



# Nutrition Traditional Master Program Student Handbook

UNIVERSITY OF ILLINOIS AT CHICAGO

Academic Year 2022-2023

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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 Nutrition Programs join in welcoming you. We are very pleased that you have selected the Nutrition Traditional Master Program (HN MS) in the Department of Kinesiology and Nutrition 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 HN MS. 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 HN MS 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.

*August 2022*

**Our Traditional Master of Science in Nutrition provides a personalized path that focuses on your specific interests to further your understanding of the relationships between nutrients and human health.**

**Depending on your specific interests, our Traditional Master program can provide:**

- Understanding of the impact of poor diet on health and chronic disease risk.
- Practical and effective skills to address diet and lifestyle changes.
- Biochemical and pathophysiological aspects of nutrition
- Coursework in Medical Nutrition Therapy
- Practical application of Food as Medicine
- Health counseling techniques to enhance compliance with behavioral change
- Community nutrition resources and patient centered cultural competence
- Understanding of research methods and research ethics
- Participation in research projects

**The Traditional Master of Science in Nutrition provides an excellent background to individuals interested in pursuing a research career, obtain a PhD, MD or other health-related post-MS graduate degree.**

**Although the Traditional Master of Science in Nutrition does not fulfill the requirements to sit for the Registration Examination for Dietitians, as of January 2024 the Commission on Dietetic Registration will require students to have a Masters' degree to sit for the Registration Examination for Dietitians.**

Students interested in fulfilling the requisites to become a Registered Dietitian should apply to the MS/CP program or the MS/DPD program.

# Program Administration and Faculty

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The Graduate College administers all Graduate Programs at UIC	<a href="https://grad.uic.edu/">https://grad.uic.edu/</a>

## Curriculum Overview

### REQUIRED COURSE WORK

**Completion of the HN MS degree requires 36 credits at the graduate level.** This means that **only 400- and 500-level classes count towards the MS.** Any 100-, 200- or 300-level class (for example classes taken to fulfill prerequisites) will not count towards the required 36 credits or GPA calculations.

**The Traditional HN MS 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 **at least 9 credits should be from 500-level classes listed under the Human Nutrition (HN) rubric with A-F grading** (thus HN596, HN597, HN598 and any other class with Satisfactory/Unsatisfactory grading do not count).

Any 400- or 500-level class offered by any program at UIC counts towards the Traditional MS degree as long as it's directed at complementing Nutrition-related knowledge. For example, students interested in the physiology or psychology of exercise can take classes

from the Kinesiology program, students interested in public health-related issues can take classes from the UIC School of Public Health, students interested in clinical nutrition can take classes offered by 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.

Below is an example of coursework for the Traditional HN MS (in blue, classes that contribute to the required 9 credits of 500level HN classes) that includes only HN classes. Please note that this only an example; the actual coursework sequence will be personalized based on each student’s interests and goals.

Class #	Class name	Credits
<u>Year 1 Fall</u>		
HN405	Food as Medicine I	2
HN407	Writing process in nutrition	2
HN440	The research process	3
HN594	Cells to Community	1
HN596	Independent study	3
	<i>Semester credits</i>	<b>12</b>
<u>Year 1 Spring</u>		
HN405	Food as Medicine II	2
HN414	Fermented Foods	2
HN503	Advanced Pathophysiology	3
HN555	Obesity	3
HN596	Independent study	3
	<i>Semester credits</i>	<b>13</b>
<u>Year 2 Fall</u>		
HN510	Nutrition: Physiological aspects	3
HN560	Advanced Topics in Public Health Nutrition	3
HN597	MS project research	5
	<i>Semester credits</i>	<b>11</b>
	<b>Total credits</b>	<b>36</b>

Description of Graduate HN classes is at <https://catalog.uic.edu/gcat/course-descriptions/hn/>

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

The *Schedule of Classes* is at:

[https://ossswebcs4.admin.uillinois.edu/PORTAL\\_UIC/myuic/classschedule.html](https://ossswebcs4.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 TRADITIONAL HN MS PROJECT

A project is required for completion of the Traditional HN MS program. To fulfill this requirement, students should register for **at least 5 credits of HN597** Master's Project Research. Project credits and work can be completed in a single semester or spread across multiple semesters, typically in the second year of the program.

The project is typically completed under the supervision of the student's main advisor. However, if appropriate, a different UIC faculty member can act as the project's supervisor as long as the student's main advisor is involved in the decision and agrees to oversee the appropriateness and completion of the project.

Whereas a thesis is always based on original scholarship, a Traditional HN MS project can take many forms. Examples of projects completed by Traditional HN MS include:

- Participation in an ongoing research project
- Analysis of data obtained as part of previous research projects
- Writing of a scientific review article
- Designing a novel Nutrition-related coursework
- Designing a novel Nutrition-related educational program or material

Completion of the project is certified through a certificate that must be signed by the Advisor and by the Director of Graduate Studies before submission to the Graduate College: <https://uofi.app.box.com/s/zuosopjfmqeol4ziv4smyr758jg3bgw>

Please note that the Traditional HN MS program does not require a committee review or defense of the project.

## 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 Traditional HN MS Program and can be found here: <https://grad.uic.edu/academic-support/graduate-college-policies/>

## GRADING AND GRADE POINT SYSTEMS

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:

$4(A) \times 3 \text{ hrs.} = 12 \text{ grade pts.}$

$3(B) \times 2 \text{ hrs.} = 6 \text{ grade pts.}$

$2(C) \times 5 \text{ hrs.} = 10 \text{ grade pts.}$

Totals: 10 hrs. 28 grade pts.  $\div 10 \text{ hrs.} = 2.8 \text{ GPA (A=4.0)}$

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/>

## COURSE OVERRIDES

Most Nutrition (HN) courses are blocked for students who are not enrolled in one of our programs. Manual overrides must be entered for each student for each course. Please contact Kirsten Straughan at [kstrauu@uic.edu](mailto:kstrauu@uic.edu) or Abby Nobili at [anobil4@uic.edu](mailto:anobil4@uic.edu) to request a course override (be sure to include your UIN with the request). Please note that we cannot provide overrides for courses outside of our department. If you need to get into a course in another department, then you will have to contact the department directly.

## 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/oa/disability\\_resources/index.html](http://www.uic.edu/depts/oa/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/ucat/catalog/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 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.

### USE OF DEPARTMENTAL RESOURCES

#### Use of Foods Laboratory

The food is to be used for class activities only, except by permission of an instructor or other departmental representative.

#### Use of Department Copy Machines and Computers

- Student computers are located in the student computer room. If the computers are in use or out-of-service, the 5<sup>th</sup> floor common area in AHSB also has a computer lab. When the computer lab is full, use should be limited to school work only. If no one is waiting and the lab is not busy, personal use is OK.

- The student computer lab is stocked with paper—this paper is to be used for schoolwork only. If the paper supply needs to be restocked, ask Juan at the front desk.
- You may also use the student printer on located on the 5<sup>th</sup> floor of AHSB.

## 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*

#### OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES

Academy of Nutrition and Dietetics Student Membership .....\$50.00

SNA Membership..... \$10.00

### 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 very 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.

**Phyllis and Sam Bowen Scholarship**

The Phyllis and Sam Bowen scholarship is awarded each year and is based on financial need. Students are nominated by faculty after completing their first year of core curriculum nutrition courses.

**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)