

EASTERN MICHIGAN UNIVERSITY

MASTER OF SCIENCE IN HUMAN NUTRITION



STUDENT HANDBOOK

2018-2019

HUMAN NUTRITION PROGRAM
COLLEGE OF HEALTH AND HUMAN SERVICES
SCHOOL OF HEALTH SCIENCES
313 EVERETT L MARSHALL BUILDING
YPSILANTI, MI 48197
734.487.4096

Welcome Message

We are delighted to welcome you to the Eastern Michigan University Master of Science in Human Nutrition (MSHN) program! This is an exciting time for the nutrition profession and the faculty and staff are committed to your success in advancing your nutrition knowledge and earning an M.S. in Human Nutrition.

Program Mission

The MSHN at Eastern Michigan University attracts, recruits, retains, and graduates students who are interested in advancing their nutrition knowledge and their careers.

The M.S. in Human Nutrition program achieves the mission through:

- Providing an exceptional distance learning environment
- Providing student-centered learning opportunities
- Promoting evidence-based knowledge and skills
- Enhancing students' critical thinking skills by collaborating with faculty to develop and complete research projects and manuscripts

Please let us know if you have any questions.

Alice Jo Rainville, PhD, RD, CHE, SNS, FAND

Graduate Coordinator of M.S. in Human Nutrition

arainvill@emich.edu

Nancy Parker, MS, RD

Graduate Program Advisor

humannutrition@emich.edu

Purpose of Handbook

This Handbook was prepared to welcome you to the MSHN program and provide a quick reference to program information and policies. You should refer to it often. Revisions and/or additions will be made.

Using the Student Handbook

The Student Handbook contains information on the MSHN program, University policies and procedures, and campus and curriculum resources. This information includes links to several resources and forms, which can be identified by **blue font**. Try opening this link to the [Graduate School](#) website, which contains helpful information for current and future graduate students.

Faculty and Staff

Director, School of Health Sciences



Colleen Croxall, PhD
ccroxall@emich.edu

Graduate Coordinator



Alice Jo Rainville, PhD,
RD, CHE, SNS, FAND
arainvill@emich.edu

Phone: 734.487.4096

humannutrition@emich.edu

[Master of Science in Human Nutrition Website](#)

Program Faculty

Picture not
available

Judi Brooks, PhD, RD — Professor of Dietetics and Human Nutrition

Dr. Brooks' research involves nutrition, obesity, cardiovascular disease, anthropometrics, wellness, nutrition counseling, and community programs (Ph.D., Oklahoma State University).



John Carbone, PhD, RD — Associate Professor of Dietetics and Human Nutrition

Dr. Carbone studies the role of diet and exercise in maintaining skeletal muscle integrity; specific focus involves how energy balance and dietary modifications affect the various pathways of muscle protein breakdown (Ph.D., University of Connecticut).



Olivia Ford, PhD, RD — Assistant Professor of Dietetics and Human Nutrition

Dr. Ford's focus of research includes community-based interventions targeting childhood obesity, school nutrition, culture and diet, public health nutrition, diet and chronic disease, and behavioral science as it relates to dietary choices (Ph.D., University of Georgia).



Rubina Haque, PhD, RD — Associate Professor of Dietetics and Human Nutrition

Dr. Haque's research includes diabetes, obesity, child, adolescent and adult weight management, cancer, nutrition intervention in prevention of chronic diseases as well as nutrition issues related to the aging population (Ph.D., Wayne State University).



Heather Hutchins-Wiese, PhD, RD — Associate Professor of Dietetics and Human Nutrition

Dr. Wiese studies diet-health interactions in older adults with an aim to help this population maintain functional independence as they age. Specific dietary interests include lipids, especially omega-3 polyunsaturated fatty acids, antioxidants and nutrient rich diet patterns such as the Mediterranean diet (Ph.D., Purdue University).



Anahita Mistry, PhD — Professor of Dietetics and Human Nutrition

Dr. Mistry's research involves biochemical nutrition, obesity, heart disease, diabetes, nutrient-gene interactions, health promotion and nutrition public policy (Ph.D., University of Hyderabad, India).



Alice Jo Rainville, PhD, RD, CHE, SNS, FAND — Professor of Dietetics and Human Nutrition

Dr. Rainville's research topics include school nutrition programs and child nutrition, food science, dietary habits, and food and culture (Ph.D., University of Texas, Houston Health Science Center).

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Program Overview

The Master of Science in Human Nutrition program is delivered in an online environment through Canvas learning management system. The program has been listed as the [#1 Best Online Master's in Nutrition Degrees](#) and has also been recognized as one of the most affordable online Master's in Nutrition programs in the country! EMU ranked 24th as part of the top 30 accredited schools listed on [The Best Master's Degrees website](#).

Eastern Michigan University has offered a Master of Science degree in Nutrition since 1973 and the degree has been offered in an online format since 2006. The Master of Science in Human Nutrition provides an in-depth study of nutrition based on sound and current scientific evidence. This degree does not lead to the RDN credential, although the [EMU Master of Science in Dietetics](#) is recommended for those seeking the RDN credential. Out-of-state students receive Michigan resident (in-state) tuition rates for all EMU-Online courses.

Program Goals

Goal #1: Students improve their nutrition knowledge through required courses.

- Students will be able to demonstrate how to locate, evaluate, and use contemporary professional literature to make evidence-based decisions.

Goal #2: Students apply their nutrition knowledge through research methods and research writing.

- Students will collaborate with faculty to develop and complete theses, research projects, and manuscripts.
- Students will disseminate their work through poster sessions, oral presentations, and publications.

Career Opportunities

The Master of Science in Human Nutrition degree can enhance your current degree and provide opportunities in health care, business, education and the field of human performance. If you are

a registered dietitian nutritionist, this degree allows you to obtain Continuing Professional Education toward maintaining your credential.

If you are not a registered dietitian nutritionist and plan to counsel individuals or groups regarding dietary intake, the Master of Science in Human Nutrition is not recommended due to licensure laws (varies by state) requiring the RDN credential to perform these duties.

Admission Requirements

Graduate Application

All new graduate students must complete the Graduate Application process, except those wanting to take courses through Continuing Education or be admitted as a guest/Michigan Intercollegiate Graduate Studies student.

Applicants must meet the following requirements:

1. Complete a [Graduate Application](#) (\$45 fee)
2. Submit official transcripts from all previously attended college/universities (EMU alumni do not need to request official transcripts).
3. Earned a four-year baccalaureate degree from a regionally accredited U.S. institution, or an equivalent degree from a non-U.S. institution.
4. A minimum undergraduate grade point average of 2.7 on a 4.0 scale, or 3.0 in the last half of the undergraduate program.
5. Personal Statement describing why you are applying to the Master of Science in Human Nutrition program.
6. Two letters of recommendation from non-relatives.

All application materials are submitted directly to the Office of Admissions (not to the specific Academic Program) through the Graduate Application process. Missing documents delay processing, and most often this is due to the absence of official (sealed) transcripts or letters of recommendation. Once an admission recommendation from the academic program has been made and returned to the Office of Graduate Admissions, you will receive another letter via email indicating your admission status. If you are admitted, correspondence will indicate the name of your faculty advisor and give you a student number and PIN number for registration.

Please note that your admission to EMU is valid only for the semester specified in your acceptance letter. If you do not enroll in classes during that semester, you will need to update your application by completing the [Enrollment Change form](#). The form may be faxed to 734.487.6559. There is no fee.

Online Education for International Students

Eastern Michigan University welcomes students from more than 85 nations around the world. International students add to the diversity and richness of our campus community, and we provide an excellent education that is applicable in every corner of the globe. Students who have citizenship outside the U.S. and have attended any high school or college outside the U.S. apply to EMU as an international student.

In addition to the Graduate Application, students with non-U.S. post-secondary credentials must submit the following:

- An evaluation of their international transcripts from a credential evaluation service
- An F-1 VISA with completed Financial Statement of Responsibility
- Official scores demonstrating English proficiency submitted from one of the following: TOEFL, IELTS, MELAB, or PTE

[CLICK HERE for Graduate/Master's Degree Checklist](#)

International students will receive their I-20 or DS2019 with the letter of admission from the Office of Admissions. This takes approximately two weeks after Admissions receives a recommendation from the program. Contact Graduate Admissions at 734.487.3400, graduate.admissions@emich.edu or International Admissions at 734.487.0205, international_admission@emich.edu with questions.

Conditional Admission

At the sole discretion of the Academic Program and the Graduate School, an applicant may be admitted as a conditional student. Conditional admission may be granted to students who do not meet all requirements for full admission.

- **Condition 1: Curriculum Deficiencies** – Applicant meets Graduate School requirements but has curricular deficiencies in their graduate preparation and/or does not meet other department standards. Special conditions that must be completed prior to gaining program admission or during program completion are listed in the acceptance letter. Further, the minimum grades and timeline for required courses are noted.
- **Condition 2: Senior Status** – Applicant is in the process of completing their undergraduate degree. This status is valid for one enrollment period. The condition is

removed when the student submits an official transcript to the Office of Admissions with the baccalaureate degree posted.

- **Condition 3: English as a Second Language (ESL)** – Applicant is a non-native speaker of English who scored below the Graduate School and/or department required minimum on the English proficiency examination(s). ESL staff determine the ESL course(s) and timeline required to remove the condition.
- **Condition 4: Academic Deficiencies** - Applicant does not meet the minimum GPA requirement of the graduate School (2.7) or of the graduate program, and/or applicant graduated from a non-accredited institution but has demonstrated potential to be successful in a graduate-level program. This admission status requires that the student complete nine hours of graduate courses at EMU and establish good academic standing with a minimum 3.0 grade point average. A Condition 4 student who does not achieve a 3.0 or higher in the first nine to twelve credit hours at EMU will be dismissed.

Directions for removing Conditional Admit status can be found on the Graduate School website at: http://www.emich.edu/graduate/policies/remove_cond_admit.php

It is the student's responsibility to show the faculty advisor evidence of completion of conditional requirements. It is then the advisor who notifies the Office of Graduate Admissions to have the condition removed so the student can receive full admission. This should be done within the first year in the program or graduate financial aid may be dropped. If this is not done prior to matriculation, graduation will be delayed.

For additional information regarding Graduate School Policies, please access the Graduate School website at: <https://www.emich.edu/graduate/policies/index.php>

Advising

Upon admittance to the MSHN, the student will be assigned an academic faculty advisor. Required courses will be completed under the supervision of the student's assigned academic advisor using an individual Program of Study. After completion of DTC 500 - Research Design and Methods, the student will choose either Thesis, Non-Thesis Research, or Research Writing option. The thesis and non-thesis research options are completed with a professor who agrees to serve as the advisor and it is possible to switch to a different advisor before beginning Thesis I or Research I. Contact the Graduate Coordinator to notify/inquire about changing advisors:



Alice Jo Rainville, PhD, RD, CHE, SNS, FAND

Graduate Coordinator

734.487.0430

arainvill@emich.edu

Degree Requirements

Prerequisite Courses

All prerequisite courses must not be older than 10 years at the time of application. The exception is the elementary statistics course; there is no time limit for this course.

Grade of "C" or better	Grade "B" or better
Anatomy and Physiology (EMU equivalent SPMD 269 or BIO 326)	Principles of Human Nutrition (EMU equivalent DTC 202)
Foundations of Biochemistry (EMU equivalent CHEM 351)	Nutrient Metabolism – Macronutrients (EMU equivalent DTC 302)
Elementary Statistics (EMU equivalent SOCL 250 or STAT 170)	Nutrition of the Lifecycle (EMU equivalent DTC 372)
	Community Nutrition/Nutrition Therapy III (EMU equivalent DTC 430)

Note: Students who do not have a degree in nutrition or dietetics will need two nutrition courses with a grade of "B" or above before taking any graduate-level coursework.

Degree Requirements

A total of **30-36 graduate-level credit hours** are required to complete the MSHN program. Total credits are dependent upon individualized Program of Study. A minimum of 30 credits are required for the thesis option and a minimum of 36 credits are required for the research project or research writing option. If there are deficiencies in a student's undergraduate program of study or if a course needs to be repeated, additional credit hours may be required.

Program Courses: 18-34 hours

Required DTC Courses: 9 hours

Course Number	Course Name	Credit Hours
DTC 500	Research Design and Methods	3
DTC 618	Advanced Topics in Nutrition	3
DTC 648	Methods and Strategies for Community-Based Nutrition Services	3

Supporting DTC Courses: 9 credit hour minimum

Course Number	Course Name	Credit Hours
DTC 504	Sports Nutrition	3
DTC 509	Nutrition Support	3
DTC 518	Interdisciplinary Team Functions	3
DTC 528	Functional and Integrative Nutrition	3
DTC 538	Outcomes Management	3
DTC 602	Phytonutrients	3
DTC 608	Advanced Topics in Foods	3
DTC 628	Medical Nutrition Therapy	3
DTC 638	Cultural Nutrition and Nutrition Ecology	3
DTC 658	Nutrition and Aging	3
DTC 659	Development of the Entrepreneurial Dietitian	3
DTC 668	Proteins, Lipids, and carbohydrates	3
DTC 669	Vitamins and Minerals	3
Special topics/Independent studies to be arranged with a program advisor:		
DTC 587	Co-op Education in DTC	3
DTC 590	Special Topics	1
DTC 591	Special Topics	2
DTC 592	Special Topics	3
DTC 597	Independent Study	1
DTC 598	Independent Study	2
DTC 599	Independent Study	3
DTC 607	Colloquium	2
DTC 679	Special Topics	1
DTC 680	Special Topics	2
DTC 681	Special Topics	3
DTC 683	Workshop	2
DTC 686	Practicum	1
DTC 687	Practicum	2
DTC 688	Practicum	3
DTC 689	Practicum	4
DTC 697	Independent Study	1
DTC 698	Independent Study	2
DTC 699	Independent Study	3

Culminating Experience: 3-6 hours

Advisor Permission Required: Select from Option I, II, or III

Course Number	Course Name	Credit Hours
<i>Option I: Thesis</i>		
DTC 691	Thesis I	2
DTC 692	Thesis II	3
DTC 693	Thesis III	1
<i>Option II: Non-Thesis Research</i>		
DTC 694	Research I	2
DTC 695	Research II	3
DTC 696	Research III	1
<i>Option III: Research Writing</i>		
DTC 601	Research Writing	3

Option I: Thesis

Total credits required for graduation: 30

The thesis option involves a research study that is planned, executed, and written in thesis format. This option includes three classes (**six credit hours**). Each student must have a committee of at least two people; the thesis chair must hold a doctoral degree and be an EMU faculty member. More specifically, the thesis consists of a research study that requires 5 chapters detailing the study. Statistical analysis is the responsibility of the student. Chapters 1-3 are a proposal of the study, written in Thesis I. Chapter 1 is the introduction, chapter 2 is the review of literature, and chapter 3 is the methodology (how you will do the study). Thesis II involves data collection and statistical analysis of the data, followed by writing of Chapters 4 (Results) and 5 (Conclusions). Thesis III includes presentation and defense of the thesis and may involve dissemination of the research through a poster presentation or an article in a peer-reviewed journal. By choosing this option, a total of 30 graduate credits are required to complete the degree.

Human Subjects Committee approval is required if the thesis research involves human subjects.

Please visit: <https://www.emich.edu/research/compliance/human-subjects/index.php>

Guidelines for Thesis Option

If you are working on a thesis, consult the Graduate School's [Thesis Manual](#).

Deadlines for submitting a completed thesis to the Graduate School are November 15, March 15, and July 15. If the date falls on a weekend, the following Monday is the deadline. By one of these dates, the document must be complete and include

signatures from all committee members and the department head before it is received by the Graduate School for final format check.

Option II: Non-Thesis Research **Total credits required for graduation: 36**

The research project option is a three-class series (**six credit hours**) working with one professor on a project that the student and professor agree on. More specifically, you may follow the same format as the thesis without the novel data collection and statistical analysis. In addition, students are guided toward submitting manuscripts to peer-reviewed journals. By choosing this option, a total of 36 graduate credits are required to complete the degree.

Option III: Research Writing **Total credits required for graduation: 36**

The research writing option is one class (**three credit hours**) focused on biomedical research writing. Students complete a series of assignments in research writing; complete a newsletter article; and a short manuscript that is distributed electronically to dietetics faculty and staff in the School of Health Sciences at the end of the semester. If choosing this option, a total of 36 graduate credits are required to complete the degree.

Cognate Courses: 3-16 hours

Required Course: 3 hours

Course Number	Course Name	Credit Hours
STAT 502	Introductory Statistics for Graduate Students	3

Supporting Courses: 0-16 hours

Please note: Additional supporting courses that fit student's goals may be taken with approval of the faculty advisor.

Course Number	Course Name	Credit Hours
ACC 646	Financial Management of Nonprofit Organizations	3
EDLD 611	Introduction to Adult and Continuing Education	3
EDPS 600	Human Development	3
LAW 503	Law, Enterprise and Ethics	3
LTEC 623	Instructional Design and Development of Multimedia Instructional Materials	3
MGMT 570	New Venture Creation	3
QUAL 547	Problem Solving for Quality Improvement	3
QUAL 556	Human Aspects of Continuous Improvement	3
QUAL 557	Measuring Customer Satisfaction	3
EXCS 515	Diabetes and Obesity	3

Graduate Courses Rollout

The MSHN program provides required and elective courses in the Winter, Summer, and Fall semesters. However, all classes are not offered in every semester. Additionally, special courses such as Independent Study or Special Topics must be arranged by the student's faculty advisor. A tentative schedule of graduate courses available can be found the *Graduate Courses Rollout* on the following page. ***Please note that the schedule is subject to change based on student enrollment numbers and other program or university factors.** For a detailed description of the classes and additional availability, go to the [University Catalog](#).

Graduate Courses Rollout (subject to change)																
Course Number	Course Name	Winter 2016	Summer 2016	Fall 2016	Winter 2017	Summer 2017	Fall 2017	Winter 2018	Summer 2018	Fall 2018	Winter 2019	Summer 2019	Fall 2019	Winter 2020	Summer 2020	Fall 2020
REQUIRED COURSES		2018	2018	2018	2019	2019	2019	2020	2020	2020	2021	2021	2021	2022	2022	2022
DTC 500	Research Design and Methods	X		X	X		X	X		X	X		X	X		X
DTC 618	Advanced Topics in Nutrition	X	1-10 wks													
DTC 648	Methods & Strategies in Community Based Nutrition			X			X			X			X			X
STAT 502	Introductory Statistics for Grad Students		X	X		X	X		X	X		X	X		X	X
Advisor permission required																
DTC 691	Thesis I	X	1-15 wks	X												
DTC 692	Thesis II	X	1-15 wks	X												
DTC 693	Thesis III	X	1-15 wks	X												
DTC 694	Research I	X	1-15 wks	X												
DTC 695	Research II	X	1-15 wks	X												
DTC 696	Research III	X	1-15 wks	X												
DTC 601	Research Writing			X			X			X			X			X
ELECTIVE COURSES																
DTC 504	Sports Nutrition		1-7.5 wks													
DTC 509	Nutrition Support			X						X						X
DTC 518	Interdisciplinary Team Functions			X						X						X
DTC 528	Functional and Integrative Nutrition	X			X			X			X			X		
DTC 538	Outcomes Management						X						X			
DTC 602	Phytonutrients						X						X			
DTC 608	Advanced Topics in Foods		1-7.5 wks													
DTC 628	Medical Nutrition Therapy						X						X			
DTC 638	Cultural Nutrition				X						X					
DTC 658	Nutrition and Aging	X						X						X		
DTC 659	Development of the Entrepreneurial Dietitian		1-15 wks													
DTC 668	Proteins, Lipids and Carbohydrates				X						X					
DTC 669	Vitamins and Minerals	X						X						X		
SPECIAL COURSES (arranged with advisor)																
DTC 587	Cooperative Education in Dietetics															
DTC 590	Special Topics															
DTC 591	Special Topics															
DTC 592	Special Topics															
DTC 597	Independent Study															
DTC 598	Independent Study															
DTC 599	Independent Study															
DTC 607	Colloquium															
DTC 679	Special Topics															
DTC 680	Special Topics															
DTC 681	Special Topics															
DTC 683	Workshop															
DTC 686	Practicum															
DTC 687	Practicum															
DTC 688	Practicum															
DTC 689	Practicum															
DTC 697	Independent Study															
DTC 698	Independent Study															
DTC 699	Independent Study															

Registration

Once admitted to the program, a student will need to register for classes. Students must enroll for classes in the semester for which they applied. If the student is unable to enroll during that semester, a [Graduate Student Enrollment Change Form](#) must be sent to the Office of Admissions to update the application to the semester the student intends to enroll. The form may be mailed or faxed to 734.487.6559. There is no fee.

Students should schedule an appointment with their academic faculty advisor as soon as possible. Students may register for courses using the Student Service section of [myEmich web portal](#). Students must contact each DTC **course instructor** for a registration override providing their name, student number (EID), the course title, and CRN number for the course. After the override is entered, students will be able to register.

Transfer credit

Up to 12 graduate credits can be transferred from another university or from another graduate degree to Eastern Michigan University (EMU). The MSHN program **requires 24 “new” credits** earned at EMU. If choosing the thesis option (30 credits total) up to 6 graduate credits can be transferred to EMU. If choosing the non-thesis research or research writing options (36 credits total), up to 12 graduate credits can be transferred to EMU. For more information regarding credit transfers, please see [Transfer Credit](#) and [Residency Requirements](#) under the Graduate School Policies.

Academic Load

Eight hours of graduate credit per semester is considered a standard full-time load. International students enrolled in less than eight credit hours should contact [the Office of International Students & Scholars](#).

Graduate students may not enroll in more than 15 hours for any semester without prior permission from the [Office of Records and Registration](#). Support of the faculty advisor/program coordinator is required for consideration. By federal regulation, students must be enrolled in four credit hours per semester to be considered half-time.

Maximum load: 15 hours per semester

Full-time load: Minimum of 8 hours per semester

Half-time load: 4-7 hours per semester

No more than 6 credits may be taken in any one type of course. Types of courses include: special courses, thesis, non-thesis research, symposium, workshop, independent study, and special topics. No more than 12 total credits of a combination of these types of courses may be taken. If you wish to exceed these allotments, you must submit a [Graduate Petition for Maximum Course Type Waiver](#).

Wait List

Students who are on a wait list are admitted to a class at the discretion of the course instructor.

Auditing Courses

You may choose to audit a class for no credit or grade. Auditing is subject to the approval of the department head, and graduate students who wish to audit a course must register for audit status and pay the same tuition and fees as for academic credit enrollment. As a courtesy, students should obtain approval for a class audit from the course instructor as well.

Courses appear on the graduate transcript with a grade of "AU" but are not used in graduate academic calculations. Courses taken as audit may not be used toward a graduate degree or certificate.

Forms may be obtained on the Office of Records and Registration web site here:

<https://www.emich.edu/registrar/forms/index.php>

Policies and Procedures

Activating NetID Username and Password

Each student must activate their NETID and password using his/her student ID and PIN. This will enable students to access the myEmich web portal. To start your activation, go to the [Information Technology website](#). You will need your student ID (E#) and PIN that you received in your acceptance letter from the University. If you have misplaced this information, contact Records and Registration at 734.487.2300.



MyEmich is Eastern Michigan University's personal portal. Through the Student Service section of myEmich, you may:

- search and register for classes
- view and accept financial aid offers
- view and pay bills pay online
- access Google email
- access Google Calendar and Forms



Please be aware that under the University's policy, **all student email communication must be completed using your Google emich.edu email account.**

Canvas Learning Management System

Students are required to have use of a computer with Internet access as well as webcam and computer microphone accessories in order to complete course work through the Canvas learning management system. Recording and photo-taking/uploading may also be required in online coursework.

- Online courses at EMU are primarily asynchronous. This means that students will not need to be at their computer on a specific day at a specific time.
- Each professor/instructor chooses his/her method of presenting material. Examples include podcasts, recorded voice-over PowerPoint presentations, and lecture videos.

Program Cost and Financial Assistance

Program Cost

Distance-online students ALWAYS pay in-state tuition, no matter where they live. Online courses have an extra fee per credit. When utilizing the EMU tuition calculator on the Student Business Services website (<http://www.emich.edu/sbs/calc.php>), distance-online students should indicate that they are a Michigan resident for a more accurate estimate of total cost. Students can find additional tuition information on the [Financial Aid website](#).

Graduate Assistantships

Graduate assistantships are available to graduate students. All positions are located on the EMU campus and once awarded an assistantship, students must maintain a 3.0 Grade Point Average. Specific guidelines and eligibility requirements are found on the Graduate School webpage, [Graduate Assistantships](#).

Scholarship Information

There are a variety of scholarship opportunities available to students in the Human Nutrition program. For specific scholarship information, access the [College of Health and Human Services, School of Health Sciences, webpage on Scholarships](#).

Academic Standing

Grade Point Average

Grades from all graduate coursework, including graduate courses not on the program of study, will be used to calculate the graduate GPA. Grades from undergraduate courses taken as a graduate student do not count toward the graduate GPA. Marks of CR (credit), I (incomplete), or W (withdrawal) also will not count toward the graduate GPA. An overall graduate GPA of 3.0 is required for graduation.

Grading Scale used in M.S. in Human Nutrition Courses

Percentage scores will be converted to letter grades based on the following scale:

100 – 94%: A	93.9 – 90%: A-	89.9 – 87%: B+	86.9 – 83%: B	82.9 – 80%: B-
79.9 – 77%: C+	76.9 – 73%: C	72.9 – 70%: C-	<70%: E	

Incomplete Grades

An incomplete grade of “I” may be awarded at the discretion of the instructor when illness or other unavoidable extenuating circumstances prevent completion of a course, provided that academic performance for the completed portion of the course (50% or more) merits a grade of B or better. The instructor will provide the student and the school director with a rationale for the “I” grade, will specify the work required to remove the Incomplete, and will specify the time by which the work must be completed.

An “I” grade must be removed within 12 months; an exception is made for thesis and research project courses. A request to extend the 12-month limit may be made only under unusual circumstances and upon written recommendation of the instructor, school director and academic dean. Final approval of the extension rests with the Office of the Provost. The initiative for conversion of an “I” to a letter grade rests with the student. No extensions will be granted after three years, or the conferral of a degree, whichever is first. At such time, the “I” or “IP” grade becomes a permanent part of the student’s academic record and will show on the student’s transcript.

Incomplete (I) or In-Progress (IP) grades received in courses that constitute the final project/experience required for graduation, such as those with “capstone”, “practicum”, “final project”, “thesis”, “dissertation”, “research”, or “internship” in the title are not governed by the 12-

month limitation. (If confusion arises over whether a course qualifies, determinations will be made by the Graduate School.) Both Incomplete and In-Progress courses must be completed within the Time Limitations governing the applicable degree.

Withdrawal

Graduate students are expected to follow University policy and procedures for withdrawal, both from individual classes and from the University. Non-attendance and/or non-payment of tuition do not constitute withdrawal or absolve a student of academic or financial responsibility. For additional information regarding withdrawal from individual classes or from all classes, please access [Course Withdrawal](#) on the Graduate School website.

Maximum Timeline for Completion of Degree

Students have **six years** to complete the requirements for the Master's degree program. Regardless of time limitations, no student will be allowed to graduate using any coursework older than 10 years, whether the courses were taken at EMU or at another institution.

Students who may go beyond the six year time frame must petition the Graduate School for a time extension. Go to the [Petition for Modification or Waiver of Policy Form](#) site and complete the online form. Instructions on how to use the online petition system can be found under [Petitions for Modification/Waiver of Policy](#).

Interrupted Enrollment and Readmission

If a graduate student's enrollment at EMU is interrupted for any reason, resulting in a non-enrollment period of at least two consecutive years, the student must reapply for admission. Students in 'good standing' are eligible for readmission. For a student who meets the 3.0 GPA requirement, the admissions committee will evaluate the application and determine readmission eligibility.

Academic Probation and Dismissal

Students are placed on academic probation **at the end of any semester** in which their cumulative EMU grade point average in courses taken for graduate credit is below 3.0. Students must complete six graduate credit hours at EMU before being subject to academic probation. Students are notified via emich email each semester of their status, and enrollment is permitted only on a semester-by-semester basis until the probation is removed. Students placed on academic probation are encouraged to contact their program advisor for assistance

in determining how to return to good academic standing. For additional information, go to:
<https://www.emich.edu/graduate/policies/probation.php>

A probationary student must obtain a semester grade point average of at least 3.0 in the first semester of probation. Failure to do so will result in academic dismissal. If a probationary student is able to raise their semester GPA to a 3.0 or higher during the first semester of probation, but their overall GPA is still below a 3.0, the student will be given one additional semester to raise their cumulative GPA to a 3.0 or higher. Failure to do so will lead to dismissal. Students will be notified via emich email.

Individual programs may specify additional grounds for dismissal. Students who are dismissed from an individual program while in good academic standing may still be eligible for another graduate program at EMU.

Process for Requesting Reinstatement after Dismissal

After dismissal, students may request reinstatement by submitting a Request for Reinstatement packet to the Office of Records and Registration. Deadline for submission of request will be included in the notice of dismissal. This request packet should include a personal letter which states the causes of the student's academic problems, changes in the student's situation that may rectify those problems, and a proposed plan of action to ensure success in graduate studies. Documentation which supports the circumstances described will be required.

Dismissed students whose cumulative GPA is less than 2.0 are automatically denied reinstatement. After the deadline for submission of requests for reinstatement has passed, the Office of Records and Registration will initiate the appeals process with the Academic Status Review Committee.

Reference Style

Referencing for all assignments in all courses in the MSHN program must be in American Medical Association (AMA) format. Information about AMA referencing style can be found at the following webpage: <https://guides.emich.edu/citing/other>

Academic Dishonesty

Engaging in academic dishonesty in any form with respect to examinations, course assignments, research projects, grades, and/or academic records, including, but not limited to the following:

1. **Cheating — Using or attempting to use unauthorized materials, information or study aids in any academic assignment.** Examples of cheating are: looking on someone else's paper; using any kind of "cheat" sheet or other enhancement during a test; allowing someone else to take an exam in your place; submitting the same work more than once for credit; using someone else's homework or lab assignments; collaborating with another student on any assignment or take home test if told that collaboration was not allowed; assisting another student in committing an act of academic dishonesty by allowing another student to copy homework or an exam; taking an exam for someone else; or giving test information to students in other sections of the same class.
2. **Falsification — Falsifying or invention of any information or citation in an academic work.** Examples of falsification are: making up data on an assignment; making up a source to cite in a paper; unauthorized altering then resubmitting returned academic work; giving false information to a faculty or staff member to increase one's grade; or attempting to change, actually changing, altering grades or any other unauthorized tampering with grades.
3. **Plagiarism — Presentation or use of someone else's work or ideas as one's own.** Examples of plagiarism are: quoting a source verbatim, or paraphrasing text from a given source, without properly citing the source; turning in a research paper that was written by someone else; or in any other way passing off someone else's work as one's own; or failing to give credit for ideas or materials taken from someone else.
4. **Other Academic Dishonesty —** Public posting, selling of, or in any other way, distribution of notes of class lectures, course handouts and outlines, and/or any other University supplied materials without the express written permission of the instructor.

In addition to the specific policies mentioned above, students are responsible for understanding all applicable University guidelines, policies, and procedures. The [EMU Student Handbook](#) is the primary resource provided to students to ensure that they have access to all [University policies, support resources, and students' rights and responsibilities](#). Changes may be made to the EMU Student Handbook whenever appropriate, and shall be effective immediately, and/or as of the date on which a policy is formally adopted, and/or on the date specified in the amendment. *Please note:* Electing not to access the link provided in this paragraph does not absolve a student of responsibility. For questions about any university policy, procedure, practice, or resource, please contact the Office of the Ombuds: 248 Student Center, 734-487-0074, emu_ombuds@emich.edu, or visit their website: www.emich.edu/ombuds.

Gathering Student and Alumni Data

The EMU MSHN program is committed to developing and maintaining an excellent learning experience. Therefore, the program will collect and analyze data for continuous self-assessment. Examples of data to be collected include: graduation within 6 years, program satisfaction, career advancement updates, and current contact information.

Graduate Research Conference

Once you are nearing completion of a thesis, research project, or culminating experience, you are highly encouraged to share your outcomes or findings with the EMU campus and at professional conferences. The Graduate School and the Division of Academic Affairs annually sponsors a [Graduate Research Conference](#) in March to showcase student work. Many students use this forum to practice their oral or poster presentation skills before presenting at local, state, or national conferences. Nomination forms to participate in the event are due in January. Students graduating in December are encouraged to return and share their research along with those who anticipate program completion in April or August.

Graduation

Applying for graduation is required. To do so, access the [Office of Records and Registration website](#) and follow ALL directions. There is a graduation application fee (currently \$110, subject to change). The Office of Records and Registration will compare your program of study with your transcript. Any differences will be noted and a graduation audit form will be sent to you and your academic advisor. You will receive a letter from the Office of Records and Registration indicating you have met MSHN program requirements. A degree-posted

transcript and your diploma will be mailed to you six to ten weeks after the end of the semester. Financial obligations must be met before you will receive your diploma.

Reapplication for Graduation

If you don't satisfy degree requirements, including the removal of incompletes in required courses or providing official transcripts for course work taken at other colleges or universities, you'll need to submit a new application for a subsequent semester. No additional fee is required. If you know you aren't going to complete your requirements after applying, please notify Records and Registration so they can inactivate your application. Notification must be made in writing and can be submitted:

- In person: Service EMU location, 240 McKenny or 268 Student Center
- By mail: Office of Records and Registration, 303 Pierce Hall, Ypsilanti, MI 48197
- By email: registrar@emich.edu. **Note:** must be sent from your emich email address.
- By fax: 734.487.6808

Note: Failure to reapply for graduation for a future semester will result in a degree not being awarded.

Commencement

Commencement ceremonies are held in December (end of Fall semester) and April (end of Winter semester). If you complete all required coursework in Fall semester, you may attend the commencement ceremony in December. If you complete your coursework in the Winter semester you may attend the commencement ceremony in April. If you complete your required coursework in the Summer semester you may attend the following December commencement, or you may attend the preceding April commencement ceremony, provided you have met certain criteria. You must fill out a [Commencement Request Form](#) to attend any commencement ceremony.

Upon successful completion of all requirements for your degree, and after the close of the semester in which you will graduate, your degree will be posted to your permanent record and you will be sent a degree verification letter stating your degree earned. Diplomas will be mailed to the address that you provide on your graduation application. If you change your address during this interval, please notify the Graduate Records Office at 734.487.0093.

Student Services and Resources

Advising and Career Development Center

The University Advising and Career Development Center offers many services to help students choose a major or career, manage classes, find a job, take placement testing and calculate tuition and fees. For more information, go to: <https://www.emich.edu/uacdc/index.php>

Disability Resource Center

The Disability Resource Center (DRC) views disabilities as an integral part of the rich diversity at EMU. For a complete list of resources available at the DRC, please visit:

[EMU Disability Resource Center](#)

240 Student Center

Phone: 734.487.2470

Fax: 734.487.5784

Email: DRC@emich.edu

Library Services

The Halle Library is accessible to students in all EMU-online programs by going to: <https://www.emich.edu/library/>

Library resources are available to assist students with learning and research. In EMU's online MSHN program, students are expected to know how to use the library to find scholarly journal articles. The library has access to millions of journal articles and books with full text available online. For the Dietetics and Human Nutrition Research Guide, see <https://guides.emich.edu/dietetics>

If an article is not available in full text, a free copy may be requested via https://www.emich.edu/library/services/get_other_libraries.php

Family Educational Rights and Privacy Act (FERPA)

The [Family Rights and Privacy Act of 1974](#) requires that all students be notified of their rights under the Act, be informed of locations and types of records pertaining to them which are maintained by the University, and the individuals in charge of such records.

Campus Bookstore

Find required textbooks, course materials, digital textbooks, EMU apparel, accessories, software titles, and supplies at the EMU Campus Bookstore. For more information, access their website at: <https://www.bkstr.com/easternmichiganstore/home>

Campus Map

For an interactive map of the EMU Main Campus and to obtain directions, please visit: <http://www.emich.edu/maps>

