

NUTRITIONAL SCIENCES PROGRAM GRADUATE STUDENT HANDBOOK

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GENERAL PROGRAM INFORMATION

There are many academic and administrative steps involved in earning a degree from the Nutritional Sciences Program (NSP or Program). The Program and the UW Graduate School both have specific requirements. This Student Handbook is intended to provide an overview of important information regarding Program and Graduate School policies and procedures. It is meant to provide an overview rather than serve as an exhaustive document. Please consult the following web pages for additional information regarding policies and procedures for your academic program.

- University of Washington Graduate School: <http://grad.uw.edu/>
- Nutritional Sciences Program: <http://nutr.uw.edu/>
- School of Public Health: <http://sph.washington.edu/>

Nutritional Sciences Program faculty and staff are also available for consultation and guidance.

Graduate Program Coordinator (GPC) – Michael Rosenfeld

The Graduate Program Coordinator (GPC) is an official NSP faculty representative who acts as a liaison between the Program and the Graduate School. The primary role of the GPC is to advise, counsel and assist graduate students, or to assure that all students receive this service from another member of the graduate faculty. **The GPC serves as your initial advisor until you choose your capstone, thesis, or dissertation advisor. The GPC can assist with** questions about selecting your capstone, thesis, or dissertation project or forming your supervisory committee. The GPC also monitors students' academic and capstone/research progress regularly to ensure that program milestones are met and academic progress is satisfactory. If you have questions or problems concerning your program, please contact the GPC for advice and assistance.

Graduate Student Services Coordinator (GSSC) – Jennifer Siembor

The Graduate Student Services Coordinator is your primary contact person in the Nutritional Sciences Office. The Student Services Coordinator maintains student files from admission to graduation. The GSSC can answer questions regarding course work, program requirements, Graduate School requirements, capstone/thesis/dissertation requirements, deadlines, registration, entry codes, petitions, grades, committees, and more. The GSSC reviews your coursework to make sure you are meeting your requirements, assists in the setup of supervisory committees, and provides general assistance when you need it. Any changes you make to your program (setup or change of committees; etc.) should be reported to the Student Services Coordinator. The GSSC also coordinates the annual Student Orientation and Symposium. The GSSC can also assist you with access or issues with the Raitt Hall 330 student room/computers, and Raitt Hall Conference Room (330-D) reservations for presentations or other special uses.

Interim Manager of Academic and Student Services – Susan Inman

The Program Manager is an additional resource person in the Nutritional Sciences Office and can serve as back up for the Graduate Student Services Coordinator if she is unavailable, especially around issues related to academic and student services or clarification regarding Program and Graduate policies and procedures. The Manager serves as a liaison between the student services coordinator, faculty, and the

Adam Drewnowski, PhD

Director

adamdrew@uw.edu

206-543-8016

Elizabeth Kirk, PhD

Associate Director

eakirk@uw.edu

206-685-9513

Michael Rosenfeld, PhD

Graduate Program Coordinator

ssmjm@uw.edu

206-543-1738

Jennifer Siembor

Graduate Student Services

Coordinator

nutr@uw.edu

206-543-1730

Susan Inman, MSSW

Program Manager

susani@uw.edu

Shannon Delaney, MPH, RD

Program Manager

sldelane@uw.edu

206-221-1886

Anne Lund, MPH, RD

MPH Practicum Faculty Advisor &

Director, Graduate Coordinated

Program in Dietetics

ael4@uw.edu

206-221-4920

Lacey Henderson

GCPD Student Services Coordinator

laceyh@uw.edu

206-221-8111

program administrator and is a resource for you in you have concerns or feedback that you are not sure how to address.

Program Administrator – Shannon Delaney

The Program Administrator is an additional resource person in the Nutritional Sciences Office. Topics that she can help with include teaching assistantships and other academic student employment; program scholarships and other funding resources; and clarification regarding Program or Graduate School policies and procedures. The Program Administrator serves as a liaison between the Program Director and other faculty and is a resource for you if you have concerns or feedback that you are not sure how to address.

Practicum Faculty Advisor & Director, Graduate Coordinated Program in Dietetics (GCPD) – Anne Lund

The Nutritional Sciences Practicum Faculty Advisor assists students in identifying potential practicum and fieldwork sites and can assist with questions and procedures related to the practicum and fieldwork requirement for MPH-nutrition students. As the Director of the RD training program, Anne also coordinates the curriculum and site placement for students completing the supervised practice portion of their dietetic training.

Graduate Coordinated Program in Dietetics (GCPD), Student Services Coordinator – Lacey Henderson

The Graduate Coordinated Program in Dietetics student services coordinator is your primary contact for student services questions pertaining to the RD-training program.

Nutritional Sciences Program Core, Interdisciplinary, and Clinical Faculty

The NSP core faculty are the primary instructors and serve as the administrative body of the Program. They work on Program committees (Admissions and Curriculum) and serve as primary advisors and committee chairpersons/members. We have a larger group of interdisciplinary and clinical faculty who serve as an extension of the NSP Core Faculty. Interdisciplinary faculty chair and serve on student committees, guest lecture in our courses, and often support and involve our students in their research. Clinical faculty may be involved in instruction, serve as faculty advisors for the MS or MPH capstone, or frequently provide practice experience mentorship for students in the Graduate Coordinated Program in Dietetics. The list of core, interdisciplinary, and clinical faculty can be found at <http://nutr.uw.edu/about-us/faculty/>

REGISTRATION AND ENROLLMENT INFORMATION

Registration

Registration is completed online through MyUW, <http://myuw.washington.edu/>. Quarterly class schedules and schedule line numbers (SLNs) are available in the Time Schedule, <http://www.washington.edu/students/timeschd>.

Entry or Faculty Codes

Please see <http://nutr.uw.edu/graduate-study/student-resources/registering-for-courses/> for instructions and the required forms to obtain entry or faculty codes for:

- Independent Study, Thesis, or Dissertation Credits (NUTR 596, 600, 700, 800)
- Fieldwork or Practicum Credits (NUTR 532, 595)

If you are registering for a course in another department or program that requires an add code, please contact the department offering the course to request a code.

Grading and Satisfactory/Not Satisfactory (S/NS) Policies

All required courses for the MS, MPH, PhD and RD Training Program must be taken for a numerical grade unless the course is only offered with Credit/No Credit (Cr/NC) grading.

A minimum grade of 3.0 is required for the successful completion of the core Nutritional Sciences classes. A minimum course grade of 2.7 is required for a course to count toward other program requirements, degree requirements, and the Graduate School's graded and total credit counts. GCPD students, please see the GCPD handbook for minimum grade requirements for the successful completion of GCPD courses.

Electives may be taken for a numerical grade, Credit/No Credit (Cr/NC), or Satisfactory/Not Satisfactory (S/NS) if you have satisfied the Graduate School's minimum requirement for numerically graded credits (For requirements see Master's Degree Policies - <https://grad.uw.edu/policies-procedures/masters-degree-policies/masters-degree-requirements/> or Doctoral Degree Policies - <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/doctoral-degree-requirements/>).

Maintaining Your GPA

At the end of each quarter, the Graduate School requires the Program to review your academic progress. To maintain graduate standing and to be eligible for a degree, you must maintain a cumulative GPA of 3.0 or higher for all courses numbered 400 and above. A GPA below 3.0 will be reviewed by the GPC and may result in a warning. If it continues for more than one quarter, it could result in Academic Probation.

Continuous Enrollment Requirements

To maintain graduate status, a student must be enrolled on a full-time or part-time basis or be in "On-Leave" status from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree. Failure to maintain either continuous enrollment or On-Leave status constitutes evidence that the student has resigned from the Graduate School.

A full-time load during the academic year is defined as at least 10 credits. RAs, TAs, and trainees are required to take at least 10 credits in autumn, winter and spring quarters and 2 credits in summer quarter during the quarters they are in their position. You must enroll in a minimum of 2 credits in the quarter in which you graduate.

On-Leave Status (Requesting a Leave of Absence)

Graduate students are required to maintain graduate status during their program of study. If you plan to be away from the university (not registered) in any quarter other than summer, you must apply for On-Leave status. Eligibility requirements, policies, and procedures for requesting On-Leave status are explained on

<http://depts.washington.edu/nutr/wordpress/wp-content/uploads/2017/06/NSP-On-Leave-Policies-and-Process.pdf>

Failure to maintain graduate status through registration or an approved request for On-Leave status effectively ends a

student's continuation in the program and requires a formal application to the Graduate School, approval by the Program, and a \$250 fee to obtain reinstatement.

Insufficient Progress

To make sufficient progress toward a graduate degree, you must meet all prescribed requirements and deadlines during each academic quarter. Insufficient progress (low scholarship and unsatisfactory progress) is outlined below and in the *Graduate School Memorandum No. 16 ("Unsatisfactory Performance and Progress")*, available at:

<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-unsatisfactory-performance-and-progress/>.

You will not be making satisfactory progress if:

- 1) You are on academic probation for more than one quarter;
- 2) Your supervisory committee has, by consensus, determined that you are not progressing adequately in your courses, capstone, or thesis/dissertation research, and has provided documentation as such.

If you are not making satisfactory or sufficient progress in your course of study you will receive a letter to that effect from the Program Director. The GPC will request written explanations from you and your committee chair or capstone advisor. Prior to writing these explanations, you should request a meeting with your chairperson. The letter from your chairperson will be placed permanently in your file; your letter may also be placed in the file, if you desire. After the GPC receives the written explanations, the faculty will review them at their next regular faculty meeting to determine the appropriate action. If no letter is received from you, and one week has elapsed between your notification and the faculty meeting, the faculty will consider the matter no later than the last regular faculty meeting of the quarter. Options the faculty may propose include:

- reinstatement to normal progress status, usually with a time limitation for completing certain requirements, and possibly with other conditions
- restriction or loss of service appointments (ASE's)
- termination from pursuit of a degree in the Program

The Program Director will give you the faculty's decision in writing and will place a copy in your file. If you wish to appeal the decision, you may request that the Program Director appoint an ad-hoc committee to consider the case in further detail. This committee would consist of three faculty members (not including your chairperson); two appointed by the Program Director and one by you.

Health Sciences Immunization Policy

During your course work and training, you may be in environments that present a risk for certain infections or serve vulnerable client and patient populations. For this reason, completion and documentation of all Center for Disease Control and prevention (CDC) recommended Health Care Personnel (HCP) immunizations and testing for tuberculosis are mandatory requirements for all students in the Nutritional Sciences Program. You are required to participate in and maintain compliance with the UW Health Sciences Immunization Program (HSIP). You will be charged an annual health fee each fall quarter. If you do not complete the HSIP requirements each fall, a registration hold will be placed on your account for winter quarter. Please see the HSIP website (<http://ehs-web01.s.uw.edu/workplace/health-sciences-immunization-program-hsip>) for detailed information on the required immunizations, program forms and required documentation, a complete list of HSIP services, and the current fee.

Health Insurance

US Residents: Students who are US residents fall under the mandate of the Affordable Care Act (ACA), which requires individuals to obtain health insurance. The university no longer offers a Student Health Insurance Plan for purchase by students who are US citizens or permanent residents and has listed alternative private and public options on: <https://www.washington.edu/ship/affordable-care/>. If you hold an eligible position as a 20 hour/week research, teaching, or graduate student assistant or some fellowships, you may qualify for Graduate Appointee Insurance (GAIP) for the quarter(s) of your assistantship or fellowship appointment. If you receive a position that is eligible for GAIP

coverage, this should be communicated to you in your offer letter for the position. Hourly positions are not eligible for GAIP insurance.

International Students: International students are **required** to purchase UW student health insurance (ISHIP). Additional information on ISHIP is available on <https://www.washington.edu/ship/international-student-insurance-health-plan/>. If you hold a position as a 20 hour/week research, teaching, or graduate student assistant or some fellowships that qualify for Graduate Appointee Insurance (GAIP), you may apply for a waiver from participating in ISHIP for the quarter(s) you have GAIP coverage. If you receive a position that is eligible for GAIP coverage, this should be communicated to you in your offer letter for the position.

MASTER OF SCIENCE/MASTER OF PUBLIC HEALTH DEGREE INFORMATION

This section is intended to highlight some useful information pertaining to the pursuit of your master's degree. Use this section in conjunction with advice from your thesis chair or capstone advisor, the Graduate School, and the NSP. Relevant web sites are included below.

Graduate School

- Master's Degree Policies: <http://grad.uw.edu/policies-procedures/masters-degree-policies/>
- Master's Degree Requirements: <http://grad.uw.edu/policies-procedures/masters-degree-policies/masters-degree-requirements/>

Nutritional Science Program

- Master of Science Degree Requirements: <http://nutr.uw.edu/graduate-study/master-of-science-2/ms-curriculum/>
- Master of Public Health Degree Requirements: <http://nutr.uw.edu/graduate-study/master-of-public-health-2/mph-curriculum/>

Time Limit

All work for a master's degree must be completed within **six years upon acceptance into the program** (including quarters registered and on-leave).

MS/MPH Degree Requirements

All MS and MPH students complete a structured curriculum comprised of required courses and electives and required milestones including participation in the Annual Student Research and Practice Symposium and preparation of a culminating project (thesis or capstone project).

Course Requirements & Degree Progress Tracking

You will receive a degree progress tracking sheet when you enter the Program which documents the course and credit requirements that you will need to complete. Beginning in AUT 2018, Program requirements may be tracked through the University's Degree Audit Reporting System (DARS). DARS, which you access through your MyUW account, is a computerized degree audit that helps you monitor your progress toward completing your degree. The Graduate Student Services Coordinator may also run a DARS report but you are ultimately responsible for checking on your progress. Questions about the DARS report or your requirements can be directed to nutr@uw.edu.

Graduate Student Portfolio

The portfolio summarizes the learning that has taken place in the core classes: NUTR 500, 513, 520, 521, 522, 529, 531, 562, HSERV 579/590 and BIOST 508 (or BIOST 511/512/513 for PhD students) and beyond. Students prepare a self-assessment, outline next steps for capstone, thesis, or dissertation projects; and provide examples of course work including a scientific paper, policy brief paper, and PowerPoint presentation.

The portfolio should be a summation of positive achievements that provides a focus on the strengths students bring as they enter their second year of studies and begin work on their culminating project, as well as additional areas for development and continued training. Portfolios are submitted to the Graduate Student Services Coordinator at the end of Spring Quarter during the student's first academic year. Information about the portfolio is provided in NUTR 529 and during Spring Quarter. The following web page also provides information on the portfolio.

<http://nutr.uw.edu/graduate-study/student-resources/graduate-student-portfolio/>

Annual Graduate Student Research and Practice Symposium

Each spring quarter the Program holds a full-day Graduate Student Research and Practice Symposium. It is usually held on a Wednesday during the month of May. Presentation (by all but 1st year students) and attendance by all students is mandatory. Please make arrangements with your employer or professors to accommodate this event. We will give you plenty of notice (usually at least 2 or 3 months) in order for you to make arrangements.

<http://nutr.uw.edu/research/student-research-symposium/>

Culminating Project

Master's students complete either a thesis or capstone project.

Master's Thesis

The purpose of a thesis is to provide experience with developing a research question, testing this question, obtaining data, analyzing the data and writing the results. Please see the Nutritional Sciences Thesis Manual for more information. The current manual is available on <http://nutr.uw.edu/graduate-study/student-resources/>

Capstone Project

MS students (with GCPD or prior RD) and MPH students (with or without GCPD) may opt to complete a practice-based capstone project instead of a research-based thesis. A session will be scheduled to provide more information about this option and help students navigate whether to proceed on the thesis track or switch to the capstone project. Please see <http://nutr.uw.edu/graduate-study/student-resources/> for more information on the MS and MPH capstone options.

Additional Degree Requirements Specific to the MPH Track

The MPH curriculum has required practicum and fieldwork experiences which will give you first-hand experience in a field setting. It is each student's responsibility to work with the NSP Practicum Faculty Advisor to find, arrange, and complete practicum and fieldwork projects that fulfill program requirements.

International MPH Students

While enrolled in the Practicum and Fieldwork, students with an F-1 VISA must be registered for Curricular Practical Training (CPT). During their first year, F-1 students must work with the University's International Student Services (ISS) office to register for CPT. (<https://iss.washington.edu/employment/f1-employment/cpt>). Students with a J-1 or J-2 VISA must also meet with their ISS advisor during Year 1 to apply for Academic Training. (<https://iss.washington.edu/employment/j1-employment>)

Preparing for Graduation

You are required to contact the Graduate Student Services Coordinator **at least one quarter before you expect to graduate**, for a formal review of program degree requirements. The following checklist provides additional information about preparing for graduation: <http://nutr.uw.edu/graduate-study/student-resources/>

DOCTOR OF PHILOSOPHY DEGREE INFORMATION

This section is intended to highlight some useful information pertaining to the pursuit of your doctoral degree.

Use this section in conjunction with advice from your chairperson and supervisory committee, the Graduate School, and the NSP. Relevant web sites are included below.

Graduate School

- Doctoral Degree Policies: <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/>
- Doctoral Degree Requirements: <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/doctoral-degree-requirements/>

Nutritional Science Program

- Doctoral Degree Requirements: <http://nutr.uw.edu/graduate-study/doctor-of-philosophy-2/phd-curriculum/>

Time Limit

All work for the doctoral degree must be completed within **ten years** (including any quarters you go on-leave).

NSP Degree Requirements

All PhD students complete a curriculum comprised of required courses and electives. Additionally, you will complete several required milestones including annual participation in the Student Research Symposium and completion of the Nutritional Sciences Graduate Student Portfolio, PhD teaching requirement, general exam, dissertation, and final exam.

Course Requirements & Degree Progress Tracking

You will receive a degree requirement worksheet when you enter the Program which documents the course and credit requirements that you will need to complete. Beginning in AUT 2018, Program requirements may be tracked through the University's Degree Audit Reporting System (DARS). DARS, which you access through your MyUW account, is a computerized degree audit that helps you monitor your progress toward completing your degree. The Graduate Student Services Coordinator may also run a DARS report but you are ultimately responsible for checking on your progress. Questions about the DARS report or your requirements can be directed to nutr@uw.edu. The PhD curriculum offers flexibility in selecting courses to satisfy several content areas. It is expected that you will plan courses to satisfy the requirements in consultation with your initial adviser and dissertation chair.

Graduate Student Portfolio

The portfolio summarizes the learning that has taken place in the core classes: NUTR 500, 513, 520, 521, 522, 529, 531, 562, HSERV 579/590 and BIOST 508 (or BIOST 511/512/513 for PhD students) and beyond. Students prepare a self-assessment, outline next steps for capstone, thesis, or dissertation projects; and provide examples of course work including a scientific paper, policy brief paper, and PowerPoint presentation.

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Annual Graduate Student Research and Practice Symposium

Each spring quarter the Program holds a full-day Graduate Student Research and Practice Symposium. It is usually held on a Wednesday during the month of May. Presentation (by all but 1st year students) and attendance by all students is mandatory. Please make arrangements with your employer or professors to accommodate this event. We will give you plenty of notice (usually at least 2 or 3 months) in order for you to make arrangements. The following web page provides information about the Student Research Symposium.

<http://nutr.uw.edu/research/student-research-symposium/>

PhD Teaching Requirement

PhD students are required to have teaching experience. Each PhD student should provide a summary of their teaching experience to the GPC for review and approval. This requirement may be fulfilled by a teaching assistantship under the

direction of a faculty instructor, providing at least 1 guest lecture in an undergraduate or graduate course, teaching experiences at other institutions, or completion of the course GRDSCH 630: Teaching & Learning in Higher Education.

Doctoral Supervisory Committee

Your supervisory committee should be formed in your second or third year of study following approval of the Student Portfolio. This committee oversees your academic work throughout the program. The doctoral supervisory committee consists of a minimum of four members, at least three of whom (including the Chair and the Graduate School Representative [GSR]) must be members of the Graduate Faculty with an endorsement to chair doctoral committees. A majority of the members must be members of the Graduate Faculty.

GSRs are selected by the student in consultation with the committee chair. All endorsed graduate faculty, with the exception of affiliates, are eligible to serve as a GSR. GSR assignments are unlimited with the exception that faculty are limited to no more than four concurrent appointments within a specific department. The GSR cannot hold any departmental affiliations in common with the student or with the doctoral committee chair. The GSR's roles are to represent the broad concerns of the University with respect to high standards of scholarly performance; to provide, for The Graduate School, a non-specialist's view of the quality of the student's work, ensuring that the student's mastery of the subject matter is broad and comprehensive; and to assure that all procedures are carried out fairly and according to the guidelines of The Graduate School. For more information on the roles of doctoral committee chairs, members, and GSRs, please visit: <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-13-supervisory-committee-for-graduate-students/>

In order to allow time to identify a suitable GSR, it is suggested that the doctoral supervisory committee be established at least four months prior to the intended date of the General Examination (see General Examination heading later in this section).

Once approved, submit your committee membership to the Graduate Student Services Coordinator by e-mail and cc the GPC. S/he will then register your committee with the Graduate School for approval. If you select someone from off-campus to serve on your committee, a Curriculum Vita (CV) must accompany a letter to the Graduate School requesting an ex-officio appointment. Your supervisory committee should convene at least once a year to review your progress, discuss current issues, and determine future plans and activities.

Research Requirements & General/Final Exams

The process for preparing your dissertation proposal, planning your general exam, and working toward the completion and submission of your dissertation are described in the Doctor of Philosophy: Degree Requirements & Dissertation Process Guide available on <http://nutr.uw.edu/graduate-study/student-resources/> (See "Degree Milestones").

Preparing for Graduation

You are required to contact the Graduate Student Services Coordinator **at least one quarter before you expect to graduate**, for a formal review of program degree requirements. A checklist provides additional information about preparing for graduation. <http://nutr.uw.edu/graduate-study/student-resources/>

GRADUATE COORDINATED PROGRAM IN DIETETICS

Students in the Graduate Coordinated Program in Dietetics (GCPD) work simultaneously toward completion of a graduate degree in Nutritional Sciences and the coursework and practice experiences necessary to become a Registered Dietitian (RD), or Registered Dietitian Nutritionist (RDN). The RD and RDN are interchangeable terms for a single credential. Graduates of our program engage in client centered health promotion, disease prevention, medical nutrition therapy, public health practice, and nutrition policy development.

The Graduate Coordinated Program in Dietetics (GCPD) admits 14 students to the program each fall. These students must also be enrolled in the Nutritional Sciences Program for one of the following degrees: MS, MPH or PhD. Associated with the Nutritional Sciences Program, the dietetic program is administered through the School of Public Health. The GCPD is a full-time, ~2 year program. The first 4 quarters are spent in classes for both the graduate program and the GCPD, followed by 3 quarters (January - August of year 2) in the Practice Experience (internship). A single 3-week rotation is completed during the summer between year 1 and 2. As an ACEND Accredited program, the GCPD provides 1200+ hours of supervised practice. While students may be able to graduate after completing the Practice Experience, it is common for a student to take an additional quarter to finish their thesis or capstone project. Doctoral students complete a dissertation and additional PhD requirements. After graduation, students are eligible to sit for the RD exam.

GCPD Mission Statement

The mission of the Graduate Coordinated Program in Dietetics is to develop competent entry-level registered dietitian nutritionists with a strong foundation in the applied science of nutrition and provide training to integrate research into practice, support leadership development and enable graduates to assume careers in dietetics.

GCPD Goals

Goal 1: The program will prepare competent registered dietitian nutritionists who are able to apply evidenced based nutrition research to their practice in a variety of settings.

Goal 2: GCPD graduates will be prepared to assume roles in nutrition and dietetic leadership and public health.

Accreditation

The GCPD at the University of Washington is granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (formerly called the Commission on Accreditation for Dietetics Education) by the Academy of Nutrition and Dietetics (formerly the American Dietetic Association), 120 Riverside Dr., Suite 2000, Chicago, IL 60606-6995, 1-800-877-1600

GCPD Completion Rate and Pass Rate on RD Exam

Our graduates have been very successful in taking the RD examination with a 100% one-year pass rate.

Admissions

Applicants to the GCPD must also apply and be admitted to the Nutritional Sciences Program/degree program; with the exception of PhD students who can apply to the GCPD once enrolled in the degree program. Students currently enrolled in the NSP who wish to apply or reapply to the GCPD must meet with the program director and submit an application packet to the program by December 1. Current students of the NSP are not given priority for admissions to the GCPD. The GCPD admissions committee will solicit NSP faculty for student references.

International Students

While enrolled in the Practice Experience (Year 2), students with an F-1 VISA must be registered for Curricular Practical Training (CPT). During their first year, F-1 students must work with the University's International Student Services (ISS) office to register for CPT. (<https://iss.washington.edu/employment/f1-employment/cpt>) Students with a J-1 or J-2 VISA must also meet with their ISS advisor during Year 1 to apply for Academic Training for the Practice Experience. (<https://iss.washington.edu/employment/j1-employment>)

ADDITIONAL INFORMATION

Nutritional Sciences Program Office

The NSP Office is located in 305 Raitt Hall and is open from 9:00 a.m. to 4:30 p.m. Monday through Friday.

Raitt Hall Access and Security

The doors to Raitt Hall are opened at 8:00 a.m. and are locked at 5:00 p.m. The building is locked on weekends and holidays. The UW buildings are public and many people pass through them daily. Keep valuables away from public traffic. The UW is not responsible for personal property brought into the buildings. Report thefts and suspicious persons to the University Police at 911. For non-emergency issues or questions, the UW Police Department can be reached at 206-685-8973.

Campus mail/E-mail

The UW operates a campus mail system between campus addresses. Check your student mailbox in 330 Raitt Hall at least once a week, for mail, messages, and notices. (**Your campus mail address is: "Your Name", Box 353410**). Mail is picked up and delivered once daily. Important notices and information will also be sent to you via e-mail, so it is important that you check your University of Washington e-mail often.

Photocopy Services

Copy facilities for student use are not available in the NSP Office or in Raitt Hall. There are copy centers located nearby in the Communications Building (Ground Floor), Odegaard Library and Suzzallo Library (Room 450). There are also photocopy businesses on University Way.

Student Representatives

Two students each year serve as our representative on the Graduate and Professional Student Senate (GPSS). The GPSS represents UW graduate student concerns such as tuition, TA and RA salaries, and insurance coverage. Within the Program, a Student Advisory Committee (SAC) with representatives from each cohort serves as a liaison between the students, faculty and staff to ensure awareness of student concerns and ideas in planning and activities.

Nutritional Sciences Student Room

The NSP has a student room located in 330 Raitt Hall. It is available during regular building hours (8 – 5). A small collection of books and other resources are kept there. There are computers available for student use, as well as a printer, conference table, and whiteboard.

University Libraries

The UW Libraries System includes Suzzallo and Allen Libraries, the Health Sciences Library and Information Center (HSLIC), and several others. A full description of the library system, its services and resources is available at <http://www.lib.washington.edu>.

Health Sciences Library Computers

The computers are located on the second floor of the library (third floor of the Health Sciences building). Currently there are over 40 computers. Computer use is free for students.

For the most updated and reliable information on available computing services--including public printing sites--at the UW, check the UW Computing and Communications website at http://www.washington.edu/tech_home/. For specific inquiries, call 206-221-5000 or send an e-mail to help@uw.edu.

Seminars, Lectures, and Grand Rounds

The UW is a prestigious teaching and research university. You are encouraged to attend the many seminars, lectures, and grand rounds available. Notices are posted on the bulletin boards in the hallway just outside the Nutritional Sciences Program Office and in several locations in the Health Sciences Building.

Health Sciences Express, Fred Hutchinson Cancer Research Center and South Lake Union Shuttle (shuttle buses)

Faculty, staff, and students are provided free shuttle buses between the UW and various hospitals, clinics, and research facilities. Health Sciences Express: <http://www.washington.edu/facilities/transportation/uwshuttles/hse>;
UW/Fred Hutch/South Lake Union Shuttle: <http://www.washington.edu/facilities/transportation/uwshuttles/slu>.

Transportation Services

To learn more information about commuting options to the UW, please visit:
<http://www.washington.edu/facilities/transportation/>.

Washington State Residency

Please see <http://www.washington.edu/students/reg/residency/>.