

CASE WESTERN RESERVE UNIVERSITY
DEPARTMENT OF NUTRITION



GRADUATE STUDENT HANDBOOK
2016



SCHOOL OF MEDICINE
CASE WESTERN RESERVE
UNIVERSITY



TABLE OF CONTENTS

	Page
<input type="checkbox"/> Department Office Contact Information	1
<input type="checkbox"/> Nutrition Background and Program Information	2
<input type="checkbox"/> Planned Program of Study (PPOS)	7
<input type="checkbox"/> Financial Aid Information	8
<input type="checkbox"/> School of Graduate Studies Policies:	9
a. Academic Integrity	
b. Student Grievance Procedure	
c. Prohibited Conduct	
<input type="checkbox"/> Master of Science Plan B Requirements	12
<input type="checkbox"/> Master's Courses by Semester	15
<input type="checkbox"/> PhD Courses by Semester	19
<input type="checkbox"/> School of Graduate Studies Dates and Deadlines	21
<input type="checkbox"/> Master's Graduation Checklist and Forms	22
<input type="checkbox"/> Department Faculty and Staff Directory	26
<input type="checkbox"/> Appendix – Academic Integrity Policy	27



DEPARTMENT OF NUTRITION CONTACT INFORMATION

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M.S. in Public Health Nutrition Internship Director: Tamara Randall, MS, RDN, LD
tlk3@case.edu
SOM WG 38

Combined Dietetic Internship/Master's Degree Program: Stephanie Harris, PhD, RDN, LD
sra18@case.edu
SOM WG 48

Office: Pamela Woodruff, Graduate Program Coordinator
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Graduate Student Handbook

Welcome to the Department of Nutrition Case Western Reserve University!

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

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

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

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

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

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

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

Graduate degree programs currently offered include:

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

M.S. in Nutrition

Graduate courses designed for the M.S. in Nutrition are flexible and oriented toward the individual career interests of the student. Some students prepare for medical or dental school or a doctoral program. Nutrition is a science-based discipline and in order to be eligible to apply for the M.S. one needs to have completed successfully the following courses: General (Inorganic) Chemistry lecture and laboratory; Organic Chemistry and laboratory; General Biology; Human Physiology and Human Anatomy. Biochemistry and Statistics are required courses, but can be taken while enrolled in the M.S. program. Also, the individual program may be planned to fulfill the academic requirements (Didactic Program in Dietetics) for application to dietetic internships. The student may complete the degree with or without a thesis. International students must take the Test of English as a Foreign Language (TOEFL) exam and submit an original score report at time of application. Acceptable minimum scores are: Internet based test (iBT) 90; Computer based test (CBT) 213; and Paper based test (PBT) 577. The Department of Nutrition **requires a minimum of 30 semester hours and a minimum of 18 semester hours in Nutrition to complete the general Master of Science in Nutrition program.** The MS in Nutrition offers Plan A (thesis) and Plan B (non-thesis) programs of study.

M.S. in Nutrition/ Public Health Nutrition Dietetic Internship*

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

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

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

M.S. in Nutrition/ Combined Dietetic Internship *

The Combined Dietetic Internship/Master's Degree Program combines academic work with clinical supervised practice at dietetic internships at University Hospitals Case Medical Center or the Louis Stokes Cleveland Department of Veterans Affairs Medical Center or the Cleveland Clinic. A minimum of 27 semester hours is required. Admission is contingent on the student being selected and matched to one of the hospitals through the admission procedure outlined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Upon completion of the program, students are eligible to take the Registered Dietitian Nutritionist (RDN) exam. The program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

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

- * First year students in both dietetic internship programs are required to attend two interprofessional education workshops. Both of these programs offer only the Plan B (non-thesis) program of study.

For internship information contact:

Lauren Melnick, *Cleveland Clinic* at MELNICL@ccf.org

Arianna Aoun, *Louis Stokes VA Medical Center* at arianna.aoun@va.gov

Gina Bayless, *University Hospitals Case Medical Center* at
Gina.Bayless@UHhospitals.org

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

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

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

Completion of the program takes three years and requires a minimum of 61 semester hours.

MD/MS Biomedical Investigation – Nutrition Track

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

Ph.D. in Nutrition

The Ph.D. is awarded for concentrated study and research in Nutrition. The Ph.D. program requires a strong basic science background. All students participate in research each semester starting with their first semester. Students can be accepted through the School of Medicine's Biomedical Sciences

Training Program (BSTP) or as direct admits to the Department of Nutrition. Also, students can be accepted through the School of Medicine's M.D./Ph.D. program and earn the Ph.D. in Nutrition. The GRE General Test is required for application. Successful completion of this degree is a minimum of 30 semester hours of graduate coursework if the student has the M.S. degree, (36 hours if B.S.).

Degree requirements are:

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

Meet our Faculty

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



PLANNED PROGRAM OF STUDY (PPOS)

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

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

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

The PPOS must be submitted **no later than** the end of the second semester of graduate study. It should list all coursework, research/project units, seminars, teaching requirements, etc. required to complete the degree program. Information should be listed chronologically by the semester in which coursework was completed. Once the submission has been completed, the student's advisor will be notified by email and prompted to login to SIS to review and approve/deny the PPOS. Final approval will then come from Graduate Studies. Any revisions **must be** submitted by the student as a new version of the PPOS. **The University will not issue a diploma until the final PPOS has been accepted by Graduate Studies.**



FINANCIAL AID INFORMATION

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

1) University Office of Financial Aid 216/ 368-4530

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

2) Nutrition Department 216/ 368-2440

Financial assistance may be available through the Department of Nutrition.

Contact Pamela Woodruff, Graduate Program Coordinator, for the **Memo of Assistance**.

3) Academy of Nutrition and Dietetics (AND)

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

Address: Education and Accreditation Team, The Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995

Website: <http://www.eatright.org> Email: education@eatright.org



SCHOOL OF GRADUATE STUDIES

For detailed information on School of Graduate Studies Policies and Procedures please visit www.case.edu/gradstudies/about-the-school/policies-procedures/

Academic Integrity Standards

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

Graduate Student Grievance Procedure

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

1. Students with complaints should first discuss their grievances with the person against whom the complaint is directed.
2. In those instances in which this discussion does not resolve a grievance to the student's satisfaction, a complaint should be presented in writing to the Department Chairperson.

3. In the event that a decision still appears to be unsatisfactory to the student, the student may bring the matter to the attention of the Dean of Graduate Studies. The Dean may ask the student to put the complaint in writing. The Dean will then discuss the case with the student and the Department Chairperson to evaluate the particulars and to make a ruling on it.

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

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

Prohibited Conduct

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

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

10. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource material, or manipulating a grading system.
11. Scientific misconduct as described/defined by federal standards or existing university policies is considered a violation of this academic integrity policy. In addition to the process under this and other University policies, appropriate response and handling of scientific misconduct also will be handled in accordance with the prescribed federal guidelines.
12. Professional schools are expected to respond to allegations/violations of academic integrity in the manner prescribed in their policies and procedures and/or this academic integrity policy.



MASTER of SCIENCE in NUTRITION

POLICIES AND PROCEDURES

PLAN B: NON-THESIS

A. The School of Graduate Studies

The School of Graduate Studies requires a minimum of 27 semester hours of coursework: minimum of 18 semester hours at 400 level or higher; no more than 9 hours at the 300 level; must pass a comprehensive examination set by the department. See section "C" below for the Department's specific degree requirements.

B. Planned Program of Study (PPOS)

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

C. Nutrition Coursework

1. The Department of Nutrition **requires a minimum of 30 semester hours to complete the Master of Science in Nutrition** except for The Combined Dietetic Internship/Master's Degree Program, which requires 27 semester hours.

2. The Master of Science in Nutrition, Public Health Nutrition and Combined Dietetic Internship programs require a minimum of 18 semester hours of graduate Nutrition courses at the 400 level or higher, and no more than 9 hours at the 300 level.
3. Included in the 18 hours of graduate Nutrition coursework, the following are **required nutrition courses** for the general M.S. in Nutrition: NTRN 433 and 434. Students who have previously taken NTRN 363 and 364 (with a grade of "B" or above) may take other pre-approved nutrition electives.
4. **NTRN 343 is required** of students who have had no food science/dietary patterns coursework prior to enrollment in the graduate program.
5. **Minimum cumulative grade point average of 3.0** for the graduate program must be maintained. Students in the M.S. in Public Health Nutrition Program must maintain a minimum grade of B in each graduate nutrition course and, an overall grade point average of all courses of 3.0.
6. **A maximum of 3 credit hours of 601** with prior approval of topic and faculty of record by the Department's Curriculum Committee.

D. Supportive Coursework

1. **Statistics is required** – if not taken within 10 years prior to enrollment or if the grade attained is lower than a C. There are a number of courses in the Department of Statistics or in the Department of Epidemiology and Biostatistics – which will satisfy the requirement.
2. **A biochemistry course is required** if not taken within 3 years prior to enrollment or if the grade attained was lower than a C.
3. **Human physiology is required** if not taken within 5 years prior to enrollment or if the grade attained is lower than a C.

E. Electives

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

F. Didactic Program in Dietetics (DPD)

Students interested in a career as a **Registered Dietitian Nutritionist (RDN)** are required to complete the **Didactic Program in Dietetics, (“DPD”)**, which can be done as part of the M.S. program. Some of the DPD courses may count for the M.S. degree; others will not. Guidance will be provided by the academic advisor. The DPD is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

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

EXAMINATION

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

- The examination is scheduled for the end of the semester in which the student expects to graduate. The examination may be on site or take-home, as determined by the Faculty Examination Committee.
- In order to sit for the exam, a student must demonstrate a program of sufficient and appropriate credits at an acceptable academic level defined as a minimum cumulative GPA of 3.00 in all courses taken for credit in the Masters degree program. Students in the M.S. Public Health Nutrition Program must maintain a minimum grade of B in each graduate nutrition courses and an overall grade point average of all courses of 3.0.
- Permission to take the examination will be given upon recommendation by the student's advisor with approval of the Faculty Examination Committee. Permission may be withheld for a student who has not completed course work or if academic standing may be in doubt.
- **The exam will be scheduled by the Department, about 3 weeks before the end of the semester.** All candidates are expected to complete the examination at that time. If a student is unable to do so, he/she may petition the Chair of the Faculty Examination Committee for an alternate time. **The petition must be in writing:** it must include the reason why the student is requesting a change, and indicate alternate times.
- The students must be registered for classes during the semester when the examination is given.
- The exams will be read by the Faculty Examination Committee. Students will receive written notification of results from the Chair of the committee. Any student who fails to complete the exam at a passing level will be notified of the Faculty Examination Committee's decision for remediation.



DEPARTMENT of NUTRITION, GRADUATE COURSES – **FALL 2016**

NTRN 401 - Nutrition for Community and Health Care Professionals

Day & Time TBD 2 credits

NTRN 410 - Basic Oxygen and Physiological Function (Puchowicz)

Day & Time TBD 3 credits

NTRN 433 – Advanced Human Nutrition (Swain)

Tuesday & Thursday 10:00 – 11:15 AM 4 credits

NTRN 435 – Nutrition For Pregnancy and Lactation (Pichette)

Friday 9:30 AM – 12:20 PM 3 credits

NTRN 436 - Pediatric Nutrition (Jodi Wolff)

Wednesday 5:15-8:00 PM 3 credits

NTRN 437 – Evaluation of Nutrition Information for Consumers (Kavanagh)

Not offered until Fall 2017

Monday & Wednesday 2:15 – 3:05 PM 3 credits

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

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

NTRN 452 – Nutritional Biochemistry and Metabolism (Croniger)

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

NTRN 459 - Diabetes Prevention and Management (Randall)

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

NTRN 460 – Sports Nutrition (Kam)

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

NTRN 462 – Exercise Physiology and Macronutrient Metabolism (Kam)
Monday & Wednesday 4:00 – 5:15 PM 3 credits

NTRN 516 - Seminar in Dietetics I (Kavanagh)
Monday 9:00 – 12 noon 4 credits (CDI and PHN students only)

NTRN 528 – Introduction to Public Health Nutrition (Cavallo)
Tuesday & Thursday 1:00 – 2:15 PM 3 credits

NTRN 529 – Nutritional Epidemiology (Thompson)
Wednesday 1:00 – 4:00 PM 3 credits

NTRN 533 – Nutritional Care of the Neonate (Groh-Wargo)
Wednesday 7:30 am – 10:30 AM 3 credits
LIMITED to 5 students – class is held at MetroHealth Medical Center.
ONLY those enrolled in MS/CDI or MS/PHN may enroll.

NTRN 551 - Seminar in Advanced Nutrition (Manor - PhD students only)
TBD 1 credit

NTRN 561 - Investigative Methods in Nutrition (Steiber)
Monday 1:00 – 3:30 PM 3 credits (CDI and PHN students only)



DEPARTMENT of NUTRITION, GRADUATE COURSES – SPRING 2017

NTRN 401 - Nutrition for Community and Health Care Professionals

Day & Time TBD 2 credits

NTRN 410 - Basic Oxygen and Physiological Function (Puchowicz)

Day & Time TBD 3 credits

NTRN 361/461 - Energy Dysregulation: From Obesity to Anorexia (Kam)

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

NTRN 434 - Advanced Human Nutrition II (Manor)

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

NTRN 436 - Pediatric Nutrition (Jodi Wolff)

Thursday 5:50 - 8:45 PM 3 credits

NTRN 438 – Dietary Supplements (Harris)

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

NTRN 439 - Food Behavior Determinants (Cavallo)

Monday – Wednesday 2:15 – 3:05 pm 3 credits

NTRN 451 – Food Service Systems Management (TBD)

(TBD) 3 credits (NO CDI students)

NTRN 454 – Isotope Tracer Methodology (Puchowicz)

Tuesday & Thursday 4:45 – 6:00 PM 3 credits

NTRN 455 - Molecular Nutrition (Manor)

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

NTRN 517 – Seminar in Dietetics II (Kam)
Monday 1:00 – 3:30 PM 4 credits (CDI and PHN students only)

NTRN 530 – Public Health Nutrition (Cavallo)
Monday 9:30 – 12:20 PM 3 credits

NTRN 533 – Nutritional Care of the Neonate (Prince)
Monday 11:00 AM - 12 noon 3 credits
Wednesday 4:30 PM – 5:45 PM
LIMITED to 5 students – class is held at University Hospitals Case Medical center
ONLY those enrolled in MS/CDI or MS/PHN may enroll.

NTRN 551 - Seminar in Advanced Nutrition (Faculty – PhD students only)
TBD 1 credit



PhD in NUTRITION
Plan of Study

FIRST YEAR

Fall Semester:

Table with 3 columns: Course ID, Course Name, Credits. Rows include CBIO 453 (Cell Biology, 4 credits), CBIO 455 (Molecular Biology, 4 credits), and NTRN 551 (Seminar in Advanced Nutrition, 1 credit). Total: 9 credits.

Spring Semester:

Table with 3 columns: Course ID, Course Name, Credits. Rows include NTRN 434 (Advanced Human Nutrition II, 3 credits), NTRN 551 (Seminar in Advanced Nutrition, 1 credit), NTRN 454 (Isotope Tracer Methodology, OR), NTRN 455 (Molecular Nutrition, 3 credits), and NTRN 561 (Investigative Methods, 2 credits). Total: 9 credits.

Summer Semester:

Table with 3 columns: Course ID, Course Name, Credits. Rows include IBMS 500 (Being a Professional Scientist, 0 credit) and RSCH 700 (Summer Research - PhD, 0 credit).

SECOND YEAR

Fall Semester:

Table with 3 columns: Course ID, Course Name, Credits. Rows include NTRN 433 (Advanced Human Nutrition I, 4 credits), NTRN 452 (Nutritional Biochemistry and Metabolism, 3 credits), NTRN 551 (Seminar in Advanced Nutrition, 1 credit), and NTRN 561 (Investigative Methods, 1 credit). Total: 9 credits.

Spring Semester:

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

Summer Semester:

NTRN 701	Dissertation PhD	2 credits
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THIRD YEAR

Fall Semester:

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

Spring Semester:

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

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

SCHOOL OF GRADUATE STUDIES

Fall 2016 Deadlines

March 28	Open registration for degree-seeking students Fall 2016
April 18	Open registration for non-degree-seeking students Fall 2016
August 12	Application deadline for non-degree-seeking students Fall 2016
August 23, 24	School of Graduate Studies Orientation
August 29	Classes begin
August 30	Late Registration Fee Begins (\$25)
September 5	University Holiday - Labor Day
September 9	Last Day to Withdraw Without Financial Penalty
September 9	Late Registration and Drop/Add Ends
September 9	Deadline for January 2017 graduation candidates to qualify for Waiver of Registration For Students Requesting the Waiver: All required Final Materials (including Approved Thesis/Dissertation) are due by this early date
October 7	Deadline to submit application for January 2017 graduation
November 11	Deadline for Class Withdrawal
November 11	Deadline to Audit
November 24, 25	University Holiday - Thanksgiving
December 9	Deadline to Submit All Materials for Fall 2016 Graduation All required Final Materials (including Approved Thesis/Dissertation) are due by this date
December 9	Last Day of Fall Semester Classes
December 23	Final Grades Due to Registrar (11:00 a.m.)
January 20, 2016	Awarding of Degrees (No Convocation or Diploma Ceremony) All financial obligations to the University must be resolved

Department of Nutrition
GRADUATION CHECKLIST

Please consult the School of Graduate Studies [academic calendar](#). *The deadlines posted on this calendar are firm.* Go to the School of Graduate Studies homepage to get the necessary forms needed.

Check the following:

- _____ I have submitted my Planned Program of Study (PPOS) online with the Student Information System (SIS).
- _____ My PPOS has been approved by my advisor.
- _____ ***I have completed and submitted the Application for Graduation through SIS by the established deadline for the term on the Graduate Studies calendar!***
- _____ Final Certification forms (2 copies) have been submitted to the NTRN Graduate Program Coordinator.
- _____ Student Program Status form has been submitted to the NTRN Graduate Program Coordinator.
- _____ Waiver of Registration form has been submitted to the NTRN Graduate Program Coordinator (if applicable). *(All Master's Plan B students must be registered for at least one credit hour for the term in which they plan to graduate, unless eligible for the Waiver of Registration.)*
- _____ Department graduate alumni form – this helps us keep in touch with you.

NOTE: You must sign this form in ink and deliver to the Nutrition Office, SOM WG 48. No electronic signatures will be accepted.

Student Signature: _____

Date: _____



Final Certification for the Master's Degree: Plan B

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

Name _____ SID _____

Program _____

Number of coursework hours required for the degree _____

Completed Requirements

Date of comprehensive examination _____

Date of Project Approval (if a project is required) _____

Research Advisor Certification

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

Advisor _____ Date _____

Chair's Certification for Degree Completion

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

Department Chair _____ Date _____

Dean of Graduate Studies Certification

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

Dean of Graduate Studies _____ Date _____



Student Program Status

Student Name _____

Student ID (7-digit) _____ Program _____

Our records indicate that the above student has recently been awarded a master's degree in the School of Graduate Studies. Please indicate this student's status within your department.

The student will continue in the program to earn a Ph.D.

Their advisor will be _____

The student will terminate with a Master's Degree.

Please note:

- Students who were originally admitted to master's programs and who plan to continue and earn a Ph.D. must maintain continuous enrollment to avoid formally applying to the Ph.D. program.

Faculty Signature _____ Date _____



Waiver of Registration

Name _____ ID Number _____

Email _____ Phone _____

Department _____ Degree _____

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

Fall of _____ Spring of _____ Summer of _____

I have completed the Application for Graduation in SIS for the above semester/session.

Student Signature _____ Date _____

International Student Services Signature (International Students Only) _____ Date _____

Dean of Graduate Studies _____ Date _____

Eligibility Criteria for Waiver of Registration

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

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

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

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

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

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



PRIMARY NUTRITION FACULTY

LC: 4954

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School of Medicine

Graduate Student Office - SOM WG 34 368-8824
 Graduate Student Office - SOM WG 38 368-8820
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 2109 Adelbert Road - Room WG 48
 Cleveland, Ohio 44106-4954

Web Site Address: <https://case.edu/medicine/nutrition>

Dental School

Food Laboratory Rm 207 368-8823



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

APPENDIX

SCHOOL OF GRADUATE STUDIES
Academic Integrity
Procedures and Rules
(Revised 1/8/2007; 9/6/2006)

The University's research, scholarship, teaching, and community service are central to its mission. In order to achieve that mission, it is critical that the highest standards of academic integrity are articulated to all members of the University community: faculty, students, and staff. All members of the community have an expectation to interact in a professional manner in those endeavors that promote and facilitate the university's common mission. Adherence to professional Codes of Ethical Conduct can and does play a central role in the matter.

PREAMBLE

Students, faculty and administrators share responsibility for the determination and preservation of standards of academic integrity. Each must adhere to his/her own personal code of integrity and must be prepared to educate others about the importance of academic integrity, to take reasonable precaution to discourage violations of academic integrity and to adjudicate violations.

For students, education about the importance of academic integrity begins during the admissions process. The centrality of integrity to the academic enterprise is reinforced during new student orientation when students engage in discussion about academic integrity. Specific mention of academic integrity and course-specific guidelines also may be presented in all classes. Programs and instruction about academic integrity guidelines are available throughout students' graduate school career.

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

The vitality of academic integrity is dependent upon the willingness of community members to confront instances of suspected wrongdoing. Faculties have specific responsibility to address suspected or reported violations as indicated below. All other members of the academic community are expected to report directly and confidentially their suspicion of violation to a faculty member or a dean or to approach suspected violators and to remind them of their obligation to uphold standards of academic integrity. To the extent possible, the identity of individuals reporting academic misconduct will be kept confidential.

POLICIES AND PROCEDURES

A. Prohibited Conduct.

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

1. Violation of course rules as contained in the course syllabus or other information provided to the student; violation of program regulations as established by departmental committees and made available to students;
2. Providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;
3. Providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor;
4. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged, word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
5. Submitting substantially the same work to satisfy requirements for one course that has been submitted in satisfaction of requirements for another course, without permission of the instructor of the course for which the work is being submitted;
6. Falsification, fabrication, or dishonesty in reporting laboratory and/or research results;
7. Serving as, or enlisting the assistance of a substitute for a student in the taking of examinations;
8. Alteration of grades or marks by a student in an effort to change the earned grade or credit;
9. Alteration of academically-related University forms or records, or unauthorized use of those forms; and
10. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system.
11. Scientific misconduct as described/defined by federal standards or existing university policies is considered a violation of this academic integrity policy. In addition to the process under this and other University policies, appropriate response and handling of scientific misconduct also will be handled in accordance with the prescribed federal guidelines.
12. Professional schools are expected to respond to allegations/violations of academic integrity in the manner prescribed in their policies and procedures and/or this academic integrity policy.

B. Reporting Suspected Violations.

1. If a faculty member suspects or has been advised by a third party that a graduate student is suspected of having violated academic integrity standards, the faculty member shall consult with the Dean of Graduate Studies about the appropriate course of action. Before speaking with the student, the faculty member may also choose to consult with the chair or dean about academic integrity standards.
2. If the faculty member, in consultation with the chair or dean, determines that the evidence is not adequate to charge the student with a violation, the matter will be dropped.
3. In some instances, allegations/violations of this policy may require a joint investigation (e.g., Office of Research Administration (ORA) & the Dean of Graduate Studies investigate professional conduct and scientific misconduct). The ORA will determine the manner in which joint cases are handled.

4. **First Violations.**

- a. If the faculty member and the chair/dean agree that a violation has occurred, and the student agrees that a violation has occurred and the violation is determined to be a First Violation (the university has no record of previous violations by the student of the university's Standards of Conduct), the faculty member may choose to sanction the student with either failure in the work in question or failure in the course. In such cases, the faculty member will be provided with a reporting form signed by both the student and faculty member and placed in the student's official file in the School of Graduate Studies.
- b. The faculty and the chair/dean will refer the case to the Dean of Graduate Studies for possible board action if:
 - i. The student claims not to have violated academic integrity standards or the student disagrees with the sanction imposed by the professor.
 - ii. The faculty member and the chair/dean agree that the seriousness of the first offense warrants presentation to the academic integrity board.
 - iii. The faculty member, after consultation with the Dean of Graduate Studies, prefers to have the academic integrity board investigate or adjudicate the alleged violation, or prefers that the board sanction the student.
 - iv. If the alleged violation is one for which the penalty would be separation from the University (Level Three and Level Four), the dean of the degree-granting School automatically will forward the case to the Dean of Graduate Studies to be heard under the University Academic Policies and Procedures.
5. **Subsequent Violations.** If the student's file indicates that the student suspected of a violation has been responsible for one or more previous violations of the university's Standards of Conduct, the case will be referred to the Dean of Graduate Studies or for academic integrity board action.
6. Students may continue to participate in a course or research activities until the case has been resolved unless their continued presence poses a risk to the course or research activity. Under no circumstances should a student be offered a choice of either dropping a course or facing disciplinary action.

C. Notice of Charges.

Students shall be notified of University charges in writing, unless a more effective form of notification is deemed appropriate. A hearing will not be scheduled less than forty-eight (48) hours after notification. Charges may be presented in person, by placement in a student's campus mailbox, or by mail to the accused student's local or permanent address on file in the office of the University Registrar. All students are required to maintain accurate and current local and permanent addresses with the University Registrar. Following notification of charges, students are encouraged to and shall be afforded the opportunity to meet with a University official for the purpose of explaining the University judicial process and discussion of the charges. Failure of the accused student to respond to the initiation of charges or schedule a preliminary meeting shall in no way prevent the University from scheduling and conducting a hearing in the absence of the accused student.

D. Notice of Hearing.

If a hearing is to be held, written notification will be provided to the student. The notice may be hand delivered, placed into a student's campus mailbox, or mailed to the last known address of the student, either by certified mail or first class mail, no fewer than ten (10) calendar days prior to the hearing. Unless already provided to the student, the notification will include the charge(s), date, time, and location of the hearing, the designated panel, a statement of the student's rights, and information on the hearing procedures. The accused student may request a postponement for reasonable cause, or a hearing separate from other accused persons. A request for a postponement for reasonable cause must be made in writing, include supporting rationale, and be received by the person sending the hearing notification at least two (2) business days before the scheduled hearing.

E. Academic Integrity Board and Hearing Procedures.

1. Academic Integrity Board. If a suspected violation of academic integrity standards that has been reported is a level 3 or 4 violation, the Dean of Graduate Studies will convene the Academic Integrity Board (AIB). The AIB will meet within thirty (30) days of receiving an alleged level 3 or 4 violation. The AIB is comprised of three students (voting members) appointed by the Graduate Student Senate, two faculty (voting members) from a pool appointed by the Faculty Senate and the Dean of Graduate Studies or her/his designee, who will preside over the proceedings. AIB procedures, and the vote required for the determination of responsibility, and the evidence standard will be the same as those for the University Judicial Board.
2. Hearing Procedures.
 - a. The accused student shall appear before the AIB at the scheduled time and place. The faculty member and the faculty member's chairperson/dean need not appear at the hearing, although each may, with the approval of the Dean of Graduate Studies, attend the hearing and address the AIB.
 - b. The hearing shall be conducted in a university facility and shall be closed to the public. Attendance at hearings is limited to those directly involved or those requested by the Dean or AIB to attend. The Dean or AIB will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt the proceedings.
 - c. Formal rules of evidence shall not apply. The Dean may in her/his absolute discretion, admit or exclude evidence and admit or exclude witnesses during the testimony of other witnesses. In any case in which the charge does not rest exclusively on documentary evidence, the complainant shall be a witness at the hearing.
 - d. The accused student may have an advisor throughout the hearing. The advisor may only counsel the student and may not actively participate in the hearing, unless clarification is needed as determined by the Dean or the AIB. This person should be a member of the university community (current faculty member, administrator, staff member, or student). Any advisor, so

designated, who is also an attorney-at-law will not be considered to be appearing as counsel.

- e. The accused student may submit a written statement, may invite relevant witnesses to attend, may ask questions of witnesses called by others, and will be notified of potential witnesses to be called. The University may present witnesses as well as question those presented by the accused. The accused student must direct questions to witnesses through the Dean of Graduate Studies.
- f. The accused student may review any evidence that may be introduced prior to the hearing.
- g. In cases requiring special expertise, the Dean or AIB may appoint individuals with appropriate expertise to serve as consultants to the AIB. The consultants may be present and provide information as called upon during the hearing but will not vote.
- h. Students are entitled to a presumption of innocence. Therefore, a student will not be found in violation unless a preponderance of the evidence supports the charge(s).

3. Attendance

Because the most accurate and fair review of the facts can best be accomplished when all parties are present, the accused is expected to attend and participate. If an individual does not choose to attend a hearing, the charges will be reviewed as scheduled on the basis of the information available, and a decision will be made. Although no inference may be drawn against a student for failing to attend a hearing or remaining silent, the hearing will proceed, and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the accused student to attend the hearing or answer the charges.

4. Record of Proceedings

A single record consisting of written notes, tape recording, or other method selected by the Dean, will be made of all hearings. Such records will remain the property of the University but will be made available to the accused student for review during the appeal period. A written notice of the decision and, if found in violation, information regarding appeal procedures will be provided to the accused student.

5. Findings

- a. The AIB shall deliberate in private and makes its determinations by a majority vote. The AIB shall make its decision based upon the evidence presented at the hearing.
- b. Should the AIB find the student “not responsible” for a suspected violation, the faculty member and the student will be so informed in writing by the Dean. The faculty member will be asked to evaluate the student’s performance in the assignment in question and to issue a grade based on her or his normal grading practices.

- c. If the AIB determines that the student has committed an academic integrity violation, the Dean of Graduate Studies will so inform the student and all parties in writing. The Dean of Graduate Studies will inform the student of the right to appeal.
- d. The signed report form from a faculty member or the finding of responsibility by the academic integrity board will become part of the student's official file. Students found responsible for a first violation will be required, in addition to any other sanctions imposed, to attend an ethics education program or complete an ethics exercise assigned by the Dean of Graduate Studies.

F. Sanctions

Any violation of academic honesty is a serious offense and is therefore subject to an appropriate penalty. Violations at Case Western Reserve University are classified into four levels according to the nature of the infraction. For each level of violation a corresponding set of sanctions is recommended. **Chairs, deans and hearing panels are not bound by these illustrations, which are intended as general guidelines for the academic community.** Since adherence to a code of conduct can be seen as a function of socialization into the group whose norms are reflected in such a code, culpability may be assessed differentially for those with more and less experience as members of the academic community; thus violations of academic integrity by graduate students will presumably be penalized more severely than violations by first semester first year students. Examples are cited below for each level of violation. These examples are illustrations and are not to be considered all-inclusive.

1. Level One Violations

Level One Violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of the students committing the violation. These violations often involve a small fraction of the total coursework, are not extensive, and/or occur on a minor assignment. Cases involving Level One Violations may be handled within the individual college/ school in which the individual is a candidate for a degree (e.g., MSASS Doctoral Program Executive Committee). Examples of Level One violations include but are not limited to:

- a. Working with another student on a laboratory or other homework assignment when such work is prohibited; or
- b. Failure to footnote, reference, or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions for Level One Violations are listed below; one of these may be chosen in each case:

- a. Required attendance in a non-credit workshop or seminar on ethics or related subjects;
- b. An assigned paper or research project on a relevant topic;
- c. A make-up assignment at a more difficult level than the original assignment;
or
- d. A recommendation to the instructor that no credit be given for the original assignment.

Records of students who commit Level One Violations will be maintained in the respective Chair's/Dean's Office until graduation. A copy of the complaint and its resolution will be placed in the student's official graduate file in the School of Graduate Studies.

2. Level Two Violations

Level Two Violations are characterized by dishonesty of a more serious character or by conduct that affects a more significant aspect or portion of the course work. Cases involving Level Two Violations may be handled within the college/school in which the student is a candidate for a degree, or in the case of a student who is not a candidate for a degree, by the Dean of Graduate Studies. Examples of Level Two Violations include, but are not limited to:

- a. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source;
- b. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor;
- c. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators; or
- d. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

The recommended sanction for Level Two Violations is disciplinary probation. In cases of academic dishonesty involving out-of-class assignment, the schools, in consultation with the Dean of the School of Graduate Studies, may recommend a failing grade for the assignment involved and the grade in the course will be determined in the normal manner. However, cheating on a take-home final examination would normally carry a recommended penalty that the faculty member fails the student in the course, as well as disciplinary probation.

Records of students who commit Level Two offenses will be maintained in the respective Chair's/Dean's Office. A copy of the complaint and its resolution will be placed in the student's official graduate file.

3. Level Three Violations

Level Three Violations are those that go beyond Level One or Two and that, in the opinion of the Dean of Graduate Studies require adjudication at the university level. Level Three Violations include dishonesty that affects a major or essential portion of work done to meet course requirements, involves premeditation, or is preceded by one or more violations at Levels One and Two. Cases involving Level Three Violations are heard under the School of Graduate Studies Academic Integrity Policies and Rules. Examples of Level Three Violations include but are not limited to:

- a. Copying on examinations;

- b. Plagiarizing major portions of a written assignment;
- c. Acting to facilitate copying during an exam;
- d. Using prohibited materials, e.g., books, notes, or calculators during an examination;
- e. Collaborating before an exam to develop methods of exchanging information and implementation thereof;
- f. Altering examinations for the purposes of re-grading;
- g. Acquiring or distributing an examination from unauthorized sources prior to the examination;
- h. Presenting the work of another as one's own;
- i. Using purchased term paper or other materials;
- j. Removing posted or reserved material, or preventing other students from having access to it;
- k. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources); or
- l. Using unethical or improper means of acquiring data.

The sanction typically to be sought for all Level Three Violations or repeated violations of Level One and Two offenses is a minimum of a one semester suspension from the University.

4. Level Four Violations

Level Four Violations represent the most serious breaches of intellectual honesty. Such cases are heard under the School of Graduate Studies Academic Integrity Policies and Rules. Examples of Level Four Violations include but are not limited to:

- a. All academic infractions committed after return from suspension for a previous academic integrity violation;
- b. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office, buying an examination, or falsifying a transcript to secure entry into the University or change the record work done at the University);
- c. Having a substitute take an examination or taking an examination for someone else;
- d. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own within a master's thesis or doctoral dissertation, in scholarly articles submitted to referred journals, or in other work represented as one's own as a graduate student; or
- e. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

The typical sanction for all Level Four Violations and a repeat infraction at Level Three is permanent expulsion from the university. In addition, faculty members retain the right to fail the student, place a letter in the student's permanent graduate file, which is not removed upon graduation or other action as deemed appropriate by the Dean of Graduate Studies. Such cases are heard under the School of Graduate Studies Academic Integrity Policies and Rules. Notation of

“academic disciplinary separation” and notification will be placed on a student’s official record in the School of Graduate Studies.

G. Appeal Process

1. Right to Appeal

A student found in violation has the right to appeal the original decision. An appeal of a decision must be submitted in writing and postmarked or hand delivered to the Provost or the Provost’s designee, within ten (10) calendar days after the date on which written notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the appeal officer is final.

2. Grounds for Appeal

An appeal may be based only upon one or more of the following grounds:

- a. Procedural error;
- b. Misapplication or misinterpretation of the rule alleged to have been violated;
- c. Findings of facts not supported by a preponderance of evidence;
- d. Discovery of substantial new facts that were unavailable at the time of the hearing; or
- e. That the disciplinary sanction imposed is grossly disproportionate to the violation committed.

3. Appeal Proceedings

- a. The appeal officer shall dismiss the appeal if the appeal is not based upon one or more of the grounds set forth in Section (B) above.
- b. The appeal officer may decide the appeal based upon a review of the record.
- c. The appeal officer may request additional written information or an oral presentation from any relevant person(s) and then decide the appeal based upon the enhanced record.

4. Possible Dispositions by the Appeal Officer

The appeal officer may, after a review of the record, uphold the original sanction, dismiss the original sanction, or impose a lesser sanction. An appeal officer may also remand the case to the original hearing body or refer the case to a new hearing officer or panel to be reheard. If possible, the new hearing officer or panel should be different from the one that originally decided the case. If a case is reheard by a hearing officer or panel, the sanction imposed can be greater than that imposed at the original hearing.

5. Minor Deviations from Procedure

A student and hearing officer may agree in advance to minor deviations from procedure. Such deviations are not then subject to appeal. Other minor deviations are acceptable as long as such deviations are not found upon appeal to be unreasonably harmful to the student.

H. VIOLATIONS REPORTED AFTER VOLUNTARY WITHDRAWAL OR ACADEMIC SEPARATION

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

I. VIOLATIONS REPORTED AFTER GRADUATION

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

J. MAINTENANCE OF RECORDS

Violations of academic integrity standards are considered violations of the university's Standards of Conduct and will be recorded in the student's official file in the School of Graduate Studies.