M.S. in Nutrition Sciences Program Handbook

Welcome
Congratulations on beginning your graduate education at the University of Nevada, Las Vegas and welcome to the Department of Kinesiology & Nutrition Sciences. We hope that you will have many positive experiences and interactions during your time with us, and we hope that we can effectively assist you in your growth and development. For information and helpful links, visit the Department of Kinesiology and Nutrition Sciences’ admissions page at: https://www.unlv.edu/kns/nutrition/admissions

Mission Statement
The mission of the UNLV MS in Nutrition Sciences is to provide program graduates with the skills and knowledge to be comfortable and competent nutrition and dietetics professionals capable of providing excellent nutrition and dietetic services in numerous community, food service, management, and clinical settings. The program will provide an evidence-based curriculum with a translation to clinical/professional practice.

Purpose
The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or kendall.hartley@unlv.edu.

Department Graduate Faculty
A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold either associate or full graduate faculty status to be involved in graduate education at UNLV. For current information regarding graduate faculty status in the department, visit the Graduate Faculty status web page.

Contact Information
Website: https://www.unlv.edu/kns/academic-programs

Department Chair: Brian Schilling PhD, CSCS, FNSCA, BHS 329, brian.schilling@unlv.edu

Graduate Coordinator: Laura Kruskall, PhD, RDN, CSSD, LD, FACSM, FAND, BHS 330, laura.kruskall@unlv.edu

Department Main Office: BHS 323, nutrition.sciences@unlv.edu, Phone: 702-895-4328, Fax: 702-895-2616

Program Requirements
Program requirements regarding admission, coursework and culminating experience are found in the graduate catalog.
Advisory Committee Guidelines

A Graduate Advisory Committee is mandatory and must conform to the Degree Progression Policies and Procedures provided in the graduate catalog. Applicants to the program are strongly encouraged to have a faculty member identified (cooperatively) to serve as their mentor/advisor prior to application to the program. This faculty member must have full Graduate Faculty status in the Department and be in good standing in the Graduate College. In addition to the faculty mentor/advisor who serves as the Chair of the thesis or professional paper committee, a minimum of two addition faculty from within the department with at least Associate Graduate Faculty status, also serve on the Advisory Committee. The Graduate College Representative, a faculty member with full Graduate Faculty status outside of the Department of KNS, is also required to serve on the Advisory Committee. Thus, the Advisory Committee consists of a minimum of three faculty members from within the department and a fourth faculty member from outside of the department.

Degree Program Benchmarks

Students can track the progress towards the degree via MyUNLV’s degree audit function (Student Center – Academics – Other Academics – Degree Audit Report). Courses that you intend to count towards your degree that are not listed in the Degree Audit Report require the completion of a Degree Audit Companion form. This form requires the approval of the advisor and the Graduate College.

A pre-prospectus meeting is required for all M.S. students who will write a thesis. The pre-prospectus document is a draft outline of the student’s concept for the thesis project. The student’s advisory committee may suggest changes or verbally approve the project concept. Following approval of the project concept, the student may proceed with the prospectus.

The professional paper plus clinical case study/community intervention project prospectus document is a draft outline of the student’s concept for this option. The student will work with the committee chair for the level of detail required in this outline. The student’s advisory committee may suggest changes or verbally approve the project concept. Following approval of the project concept, the student may proceed with the professional paper plus clinical case study/community intervention project. NOTE: This option will require that students work at a healthcare or community site. All sites must have an educational affiliation agreement (EAA) in place before the student may begin the project. If an EAA does not already exist, it can take quite some time for this process. Students may be required to complete a criminal background check, drug screen, and provide proof of various immunizations. This will be an additional expense for students. Students must comply with all facility (site) guidelines for access to the facility. Sites also have very strict dress and appearance codes that students must abide by (i.e. piercings, tattoos, and clothing).

The thesis prospectus precedes the research. At this time, the student presents their thesis proposal to their Advisory Committee in a public forum in both written and oral form. The Advisory Committee may accept the proposal as presented, recommend minor changes to the study design or methodology, or request that the student conduct a major revision and repeat the prospectus. Upon acceptance of the prospectus,
The student is allowed to commence their research.

The final examination for the M.S. degree comes in the form of public oral defense of the written thesis or professional paper plus clinical case study/community intervention project. The Advisory Committee may extend the defense into cognate fields related to the subject topic. The Advisory Committee determines whether or not the student passes the defense.

Program Timeline
It is anticipated that this program will require four semesters of graduate student enrollment at 6 to 9 credits per semester. A student may accelerate the timeline by taking additional credits during the summer semesters.

Professional Code of Ethics/Discipline Guidelines
UNLV Graduate College policy regarding academic integrity can be found in the graduate catalog.

Annual Review Procedures
Your advisor will evaluate your progress at the end of each semester. You may, at any time, request a meeting with your advisor to discuss any issues, problems, or concerns. We strongly encourage you to communicate with your advisor on a regular basis.

Each spring term, graduate students are required to complete the Graduate Student Annual Review survey. This survey will be sent by the Graduate College to the student’s Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

University Resources
Academic Success Center
The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

Alumni Association
With an alumni base 90,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office
Located in the UNLV Registrar’s Office, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College.
Office of Diversity Initiatives
The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV’s diversity mission: to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)
The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Office of International Student and Scholars
International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the Campus and the U.S.

Jean Nidetch Women’s Center
The Jean Nidetch Women’s Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women’s Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

UNLV Libraries
UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student Association (GPSA)
The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student
research through the graduate research and travel grants program.

Office of Student Conduct
The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the UNLV Student Code of Conduct by:
- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

Office of Veteran Services
The UNLV Office of Veteran Services is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

The Financial Aid & Scholarships Office
The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

Writing Center
This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies and Procedures
Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the following websites:
- Academic Integrity
- Activation for Military Service
- Change of Address
- FERPA/Privacy Rights
- Health Insurance - Mandatory
- Jeanne Clery Campus Safety and Security Report
- Proof of Immunization
- Policies and Procedures on the Protection of Research Subjects
- Rebelmail Policy
- Student Conduct Code
To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the Graduate Catalog:

- Academic Calendar
- Academic Policies
- Admission and Registration Information
- Degree Progression Policies & Procedures

In addition, the Graduate College website contains additional information regarding policies and procedures.

*Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.*

**Becoming a Registered Dietitian Nutritionist (RDN) and Licensed Dietitian (LD)**

Earning a M.S. degree in Nutrition Sciences will not grant you the eligibility to become a Registered Dietitian Nutritionist (RDN) or Licensed Dietitian (LD) in Nevada. In order to become a Registered Dietitian/Nutritionist (RDN) students must:

- Complete the requirements from an ACEND accredited DPND.
- Apply for, become accepted into, and complete an ACEND-Accredited Dietetic Internship (Supervised Practice Program). There is currently a national shortage of dietetic internship positions. Match rates (acceptance) may be as low as 52% nationwide.
- The Dietetic Internship, supervised practice program requires that students be placed at various hospitals, community, and clinical sites. Students must complete a criminal background check, drug screen, and provide proof of immunizations to be permitted to participate at these sites. Sites also have very strict dress and appearance code that students must abide by (i.e. piercings, tattoos, and clothing). The UNLV School of Allied Health Sciences, Nutrition Sciences Program (DPND), cannot guarantee that affiliated hospitals, community, and clinical sites will allow the student to participate in patient/client care at these affiliate sites.
- Upon successful completion of the dietetic internship students are eligible to take the Registration Examination for Dietitians. More information about becoming an RDN and the registration exam can be found at: [http://www.cdrnet.org/certifications](http://www.cdrnet.org/certifications)
- NOTE: By the year 2024, students will need to have earned the M.S. degree in order to sit for the National Registration Examination for Dietitians.
- At this point, the M.S. Degree in Nutrition Sciences and the Dietetic Internship at UNLV are separate programs, yet work together to help students earn their RDN credential. Successful completion of the UNLV Dietetic Internship will provide students with six elective credits that may be used for the M.S. in Nutrition Sciences. The internship can be completed before the start or at the end of the M.S program. Becoming accepted into the M.S. in Nutrition Sciences does not guarantee a spot in the UNLV Dietetic Internship. The internship program is competitive.
- NOTE: Once the RDN credential is earned, one may apply for their Dietetics license in Nevada. No additional courses or credentials are required to be eligible for this license to practice: [http://dpbh.nv.gov/Reg/Dietitian/Dietitian - Home](http://dpbh.nv.gov/Reg/Dietitian/Dietitian - Home)
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<td>Laura Kruskall</td>
<td>Consistent with Dept. of KNS M.S. Degree Programs</td>
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