet the required cumulative GPA of 3.0 after the completion of 9 credit hours, you may be placed on academic probation. ECU Graduate School will notify you at the end of the current semester that you are being placed on probation. You will be able to register for the upcoming term; however, a hold will be placed on your account restricting you from registering for following terms. You will not lose your eligibility for financial aid during your probationary term. If your cumulative grade point average is raised to 3.00 or better by the end of the next term of enrollment, you will be taken off probation and the hold will be removed. If you do not achieve the minimum 3.00 cumulative grade point average or demonstrate satisfactory progress as determined by ECU Graduate School or MS in Nutrition Issues Committee, you will be terminated from the program at the end of the probationary term.

Definition of Grades

A- Excellent

B- Good

C- Passed

I-Incomplete: The grade of I is given for a deficiency in the quantity or quality of work completed in a course. "I" grades must be resolved within 1 calendar year or a grade of "F" will automatically be assigned by ECU Registrar Office. Students cannot graduate with an incomplete on their record.

S and U- For the course 7000 Thesis, letter grades of S or U will be assigned at the end of each semester by the professor. The "S" grade denotes satisfactory progress in research, and credit hours from the class will be included in attempted and earned hours. The "U" denotes unsatisfactory progress in research and credit hours from the class will not be earned but will be included in attempted hours.

R- Once you have successfully completed your Thesis Defense and it has been approved by ECU Graduate Dean, a grade of "R" will be assigned from ECU Registrar Office.

F- Failure

N- Audit

Grades of S, U, and R carry no quality points and are not included in GPA calculations.

Termination or Continuance of Graduate Study

If you fail to maintain acceptable academic standing set by the ECU Graduate School while enrolled in the MS in Nutrition program, then the Dean of ECU Graduate School will notify you by letter (copied to your permanent record) that enrollment in the program is terminated, unless special arrangements for continuance are recommended by your Advisor, or an Authorized Agent of ECU, and approved by the Administrative Board of ECU Graduate School. At this stage in the process, you have the right to file an appeal. Following conference and possible appeal by you, your Advisor, in consultation with the MS in Nutrition Issues Committee, will forward a written recommendation (copied to you) to the Administrative Board of ECU Graduate School for review. If the recommendation is for termination, then your enrollment in the program is terminated. A recommendation for continuance requires that your Advisor, in consultation with the MS in Nutrition Issues Committee, state specific requirements that you must meet to complete the program. The Administrative Board may accept the requirements or require program modification. In the event that the requirements are acceptable to the Administrative Board, the Dean of the Graduate School will inform you by letter of the approved requirements (copied to your Advisor). ECU Graduate School will ensure that these requirements are met before you are eligible to graduate.

Deferred Admission, Continuous Enrollment, and Readmission

Your record becomes inactive if you do not enroll for the semester that you received admission. Additionally, if you do not enroll for a fall or spring semester, then your record becomes inactive. Continuous enrollment in the MS in Nutrition program is expected each fall and spring semester (excluding summer terms). The program allows only 1 leave of absence.

Before your leave of absence, you are required to submit the **Request for Non-Continuous Enrollment Contract (Appendix C)** and your updated **Planning and Progress Record (Appendix A)** to your Advisor, who will approve your request and then forward the request to the Program Director. You are required to complete the online **Readmission Application** or new complete application (depending on length of time of leave of absence) with ECU Graduate School for the term that you indicated on your Request for Non-Continuous Enrollment Contract. If you fail to enroll for the semester contracted, you are required to re-apply to the MS in Nutrition program through ECU Graduate School with no guarantee of acceptance back in to the program. More details about **Leave of Absence and Readmissions Procedures** can be found in **Chapter 3**.

Use of University Resources: During a leave of absence you are not permitted to use university resources. ECU deactivates email accounts of students who are not currently enrolled for the upcoming semester and those of students who have not been admitted for future semesters. You will receive a notification alerting you that your account is targeted for deactivation.

Changing your Advisor

Upon acceptance into the MS in Nutrition program, the Program Director assigns an Advisor to you (typically the program director for non-research intensive projects). If you choose to conduct new, first hand research under non-thesis option II or thesis option, you will be assigned a research advisor who provides guidance to you as you develop your program of study, identify and interact with your Project Committee Members, and carry out your Non-thesis or Thesis research Project.

Changing your Advisor is a serious decision, which may delay your program completion. To change your Advisor, you are required to complete the **Request to Change Advisor** form (**Appendix C**) and submit this form to the Program Director. You are also required to submit your up-to-date **Planning and Progress Record** (**Appendix A**). The Program Director will notify you and the Faculty Members of the change in writing.

If a Faculty Member decides it is no longer possible to serve as Advisor or Committee Member for you, the Faculty Member will complete and submit the **Request to Change Advisor** or **Request to Change Research Committee Members** form (**Appendix C**) to the Program Director. The Program Director will notify you, Faculty Members, and your Advisor of the change in writing. In coordination with your new Advisor you are required to identify other Faculty Members to serve on your Committee (if applicable).

Changing your Research Committee Member(s)

Changing Research Committee Members is a serious decision, which may delay your program completion. If you choose to change Committee Members for your Non-thesis or Thesis Project, then discuss the proposed change with your Advisor. In coordination with your Advisor, you are required to identify other Faculty who meet the requirements of your Committee. After identifying new Committee Member(s), complete and submit the **Request to Change Research Committee Members** form (**Appendix C**) to your Advisor. Your Advisor will forward this completed form to the Program Director.

If a Faculty Member who is a member of your Committee decides that it is no longer possible to serve on your Committee, the Faculty Member will discuss their decision with you and/or your Advisor and inform your Advisor and the Program Director in writing of their decision. It is your responsibility to identify a new Faculty Member who meets the requirements of your Committee and submit the **Request to Change Research Committee Members** form (**Appendix C**) to your Advisor.

CHAPTER 2

Time Extension Request, Grade Appeals, and Grievance Procedures

Time Extension Request

Only under very rare circumstances are time extensions past the 6 year limit considered. Contact your Advisor to discuss their support of an appeal for an extension. In your written appeal to your Advisor, include your updated **Planning and Progress Record (Appendix A)**, a justification for each course that you are requesting appeal (how have you remained current in each of the courses you are requesting an extension?), and your timeline for completing program requirements. If approved by your Advisor and the MS in Nutrition Issues Committee, a written appeal will be submitted to the Graduate Administrative Board for consideration.

Your Advisor and the MS in Nutrition Issues Committee have the right to:

- a) Accept and proceed with your appeal request;
- b) Partially support your request;
- c) Completely reject your request, and set conditional requirements, such as require you to maintain continuous enrollment in the program (including summer enrollment), require you to complete specific courses and additional courses, and specify a timeline for completion of remaining program requirements.

Leave of Absence Definitions and Readmission Procedures

Continuous enrollment in the program is expected each fall and spring semester, as outlined in Chapter 1 **Deferred Admission, Continuous Enrollment, and Readmission** section. The program allows only 1 leave of absence. If you have had greater than 1 leave of absence then you are required to reapply to the program through ECU Graduate School with no guarantee of acceptance. Note that we accept applications only 1 time per year.

Leave of less than 3 years:

If you need to take a leave of absence of 1 or more semesters (excluding summer terms) that is less than 3 years in length, then you are required to sign the **Request for Non-Continuous Enrollment Contract (Appendix C)** indicating the semester you will be taking the leave of absence and the semester in which you will return to the program. This form must be approved by your Advisor and the Program Director. If you re-enroll by the semester contracted you will need to file a re-admission application through ECU Graduate School. Readmission applications can be completed online at www.ecu.edu/gradschool/. The application should be submitted to ECU Graduate School at least 1 month prior to the opening of registration for the term in which you plan to resume graduate work. Continuous enrollment is expected upon return to the program and **you must complete the program within the 6 year time frame.**

If you violate the contract by not enrolling the semester contracted, you are required to reapply to the program through ECU Graduate School with no guarantee of acceptance.

If you wish to change your graduate degree or certificate programs after a leave of absence, you must submit a new admissions application to ECU Graduate School.

Leave of 3 or more years:

If you take a leave of absence of greater than 3 years you are required to submit a new complete application to ECU Graduate School. Applications can be found at www.ecu.edu/gradschool/. You will be required to meet new or changed degree requirements for the program of study that you have applied. Graduate course credit will be evaluated for applicability toward degree requirements in accordance with established time limits. There is no guarantee that you will be accepted into the MS in Nutrition Program.

Grade Appeals

Grade appeals are only considered based upon 1 or more of the following factors:

- An error was made in grade computation;
- Standards that were used in assigning a grade were different from those established in written department, school or college policies;
- The instructor departed substantially from their previously articulated or written standards, without notifying students, in determining the grade.

Only the final course grade may be appealed. The grade assigned by the instructor is assumed to be correct and when appealing the grade, you must justify the need for a change of the grade assigned.

Appeals procedures can be found in ECU Graduate Handbook.

Grievance Procedures

Students who have a grievance are encouraged to discuss their concerns directly with the faculty member with whom there is an issue. An example of an issue which you might wish to raise a grievance could be use of data without proper recognition (see **Publication and Presentation of Research** section in **Chapter 1**). In the event that you and a faculty member are unable to resolve your differences, you can direct the matter to the MS in Nutrition Grievance Committee.

The Committee is composed of the Chair of the Department of Nutrition Science, who will serve as the Grievance Committee Chair, 1 Graduate Faculty member in the Department of Nutrition Science, and 1 graduate student in the Department who is appointed by the Dean of the College of Human Ecology in consultation with the Chair.

You shall submit to the Chair signed original and 4 copies of the **Grievance Petition** form (**Appendix D**). This form is used to state your views of facts, the issue in controversy, the solution you believe to be correct, and a justification for that solution. The original and copies are submitted to the Dean, who will distribute 1 to the Faculty Member, and 3 among the Grievance Committee members. The faculty member to whom the petition has been addressed has 10 working days to respond in writing to the Committee if they choose. The Chair shall set a hearing before the full committee on a mutually agreeable date and time, at which time each party will have the opportunity to orally present their view of the facts, issues, solution, and justification of the solution. Following oral presentations, the parties to the grievance will be requested to leave the hearing, at which time the committee shall discuss the merits of the petition and the response of the faculty, then vote on and issue a written opinion.

The committee's opinion may suggest one of the following actions:

1. No action be taken;
2. An alternative solution is implemented;
3. Solution proposed by the student or faculty member be implemented;
4. The matter be remanded to the Board as appropriate to ECU Judicial System.

The Dean can endorse or overrule the recommendations of the Committee.

Appendix A1

MS in Nutrition
Non-thesis Option
Forms

PLANNING AND PROGRESS RECORD

**EAST CAROLINA UNIVERSITY
COLLEGE OF ALLIED HEALTH SCIENCES
Master of Science in Nutrition
NON-THESIS OPTION**

Last Name First Middle

Street Address City State Zip

e-mail Banner ID

CORE COURSES (CO)	S.H.	SEM/YEAR	GRADE
NUTR 6105 Human Nutrition in Physiology and Metabolism	3		
NUTR 6200 Methods in Nutrition Research	3		
BIOS 7021 Biostatistics for Health Professionals	3		
RESEARCH COURSES (RS)			
NUTR 6600 Management in Dietetics	3		
NUTR 6900 Review of Current Literature	2		
NUTR 6950 Seminar in Nutrition	1		
CONCENTRATION COURSES-18 sh (CN)			
ELECTIVE COURSES (EL)			

Advisor:
Non-thesis Project Title:
Non-thesis Project Committee Members:

Program Description

- CO = Core Courses: 9 semester hours (See above)
- RS = Research courses: 6 semester hours (See above)
- CN = Concentration courses: 18 semester hours
- EL = Graduate Courses other than those required for core, research and concentration
- Minimum Requirements for the Degree = 33 SH; 17 SH 6000 level courses and 18 SH NUTR courses

**EAST CAROLINA UNIVERSITY
COLLEGE OF ALLIED HEALTH SCIENCES
Department of Nutrition Science
NON-THESIS PROJECT APPROVAL FORM**

Date: _____ Student name: _____ Banner ID: _____

email address: _____

Non-thesis Project Committee Member(s): Name: _____ Department: _____
Name: _____ Department: _____
Name: _____ Department: _____

Title of Project: _____

1. Does your research project involve human subjects? yes no (skip questions 2-3)
2. Has your research project been approved by the Office for Human Research Integrity Human Subject's Committee?
 yes (skip question 3) no, but applicable
3. When will it be reviewed for approval? _____
4. Does your research project involve animals? yes no (skip questions 5-6)
5. Has your research project been approved by the Institutional Animal Care and Use Committee?
 yes (skip question 6) no, but applicable
6. When will it be reviewed for approval? _____
7. Does your research project involve the use of potential hazardous chemicals, biological materials, or radioactive computes? yes no (skip questions 8-9)
8. Has your research project been approved by the by the Biosafety Committee?
 yes (skip question 9) no, but applicable
9. When will it be reviewed for approval? _____

Under the direction of my Non-thesis Project Committee, I understand that this proposed Non-thesis Project is a requirement of the MS in Nutrition degree. I further agree to complete the Non-thesis Project to the satisfaction of my Non-thesis Project Committee as outlined in my Non-thesis Project Proposal and as approved by my Non-thesis Project Committee:

Student signature

Date

Approval:

Advisor Signature

Date

Committee Member Signature

Date

Committee Member Signature

Date

Committee Member Signature

Date

MS in Nutrition Program Director Signature

Date cc: Advisor, Program Director

**EAST CAROLINA UNIVERSITY
COLLEGE OF ALLIED HEALTH SCIENCES
Department of Nutrition Science
REPORT OF NON-THESIS PROJECT COMPLETION**

This is to certify I, _____
(Student Name) (Banner ID)

have completed the non-thesis project titled _____ to the satisfaction of my Non-Thesis Project Committee for the degree of Master of Science in Nutrition. Indicate below where results of this project have or will be disseminated.

Publications

1. Peer reviewed Journal
 Non-Peer reviewed Journal
 Book/Magazine
 Manuscript

Name of Journal/Book: _____
 Title of Article: _____
 Authors: _____ ISBN: _____
 Date Submitted: _____
 Date Accepted: _____

2. Peer reviewed Journal
 Non-Peer reviewed Journal
 Book/Magazine
 Manuscript

Name of Journal/Book: _____
 Title of Article: _____
 Authors: _____ ISBN: _____
 Date Submitted: _____
 Date Accepted: _____

3. Peer reviewed Journal
 Non-Peer reviewed Journal
 Book/Magazine
 Manuscript

Name of Journal/Book: _____
 Title of Article: _____
 Authors: _____ ISBN: _____
 Date Submitted: _____
 Date Accepted: _____

4. Peer reviewed Journal
 Non-Peer reviewed Journal
 Book/Magazine
 Manuscript

Name of Journal/Book: _____
 Title of Article: _____
 Authors: _____ ISBN: _____
 Date Submitted: _____
 Date Accepted: _____

Professional Presentations

1. Oral Presentation
 Poster Presentation

Name of Conference: _____
 Date of conference: _____
 City/State/Country: _____
 Number of People in attendance: _____

2. Oral Presentation
 Poster Presentation

Name of Conference: _____
 Date of conference: _____
 City/State/Country: _____
 Number of People in attendance: _____

3. Oral Presentation
 Poster Presentation

Name of Conference: _____
 Date of conference: _____
 City/State/Country: _____
 Number of People in attendance: _____

4. Oral Presentation
 Poster Presentation

Name of Conference: _____
 Date of conference: _____
 City/State/Country: _____
 Number of People in attendance: _____

Community Presentation

1. Oral Presentation
 Poster Presentation
 Other: _____

Location of Presentation (City/State): _____
(City/State): _____

Date of Presentation: _____
Number of People in attendance: _____
Describe the purpose of the presentation: _____

2. Oral Presentation
 Poster Presentation
 Other: _____

Location of Presentation (City/State): _____
(City/State): _____

Date of Presentation: _____
Number of People in attendance: _____
Describe the purpose of the presentation: _____

3. Oral Presentation
 Poster Presentation
 Other: _____

Location of Presentation

Date of Presentation: _____
Number of People in attendance: _____
Describe the purpose of the presentation: _____

4. Oral Presentation
 Poster Presentation
 Other: _____

Location of Presentation

Date of Presentation: _____
Number of People in attendance: _____
Describe the purpose of the presentation: _____

Other (Indicate other avenues of dissemination not listed above) _____

Student Signature

Date

Advisor Signature

Date

MS in Nutrition Program Director Signature

Date

cc: [Advisor](#), [Program Director](#)

Appendix A2

MS in Nutrition Thesis Option Forms

PLANNING AND PROGRESS RECORD

**EAST CAROLINA UNIVERSITY
COLLEGE OF ALLIED HEALTH SCIENCES
Master of Science in Nutrition
THESIS OPTION**

_____ _____ _____
Last Name First Middle

_____ _____ _____ _____
Street Address City State Zip

_____ _____
e-mail Banner ID

CORE COURSES (CO)	S.H.	SEM/YEAR	GRADE
NUTR 6105 Human Nutrition in Physiology and Metabolism	3		
NUTR 6200 Methods in Nutrition Research	3		
BIOS 7021 Biostatistics for Health Professionals I	3		
RESEARCH COURSES (RS & TH)			
BIOS 7022 Biostatistics for Health Professionals II (RS)	3		
NUTR 7000 Thesis (repeat for total of 6sh) (TH)	3		
NUTR 7000 Thesis (TH)	3		
NUTR 6950 Seminar in Nutrition (RS)	1		
CONCENTRATION COURSES-14 sh (CN)			
ELECTIVE COURSES (EL)			

Advisor:
Thesis Committee Members:
Thesis Title:
Thesis proposal defense date:
Thesis defense date:

Program Description

CO = Core Courses: 9 semester hours (See above)
RE & TH = Research & Thesis Courses: 10 semester hours (See above)
CN = Concentration Courses: 14 semester hours
EL = Graduate courses other than those required for core, research & thesis, and concentration
Minimum Requirements for the Degree = 33 SH; 17 SH 6000 level courses and 15 SH NUTR courses

EAST CAROLINA UNIVERSITY
The Graduate School
College of Allied Health Sciences
Department of Nutrition Science
REPORT OF THESIS PROPOSAL

Student name: _____ Banner ID: _____ e-mail: _____

Title of Thesis Proposal: _____ Date: _____

Student Signature Date

Thesis Proposal Decision:

Approved as is or with the following minor revisions:

Approved pending Thesis Committee review and approval of the following revisions: _____

Not Approved

Comments and Recommendations: _____

(Signature) Chairperson of Committee Date

(Signature) Committee Member Date

(Signature) Committee Member Date

(Signature) Committee Member Date

(Signature) MS in Nutrition Program Director Date

cc: Advisor, MS in Nutrition Program Director

EAST CAROLINA UNIVERSITY
College of Allied Health Sciences
Department of Nutrition Science
REPORT OF THESIS DEFENSE

Student name: _____

Banner ID: _____

e-mail: _____

Title of Thesis: _____

Date: _____

Student Signature

Date

Thesis Defense Decision:

Approved as is or with the following minor revisions:

Approved pending Thesis Committee review and approval of the following revisions:

Not Approved

Thesis Comments and Recommendations: _____

(Signature) Chairperson of Committee

Date

(Signature) Committee Member

Date

(Signature) Committee Member

Date

(Signature) Committee Member

Date

Community Presentation

3. Oral Presentation
 Poster Presentation
 Other: _____

Location of Presentation (City/State): _____
(City/State): _____

Date of Presentation: _____
Number of People in attendance: _____
Describe the purpose of the presentation: _____

4. Oral Presentation
 Poster Presentation
 Other: _____

Location of Presentation (City/State): _____
(City/State): _____

Date of Presentation: _____
Number of People in attendance: _____
Describe the purpose of the presentation: _____

3. Oral Presentation
 Poster Presentation
 Other: _____

Location of Presentation

Date of Presentation: _____
Number of People in attendance: _____
Describe the purpose of the presentation: _____

4. Oral Presentation
 Poster Presentation
 Other: _____

Location of Presentation

Date of Presentation: _____
Number of People in attendance: _____
Describe the purpose of the presentation: _____

Other (Indicate other areas research was presented if not indicated above, and additional presentations/publications if needed) _____

Student Signature

Date

Advisor Signature

Date

MS in Nutrition Program Director
cc: [Advisor, MS in Nutrition Program Director](#)

Date

Appendix B: The Graduate Research and Teaching Faculty in ECU Department of Nutrition Science

Dr. Oyinlola (Toyin) Babatunde, RD (PhD, Florida International University) babatundeo@ecu.edu

Research interests include community-based intervention and health promotion programs to assure a high quality of life in vulnerable populations with focus on older adults. She is committed to the improvement of health and healthcare delivery to eliminate health disparities and inequality in this vulnerable population. Her doctoral research specifically focused on the development, implementation, and evaluation of an osteoporosis educational program for black older adults. Her future aspirations include needs assessments and advanced research of this vulnerable population related to food insecurity, disease prevention, and quality of life to develop cost-effective intervention strategies.

Dr. Ian N. Hines (PhD, Louisiana State University) hinesi@ecu.edu

Dr. Hines' research focus is identification of new mediators or modulators of acute and chronic liver injury with emphasis on liver fibrosis and cirrhosis. Specific projects in the laboratory will identify the function of 1) key cell surface proteins called integrins and their signaling within immune cells (T cells, macrophages) and collagen producing stellate cells in the development and progression of hepatic fibrosis, non-alcoholic fatty liver disease, and alcohol-induced liver injury, 2) T regulatory cells and T cell survival in the development and progression of toxin or alcohol-induced liver injury, and 3) gut microbiota (bacteria) in the regulation of immune cell function during acute and chronic liver disease. This lab has recently identified hepatocyte fat accumulation as a key modulator of immune cell function, the importance of gut bacteria in activating hepatic T cells and initiating liver injury, and the identification of PI3 kinase as a regulator of stellate cell function and survival.

Dr. Roman Pawlak, RD (PhD, University of Southern Mississippi) pawlakr@ecu.edu

My research has to do with consumers' perceptions of and attitude toward components of a healthy diet such as fruits, vegetables, whole grains and nuts. I am currently working on finding perceptions of eating nuts by WIC participants, people who were diagnosed with diabetes, and health care professionals. In the future, I would like to find out perceptions of and attitude toward eating nuts by people who were diagnosed with at least one type of CVD. I am also interested in faith based nutrition intervention. I would like to research the extent to which Bible based nutrition intervention (teaching people about whole grains, fruits, flax seeds, etc. using biblical passages) effect their motivation to increase intake of whole grains, fruits, vegetables, etc.

Dr. Michael Wheeler (PhD, University of North Carolina at Chapel Hill) wheelerm@ecu.edu

Dr. Wheeler's research focus is the inter-relationships between immune function and liver disease, specifically non-alcoholic fatty liver disease, metabolic syndrome, insulin resistance and obesity. Some of the questions that we are trying to address are how gut bacteria alter liver function, how the liver immune response changes as one develops a fatty liver or becomes obese, and whether liver dysfunction actually causes metabolic diseases like diabetes. We recently showed that many of these liver-related functions are also controlled by circadian rhythm- our 24 hour biological clock. Thus, we are interested in how the neuroendocrine system, the immune

system and the digestive system are inter-connected. In other words, how do sleep, diet and immunity work together to maintain health? Our lab has developed a number of animal models and genetic techniques and routinely uses standard techniques in molecular and cellular biology to address these and other important questions.

Dr. Virginia Stage RD (PhD North Carolina State University)

Dr. Stage's research interests focus on school-based nutrition education (preK-8), integrative curriculum development (PEAS & FoodMASTER), teacher professional development, and food & nutrition education policy.

Dr. Richard Baybutt (PhD, Kansas State University)

Dr. Baybutt's research focuses on the interactions of vitamin A in lung physiology and pathophysiology. He has a particular interest in the development of emphysema in conjunction with chronic exposure to toxicants including cigarette smoke and the influence this has on retinoic acid levels in pneumocytes.

Dr. Lauren Sastre RD (MS and PhD, University of North Carolina at Greensboro)

Dr. Sastre's research investigates health disparities in underserved populations including food security and social determinants of health. She has a focus on chronic disease prevention in these populations as well as an interest understanding the role of dietitians in the health care setting.

Dr. Nicole Arnold (MS, North Carolina State University, PhD, Virginia Tech)

Dr. Arnold's educational background is in food science/food safety. Her research aims to assess the current landscape of various food-based activities in practice, in order to make recommendations for more effective food policies and procedures. She is interested in research that addresses the intersection of how food information is effectively communicated to groups of people, whether it is through verbal communication, food labels, or in popular media. Primary research interests include food safety education and interventions, risk communication, consumer perceptions of foods and processing methods, and food policy and labeling.

Tara Wind, RDN, LDN (MS, Meredith College)

Tara is employed full-time by East Carolina University as Director of the Dietetic Internship. The majority of Tara's career was spent as a practicing Registered Dietitian/Nutritionist in the acute care setting, both larger medical centers and smaller community hospitals. She has been involved in dietetic internships for 6 years.

Appendix C

Other Forms



REQUEST FOR TRANSFER CREDIT
(DEGREE AND NON DEGREE)
EAST CAROLINA UNIVERSITY
THE GRADUATE SCHOOL

Name _____

Banner ID: _____

School/Department: College of Human Ecology, Department of Nutrition Science

Semester/Session Admitted _____

Degree student is pursuing: Master of Science in Nutrition

Minimum Number of hours required for this degree: 33 semester hours

How many hours of transfer credit have already granted for this student:

From other accredited institutions? _____

Non-degree credit from ECU? _____

CHECK BELOW ALL THAT APPLY & LIST THE COURSE INFORMATION.
SEE PAGE TWO OF FORM FOR INFORMATION GOVERNING TRANSFER CREDIT.

This request is for course(s) TAKEN AT ANOTHER ACCREDITED INSTITUTION.
(NOTE: An official transcript from the other institution showing the courses MUST be attached)

This request is for course(s) TO BE TAKEN AT ANOTHER ACREDITED INSTITUTION.
(NOTE: An official transcript from the other institution showing the completion of the course MUST be sent to the Graduate School before credit will be given)

This request is for NON DEGREE COURSE(S) TAKEN at ECU
(NOTE: Use this request only for course credit over the 9 sh of non-degree credit already allowed)

Table with 4 columns: Institution Where Taken, Course Prefix & Number, Credit Hours, Year & Term Completed. Includes four rows of blank lines for data entry.

(Signature) MS in Nutrition Program Director _____ Date _____

GRADUATE SCHOOL USE ONLY

Approved Disapproved

(Signature & Date) Dean or Associate Dean of Graduate _____

cc: Registrar, MS in Nutrition Program Director, ECU Graduate School

**REQUEST FOR TIME EXTENSION
OF COURSE CREDITS
EAST CAROLINA UNIVERSITY
THE GRADUATE SCHOOL**

Name : _____ Banner ID: _____

Degree: Master of Science

Program: Nutrition (Department of Nutrition Science, College of Human Ecology)

Semester/Session Admitted _____ Extend time through _____.
(Semester/Session)

This is the _____ request.
(first, second, third, etc.)

JUSTIFICATION: Attach additional sheet if necessary.

(Signature & Date) Graduate Advisor

(Signature & Date) MS in Nutrition Program Director

GRADUATE SCHOOL USE ONLY

Credits Committee Action: _____ **Approved through** _____
(Semester/Session)

Stipulation(s) _____

(Signature & Date) Assoc. Dean of Graduate School

cc: Registrar, MS in Nutrition Program Director, Graduate School
revised 08 06 0

EAST CAROLINA UNIVERSITY
College of Allied Health Sciences
Department of Nutrition Science
REQUEST FOR NON-CONTINUOUS ENROLLMENT CONTRACT

Name _____ Banner ID: _____

Graduate Advisor: _____

Semester Admitted into MS in Nutrition Program: _____

Last Semester you were/are enrolled (Fall/Spring): _____

Semester returning (Fall/Spring): _____

Returning to the Program:

One semester before you return to the program contact your Advisor to inform them you will be re-enrolling for the upcoming term. If your Advisor is no long with the program contact the MS in Nutrition Program Director.

I understand by signing this contract that the MS in Nutrition program allows only 1 leave of absence. A 2nd leave requires that I reapply to the program through ECU Graduate School and there is no guarantee of re-admittance into the MS in Nutrition program. I further understand that I am responsible for re-enrolling for coursework toward the MS in Nutrition degree for the semester contracted and that upon re-enrollment, continuous enrollment (Fall/Spring) is expected, and I have a total of 6 years to complete the MS in Nutrition program requirements. If I do not enroll the semester contracted I will be required to reapply to the program through ECU Graduate School and there is no guarantee of re-admittance into the program.

Attach a copy of your **Planning and Progress Record** to this form outlining course sequence for the remainder of the program and provide a signed copy of the Request for Non-continuous Enrollment Contract to your Advisor. Upon approval by your Advisor they will sign this contract, then provide the contract to the Program Director.

(Signature) Student **Date**

(Signature) Advisor **Date**

(Signature) MS in Nutrition Program Director **Date**

EAST CAROLINA UNIVERSITY
College of Human Ecology
Department of Nutrition Science

REQUEST TO CHANGE ADVISOR

Date of change request: _____

Please indicate below the person initiating this request:

- Student
 Advisor

Student name

Banner ID

Name of Faculty member in Department of Nutrition Science with Graduate Faculty status who has agreed to serve as new Advisor:_____

Signature (New Advisor)

Date

Signature (Former Advisor)

Date

I understand that changing my Advisor may delay my completion of the MS in Nutrition program requirements:

Student Signature

Date

Describe how this change will affect the progress of your completion of the Non-thesis Project or Thesis Research component of your program: _____

Signature (Program Director)

Date

EAST CAROLINA UNIVERSITY
College of Human Ecology
Department of Nutrition Science

**REQUEST TO CHANGE
NON-THESIS PROJECT or THESIS COMMITTEE MEMBER**

Date of change request: _____

Please indicate below the person initiating this request:

- Student
 Committee Member

Student name

Banner ID

Name of Faculty member with ECU Graduate Faculty status who has agreed to serve as new Committee Member: _____

Signature (New Committee Member)

Date

Signature (Former Committee Member)

Date

I understand that changing Committee Membership may delay my completion of the MS in Nutrition program requirements:

Student Signature

Date

Describe how this change will affect the progress of your completion of the Non-thesis Project or Thesis Research component of your program: _____

Signature (Program Director)

Date

Appendix D
Grievance Forms

Master of Science Program
Department of Nutrition Science
College of Human Ecology

Student Name

Banner ID

Faculty Name:

GRIEVANCE PETITION

Facts (Concisely state the pertinent facts of the issue):

Issue in Controversy (Concisely state the nature of the grievance):

Solution (State what you believe is an effective solution):

Justification for Solution (Explain why you believe your solution is correct):

Signed and dated the ____ day of _____, 20_____.

Signature of Petitioner

Master of Science Program
Department of Nutrition Science
College of Human Ecology

FACULTY MEMBER RESPONSE TO GRIEVANCE PETITION

Student Name

Banner ID

Faculty Name:

Facts (Concisely state the pertinent facts of the issue):

Issue in Controversy (Concisely state the nature of the grievance):

Solution (State what you believe is an effective solution):

Justification for Solution (Explain why you believe your solution is correct):

Signed and dated the ____ day of _____, 20_____.

Faculty Member Signature

Master of Science Program
Department of Nutrition Science
College of Human Ecology

GRIEVANCE COMMITTEE ACTION

Signed and dated, this the _____ day of _____, 20_____.

Chair, Grievance Committee

Member

Member

Appendix E
Graduate Assistantship Information

ECU Graduate Assistantship

You may be offered a Graduate Assistantship for an allotted amount of money per semester or year. Graduate Assistantships require that you to work for 20-, 10-, or 5-hours per week based on your contract.

ECU encourages all graduate students to complete the free application for Federal Student Aid (FAFSA) at <http://www.ecu.edu/financial/> so that ECU Office of Student Financial Aid can assist you in indentifying all sources of aid for which you are eligible.

Graduate Assistantship Terms and Conditions of Appointment

Official Terms and Conditions of Appointment will accompany your Graduate Assistantship Contract. These Terms and Conditions apply to all Graduate Assistants at ECU. A Graduate Assistant may be appointed as a Teaching, Research, or Intern Assistant or some combination thereof. The particular nature of a Graduate Assistant's duties will be specified in writing to you by an authorized Graduate School or Academic Department representative. Your appointment as a Graduate Assistant is expressly conditioned upon the following:

General Expectations: Graduate students are required to meet the following criteria to maintain eligibility for a Graduate Assistantship:

- Regular admission to an academic degree program (meets ECU Graduate School minimum admission standards);
- Maintains good academic standing (cumulative GPA of 3.0 or higher*); newly admitted students will have the first 9 credits attempted to establish a 3.0 GPA;
- Maintains satisfactory progress towards degree as determined by the Department Chair, Program Director, and/or Advisor;
- Performance of assigned duties in a timely and competent fashion as determined by the Department Chair, Program Director, Advisor, and/or Supervisor.

**Total credit hours attempted is the sum of credit hours for all graduate courses in which you are enrolled as of the 10th day of each semester (the Official University Enrollment Report Date or "Census Date"). Courses with a grade of "I" or dropped after Census Date are included in the calculation of credit hours attempted. Thesis courses are not included as they may be repeated multiple times and no grade is assigned until the thesis is defended.*

Mandatory Requirements: Graduate students are required to meet the following criteria to maintain eligibility for a full-time Graduate Assistantship (20 or more hours):

- Enrolled as a full-time graduate student each semester (Fall and Spring). This generally requires that you are enrolled for 9 credit hours of coursework;
- Maintain appropriate visa status and work permissions to permit performance as a graduate assistant (if applicable);
- Graduate Assistants are limited to 30 hours of work per week in the fall and spring semesters in any combination of appointments (GIA/GRA/GTA, self-help, College Work Study, EPA, or SPA). International graduate assistants are limited to 20 hours of work per week (federal requirement).

Termination, Reassignment, and Reappointment

- The end date of your appointment serves as your notice of termination; therefore, you will not be given notice of non-reappointment;
- If you terminate or withdraw from the MS in Nutrition program, your Graduate Assistantship may be terminated at the same time and ECU is not obligated to allow you to transfer to another degree classification or graduate degree program;
- The Chair of the Department of Nutrition Science, Program Director, and your Supervising Faculty Member reserve the right to reassign you to new duties commensurate with your prior duties and pay;
- There is no guarantee for reappointment. If the program wishes to reappoint you at the termination of your appointment a new contract must be issued for your new appointment.

Compliance with Applicable Law and Policies: In the performance of your duties as a Graduate Assistant, you agree to comply with all applicable state and federal laws, rules, and regulations, and policies, regulations and rules of the Board of Governors of the University of North Carolina and ECU as written and as may be amended, including, but not limited to, the policies contained in ECU Graduate Catalog and ECU Graduate School Policies for Graduate Assistantships and Fellowships: Awards and Assignments.

Employment Classification: Graduate Assistants are classified as Temporary Student Employees and are not permanent employees of ECU. This appointment carries with it no expectation of continued employment, no tenure, nor credit toward a tenured appointment. You may be eligible for health insurance coverage and should contact ECU Graduate School to determine your eligibility.

New Contract Required: Changes to your Graduate Assistantship (e.g., type of assistantship, increase or decrease in salary, stipend or tuition payment) requires a new contract signed by you and an authorized agent of ECU.

Choice of Law and Forum: This agreement shall be governed, construed, and enforced in accordance with the laws of the State of North Carolina. The place of this agreement, its sites and forum shall be Pitt County, North Carolina, where all matters relating to the validity, construction, interpretation, and enforcement shall be determined.

Nutrition Science Graduate Assistantship Application

Name _____ Banner ID# _____

Desired term(s) for GA position (select all that apply) Fall Spring Summer

Semester/year you began MS degree work in Nutrition Science at ECU _____

Anticipated graduation semester/year _____

At this time do you anticipate completing a (select one) Thesis project Non-thesis project

Are you interested in a..... position? Full time (20hrs/wk) Half time (10hrs/wk)

**to be considered for the graduate scholar position, you must select full time and be willing to work at this level for 2 academic years.

Have you worked with or spoken to a faculty member regarding a graduate research project? If yes, please name the faculty member and the briefly describe the project discussed or that is ongoing.

GA positions will require you to be on campus and duties will include assistance with development and conduction of research projects, writing of reports and manuscripts, preparation and delivery of presentations as well as potentially supervising undergraduate students and field work in the community, hospital, etc. depending on the nature of the project. Briefly describe your research background including any scholarly products produced (manuscripts, posters, presentations at conferences; include APA style references to all products). Please limit response to 500 words or less not including references.

Briefly describe your current research interests or areas which you would like to explore. Please limit response to 300 words or less.