Online Master of Science
Clinical Nutrition

New York Institute
Of Technology
Old Westbury, NY 11568

MS in Clinical Nutrition
Mindy Haar, PhD, RD, CDN
Director
516.686.3818
mhaar@nyit.edu
Graduate Program in Clinical Nutrition Online Handbook

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The Program

The clinical nutrition graduate program at New York Institute of Technology (NYIT) was created in traditional format in 1984. We now offer this program in a flexible totally online format to meet a variety of professional needs. This clinically focused program integrates biomedical and nutrition sciences to develop an understanding of medical nutrition therapy.

Many students in our program have undergraduate backgrounds in nutrition and wish to increase their level of expertise in the field. Others come from strong science foundations and intend to practice as physicians, dentists, physician’s assistants and other health professionals. Our program does NOT include all didactic and educational requirements for becoming a registered dietitian (RD).

Program Learning Outcomes

1. Students will be able to describe nutrient characteristics, food sources, bioavailability, and utilization within the body.
2. Students will be able to describe the pathophysiology, risk factors, and clinical manifestation of diseases related to nutrition.
3. Students will be able to describe both normal and therapeutic nutrition needs of both adults and children and design specific dietary plans.
4. Students will be able to describe and perform appropriate methods of nutrition assessment and interpretation of results.
5. Students will be able to critically read and interpret professional literature.
6. Students will be able to effectively communicate course related material in presentation to classmates and others.

Prerequisites for Admission

Required are at least one semester each of introductory chemistry, organic chemistry, anatomy, physiology, all with labs, and introductory nutrition. An undergraduate GPA of at least 2.8 is required but students with lower GPAs may be considered based on an interview. Letters of recommendation and GREs are not required.

36 Credit Curriculum

Descriptions of all courses can be found on our [website](#).

Below is a checklist for program completion: Please note that some courses are offered only during the Fall, Spring or Summer semesters. Program sequence and semester course loads are worked out between student and advisor on an individual basis based on previous background and professional and personal needs.
### The Nutrition Science Core 6 credits
- CLNU 610-F01 Molecular Biology of the Nutrients I-Fall 3 credits
- CLNU 680-F01 Molecular Biology of the Nutrients II -Spring 3 credits

### The Clinical Core 18 credits
- CLNU 635-F01 Community Nutrition – Fall, Spring 2 credits
- CLNU 640-F01 Critical Care/Nutrition Support – Spring 2 credits
- CLNU 650-F01 Nutritional Pathophysiology I -Fall 3 credits
- CLNU 670-F01 Clinical Nutrition Assessment Fall 2 credits
- CLNU 720-F01 Nutritional Pathophysiology II –Spring 3 credits
- CLNU 750-F01 Clinical Nutrition: Theory and Practice I-Fall 3 credits
- CLNU 770-F01 Clinical Nutrition: Theory and Practice II-Spring 3 credits

### Elective Credits  Choose 12 credits
- CLNU 615-F01 Topics in Applied Nutrition-Spring 3 credits
- CLNU 625-F01 Techniques in Epidemiology and Biostats –Spring 3 credits
- CLNU 630-F01 Critical Issues in the Food Supply- Summer 2 credits
- CLNU 645-F01 Nutritional Contributions of Food - Fall 2 credits
- CLNU 710-F01 Special Topics in Clinical Nutrition- Summer 2 credits
- CLNU 774-F01 Exercise Physiology for Nutrition –Fall 3 credits
- CLNU 772-F01 Nutritional Pharmacology –Summer 3 credits
- CLNU 779-F01 Nutrition Oncology - Summer 4 credits
- CLNU 787/8/9-W01 Independent Study Fall, Spring, Summer 1 credit each

Required at completion of program: CLNU 799 Comprehensive Exam 0 credit
ONLINE EDUCATION
EXCERPTED AND MODIFIED FROM TODAY’S DIETITIAN SEPT 2008

Is an Online Graduate Program for You? Mindy Haar, PhD, RD, CDN
Director, MS in Clinical Nutrition, NY Institute of Technology, mhaar@nyit.edu

Online Checklist:

1. What do I think having this degree will accomplish?
   a. **Increase in my nutrition knowledge:** Programs vary in emphasis between public health, nutrition education and clinical nutrition. Choose a program closely aligned with your interests. The NYIT program emphasizes all aspects of Clinical Nutrition.
   b. **RD status** For those already possessing a DPD verification statement and now seeking acceptance to a DI, having an MS may improve your application profile. The NYIT program does NOT include the prerequisite coursework and clinical experience for becoming and RD.
   c. **Salary increase:** This varies by region of the country and individual employers. While some employers have set raises for dietitians with masters, others place higher value on work experience. Check with employers in your area.
   d. **Specific jobs:** Again, this varies by region and specific employers and checking before starting a program is wise. For those not having an RD, having an MS does not usually compensate for lack of an RD in terms of employment or state licensure/certification requirements. Many dietitians are interested in college teaching and while it is not difficult to attain an adjunct position with a master’s degree, it is more challenging to get a full time faculty position without a doctorate.

2. What are my time constraints? If you are working full time, part time and/or have family obligations, take out your weekly calendar and realistically ask yourself how many hours you can devote to your studies. Decide how much of your leisure time you are ready to give up. You may want to start with just one course your first semester to get acclimated, especially if you haven’t been in school in a while. While you may be eager to complete the program, taking fewer credits per semester may take longer to finish but assure success. On average, students devote 9-12 hours per 3 credit course. Be realistic and do not overextend yourself.

3. What type of student are you? Those who are motivated, independent learners and good at time management have the odds on their side starting out. However, those in the past who had difficulties in this area, with proper expectations and preparation can succeed. Since you are not actually “there” it is very easy to push aside work and procrastinate. Some instructors penalize for late submission of assignments and will only give grades of “incomplete” to those with extenuating circumstances while other instructors may be more liberal with adhering to assignment due dates.

4. What will my total expenses be? Tuition and fees are listed here. Partial scholarships are available to those who’ve graduated from other NYIT programs (Graduate Scholarship Award – GSA) as well those with undergraduate GPAs above 3.3 (Alumni Recognition Award). Details about these scholarships can be found here.
Books and software required are other expenses to be factored in and are purchased from online sources.

5. **Do I have access to appropriate hardware and software?** More up to date computers with larger memory and high speed internet will make viewing pages and submitting assignments more efficient. Some courses require purchase of specific software.

**THE ADMISSION PROCESS**

Please visit our admissions office webpage [webpage](http://example.com) for further instructions in how to apply.

The admissions office will contact you if there is missing information from your file. Any questions about the program can be directed to Dr. Mindy Haar, director, at mhaar@nyit.edu. Once you are admitted, you will be contacted by the admissions office and asked to do the following.

1. Send in a $500 deposit to secure your place in the class

2. NYIT requires that all students show proof of immunizations before they can attend classes. Please complete the [Student Immunization Form](http://example.com) and mail it to NYIT. Please be aware that you will not be permitted to register for your first semester without your advisor’s approval.

3. Contact the Dr. Mindy Haar at mhaar@nyit.edu or call 516-686-3818 if you have further questions about the program. Dr. Haar will assign you a full time faculty member as your advisor throughout the program.

4. If you are missing introductory nutrition or any of the science pre-requisites, you may be conditionally admitted. You may take up to 8 credits in the programs while completing the pre-requisites. There are graduate courses that you may be advised not to take until you’ve completed all pre-requisite coursework.

**THE REGISTRATION PROCESS**

1. Once you are admitted, using your assigned NYIT ID# you can activate your NYIT e-mail account which allows you to conduct academic and financial business with NYIT. MY NYIT is accessed on the right side of the menu bar at [www.nyit.edu](http://www.nyit.edu) and is the gateway to email, NYIT Connect, and Blackboard. Your NYIT e-mail is the main form of communication with students about academic and college-wide notices and/or changes, and allows you to register for classes, obtain grades, and academic progress reports. You can also forward your NYIT e-mail to your personal e-mail. You will be able to register online through NYIT Connect once you’ve consulted with your advisor as far as class selection. Your advisor can then “open up” your ability to register on the computer account for the upcoming semester.
and then you can proceed to do the actual registration as described below. Instructions for using our new system, PeopleSoft can be accessed here.

While any add/drop changes can be done through NYIT connect as well. Please note that withdrawal from courses CANNOT be done over NYITconnect. You must inform your instructor of your desire to withdraw and the instructor with assistance of the department completes the procedure.

2. SATISFY YOUR TUITION BILL
Once you register for your classes, your tuition fees for the semester are available. Tuition payment is due on January 1 for the Spring semester and August 1 for Fall semester. You may pay your tuition by check, money order or credit card. To mail in a check or money order please send to the below address. To pay by credit card please log into NYIT Connect (see instructions above). NYIT also offers affordable payment plans through Tuition Pay. To sign up go to http://www.tuitionpayenroll.com/
NYIT Office of the Bursar
Northern Blvd.
Old Westbury, NY 11568

LOGGING ON TO ONLINE CLASSES

The graduate credit components of the courses require use of Blackboard for accessing the course materials and submission of assignments. To use online services you will need your NYIT student ID. The courses you are registered for will not show up on your Blackboard page until the first day of school. Many instructors do list their textbooks in advance so this information may be accessible in advance of the start of the semester.

You can also directly log into the online campus without going through NYIT connect: https://nyitonline.nyu.edu/ Let’s take a look together here

If you have difficulty logging into the system or need other technical support please contact the helpdesk at: Helpdesk Website

For more tips on using Blackboard, NYIT Online Campus, also known as TBLS (Technology Based Learning Systems) under the leadership of Prof Stan Silverman, has produced several videos that are accessible here and an additional video on submitting assignments accessible here.

Please note, that once you log into your course even once, you are considered as having attended the class. If you decide to drop the course, the amount of tuition refunded is tied to whether or not you’ve attended. Therefore, if you are uncertain about taking a course after you’ve registered for it, please contact your advisor by phone or email to discuss the matter.
Each instructor has varying requirements for each course. In general, students must log on a minimum of twice weekly but most log on more frequently.

**USING THE NYIT LIBRARY**

All students registered in online courses have virtual access to our library. When accessing the library from outside of NYIT, you may be prompted at some points for log in information. This is the same log in you use to access NYIT email.

You can go to the library by:

1. Go to the NYIT homepage at [www.nyit.edu](http://www.nyit.edu), pull down the “Current Students” tab and under Resources, select library.
2. Or go directly to the library by clicking [http://nyit.edu/library/](http://nyit.edu/library/)

Once in the library, please note the Research Guides in the middle of the page. There are excellent tutorials on doing research which you can access by clicking “Video Tutorials” or by going there directly at: [http://nyit.edu/library/video.htm](http://nyit.edu/library/video.htm)

On the left side of the main library page is the Library Catalog and Find Journal sections.

Please note: If you find a research article through a database search but only the abstract is directly available from the database, check to see in the abstract if NYIT subscribes to that journal. If so, go back to the main library page and on the left click NYIT Journal Locator to go directly to that journal.

Our department has worked with the NYIT library to prepare a lib-guide of hundreds of nutrition resources. It can be reached at this link: [http://libguides.nyit.edu/content.php?pid=109446&sid=824444](http://libguides.nyit.edu/content.php?pid=109446&sid=824444)

**ACADEMIC INTEGRITY AND PLAGIARISM POLICY**

The MS in Clinical Nutrition follows the policies for NYIT graduate students that can be found [here](http://nyit.edu/library/video.htm)

Each student enrolled in a course at NYIT agrees that, by taking such course, he or she consents to the submission of all required papers for textual similarity review to any commercial service engaged by NYIT to detect plagiarism. Each student also agrees that all papers submitted to any such service may be included as source documents in the service’s database, solely for the purpose of detecting plagiarism of such papers.

Plagiarism is the appropriation of all or part of someone else’s works (such as but not limited to writing, coding, programs, images, etc.) and offering it as one’s own. Cheating is using false pretenses, tricks, devices, artifices or deception to obtain credit on an examination or in a college course. If a faculty member determines that a student has committed academic dishonesty by plagiarism, cheating or in any other manner, the faculty has the academic right to 1) fail the student for the paper, assignment, project and/or exam, and/or 2) fail the student for the course and/or 3) bring the student up on
disciplinary charges, pursuant to Article VI, Academic Conduct Proceedings, of the Student Code of Conduct.

**PROBATION AND ACADEMIC STANDING**

A student must achieve a minimum cumulative grade point average (GPA) of 3.0 or better to graduate. Students whose cumulative GPA falls below a 3.0 will be placed on academic probation.

The first time a student’s cumulative GPA falls below the minimum requirement, he/she shall be placed on Probation I for the next regular semester. When a student’s cumulative GPA falls below the minimum requirement for two regular semesters (not necessarily sequential), the student shall be placed on Probation II for his/her next regular semester. When a student’s cumulative GPA falls below the minimum requirement for three regular semesters (not necessarily sequential), the student’s record will be reviewed by the academic department, and he/she may be dropped from the program.

**GRADING**

Faculty members set forth the grading policies for each course in the course syllabus. Students must maintain a GPA of 3.0 and are placed on probation each semester they fail to do so. Failure to maintain a 3.0 for the two semesters can be a basis for dismissal from the program.

The following is the school policy on awarding a grade of Incomplete:

**Incomplete** A grade given at the discretion of the instructor when a student who has completed *at least two-thirds of the course work* and is unable to complete the requirements of the course because of uncontrollable and unforeseen circumstances. The student must convey these circumstances in writing from their NYIT email account to the instructor prior to the final day of the course. If an instructor decides that an "Incomplete" is warranted, the instructor must convey the conditions for removal of the "Incomplete" to the student in writing. An "Incomplete" is not assigned when the only way the student could make up the work would be to attend a major portion of the class when next offered.

If an Incomplete grade is given, the student must complete the work according to the schedule set forth by the instructor. The instructor must then fill out a “Change of Grade Form” and submit to the registrar by the following deadlines:

- **Fall courses:** by August 31 of the following year
- **Spring courses:** by December 20 of that year
- **Summer courses:** by December 20 of that year

Please note the above deadlines are based on when the registrar must receive the form from the instructor. The instructor has the right to set much earlier deadlines based on their schedule constraints, time to grade and the work and facilitate completion and submission of the paperwork.
incomplete is not resolved, the Incomplete will turn to an F by the registrar’s office. Once this happens, there is no recourse and the grade cannot be changed at that point.

**WITHDRAWING FROM A COURSE**

Students wishing to withdraw must send an email to the instructor who will then sign a withdrawal form and send to the registrar. Students who are on campus may bring the instructor a withdrawal form to sign and then submit the form with their signature to the registrar.

Please consult the college bulletin regarding tuition refund. After the fourth week of class, there is no tuition refund at all. If you log on to the course even one time, you are considered as having attended the class and can get no more the 75% refund if formally withdrawn during the first week.

First half of semester: W grade is assigned

Second half of semester: W or WF (withdrawn failing) may be assigned

**GRADE APPEAL**

Students who are not satisfied with their grade must follow the grade appeal process as described [here](#). Please note, you should inform the instructor that you wish to appeal the grade as soon as possible. The grade appeal process must start before the end of the second two week of the semester following the contested grade. After that time, a student no longer has recourse for having the grade reconsidered.

**MAINTAINING MATRICULATION IN THE PROGRAM**

Once admitted, students can take anywhere from 2 to 15 credits per semester depending on their other obligations. Students may take up to five years to graduate from the time they started the program. If, for some reason a student cannot take any courses during a fall or spring semester, they must register for CLNU-699-W01, Maintain Matriculation. Failure to do so results in requiring readmission to the program at the point they wish to return.

Students are required to maintain a GPA of 3.0 while in the program. Students with GPAs falling under 3.0 are placed on probation and confer with their advisors to develop strategies for improvement.
GRADUATION

To graduate, a student must complete 24 credits of required courses, 12 credits of elective courses and must pass a Comprehensive Exam during the last semester of enrollment. The Comprehensive Exam is an online 100 question multiple choice exam that is taken online during the last semester of attendance (grade is pass/fail). A minimum overall program GPA of 3.0 is required for graduation. An application to graduate must be made to the registrar through NYIT Connect by the second week of the last semester of enrollment. Students are invited to attend graduation ceremonies taking place each May at our main campus in Old Westbury. Students graduating in December or August are also included to the May graduation: All information is sent through the NYIT email address so graduates should keep checking that address for updates.