

MASTER OF SCIENCES IN NUTRITION AND DIETETICS STUDENT HANDBOOK



Helen and Arthur E. Johnson
Beth-El College of
Nursing and Health Sciences
UNIVERSITY OF COLORADO **COLORADO SPRINGS**

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Mission Statements

UCCS Mission Statement

The Colorado Springs campus of the University of Colorado shall be a comprehensive baccalaureate and specialized graduate research university with selective admission standards. The Colorado Springs campus shall offer liberal arts and sciences, business, engineering, health sciences, and teacher preparation undergraduate degree programs, and a selected number of master's and doctoral degree programs.

Helen & Arthur E. Johnson Beth-El College Mission Statement

Helen and Arthur E. Johnson Helen & Arthur E. Johnson Beth-El College of Nursing and Health Sciences is a distinguished and innovative college providing excellence in education, scholarship, and practice in the health professions.

Mission of the program

The mission of the Master of Sciences in Nutrition and Dietetics is to prepare graduates for evidence-based practice as competent, entry-level registered dietitians.

Program Goals and Objectives

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Goal One: Prepare graduates to be competent, entry-level registered dietitians.

Objectives for Goal One:

- At least 80% of program graduates complete the program requirements within 3 years of admission.
- At least 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Of graduates who seek employment, at least 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- During their first year of employment, a minimum of 80% of the responses from the annual employer survey will indicate that graduates perform at an above average level.
- At least 70% of graduates who respond to the alumni survey will report "agree" or "strongly agree" regarding their knowledge and skill preparation for entry-level practice.

Goal Two: Produce graduates who utilize and apply evidence-based research to professional practice.

Objectives for Goal Two:

- At least 70% of graduates who respond to the alumni survey will indicate that they apply evidence-based information as they make decisions in professional practice

Student Academic Ethic Code

Students are expected to adhere to the highest codes of personal and professional ethics, as set forth by the University of Colorado Colorado Springs, which appear in the University of Colorado Colorado Springs [Student Academic Ethics Code](#). Students who do not meet these standards may be dismissed from the Graduate School Dean upon recommendation of the Program Director and college/school dean of the student's graduate program. A student may appeal such action under the provisions of Article V of the Graduate School's Policies and Procedures.

Insurance Requirements

Students are not required to carry professional liability insurance when doing experiential learning at assigned sites to meet a course requirement. Students are not permitted to complete any experiential learning hours at any sites until written confirmation that a signed affiliation agreement is in place with that facility. Students are not covered under the university's professional liability insurance when doing volunteer hours at any site or location. Students are highly encouraged to carry health insurance.

Injury or Illness During Supervised Experiential Learning

During experiential learning hours, any illness or injury should be reported immediately to the preceptor at the internship site. The Program Director needs to be notified regarding any injury or illness at a supervised practice site.

Drug Testing

Drug screening may be required by individual experiential learning sites. Students with a positive drug test may not be eligible for placement at the sites that require drug screening. Students should contact the course faculty prior to site placement for experiential learning hours if this applies to them. The cost of any site-specific required drug testing is the responsibility of the student.

Criminal Background Check

All students participating in any experiential learning placement will be required to participate in a background check as directed. If the student is unable to pass or successfully appeal a negative background check, he/she will not be able to continue in the course and the program. Students will submit a mandatory criminal background check through the Department of Human Physiology and Nutrition at least two weeks before they begin their experiential learning hours.

Immunizations

Proof of immunizations or proof of immunity may be required by individual experiential learning sites. If a student is not current with the site-specific immunization requirements and cannot provide proof of immunity, they will need to receive the immunizations and provide proof of immunity before any experiential learning hours can be completed. If a student is unwilling or unable to receive immunizations, they may not be eligible for placement at the sites that require proof of immunizations or immunity. Students should contact the Program Director prior to site placement for experiential learning hours if this applies to them so they can be placed at sites that do not require proof of immunizations. The cost of any site-specific immunizations (or testing to provide proof of immunity) required by individual experiential learning sites is the responsibility of the student.

Supervised Experiential Learning Distribution of Responsibilities

Experiential learning is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences. Experiential learning will adhere to competency attainment as described in the curriculum and work assignments for the purpose of education, i.e., demonstration of techniques and reinforcing knowledge.

Student Work and Compensation

Students should be prepared for high workload program of 40+ hours weeks. For this reason, it is not recommended to combine work and academics. However, the summer between the first and second year will allow students time to work on or off campus without scheduling conflicts.

Program Complaints

Students in the program who have complaints regarding specific issues relating to the program (not including grade disputes within a class as those are procedures are outlined under the university polices referenced below) must first send the complaint to the Program Director. If the student and Director are unable to resolve the complaint, the complaint will then be forwarded to the Human Physiology and Nutrition Department Chair for resolution.

Grade Dispute/Appeal Process

A student may grieve the following: a. an alleged error in grading by an instructor or other designated person involved in the evaluation of performance; b. a violation of a written policy regarding course requirements; c. an alleged error in the recording of official grades; d. alleged unfair grading.

In an allegation of unfair grading the student bears the burden of proof, that is, the student must prove by a preponderance of the evidence either (a) that the faculty member has assigned a grade not on the basis of the academic merits of the work but on perceived irrelevant factors, or (b) that the faculty member has assigned different grades for relevantly similar work submitted by different students, or both (a) and (b).

While a student may appeal a grade, this does not guarantee a grade change. All appeals regarding course grades (as specified in number 2) shall follow the procedures established by the college, as listed below:

- a. The student is responsible for discussing the grade grievance and filing a written appeal with the faculty member* involved in the incident within 10 working days of receiving the grade in question.** After 10 working days the student relinquishes the right to grieve a grade. If a resolution is agreed upon by the student and the faculty member, then a written summary of the resolution shall be created and signed by both parties (this may be completed electronically) no later than 7 working days after the meeting. A copy of the agreement will be kept in the student's file.
- b. If the issue remains unresolved, the student may bring their grade grievance to the Department Chair within 10 working days of the meeting with the faculty. The Department Chair will meet, in person, via phone teleconference or web conference with the student and faculty member to work towards a resolution. If a resolution is agreed upon by the student, the faculty member and the Department Chair, then a written summary of the resolution shall be created and signed (this may be completed electronically) by all three parties no later than 7 working days after the meeting. A copy of the agreement will be kept in the student's file. (If the faculty member involved in the grievance is the Department Chair, the faculty member will recuse themselves from this step and forward the grievance to the Associate Dean of Academics and Operations.)
- c. If the issue remains unresolved, the student may bring their grade grievance to the Associate Dean of Academics and Operations within 10 working days of the meeting with the Department Chair. The Associate Dean of Academics and Operations will meet, in person, via phone teleconference or web conference with the student and faculty member to work towards a resolution. If a resolution is agreed upon by the student, the faculty member and the Associate Dean of Academics and Operations, then a written summary of the resolution shall be created and signed (this may be completed electronically) by all three parties no later than 7 working days after the meeting. A copy of the agreement will be kept in the student's file. (If the faculty member involved in the grievance is the Associate Dean of Academics and Operations, the faculty member will recuse themselves from this step and forward the grievance to the Dean.)
- d. If the issue remains unresolved, the student may bring their grade grievance to the Dean within 10 working days of the meeting with the Associate Dean of Academics and Operations. The Dean will make the final decision on behalf of the college utilizing the resources deemed appropriate. A written summary of the final decision shall be created and signed (this may be completed electronically) by all three parties no later than 7 working days after the decision is determined. A copy of the agreement will be kept in the student's file. (If the faculty member involved in the grievance is the Dean, the faculty member will recuse themselves from this step and may forward the grievance to the Student Affairs Council to hear the case and offer feedback to the Associate Dean of Academics and Operations for a final decision.)

When called to convene by the Dean of the Beth-El College of Nursing and Health Sciences, the Student Affairs Council (SAC) will follow procedures for representation by Council members and inclusion of the student bringing the academic grievance. The SAC provides impartiality for the grievance process to allow the student the rights of: a hearing on violation of College policies, due process, presentation of student's case, appeals, and confidentiality. The SAC functions as an advisor to the Dean and submits prompt and equitable recommendations. The Dean retains authority for the final decision. The Student Affairs Council shall follow the following procedure:

- a. SAC chair will canvas faculty and student council members and the student bringing the grievance for potential meeting times within five (5) business days of notification by the Dean.
- b. All communication with council members, the student and any representative regarding the grievance procedure will be conducted through UCCS email.
- c. The SAC Chair will determine any conflict of interest and recusals.
- d. The SAC will convene the proceedings at the earliest possible date with a minimum of three (3) members who are representative of the council.

- e. All council members and administrative staff present will sign and date a confidentiality form. The SAC Chair, upon completion of the proceedings, will send confidentiality forms to the Dean's office.
- f. Prior to review by the Council, the Dean and SAC Chair will redact sensitive information regarding patients or individuals under HIPAA/FERPA.
- g. The SAC Chair will secure all documents related to the student grievance during the procedure and deposit documents in the shred container upon completion.
- h. Council members will meet prior to the student's participation to review and discuss the grievance. The student bringing the grievance will be informed by the SAC Chair of the purpose and procedure of the SAC process and be given a specific time to attend.
- i. At the beginning of the proceedings, the student will be advised of student rights: right to a hearing, right to face charges, right to respond, right to appeal, and the right to confidentiality.
- j. The meeting is convened on behalf of the student. Any other person the student invites is an observer only. To include a parent or other person in the meeting the student must present a photo ID to Admissions and complete the required FERPA release form in advance of the meeting. The SAC reserves the right to restrict entry of a person other than the student.
- k. The SAC Chair will determine if the student is bringing legal counsel or any person with the capability of providing legal counsel. In that event, the SAC Chair will inform the UCCS Legal Counsel for the department's mandatory participation in the proceedings.
- l. The SAC Chair will contact the Director of Judicial Affairs to ascertain if any restrictions have been placed on the student's presence on campus, and subsequently, notify UCCS police about scheduled meetings with the student.
- m. A student who is restricted in movement on campus will wait in a designated area and be escorted to and from the SAC grievance meeting by a designated person.
- n. Police supervision may be requested or required.
- o. The SAC Chair will inform the Dean in writing and by MSWord document of the SAC findings and recommendations. Recommendations will be sent to the Dean of the college only.
- p. To accommodate the distance learner, interactive technology may be utilized.

*Adjunct faculty members who are no longer under contract after final grades have been submitted may not respond to an inquiry by the student within the 10 working-day window. After the 10 working-day window has expired, the student should contact the Department Chair.

**Circumstances may arise because of travel or other commitments that prevent the faculty member from being reached during the 10 working-day window. After the 10 working-day window has expired, the student should contact the Department Chair.

Complaints to ACEND

ACEND will review complaints that relate to a program's non-compliance with the accreditation standards after all other options with the program and institution have been exhausted. The ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant.

Student can find a full description of the complaint process and policies, in addition to the official complain form at the following website link "[Procedures for Complaints Against Accredited Programs.](#)" A copy of the accreditation standards and/or the Council's policy and procedure for submission of complaints may be obtained by contacting the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995 or calling 800/877-1600 extension 5400.

Assessment of Prior Learning

At this time the program **does not** conduct assessment of prior learning, which includes but is not limited to awarding of credits hours based on past work or academic experience.

Assessment and Performance Reporting

Students will be formally assessed at regular intervals throughout the program. This includes, but is not limited to scores on quizzes, exams, direct observation, oral presentations, role playing, simulation, and supervised experiential learning in authentic environments. Students will be assessed using a competency-based education model which uses both formative and summative assessment. Definitions of both types of assessment are as follows from ACEND's "Competency Based Education Handbook"

Formative assessment is an assessment *for* learning and can broadly be described as a 'snapshot' or a 'dipstick' measure that captures a student's progress through the learning process. It explains to what extent a student is learning a concept, skill, or knowledge set. In a sense, a formative assessment is practice and is, therefore, not heavily weighted in the grading system. Formative assessments are used by instructors to help determine the ideal learning path for their students, so they are better able to personalize and adjust curriculum, assignments and content to a given student's needs. **Summative assessment** is defined as a comprehensive measure of a student's ability to demonstrate the concepts, skills and knowledge embedded within a course/rotation competency. It is an assessment *of* learning and it is heavily weighted in the grading system. Summative assessments provide a summary of what a student has learned over a given time period, such as two weeks into the course/rotation or over an entire semester."

Retention and Remediation

Disciplinary Procedures – Probation, Dismissal, Retention and Remediation

Student Ethics: Students are expected to adhere to the highest codes of personal and professional ethics, as set forth by the University of Colorado Colorado Springs, which appear in the University of Colorado Colorado Springs Student Academic Ethics Code. Students who do not meet these standards may be dismissed from the Graduate School Dean upon recommendation of the Program Director and college/school dean of the student's graduate program. A student may appeal such action under the provisions of Article V of the Graduate School Policies and Procedures.

Academic Probation: A student who has attempted 9 or more semester hours at UCCS (to include 'I and 'IP' grades) in the Graduate School and whose UCCS graduate program grade point average of awarded grades falls below 3.00 will be placed on academic probation until such time as the UCCS graduate program grade point average is raised to 3.00 or higher. Courses taken at other institutions, including other CU campuses will not be included as part of the decision to place on or remove from probation. A student who is not making satisfactory academic progress (SAP) in program requirements may be placed on probation. An SAP Plan for removal from probation must be made at the time of probation. The student will have a maximum of one calendar year to be removed from probation, or the student may be dismissed from the Graduate School.

Dismissal from the Graduate School: Any student whose graduate program grade point average is below 3.00 or who has not met the requirements of the SAP Plan after the one-year probationary period will be subject to automatic dismissal. The Program Director will notify the Graduate School Dean and the student will be dismissed from the Graduate School. Under extenuating circumstances, the Program Director may petition the Graduate School Dean for an extension of the probationary time period.

Students may be dismissed from the Graduate School if they do not satisfactorily complete program requirements (e.g., pass coursework, pass examinations, make progress on thesis/dissertation projects, adhere to professional standards) as determined by the program.

A dismissed student is eligible to reapply for admission after one year. Approval or rejection of this application rests with the student's program/department. Validation of previous coursework may be required for students to complete matriculation in the degree.

Graduation and Verification Statement Requirements

Students are encouraged to complete all program and degree requirements within three years after beginning the 2-year 4 semester program (150% of the program length). Additional coursework may be required if program and degree requirements extend beyond two years.

Graduates of the program receive a Master of Sciences in Nutrition and Dietetics. Program and degree requirements include completion of a minimum of 47 credit hours with a cumulative grade point average of 2.8 or higher and a C- or better in all courses.

To earn a Verification Statement the following 41 course credits must be completed at a C- or better:

Course Number	Title	Credit Hours
HPNU 5010	Research Methods and Statistical Design	4
HPNU 5100	Sustainable Food Systems Management	3
HPNU 5110	Community Nutrition Interventions	3
HPNU 5120	Advanced Nutrition Metabolism and Disease	3
HPNU 6110	Applied Medical Nutrition Therapy 1	3
HPNU 6120	Applied Medical Nutrition Therapy 2	3
HPNU 6130	Applied Medical Nutrition Therapy 3	3
HPNU 6900	Nutrition Graduate Seminar	3
HPNU 6991	Sustainable Food Systems Apprenticeship	3
HPNU 6992	Community Nutrition Interventions Apprenticeship	3
HPNU 6993	Clinical Apprenticeship 1	5
HPNU 6994	Clinical Apprenticeship 2	5
	Total	41

Withdrawal and Refunds

If you formally withdraw from UCCS and have paid tuition and fees, you may be eligible for a refund depending on how early in the semester you withdraw. Visit [Withdrawal Policies and Procedures](#) for details.

Refunds are only issued for course drops or total withdrawals completed on or before the published census date of each course you are enrolled in. Please note courses often have different census dates visit [Short Course Deadlines | Office of the Registrar \(uccs.edu\)](#) to review all published census dates by term.

For information about the academic and financial impact of withdrawing, visit the [Office of the Registrar](#) website.

Program Schedule

All program classes and activities will follow the [UCCS Academic Calendar](#).

Protection of Privacy

All information in student files is private and confidential except for assignments/projects the student has completed. UCCS, the Department of Human Physiology and Nutrition, and the Program Director may use student work for outcomes assessment, accreditation reporting purposes, and examples of work. If a student's work is used, the student's name will be removed or covered to protect the student's identity. UCCS is committed to the protection of personal privacy. The see the full university [privacy statement](#) for more information.

Access to Personal Files

Student have the right to review their student file upon request with the exception of any items such as letters of recommendation which they waived the right to access.

Access to Student Support Services

Academic Advising

It is recommended that students meet with their academic advisor once per semester academic for advising and counseling, and to ensure successful and timely degree completion.

Disability Services

If a student with a disability believes they will need accommodations for any courses, it is their responsibility to register with Disability Services and provide them with documentation of the disability. They will work with the student to determine what accommodations are appropriate for their situation. To avoid any delay, students should contact Disability Services as soon as possible. Please note that accommodations are not retroactive and disability accommodations cannot be provided until a Faculty Letter has been provided to instructors. Contact Disability Services for more information at Main Hall Room 105, 719-255-3354.

Excel Centers

Students have access to five Excel Centers for Academic Excellence focused on: communication, languages, science, math, and writing. Each center provides tutoring and academic support. UCCS offers a variety of free tutoring and extra instruction for specific courses.

UCCS Financial Aid Office

Students can access information about financial aid and scholarships.

Office of Veteran and Military Student Affairs

Provides transition assistance for all veteran and military service members and families. To assist with any of your veteran or military needs, please contact this office.

Student in Crisis

Available to students to assist in assessing and coordinating responses to significant campus situations and events that require intervention such as a significant trauma, problematic medical or psychological concerns, and emergencies that affect the well-being of students. The Student Response Team is prepared to bring together the necessary resources to manage the situation. To contact the Student Response Team, call Public Safety at 255-3111.

Gallogly Recreation and Wellness Center

Health services and mental health services are available to students. Students are responsible for payment of services not covered by their health insurance provider. Appointments can be made by calling (719) 255-4444.

Career Center

Available to students and alumni with services such as career guidance, resume/CV review, and mock interviews.

For a comprehensive list of services and contact information explore the [Academic Services and Support](#) webpage.