Nutrition Science Graduate Program

Student Handbook 2017-2018

315-443-5573
http://falk.syr.edu/pfn/nutrition-science-dietetics/
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WELCOME

Welcome to the Nutrition Science Graduate Program in the Department of Public Health, Food Studies and Nutrition in the David B. Falk College of Sport and Human Dynamics. We hope that you have a rewarding and successful time in graduate school. This handbook describes the tasks and deadlines that are necessary for you to earn your graduate degree. The information noted in this version of the Nutrition Science Graduate Handbook applies to all students admitted in fall 2017. Students are held to the program requirements for the year in which they matriculate. All graduate students should refer to the handbook for answers to questions regarding graduate policies and procedures.

MISSION STATEMENT

The mission of the Nutrition Science Program is to contribute to evidence-based practice through research and to provide instructional excellence and leadership in its fields of study through scholarship, practice, civic engagement, advocacy and entrepreneurial endeavors to promote the nutritional health and well-being of individuals of all ages, their families and their communities.

ADMISSION

Applications for the Nutrition Science Graduate Program are accepted until March 15th and admittance is for the fall semester only. All prospective graduate students are advised to become familiar with and follow the Graduate School admission procedures as outlined in https://graduateadmissions.syr.edu/. International students should also visit https://www.syracuse.edu/admissions/graduate/international/, which provides additional information and instructions regarding admissions procedures. All applicants must submit an:

- Application
- Non-refundable application fee
- Official transcripts of earlier academic degrees
- GRE scores
- TOEFL or IELTS and financial statement (if applicable)
- Three letters of recommendation (preferably from faculty members)
- Personal statement reflective of career goals and objectives (including research)

In addition to the general admissions requirements of the Graduate School, Nutrition Science Graduate Program applicants must document completion of the following:

- WRT 105/205 Writing I & II 6 credits
- PSY 205 Psychology 3 credits
- PSY 205 Behavior/Social Sciences 6 credits
- BIO 121/123 General Biology I & II 6-8 credits
- BIO 216/217 Anatomy & Physiology I & II 6-8 (plus lab) credits
- CHE 106/116 Chemistry I & II 6-8 credits
- MAT 221 Statistics 3 credits
- NSD 225 Nutrition in Health 3 credits

While no single factor determines entry to the program, competitive applicants typically have a minimum of:
• GPA of 3.00 or higher (undergraduate and/or master’s degree)
• GRE Quantitative score of 140, Verbal score of 150. (Please note, the GRE exam must be taken within the last five years)
• TOEFL scores of 100 for the Internet based (IBT) test. IELTS of 7 or above.

Admission decisions are made by the Nutrition Science Graduate Admissions Committee and are based on the student’s academic background (i.e., GPA, GRE scores), experience (e.g., research activity, related work experience), letters of recommendation, personal statement and areas of interests. It is common for successful applicants to have well beyond the minimum requirements.

Internal Application for Admissions
Current Syracuse University graduate students who wish to apply to the Nutrition Science Graduate degree program (M.A. or M.S.) are eligible to apply through the internal admission process. This includes graduate students who have completed or are currently enrolled in another graduate program and would like to apply for the following fall semester. Graduate students who fall into one of these categories should complete the Graduate Enrollment Internal Admission Application that can be found at https://graduateadmissions.syr.edu/forms/wp-content/uploads/sites/2/Internal-Admission-Application-100116.pdf.

Internal applicants are subject to the same admission requirements as those applying from outside the university. Applicants must also provide all official degree transcripts, a statement of research interests and three letters of recommendation, preferably from faculty members. Forms must be completed and turned into the program Administrative Assistant.

Note: Students who received a graduate degree from Syracuse University more than 12 months prior to their application to the Nutrition Science Graduate Program should apply online at https://apply.embark.com/grad/syracuse/37/. Students who are taking graduate classes and are not currently pursuing a graduate degree at Syracuse University should apply online at https://apply.embark.com/grad/syracuse/37/.

Internal admits who wish to be considered for a graduate assistantship should indicate such on the Internal Application form.

ENROLLMENT

Full and Part-Time Enrollment
Students may pursue their graduate degree on a full or part-time basis. Students must enroll in a minimum of nine credit hours for full-time status. Students enrolled in six credit hours or less are considered part-time.

Non-Matriculated Enrollment
Individuals who are not formally admitted into the Nutrition Science Graduate Program, but wish to enroll in NSD graduate courses may do so as a non-matriculated student. Non-matriculated students may take up to a maximum of 12 credit hours of coursework, beyond which they must apply to be formally admitted into a graduate degree program.

Students who have completed coursework on a non-matriculated basis, prior to their admission into the graduate program, may petition to have the courses applied towards their degree requirements.

ACADEMIC ADVISING
**Faculty Academic Advisor**
To assist new students in their transition into the program, all admitted first year students will be assigned Dr. Lynn Brann as their faculty advisor. Dr. Brann will provide guidance in course scheduling and departmental procedures. She will serve as the academic advisor for all students pursuing a graduate degree. Students are expected to meet at least once per semester with the Dr. Brann for academic advising.

**Thesis Advisor**
If a student is pursuing a M.S. degree, the thesis advisor will advise the student on his/her research. In the first semester of the graduate program, the student should begin meeting with each faculty member to discuss research activities, as well as his/her own research interests and professional goals. A student’s interests should align with their thesis advisor’s areas of expertise. Students pursuing a MS must secure a thesis advisor by the second semester of the first year by affirming the commitment of a NSD faculty member to serve in this role. Students should be aware of their thesis advisor’s expectations and are expected to meet with their advisor on a regular basis. The thesis advisor will likely have recommendations for coursework relevant to the student’s thesis and can work in consult with the faculty academic advisor to determine recommended courses.

**Program of Study**
All students must develop a “Program of Study” ([http://graduateschool.syr.edu/forms/](http://graduateschool.syr.edu/forms/)) with their academic advisor by the end of the first year after beginning their graduate studies. The program of study is developed in consultation with the student’s academic advisor and is a listing of all courses that have been completed and those intended courses to be completed in fulfillment of all degree requirements. The program of study should reflect a coherent body of study that is aligned with a student’s academic and career goals. A final Program of Study must be submitted to the program Administrative Assistant at the beginning of the student’s fourth semester. A Program of Study must be filed with the Graduate School before a thesis defense can be held and before a student can graduate from the program.

*Note: It is ultimately the student’s responsibility to ensure they meet all program and graduation requirements.*

**Transfer Credits**
Graduate courses completed at a previous accredited institution may be petitioned to apply to the nutrition science graduate degree requirements. Students may transfer a maximum of nine graduate credits (with a grade of B or higher) with the approval of the graduate director. Grades from other institutions are not included in the Syracuse University GPA calculation.

Students requesting a transfer of credits or requesting to take a graduate course at another institution are required to complete a petition for each course that is being transferred. Students must also provide a complete syllabus for the class. The graduate director reviews the petitions to determine which courses will be accepted. Permission by the Graduate Director and the DPD Director (if the course is to be counted toward the student’s DPD requirement) must be obtained before the student registers for the course. Failing to obtain permission may result in the course not being counted toward the student’s graduate degree.

**Incompletes**
Students are discouraged from taking an incomplete grade in any course. In the event that a student must file for an “Incomplete”, the Syracuse University Request for Incomplete Grade form must be submitted to the department chair for approval. Students who do not abide by the terms of the
Incomplete will receive an “F.” Any graduate student with an incomplete may not be eligible for graduate assistantships.

**Graduate Student Annual Review Process and Procedure**

Each spring semester the graduate nutrition faculty conducts an annual review of all graduate students and their Programs of Study. The annual review is designed to facilitate students’ progress by providing timely feedback regarding their overall performance. This includes any clarification of program requirements and expectations, as well as early identification of concerns or deficiencies.

In preparation for the review, all graduate students are required to complete the Annual Review online survey and submit a resume/curriculum vita (CV) electronically to the nutrition administrative assistant in the beginning of the spring semester. An email with the survey will be sent at least two weeks prior to the due date of the materials. The Annual Review survey and resume/CV provides faculty with information regarding the student’s academic progress and accomplishments (career goal, honors and awards, conference presentations, publications, research experience, teaching experience, etc.). The information will also be used when awarding assistantships for the forthcoming semester/year.

**Annual Review Process:**
- Faculty advisor will review the advisee’s information and provide a summary of his/her progress to the graduate nutrition faculty committee. Nutrition faculty may provide additional information regarding student progress and performance.
- Students will be contacted in writing by their academic advisor regarding the outcome of the annual review and, as necessary, will meet with the faculty advisor to discuss the review further.
- A copy of the report is placed in the student’s file.

**ACADEMIC STANDARDS**

**Satisfactory Progress**

All graduate students are required to maintain satisfactory progress in their degree program. This is accomplished by maintaining a cumulative GPA of 3.0 (B) or higher in all courses listed in their program of study. This includes graduate courses taken outside the Nutrition Science Graduate Program (anthropology, education, psychology, sociology, etc.). Students must earn a B or better in all required courses.

**Probation and Dismissal**

Any student who fails to maintain a cumulative 3.0 GPA is subject to academic probation. Students who do not achieve satisfactory progress after one semester may be dismissed from the program. In the case that a student must repeat a required course (when earning a grade lower than a B), they must do so the next time the course is offered. Students are also subject to dismissal if they fail to complete degree requirements in the required timeframe.

**Master’s degree** – students must meet all requirements for the master’s degree within seven years from the time the student registers for the first course to be used toward their master’s degree program.

**Program Extensions**

In the event that a graduate student cannot complete their degree within the allotted timeframe, the student may apply for an extension. To request an extension, students should consult their advisor.
and submit a formal request to the graduate director. The request should be in the form of a memorandum stating the reason for the extension and the amount of time needed for completion. Please note that extensions are granted only under the most extenuating circumstances (e.g., major illness).

NUTRITION SCIENCE DEGREE PROGRAMS

Master's Degree Program
The Master’s Degree represents professional qualification for many practitioners in nutrition and dietetics and has become the terminal degree for many students. Because of the varying backgrounds and professional interests of students, the master’s degree program is flexible.

Master of Arts (M.A.)
The M.A. in Nutrition Science requires the completion of a minimum of 36 credits, which is comprised of 16 credit hours of required course work (core) and 20 hours of electives.

<table>
<thead>
<tr>
<th>Nutrition Science Core Courses (16 credits):</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSD 555 Food, Culture and Environment 3</td>
</tr>
<tr>
<td>NSD 654 Nutrition Research Methods 3</td>
</tr>
<tr>
<td>NSD 665 Metabolism of Micronutrients 3</td>
</tr>
<tr>
<td>NSD 667 Metabolism of Macronutrients 4</td>
</tr>
<tr>
<td>NSD 695 Nutritional Status Evaluation 3</td>
</tr>
</tbody>
</table>

**NOTE:** NSD 652 (Mediterranean, Food and Culture) or NSD 600 (South Asia Food, Culture, Family and Healthcare Systems) may be petitioned as a substitute for NSD 555.

Elective Course Requirements (20 credits): Elective coursework must be selected from the Department of Public Health, Food Studies and Nutrition (graduate level courses are indicated by their course number of 500 or above) or related programs (e.g., Psychology, Education, Policy Studies, Sociology, Anthropology, etc.). Students must consult with their academic advisor prior to selecting courses. Elective courses should be consistent with the student’s academic interests and goals and form a coherent program of study. For a complete list of available courses, please consult the Course Catalog.

<table>
<thead>
<tr>
<th>Nutrition Science Electives (20 credits):</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSD 511 Nutrition Education 3</td>
</tr>
<tr>
<td>NSD 512 Nutrition Counseling 3</td>
</tr>
<tr>
<td>NSD 600 South Asia Food, Culture, Family, And Healthcare Systems 3</td>
</tr>
<tr>
<td>NSD 617 Food as Medicine 3</td>
</tr>
<tr>
<td>NSD 625 Sports Nutrition 3</td>
</tr>
<tr>
<td>NSD 627 Public Health Nutrition 3</td>
</tr>
<tr>
<td>NSD 637 Integrative and Functional Nutrition 3</td>
</tr>
<tr>
<td>NSD 647 Weight Management/Disordered Eating 3</td>
</tr>
<tr>
<td>NSD 648 Dietetics Practice Across the Lifespan 3</td>
</tr>
<tr>
<td>NSD 652 Mediterranean Food and Culture 3</td>
</tr>
<tr>
<td>NSD 658 Participatory Program Planning 3</td>
</tr>
<tr>
<td>NSD 660 Readings in Nutrition 3</td>
</tr>
<tr>
<td>NSD 680 Seminar in Food and Nutrition 1</td>
</tr>
<tr>
<td>NSD 681 Medical Nutrition Therapy I 3</td>
</tr>
</tbody>
</table>
Independent Study: M.A. students may take up to 3 credits as “Independent Study.” An independent study may include research projects, literature reviews, or other scholarly activities beyond those involved in standard coursework. All independent studies are conducted under the supervision of a faculty member. Students must complete the “Independent Study Form” prior to registering. The independent study must be completed in the semester when it is undertaken.

Graduate students may choose to audit courses during the fall and spring semesters. Permission of the instructor must be obtained by completing a “Grading Option Application Form” with the instructor’s signature. The form is then returned to the Student Records Office at 106 Steele Hall. (Forms are available at the Student Records Office, or the student’s academic department.) Audited courses are not counted toward the graduate degree and students are required to pay 60% of the tuition cost.

Sample Course Schedule (MA, Non-DPD):

<table>
<thead>
<tr>
<th>Year 1</th>
<th></th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>+NSD 654 Nutrition Research Methods (3 cr.)</td>
<td>+NSD 665 Metabolism of Micronutrients (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>+NSD 667 Metabolism of Macronutrients (4 cr.)</td>
<td>+NSD 695 Nutrition Status Evaluation (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>+NSD 555 Food Culture and Environment (3 cr.)</td>
<td>Elective – 3 credits</td>
<td></td>
</tr>
</tbody>
</table>

|        | Fall   |        | Spring |
|        |        |        |
| Electives – 9 credits | Electives – 9 credits |

+ Core

Master of Science (M.S.)
The M.S. in Nutrition Science requires the completion of a minimum of 30 credits and includes a thesis. The degree is comprised of 16 credit hours of required core course work (core) and 14 hours of electives, including thesis credits. (6 credits)

Nutrition Science Core Courses (16 credits):
- NSD 555 Food, Culture and Environment 3
- NSD 654 Nutrition Research Methods 3
- NSD 665 Metabolism of Micronutrients 3
- NSD 667 Metabolism of Macronutrients 4
- NSD 695 Nutritional Status Evaluation 3
NOTE: NSD 652 (Mediterranean Food and Culture) or NSD 600 (South Asia Food, Culture, Family and Healthcare Systems) may be petitioned as a substitute for NSD 555.

Elective Course Requirements (16 credits): Elective coursework must be selected from the Department of Public Health, Food Studies and Nutrition or related programs (e.g., Psychology, Education, Policy Studies, Sociology, Anthropology, etc.). Graduate courses are indicated by their course number (500 or above). Students must consult with their academic advisor prior to selecting courses. Elective courses should be consistent with the student’s academic interests and goals and form a coherent program of study. For a complete list of available courses, please consult the Course Catalog.

Nutrition Science Electives (14 credits):
- NSD 511 Nutrition Education 3
- NSD 512 Nutrition Counseling 3
- NSD 600 South Asia Food, Culture, Family, and Healthcare Systems 3
- NSD 617 Food as Medicine 3
- NSD 625 Sports Nutrition 3
- NSD 627 Public Health Nutrition 3
- NSD 637 Integrative and Functional Nutrition 3
- NSD 647 Weight Management/Disordered Eating 3
- NSD 648 Dietetics Practice Across the Lifespan 3
- NSD 652 Mediterranean Food and Culture 3
- NSD 658 Participatory Program Planning 3
- NSD 660 Readings in Nutrition 3
- NSD 680 Seminar in Food and Nutrition 1
- NSD 681 Medical Nutrition Therapy I 3
- NSD 682 Medical Nutrition Therapy I Lab 1
- NSD 683 Medical Nutrition Therapy II 3
- NSD 684 Medical Nutrition Therapy II Lab 1
- NSD 685 Nutritional Genomics 3
- NSD 756 Food and Public Policy 3
- NSD 765 Problems in Human Metabolism 3
- CFS 621 Research Methods I 3 (Strongly recommended)
- NSD 997 Master’s Thesis 6

Independent Study: M.S. students may take up to 3 credits as “Independent Study.” An independent study may include research projects, literature reviews, or other scholarly activities beyond those involved in standard coursework. All independent studies are conducted under the supervision of a faculty member. Students must complete the “Independent Study Form” prior to registering. The independent study must be completed in the semester when it is undertaken.

Graduate students may choose to audit courses during the fall and spring semesters. Permission of the instructor must be obtained by completing a “Grading Option Application Form” with the instructor’s signature. The form is then returned to the Student Records Office at 106 Steele Hall. (Forms are available at the Student Records Office, or the student’s academic department.) Audited courses are not counted toward the graduate degree and students are required to pay 60% of the tuition cost.

Sample Course Schedule (MS, Non-DPD):
### Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>+NSD 654 Nutrition Research Methods (3 cr.)</td>
<td>+NSD 665 Metabolism of Micronutrients (3 cr.)</td>
</tr>
<tr>
<td>+NSD 667 Metabolism of Macronutrients (4 cr.)</td>
<td>+NSD 695 Nutrition Status Evaluation (3 cr.)</td>
</tr>
<tr>
<td>+NSD 555 Food Culture and Environment (3 cr.)</td>
<td>Electives – 3 credits</td>
</tr>
</tbody>
</table>

### Year 2

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFS 621 (3 cr.)</td>
<td>Elective and Thesis credits (5 cr.)</td>
</tr>
<tr>
<td>Thesis credits (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>+ Core</td>
<td></td>
</tr>
</tbody>
</table>

**Master’s Thesis (6 credits, NSD 997):** In addition to their coursework, MS students must complete a Master’s Thesis. The thesis involves investigative work on a specific topic, extensive examination and interpretation of nutrition literature on that topic and the presentation of results in a clear and logical form. The thesis topic should be selected in a specific area of interest that is reflected by the selection of courses within the major and related fields. Completion of the thesis may require an additional year of study beyond completion of coursework.

**Master’s Thesis Committee and Proposal:** All theses must be approved by the student’s Master’s Thesis committee. The committee is comprised of the student’s thesis advisor (who will serve on the committee) and two other NSD faculty members. NSD tenured and tenure track faculty, Professors of Practice, or any faculty member with a PhD, may serve on the committee. A tenured/tenure track faculty must chair the final defense committee.

The proposal should be developed in consultation with their faculty advisor and contain the following:
- Introduction
- Literature review
- Research questions and/or hypotheses
- Proposed methodology (proposed sample, measures, and analytical techniques)

The student may select one faculty member from outside of the department if his/her expertise is related to the student’s thesis. Committee members should be given at least two weeks to read the proposal prior to the defense date. At the thesis proposal defense, the student is expected to present key aspects of the proposed thesis and respond to questions posed by the thesis committee. Students whose proposal is approved by the committee may proceed with their study, subject to any committee recommendations. Proposals not approved by their committee may not proceed until approval is acquired. The thesis proposal defense should occur prior to the end of the spring semester of the first year of study.

Students are required to determine if their research study requires Institutional Review Board (IRB) approval. This is typically necessary if the research involves gathering data from human subjects. Instructions can be obtained from the Office of Research Integrity and Protections web site at [http://researchintegrity.syr.edu/human-research/](http://researchintegrity.syr.edu/human-research/).
Final Defense of Thesis: After the faculty thesis advisor has given his/her approval, the thesis is to be submitted to the thesis committee members at least two weeks prior to the thesis defense. Following the defense, committee members may require students to make changes to the thesis.

Read up on the procedures for graduate students defending theses (http://graduateschool.syr.edu/policies-and-requirements/graduation-requirements/). The student must complete a Request for Examination form also found at that website. Students should include a faculty member (other than the three committee members) to chair the committee. This person will act as the representative of the Graduate School and will moderate the thesis defense.


Didactic Program in Dietetics (DPD)
Dietetics within the discipline of Nutrition is the science of applying food and nutrition to health. Master's students who are pursuing the DPD verification with courses from the master's degree in Nutrition Science complete a minimum of 37 credits. Upon successful completion of all DPD course requirements, the student will receive the DPD Verification and will be qualified to apply to a supervised dietetic internship program. Students who have successfully completed their Dietetic Internship will be eligible to take the national examination to become a registered dietitian. Our most recent match rate for dietetic internships was 85%, compared to 56% nationally. Our five-year average match rate is 81%. The pass rate for our graduates on the registration examination for dietitians was 93% for the past five years.

In addition to the general entrance requirements and nutrition courses required for admission into the program, prerequisites are required for the students pursuing DPD verification. All prerequisite courses must be completed prior to starting the graduate program. Any course taken from this list via another institution must first be approved by the DPD Director. Any courses taken without prior approval may not be accepted toward DPD Verification. Students who wish to have their transcript evaluated for approval of these classes may email the DPD Director, Nancy Rindfuss, napaul@syr.edu.

Prerequisites for DPD:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSD 114</td>
<td>Food Safety &amp; Quality Assurance or Serv Safe Food Manager Certificate</td>
<td>2</td>
</tr>
<tr>
<td>NSD 115</td>
<td>Food Science I/food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>NSD 275</td>
<td>Food Service Systems or Food Service Management</td>
<td>3</td>
</tr>
<tr>
<td>NSD 314</td>
<td>Human Resource Management/ Organizational Behavior</td>
<td>1</td>
</tr>
<tr>
<td>NSD 216</td>
<td>Food Service Operations</td>
<td>4</td>
</tr>
</tbody>
</table>

Please note: In addition to the nutrition science graduate program core courses, students completing the DPD must take the following classes: NSD 511 Nutrition Education; NSD 512 Nutrition Counseling; NSD 627 Public Health Nutrition; NSD 648 Dietetics in the Lifespan; NSD 680 Seminar in Food and Nutrition; NSD 681/683 Medical Nutrition Therapy I and II; NSD 682/684 Medical Nutrition Therapy III & IV Lab. For further details about the DPD requirements please refer to the DPD Manual at https://falk.syr.edu/wp-content/uploads/DPD-Handbook-17-18.pdf.
Please note: If the student is a graduate of the Syracuse University undergraduate DPD program, they will have had to complete NSD 481, NSD 482, NSD 483, NSD 484, NSD 511, NSD 512 and NSD 555 or NSD 452 for their undergraduate degree. These classes cannot be used toward the Graduate Degree in Nutrition Science; other courses need to be completed to fulfill the credit requirements for the graduate degree. In accordance with the University’s academic policies, once a course has been counted towards a degree or certificate, it cannot be counted again towards another degree.

**Master’s Comprehensive Exam**

Master’s students are required to complete the Master’s Comprehensive Examination as part of their master’s degree and must pass this in order to receive their degree. The Master’s Comprehensive Examination is given to candidates who are in the final stages of completing all requirements for the master’s degree. This examination provides the master’s candidate an opportunity to demonstrate his/her capabilities for critical analysis and thinking and assimilation of information contained in the body of nutrition literature. The exam is a take home exam. It will be given to students in early March of their final year of study; students will be given two weeks to complete the exam. Students will participate in an oral defense of their written responses to a group of nutrition graduate faculty on a specified date toward the end of the semester.

If the student fails to pass the Comprehensive Exam, they will be given a second chance to complete it. Failure to pass the second time will result in suspension from the Nutrition Science Graduate Program.

**Syracuse University Academic Integrity Policy**

Syracuse University’s Academic Integrity Policy holds students accountable for the integrity of the work they submit. Students should be familiar with the policy and know that it is their responsibility to learn about course-specific expectations, as well as about university policy. The university policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the same written work in more than one class without receiving written authorization in advance from both instructors. For more information and the complete policy, see [http://class.syr.edu/academic-integrity/policy/](http://class.syr.edu/academic-integrity/policy/).

**Syracuse University Disability-Related Accommodations**

If you believe that you need accommodations for a disability, please contact the Office of Disability Services (ODS), [http://disabilityservices.syr.edu/](http://disabilityservices.syr.edu/), located in Room 303 of 804 University Avenue, or call (315) 443-4498, TDD: (315) 443-1371 for an appointment to discuss your needs and the process for requesting accommodations. ODS is responsible for coordinating disability-related accommodations and will issue students with documented Disabilities Accommodation Authorization Letters, as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible.

**Syracuse University Religious Observances Policy**

SU religious observances policy, found at [http://supolicies.syr.edu/emp_ben/reigious_observance.htm](http://supolicies.syr.edu/emp_ben/reigious_observance.htm), recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes and by the submission deadline for flexibly formatted classes.

For fall and spring semesters, an online notification process is available through
DEPARTMENTAL RULES AND REGULATIONS

Email and Addresses
All email correspondence will be sent to the student’s syr.edu email address only. Students should notify the Administrative Assistant regarding address changes.

Degree in Progress
Students who have completed their graduate coursework are expected to register for GRD 998 (0 credits). Students are required to enroll every semester (fall and spring) from the time of matriculation into the program until degree conferral. Failure to do so will result in the loss of their “full-time status” and university-related privileges.

Petitions
Students who wish to claim an exemption to a standing policy and/or procedure may file a petition with the department stating their request and rationale. All petitions will be reviewed by the department chair, and/or the graduate director for approval.

Leave of Absence
Students requesting a leave from the University for personal or health reasons prior to completing their degree requirements must file an Official Leave of Absence form. The form must be submitted whether or not they intend to return.

To take a leave of absence:
1. A graduate student must complete the official withdrawal/leave of absence form.
2. The department chair of the student’s primary program must sign the form.
3. The student must hand deliver the form to the Office of Student Services, 300 MacNaughton Hall. (In the case where a student is unable to do so, the department chair may send the form to the Office of Student Services.)

To return from the leave of absence:
1. A graduate student must complete a petition to be readmitted to their program.
2. The department chair must sign the petition.
3. The student must send the petition to the Office of Student Services, Graduate Recorder, 300 MacNaughton Hall.

Grievance
If a student believes s/he has been treated unfairly or inappropriately by the faculty, s/he should state this in writing to the Graduate Director and request to meet with the faculty. If students wish to appeal decisions by the faculty, they may submit a grievance report to the NSD Grievance Committee.

ASSISTANTSHIPS, FELLOWSHIPS AND AWARDS

Graduate Assistantships
A limited number of graduate assistantships are available for new and continuing students. New students requesting an assistantship should indicate their request on the graduate school application for admission and do not need to file a separate application for an assistantship. Continuing students will indicate their desire for a graduate assistantship as part of the Annual
Review.

Students may be awarded full-time or part-time assistantships. Students receiving a full-time assistantship work 20 hours per week, and receive a stipend and a tuition scholarship of 24 (9/9/6) credits for the two academic semesters and one summer session. Students receiving a full-time assistantship cannot be employed elsewhere.

Students who receive a part-time assistantship work 10 hours per week and receive a reduced stipend. They receive 12 (6/6) tuition scholarship credits for the two academic semesters. Part-time graduate assistants may be employed elsewhere.

Tuition credits awarded cannot exceed the number of credits required for the student to complete his/her degree.

Graduate assistants assigned to research grants may be required to track and document their working hours.

Supervisor expectations and work will vary between graduate assistantships. Some graduate assistants will work on campus and assist faculty with coursework or class activities; others might work on faculty research projects and be expected to work night and weekend hours. Students will discuss their assistantship responsibilities with their faculty supervisors.

Graduate students holding an assistantship are entitled to audit courses during the fall and spring semesters at no charge. Permission of the instructor must be obtained by completing a “Grading Option Application Form” with the instructor’s signature. The form is then returned to the Student Records Office at 106 Steele Hall. (Forms are available at the Student Records Office, or your academic department.) Auditing courses during a Summer Session is NOT free; students will be charged 60% of graduate tuition.

All graduate assistants are required to participate in the All-University TA Orientation [Link](http://graduateschool.syr.edu/programs/ta-program/all-university-ta-orientation-program/) that is held two weeks prior to the start of the fall semester. Students who receive an assistantship in the spring semester should contact the Graduate School for the dates and times of the Spring TA orientations. In addition to graduate assistantships, the department has a limited number of scholarship credits available to be awarded to deserving students (number of tuition credits awarded may vary).

**University Fellowship**
The department may nominate graduate students with exceptional credentials for the University Fellowship. The awardee may receive a one-year or two-year fellowship, which will include a stipend and tuition credits.

**Graduate Travel Awards**
Funds for travel and other related expenses are available for students presenting their work at national conferences from the Graduate Student Organization (GSO) [Link](http://gradorg.syr.edu/) and the Falk College Dean’s Office. Students applying for the "Graduate Student Travel Subsidy" must complete the form and submit the completed applications to the GSO and a copy to the Nutrition Science Graduate Program Director.

**Financial Assistance**
Please visit the graduate school website for information on financial aid.
(http://financialaid.syr.edu/). The Graduate School is located in 304 Lyman Hall, Syracuse, NY 13244 (315) 443-2543.

PROFESSIONAL DEVELOPMENT AND RESOURCES

The opportunity to participate in various professional development programs is available to graduate students to enrich their educational experience at Syracuse University. Please visit http://graduateschool.syr.edu/programs/ to become familiar with the various educational programs.

Computer Resources and Printing
Information Technology and Services (ITS) is the SU organization that manages the campus computer infrastructure. Information can also be found on the web at http://its.syr.edu.

Students wishing to use the Syracuse University computer system must obtain a personal account from the ITS Information Center. ITS computer labs are conveniently located across campus for student use. These computers are directly connected to the SU campus network, allowing email transactions and Internet access. All of the labs are equipped with Pentium computers. Locations and hours of operation for the labs are listed in the ITS publication at http://its.syr.edu/itsmap/index.html. Students in the Nutrition Science Program may also use the computer labs located in the Falk Complex.

Student Print Accounts
Students are provided a $20 credit at the beginning of each academic year in August (this $20 credit covers the next 12 months) for printing services in the ITS public computer labs. The university’s online Print Quota Management System automatically deducts the cost of the print service from $20 credit until the $20 credit is exhausted. Cost for black and white printing is 4 cents per piece of paper, 2 cents per side. Duplex printing is required. For more information, please visit https://answers.syr.edu/display/itsservapp011/Managing+Your+Student+Print+Account.

If a student is a graduate assistant and printing for a faculty member, their print quota should not be used. Please bring the document to be printed to the Nutrition Science and Dietetics Office, located in 550L White Hall in the Falk Complex. One of the office staff will print the document for the graduate assistant.

Library
The mission of the Syracuse University Library is to assist the educational and research efforts of faculty, students, and staff of Syracuse University by acquiring, organizing, providing access to, preserving and providing assistance in using the materials they require for scholarship and research. The Library offers its collections and services to users in an environment that actively supports learning, teaching, and research.

The Library also serves as a major academic resource in the region, state, and nation. Within its available resources, and through cooperative resource sharing agreements, the Library has a responsibility to make available selected materials needed by the external scholarly, professional, and business communities.

Students in the Nutrition Science Program may use any of the libraries located on the SU campus as well as the Environmental Science and Forestry (ESF) library. A valid SUID card is needed to gain access to the library and to check out books from the circulation desk. NSD students may find that
they will predominantly use the E.S. Bird Library on Waverly Avenue and the Science and Technology Library located in Carnegie Hall on the main academic quad.

The Nutrition Program works closely with librarian Anita Kuiken, akuiken@syr.edu, who assists in developing library resources for the program. She can assist both students and faculty in need of specific research materials.

The SU library system maintains a web site at http://library.syr.edu. Students can access information about the library, locations, and hours of service from the web. SUMMIT, the Syracuse University Library catalogue, and most of the library databases are also available online. Visit the library for more detailed information about available library resources.

**Graduate Student Organization**

Students in the Graduate Nutrition Science Program are eligible to participate in the university Graduate Student Organization. The Graduate Student Organization (GSO) is a senate body made up of graduate student representatives who work for graduate students across the university. In addition to discussing graduate student business at its open meetings, the GSO runs events and activities for graduate students throughout the year. GSO is open to all graduate students at Syracuse University. Students are automatically billed for GSO membership as part of their mandatory fees. The GSO office is located in Room 303 Lyman Hall http://gradorg.syr.edu/.

**NEPA**

The Nutrition Education & Promotion Association (NEPA) is a student run association that brings together Syracuse University students who are interested in nutrition and encourages them to share their interest with the surrounding campus and community. Each year, NEPA sponsors a well-known speaker to visit the Syracuse University campus and lecture on nutrition and a healthy lifestyle. NEPA is involved in many on and off campus community service activities. The club meets once a month to plan those events and other activities. For more information, contact the NEPA faculty advisor, Jane Uzcategui, at jbuzeate@syr.edu.

**NSD FACULTY AND PROFESSIONAL STAFF**

The list of NSD faculty members and professional staff, a brief description of their academic backgrounds, research interests, and contact information are presented below. Further information about their academic careers is available on the departmental website at: http://falk.syr.edu/about-us/falk-college-directory/#NSD.

**NSD FACULTY**

**Lynn Brann, PhD, RDN, FAND.** Associate Professor, Nutrition Science Graduate Program Director  
*Education*: BS, Human Nutrition, University of Maine; M.S. Nutrition Science, The University of Tennessee, Knoxville, TN; Ph.D. Human Ecology (Nutrition), The University of Tennessee, Knoxville, TN  
*Disciplinary Focus*: Pediatric Nutrition  
*Research Interests*: Dietary intake and diet quality of children and adolescents related to growth, development and health; Mindful eating to improve self-regulation in children  
*Contact Information*: e-mail: lbrann@syr.edu, Phone: 315-443-4805

**Kay Stearns Bruening, PhD, RDN, FAND,** Associate Professor
**Education:** BS, Biology, St. Lawrence University; MA, Nutrition, Syracuse University; Ph.D., Clinical Nutrition, New York University

**Disciplinary Focus:** Medical nutrition therapy; dietetic education; prevention of, and intervention for, child overweight and obesity

**Research Interests:** Medical nutrition therapy interventions for malnourished patients; prevention of, and intervention for, child overweight and obesity

**Contact Information:** e-mail: ksbrueni@syr.edu, Phone: 315-443-9326

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**Tanya Horacek, PhD, RD**, Professor, Director Undergraduate Nutrition Program

**Education:** BS, Life Sciences, Pennsylvania State University; MA, Communication Studies, University of Nebraska-Lincoln; PhD, Nutritional Science, University of Nebraska-Lincoln

**Disciplinary Focus:** Lifestyles nutrition counseling; Mediterranean Food and Culture, participatory program planning; healthy campus environment audits (food, physical activity and policies)

**Research Interests:** Evaluating theory-based nutrition education/counseling interventions; explaining the mediating factors influencing dietary intake and intervention effectiveness (including personality, stages of change, intuitive eating, green eating, environmental factors); conducting collaborative ecological program development; evaluating dietetics education effectiveness

**Contact Information:** e-mail: thoracek@syr.edu, Phone: 315-443-9323

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**Sudha Raj, PhD, RDN, FAND**, Teaching Professor

**Education:** B.Sc, Nutrition and Dietetics, Madras University, Madras, India; M.Sc, Foods, Nutrition & Dietetics, Bombay University, Bombay, India; MS Nutrition Science, Syracuse University, Syracuse, NY; PhD, Syracuse University, Syracuse, NY

**Disciplinary Focus:** Vegetarianism, cultural food practices, consequences of global nutrition transition

**Research Interests:** Integrative and functional nutrition; cross-cultural competency

**Contact Information:** e-mail: sraj@syr.edu, Phone: 315-443-2556

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**Dayeon Shin, PhD, RDN, LD**, Assistant Professor

**Education:** BS, Nutritional Science and Food Management, Ewha Womans University, Seoul, Korea; MS Human Nutrition, Michigan State University; PhD, Human Nutrition, Michigan State University

**Disciplinary Focus:** Nutritional epidemiology, reproductive epidemiology, maternal nutritional status and birth outcomes, and dietary patterns and chronic diseases

**Contact Information:** e-mail: dshin03@syr.edu, Phone: 315-443-2757

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**Jane Uzcategui, MS, RDN, CDN**, Associate Teaching Professor

**Education:** Certified Nutrition Support Dietitian 1997-2007; BS, Applied Nutrition, The Pennsylvania State University, University Park, PA; Approved Pre-professional Practice Program/Marriott St. Luke’s Hospital, New Bedford, MA; MS, Clinical Nutrition, Finch University of Health Sciences/Chicago Medical School

**Disciplinary Focus:** Lifecycle nutrition; nutrition in health; medical nutrition therapy

**Contact Information:** e-mail: jbuzeate@syr.edu, Phone: 315-443-4882

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**Margaret Voss, PhD**, Professor of Practice

**Education:** BS, Environmental & Forest Biology, SUNY ESF; MS, Environmental & Forest Biology, SUNY ESF; PhD Biology, Syracuse University

**Disciplinary Focus:** Metabolic physiology, energy balance and reproductive physiology

**Research Interests:** Metabolism, glucose regulation, feeding behavior and energy balance

**Contact Information:** e-mail: mavoss@syr.edu, Phone: 315-443-5654

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**Jennifer Wilkins, PhD, RD**, Daina E. Falk Endowed Professor of Practice

**Education:** BS, Environmental Health, Huxley College of Environmental Studies at Western
Disciplinary Focus: Food systems, health and sustainability; food and nutrition policy; regional dietary guidance; eco-gastronomy; consumer implications of local community-based food systems; community nutrition; nutrition education; food system communication

Research Interests: Diet, health and community implications of emerging food system such as influences of Community Supported Agriculture (CSA) participation on food preferences, diet composition and food skill development particularly among low income families; regional dietary guidance; influence of food consumption patterns on per capita land, water and energy requirements; and roles of dietary guidance and consumer food choice in addressing sustainability issues

Contact Information: e-mail: jlwilk01@syr.edu, Phone: 315-443-3479

NSD AFFILIATED FACULTY

Donna Acox, MA, MS, RDN, FAND, Adjunct Professor
Contact Information: email: diacox@syr.edu; Phone: 315-443-3853

NSD PROFESSIONAL STAFF

Debra Connolly, MS, RDN, CDE Director, Dietetic Internship
Contact Information: email: dzconnol@syr.edu; Phone: 315-443-2396

Nancy Rindfuss, MA, RDN, CDE Director, Didactic Program in Dietetics
Contact Information: email: napaul@syr.edu; Phone: 315-443-2269

Donna Sparkes, Administrative Assistant
Contact Information: e-mail: djsparke@syr.edu; Phone: 315-443-5573