

MSND CERTIFICATION OF COMPREHENSIVE KNOWLEDGE: POLICY AND PROCEDURE

Degree candidates are expected to achieve comprehensive knowledge in the area in which the degree is to be offered. Many programs require formal documentation of this achievement through the Certificate of Comprehensive Knowledge. Upon the candidate's successful completion of academic program requirements, the Graduate Coordinator will electronically document achievement of the Certificate of Comprehensive Knowledge. Programs may designate completion of the examination as "pass" or "pass with distinction."

Part I: Requirements

A. Satisfactory completion of a technical writing manuscript.

1. **Technical Writing**

- a. **DI Option:** Those degree-seeking students, in good standing, in the *Dietetic Internship Option* will submit their technical paper from Nutrition Research in Action (FCS 5152) for review by the course professor and the MSND Graduate Coordinator based on the scheduled due date in the course.
- b. **NE option:** Those degree-seeking students, in good standing, in the *Nutrition Education Option* will submit their technical paper from Nutrition Research in Action (FCS 5152) for review by the course professor and the MSND Graduate Coordinator based on the scheduled due date in the course.

Student performance will be evaluated using the MSND Certificate of Comprehensive Knowledge Assessment Rubric.

2. In the event that the MSND Graduate Coordinator is also the professor of FCS 5152, another nutrition and dietetics graduate faculty member or the SFCS Chairperson will evaluate the paper.
3. The MSND Graduate Coordinator will notify the student within 2 weeks as to whether he/she passed or failed. Arrangements for remediation requirements and/or revising/resubmitting will be the responsibility of the MSND Graduate Coordinator and, if needed, following consultation with the Family and Consumer Sciences Chairperson and/or the nutrition and dietetics graduate faculty members.
5. If a student does not successfully pass, the student will be offered one additional attempt to submit an updated/revised draft based on additional guidance by the reviewers. The MSND Graduate Coordinator will communicate to the student the terms under which the deficits will be met. The MSND Graduate Coordinator will provide guidance through the remediation process. The communication regarding the remediation will be in writing to the student and copied to the Family and Consumer Sciences Chair. The opportunity to successfully complete the requirements must be completed by midterm of the next semester or unless stated otherwise by the MSND Graduate Coordinator, and must be completed within the six-year time limit on graduate coursework included on the student's study plan. In the event that a student does not pass the comprehensive knowledge component, the student is dismissed from the program and no longer holds candidacy status for the MSND degree.

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Part II. APPEAL PROCESS

If a student chooses to appeal the revocation of their candidacy status after failure of the Comprehensive Knowledge requirement, they may submit an appeal in writing to the Council on Graduate Studies with a copy sent to the MSND Graduate Coordinator and SFCS Chairperson. The written appeal request must be received no later than the Midterm Day of the following term (after the revocation of the candidacy status). After the appeal is received, a time for the remediation hearing will be scheduled by the MSND Graduate Coordinator with the Family and Consumer Sciences' graduate faculty and the student will be notified in writing of the remediation date. The majority (over 50%) of the graduate faculty present at the remediation hearing will need to agree that the student demonstrated sufficient competency in order to overturn the revocation of the student's candidacy status. In the event that the student does not pass with the graduate faculty, the student will not be eligible for degree candidacy status for the MSND degree.

Part III. CERTIFICATE OF COMPREHENSIVE KNOWLEDGE

Final certification for graduation depends upon documentation of the completion of all graduation requirements being submitted to the Graduate School by their stipulated deadlines. The completed and signed "Certification of Comprehensive Knowledge" form must be submitted to the Graduate School by the last class day published in the Class Schedule of the student's final term.