

# PhD in Kinesiology and Nutrition Student Handbook

UNIVERSITY OF ILLINOIS AT CHICAGO

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# Introduction

UNIVERSITY OF ILLINOIS AT CHICAGO  
COLLEGE OF APPLIED HEALTH SCIENCES AND GRADUATE COLLEGE  
DEPARTMENT OF KINESIOLOGY & NUTRITION

The faculty and staff of the University of Illinois at Chicago Department of Kinesiology and Nutrition join in welcoming you. We are very pleased that you have selected the PhD in Kinesiology and Nutrition (KN PhD) to pursue your graduate education and training.

The Student Handbook was developed to familiarize you with the program policies and procedures which you are required to follow while you are a student enrolled in the KN PhD. This Handbook is not intended to be all-inclusive, but rather, to be used as a supplement to the UIC Graduate Catalog. Furthermore, this handbook is meant to provide KN PhD students with a description of the standards and policies of the Department of Kinesiology and Nutrition.

Each student is encouraged to review the handbook thoroughly and to retain it as a source of ready reference. The policies and procedures provide a basis and a rationale for fair and equitable treatment of all program participants. The handbook provides the framework within which the Program Director, University faculty and staff, and students can work together effectively. The policies and procedures described are current as of the publication date and are subject to change without advance notice.

*July 2021*

# Program Administration and Faculty

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# Curriculum Overview

## REQUIRED COURSE WORK

The KN PhD degree is personalized to the specific interests and goals of each student. Therefore, there are no required classes for this degree. **Students work with their assigned advisor to design coursework that fulfills their specific interests and goals.**

When designing their personalized coursework in consultation with their advisor, students should keep in mind that **completion of the KN PhD degree requires 64 credits at the graduate level for students with a prior Master's degree and 96 hours at the graduate level for students without a prior Master's degree. Only 400- and 500-level courses can be applied to the degree. Credit toward a graduate degree is only given for courses in which a student received a grade of A, B, C, CR, or S. At least 48 semester hours beyond the Master's level or its equivalent must be taken at UIC.**

Any 400- or 500-level class offered by any program at UIC counts towards the KN PhD degree as long as it's directed at complementing Nutrition- or Kinesiology-related knowledge. For example, students interested in public health-related issues can take classes from the UIC School of Public Health, students interested in clinical applications can take classes offered by the Department of Physical Therapy or Occupational Therapy as well as the UIC Schools of Dentistry, Medicine, Nursing, or Pharmacy, students interested in the anthropology or sociology of Nutrition can take classes from the Anthropology or sociology programs, etc.

No more than 12 semester hours of credit earned as a non-degree student can be transferred into the degree program. Only graduate-level courses in which a grade of A or B was earned will be considered.

Doctoral students may transfer in no more than 25 percent of the hours required for the degree. This limit is for courses taken as a student in another college at UIC or another institution, but not coursework taken in a different program within the Graduate College at UIC. Transfer credit is considered only for courses in which the student received a grade of A or B. Credit earned more than six calendar years before admission to the Graduate College is not usually accepted for transfer.

A minimum of 9 credit hours of 500-level courses must be letter-graded courses (A to F), not project, thesis, or independent study, or seminar courses that are graded Satisfactory (S) or Unsatisfactory (U).

Students who are full-time are expected to maintain a course load of at least 12 credit hours per semester.

Graduate course descriptions for all programs are at <https://catalog.uic.edu/gcat/>

The *Schedule of Classes* is at:

[https://osswwebcs4.admin.uillinois.edu/PORTAL\\_UIC/myuic/classschedule.html](https://osswwebcs4.admin.uillinois.edu/PORTAL_UIC/myuic/classschedule.html)

*Note: Curriculum is subject to change from time to time. It is up to the candidate to ensure they have completed the most recent requirements.*

## REQUIRED THESIS CREDITS

Students must earn at least 32 hours in KN 599 or HN 599 (PhD Thesis Research).

## ANNUAL EVALUATION

A Doctoral Student Review Committee, appointed by and advisory to the Director of Graduate Studies, will solicit information each fall semester from every doctoral student, and will evaluate the student's progress. Based on the Committee's report, the Director of Graduate Studies will communicate to the student and his/her advisor any recommendations or other actions.

## PRELIMINARY EXAM

### PURPOSE OF THE PRELIMINARY EXAM

Graduate College rules states: "The purpose of the Preliminary Examination is to determine the candidate's readiness to undertake dissertation research, and passing it constitutes formal Admission to Candidacy." See <https://grad.uic.edu/academic-support/exams-defense/> for more information.

In the KN PhD, the goal of the preliminary exam is to assess comprehensive knowledge of areas of scholarship related to the student's dissertation topic, including background knowledge, ability to generate novel hypotheses, as well as understanding of research design, methods, measurements, statistics and principles of research ethics.

### TIMING OF THE PRELIMINARY EXAM

The Graduate College states: "The preliminary examination is generally administered during or near the end of the time the student has completed most, though not necessarily all, of the coursework, but has not made a major investment of time and effort towards the dissertation research project. A minimum of one year has to elapse before the defense of the dissertation after passing the preliminary examination. Only students in good academic standing are permitted to take the examination." See <https://grad.uic.edu/academic-support/exams-defense/preliminary-exam-policies-and-procedures/> for more information

In the KN PhD, it is highly recommended that the exam is completed by the end of the 3rd year, although it can occur earlier or later as judged appropriate by the advisor and student. During the annual review process feedback is provided to students and advisors regarding the projected timing of the preliminary exam.

## PRELIMINARY EXAM COMMITTEE

The Graduate College states: “The committee for the preliminary examination is appointed by the Dean of the Graduate College upon the recommendation of the department or program. The committee consists of at least five (5) members, of whom at least three (3) are UIC Graduate Faculty with full membership, and two (2) of whom must be tenured. The chair of the Committee must be a full member of the UIC Graduate Faculty. An outside member is recommended but not required.” See <https://grad.uic.edu/academic-support/exams-defense/preliminary-exam-policies-and-procedures/for-more-information>

The Committee Recommendation form is at <https://uofi.app.box.com/s/lqoh181bm8ihvothg8cbb9fiozdspnif> and must be submitted to the Graduate College at least 3 weeks (preferably 5) before the expected date of the oral component of the preliminary exam. In the KN PhD, the student’s advisor acts as the Chair of the Committee. The Committee Recommendation. CV for all non UIC committee members must be attached to the form.

## FORMAT OF THE PRELIMINARY EXAM

The preliminary exam includes two components:

- 1) written component
- 2) oral component.

The oral component takes place approximately two weeks after submission of the written component to the exam committee.

### **Written component.**

There are three options for the written component of the preliminary exam. Students work with their advisor and committee to decide which of the three options is best for them. For each option, the student chooses topics for the preliminary exam that are related to the topic of their dissertation (see details for each option below). The advisor helps guide the student toward the exam’s topics. Prior to the exam, the student must obtain agreement from the committee that the topics selected are appropriate for the preliminary exam. The written component must be submitted to the committee at least two weeks prior to the scheduled oral component.

### OPTION 1. GRANT PROPOSAL



The student prepares a grant proposal on a topic related to their dissertation. The grant format follows the guidelines for the NIH Kirschstein Predoctoral Individual National Research Service Award (<https://researchtraining.nih.gov/programs/fellowships/F31>) or similar grant mechanism.

During preparation of the proposal, students may consult with their advisor and committee. Consultation on general issues (clarification, technical advice, etc.) is appropriate, but solicitation regarding ideas for specific aims or experimental design is inappropriate. The dissertation advisor and committee may give written feedback on drafts of the proposal but should not write any portion of the proposal.

If the grant proposal option is selected, it is highly recommended that the student take the Grant writing course offered by the department before taking the preliminary exam.

#### OPTION 2. SCHOLARLY ARTICLE

The student writes either one full-length review (for example, narrative, scoping or systematic review) or one primary research article directly related to the topic of their dissertation. If a primary research article is selected, the article should be based on data primarily obtained and/or analyzed by the student.

The topic, format, length and structure of the article should be defined in advance in consultation with the student's advisor. Prior to writing the article, the student should obtain the consent of the committee by submitting to the committee an outline of the proposed article.

The style of the article should follow the guidelines of a relevant peer-reviewed journal selected by the student in consultation with the advisor. The article should be presented to the committee in a format that would be submittable to the selected peer-reviewed journal.

During writing of the article, the student may consult with their advisor and their committee.

#### OPTION 3. RESPONSES TO QUESTIONS

The exam covers three thematic areas related to the student's dissertation topic. The areas are defined/selected in advance by the student in consultation with their advisor with input from the committee. It is advisable that students begin to identify these areas as early as possible during their doctoral study. Prior to the written exam, the student must obtain agreement from the committee that the topics selected are appropriate for the preliminary exam.

Prior to the written component date, the advisor solicits questions from committee members. Questions should be directly related to at least one of the three thematic areas selected. Questions should emphasize the student's ability to synthesize information,

interpret research findings, formulate hypotheses and design experiments. Students should discuss specific content areas with each committee member at least once prior to the written component and are encouraged to meet as needed. Specific examples of questions from previous exams should be provided to the student if requested.

The total number of questions provided and minimum/maximum number of questions to answer will be decided upon by the advisor and committee; however, a minimum of three questions should be answered. The advisor/committee should be mindful of the time allotted to the student when developing the questions so they can be completed in a reasonable time frame.

Students have the option of completing the written component in a one-day or two-day format.

1. One-Day option: Students will be given 8 hours to complete the written component, with all questions presented to the student at the beginning of the day.
2. Two-Day option: Students will be allowed 4 hours to work on their written component each day. A set of questions is presented to the student on day one and a different set of questions is presented on day two.

### **Oral component.**

The oral portion of the exam takes place in front of the convened committee (in person or virtually, as agreed upon by the committee and the student) in closed session, approximately two weeks after the written component is completed, and at the latest one month after completion of the written component. Waivers to the one-month rule can be requested to the DGS should circumstances require it.

The oral portion of the exam builds around the written component. The oral component may start with a brief presentation (no longer than 10 minutes) by the student that summarizes the content of the written component of the exam, particularly for students who selected the grant or scholarly article option. The examiners, having read the written component in detail, then ask questions that can be both directly related to and tangential to the written component. The purpose of the oral component is to further assess the student's understanding of their area of scholarship, including background knowledge, ability to generate novel hypotheses, understanding of research design, methods, measurements, statistics and principles of research ethics.

The typical time devoted to the oral component is two hours.

Once the oral component is completed, the committee deliberates an outcome in closed session without the student present.

## GRADING OF THE PRELIMINARY EXAM

The Graduate College states: “Each member of the examining committee assigns a grade of “pass” or “fail” on the Examination Report. A candidate cannot be passed with more than one “fail” vote. The committee may require that specific conditions be met before the “pass” recommendation becomes effective. The exact conditions and timeframe to complete the conditions must be specified on the Examination Report. For failed exams, on the recommendation of the committee, the head or chair may permit a second examination. A third examination is not permitted.” See <https://grad.uic.edu/academic-support/exams-defense/preliminary-exam-policies-and-procedures/> for more information.

In the KN PhD, should a second attempt be required, the format of the second attempt is decided by the committee and may consist of a whole retake of the exam (written and oral components) or just the components judged unsatisfactory during the first attempt. The second attempt of the Preliminary Examination should take place one year after the first attempt at the latest.

In the KN PhD, each member of the preliminary exam committee uses the rubric attached to the end of this document to determine the outcome of the preliminary exam.

## PROPOSAL DEFENSE

The Proposal defense consists in a written proposal of the dissertation project and its oral defense in front of the candidate’s dissertation committee. This should be scheduled after the Preliminary Examination, but before the dissertation research work has progressed beyond exploratory data collection, to allow meaningful changes in the research program based on input from the candidate’s dissertation Committee. The dissertation Committee to which the proposal is presented should be the same as the Committee for the final defense of the dissertation (see below), unless there are circumstances that necessitate a change.

The proposal defense has two goals:

- 1) Designing the best possible dissertation project for each individual candidate, including aspects related to the significance, novelty, appropriate methodology and ethics of the proposed scholarship.
- 2) Reaching an agreement that completion of the proposed work will satisfy the Committee’s requirement for graduation.

The proposal defense is not an examination; therefore there is no pass or fail outcome. However, should significant changes to the proposed work be needed, the committee may require an additional presentation from the candidate.

The written proposal may be in the form of a grant application (F31 NIH format is recommended) or in thesis format, as decided in concert by the advisor and the candidate. Irrespective of the format chosen, the proposal should include an introductory section detailing the background and significance of the proposed work as well as a methods and ethics section.

The Committee should be provided with the written proposal at least two weeks before the scheduled date of the oral presentation.

The date of completion of the proposal defense is reported in the candidate's annual evaluation form. There is no Graduate College form for the proposal defense.

## DISSERTATION DEFENSE

A minimum of one year must elapse before the defense of the dissertation after passing the preliminary examination.

The dissertation defense must be open to the academic community of the University and be publicly announced at least one week prior to its occurrence.

The dissertation committee consists of at least five persons, of whom one must be from outside KN PhD program. The chair of the committee must be a full member of the UIC graduate faculty and is typically the candidate's main advisor. At least two members of the committee must be tenured faculty at UIC; at least one must be from outside the degree-granting program, which may include graduate faculty from other UIC departments or colleges. The outside member can also be from outside the university, in which case the member must demonstrate equivalent academic standards; the members' curriculum vitae must accompany the Committee Recommendation Form. The Committee Recommendation form is at <https://uofi.app.box.com/s/lqoh181bm8ihvothg8cbb9fiozdsprnf> and must be submitted to the Graduate College at least 3 weeks (preferably 5) before the expected date of the dissertation defense.

A candidate cannot be passed if more than one vote of "fail" is reported. If the vote is "fail", the committee may recommend that the Dean permit a second defense. This second examination must be initiated by submission of a new Committee Recommendation form, even if there is no change in membership. A third defense will not be permitted.

The core of the dissertation in the KN PhD consists in original research work. The research may take any form (or a combination of forms), including laboratory, clinical or electronic approaches. The research must be creative and original, advancing a field of Kinesiology and/or Nutrition by adding significant new knowledge, testing current theory or leading to a new theory. The dissertation may be presented in the traditional thesis format or may consist of manuscripts (typically, though not necessarily, three) of

publishable quality in peer-reviewed journals. The specific requirements for both are to be established by the dissertation committee in accordance with Graduate College requirements. Publication of all or part of the research work prior to the dissertation defense is highly encouraged.

See <https://grad.uic.edu/academic-support/exams-defense/doctoral-dissertation-defense/> and <https://grad.uic.edu/academic-support/thesis/> for Graduate College requirements for dissertation and committee format, registration requirements and more.

For dissertation formatting issues, consult the Thesis Manual at: [http://grad.uic.edu/sites/default/files/pdfs/ThesisManual\\_rev\\_o6Oct2016.pdf](http://grad.uic.edu/sites/default/files/pdfs/ThesisManual_rev_o6Oct2016.pdf)

## Academic advising

A faculty member from the Department of Kinesiology and Nutrition is assigned to each student upon enrollment in the program. It is the student's responsibility to contact the assigned advisor as soon as possible to plan an appropriate coursework that fulfills their interests and goals

Should a student have difficulties contacting the assigned advisor, the Director of Graduate Studies should be contacted next.

## Academic policies and procedures

### GRADUATE COLLEGE POLICIES AND PROCEDURES

Graduate College Policy and Procedures apply to students enrolled in the KN PhD and can be found here: <https://grad.uic.edu/academic-support/graduate-college-policies/>

### GRADING AND GRADE POINT SYSTEMS

GPA Requirement for Graduation: 3.0

Academic probation is the Graduate College's mechanism for warning students that their Degree GPA has fallen below the minimum standard of 3.00 (A=4.00). Students have two terms of enrollment (including summer, if registered) after the term in which their Degree GPA falls below 3.00 to remove themselves from probation.

Students who fail to raise their average to 3.00 or to otherwise fulfill the terms of their probation within the deadline will be dismissed from the University.

Time Limit for Completion: Doctorate with prior master's degree: 7 years. Doctorate without master's degree: 9 years.

Each student seeking a degree should thoroughly understand the meaning of grades and their grade point values.

Grades	Equivalent	Grade Pts/Hr (weight)
A	Excellent	4
B	Good	3
C	Average	2
D	Poor but passing	1
F	Failure	0

Multiply the number of credit hours for each course by the grade weight, add the products, and divide by the total number of hours. Example: A student takes three courses, receives an A in a 3-hour course, a B in a 2-hour course, and a C in a 5-hour course. **Please note that only grades obtained in 400- and 500-levels classes are part of the GPA for graduate students.**

The computation would be as follows:

4(A) x 3 hrs. = 12 grade pts.

3(B) x 2 hrs. = 6 grade pts.

2(C) x 5 hrs. = 10 grade pts.

Totals: 10 hrs. 28 grade pts. > 28 pts./10 hrs. = 2.8 GPA (A=4.0)

The following symbols may also be recorded in the situations described:

- W Withdrawn from the course, without penalty (no grade); however, a W remains on the grade transcript if withdrawal from course is after 10 day period.
- DFR Grade temporarily deferred.
- S/U Satisfactory/unsatisfactory

## REGISTRATION

All registration is conducted via UIC's portal: <https://my.uic.edu/common/>

## HOW DO I REGISTER FOR CLASSES?

Please refer to the following website for detailed instructions on how to register for courses. <https://registrar.uic.edu/registration/>

## ADD AND DROP POLICIES

The Courses may be added/dropped online using the [XE Registration System \(available through my.uic.edu\)](#) through the second Friday of fall and spring semesters, or through the first Wednesday of Summer Session 1 and first Friday of Summer Session 2. More information can be found on the registrar's website:

<https://registrar.uic.edu/registration/add-drop/>

For dropping a course between week 3 and week 10, you can submit a request with your academic advisors approval here: <https://ahs.uic.edu/inside-ahs/student-resources/registration/>

## CANCELLING REGISTRATION

In order for a student to cancel their registration and receive a 100% refund of tuition and fees, the student must drop all of their classes through the Student Self-Service menu in the *my.UIC* portal during the add/drop period. Students should refer to Registrar's website these deadline dates: [http://registrar.uic.edu/registration/policies\\_procedures.html](http://registrar.uic.edu/registration/policies_procedures.html). Petitions for a cancellation of registration after this period will only be considered for extenuating circumstances.

## STUDENTS WITH DISABILITIES AND ACCOMMODATIONS

The Department of Kinesiology and Nutrition encourages the enrollment of qualified students with disabilities. The following steps must be taken to ensure that all students are treated fairly, and that reasonable accommodation can be made for students with disabilities.

Before any request for accommodation can be considered, the student must provide verification of the disability. This can be done by consulting the Disability Resource Center (DRC) [http://www.uic.edu/depts/oaa/disability\\_resources/index.html](http://www.uic.edu/depts/oaa/disability_resources/index.html) at 312-413-2183 or via email at [drc@uic.edu](mailto:drc@uic.edu).

The DRC will work with the student to verify the disability, identify accommodations, and develop a Letter of Accommodation (LOA).

The LOA should be given to each student's instructor at the start of each semester. Students who are requesting an accommodation must initiate a meeting with each instructor to: a) provide each instructor with a copy of the LOA that was drafted by the DRC and b) discuss how the accommodation(s) will be applied in a given course.

After receiving a LOA, an instructor may initiate a conversation with the DRC to better understand how a given accommodation applies to his/her class or to suggest modification to the LOA. Instructors may work closely with students and DRC staff to collaboratively develop the LOA.

If a student is encountering problems with accommodations being provided in a course the student should alert the NS Program Director and/or the DRC.

## RELIGIOUS HOLIDAYS

The following policy regarding student observance of religious holidays was approved by the UIC Senate:

“The faculty of the University of Illinois at Chicago shall make every effort to avoid scheduling examinations or requiring that student projects be turned in or completed on religious holidays. Students who wish to observe their religious holidays shall notify the faculty member, by the tenth day of the term, of the date when they will be absent unless the religious holiday is observed on or before the tenth day. In such cases, the student shall notify the faculty member at least five days in advance of the date when he/she will be absent. The faculty member shall make every reasonable effort to honor the request, not penalize the student for missing the class, and if an examination or project is due during the absence, give the student an exam or assignment equivalent to the one completed by those students in attendance. If the student feels aggrieved, he or she may request remedy through the campus grievance procedure.”

Although this policy was adopted to accommodate students’ observances of religious holidays, students must take care not to abuse the policy. It would be unreasonable, for example, for a student to request a two-week absence from classes for religious purposes. Information concerning specific religious holidays may be obtained from the Office of the Dean of Student Affairs or from Student Development Services.

Student Academic Grievance Procedures (<http://www.uic.edu/ucatalog/GR.shtml#qb>) are applicable to students who feel aggrieved by the implementation of this policy.

The Student Academic Grievance Procedures define an administrative process through which students may seek resolution of complaints or Grievances regarding academic standing during their enrollment at UIC.

#### Student Academic Grievance Procedures Eligibility

These Procedures **may only** be used by Students:

- With a Complaint or Grievance regarding academic standing during their enrollment at UIC.
- About an academic decision made about them by an agent (e.g., faculty or staff member, administrator, committee) of the University of Illinois at Chicago that directly and adversely affects the Student.

These Procedures **may not** be used:

- In deciding or appealing issues relating to student discipline under the purview of the Senate Student Judiciary Committee
- In resolving any complaint, request, or question involving student records subject to campus procedures established under the Family Educational Rights and Privacy Act (FERPA) and contained in the Guidelines and Procedures Governing Student Records  
[http://www.uic.edu/depts/oar/campus\\_policies/records\\_policy.html](http://www.uic.edu/depts/oar/campus_policies/records_policy.html)
- By applicants for admission



- In review of any decision by any university administrator or properly constituted board or committee relating to allocation of resources to support any unit's projects or programs.

For a complete description of the procedures, students should consult the Web site <http://policies.uic.edu/educational-policy/student-academic-grievance-policy/>

#### Academic complaints:

The student should initially speak with the instructor for the course in question. If the instructor is unable to resolve an academic complaint, then the Director of Graduate Studies Director should be the next point of contact in the process to achieve resolution.

#### Departmental or Programmatic Complaints:

Initially, the student is to bring the complaint to the program director. If academic or departmental/programmatic complaints remain unresolved, then the complaint moves to a formal procedure. The Chair of Department of Kinesiology and Nutrition would be the next point of contact in the process to achieve resolution and finally the AHS Academic Affairs/Office of the Dean.

For a complete description of the formal procedures, students should consult the Web site <http://policies.uic.edu/educational-policy/student-academic-grievance-policy/>

Program directors are responsible for tracking and documenting all student complaints.

## GRADUATION POLICIES AND PROCEDURES

Graduate College Policy and Procedures for Graduation apply to students enrolled in the Traditional HN MS Program and can be found here: <https://grad.uic.edu/academic-support/graduation-information/>

#### Declaring the Intent to Graduate:

Students must declare your intent to graduate via the my.UIC portal by the deadlines indicated below. The link to apply for graduation and more information can be found here: <http://ahs.uic.edu/inside-ahs/student-resources/graduation/apply-to-graduate/>

Fall Semester: Friday of the third week of the Fall Semester.

Spring Semester: Friday of the third week of the Spring Semester.

Summer Session: Friday of the second week of the Summer Session 2.

It is highly recommended that each student meet with their academic advisor the semester before they wish to graduate so that a degree audit can be performed.

#### Graduation Review:

On completion of the term in which you plan to graduate, the Program Director will evaluate final grades, final GPA, and all other requirements. This process generally takes about three weeks, after which the department will forward the final list of certified graduate degree recipients to the Graduate College. The College will forward this final list to the Registrar's Office and the degree is then posted to the student's transcript (diplomas are mailed to graduates within approximately three months thereafter). Appearance of a name in the AHS Commencement Program is not an assurance that the degree has been awarded since commencement is held before all evaluations have been completed.

### **Commencement Ceremony:**

The College of Applied Health Sciences holds its commencement ceremony during finals week of the fall and the spring Semester. Graduates of the preceding summer and fall terms can participate in the December graduation, and graduates of the current spring term are eligible to participate in the May graduation. Students planning on graduating at the end of the following summer term may also participate in the May ceremony, but their names will not be listed in the current commencement booklet (their names will be listed in the subsequent year's booklet). Details regarding commencement will be made available early in the fall/spring of each academic year.

### **GUIDELINES REGARDING ACADEMIC INTEGRITY**

As an academic community, the University of Illinois at Chicago is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community—students, staff, faculty, administrators—share the responsibility of insuring that these standards are upheld so that such an environment exists. Instances of academic misconduct by students, and as defined herein, shall be handled pursuant to the *Student Disciplinary Policy* found at: <https://dos.uic.edu/wp-content/uploads/sites/262/2018/10/DOS-Student-Disciplinary-Policy-2018-2019-FINAL.pdf>

#### **Academic dishonesty includes, but is not limited to:**

**Cheating:** Either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise, or extending to or receiving any kind of unauthorized assistance on any examination or assignment to or from another person.

**Fabrication:** Knowing or unauthorized falsification, reproduction, lack of attribution, or invention of any information or citation in an academic exercise.

**Facilitating Academic Dishonesty/Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

**Bribes, Favors, Threats:** Bribing or attempting to bribe, promising favors to or making threats against, any person, with the intention of affecting a record of a grade, grade, or evaluation of academic performance. Any conspiracy with another person who then takes or attempts to take action on behalf or at the direction of the student.

**Examination by Proxy:** Taking or attempting to take an exam for someone else other than the student is a violation by both the student enrolled in the course and the proxy or substitute.

**Grade Tampering:** Any unauthorized attempt to change, actual change of, or alteration of grades or any tampering with grades.

**Non-original Works:** Submission or attempt to submit any written work authored, in whole or part, by someone other than the student.

## PROBATION AND DISMISSAL RULES

In accepting admission into the College of Applied Health Sciences, students enrolled in each of the departments commit themselves to the UIC Standards of Conduct and the ethics of their chosen professions, as well as the guidelines of the respective programs. Therefore, nutrition students are expected to adhere to the highest academic and professional standards in all aspects of their education. The health professions are fields in which practitioners must be fully cognizant of their roles and responsibilities in the communities they seek to serve. The professions, and therefore the College, demand exemplary conduct from their members. All members of the student body and the faculty of the College are responsible for upholding these standards.

The College of Applied Health Sciences follows the campus policy and procedures on academic appeals and grievances. The College of Applied Health Sciences reserves the right to recommend to the UIC Graduate College that a student's enrollment in programs offered by the College be terminated. Such action will be initiated when the faculty of the program in which the student is enrolled deems it inadvisable for the student to continue toward completion of the course of study.

Graduate College Academic Standing and Probationary Rules apply to students enrolled in the Traditional HN MS: <https://grad.uic.edu/academic-support/graduate-college-policies/>

# Professional and behavioral expectations

## THE STUDENT DISCIPLINARY POLICY

The Student Disciplinary Policy outlines expectations for student behavior, both on and off campus. Information was updated in the Policy related to recent federal and state legislative requirements. The policy information has also been reformatted for clarity and

ease-of-use. For more information, visit <https://dos.uic.edu/wp-content/uploads/sites/262/2018/10/DOS-Student-Disciplinary-Policy-2018-2019-FINAL.pdf>.

## PROFESSIONALISM

Students in the College of Applied Health Sciences are expected to uphold the professional standards of their individual programs and the university. Students should conduct themselves in an appropriate manner in all interactions with professors, office staff, fellow students, and any patients and/or research subjects. Abusive language, verbal outbursts, offensive written communications, or discriminatory remarks or actions will not be tolerated. Students displaying nonprofessional behavior will be counseled, and if warranted, will be subject to disciplinary action. In addition, scheduled appointments with faculty must be kept or rescheduled in advance.

## STUDENT HEALTH

Students enrolled in the College of Applied Health Sciences participate in a rigorous curriculum of academic and clinical instruction. The students' successful participation in the instructional programs requires maintenance of a level of physical and mental well-being sufficient to achieve course objectives. Should the faculty of a given program find that a student's mental or physical well-being is a contributing factor to substandard achievement, they are obligated to counsel the student to seek help from the Health Service, Counseling Services, or private services.

## STATEMENT ON SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT

According to the University of Illinois Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct, the University of Illinois prohibits and will not tolerate sex discrimination, sexual harassment, or other sexual misconduct of any kind (including sexual assault, sexual violence, and sexual abuse) of or by employees, students, and visitors. The University will take action to provide remedies when such discrimination, harassment, or misconduct is discovered. The University complies with applicable federal and state laws to achieve an environment for study, work, and public engagement that is free from sex discrimination, sexual discrimination, and sexual misconduct. Please consult the Office of Access and Equity (<http://oae.uic.edu/>) or Sexual Misconduct (<http://sexualmisconduct.uic.edu/>) websites for further details on this policy's related to sexual discrimination, sexual harassment and sexual misconduct.

## DISCRIMINATION

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. The nondiscrimination policy applies to admissions, employment, and access to and treatment in the University programs and activities. The university strives to maintain an environment free of any form of unlawful discrimination and harassment. The Office of Access and Equity provides training and consultation on matters of discrimination. For additional information on the university's policies on discrimination, please visit the Office for Access and Equity website for additional details at <http://oae.uic.edu/>.

### INCIDENT REPORT FORM

All members of the university community are encouraged to report violations of the University's Standards of Conduct, as described in the Student Disciplinary Policy, by filing a formal complaint. To report behavioral misconduct, please use the Student Misconduct Incident Report at <https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago>. To report academic misconduct, please use the Academic Integrity Incident Report at [https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout\\_id=10](https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout_id=10).

### FERPA (FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT)

Pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, the University cannot disclose personally identifiable information contained in the student's education records without the student's written consent, except to the extent that FERPA authorizes disclosure without consent. A parent does not have the automatic right to view his/her child's records without the express written consent of the student, unless that parent can provide proof that the student is still a dependent for income tax purposes. View the complete UIC Student Records Policy here: [https://registrar.uic.edu/campus\\_policies/records\\_policy.html](https://registrar.uic.edu/campus_policies/records_policy.html).

Students may grant any third party (e.g., spouse, parent and/or sponsor) permission to access their financial aid records by completing the FERPA Release Form and returning it to the Office of Student Financial Aid (OSFA). Please visit the Forms section of the OSFA website for the current FERPA Release Form. For release of educational records, student must follow up with individual offices for their FERPA release forms. A FERPA release must be signed for each office for which a third party is requesting records access.

## Program policies and procedures

## CLASS ATTENDANCE

It is expected that all students will attend all lectures and laboratory sessions. Prompt and regular attendance is required for all scheduled activities. An absence may be excused if it is unavoidable or justified.

The student is responsible for notifying the instructor of each day that he/she will be absent. Excused absences will be given if a student has a serious illness or if there is a death of a family member.

Unexcused absences may be reflected in the course grade in a manner determined by the course instructors and in accordance with the policies of the University. Students with unexcused absences may be asked to leave the program.

# Financial responsibilities

## GRADUATE BASIC TUITION & FEES

The table below provides a basic range for graduate tuition, fees, and assessments. See Office of the Registrar Web site for a more current and complete information on undergraduate tuition, fees, and assessments:

<https://admissions.uic.edu/graduate-professional/tuition-fees>

While enrolled in the Traditional HN MS, the student will incur additional expenses which include mandatory expenses and optional expenses. The mandatory expenses are those that are associated with curriculum requirements.

## CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES

Health Insurance.....*Variable*

Transportation.....*Variable*

## FINANCIAL AID

The Office of Student Financial Aid (OSFA) is responsible for assisting students and their families in meeting the educational expenses of attending UIC. There are various types of financial aid such as gift assistance (grants, scholarships and waivers) and self-help (loans and employment) which are available to UIC students from federal, state, institutional and private sources. However, please keep in mind that the primary financial responsibility for meeting educational expenses rests with the student and their families as financial aid is only meant to bridge the gap between what a student can afford as determined by the Free Application for Federal Student Aid (FAFSA) and the cost of attending UIC.

**Office of Student Financial Aid (OSFA) MC 334**

1800 Student Services Building (SSB)

1200 West Harrison Street

Chicago, Illinois 60607-7163  
Phone: (312) 996-3126  
Fax: (312) 996-3385  
E-mail: [money@uic.edu](mailto:money@uic.edu)  
Web Site: <http://www.financialaid.uic.edu>

**An overview of funding options from the Graduate College is at <https://grad.uic.edu/funding-awards/graduate-funding-overview/>**

Upon admission into the program, all Graduate Students in the Department of Kinesiology and Nutrition receive a form to express their interest in obtaining a Teaching Assistantship or other form of Assistantship. **Please note that these opportunities are limited.**

**Additionally, the Department of Kinesiology and Nutrition and the College of Applied Health Sciences offers the following funding opportunities:**

**Kris and Savitri K. Kamath Scholarship**

Kris and Savitri Kamath scholarship awarded for academic excellence of one undergraduate and two graduate (MS or PhD) students in nutrition. Applications are sent to all graduating students in the spring semester of their final year.

**Van Doren Scholarship**

Awarded to undergraduate and graduate students in good standing who demonstrate financial need. The W.E. Van Doren Scholarship Fund in the University of Illinois Foundation provides income for scholarship in the field of medicine and related healing arts. Applications are accepted in the fall and spring terms.

**Academy of Nutrition and Dietetics Scholarships**

The Academy of Nutrition and Dietetics, through its many association groups, offers a variety of scholarships and educational stipends to individuals pursuing undergraduate and advanced degrees in dietetics or food and nutrition related areas. General scholarship and educational stipend information from the Academy Foundation, the dietetic practice groups and affiliate (state) and district dietetic associations can be accessed from this site: <http://www.eatright.org/students/careers/aid.aspx>. Please note that you must be a student member of the Academy to apply. Applications open in February of each year.

## Student resources

### STUDENT NUTRITION ASSOCIATION

The purpose of this organization is to utilize nutrition knowledge and gain leadership skills in the area of nutrition in order to educate the Chicago community. These goals will

be met by group members becoming involved with city events, hosting nutrition activities and attending seminars.

### ACADEMIC SUPPORT & ACHIEVEMENT PROGRAM (ASAP)

901 West Roosevelt Road, Room 356 PEB (312) 996-9377

The Academic Support and Achievement Program (ASAP) is a center provided by the College of Applied Health Sciences. Located in room 356 of PEB, ASAP offers tutoring, academic workshops, books, printing, and more. ASAP tutors are upper-class students [who have successfully completed the courses they tutor]. All students are highly encouraged to attend and “brain build.”

ASAP is open Monday –Thursday 8:30am – 5pm and Fridays 8:30am – 3pm. For more information, visit us in person in 356 PEB or online at <https://ahs.uic.edu/inside-ahs/student-resources/academic-support-and-achievement-program/>.

### AHS STUDENT COUNCIL

[uicahssc@gmail.com](mailto:uicahssc@gmail.com)

The Applied Health Science Student Council represents AHS students in many ways, including improving policies affecting student welfare; providing services to meet student needs; and serving as a communication medium between students and administration, and the different programs within the college.

### GRADUATE STUDENT COUNCIL

The Graduate Student Council (GSC) is the governing Graduate Student Body consisting of representatives from all degree-granting programs in the Graduate College. Addressing the specific needs of graduate students, GSC organizes academic seminars and workshops, supports students with travel and project awards, unites them with meaningful social and cultural events, and represents the UIC graduate student body in the many different organizations and events. <https://gradstudentcouncil.uic.edu/>

### AFRICAN AMERICAN ACADEMIC NETWORK

<http://www.uic.edu/depts/aaan/>

The AAAN promotes success and high impact engagement for students of African descent through comprehensive advising, developmental programming, student advocacy and structured learning experiences within an inclusive community.

### CAMPUS ADVOCACY NETWORK

286 Roosevelt Road Building (RRB) (312) 413-1025 <http://can.uic.edu/>

Provides education, training and advocacy for students, staff, and faculty who need assistance or information on issues related to gender-based violence (such as sexual assault, domestic/dating violence, harassment, and stalking) or feeling unsafe.



## CAMPUSCARE - STUDENT HEALTH BENEFIT PROGRAM

820 South Wood Street, CSN 911, Suite W310 <https://campuscare.uic.edu/>

## COUNSELING CENTER

2010 Student Services Building (SSB) (312) 996-3490 [www.uic.edu/depts/counseling](http://www.uic.edu/depts/counseling)

The Counseling Center provides diverse services to help students deal with stress, handle a crisis or trauma, cope with the transition to college, gain strength from general and cultural identity, or manage serious mental illness and many other issues. Our counselors can help students increase resilience and positive well-being by developing effective coping and problem-solving skills.

## DEAN OF STUDENTS OFFICE

3030 Student Services Building (SSB) (312) 996-4857 [www.uic.edu/depts/dos](http://www.uic.edu/depts/dos)

The Office of the Dean of Students strives to be the campus leader in fostering a caring and supportive environment where all students matter. Through a variety of office, including Student Assistance, Community Standards, Student Legal and Student Veterans, we assist students in resolving issues so they can focus on their academic and social development.

## LATIN AMERICAN RECRUITMENT AND EDUCATIONAL SERVICES (L.A.R.E.S.)

<http://lares.uic.edu/>

LARES was established to assist UIC in the recruitment of Latino students and to provide academic support to increase their chances for success.

## STUDENT ADVOCACY SERVICES

Student Advocacy Services in the Office of the Dean of Students assists students faced with personal challenges that may conflict with their ability to be successful at UIC. Whether students are dealing with issues of crime victimization, safety and security, health emergencies, homelessness, food insecurities, financial problems, family issues, or interpersonal concerns, we are here to advocate for their needs. To request assistance, visit [https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout\\_id=2](https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout_id=2).

## STUDENT OMBUDS SERVICES

The Student Ombuds Service provides an impartial advocate for fairness who investigates student complaints. The types of complaints addressed by this service include: grade disputes, grievance procedures, student record errors, billing/financial issues, registration problems, and other administrative concerns. For more information, visit <https://dos.uic.edu/>. To request assistance, call 312-996-4857 or visit [https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout\\_id=2](https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout_id=2).

## STUDENT LEGAL SERVICES

UIC's Student Legal Services (SLS) is a full-service law office dedicated to providing legal solutions for currently enrolled students. SLS offers advice and representation on a wide variety of legal matters, including:

- Landlord-Tenant Matters
- Expungement of Records
- Family Law
- Some Criminal Matters
- Traffic Issues
- Orders of Protection
- Employment Agreements

To make an appointment, call 312-996-9214.

## U AND I CARE PROGRAM

The U and I Care program provides a network of care for UIC students and centralizes campus information and resources related to student advocacy efforts through three components: a website containing resource and referral information, educational outreach activities and services, and U and I Care Partners. For more information and resources, please visit <http://dos.uic.edu/uicare.shtml>.

## WRITING CENTER

<http://www.uic.edu/depts/engl/writing/>

Provides individual support for all writing, whether it be research, personal statements, lab reports, memos, class assignments, applications or whatever you have.

## VETERANS AFFAIRS

Student Veteran Affairs 3030 Student Services Building (312) 996-4857  
[www.uic.edu/depts/dos/studentveteranaffairs.shtml](http://www.uic.edu/depts/dos/studentveteranaffairs.shtml)

## PRELIMINARY EXAM GRADING RUBRIC

EVALUATION CRITERIA	DO NOT PASS		PASS		NOTES
	UNACCEPTABLE - 1	INCOMPLETE - 2	PROFICIENT - 3	EXEMPLARY - 4	
A. Knowledge of topic and main components of research	Inaccurate, irrelevant and/or misinterpreted content; misuse of terminology and citations; gross misinterpretation of content; inability to formulate novel and/or significant hypotheses; lack of understanding of research ethics.	Many inaccuracies and some misinterpretation of content; improper use of terminology and citations; misinterpretation of content; hypotheses are not significant or not novel or incorrectly formulated; understanding of research ethics is insufficient.	Nearly all information presented is accurate and relevant; proper use of terminology and citations; demonstrates understanding of content; hypotheses are for the most part novel, significant and correctly formulated; satisfactory understanding of research ethics.	All information presented is both accurate and relevant; proper use of terminology and citations; insightful interpretation of content; all hypotheses are novel, significant and correctly formulated; excellent understanding of research ethics.	
B. Ability to understand and analyze information	Invalid judgments based on evidence provided; indefensible conclusions.	Merely recalls information; lists and defines, but fails to synthesize, analyze, evaluate the knowledge, detect patterns, or apply knowledge.	Nearly all judgments are valid and based on evidence; conflicting positions interpreted reasonably well; examples and literature support arguments; content synthesized well for the most part; ideas tend to flow logically; analysis of material is accurate and conclusions are defensible; exhibits clear thinking and conceptualization.	Valid judgments based on evidence; precise interpretation of conflicting positions; exemplary use of examples and literature to support arguments; synthesis of content is clearly evident; logical flow of ideas; analysis of material is insightful and conclusions are fully defensible; convincing; exhibits advanced thinking and conceptualization.	
C. Effective communication	Spelling, grammar and usage clearly interfere with meaning; difficulty maintaining style; difficulty with sentence structure; no sense of audience; writing and/or spoken communication is unacceptable for doctoral level; organization is unclear or confusing; generally off point and unfocused.	Spelling, grammar, and usage errors detract from credibility; simplistic sentence structure and style; difficulty with maintaining scholarly tone; limited sense of audience; writing and/or spoken communication is inappropriate for doctoral level.	Writing style is competent, and sentence structure is sound; generally appropriate for audience; clear and largely complete with a somewhat scholarly tone; writing and spoken communication is generally appropriate for doctoral level.	Sophisticated writing style and advanced sentence structure; appropriate for audience; overall clear, thorough, and scholarly tone; writing and spoken communication unmistakably appropriate for doctoral level; organization is fully logical and readily apparent; all key points supported by data; examples and arguments properly referenced; key points are highlighted; appropriate use of examples.	A non-passing score in the "effective communication" criterion can be addressed through the requirement that specific conditions be met before the "pass" recommendation becomes effective, as determined by the committee, as long as there are strong scores in criteria A and B. The exact conditions and time-frame to complete the conditions must be specified on the Examination Report. .