

STUDENT MANUAL

GRADUATE PROGRAM IN
NUTRITION

DEPARTMENT OF
NUTRITIONAL SCIENCES
GRADUATE SCHOOL
HOWARD UNIVERSITY

Table of Contents

	Page
Welcome	3
Mission	4
Objectives	4
Admission Policies	4
Registration and Enrollment	10
Grades and Course Credits	13
General Requirements for the Master of Science Degree	15
General Requirements for the Doctor of Philosophy Degree	22
Other Requirements for the Degree	31
Advisement Policies	32
Appeal of Academic Decisions	32
Sequential Steps in Obtaining the MS Degree in Nutrition	33
Sequential Steps in Obtaining the PhD Degree in Nutrition	34
Policy and Procedures for Admission and Retention in the Ph.D. Program in Nutrition for Students Entering with the BS Degree	35
Registration for Graduation	36
Research Proposal Presentations	36
Financial Aid	36
Graduate Faculty Education and Research Interests	41
Nutritional Sciences Graduate Student Association	42

Welcome



Dear Current/Prospective Student

The graduate faculty of the Department of Nutritional Sciences are pleased to have you as a current or prospective student. We are dedicated to guiding and assisting you with your educational and career goals.

The graduate program in the Department has been in existence since 1974 and is one of many programs in the Graduate School. Since its inception the Department has produced Master of Science and Doctor of Philosophy graduates who are making meaningful contributions to the nutrition profession locally, nationally and internationally. Our graduates work as college and university faculty, federal, state and local nutritionists/researchers, nutritionists/researchers with private corporations, media professionals, and private consultants. We look forward to your contributions to this tradition of excellence.

This Graduate Student Manual details Graduate School and Departmental policies and procedures related to graduate study at the University. It is designed to provide you with all information necessary for a positive graduate study experience. Therefore, it is important that you pay careful attention to the contents of the manual. Additional information is available on the Graduate School's website at www.gs.howard.edu.

The Graduate faculty are available to provide explanations of the policies and procedures contained in the Manual.

Sincerely,

Allan A. Johnson, Ph.D., LN

Mission

The mission of the Graduate Program in Nutritional Sciences is to prepare students for exemplary careers and leadership in both the theoretical and applied aspects of human nutrition. Particular emphasis is placed on the development of students skilled in the promotion of nutritional well being and the quality of life among ethnic minorities and the underserved, both nationally and internationally.

Objectives

The Graduate Program in Nutritional Sciences has three major objectives:

1. To foster a program of excellence with specialized expertise in the study of human nutritional issues with particular emphasis on the needs of the underserved poor, ethnic minorities, and disadvantaged populations
2. To prepare competent graduate professionals in the field of human nutrition, with the skills and abilities to improve the nutritional well being and the quality of life for individuals and families
3. To conduct disciplinary and interdisciplinary research in order to improve the nutritional well being and the quality of life of ethnic minorities and the underserved

Admission Policies

Howard University promotes academic excellence through a highly selective admissions process. Individuals who are admitted must show strong personal motivation along with backgrounds of consistent academic growth and achievement. The University also attracts and seeks out socially and economically deprived students who show promise of gaining from a Howard education. To protect its character and standards of scholarship, the University reserves the right, and the applicant concedes to the University the right, to deny admission to any student at any time for any reason deemed sufficient by the University.

Applications for admission to the Graduate School may be obtained from the Office of Graduate Recruitment and Admissions, Graduate School, Howard University, Washington, DC 20059. Telephone: (202) 806-7469. The application can be also downloaded from the Graduate School's website: <http://www.gs.howard.edu/admissions/default.htm>

The final responsibility for the fulfillment of all admission requirements lies with the student.

Examinations Required (GRE and PEEW)

A student's admission to the University is not determined by his or her scores on the Graduate Record Examination (GRE). However, official scores on the General Test (verbal, quantitative, and analytical) are required and duly considered as part of an applicant's supporting admissibility

credentials. All prospective students are strongly urged, therefore, to take the GRE several weeks (e.g., eight or more) in advance of filing their applications for admission. The GRE, which is now computer-based, is administered at least five times during an academic year (October, December, February, April, and June). For test applications and further information about the GRE (i.e., exact dates and places where it may be taken), applicants should write to the Educational Testing Service, P.O. Box 6000, Princeton, New Jersey 08541-6000, or to the Howard University Office of Counseling and Career Development, Washington, DC 20059. It is the prospective student's responsibility to take the GRE and have ETS send an official report of test scores to the Howard University Office of Admissions, Washington, DC 20059. The University's code number is 5297.

Caution to Prospective Students

The Board of Trustees of Howard University on September 24, 1983, adopted the following policy statement regarding applications for admission: "Applicants seeking admission to Howard University are required to submit accurate and complete credentials and accurate and complete information requested by the University. Applicants who fail to do so shall be denied admission. Enrolled students who as applicants failed to submit accurate and complete credentials or accurate and complete information on their application for admission shall be subject to dismissal when the same is made known, regardless of classification."

Admission to the Graduate School

Any graduate with a minimum cumulative grade point average of 3.0, an undergraduate baccalaureate degree from an accredited institution, or any international student with equivalent qualifications is eligible to apply for admission to the Graduate School. Graduate work is under the jurisdiction of the Graduate Faculty of various departments.

A student is expected to have adequate undergraduate training in the field in which the individual plans to do graduate work. If a student's training is found to be inadequate, the individual will be required to take such additional courses as the department may prescribe. Admission to the Graduate School does not automatically admit a student to candidacy for an advanced degree.

Applications for admission can be obtained from the Office of Admissions of the Graduate School, Howard University, Washington, D.C. 20059 or via the Graduate School website at www.gs.howard.edu. No application will be considered complete until official transcripts, Graduate Record Exam (GRE) scores, a resume, a statement of interest and/ or goals, and three letters of recommendation are received by the Graduate School Office of Admissions. International students are also required to provide the Graduate School with Test of English as Foreign Language (TOEFL) exam scores. The minimum TOEFL score for admission is 550 on the paper scale (213 on the computer scale). Individual departments and schools may require additional submissions from the applicant.

General Admission Requirements

- **On-line** application and signature page **or** Downloadable paper application (**HTML**) | (**Acrobat**). Please refer to the **code sheet**.

- The non-refundable \$45 application fee (check or money order **ONLY**) (Waivers accepted for FAMU Feeder Program and McNair Scholars)
- Official transcripts must be submitted directly from the Registrar's Office from ALL colleges and universities attended
- GRE Scores (Only official score reports are accepted within 5 years of the test date) www.gre.org GRE scores sent directly from ETS (HU code: 5297)
- Statement of Academic and Research Interest
- Autobiographical Sketch (Personal biography)
- Resume
- Three letters of recommendation sent directly to the Office of Graduate Recruitment and Admissions in a sealed envelope **(MUST BE IN SEALED ENVELOPES)**
- **McNair Scholars Application**- A letter is required. Submit names from the program director, official transcripts sent directly from all colleges and universities attended.
- Note: The Howard University code is 5297

Transfer Students

A transfer student is considered to be any person who has been enrolled in a college or university other than Howard University, irrespective of course load or credits earned. A general admissions application, the \$45 application fee, and two official transcripts from each college-level institution attended must be sent to the Office of Graduate Recruitment and Admissions. In all instances where transfer of credit is granted, it must be the judgment of the student's major department that the credits in question are comparable to those awarded by the department and that they meet the same course objectives as those of the department. Departments may accept a limited number of transferred credits to satisfy requirements for the master's and Ph.D. degrees with the approval of the dean of the Graduate School. Credentials delivered in person or sent to the University by the student are not accepted. To qualify for admission on a transfer basis, the student must have been in good standing at all institutions previously attended.

International Students

Howard University is authorized under federal law to enroll nonimmigrant students. Persons applying to graduate programs must have a superior academic record and the equivalent of Howard University's four-year baccalaureate degree from an accredited institution. International students are advised to begin the admissions process at least one year in advance of the time they wish to enter the University because of the tests required, delays in international mail, etc.

International students must submit the following materials by March 1 for the fall semester, August 1 for the spring semester, and February 1 for the summer session:

- Official transcripts, final certificates and/or mark/grade sheets must be sent directly from the college or university to the Office of Graduate Recruitment and Admissions, and must show proof of degree(s) earned, courses taken and marks/grades received. Also, ALL transcripts **must** be evaluated by World Education Services (www.wes.org) or AACRAO (www.aacrao.org) and be forwarded to Graduate Recruitment and Admissions.
- If the documents are not in English, they must be accompanied by an official translated copy.
- All documents must bear the same name that appears on the admissions application unless an official document so submitted indicating a change of name.
- An application with the \$45 application fee in bank draft U.S. dollars in the form of a money order or a certified check made payable to Howard University. Cash should not be sent.
- Results from the tests required for regular degree students

Scores from the Test of English as a Foreign Language (TOEFL) are required for applicants whose native language is not English. A minimum computer-based score of 213 is required and only official score reports are accepted within 2 years of the test date.. TOEFL scores must be sent directly from ETS (HU code: 5297). The Graduate School may, from time to time, update the minimum TOEFL exam score to reflect changes in the quality and coverage of the TOEFL exam. (Some Howard University colleges and schools require the TOEFL from all international applicants). Once applications have been received, the Office of Admissions will inform students as to whether they must take this test. For information on the test, applicants may write to: TOEFL, Educational Testing Service, Box 899, Princeton, New Jersey 08540, U.S.A., or consult the website at www.toelf.org. The TOEFL test is not required if the student received a degree in the U.S.

Immigration Form I-20 (Certificate of Eligibility), needed to obtain a student visa is not issued until the applicant has (1) been accepted by the Office of Graduate Recruitment and Admissions, (2) paid the enrollment fee, and (3) submitted a financial statement indicating how expenses will be met while the student is attending the University. The financial statement includes the Statement of Financial Resources Form – A completed form that verifies proof of financial support (sufficient funds to cover expenses for one full year - \$29,132 in US Dollars only) and supporting financial documentation indicating sources of funds while attending Howard University (such as a certified bank statement dated within three months of registration). Verification of six months history with bank must be included as well. Limited financial aid is available for any student after a year of study at Howard, but continued study does not guarantee scholarship funds. Inquiries concerning other sources of financial aid should be directed to the Cultural Affairs Officer at the United States Embassy or the nearest consulate abroad.

The I-20 form will accompany the permit to register.

Regulations of the U.S. Immigration and Naturalization Service require that all persons on F-1 (student) visas pursue a full course of study at all times. This means that graduate students must

take a full course of study, 9 credit hours if study is course work only, or some combination of course work and research or writing of a thesis or dissertation. Each international student is responsible for maintaining immigration status while in the United States. Failure to do so will jeopardize the student's stay in the United States.

Students who have been accepted at Howard are not guaranteed housing, and most international students do not live in University dormitories. Upon arrival in Washington, those who need assistance in finding housing should contact the Office of Residence Life or the Office of International Student Services.

Application Deadlines

Completed applications for admission to the Graduate School must be received at Howard University on or before January 15 for the fall semester, October 1 for the spring semester, and March 15 for the summer sessions. Applications from students seeking readmission must be received at Howard in time to be approved 30 days before registration. A period of at least one semester must elapse between a student's dismissal for academic reasons and readmittance. The deadlines for admission to candidacy for the master's and Ph.D. degrees are listed in the School's Rules and Regulations for the Pursuit of Academic Degrees.

Submission of Application

Please send the completed application form and application fee to:

**Howard University Graduate School
Office of Graduate Recruitment and Admissions
4th and College Streets, N.W.
Washington, D.C. 20059**

Do not send any credentials to the department to which you are applying. This will delay processing of your application. The Office of Graduate Recruitment and Admissions will not be responsible for credentials not sent directly to the office as requested.

Categories of Admission

A. Regular Student

Applicants who meet the stated requirements for admission to a graduate program in the Graduate School shall be accepted as regular students. Students with a minimum cumulative grade point average greater to or equal to 3.0 and a baccalaureate degree from an accredited institution, (including any international student with equivalent qualifications,) are eligible to apply for admission to the Graduate School as a regular student.

B. Provisional Student

Applicants who have deficiencies in preparation or scholarship but are judged by the department to be capable of completing a graduate degree program may be accepted on a provisional basis. The student in this category will be allowed to take a maximum of ten (10) credit hours per semester for a maximum of two semesters and shall also satisfy all special

requirements set by the department before the student may qualify for admission as a regular degree student. Upon review of the conditions established at the time of admission, the Committee on Graduate Studies may recommend to the Dean that the status of the provisional student be changed to that of a regular student. Failure to meet requirements of the provisional admission within two semesters will result in dismissal from the graduate program.

C. Unclassified Student (Non-Degree Student)

An unclassified status is an elected category for the student who wishes to pursue “course work only.” The applicant must meet all general admission requirements and any additional requirements prescribed by the department. A non-degree student, upon approval and recommendation of the department, may qualify for another category of admission in the Graduate School. Departments will determine the number of non-degree students they can accept on a yearly basis. Students may transfer no more than two (2) courses earned as a non-degree student to a degree program.

Admission to a Department

The department in which the student plans to study shall determine whether or not the student meets the qualifications for admission to graduate study in that particular department. In addition to other requested materials, the applicant shall provide the Graduate School Office of Admissions with a complete transcript of academic performance of work done at Howard and/or other institutions of higher education that the applicant has attended. Upon receipt of the completed application, the Office of Admissions shall determine whether the student meets the general Graduate School admission requirements. The Office of Admissions shall notify the department and shall request that the department evaluate the student's credentials. The department shall communicate its decision to the Graduate School Office of Admissions, which will then communicate with the student.

In those cases where a graduate student wishes to transfer from one graduate program in the Graduate School to another, he/she must submit an appropriate application to the Office of Graduate Admissions, and receive approval of the department in which he/she wishes to enroll. Unless approved by the Board of Trustees, a student may not matriculate simultaneously in two graduate programs.

In the Department of Nutritional Sciences, admission requirements include a cumulative grade point average of at least 3.0 based on a 4.0 scale, and successful completion of the following undergraduate courses: Two semesters of General Chemistry (lecture and laboratory); two semesters of Organic Chemistry (lecture); one semester of Organic Chemistry Lab; one semester of Biochemistry (lecture and laboratory); and two semesters of Nutrition. Lack of these courses constitutes deficiencies.

Readmission to the Graduate School

Any student dismissed for reasons other than the second failure of the comprehensive examination or the oral defense of the thesis/the dissertation may seek readmission to the

Graduate School. First, the student must complete an application to the Graduate School Office of Admissions and include a complete record of prior academic performance at Howard University. Second, the student must submit a written request for readmission to the Dean of the Graduate School. Third, the student must receive approval for readmission from the Dean of the Graduate School and from the department in which the student wishes to enroll. Reinstatement requires fulfillment of conditions formulated by the department in which the student is a degree candidate and approved by the Dean. Following approval, the Dean will notify the student of these conditions. Students who are readmitted to the Graduate School are subject to the rules and regulations in place at the time of readmission.

A student who fails the comprehensive examination or the final oral examination in defense of the thesis or dissertation a second time will be dropped from the Graduate School, and is ineligible for readmission (see Appeal of Academic Decisions, p.32).

Returning students who were absent from, or not registered at, the University for one entire semester (summer session not included) are required to apply for readmission.

Registration and Enrollment

Students must register for classes during the registration period and follow procedures for registration as outlined in the Student Reference Manual and Directory of Classes. Both documents can be found at the Howard University website, www.howard.edu.

Permanent Record

The official permanent record of a student's enrollment in the university, registration for classes, grades earned, and other qualifications fulfilled are maintained in the Office of the Registrar.

Student Load

Nine credit hours are considered to be a full time schedule for students prior to being admitted to candidacy. After admission to candidacy, enrollment for at least one credit hour of dissertation research or dissertation writing may constitute a full time schedule. The maximum load for a graduate student is fifteen credit hours. Enrollment in more than twelve credit hours requires approval by the Graduate Studies Committee of the department. Courses for no credit allowance will not be included as part of the regular student load.

Leave of Absence for Exceptional Family Circumstances

In recognition of the effects that childbirth, adoption, illness, disability, caring for incapacitated dependents (such as children, ill or injured partners, or aging parents), military service, or similar circumstances may have on the time and energy that graduate students have to devote to their

educational programs, the University allows students in such circumstances to apply for a leave of absence.

A. Length of Leave

Students who apply for a leave of absence should indicate the length of the requested leave of absence and explain why their circumstances warrant a leave of that length. Leaves of absence in excess of four semesters are disfavored and will not be granted absent extraordinary circumstances or as required by law.

B. Application Procedures

A leave of absence for childbirth, adoption, illness, disability, dependent care, or similar circumstances normally must be requested and approved prior to the beginning of the academic term for which it is being requested. A letter of request should provide a detailed explanation of the circumstances leading to the request and a justification of the length of the requested leave. Each student should describe the progress they have made in their graduate program, and indicate if the requested leave of absence is expected to affect the time-to-degree, course viability, or course-restoration limitations set forth elsewhere in these Rules. The letter of request should be sent to the Dean of the Graduate School and, in cases of disability, the Office of Special Student Services. The letter of request must also state whether the request is supported by the student's faculty advisor and Director of Graduate Studies, and include supporting documentation. The faculty advisor, Director of Graduate Studies, Office of Special Student Services, and/or the Graduate Dean may request a doctor's statement to document any limitations arising from a student's disability or illness.

C. Special Considerations

1. Registration Requirements

Students on approved leaves of absence are not registered at the University and, therefore, do not have the rights and privileges of registered students. Upon the conclusion of an approved leave of absence, a student may register without applying for readmission to the University. Students must be registered during a semester in which they fulfill a University or departmental degree requirement, such as taking qualifying exams or submitting a dissertation/thesis. In addition, students must also be registered in order to be eligible for any form of University financial aid (*e.g.* a teaching or research assistantship) and to be certified as full-time students.

2. Impact on Funding

When contemplating a leave of absence, graduate students are advised to consult the sources of their funding to determine whether a leave might involve a long-term financial loss. Because academic programs and financial aid packages may be constructed and sequenced over a period of years, individual interruptions to the normal sequence of academic progress and scheduled employment may result in a loss of future funding and a slower time to completion of degree. In

some programs, a leave of absence may mean that students may have to begin a new project upon return, with the likelihood that their research may take longer to complete. Whenever a leave of absence is being considered, a student should meet with the advisor to develop a plan for resumption of study and gain a clear understanding of future funding opportunities. Some outside funding agencies frown on interruptions to a degree program. Some only allow leaves for medical reasons or military service. Others require prior approval of the fellowship agency.

Students with outstanding educational loans need to consider the effect of taking a leave of absence on their loan status. For some student loans, a grace period for repaying the loan begins once the student stops registering. If the leave period is longer than the grace period, then the student may have to begin repaying the loan while on a leave of absence. Prior to taking a leave, students should arrange to meet with a Student Financial Aid officer, and/or contact their lenders.

3. International students

Non-immigrant F-1 and J-1 students and their dependents must maintain legal immigration status at all times. Students with F-1 or J-1 visas must be enrolled full-time every semester at the University while they remain in the United States. The only possible exception that might allow a student to remain in the United States while on an approved leave of absence might be a serious illness or medical condition. Students are advised to consult with the staff of International Student Services for more information when considering a leave of absence.

4. Student Accounts

Students are advised to check with the Enrollment Management Office prior to taking an approved leave of absence in order to determine the status of their student accounts. Students are advised that accounts that are overdue will be subject to regular procedures in accordance with University guidelines, notwithstanding any approved leave of absence: specifically, late fees and finance charges will continue to accrue, students will be blocked from future registration upon their return, and accounts will be referred for collection, with the imposition of additional collection charges, for non-payment in accordance with regular timeframes.

5. University Housing and Other Resources

The University's general policy is that students must be registered to be eligible for University housing. For specific information about continued eligibility for University housing during an approved leave of absence, students are advised to contact the Department of Resident Life. Students who are on a leave of absence do not have a valid Howard University identification card and therefore are not entitled to use University resources, such as the libraries, shuttle buses, and other services covered by mandatory fees.

Grades and Course Credits

Letter Grades and Their Value

A. The Grading System

The grading system for all graduate level courses leading to a graduate degree awarded by the Graduate School shall be as follows:

Letter Grade	Numerical Value for the Purpose of Calculating a Grade Point Average
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0

B. D and F Grades

No degree credit may be earned for D and F grades received in graduate level courses. Such courses must be repeated and a grade of B- or higher must be earned to satisfy graduate degree requirements. Grades of D and F are a permanent part of the record, however, and are used in the calculation of the cumulative grade point average.

C. Incomplete Grades

All incomplete grades, except those for thesis, dissertation, or research courses, shall carry an alternate grade designation. The grade "I" with an alternate letter grade indicates that the work was incomplete at the end of the course. The alternate letter grade indicates the grade that will be recorded if the work is not completed by the end of the last day of the next semester in which the student is enrolled. This grade may be given to a graduate student who, upon petitioning the instructor in writing, has provided adequate justification for partial completion of the course requirement when the final grade report is due.

Completion of a course in which an incomplete grade has been given will involve the submission of required documents, e.g., term papers, exams, and notebooks, or may also include completion of contractual period of service not corresponding to the grading period. At the time the alternate letter grade is assigned, the instructor and student must complete an Incomplete Grade Processing Form (IGPF) with details of what the student must do and by what date in order to

remove/change the incomplete grade. A copy of the IGPF must be placed in the student's file in the department office. The incomplete grade must be removed by the end of the next semester in residence by the date specified in the university calendar.

The grade of "W" will be reported for a graduate student who withdraws from a course after the end of the add/drop period according to the University calendar. The "W" remains a permanent part of the student's academic record.

Change of Grade

A grade assigned for work in a graduate level course is not subject to change. Exceptional cases (such as errors in the computation of final grades) may be considered upon submission of a petition by the instructor of the course to the Dean of the Graduate School no later than one month after the beginning of the next semester in which the student is enrolled.

Approval for New or Additional Courses

Students may not receive graduate degree credit for courses not duly authorized for this purpose by the Graduate School.

Auditors

A student may audit a graduate level course and is required to pay the regular tuition and other fees. An auditor is not required to take examinations, and will not receive credit for the course. An audited course will be recorded on the student's permanent record with an assigned grade of AD.

Undergraduate Courses Taken by Graduate Students

Undergraduate courses taken to fulfill entrance deficiencies will not be calculated into the grade point average (GPA). Grades earned in required undergraduate courses taken by a graduate student as a requirement for their program are calculated as a part of both the semester and cumulative grade point averages. A maximum of six credits of such courses may be counted toward a graduate degree with the approval of the department in which the degree is pursued. Only undergraduate courses in which a grade of "B" or better is earned will be counted toward the graduate degree.

Graduate Courses Taken by Undergraduate Students

A department may permit a Howard University undergraduate student to take not more than two graduate courses in his/her senior year. When the credits earned in graduate courses exceed the total number of credits required for the baccalaureate degree, these credits may, with department approval, be counted toward requirements for a graduate degree at Howard University.

Transfer of Credit to Graduate Degrees

Departments may approve transfer of credits for graduate courses, earned in other graduate programs, where the grade is B or better. However, it must be the considered judgment of the department that the work is relevant and meets the objectives of comparable courses. In no case may transfer credit hours exceed the limit specified in General Requirements for the Master of Science Degree, p.15 and General Requirements for the Doctor of Philosophy Degree, p.22. Such transfer may not be used to satisfy the residency requirement specified for the Master of Science Degree (p.15) and the Doctor of Philosophy Degree (p.22), and must be approved by the Graduate School.

General Requirements for the Master of Science Degree

Residency, Credit Requirements, and Admission to Candidacy

A. Residency

A minimum of six credit hours per semester constitutes residency. A student must be in residence in the Graduate School for at least one semester in order to be recommended for a degree. Credits transferred from other accredited graduate institutions may not be used to meet the residency requirement.

B. Minimum Credit Requirements

The minimum number of credits required for the Master's degree is thirty (32 in the Department of Nutritional Sciences). However, departments may require credits in excess of this amount, and various factors may result in a student's taking more than the minimum number of credit hours prior to satisfactorily completing the degree requirements. The completion of minimum course requirements or credit does not guarantee receipt of the degree.

The distribution of credits for the degree shall be as follows:

1. Twenty-six credits in course work, at least eighteen of which shall be earned in the major subject.
2. No more than six (6) credits in thesis writing courses may count towards the requirements of the degree.

C. Admission to Candidacy

Admission to a Master's degree program does not automatically admit a student to candidacy for the Master's degree. A student will be admitted to candidacy upon completion of a majority of the requirements for the Master's degree, except the thesis or its equivalent.

Prior to admission to candidacy, a student must:

1. Submit an admission to candidacy form (available from the Graduate School, or at www.gs.howard.edu, click “Academics” then “Forms & Applications”), listing graduate courses completed, in process, and yet to be completed.
 2. Pass all of the required core courses.
 3. Pass the qualifying or comprehensive examination administered by the department (where applicable).
 4. Demonstrate proficiency in expository writing in addition to satisfying the RCR requirement as described in Other Requirements for the Degree, p.31.
 5. Pass the foreign language examination or fulfill the approved substitute where applicable.
 6. Secure the approval of the Institutional Review Board (IRB), Institutional Biosafety Committee (IBC), Institutional Animal Care and Use Committee (IACUC) or other institutional committees as required for the research project.
 7. Receive approval of a thesis subject or an optional requirement as determined by the Committee on Graduate Studies in the major department.
 8. Receive the endorsement of the Committee on Graduate Studies in the major department.
 9. Receive the approval of the Graduate School.
- Admission to candidacy must be achieved at least six weeks *prior to* the end of the semester in which the student expects to receive his/her degree.

Candidacy for the Master's degree shall be valid for no more than two academic years. Any student seeking renewal of candidacy must apply to the Graduate School through the department for reinstatement. The department in which the student is seeking the degree shall determine the conditions under which he/she may be reinstated, subject to the approval of the Executive Committee of the Graduate School.

The responsibility for fulfilling these requirements on time is that of the student. The departmental Director of Graduate Studies should be consulted regarding any of the stated requirements. Students should carefully note the specific requirements of their department relative to admission to candidacy and regard them as additional to these general requirements.

Course Requirements

MS Program in Nutrition

The Department of Nutritional Sciences offers the MS degree in Nutrition with two emphases. The emphases include (1) Community Nutrition and (2) Experimental Nutrition.

Course requirements for both emphases of the MS degree appear below.

**Howard University
Graduate School
Department of Nutritional Sciences**

**Academic Program Leading to the Master of Science Degree
(Community Nutrition Emphasis)**

<u>Fall Semester</u>			<u>Spring Semester</u>		
NUTG-284	Community Nutrition	3	NUTG-310	Grad Sem Nutrition	1
*NUTG-	Elective	2-3	****NUTG-	Elective	2-3
NUTG-	Elective	3	***NUTG-	Elective	3
***	Statistics	3-4	NUTG-316	Eval of Nutr Status	3
<hr/>			NUTG-318	Tech in Comm Nutr	2
Total		11-13	NUTG-302	Thesis in NS ¹	1
			<hr/>		
			Total		12-13

<u>Fall Semester</u>		
NUTG-301	Thesis in NS ¹	3
**NUTG-	Elective	3
*****	Elective	3
<hr/>		
Total		9

Total Credit Hours=32-35

*Course may be selected from Carbohydrate & Energy Metabolism (NUTG-311), Special Problems in Nutritional Science (NUTG-203), International Nutrition (NUTG-285), Proteins (NUTG-312), Lipids (NUTG-313), or Vitamins (NUTG-314)

**Course may be selected from Special Problems in Nutritional Science (NUTG-203), International Nutrition (NUTG-285), Proteins (NUTG-312), Lipids (NUTG-313), or Vitamins (NUTG-314)

***Course may be selected from Introduction to Statistical Methods (HUDE-205), Statistics I (PSYC-207), or Biostatistics (BIOG-430)

****Course may be selected from Nutrition in Aging (NUTG-208), Special Problems in Nutritional Science (NUTG-203), or Minerals (NUTG-315)

*****Course may be selected from Special Problems in Nutritional Science (NUTG-203), or Minerals (NUTG-315)

*****Course may be selected from graduate courses preferably in Nutrition, Biochemistry, Psychology, Sociology, Chemistry, Education, Communications, or Sociology and Anthropology

¹Thesis in NS can be taken only after admission to candidacy

Approved by Graduate Faculty 8.22.01

**Howard University
Graduate School
Department of Nutritional Sciences**

**Academic Program Leading to the Master of Science Degree
(Experimental Nutrition Emphasis)**

<u>Fall Semester</u>			<u>Spring Semester</u>		
NUTG-319	Res Method Exp Ntr	4	NUTG-310	Grad Sem Nutrition	1
*NUTG-	Elective	2-3	****NUTG-	Elective	3
NUTG-	Elective	3	**NUTG-	Elective	3
***	Statistics	3-4	NUTG-316	Eval of Nutr Status	3
			NUTG-302	Thesis in NS ¹	1
Total			Total		
		12-14			11

<u>Fall Semester</u>		
NUTG-301	Thesis in NS ¹	3
**NUTG-	Elective	3
*****	Elective	3
Total		
		9

Total Credit Hours=32-34

*Course may be selected from Carbohydrate & Energy Metabolism (NUTG-311), Special Problems in Nutritional Science (NUTG-203), Community Nutrition (NUTG-284), International Nutrition (NUTG-285), Proteins (NUTG-312), Lipids (NUTG-313), or Vitamins (NUTG-314)

**Course may be selected from Special Problems in Nutritional Science (NUTG-203), Community Nutrition (NUTG-284), International Nutrition (NUTG-285), Proteins (NUTG-312), Lipids (NUTG-313), or Vitamins (NUTG-314)

***Course may be selected from Introduction to Statistical Methods (HUDE-205), Statistics I (PSYC-207), or Biostatistics (BIOG-430)

****Course may be selected from Special Problems in Nutritional Science (NUTG-203), or Minerals (NUTG-315)

*****Course may be selected from graduate courses preferably in Nutrition, Biochemistry, Psychology, Sociology, Chemistry, Education, Communications, or Sociology and Anthropology

¹Thesis in NS can be taken only after admission to candidacy

Approved by Graduate Faculty 8.22.01

Length of Time for Completion of the Master's Degree

Students are expected to complete a Master's degree within a maximum of five years from the date of initial registration in the program. A student who exceeds the five year period may be dismissed. After five years, students must petition for readmission and may be readmitted only upon fulfillment of conditions recommended by the departmental Committee on Graduate Studies and approved by the Executive Committee of the Graduate School, subject to the rules for readmission to the Graduate School (p.9).

Course Viability

The Graduate School has a fundamental interest in ensuring that its graduating MS students have currency of knowledge in their fields. Therefore, the Graduate School places limits on the age of courses that can be counted toward the fulfillment of graduation requirements.

Credit for courses pursued more than five and less than seven years, prior to the term in which the student presents herself/himself for the final examination, can be counted toward the fulfillment of degree requirements only if they are restored as described in this paragraph with the approval of the departmental Committee on Graduate Studies and the Dean. In order for a course to be restored under this paragraph, the student must pass an examination administered expressly for the purpose of restoration of credits in the course concerned or a comprehensive examination in the field in which the course falls.

A student may not receive credit toward the degree for a course, which the student took and completed more than seven (7) years prior to the time the student presents herself/himself for the final examination. Such courses may not be restored.

In the event that a student has been granted a leave of absence on account of childbirth, adoption, illness, caring for incapacitated dependents, disability, military service, or similar circumstances, or if the student's progress toward a degree has been delayed as a result of such conditions or circumstances but without the need for a leave of absence, the student may apply in writing to the departmental Graduate Studies Committee and the Dean for an exception to the foregoing limitations on course viability and course restoration. A copy of any such application must be provided to the Office of Special Student Services. Such exceptions are strongly disfavored where the courses exceed the foregoing time limitations because of the Graduate School's fundamental interest in ensuring that graduating students have currency of knowledge in their disciplines.

Enrollment in Thesis Writing Courses

A student who has met course credit requirements but is using University facilities, or is conferring in person with the thesis advisor, must continue to enroll in a thesis-writing course. A student shall register as an auditor if he/she has already accumulated the maximum number of hours permitted for thesis writing courses.

Assignment of Grades for Thesis Writing Courses

Thesis writing courses shall be assigned a grade of Incomplete while the work is in progress. These incomplete grades are removed after completion of the final oral examination on the thesis.

Enrollment in the Semester in Which the Degree is Conferred

A candidate for a degree must be enrolled in the Graduate School during the semester in which the degree is conferred.

Program of Study

The department in which the student is enrolled shall specify the program and departmental requirements for each of its candidates. An approved Program of Study for each student must be filed with the Graduate School no later than the end of the first semester in residence. The responsibility of submitting the individualized Program of Study is that of the student. Failure to do so in a timely manner may result in suspension of enrollment privileges at the University. The template for the Program of Study is available at www.gs.howard.edu (click “Academics” then “Forms & Applications”).

Grades and Academic Status

- A. A cumulative grade point average (GPA) of 3.00 (B) is required for graduation.
- B. A student who falls below the 3.00 GPA shall be warned and informed by the Graduate School and must raise the quality point index to 3.00 in the next two terms in residence. Students failing to do so will be dismissed from the Graduate School.
- C. A student may earn no more than two grades below B-, or he/she will be dismissed from the Graduate School
- D. A student who demonstrates an inability to perform satisfactorily at the graduate level should be recommended for dismissal.

Transfer of Credit

Course work taken in another graduate program may be approved for transfer up to a maximum of six credits provided the courses to be transferred were not applied to satisfy requirements for a degree. The specific courses for which these six credits may be transferred shall be determined by the Committee on Graduate Studies in the major department subject to the approval of the Graduate School. Official transcripts must accompany any request for transfer of credits. Viability of transfer courses shall be governed by the rules specified in Section B above.

Students currently enrolled in a program of the Graduate School who wish to seek admission to another program in the Graduate School must obtain written permission from the department in which the student is enrolled for transfer to another program. A copy of the approved document

must be submitted to the Graduate School. The student must formally apply for admission into the new program. The rules on transfer of credits noted above will apply to students who desire to switch programs.

Foreign Language Requirement for a Master's Degree

The Department of Nutritional Sciences does not have a foreign language requirement.

Qualifying and/or Comprehensive Examination

All students enrolled in the Master of Science Program in Nutrition must successfully complete a qualifying examination in nutrition. The examination tests basic knowledge in nutrition and does not require completion of graduate nutrition courses. The examination, administered by the Department, must be taken by the end of the first year of enrollment in the M.S. Program. A passing score of eighty percent is required. The examination is offered once each semester.

Any student who fails the examination for the first time will be allowed to sit for a second examination provided the second examination does not come earlier than two (2) months from the date of the previous examination. Failure on the second examination will result in dismissal from the Graduate School. The examination is a prerequisite for the approval of the thesis research proposal which is a prerequisite for admission to candidacy in the Graduate School. A candidate for the MS degree is also required to take a final oral examination on the thesis which is the final test of his/her fitness for the degree.

Thesis or its Equivalent: Committee, Document, and Defense

The Master's degree program in the Department of Nutritional Sciences requires the submission of a thesis. A member of the Graduate Faculty who shall act as his/her advisor must supervise students preparing a required document. Said advisor must be a member of the department in which the degree will be granted. Students are advised to consult their departments concerning requirements and options, because departments, in accordance with disciplinary practices, determine acceptable projects.

The subject of the thesis or its equivalent shall be determined as early in the program as possible.

A. The Committee

The committee for the thesis or its equivalent must consist of the thesis advisor and at least two other members, a majority of whom must be members of the Graduate Faculty at Howard University. Each member of the committee is responsible for fully reviewing and approving both the process and the final document (i.e. the thesis or its equivalent). Final approval of the thesis or its equivalent in all aspects is the responsibility of the full committee acting on behalf of the Graduate School.

B. The Document

The document shall be prepared in accordance with the conventions of the discipline and shall conform to requirements of the Graduate School as specified in the manual available in the Graduate School.

Thesis students shall deposit three approved copies with the department no later than two weeks after the date of the final oral examination; these documents along with other supporting documents will then be forwarded to the Graduate School. Students who fail to comply with this regulation will be considered to have failed the first oral examination and will have to sit for a second one.

C. Defense

The candidate is required to pass a final oral examination in defense of the thesis or its equivalent. In accordance with the academic calendar of the Graduate School, the department must notify the Graduate School to schedule the examination. In scheduling the examination, the student's major department shall furnish the names of the members of the oral defense committee. The examination shall be based primarily on the research, the field of research, and related areas of study. The majority of the oral examination committee must be members of the Graduate Faculty at Howard University.

The final examination shall be open to members of the faculties of the University, and to other persons who may be invited by the candidate's major department and by the candidate.

A candidate who fails such an examination on the first try may sit for a second examination, provided that the second examination not be administered earlier than two months from the date of the first examination. Failure on the second examination will result in dismissal from the Graduate School.

General Requirements for the Doctor of Philosophy Degree

Residency, Credit Requirements, and Admission to Candidacy

A. Residency

A minimum of six (6) credit hours per semester constitutes residency. A student must be in residence in the Graduate School for at least four (4) semesters in order to be recommended for a degree. Credits transferred from other accredited graduate institutions may not be used to meet the residency requirement.

B. Minimum Credit Requirements

The minimum course credits for the degree is 72 graduate credits (inclusive of dissertation) beyond the bachelor's degree. However, departments may require credits in excess of this

amount, and various factors may result in a student's taking more than the minimum number of credit hours prior to satisfactorily completing the degree requirements. No more than twelve (12) credits in dissertation writing courses may count towards the requirements for the degree. The completion of minimum course requirements or credit does not guarantee receipt of the degree.

C. Admission to Candidacy

Admission to the Ph.D. program does not automatically admit a student to candidacy for the Ph.D. degree. A student shall be admitted to candidacy upon completion of most requirements for the Ph.D. degree, except the dissertation.

A student can be admitted to candidacy upon meeting the following requirements:

1. Submit a complete admission to candidacy form to the Graduate School (available from the Graduate School, or at www.gs.howard.edu, click "Academics" then "Forms & Applications"). It must include a list of graduate courses completed, those in process, and those courses in the field yet to be completed.
2. Pass all of the required core courses.
3. Pass the qualifying and/or comprehensive examination administered by the department (where applicable).
4. Demonstrate proficiency in expository writing in addition to satisfying the RCR requirement as described in Other Requirements for the Degree, p.31.
5. Pass the foreign language examination or fulfill the approved substitute (where applicable).
6. Secure the approval of the Institutional Review Board (IRB), Institutional Biosafety Committee (IBC), Institutional Animal Care and Use Committee (IACUC) or other institutional committees as required for the research project.
7. Receive approval of a dissertation topic via a process determined by the Committee on Graduate Studies in the major department. A copy of the approved dissertation proposal must accompany the request for the admission to candidacy.
8. Receive the endorsement of the Committee on Graduate Studies in the major department.
9. Receive the approval of the Graduate School.

Admission to candidacy must be achieved at least one semester *prior to* that in which the student expects to receive the degree.

Candidacy for the Ph.D. degree shall be valid for no more than five academic years. Any student seeking renewal of candidacy must apply to the Graduate School through the department for readmission. The department in which the student is seeking the degree shall determine the conditions under which the student may be reinstated, subject to approval of the Graduate School.

The responsibility for fulfilling these requirements is that of the student. Students should consult the Director of Graduate Studies in their department if in doubt as to any of the

requirements. Students should carefully note the specific requirements of their departments relative to admission to candidacy and regard them as additional to these general requirements.

Course Requirements

The Department of Nutritional Sciences offers the Ph.D. degree in Nutrition with two emphases. The emphases include (1) Community Nutrition and (2) Experimental Nutrition. Students must have a master's degree from an accredited institution to enter the Doctoral Program in Nutrition. In addition, students must satisfactorily complete a preliminary Ph.D. examination administered by the department.

Course requirements for both emphases of the Ph.D. degree appear below.

**Howard University
Graduate School
Department of Nutritional Sciences**

**Academic Program Leading to the Doctor of Philosophy Degree
(Community Nutrition Emphasis)**

<u>Fall Semester</u>			<u>Spring Semester</u>		
NUTG-284	Community Nutrition	3	NUTG-310	Grad Sem Nutrition	1
NUTG-312	Proteins	3	**	Statistics	3
NUTG-313	Lipids	3	NUTG-316	Eval of Nutr Status	3
*	Statistics	3-4	NUTG-318	Tech in Comm Nutr	2
NUTG-310	Grad Sem Nutrition	1	BIOC-182	Clinical Biochem	3
Total			Total		
13-14			12		

<u>Fall Semester</u>			<u>Spring Semester</u>		
NUTG-314	Vitamins	3	NUTG-310	Grad Sem Nutrition	1
NUTG-311	Carbohydrate and Energy Metab.	2	NUTG-402	Res in Nutrition	1
NUTG-310	Grad Sem Nutrition	1	NUTG-208	Nutrition in Aging	2
PHED-385	Comm Org for Hlth	3	***	Epidemiology	3
****	Elective	3	NUTG-315	Minerals	3
****	Elective	2-3	****	Elective	3
Total			Total		
14-15			13		

<u>Fall Semester</u>			<u>Spring Semester</u>		
NUTG-401	Res in Nutrition	3	NUTG-405	PhD Dissertation ¹	6
NUTG-404	PhD Dissertation ¹	3	****	Elective	3
****	Elective	3			
****	Elective	3	Total		
Total			9		
12					

Total Credit Hours=73-75

*Course may be selected from Introduction to Statistical Methods (HUDE-205), Statistics I (PSYC-207) or Biostatistics (BIOG-430)

**Course may be selected from Intermediate Statistics (HUDE-400), or Statistics II (PSYC-208)

***Course may be selected from courses offered through the consortium

****Course may be selected from graduate courses preferably in Nutrition, Biochemistry, Psychology, Sociology, Chemistry, Education, Communications, or Sociology and Anthropology

¹PhD Dissertation can be taken only after admission to candidacy

Approved by Graduate Faculty 8.22.01

**Howard University
Graduate School
Department of Nutritional Sciences**

**Academic Program Leading to the Doctor of Philosophy Degree
(Experimental Nutrition Emphasis)**

<u>Fall Semester</u>			<u>Spring Semester</u>		
NUTG-312	Proteins	3	NUTG-310	Grad Sem Nutrition	1
NUTG-313	Lipids	3	NUTG-315	Minerals	3
NUTG-311	Carbohydrate and Energy Metab.	2	NUTG-316	Eval of Nutr Status	3
NUTG-310	Grad Sem Nutrition	1	**	Elective	3
*	Statistics	3-4	***	Statistics	3
Total			Total		
12-13			13		
<u>Fall Semester</u>			<u>Spring Semester</u>		
NUTG-314	Vitamins	3	NUTG-310	Grad Sem Nutrition	1
NUTG-319	Res Meth Exp Nutr	4	NUTG-401	Res in Nutrition	3
HHPL-327	Work Physiology I	3	HHPL-328	Work Physiology II	3
NUTG-310	Grad Sem Nutrition	1	****NUTG-	Elective	2-3
NUTG-402	Res in Nutrition	1	**	Elective	3
Total			Total		
12			12-13		
<u>Fall Semester</u>			<u>Spring Semester</u>		
NUTG-401	Res in Nutrition	3	NUTG-404	PhD Dissertation ¹	3
NUTG-404	PhD Dissertation ¹	3	CHEM-252	Biochemistry	3
CHEM-251	Biochemistry Lec I	3	**	Elective	3
BIOC-203	Biochemistry Lab3	3	**	Elective	2-3
Total			Total		
12			11-12		

Total Credit Hours=72-75

*Course may be selected from Introduction to Statistical Methods (HUDE-205), Statistics I (PSYC-207), or Biostatistics (BIOG-430)

**Course may be selected from graduate courses preferably in Nutrition, Biochemistry, Psychology, Sociology, Chemistry, Education, Communications, or Sociology and Anthropology

***Course may be selected from Intermediate Statistics (HUDE-400), or Statistics II (PSYC-208)

****Course may be selected from Nutrition in Aging (NUTG-208), Techniques in Community Nutrition (NUTG-316), or Special Problems in Nutritional Science (NUTG-203)

¹PhD Dissertation can be taken only after admission to candidacy

Approved by Graduate Faculty 8.22.01

Length of Time for Completion of the Ph.D. Degree

Students are expected to complete a Ph.D. degree within a maximum of seven (7) years from the date of initial registration in the program. A student who exceeds this period may be dismissed. After seven years, students must petition for readmission and may be readmitted only upon fulfillment of conditions recommended by the departmental Committee on Graduate Studies and approved by the Executive Committee of the Graduate School, subject to the rules for readmission to the Graduate School (p.9).

Course Viability

The Graduate School has a fundamental interest in ensuring that its graduating Ph.D. students have currency of knowledge in their fields. Therefore, the Graduate School places limits on the age of courses that can be counted toward the fulfillment of graduation requirements. Credit for courses pursued more than seven and less than ten years, prior to the term in which the student presents herself/himself for the final examination, can be counted toward the fulfillment of degree requirements only if they are restored as described in this paragraph with the approval of the departmental Committee on Graduate Studies and the Dean. In order for a course to be restored under this paragraph, the student must pass an examination administered expressly for the purpose of restoration of credits in the course concerned or a comprehensive examination in the field in which the course falls.

In the event that a student has been granted a leave of absence on account of childbirth, adoption, illness, caring for incapacitated dependents, disability, military service, or similar circumstances (see p.10), or if the student's progress toward a degree has been delayed as a result of such conditions or circumstances but without the need for a leave of absence, the student may apply in writing to the departmental Graduate Studies Committee and the Dean for an exception to the foregoing limitations on course viability and course restoration. A copy of any such application must be provided to the Office of Special Student Services. Such exceptions are strongly disfavored where the courses exceed the foregoing time limitations because of the Graduate School's fundamental interest in ensuring that graduating students have currency of knowledge in their disciplines.

Enrollment in Dissertation Writing Courses

A student is not permitted to register for dissertation writing until he or she has been admitted to candidacy. A student who is using the University facilities or is conferring in person with the dissertation advisor must continue to enroll in a dissertation writing course. The student must register as an auditor if he/she has already accumulated the maximum number of hours permitted for dissertation writing courses (12 credit hours).

Assignment of Grades for Dissertation Writing Courses

Dissertation writing courses will be assigned a grade of Incomplete while the work is in progress. The “incomplete” grades will be removed upon successful passage of the final oral examination for the dissertation.

Enrollment in the Terminal Semester

A degree candidate must be registered for at least one graduate credit hour during the semester in which the degree is conferred.

Grades and Academic Status

A cumulative grade point average of 3.00 (B) is required for graduation. A Ph.D. student will be permitted only two grades below B-, and will be dismissed after he/she receives a third grade below B-. Grades below B- earned at the Master's level at Howard University or elsewhere are not included in this count; the reference here is to grades below B- in Ph.D. course work done at Howard University.

A student who falls below 3.00 GPA will be given due notice by the Graduate School that he/she must raise his/her quality point index to 3.00 in the next two terms in residence. Students failing to do so will be dismissed from the Graduate School. A student who demonstrates an inability to perform satisfactorily at the graduate level may be recommended for dismissal.

Program of Study

Each department in which the student is enrolled shall specify the programs and the requirements for each matriculating degree student. An approved Program of Study for each student must be filed with the Graduate School no later than the end of the first semester in residence. The responsibility of submitting the individualized Program of Study is that of the student. Failure to do so in a timely manner may result in suspension of enrollment privileges at the University. The template for the Program of Study is available at www.gs.howard.edu (click “Academics” then “Forms & Applications”).

Transfer of Credit to the Ph.D. Degree

Students holding a bachelor's degree who were admitted directly into the Ph.D. program may—with the approval of the Committee on Graduate Studies—transfer a maximum of 18 semester credit hours of graduate credits with a grade of B or better into the Ph.D. program. Students holding a Master's degree from a recognized accredited institution or an equivalent international institution may transfer no more than 24 graduate course credits with a grade of B or better into the Ph.D. program, dependent upon approval of the Committee on Graduate Studies in the major department. Official transcripts must accompany any request for transfer of credits.

Students currently enrolled in a program of the Graduate School who wish to seek admission to another program in the Graduate School must obtain written permission from the department in which the student is enrolled for transfer to another program. A copy of the approved document must be submitted to the Graduate School. The student must formally apply for admission into the new program. The rules on transfer of credits noted above will apply to students who desire to switch programs

Foreign Language Requirement

The Department of Nutritional Sciences does not have a foreign language requirement.

Ph.D. Qualifying and/or Comprehensive Examinations

The student will be required to pass a qualifying and/or comprehensive examination administered by the Graduate Faculty of the department in which the student is enrolled. This examination will be given only once each semester. A student should take the examination while earning his/her first 48 credits towards the Ph.D. degree, or as required by the department concerned. Students must consult their departments for specific information on the examination(s).

A candidate who fails such an examination on the first try may sit for a second examination, provided that the second examination not be administered earlier than two months from the date of the first examination. Failure on the second examination will result in dismissal from the Graduate School.

Dissertation Proposal, Committee, Document, and Defense

Ph.D. programs require the submission of a dissertation in partial fulfillment of requirements for the degree. A member of the Graduate Faculty who shall act as the student's advisor must supervise students preparing the dissertation document. Said advisor must be a member of the department in which the degree will be granted. Students are advised to consult their departments concerning requirements.

A. Dissertation Proposal

The subject of the dissertation shall be determined as early in the program as possible. As a condition for admission to candidacy, the student must present an approved proposal for his/her doctoral dissertation research as authorized by his/her advisor and members of the dissertation committee.

The proposal should include an outline of the proposed research including the nature, scope, and significance of the problem, the theory, methodology, and a tentative title. A copy of the approved dissertation proposal must accompany the admission to candidacy form submitted to the Graduate School. The proposal and candidacy application must be approved by at least four members of the Graduate Faculty with a majority of members from the department.

B. Dissertation Committee

The dissertation committee must consist of the dissertation advisor, at least three other members of the Graduate Faculty, and an external member of comparable stature as determined by the Committee on Graduate Studies (at least one publication in a peer-reviewed journal within the past five years). Each member of the committee is responsible for fully reviewing and approving both the process and the final dissertation document. Final approval of the dissertation, in all aspects, is the responsibility of the full dissertation committee acting on behalf of the Graduate School.

C. Dissertation Document

The candidate for the Doctor of Philosophy degree is required to present a dissertation, which is the result of significant and sustained research in his/her discipline. The student must demonstrate ability to organize and present effectively the findings and results of his/her research. When completed, it is expected that such research will make a meritorious contribution to the field of knowledge.

The document shall be prepared in accordance with the conventions of the discipline and conform to the requirements of the Graduate School as specified in the manual available in the Graduate School. Before the final oral examination is scheduled, the dissertation must be deposited with the Graduate School according to a schedule established by the Graduate School. The dissertation shall also be deposited in the department where the student is seeking the Ph.D. degree not later than three weeks *before* the date of the final examination for the degree. The candidate shall prepare three copies of the dissertation and four copies of the dissertation abstract in accordance with the prevailing Graduate School guidelines on preparing such documents.

D. Final Oral Examination and Defense of the Dissertation

The candidate shall be required to pass a final oral examination in defense of the dissertation. The examination shall be based primarily on his/her research, the field of his/her research, and related areas of study.

The oral examination committee shall consist of a minimum of five members, four of whom must be current members of the Graduate Faculty at Howard University, and at least one of whom shall be from outside the University and be of comparable stature. Upon the recommendation of the Committee on Graduate Studies in the department where the degree is earned, the Dean of the Graduate School shall appoint members of the oral examination committee.

The process for the conduct of the final oral examination shall be as follows:

1. The Committee on Graduate Studies in the major department shall request permission from the Graduate School to conduct an oral examination, adhering to the published deadlines. A copy of the approved candidacy form must accompany the request. Currency of courses as stipulated

in Course Viability, p.27, must be established and affirmed in the memorandum to request the scheduling of an oral examination.

2. The Committee on Graduate Studies in the department shall submit to the Dean a list of recommended examiners.
3. The Dean or his designee shall appoint an examination committee and shall notify each member of the committee of the date, time, and place of the examination.
4. The Dean and Associate/Assistant Deans of the Graduate School shall be ex officio members of all oral examination committees.

The final oral examination shall be open to members of the faculty of the University, and to other persons whom the candidate's major department or the candidate may invite. Final approval of the dissertation in all aspects is the responsibility of the full committee acting on behalf of the Graduate School.

A candidate who fails the oral examination on the first try may sit for a second examination, provided that the second examination not be administered earlier than two months from the date of the first examination. Failure on the second examination will result in dismissal from the Graduate School. A student dismissed for this reason will not be readmitted to the Graduate School.

A department can recommend dismissal of a student who, after failing the dissertation oral defense the first time, does not resubmit the dissertation and present himself/herself for reexamination within a six-month period.

Other Requirements for the Degree

In addition to departmental requirements for the degree, all graduate students must demonstrate competency in the English language and pay all degree fees. All graduate students must participate satisfactorily in the Responsible Conduct of Research (RCR) workshop or equivalent.

English Competency and Expository Writing

All graduate students must demonstrate their competency in the English language as evidenced by earning a passing score on the English Proficiency Examination. Students who do not pass the examination must successfully complete a course on expository writing, "Writing Workshop in Exposition for Graduate Students." All graduate students, both part-time and full time, must satisfy this requirement during their first year of enrollment and may not advance to candidacy without having done so. Doctoral students who have demonstrated competency at the Master's level at Howard University need not do so again at the doctoral level.

Responsible Conduct of Research

The Responsible Conduct of Research (RCR) Workshop is intended to provide students with information on pertinent federal and University guidelines and regulations pertaining to the responsible conduct of research as well as to instruct them in a method of utilizing moral

reasoning skills in responding to ethical dilemmas in research. Workshop topics include intellectual property, data sharing and understanding of Institutional Review Board (IRB) policies and procedures, data acquisition and management, and mentoring. The RCR training workshop is a requirement for admission to candidacy. To receive the RCR certificate, students must complete all required training sessions and successfully complete a learning assessment exercise at the end of the workshop.

Advisement Policies

Academic and Research Advisement

Each student in the Graduate Program in Nutrition is assigned a faculty advisor on entering the program. Initially, doctoral students are advised academically by the Director of Graduate Studies. Once the student has a graduate faculty research advisor to direct his or her dissertation research, this advisor also serves as the academic advisor. Masters students are assigned a graduate faculty academic advisor.

Graduate students should meet with their advisors at least once each semester to have courses approved prior to registration. This meeting also helps the advisor to monitor academic progress to ensure the success of graduate students. The Director of Graduate Studies is always available to advise graduate students.

Appeal of Academic Decisions

Grievance procedures, as detailed under the “Policy on Student Academic Procedures” in The Student Reference Manual, the H-Book and other University publications, are applicable in the case of challenges to academic decisions. The procedure approved by the Board of Trustees on April 23, 1994, is as follows:

The Informal Process

A. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g., a grade dispute with the instructor.

B. If the student is unable to resolve the dispute with the primary party of the dispute, then the student is advised to seek the intervention of his or her departmental chairperson.

C. All disputes, which are not resolved at the departmental level, are then brought to the Dean’s Office, whereupon the Dean or his/her designee will seek to reach an informal resolution through mediation between the parties.

D. If mediation at the Dean’s level fails, then the student’s grievance is consigned to the committee designated by the school/college to address student grievances herein referred to as the Student Grievance Committee.

The Formal Process

- A. Student grievances, which are consigned to the Student Grievance Committee, must be specified in writing by the student and given to the Dean or his/her designee.
- B. The student's written statement, along with supportive evidence, constitutes a case document, which will be submitted to each member of the committee.
- C. The second party to the dispute is also requested to provide to the office of the Dean with his or her written account of the matter in dispute, which becomes a part of the case document that is forwarded to each member of the committee.
- D. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case as expeditiously as possible.
- E. After the date has been set, each party to the dispute is sent a certified letter, which informs him or her of the charges, and date of the meeting as well as a statement requesting his or her presence.
- F. During the hearing, the student presents his/her case; after, the accused party is allowed to present the other side. Each side is permitted to have witnesses.
- G. Following the hearing, members of the committee after deliberation on their assessment of the case reach a decision as to how the case should be resolved.
- H. The committee's decision is sent to the Dean of the Graduate School in the form of a recommendation.
- I. The Dean then informs the student in writing of the decision, which may be based upon the committee's recommendation or upon a modification of it.

The procedures for resolution of grievance matters are subject to revision by the Board of Trustees.

Sequential Steps in Obtaining the MS Degree in Nutrition

- Attend scheduled orientations (GS and NS).
- Obtain academic advisement by assigned graduate faculty advisor or initially by the Coordinator of Graduate Studies
- Register online
- Attend classes and see advisor for adjustments to the course schedule
- Submit approved Program of Study by end of first semester enrolled
- Take GSAS English Proficiency Examination the first semester enrolled
- Take GSAS Expository Writing Course, if above exam is not passed.

- Submit a request during the first semester enrolled for the Transfer of Credit for graduate hours earned in other graduate programs
- Complete the NS Department MS Qualifying Examination by the end of the first year of enrollment
- Meet with academic advisor to discuss academic progress each semester
- Select a research advisor and develop a research topic for the thesis with the guidance of the advisor
- Select members of the thesis committee
- Complete Responsible Conduct in Research Workshop
- Develop research proposal
- Distribute proposal to thesis committee
- Respond to comments from the committee
- Give oral presentation of thesis proposal
- Prepare final draft of thesis proposal
- Obtain approval of thesis research proposal¹
- Apply to NS for Admission to Candidacy in the GS, on schedule
- Obtain required approval of proposal from the Institutional Review Board for human subjects or the Animal Care and Use Committee for experimental animals
- Conduct thesis research
- Complete course work
- File Registration for Graduation card in GS, on schedule
- Prepare thesis
- Distribute thesis to the thesis committee
- Revise thesis based on comments from the committee
- Approval of thesis by the thesis committee
- Have oral defense of thesis
- Submit final thesis to NS for submission to the GS
- Obtain graduation clearance
- Graduate

Sequential Steps in Obtaining the PhD Degree in Nutrition

- Attend scheduled orientations (GS and NS)
- Obtain academic advisement initially by the Coordinator of Graduate Studies and graduate faculty members
- Register online
- Attend classes and see advisor for adjustments to the course schedule
- Submit approved Program of Study by end of first semester enrolled
- Take GSAS English Proficiency Examination the first semester enrolled, if not previously taken
- Take GSAS Expository Writing Course, if above exam is not passed

¹ Please note that any changes in the proposal after its approval must be approved by the student's committee members.

- Submit a request during the first semester enrolled for the Transfer of Credit for graduate hours earned in other graduate programs
- Meet with academic advisor to discuss academic progress each semester
- Complete required nutrition courses
- Complete the Ph.D. Qualifying Examinations in Nutrition
- Select a research advisor and develop a research topic for the dissertation with the guidance of the advisor
- Select members of the dissertation research committee
- Complete Responsible Conduct in Research Workshop
- Develop dissertation research proposal
- Distribute proposal to dissertation research committee
- Respond to comments from the committee
- Give oral presentation of the dissertation research proposal
- Prepare final draft of the dissertation research proposal
- Obtain approval of the dissertation research proposal²
- Apply to NS for Admission to Candidacy in the GS, on schedule by the semester before graduation
- Obtain required approval of proposal from the Institutional Review Board for human subjects or the Animal Care and Use Committee for animals
- Conduct dissertation research
- Complete course work
- File Register for Graduation card in GS, on schedule
- Prepare dissertation
- Distribute dissertation to the dissertation research committee
- Revise dissertation based on comments from the committee
- Approval of dissertation by the dissertation research committee
- Have departmental preliminary examination
- Have oral defense of dissertation in the GS
- Submit final dissertation to the NS for submission to the GS
- Obtain graduation clearance
- Graduate

Policy and Procedures for Admission and Retention in the Ph.D. Program in Nutrition for Students Entering with the BS Degree

Admission

Applicants must apply to and meet the requirements (GRE ,TOEFL etc.) for admission to the Graduate School (GS) and the minimum requirements of the Department for entering the

² Please note that any changes in the proposal after its approval must be approved by the student's committee members.

Graduate Program in Nutrition. Additional minimum requirements for admission into the Ph.D. Program for recipients of a baccalaureate degree only include having nutrition as an undergraduate major; a cumulative grade point average of 3.5 on a 4.0 scale; a science (including nutrition) GPA of 3.8; and documentation of research competency .

Applications will be reviewed by the Doctoral Committee in Nutrition

Retention

The progress of students in the B.S./Ph.D. track will be closely monitored by the student's advisor, the Director of Graduate Studies, and/or the Department Chairman. Retention will be based on maintaining a cumulative GPA of at least 3.2 [minimum of nine (9) credit hours per semester] and abiding by the rules and regulations of the Department and the GS. Students must comply with the terms of the contract signed upon admission. Course requirements are the same as those specified above for the Ph.D. degree.

Registration for Graduation

M.S. and Ph.D. Students

All prospective graduates are required to complete a Registration for Graduation card in the Graduate School the semester in which they intend to graduate. The card must be signed by the Department Chairman. Cards previously submitted will not automatically be updated. All students must be financially enrolled for at least one credit hour in the semester in which they graduate.

Research Proposal Presentations

Each graduate student (MS or Ph.D.) is required to make an oral presentation of his or her proposal prior to its approval. The oral presentation is scheduled by the Coordinator of Graduate Studies after review by the members of the examining committee (in the case of an MS student) or the Doctoral Committee in Nutrition (in the case of a Ph.D. student). Committee members must give approval for the oral presentation. Attendance of the oral presentation is open to all persons desirous of attending. Students must have successfully completed the comprehensive examination prior to the oral presentation.

Financial Aid

Financial support for graduate studies is available through a variety of graduate and research assistantships, fellowships, traineeships, and tuition scholarships on the basis of merit. Loans, college work-study, and Howard University Student Employment Program work-study assistance is granted on the basis of need. The Graduate Schools' goal is to attempt to meet the

financial need of graduate students by utilizing financial resources from all sources in ways which assist the student in achieving a quality education.

The Graduate School Administers the Following Forms of Support Programs:

New Students

- **Edward Alexander Bouchet Graduate Assistantship** is awarded to new Ph.D. students who wish to pursue a degree in the science, technology, engineering, and mathematics (STEM) disciplines. The award package includes tuition and a stipend of \$18,000 for the academic year.
- **The Frederick Douglass Doctoral Scholars Fellowship** is designed to recruit academically talented students with an interest in college or university teaching to pursue Ph.D. studies from all disciplines to Howard University. The award includes tuition and an \$18,000 stipend per year of eligibility. The award is offered for up to five years to new students matriculating from a baccalaureate degree and up to three if enrolling from a master's program. All applicants must be nominated by the academic chair to compete for this fellowship.
- **The Ronald E. McNair Graduate Assistantship** is designed to support new and continuing students who were McNair scholars as undergraduates. The McNair assistantship is available on a competitive basis to students pursuing doctoral studies from all disciplines. This award is offered for up to three years including tuition and a stipend of \$16,000 per year of eligibility.
- The **Alliance for Graduate Education and Professoriate (AGEP)** program is funded by the National Science Foundation to increase the production of Ph.D. recipients who become college professors in the fields of science, technology, engineering and mathematics (STEM). AGEP fellowships are available on a competitive basis for new and continuing students pursuing doctoral studies in STEM disciplines. The award provides tuition and stipend between 18,000 and 23,000 per academic year and includes a mandatory 15 hour/week assignment in a research, teaching/mentoring, administrative or other approved assignment. Also included are programs designed to enhance academic, professional and career development. Some required activities are a Faculty Roles and Responsibilities Course, the Preparing Future Faculty (PFF) program and other programs or workshops that assist in research skill development. The award is offered for up to five years to new student's matriculating from a baccalaureate degree and up to three if enrolling from a master's program, dependent on the maintenance of GPA and participation in AGEP-sponsored activities. The award duration for competitive continuing students is offered on a case by case basis.

- **The Graduate Assistance in the Areas of National Need (GAANN) Fellowship** is available to academically talented Ph.D. students in Mathematics and Physiology who demonstrate financial need from underrepresented groups. The fellowship is a twelve-month appointment which provides tuition and stipend between \$18,000-\$35,000 for three years. All GAANN inquiries and applications are reviewed by the principle investigator (PI) in the of the grant in each department.
- **Graduate Assistantships:** Merit-based financial support for Graduate Students is available through graduate research and teaching assistantships, fellowships, and tuition scholarships. Each category of support is awarded *annually on a competitive basis*. Award recipients are expected to perform specified duties for 15 hours per week during the academic year. The responsibilities, often described as an internship, are defined and evaluated by the academic department or the Graduate School depending upon the appointment.
- For more information about University-wide Financial Aid Resources please refer to the Office of Financial Aid, Scholarships and Student Employment (<http://www.howard.edu/financialaid/>)
- **External Funding Sources for Graduate School Departments by Division**

Arts and Humanities:

Art, Education, English, Communication and Culture, Communication Sciences and Disorders, Philosophy, Mass Communication and Media Studies, Modern Languages and Literature

Biological and Life Sciences:

Anatomy, Biochemistry, Biology, Genetics and Human Genetics, Microbiology, Nutritional Sciences, Pharmacology, Physiology and Biology, Psychology, Health, Human Performance, and Leisure Studies, Pharmaceutical Science

Engineering and Physical Sciences:

Chemical Engineering, Chemistry, Civil Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Systems and Computer Science, Atmospheric Science, Physics and Astronomy

Social Sciences:

African Studies, Economics, History, Political Science, Sociology and Anthropology, Social Work

Applications for financial support administered by the Graduate School should be mailed to:

**Office of Retention, Mentoring and Support Programs
Howard University Graduate School
4th and College Streets, NW
Washington, DC 20059
ATTN: Fellowship Committee**

Continuing Students

- **The Esther Ottley Fellowship** is a one-year, non-renewable award offered to a female doctoral graduate student exemplar who demonstrates the qualities of leadership exhibited by former dean Dr. Esther Ottley. Dr. Ottley is the only woman to serve as dean of the Graduate School. The Ottley Fellowship includes a tuition waiver and a \$15,000 stipend for the academic year.
- **The Sasakawa Peace Foundation Fellowship Program (SYLFF)** - funded by the Ryoichi Sasakawa Young Leaders Foundation Fund: established by an endowment of \$1 million awarded to Howard University. The SYLFF program is designed to provide full financial support to outstanding Ph.D. students admitted to candidacy with a research concentration in international affairs and/or world peace. The fellowship provides a tuition waiver, stipend of \$15,000, student fees, book allowance and travel funds for two academic years.
- **The Hawthorne Dissertation Research Fellowship Award** is a non-service, merit-based award available to students admitted to candidacy and in the terminal year of Ph.D. studies. The award, named for Edward Hawthorne, former dean of the Graduate School, is designed to provide partial support in the amount of \$2,000 for research related expenses.
- The **Alliance for Graduate Education and Professoriate (AGEP)** program is funded by the National Science Foundation to increase the production of Ph.D. recipients who become college professors in the fields of science, technology, engineering and mathematics (STEM). AGEP fellowships are available on a competitive basis for new and continuing students pursuing doctoral studies in STEM disciplines. The award provides tuition and stipend between 18,000 and 23,000 per academic year and includes a mandatory 15 hour/week assignment in a research, teaching/mentoring, administrative or other approved assignment. Also included are programs designed to enhance academic, professional and career development. Some required activities are a Faculty Roles and Responsibilities Course, the Preparing Future Faculty (PFF) program and other programs or workshops that assist in research skill development. The award is offered for up to five years to new student's matriculating from a baccalaureate degree and up to three if enrolling from a master's program, dependent on the maintenance of GPA and participation in AGEP-sponsored activities. The award duration for competitive continuing students is offered on a case by case basis.
- **The Graduate Assistance in the Areas of National Need (GAANN)** Fellowship is available to academically talented Ph.D. students in Chemistry, Mathematics and Physiology who demonstrate financial need from underrepresented groups. The fellowship is a twelve-month appointment which provides a tuition waiver and stipend between \$18,000-\$21,500 for three years. All GAANN inquiries and applications are reviewed by the academic chair of the identified departments..

- The **Ronald E. McNair Graduate Assistantship** is designed to support new and continuing students who were McNair scholars as undergraduates. The McNair assistantship is available on a competitive basis to students pursuing doctoral studies from all disciplines. This award is offered for up to three years including a tuition waiver and a stipend of \$13,000 per year of eligibility.
- **Graduate Assistantships:** Merit-based financial support for Graduate Students is available through graduate research and teaching assistantships, fellowships, and tuition scholarships. Each category of support is awarded *annually on a competitive basis*. Award recipients are expected to perform specified duties for 15 hours per week during the academic year. The responsibilities, often described as an internship, are defined and evaluated by the academic department or the Graduate School depending upon the appointment.

Other Resources

- For more information about University-wide Financial Aid Resources please refer to the Office of Financial Aid, Scholarships and Student Employment (<http://www.howard.edu/financialaid/>)

- **External Funding Sources for Graduate School Departments by Division**

Arts and Humanities:

Art, Education, English, Communication and Culture, Communication Sciences and Disorders, Philosophy, Mass Communication and Media Studies, Modern Languages and Literature

Biological and Life Sciences:

Anatomy, Biochemistry, Biology, Genetics and Human Genetics, Microbiology, Nutritional Sciences, Pharmacology, Physiology and Biology, Psychology, Health, Human Performance, and Leisure Studies, Pharmaceutical Science

Engineering and Physical Sciences:

Chemical Engineering, Chemistry, Civil Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Systems and Computer Science, Atmospheric Science, Physics and Astronomy

Social Sciences:

African Studies, Economics, History, Political Science, Sociology and Anthropology, Social Work

External International Students Funding Sources for Graduate School Departments by Division

Arts and Humanities:

Art, Education, English, Communication and Culture, Communication Sciences and Disorders, Philosophy, Mass Communication and Media Studies, Modern Languages and

Literature

Biological and Life Sciences:

Anatomy, Biochemistry, Biology, Genetics and Human Genetics, Microbiology, Nutritional Sciences, Pharmacology, Physiology and Biology, Psychology, Health, Human Performance, and Leisure Studies, Pharmaceutical Science

Engineering and Physical Sciences:

Chemical Engineering, Chemistry, Civil Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Systems and Computer Science, Atmospheric Science, Physics and Astronomy

Social Sciences:

African Studies, Economics, History, Political Science, Sociology and Anthropology, Social Work

Graduate Faculty Education and Research Interests

Barbara F. Harland, Ph.D., R.D., LD, LN, Professor

Educational Institutions: B.S., Iowa State University, Ames, Iowa; M.S. University of Washington, Seattle, WA; Ph.D., University of Maryland, College Park, MD.

Research Areas: Dietary Fiber; Phytate; Trace Minerals; Interactions among all three.

Allan A. Johnson, Ph.D., LN, Professor and Department Chairman

Educational Institutions: B.S. (First Class Honors), McGill University, Montreal, Canada; M.S. and Ph.D., Cornell University, Ithaca, NY.

Research Areas: Influences of Barriers, Motivators and Facilitators of Prenatal Care Utilization; Nutrition and Pregnancy Outcomes; Nutritional Anemias; Vitamin A Deficiency; Cardiovascular diseases; Overweight and Obesity.

Nutritional Sciences Graduate Student Association

The goals of the Nutritional Sciences Graduate Student Association are to increase the visibility of the Department, and to organize special projects, displays and outreach projects. Membership in the association is open to all graduate students in the Department. Officers of the association

include a president, a vice president, a secretary, an assistant secretary, and a treasurer. Each of the officers serves a one-year term. A graduate faculty member serves as an advisor to the association.