

Ph.D. in Nutrition

POLICIES AND PROCEDURES

I. PRELIMINARIES

- A. The M.S. in Nutrition (or equivalent) is required before beginning coursework in the doctoral program. This requirement may be waived for the individual with an exceptional academic record and research potential.
- B. The student is expected to observe academic regulations published in the General Bulletin of *Case Western Reserve University*.
- C. The student is expected to meet requirements of the School of Graduate Studies and requirements of the Department of Nutrition.

II. REQUIREMENTS FOR THE DEGREE

- A. Successful completion of a minimum of 30 semester hours of graduate coursework if the student has the M.S. Degree (36 credits, if a BS). This may include NTRN 601, NTRN 561).
- B. Residency requires continuous registration in at least 6 consecutive academic terms (Fall, Spring and/or Summer).
- C. Successful completion of an examination to qualify for candidacy.
- D. Preparation of a research proposal, and acceptance of that proposal.
- E. Dissertation research (NTRN 701). A minimum of 18 semester hours of 701-level courses is required.
- F. Formal presentation of dissertation research at a department seminar.
- G. Prior to the oral defense of the dissertation the student must have one manuscript accepted for publication and a second manuscript submitted.
- H. Oral defense of the dissertation.
- I. Doctoral students have 5 consecutive calendar years from the semester of the first credited 701 Registration to complete all requirements for the degree.

III. ACADEMIC REQUIREMENTS

- A. The student works closely with the academic advisor in developing an appropriate coursework plan.
- B. If the student has earned the M.S. in Nutrition (or equivalent) **5 years or more prior to** matriculation in the doctoral program, coursework to update knowledge in biochemistry and human physiology will be required. Coursework in other areas

fundamental to the student's research and career goals may be necessary as determined by the academic advisor and Graduate Curriculum Committee of the Department of Nutrition.

C. Coursework:

1. Not less than 30 semester hours beyond the M.S. in Nutrition.
2. Not less than 15 semester hours of graduate nutrition coursework (400 level or higher) in the Department of Nutrition.
3. NTRN 433, NTRN 434, NTRN 452 as well as NTRN 551 (Seminar) **are required**.
4. NTRN 454 is required for students in the **nutritional biochemistry track**; NTRN 455 is required for students in the **molecular nutrition track**.
5. No more than 3 semester hours of NTRN 601 can satisfy the required 15 semester hours of graduate nutrition coursework.
6. Statistics/Experimental Design/Computer competency is required.
7. BSTP Course in Ethics: Being a Professional Scientist is *also* required

D. Other

1. Recommended course load for a full-time student is: **9-12 credit hours per semester**.
2. A satisfactory quality point average is defined as 3.0 in all courses taken for credit, with a 3.5 (min.) in **all** graduate Nutrition courses.

IV. ADMISSION TO CANDIDACY

A. Admission to candidacy is contingent upon:

1. Successful completion of coursework as defined above.
2. Successful completion of an examination consisting of 2 parts:
 - a. A written NIH grant application focused on a research project relevant to the advisor's research and which possibly may become a part of the student's dissertation research. The grant application is about 25-30 pages in length including rationale, specific aims, methodology, preliminary data, references, and budget. The researching advisor can provide guidelines and general advice.
 - b. A one-hour oral exam based on NIH-grant application.
 - c. The candidacy examination must be taken no later than two years after admission to the Ph.D. program for a full-time student and no later than five years for a part-time student.
 - d. The examination is administered by the Department, and evaluated by a departmental committee. A request for the examination, signed by the student and his/her advisor should be submitted to the department chair and Ph.D. Program Director at least one month prior to the examination.
 - e. A student who fails the examination may request a second qualifying examination. The second examination must be completed in one year.

V. RESEARCH PROPOSAL

- A. The proposal is usually completed after admission to candidacy. The student may register for NTRN 701 before admission to candidacy. However, no more than 6 credit hours each semester is allowed. This registration requires an advance written notification to the dean of graduate studies and subsequent approval. Pre-Candidacy 701 hour(s) can only be taken concurrent with coursework.
- B. The department chair appoints a dissertation research committee, with due consideration to suggestions from the student and the academic advisor. The dissertation research committee is composed of: **(1)** the Ph.D. Program Director who chairs the committee; **(2)** two doctoral-level faculty: one from the Department of Nutrition and one from another department within the University; and **(3)** the research advisor who does not vote.
- C. No later than six months after admission to candidacy, **candidacy**, the student will present his/her research proposal to the dissertation research committee for preliminary review. The proposal may need committee review several different times before final approval.
 - 1. Any request for formal review of the proposal is signed by the student and research advisor and submitted to the chair of the dissertation committee four to six weeks before the review is to be scheduled.
 - 2. Each committee member must receive a copy of the proposal at least ten days before the scheduled review.
 - 3. Approval from the appropriate university ethics committee(s) must be secure before final approval of the research proposal by the dissertation research committee.

VI. DISSERTATION

- A. Periodic progress reports to the dissertation committee are expected at a minimum of once per year.
- B. The candidate submits a written dissertation as evidence of ability to conduct independent research at the advanced level. The dissertation must present a significant new contribution to the discipline.
- C. In order to be eligible to defend the dissertation at the Final Oral Examination, a student must have one manuscript accepted for publication in a journal and a second manuscript submitted for publication. The research advisor in collaboration with the student's dissertation research committee will decide which journal(s) are appropriate. The student must be first author on each manuscript.

VII. DISSERTATION RESEARCH SEMINAR

After the research proposal is approved by the dissertation research committee, but before the defense of the dissertation, the student is required to present a formal nutrition department seminar on his/her research. This seminar is open to faculty and students in the nutrition department as well as the University community.

VIII. DEFENSE OF THE DISSERTATION

- A. The chair of the dissertation research committee notifies the department chair when the dissertation is considered ready for defense.
- B. The department chair recommends to the Dean of Graduate Studies the names of at least 4 doctoral faculty members to serve on the Examining Committee including the dissertation research advisor. It is expected that members of the dissertation research committee will serve on the Examining Committee. At least one faculty member will be from a department of the University other than Nutrition.
- C. The Examining Committee schedules the Final Oral Examination in which the candidate defends the dissertation. All members of the University community are welcome to attend.

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