

**MASTER OF SCIENCE (MS) IN NUTRITION  
GRADUATE STUDENT HANDBOOK**

**2022-2023**



**TEXAS WOMAN'S  
UNIVERSITY**

**Department of Nutrition and Food Sciences  
Texas Woman's University**

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**Each student in the master's program is responsible for reading and adhering to the policies within this handbook.**

**See Nutrition and Food Sciences Website:**

<https://twu.edu/nutrition-food-sciences/graduate-programs/ms-in-nutrition/>

**See Graduate School Website:**

<https://www.twu.edu/gradschool/>

**Please see the website for all current forms:**

<https://twu.edu/gradschool/forms/>

## **MASTER OF SCIENCE DEGREE IN NUTRITION**

### **MISSION**

The Master's program in Nutrition through the Department of Nutrition and Food Sciences promotes transformational learning through service, leadership, and research. Students acquire knowledge and critical thinking skills in nutrition and wellness through engaged learning and scholarly activity, culminating in a Master of Science degree.

### **VISION**

To be a program recognized for its expertise in the integration of diet in supporting or promoting optimal health.

### **INTRODUCTION**

Texas Woman's University (TWU) offers the Master of Science (MS) in Nutrition through the Department of Nutrition and Food Sciences (NFS) in the College of Health Sciences. The degree program strengthens and reinforces the importance of nutrition on health and fitness, awareness of the role of nutritional wellbeing, and meets the increased demand for classes in nutrition while reinforcing the importance of collaborative research efforts by the faculty.

The degree program emphasizes the importance of nutrition. The primary goals, objectives, and expectations of this program are the following:

- a) To develop well prepared professionals who can help individuals and groups make meaningful changes in their diets.
- b) To provide an appropriate learning atmosphere that encourages independent thinking, creativity, and professionalism, at all stages of the program
- c) To provide opportunities for a wide variety of applied learning experiences in health-related settings
- d) To encourage research involving nutrition and wellness
- e) To encourage research that meets the initiatives associated with the [National Institute of Health's nutrition strategic plan 2020-2030](#).
- f) To develop students with strong research and critical thinking skills.

Students must complete a minimum of 30 hours for thesis option, or 36 hours for coursework option. Courses include advanced work in research methods and/or statistics, and nutrition; and 6 hours of thesis (thesis option) or completion of the NFS Capstone seminar at 70% or better (coursework option).

Collaborative research and practical experiences are two major components of the MS Nutrition program. Many graduate students are involved in research studies that assess how diet and/or

exercise interventions affect body composition, function, and metabolism and cardiovascular disease risk; pediatric nutrition; nutrition epidemiology; and food insecurity.

## **ADMISSION POLICIES**

### ***Admission criteria: Undergraduate GPA, and measures of the student's potential.***

The applicant must comply with all Graduate School admission criteria and be admitted into the Graduate School at TWU prior to being admitted into the MS Nutrition program. There are two types of admission status: unconditional and provisional.

- **Unconditional admission** The applicant must present: (a) a baccalaureate degree in nutrition or its equivalent; (b) official transcripts showing evidence of prerequisite undergraduate courses in human anatomy and physiology, all chemistry courses through biochemistry, introduction to nutrition, advanced nutrition, and a lifecycle nutrition course; (c) a grade point average (GPA) of at least a 3.25 on a 4.0 scale on the last 60 hours of formal coursework with a major in nutrition.
- **Conditional admission** Applicants who meet the TWU Graduate School admission criteria, and GPA admission standards but lack prerequisite courses are admitted as **conditional** until these courses are satisfactorily completed. When equivalent courses exist, prerequisite courses may be completed at the graduate level. These courses must be completed during the first year of graduate study. Once prerequisite courses are completed, the student's major professor will send a letter to the Graduate School (Change of Status- Conditional to Unconditional at <https://twu.edu/gradschool/forms/>

### ***Graduate credit by transfer from another institution***

There is no automatic transfer of graduate credits. The student's advisory committee may recommend, and the Dean of the Graduate School may approve specific courses for transfer credit as a part of the student's master's degree plan. The maximum possible number of credits that may be transferred is 6 semester hours.

### ***Dietetic Internship transfer of credit (non-TWU programs)***

With prior approval from the NFS advisory committee for dietetic internship programs which provide graduate credit, 6 graduate hours of dietetic internship experience can be accepted. This credit must be earned while the intern is in their internship program, not after the program is completed. This credit is only available for programs with an approved established agreement with NFS.

### ***TWU Dietetic Internships (Denton and Houston) and the Michael E. DeBakey Veterans Affairs (VA) Medical Center (Houston only)***

#### **Dietetic Internship Credit**

Dietetic interns may use up to 9 graduate internship credits toward their master's degree program upon successful completion of their internship program.

### ***Residence***

Rules and regulations for determining residence status in the State of Texas are specified under Title 3 of the Texas Education Code. Refer to the Graduate School website (<https://twu.edu/gradschool/>) and forms for further details and information for petitioning a change in residency classification.

### ***Teaching and / or Research Assistantships***

The Department of NFS provides a limited number of teaching and research assistantships for qualified graduate students. Applications for assistantships may be secured from the Department of NFS office administrators. Refer to: <https://twu.edu/gradschool/graduate-assistants/> for more information on requirements, orientation, and insurance benefits.

## **OPTIONS TO COMPLETE COURSE REQUIREMENTS FOR MS IN NUTRITION**

Two options are available for students to complete their MS Nutrition degree:

### ***1. Coursework Option:***

- a. The coursework option requires courses to be completed via 100% online or hybrid (combination of 100% online and face-to-face) manner.
- b. A minimum number of 36 credits are required for degree completion.

### ***2. Thesis Option:***

- a. The thesis option requires students to complete coursework and a thesis project under a faculty advisor.
- b. Students may complete courses administered 100% online and/or face-to-face. However, most thesis projects require on-campus data collection.
- c. A minimum number of 30 credits are required for degree completion.

## COURSE REQUIREMENTS FOR MS IN NUTRITION – COURSEWORK OPTION

Requirements	Courses
Required core courses (14 credits)	<p>NFS 5213 Human Nutrition and Metabolism: Macronutrients  NFS 5223 Human Nutrition and Metabolism: Micronutrients  NFS 5363 Human Nutrition and Disease</p> <p>Take <b>one</b> of the following 3 credit hour courses to meet research tool requirements:</p> <p>NFS 5233 Research Techniques in Nutrition Science  MATH 5573 Statistical Methods I  KINS 5033 Applied Statistical Principles  HDFS 5193 Statistics for Family Science</p> <p>NFS 5332 Capstone Seminar*</p>
Nutrition electives (22 credits)**	<p><b>100% Online Courses</b></p> <p>NFS 5033 Eating Behaviors and Eating Disorders  NFS 5043 Nutritional Aspects of Vegetarianism  NFS 5053 Functional Foods  NFS 5173 Professional Practicum  NFS 5343 Advanced Nutritional Care  NFS 5423 Nutrition and Gerontology  NFS 5443 Nutrition and Women's Health  NFS 5453 Nutrition Education  NFS 5473 Advanced Preventive Nutrition  NFS 5493 Medical Nutrition Therapy in Pediatrics  NFS 5521 Nutrition for Collegiate and Professional Sport  NFS 5543 Nutrition in Pregnancy and Infancy  NFS 5583 Nutrition and Exercise  NFS 5623 Nutraceuticals and Dietary Supplements  NFS 5693 Nutrition and Metabolic Syndrome  NFS 5763 Food Safety and Foodborne Illness  NFS 5893 Advanced Nutritional Epidemiology  NFS 5901 and 5903 Special Topic courses  NFS 6133 Drug and Nutrient Interactions</p>

Total minimum credit hours needed for MS in Nutrition Coursework Option is 36 credit hrs.

\*Students take this seminar course during their final semester of formal coursework for degree completion. Students must submit the Application for NFS MS Capstone Seminar form on the next page for approval to take the Capstone Seminar. Students cannot receive credit for both NFS 5331 and NFS 5332.

\*\*Coursework to be selected from additional courses above, other NFS program areas, coursework from another department, or coursework transferred from another graduate institution with approval of advisory committee (up to 6 credits).

Note: A maximum of 9 credits for internship experiences, or 6 credits in practicum, independent study, or cooperative education is permitted in this option. Research hours are not permitted.

## **Recommended Sequence of Classes:**

### **Coursework-Only Option (Non-Interns)**

#### **Fall 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Macro	
or	
NFS 5223 Human Nutrition and Human Metabolism: Micro	3
NFS 5363 Human Nutrition in Disease	3
Research tools course	3

#### **Spring 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Macro	
or	
NFS 5223 Human Nutrition and Human Metabolism: Micro	3
NFS Elective	3
NFS Elective	3
NFS Elective	3

#### **Summer 1**

<b>Course</b>	<b>Credit Hours</b>
NFS Elective	3
NFS Elective	3

#### **Fall 2**

<b>Course</b>	<b>Credit Hours</b>
NFS Elective	3
NFS Elective	3
NFS or other elective*	1
NFS 5322 Capstone Seminar	2

<b>TOTAL HOURS:</b>	<b>36</b>
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\*1 credit elective may include NFS 5521, or NFS 5911 (under the supervision of faculty advisor).

### Recommended Sequence of Classes:

#### Coursework-Only Option (Dietetic Interns – Denton Campus)

##### Fall 1

Course	Credit Hours
NFS 5213 Nutrition and Human Metabolism: Macro	3
NFS 5363 Human Nutrition in Disease	3
Research tools course	3
NFS Elective	3

##### Spring 1

Course	Credit Hours
NFS 5223 Human Nutrition and Human Metabolism: Micro	3
NFS 5813 Internship Orientation	3 ( <i>0 apply to degree</i> )
NFS 5493 MNT in Pediatrics	3
NFS Elective	3

##### Summer 1

Course	Credit Hours
NFS 5813 Internship in Nutritional Care	9 ( <i>0 apply to degree</i> )
NFS Elective	3

##### Fall 2

Course	Credit Hours
NFS 5853 Internship in Nutritional Care	9
NFS or other elective*	1
NFS 5322 Capstone Seminar	2

**TOTAL HOURS:** **48 (36 toward degree)**

\*1 credit elective may include NFS 5521, or NFS 5911 (under the supervision of faculty advisor).



**Recommended Sequence of Classes:**  
**Coursework-Only Option (Dietetic Interns – Houston Campus)**

**Fall 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Macro	
or	
NFS 5223 Human Nutrition and Human Metabolism: Micro	3
Research tools course	3
NFS 5363 Human Nutrition in Disease	3
NFS 5813 Internship in Nutritional Care	6 ( <i>0 apply to degree</i> )

**Spring 1**

<b>Course</b>	<b>Credit Hours</b>
NFS 5213 Nutrition and Human Metabolism: Macro	
or	
NFS 5223 Human Nutrition and Human Metabolism: Micro	3
NFS elective	3
NFS 5813 Internship in Nutritional Care	6 ( <i>0 apply to degree</i> )
NFS Elective	3

**Summer 1**

<b>Course</b>	<b>Credit Hours</b>
NFS Internship in Nutritional Care	9
NFS Elective	3

**Fall 2**

<b>Course</b>	<b>Credit Hours</b>
NFS Elective	3
Elective (NFS or other)*	1
NFS 5322 Capstone Seminar	2

**TOTAL HOURS:** **48** (*36 toward degree*)

\*1 credit elective may include NFS 5521, or NFS 5911 (under the supervision of faculty advisor).

**Application for NFS 5322 MS Capstone Seminar**  
**Submitted to the Faculty Member Prior to Class Registration**

**Student Name:**

**Student ID#**

I am requesting to enroll in the NFS Capstone Seminar during \_\_\_\_\_ semester \_\_\_\_\_. I hereby declare that I have completed the NFS core courses with the exception of the Capstone seminar and will be in the last semester of my master's degree nutrition studies. **I understand that I need to receive a 70% or higher to pass the Capstone Seminar degree requirement.**

I have finished the following courses with satisfactory grades, or will be finishing **all courses** during the semester taking the Capstone Seminar:

\_\_\_\_\_ NFS 5213 Nutrition and Human Metabolism: Macronutrients

\_\_\_\_\_ NFS 5223 Nutrition and Human Metabolism: Micronutrients

\_\_\_\_\_ NFS 5363 Human Nutrition and Disease

\_\_\_\_\_ 3 hours of statistics or research design

\_\_\_\_\_ 24 hours of additional elective courses in major or related areas (Food Science). Or coursework from another institution (up to 9 hours) with approval of advisory committee

**Completion of the NFS 5332 Capstone online seminar will bring the total program hours to 36 hours minimum.**

\_\_\_\_\_ Unconditional status on file with the Graduate School.

\_\_\_\_\_ A copy of my transcript is attached with this application.

**Student Signature:**

**Major Advisor Signature:**

## COURSE REQUIREMENTS FOR MS IN NUTRITION – THESIS OPTION

Requirements	Courses
Required core courses (13 credits)	NFS 5213 Human Nutrition and Metabolism: Macronutrients NFS 5223 Human Nutrition and Metabolism: Micronutrients NFS 5363 Human Nutrition and Disease  NFS 5331 or NFS 6331 Seminar  Take <b>one</b> of the following 3 credit hour courses to meet research tool requirements:  NFS 5233 Research Techniques in Nutrition Science MATH 5573 Statistical Methods I KINS 5033 Applied Statistical Principles HDFS 5193 Statistics for Family Science
Required thesis courses (6 credits)	NFS 5983 Thesis I NFS 5993 Thesis II
Nutrition electives (11 credits)*	<b>100% Online courses</b> NFS 5033 Eating Behaviors and Eating Disorders NFS 5043 Nutritional Aspects of Vegetarianism NFS 5053 Functional Foods NFS 5423 Nutrition and Gerontology NFS 5443 Nutrition and Women's Health NFS 5453 Nutrition Education NFS 5473 Advanced Preventive Nutrition NFS 5493 Medical Nutrition Therapy in Pediatrics NFS 5521 Nutrition for Collegiate and Professional Sport NFS 5543 Nutrition in Pregnancy and Infancy NFS 5583 Nutrition and Exercise NFS 5623 Nutraceuticals and Dietary Supplements NFS 5693 Nutrition and Metabolic Syndrome NFS 5713 Human Resource Management in Nutritional Care Systems NFS 5893 Advanced Nutritional Epidemiology NFS 5901 or 5903 Special Topics courses 6000 Level courses offered in Nutrition with approval of advisory committee and permission of instructor.

Total minimum credit hours needed for MS in Nutrition Thesis Option is 30 credit hrs.

\*Coursework to be selected from additional courses above, other NFS program areas, coursework from another department, or coursework transferred from another institution with approval of advisory committee (up to 6 credits). Research hours (NFS 5961, NFS 5963) are permitted.

Note: A maximum of 9 credits for internship experiences, or 6 credits in practicum, independent study, or cooperative education is permitted in this option.

A minor of 9 graduate credit hours in an area of emphasis can be achieved within the total number of program hours or by taking additional coursework. If a minor is declared, a faculty member in that minor area of study must serve on the academic committee.

## Recommended Sequence of Classes:

### Thesis Option (Non-Interns)

#### Fall 1

Course	Credit Hours
NFS 5213 Nutrition and Human Metabolism: Macro	
or	
NFS 5223 Human Nutrition and Human Metabolism: Micro	3
NFS 5363 Human Nutrition in Disease	3
Research tools course	3
NFS 5331 Seminar in Nutrition	1

#### Spring 1

Course	Credit Hours
NFS 5213 Nutrition and Human Metabolism: Macro	
or	
NFS 5223 Human Nutrition and Human Metabolism: Micro	3
NFS Elective	3
NFS 5983 Thesis I	3

#### Summer 1

Course	Credit Hours
NFS 5963 Research in NFS	3

#### Fall 2

Course	Credit Hours
NFS 5961 Research in NFS	1
NFS 5961 Research in NFS	1
NFS Elective	3

#### Spring 2

Course	Credit Hours
NFS 5993 Thesis II	3

<b>TOTAL HOURS:</b>	<b>30</b>
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**Note:** The duration to degree completion may be longer than 2 years which is dependent on the research project.

## Recommended Sequence of Classes:

### Thesis Option (Interns – Denton Campus)\*

#### Fall 1

Course	Credit Hours
NFS 5213 Nutrition and Human Metabolism: Macro	3
NFS 5363 Human Nutrition in Disease	3
Research tools course	3
NFS 5331 Seminar in Nutrition	1

#### Spring 1

Course	Credit Hours
NFS 5223 Human Nutrition and Human Metabolism: Micro	3
NFS 5493 MNT in Pediatrics	3
NFS 5813 Internship Orientation	3 <i>(0 apply to degree)</i>
NFS 5983 Thesis I	3

#### Summer 1

Course	Credit Hours
NFS 5813 Internship in Nutrition Care	9 <i>(0 apply to degree)</i>

#### Fall 2

Course	Credit Hours
NFS 5853 Internship in Nutrition Care	9

#### Spring 2

Course	Credit Hours
NFS 5993 Thesis II	3

**TOTAL HOURS:** 43 *(31 apply to degree)*

**\*The duration to degree completion must not be longer than 2 years to meet the DI requirements.**

## Recommended Sequence of Classes:

### Thesis Option (Interns – Houston Campus)\*

#### Fall 1

Course	Credit Hours
NFS 5213 Nutrition and Human Metabolism: Macro	
or	
NFS 5223 Human Nutrition and Human Metabolism: Micro	3
Research tools course	3
NFS 5363 Human Nutrition in Disease	3
NFS 5813 Internship Experience	6 (0 apply to degree)

#### Spring 1

Course	Credit Hours
NFS 5213 Nutrition and Human Metabolism: Macro	
or	
NFS 5223 Human Nutrition and Human Metabolism: Micro	3
NFS Elective	3
NFS 5813 Internship Experience	6 (0 apply to degree)

#### Summer 1

Course	Credit Hours
NFS 5813 Internship in Nutrition Care	9

#### Fall 2

Course	Credit Hours
NFS 5983 Thesis I	3
NFS 5331 or 6331 Seminar	1

#### Spring 2

Course	Credit Hours
NFS 5993 Thesis II	3

**TOTAL HOURS:** 43 (31 apply to degree)

\*The duration to degree completion must not be longer than 2 years to meet DI requirements.

## **SPECIAL REQUIREMENTS FOR THE MS NUTRITION THESIS OPTION**

### **Advisory Committee**

When a student is accepted into the Master of Science in Nutrition Program, the Admission Committee Chair will assign an academic advisor. The academic advisor will be responsible for the student's program until a permanent academic advisor is selected. During the first semester, the student will select an advisor of her/his choice and develop a plan of courses with the major advisor. Only graduate faculty members whose major faculty appointment (half time or more) is in the Department of NFS qualify to serve as academic advisors. <https://twu.edu/nutrition-food-sciences/graduate-programs/ms-in-nutrition/>

### **Degree Plan**

Effective Fall 2018 master level students will no longer file paper degree plans but will submit degree audits through [Student Planning](#). The graduate student and the advisor share the responsibility of reviewing and updating any changes to the student's degree audit. (When the student presents a minor, a faculty member from the minor department must approve the proposed program and serve on the student's committee).

It often occurs that a degree plan will need to be changed or to include "elective" or "special topics". When this is the case, it is the student's responsibility to update the degree plan. The degree plan can be updated or modified by completing a Change in Degree Plan form (<https://twu.edu/gradschool/forms/>). The change in Degree Plan request should be submitted to the student's academic advisor for approval. If the modifications being requested are substantial, the academic advisor will discuss the request with all committee members before approving the change. The academic advisor will then send the form to the Dean of Graduate School.

### **Research competency**

Research competencies will be demonstrated through the successful completion of the graduate research methods and statistic courses and/or the production of a thesis.

### **Time limits**

No absolute time period exists, but credit hours older than six years cannot apply towards the master's degree. Under extraordinary circumstances, credit hours older than six years may be reinstated with the permission of the Dean of Graduate School upon recommendation of the student's advisory committee, and Dean of the College of Health Sciences.

### **Research Committee Policy**

The student may enroll in Thesis I (NFS 5983) with permission of their research advisor. The student should recommend the members of the research committee and the research advisor approves the membership. The research committee consists of three, but not fewer than two, voting members of the graduate faculty from the student's degree program. If the student has a minor, an additional member of the committee should be a faculty member from the minor area. The research committee advises the student on the thesis process, reviews the thesis, hears the student's defense of the thesis, and decides if the thesis is successfully defended. The research advisor leads the committee. While the thesis prefix is NFS, the interdisciplinary nature of the research will be insured by the constituency of the research committee and by the research topic itself.

## **POLICIES AND PROCEDURES FOR THE DEVELOPMENT AND COMPLETION OF THESIS**

### **Research Project Procedures**

Students completing a thesis must meet the requirements for NFS 5983 Thesis I (taken first) and NFS 5993 Thesis II (taken second). While enrolled in NFS 5983, the student develops and presents a prospectus to the research committee. The prospectus must be defended and approved prior to collecting data for the thesis project.

The prospectus should be sent to the research committee members at least **10-working days** prior to the defense of the prospectus.

An outline of the procedure to complete a prospectus is:

- a. Consult with research advisor regarding feasibility of the project and check that all prerequisites for candidacy are completed.
- b. Prepare a draft of the prospectus. The prospectus is a maximum 10-page document that includes the relevance and purpose of the research project, specific aims, methodology, and statistical analysis. Submit the draft to the research advisor for comments, suggestions for improvement, etc. In some instances, a review of literature may be required by the research advisor with the prospectus.
- c. After revising, submit the corrected draft to the research advisor for approval.
- d. After the research advisor gives approval, the student should send the prospectus to all committee members at least **10 working days** prior to the prospectus meeting.
- e. Schedule a prospectus meeting inviting the research committee at which the prospectus is clarified and defended by the student.
- f. Revise the prospectus as suggested by the research committee and ensure the length is a maximum of 10 pages, excluding references and appendices. Secure research committee members' digital signatures of approval (Prospectus Cover Sheet at <https://twu.edu/gradschool/forms/>).
- g. Following the approval of the prospectus by the research committee, the application to the Institutional Review Board (IRB) if using human participants or Institutional Animal Care and Use Committee (IACUC) if using animals must be submitted and approved before data collection begins. (See <https://twu.edu/institutional-review-board-irb/or> <https://twu.edu/research/compliance/animal-care-and-use-committee/> for all information and forms pertaining to these two committees.) Permission from any non-university agency which will supply participants (schools, hospitals, etc.) and letters of agreement must accompany the IRB proposal.
- h. The student and research advisor must file copies of the Responsible Conduct in Research Training with the prospectus – see <http://www.twu.edu/gradschool/forms/>
- h. Only after the prospectus has been filed with the Graduate School can a student enroll in Thesis II (NFS 5993).
- i. As soon as the student is notified of approval of the prospectus, data collection may begin.

### **Format of Thesis\***

Each thesis should reflect the highest standards of research and scholarship and should make a meaningful contribution to the field of nutrition. Consequently, each thesis adheres to rigorous standards of content, style, and format. The student should write their thesis in the manuscript format as described below. The format for the title page and abstract for a thesis are found at the graduate website: <https://www.twu.edu/gradschool/forms/>.



A calendar of deadlines is available on the Graduate School website and lists graduation requirements and dates. Final dates for submitting the thesis CANNOT be waived for any reason (See Graduation Deadlines at <https://twu.edu/gradschool/current-students/degree-completion/>). Each candidate, not the research advisor, is responsible for meeting Graduate School requirements and deadlines. The Graduate School staff is available to answer questions or to clarify policies or procedures.

The proposed section headings follow the manuscript format used in the American Society of Nutrition Journals:

a. **Chapter I – INTRODUCTION**, will include the following:

- Title
- Introduction
- Problem Statement
- Hypothesis or Hypotheses
- Definitions
- Assumptions and Limitations
- Significance

b. **Chapter II – REVIEW OF THE LITERATURE**

This chapter should aim toward contrasting/comparing of similarities and differences in terms of the present study and completed literature.

c. **Chapter III - MANUSCRIPT TITLE**

- Disclosure stating if the paper is already published or will be published. Also reference Appendix if needed
  - Ex: The work described in this chapter in its entirety has been published in the following reference with minor modifications in numbering of figures: (citation)
  - Ex: Additional data that was not included in the submission is located in Appendix A.
- Abstract
- Introduction
- Methods
- Results
- Discussion

d. **Chapter IV – will be titled CONCLUSIONS** and include the following sections:

- Discussion – should be summary of what is in the manuscript(s)
- Conclusions – Overall conclusions from the research completed
- Implications and Recommendations

e. **Chapter V – REFERENCES**

Should be one comprehensive reference list for the whole document

f. **APPENDICES –**

Created and used as needed. Contains additional information regarding methods or results

\* You should use one, uniform style for your thesis/dissertation, even if you will be submitting the sections to different journals with different reference requirements. See Departmental template for an example.

### **Preparation of Thesis**

- a. Submit the completed thesis to the research advisor for comments and suggestions per research advisor's schedule and instructions.
- b. Resubmit the corrected draft to research advisor until it is finally approved.
- c. After the research advisor has given approval, corrected thesis is submitted to other research committee members by the student.
- d. Student provides the corrected thesis to the research committee members at **least 10 working days** prior to the oral examination.
- e. Student schedules final oral examination with scheduling input from all committee members.

### **Thesis Defense Announcement**

The major professor and the student are responsible for sending information of the oral defense of the thesis at least one week prior to the defense meeting for other interested faculty and students to attend. Defense information can be entered using this [google form](#) or by emailing Dr. LeMieux ([mlemieux@twu.edu](mailto:mlemieux@twu.edu)), If emailing, please make sure to include:

- Student's name and Credentials (if any)
- Advisor's name
- Graduate Program Name
- Thesis title
- Defense Date and location
- Photo of student.

### **Final Oral Examination Procedures**

The student schedules a meeting for defense of the thesis after distributing the paper and at a time all members will be present. Two forms (Certification of Final Examination (Dissertation, Thesis, Professional Paper at <https://twu.edu/media/documents/graduate-school/Certificate-of-Completion-forThesis-&-Dissertation-2020.pdf> are to be presented by the student at the time of final oral examination. At the conclusion of a satisfactory oral examination, the final examination certification form is digitally signed by all research committee members and is filed in the NFS office for the chair's signature. The chair of NFS will then send the form to the Dean of the Graduate School.

### **Final Thesis Filing Procedures**

The thesis must be prepared in accordance with regulations outlined on TWU Graduate School website (Please see <https://twu.edu/gradschool/current-students/thesis-and-dissertation/>) Also, make an appointment with a Graduate Service Formatting Editor to ensure you have followed the proper formatting for filing a thesis. The research advisor may not forward the thesis unless a clearance has been obtained from the IRB or IACUC. To close an approved IRB study, all signed informed consents from human participants must be electronically submitted to the IRB and the Close Study Request Form is completed.

### **Guidelines for Publication Agreement**

The ethical standards written in Publication Manual of the American Psychological Association: Seventh Ed. will be used as guidelines for authorship, reporting and publishing the master's thesis. <https://apastyle.apa.org/products/publication-manual-7th-edition>

## **Graduation Policies**

Graduate students must be enrolled in Thesis II (NFS 5993) during the semester in which they graduate unless all requirements of the Graduate School are met prior to the first day of registration of the ensuing semester.

If a student fails to meet the deadline for graduation established by the Graduate School in a given semester but completed all requirements by the close of that semester, the Dean of the Graduate School will write a letter to the effect to the student's employer. The letter is tantamount to the awarding of the degree.

Students in the MS in Nutrition Program who wish to qualify for **August graduation** should be aware of the following:

1. NFS 5983 - Thesis I must be completed and approved prior to the first day of spring semester.
2. Data and the Results, Discussion, and Conclusion must be completed and approved prior to spring semester last week of classes.
3. If a member of the research committee is to be replaced because the faculty member will not be available when the student plans to defend during the summer, the request for change must be initiated by the research chair prior to dead week of spring semester.
4. The final defense must be held during the research chair's scheduled summer session.