

UND NUTRITION & DIETETICS
UNIVERSITY OF NORTH DAKOTA



Master of Science in Nutrition

Student Handbook



Master of Science in Nutrition Student Handbook

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Dear Students:

The University of North Dakota Department of Nutrition & Dietetics (N&D) welcomes you to the Master of Science in Nutrition program that first began August 2015. N&D is committed to preparing nutrition professionals who impact the quality of life for North Dakotans and beyond. This graduate program is advancing our capability to fulfill the University mission to contribute to public well-being and offer students the opportunity to pursue challenging academic programs at both the undergraduate and graduate levels. Our students are our future. Their success is our success. Students completing our master's program have flourishing careers in:

- National nutrition education programs
- Leadership roles such as program coordinators or directors of their department
- School nutrition programs

The Master of Science in Nutrition program has three specialization options: (1) Nutrition Education & Counseling (NEC), (2) Nutrition Science, and (3) Dietetics. The Nutrition Education & Counseling and Nutrition Science specializations are completed part-time online, with the exception of a one-week campus training required for NEC students. Alternatively, the Dietetics specialization is campus-based and restricted to students who complete the undergraduate degree requirements for a BS in Dietetics and is full-time. More detailed information about all admission and degree requirements by specialization can be found in this student handbook and in the Academic Catalog. The MS in Nutrition program trains graduate students to be leaders who identify nutrition problems, develop solutions, and measure impacts to improve the lives of individuals and communities.

I encourage all current students to peruse our departmental program website (<https://cnpd.und.edu/nutrition-dietetics/ms-nutrition.html>) and the School for Graduate Studies website (<https://und.edu/academics/graduate-school/>) for general information about our program and graduate school at UND. I also invite all MS students to contact me directly with any questions or concerns at anne.bodensteiner@und.edu.

Our purpose is to help our students achieve their professional and personal goals through graduate education with the Department of Nutrition and Dietetics. We are pleased you have chosen UND and look forward to working with you!

Sincerely,



Anne Bodensteiner, PhD, MS, RDN, LRD
Clinical Assistant Professor & Program Director

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Catalog Content Non-Binding, Subject-To-Change Statement

Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about their institution. Information contained in such printed material is subject to change without notice, and it is not to be interpreted as creating a binding obligation on the institution and the State. In times of changing conditions, it is especially necessary to have this understood (refer to the University of North Dakota Academic Catalog: <http://und-public.courseleaf.com/>).

PART I: MS IN NUTRITION PROGRAM OVERVIEW

All MS students must complete 16 credits of core and specialization courses. Foundation courses may be completed through the University of North Dakota MS in Nutrition online program. The program, specifically NEC and Nutrition Science specializations are completed on a part-time schedule designed to meet the needs of working professionals and can be completed in 2+ years. The Dietetics specialization is an Accelerated Bachelor's/Master's (ABM) program designed to be completed full-time and on-campus over a five year schedule.

Mission Statement

The Department of Nutrition and Dietetics M.S. program prepares graduates to provide leadership and solutions for challenging nutrition problems facing individuals and communities in rural settings and beyond.

Program Goals

To train professionals who:

- integrate research, teaching, practice and service to identify nutrition problems, and develop solutions, especially in rural, underserved areas.
- communicate clearly, accurately and in a culturally appropriate manner.
- demonstrate critical-thinking and intellectual awareness in problem-solving and assessment.
- exhibit professionalism, ethical conduct, cultural competency, and leadership skills.

Core Competencies

Upon completion of the program students have successfully:

- assessed nutrition education and counseling needs of individuals and at risk groups
- developed and implemented behavior theory approaches while considering unique cultural needs.
- evaluated the effectiveness of nutrition education and counseling interventions for individuals and groups.
- applied educational theory, research and experiential knowledge in nutrition education and counseling.
- applied theory, research, and experiential knowledge in nutrition education and counseling.
- demonstrated advanced professional skills in nutrition education and counseling.

PART II: MS ADMISSION REQUIREMENTS

Online M.S. in Nutrition - Nutrition Education & Counseling Specialization or Nutrition Science Specialization

Online M.S. Admission Requirements

1. Completion of a bachelor's or higher degree in nutrition, dietetics or closely related field from a regionally accredited college/university.
2. Students must have a grade of "C" or better in undergraduate courses in advanced nutrition or biochemistry, human physiology and statistics. Recency of courses will be evaluated.
3. A cumulative Grade Point Average (GPA) of at least 3.0 for all undergraduate work and a GPA of at least 3.0 for the junior and senior years of undergraduate work (based on A=4.0).
4. Meet minimum requirements for admission set by the School of Graduate Studies, including English proficiency requirements.

On-Campus M.S. in Nutrition - Dietetics Specialization

On-Campus M.S. Accelerated Admission

The Accelerated Bachelor's/Master's (ABM) 5-year program is available for students completing the Coordinated Program in Dietetics, an accredited professional program. All requirements for the Bachelor of Science in Dietetics (BSD) and the Master of Science in Nutrition (MS) can be met with up to 12 credit hours of graduate coursework that may count toward requirements for each degree.

Students who have completed at least 60 undergraduate credit hours of required, pre-requisite coursework for dietetics and have been accepted to the professional phase of the Coordinated Program in Dietetics may apply to the ABM program.

On-Campus M.S. Admission Requirements

The ABM program allows UND dietetics students the opportunity to complete degree requirements for a BSD and MS at an accelerated pace. Students are expected to graduate with the MS within 12 months of completing their BSD. Admission is competitive, and students must meet minimum admission requirements:

Minimum requirements for admission set by the School of Graduate Studies, including English proficiency.

- Completion of pre-requisite courses and currently enrolled or eligible for enrollment at UND.
- Have a grade of "C" or higher in undergraduate courses in nutrition and science. Recency of courses will be evaluated.
- Have a cumulative Grade Point Average (GPA) of at least 3.0 for all undergraduate work (based on A=4.0).
- Be admitted to the professional phase of the Coordinated Program in Dietetics at UND.
- Submit an online application for graduate studies before beginning coursework for the professional phase of the Coordinated Program in Dietetics. This application must include all required materials set by the School of Graduate Studies and a signed Program of Study including the 12 credit hours to be double counted toward the BSD and MS degrees.

Admission Process

Applications are submitted electronically and are managed by the School of Graduate Studies. Applicants complete the School of Graduate Studies' application and submit a personal statement (the essay described in the School of Graduate Studies application). Each applicant

must provide contact information for three references. An online request for recommendation will be sent to each reference. Finally, the School of Graduate Studies requires submission of an official copy of all academic transcripts, including undergraduate and graduate course work.

All materials are submitted to the School of Graduate Studies, which then transmits the materials to the Department of Nutrition and Dietetics for review. Criteria considered for admission include past academic performance, strength and quality of applicant references, content and quality of the personal statement, and applicant readiness for and goodness of fit for career opportunities as a MS-level nutrition professional.

Application Deadlines

- For the NEC and Nutrition Science online program the application deadlines are December 1st for spring semester start, April 1st for summer start, and August 1st for fall semester start.
- For the Dietetics, full-time program the application deadline is August 1st – before enrolling in any dual credit courses.

After the review process is complete, the Department of Nutrition and Dietetics may consider applications if the cohort is not full.

PART II: EXCPECTATIONS AND REQUIREMENTS

As students embarking on a new journey you may have new expectations in this role. We want you to feel prepared and ready for this experience in an online environment.

Demonstrated Respect and Care

You have already displayed characteristics of a respectful student and these expectations continue. In graduate school you will likely engage in challenging conversations and sometimes controversial topics. At all times, we expect that our students, along with faculty and staff, treat one another with compassion and respect. Additional information regarding UND policies and the College of Nursing policies are listed below in PART IV and Appendix page 23.

Unique Circumstances

Even though our program operates from a distance, we follow the policies and procedures of the University. In times of unprecedented experiences we will abide by the recommendations of our leadership team. This applies to students doing distance practicums in other locations. Students completing as a result of their connection with the university must abide by the regulations set forth by the University.

Technology Requirements

This program is entirely online, but we are very connected! You will be meeting with your classmates online and will also have video meetings with your advisor. Each student will need the following to be successful in our program:

- Access to a high functioning computer (tablets work, but some students find them less supportive for longer writing and researching sessions)
- Access to high speed internet
- Webcam or computer camera
- Microphone and speakers
- Ability to check your UND email on a regular basis during the week
- Basic understanding of Microsoft office products

Getting Started

Sometimes the transition back to school or into a graduate program is challenging. Here are some ways to ease the transition and get started on the right foot!

- Get a calendar/planner that works for you! Download every syllabus and mark each due date in your planner to stay on top of what is ahead
- Check your UND email daily. All of our official communication will come to your UND email and course communication will be sent directly to that location.
- Ask questions. This is new and there are many resources on campus to take advantage of including your advisor, the School of Graduate Studies, the Writing Center, UND Counseling Center, and the UND library systems.
- Get to know your classmates when you can. We have exceptional students in our MS program and they are excited you are here. Each student has had a unique journey and we welcome you connecting with one another.

Initial _____

PART III: MS IN NUTRITION GRADUATION REQUIREMENTS BY SPECIALIZATION

There is currently one program option available to MS students with three specializations: (1) Nutrition Education & Counseling (NEC) (online with one-week campus training required), (2) Nutrition Science (online), and (3) Dietetics (campus-based). **Please note that no credit is granted to any student for previous work or life experience at this time.**

Graduation Requirements

Online M.S. Degree Requirements

Students seeking the Master of Science in Nutrition degree at the University of North Dakota must satisfy all general requirements set forth by the School of Graduate Studies as well as particular requirements set forth by the Department of Nutrition and Dietetics:

1. A minimum of 30 credits, including 16 credits of core requirements, 10-11 credits to complete one of the specializations, and 4 or less credits of electives.
2. A maximum of 9 credit hours required for the degree may be transferred from another institution and must meet the School of Graduate Studies transfer credit requirements.
3. Completion of a week-long, campus-based training in nutrition practice and research skills for students completing the Nutrition Education and Counseling specialization.
4. Successful completion of a comprehensive examination.

Curriculum

Core Course Requirements		
<u>N&D 541</u>	Biochemical and Physiological Basis of Nutrition: Macronutrients	3
<u>N&D 542</u>	Biochemical and Physiological Basis of Nutrition: Micronutrients	3
<u>N&D 550</u>	Nutrition Education and Program Planning	3
<u>N&D 591</u>	Seminar in Nutrition	1
<u>N&D 594</u>	Research Methods in Nutrition	3
Stats	Graduate Level Statistics Course	3
Nutrition Education and Counseling Specialization Course Requirements:		
<u>N&D 560</u>	Nutrition Counseling	3
<u>NURS 605</u>	Health Policy	2
<u>N&D 590</u>	Directed Studies in Nutrition <small>Intensive - Campus</small>	1
<u>N&D 596</u>	Nutrition Education and Counseling Practicum	2
<u>N&D 997</u>	Independent Study	2-4
or <u>N&D 998</u>	Thesis	
	Electives	2-4

Nutrition Science Specialization Course Requirements:

NURS 510	Adv Physiology/Pathophysiology I	3
NURS 511	Adv Physiology/Pathophysiology II	3
N&D 554	Nutrigenomics	3
N&D 997	Independent Study	2
Electives		3

N&D Electives (availability based on instructional resources, student interest, and minimum enrollment)

N&D 543	Advanced Topics in Lifecycle Nutrition	3
N&D 544	Obesity and Eating Disorders	3
N&D 545	Nutrition in Disease Prevention and Wellness	3
N&D 552	Professional Nutrition Precepting	1
N&D 553	Nutritional Health Advocacy and Policy	3
N&D 554	Nutrigenomics	3
N&D 560	Nutrition Counseling	3
N&D 555	Small Grant Proposal Development	1
N&D 590	Directed Studies in Nutrition	1-4

Electives can come from any department that has relevant coursework. Courses must be approved by the student's academic advisor and be included on the student's Program of Study before the course is taken. Graduate level courses taken prior to acceptance as a graduate student at UND may be included in the student's Program of Study with approval.

On-Campus M.S. Degree Requirements

Students must maintain a cumulative GPA of 3.0/4.0 or higher and “B” or higher in courses listed in the Program of Study. Program requirements are:

1. A minimum of 31 credits hours from core courses.
2. Successful completion of a comprehensive examination.

Curriculum

N&D 325	Nutrition Through the Life Cycle*	3
N&D 350	Medical Nutrition Therapy I*	3
N&D 380	Food Service Production and Management*	3
N&D 450	Medical Nutrition Therapy II*	3
N&D 541	Biochemical and Physiological Basis of Nutrition: Macronutrients	3
N&D 542	Biochemical and Physiological Basis of Nutrition: Micronutrients	3
N&D 554	Nutrigenomics	3

N&D 560	Nutrition Counseling	3
N&D 594	Research Methods in Nutrition	3
N&D 598	Dietetics Practicum	2-4
N&D 997	Independent Study	2

***Courses are dual credited counted**

MS Core Course Descriptions

Core courses are listed below and required by all students enrolled in the MS in Nutrition. Each specialization (Nutrition Education and Counseling and Nutrition Science) has unique course requirements and graduation requirements beyond the core course requirements.

[N&D 541](#). Biochemical and Physiological Basis of Nutrition: Macro-nutrients. 3 credits. Pre-requisites or co-requisites: Admission to the MS in Nutrition program; Undergraduate or graduate biochemistry and physiology. Integration of the molecular, cellular, and physiologic aspects of macronutrient and energy metabolism in humans. Dietary energy, carbohydrates, fiber, lipids, proteins, nutritional interactions and metabolic consequences with emphasis on recent advances in macronutrient nutrition are explored.

[N&D 542](#). Biochemical and Physiological Basis of Nutrition: Micro-nutrients. 3 credits. Pre-requisites or co-requisites: Admission to the MS in Nutrition program, Undergraduate or graduate biochemistry and physiology. Integration of the molecular, cellular, and physiologic aspects of vitamin and mineral metabolism in humans. Functions, biological availability, hormonal regulation, requirements, metabolic consequences of deficiencies or excesses, and interrelations with other nutrients with emphasis on current topics related to vitamins, minerals and phytochemicals.

[N&D 550](#). Nutrition Education and Program Planning. 3 credits. Pre-requisite: instructor consent. Theoretical, research, and applied aspects of adult nutrition education. Curricular design models, instructional tools, program planning and evaluation of education interventions will be discussed in the context of chronic disease prevention. Effective teaching strategies and procedural models for designing effective nutrition education programs targeting the general public will be presented.

[N&D 591](#). Seminar in Nutrition. 1 credit (repeatable up to 4 credits). Discussion of current research and evidence-based practice in nutrition. Practice of oral presentation of scientific data in a professional setting.

[N&D 594](#). Research Methods in Nutrition. 3 credits. Pre-requisite: graduate statistics course. The course examines the scientific foundation of nutrition research and critiques nutrition research. Students develop a research proposal.

Additional course descriptions are available in the Academic Catalog: <http://und-public.courseleaf.com/graduateacademicinformation/departmentscoursesprograms/nutritiondietetics/#courseinventory>.

Nutrition Education and Counseling Specialization Campus Visit

Students are required to attend a one-week campus visit during the program. Students may not begin practical experience until they have satisfied the following requirements: 1) completion of

on-campus visit; 2) completion of required core coursework (20 graduate credits including N&D 560 and N&D 550); and 3) successful completion of background check if applicable to practicum experience site. Site agreement paperwork must be completed by UND and the location of the practicum prior to any work beginning. Students should begin exploring options and talking with potential sites 3-6 months prior to beginning N&D 596.

PART IV: ACADEMIC POLICIES AND PROCEDURES

(See the *University of North Dakota Academic Catalog*.)

Transfer of Graduate Credits

A limited amount of graduate work completed at a regionally accredited North American institution prior to, or after matriculation in the School of Graduate Studies at UND, may be applied toward a graduate degree at the University of North Dakota. Please visit the School of Graduate Studies policy on [Graduate Transfer Credits](http://und-public.courseleaf.com/graduateacademicinformation/academicpolicies/transferofgraduatecredits/) (<http://und-public.courseleaf.com/graduateacademicinformation/academicpolicies/transferofgraduatecredits/>).

The basic purpose of the transfer policies is to ensure that transferred work is of comparable content, level, timeliness, and quality to that which would be taken at UND and included on the program of study for the degree. The following policies are generally applicable to the acceptance of the graduate work for transfer to UND:

- The work must have been taken at an accredited North American institution.
- The student must have been enrolled as a Graduate Student.
- The work must have received graduate credit at the institution where it was earned.
- The student must have earned a grade of B or better.
- The work must be less than seven years old at the time the UND degree is awarded with the exception of work that was part of a completed prerequisite degree.
- The amount of transfer credit that will be accepted toward the master's degree is one-fourth (usually eight semester credits) of the credit hours required for the degree.
- The work credited toward a completed master's degree may be accepted for a specialist's diploma or doctoral degree.
- Work beyond the master's degree must be post-master's level and from an institution that offers post-master's degrees in the discipline.
- Work beyond the master's degree from an institution offering only master's level work in the discipline may be applied to the minor or cognate areas.

Social Media Policy

Policy Statement

This policy describes expected student behaviors when using social media sites.

Reason for Policy

The College of Nursing and Professional Disciplines (CNPD) faculty recognize the role social media plays in today's society. As professionals in our respective disciplines (Nursing, Social Work, and Nutrition) that are in training, CNPD students are held to a high standard when it comes to the presentation of themselves in the community and on social media sites. As students enter their professional careers, it is important that they carefully consider what they are posting on social media sites, who they are asking to network with them, and how they respond to others on social media sites. Information placed on social media sites must not violate the University's Code of Student Life, the Health Insurance Portability and Accountability Act (HIPAA), or the Family Educational Rights and Privacy Act (FERPA).

Scope of Policy

All Undergraduate and Graduate Students in the College of Nursing and Professional Disciplines (Departments of Nursing, Nutrition and Dietetics, and Social Work)

Responsibilities

Student		Responsible to monitor their professional behavior on social media sites and
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Department Administration	<p>report violations of HIPAA or FERPA to the appropriate authority.</p> <p>Provide a copy of the Social Media Policy to all students</p> <p>Violations of the Social Media Policy should be reported utilizing the following chain of command: Department Chair → CNPD Associate Dean → CNPD Dean → UND Assistant Dean of Students, Director of Student Rights & Responsibilities</p> <p>Investigate reports of violations of this policy and determine discipline as appropriate (CNPD Procedure 200a).</p>
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Principles Overview

This policy establishes professional behavior regarding student use of social media sites.

Students should not have the expectation that social network sites are private. Students should assume that what they post on a social media site is permanent. Archival systems may save information even if someone deletes a post, and search engines can retrieve posts years after the publication date. When using social networks, the lines between public and private, personal, and professional are indistinct. Mixing social, academic and professional networking may create problems. Because comments can be forwarded or copied, a person authorized to post on a student’s social media page can pass it on to others. Friends may post something to a student’s site regarding their social life, which may prove to be embarrassing to the student’s academic or professional life. Posting media that portrays students or their peers participating in what could be perceived as unprofessional behavior such as inappropriate sexualized behaviors, drinking, drug use and illegal activity is not advised. Students are encouraged to check their privacy settings on social media sites to limit who can and cannot read and post to their sites. Students should also consider conducting an Internet search of their name to discover what is in cyberspace that others can see about them. If students have any social media posts that are questionable, they should remove them from their site immediately.

Employers, faculty, clinical preceptors, field educators, patients, and clients may access information on student’s social media sites that may negatively influence them regarding the student’s professionalism. Many potential employers go to these sites to see what students have posted and often determine if they are interested in having that student as an employee. Students have been reprimanded by clinical rotation site supervisors for social networking practices such as becoming electronic “friends” with site co-workers, interns, volunteers, patients, or clients. To promote respectful discussion, students should be courteous and respectful. With due regard for lawfully protected speech and forms of expression, students should strive to avoid comments that are profane, obscene, defamatory, offensive, harassing, disruptive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Harassing speech that is severe, persistent, or pervasive, and is objectively offensive, is never permitted.

Students are required to use their official UND email address for all professional correspondence and academic issues related to their role as a professional UND student. Student must recognize that they are a representative of their professional program and are expected to act professionally in all correspondence. Students are reminded that North Dakota has an open records law, which means that all UND e-mail is potentially subject to open records. As such, students may want to consider setting up a private email account with a different provider than the UND for personal correspondence.

Academic Integrity and Professionalism:

Discussing or posting information regarding content of examinations, tests, quizzes, or assignments could be considered a violation of a department’s policy on Academic Integrity. It is

the student's responsibility to read their student handbook regarding academic integrity and professionalism as defined by their department. The use of social media or personal devices to threaten, intimidate, ridicule, humiliate, insult, or harass someone may constitute cyber-bullying. Students experiencing this type of behavior as well as those who witness it are required to report utilizing the following chain of command: Department Chair → CNPD Associate Dean → CNPD Dean → UND Assistant Dean of Students, Director of Student Rights & Responsibilities.

CNPD students have a responsibility to help maintain public trust and confidence in their professions. Students should refrain from posts that use institutional intellectual property, copyrights, trademarks or logos without explicit written permission. Such care should also extend to the unauthorized dissemination of copyrighted material, such as lecture notes and recordings. Students should not represent themselves as official representatives of the University or clinical facility in public forums. Consent obtained for educational purposes does not extend to consent for public dissemination. Even when appropriate consent is obtained for public posting and the media-containing posts are sufficiently anonymized, public perception remains an important consideration. An individual viewing a sensitive picture posted online by a CNPD student might not assume consent has been obtained and may therefore come to think less of the student, their profession and the institution. The separation between personal and professional online profiles should be made explicit. Faculty and Administrators reserve the right to monitor student's publicly viewable social media sites.

Clinical Experiences and Field Placements:

Students participating in practice experiences (clinical experiences, field placements, or supervised practice) must consult with the hospital/clinic or agency policies or an appropriate leader within the organization for guidance regarding work related social media postings. Clinical and field experiences are also frequently governed by a legally binding agreement between the host facility and the University. Unless authorized, students are not allowed to post or speak on behalf of the clinic, hospital, or agency. Students must be aware of and comply with clinical affiliation policies regarding use of computers, cameras, and other electronic devices and the use of personal devices at the clinical site. Students are advised not to ask their faculty, preceptors, instructors, or field supervisors to "friend" and/or "follow" them via social media during their time in the educational program. This puts the student, their faculty, and their supervisors in an awkward situation by sharing personal information. If students and supervisors mutually decide to do this after the student graduates, that is their personal choice. Students are strongly advised to refrain from posting remarks about faculty or clinical site employees and from making comments that are or may be perceived to be profane, obscene, defamatory, offensive, harassing, disruptive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Harassing speech that is severe, persistent, or pervasive, and is objectively offensive, is never permitted.

HIPAA & FERPA

Students violating HIPAA, FERPA, or other university/hospital/clinic/agency policies may be subject to disciplinary action including dismissal from their professional program, criminal and/or civil charges and fines. Students must not present themselves as licensed practitioners, and are advised to refrain from offering medical advice in any non-educational setting, including on social media.

CNPD students must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. Releasing confidential health information is unethical, unlawful, and could result in irreparable harm and suffering to the patient as well as fines or imprisonment for the healthcare practitioner. CNPD students must not identify patients by name or post or publish information that may lead to the identification of a patient. Students must not

refer to patients in a disparaging manner, even if the patient is not identified. CNPD students are strictly prohibited from transmitting by way of any electronic media any patient related information or images that may be reasonably anticipated to violate a patient's rights to confidentiality or privacy. This includes references to family, employment, relatives, conditions, locations of treatment or any circumstances surrounding the patient's situation. Posting information about, or images of, a research subject is strictly prohibited.

CNPD students must follow CNPD clinical affiliation and UND policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices. CNPD students must not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the student-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so unless appropriate permissions are obtained. Online social contact with patients is discouraged, and students must use caution when having online social contact with former patients. The fact that a patient may initiate contact with the student does not permit the student to engage in a personal relationship with the patient. It is unprofessional and inadvisable to form or accept a social media connection with patients or individuals with whom there is an active therapeutic, supervisory or evaluative relationship.

Disciplinary Action:

Violation of the social media policy may result in disciplinary action by the student's department, the CNPD, UND, the field agency, and/or the clinical facility. Suspected violations should be reported within 5 business days as outlined in the Student Social Media Policy Suspected Violation Procedure (200a).

PART V: ADVISEMENT GUIDELINES AND FORMS

Advising

Upon admission, you will be assigned a temporary advisor. Your temporary advisor will guide you through the beginning stages of your graduate program. We want you to get the most out of your advising sessions and here are a couple of key things you can explore with them:

- What courses to take and when to take them
- Questions about your independent study
- Questions about navigating graduate school
- Struggling with key areas like writing or researching – this way the two of you can find the right resources on campus for your success

Your advisor can help with many things or help you find out who can help! Advisors are not able to manage complaints about a specific instructor or course but can help you navigate the proper channels for this process. They will not be able to edit assignments or do the work on your behalf. Advisors help mentor your progress and help you manage graduate school requirements.

Choosing a Permanent Advisor

An important step you will take as a graduate student is to select your permanent advisor. Typically students select a permanent advisor after completing 15-16 credits and when they are ready to submit their program of study. In selecting an advisor, consider faculty members' areas of research interest and expertise, as well as how you think your personal styles will mesh. Please be aware that you may not get your first choice as an advisor, as faculty must plan their advisement loads. In other words, it is in your best interest to plan ahead and secure an advisor by the middle of your second semester as a graduate student and no later than when you've complete approximately 50% of the program or 15-16 credit hours.

Your advisor must be a member of the graduate faculty. To formalize your advisor appointment, complete the form "New Committee or Change to Adviser or Committee" (form may be accessed on the School of Graduate Studies website (<https://und.edu/graduate-school/current-students/index.html>)). Please have the faculty member sign; this form must also be signed by the Program Director of the MS. Then forward this form to the School of Graduate Studies. The Dean of the School of Graduate Studies has the final authority for approving your advisor appointment. If you do not select an advisor, the Program Director will select one for you.

You may want to consider the following when choosing your advisor:

- It is generally helpful to choose an advisor who has similar academic interests.
- If you are not sure whether or not your prospective advisor has expertise in your specific topic of interest – ask. You may also want to ask for a list of her/his recent and past publications. Reading your potential advisor's own work is the best way to determine his/her academic interests. If your interests do not match, s/he will likely suggest someone else with whom you should work. It is important that you find out how much time the professor has for each of her/his students. A professor who is spread too thin may be a source of frustration for you.
- Is your advisor available to you during the summer months (May 15-August 15)?
- Are we a good fit in terms of style and temperament?

Completing a Thesis

Completing a thesis is an option for students in the NEC specialization only. If you are planning to complete a thesis (N&D 998, 4 credits) please refer to the checklist for a detailed outline for

thesis requirements and note you will need a three-person committee. The Chair of your thesis committee will serve as your advisor. If you complete an Independent Study (N&D 997, 2 credits), you will work with one faculty member who is your advisor for your research project. It is wise to put a good deal of thought into your decision, as you will be working closely with your advisor for as long as it takes you to finish your degree. Advisors are also available to provide professional guidance, including assisting you with career planning or professional references.

Deadlines

It is the responsibility of the student to become informed and to observe all regulations, procedures and deadlines required by the University, the University of North Dakota Academic Catalog (current catalog available here: <http://und-public.courseleaf.com/>), and the program the student is pursuing. Faculty are available for advisement, but the student must initiate all steps of the processing of documents by the published deadline. Initial _____

Deadlines are published annually (<https://und.edu/one-stop/academic-calendar/index.html>) and in the University of North Dakota Academic Catalog provides additional guidance about responsibilities. Please be aware that ignorance of a rule does not constitute a basis for waiving that rule. The student is responsible for ascertaining his or her academic standing and grade-point average. All graduate students must maintain a 3.00 GPA. While the School of Graduate Studies attempts to notify students regarding any problems in the student's progress toward a degree, the student alone is responsible for maintaining satisfactory academic standing and progress. Initial _____

All of the forms discussed on the following checklist are available on the School of Graduate Studies website (<https://und.edu/academics/graduate-school/current-students/forms.html>). Your advisor will assist you if you have any questions about these forms or the published deadlines.

Forms Checklist

All forms can be downloaded from the School of Graduate Studies website at:

<https://und.edu/graduate-school/current-students/index.html>

- _____ **Choose an Advisor**
(typically during the Second or Third Semester)

- _____ **Select the Members of Your Faculty Advisory Committee (thesis students only)**
(Second or Third Semester)

- _____ **Submit Your Program of Study**
(Second or Third Semester)

- _____ **Submit a Topic Proposal of Your Research**
(As early as possible, but no later than the semester prior to your final semester)

- _____ **Advance to Candidacy**
(No later than the semester before you plan to graduate)

- _____ **Apply to Graduate**
(You must submit this by the published deadline for the term in which you plan to graduate)

- _____ **Preliminary Approval of Your Thesis (thesis students only)**
(You must submit this by the published deadline for the term in which you plan to graduate)

- _____ **Notice of Defense of Your Thesis (thesis students only)**
(One week prior for master's students)

- _____ **Final Defense of Your Thesis (thesis students only)**
(At least two or three weeks before commencement)

- _____ **Submit a Copy of Your Thesis to the School of Graduate Studies to be checked for Format and Style (thesis students only)**
(Once your copy is approved by your committee)

- _____ **Submit a Final Copy of Your Thesis to the School of Graduate Studies (thesis students only)**
(You must submit this by the published deadline for the term in which you plan to graduate)

- _____ **Submit the Final Copy of Your Independent Study, Scholarly Project or Design Project to Your Advisor (independent study students only)**
(At least two to three weeks before commencement)

- _____ **Submit the form "Final Report on Candidate" to the School of Graduate Studies**
(Your advisor must submit this by the published deadline for the term in which you plan to graduate)

Students are strongly encouraged to attend the formal commencement ceremony!

PART VI: FINANCIAL AID AND SCHOLARSHIPS, PROFESSIONAL ORGANIZATIONS, COMMITTEE REPRESENTATION, AND OTHER STUDENT RESOURCES

Financial Aid/Scholarships

The University of North Dakota has several sources of financial aid available for qualified students including scholarships, loans, grants, and employment opportunities. For further information regarding financial assistance, contact the Student Financial Aid Office (<https://und.edu/one-stop/financial-aid/index.html>) or the School of Graduate Studies (<https://und.edu/academics/graduate-school/index.html>).

Scholarships are available for students with declared majors within the Department of Nutrition and Dietetics. UND has an online scholarship database system called Scholarship Central. To complete your online application, please visit: <https://und.academicworks.com/>.

Professional Organizations

Students are encouraged to be members of professional organizations. Potential organizations of interest are listed below. The list is not extensive and many other potential organizations should be considered based on student interest and professional goals.

American Society for Nutrition: <http://www.nutrition.org/>

The American Society for Nutrition (ASN) is a non-profit organization dedicated to bringing together the world's top researchers, clinical nutritionists and industry to advance our knowledge and application of nutrition for the sake of humans and animals. Our focus ranges from the most critical details of research and application to the broadest applications in society, in the U.S. and around the world.

Academy of Nutrition and Dietetics (NDAND, Grand Forks District of NDAND, NW District of MAND, etc.): www.eatright.org

The Academy of Nutrition and Dietetics is the world's largest organization of food and nutrition professionals founded in Cleveland, Ohio, in 1917, by a visionary group of women dedicated to helping the government conserve food and improve the public's health and nutrition during World War I. Today, the Academy has over 75,000 members — registered dietitian nutritionists, dietetic technicians, registered, and other dietetics professionals holding undergraduate and advanced degrees in nutrition and dietetics, and students — and is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy.

Society for Nutrition Education and Behavior: www.sneb.org

The Society for Nutrition Education and Behavior (SNEB) represents the unique professional interests of nutrition educators in the United States and worldwide. SNEB is dedicated to promoting effective nutrition education and healthy behavior through research, policy and practice and has a vision of healthy communities, food systems and behaviors.

North Dakota Nutrition Council: <https://www.ag.ndsu.edu/ndnc>

The purpose of the Council is to improve the nutritional health of North Dakotans through the promotion of accurate and current nutrition information, and to support nutrition professionals in their roles as educators and health advocates.

Student Representation on the Department of Nutrition and Dietetics Advisory Committee

The purpose of the Committee is to function in an advisory capacity to the Department of Nutrition and Dietetics to enhance the development of its academic majors by:

Supplying regular and systematic input from an interested, organized and knowledgeable group.

- Providing a sounding board for ideas, plans and operating procedures.
- Facilitating communication between the community and the Department.

Educational and Social Resources

Division of Student Affairs (<https://und.edu/student-life/student-affairs/>)

307 Twamley Hall | 701-777-2724

- Admissions (<https://und.edu/admissions/index.html>)
- Dakota Student (<https://dakotastudent.com/>)
- Diversity & Inclusion (<https://und.edu/student-life/diversity/index.html>)
- Housing (<https://und.edu/student-life/housing/>)
- Memorial Union (<https://und.edu/student-life/union/>)
- Student Financial Aid (<https://und.edu/one-stop/financial-aid/>)
- Student Health Services (<https://und.edu/student-life/student-health/>)
- Student Success Center (<https://und.edu/academics/academic-services/>)
- University Counseling Center (<https://und.edu/student-life/counseling-center/index.html>)
- Trio Programs (<https://und.edu/student-life/trio/>)
- Veteran and Military Services (<https://und.edu/student-life/military/>)
- Wellness Center (<https://und.edu/student-life/wellness-center/>)
- Writing Center (<https://und.edu/academics/writing-center/>)

Career Services (<http://und.edu/student-life/careers>)

Twamley Hall, Room 103 | 701-777-3904

- Career Exploration
- Career Fairs
- Cover Letter/Resume Writing
- Job Search Techniques
- Interviewing/Networking
- Internships/Co-op Education

Disability Services (<https://und.edu/student-life/disability-services/>)

McCannel Hall, Room 280 | 701-777-3425 Voice or TDD

- Access
- Accommodations
- Career Development
- Financing your Education
- Legal Aspects of Disability
- Tutoring

Student Involvement (<https://und.edu/student-life/student-involvement/index.html>)

Links of Importance

- Department of Nutrition and Dietetics | <https://cnpd.und.edu/nutrition-dietetics/>
- University of North Dakota School of Graduate Studies | <https://und.edu/academics/graduate-school/>
- University of North Dakota Code of Student Life | <https://und.edu/student-life/code-of-student-life.html>
- University of North Dakota Academic Catalog | <http://und-public.courseleaf.com/>
- University of North Dakota Office of the Registrar | <https://und.edu/academics/registrar/>
- University of North Dakota Student Account Services | <https://und.edu/one-stop/index.html>
- University of North Dakota Student Financial Aid | <https://und.edu/one-stop/index.html>

Graduate Faculty

Anne Bodensteiner, PhD, MS, RDN, LRD
Assistant Clinical Professor
Program Director, Master's of Science in Nutrition
Email: anne.bodensteiner@und.edu

Dr. Bodensteiner is an Assistant Clinical Professor and the program director for the Master's of Science program. Most of her career has focused on population-based health promotion and providing education to adult populations about various health topics. Most recently, she worked for a company doing health coaching with genetics, cortisol, lab data, and microbiome samples to help them accomplish their individual goals. Educationally, she holds a bachelor's degree in dietetics from the University of North Dakota, a master's degree in nutrition science from North Dakota State University, and a Ph.D. in teaching and learning from the University of North Dakota. In her free time she enjoys running, traveling, reading, cooking, and spending time with her family. Her research interests are broad and varied but align with learning/education, sports nutrition, behavior change, and genetics.

Desiree Tande, PhD, MS, RDN, LRD
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Dr. Tande received her Ph.D. from North Dakota State University, M.S. from the University of Delaware and B.S. from the University of Minnesota-Twin Cities. She is currently an Associate Professor and Department Chair at the University of North Dakota. Previously, she worked as a Breastfeeding Consultant for the Department of Health, with the NDSU Extension Service and WIC in Elton, Maryland. She was raised on a farm south of Palermo, N.D., where she learned to appreciate hard work, the importance of food production, and began to consider the role of food in health. Her research interests have focused on nutrition during childhood and prevention of chronic disease in children and adults. She has four children: Lucas, Joel, Gabriel, and Adrianna. She lives with her husband, Brian, and children in Grand Forks, N.D.

Support Staff

Mary Anna Carls, BA
Administrative Assistant
NPCBR, Suite 340
400 Oxford St.
Grand Forks, ND 58202-8237 Tel: 701-777-2539
Email: mary.carls@und.edu

Mary Anna joined the Department of Nutrition and Dietetics in 2012. She received her BA in Sociology degree from the University of North Dakota in 2004. She understands the UND culture and embodies the mission by providing each and every student with a safe, supportive, and caring environment within which to learn, explore, and reach their personal and professional goals. She lives with her husband, Andrew, and three children in Grand Forks, ND.

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Introduction

This document clarifies standards for MS in Nutrition students enrolled at the Department of Nutrition and Dietetics at the University of North Dakota, beginning fall, 2015. This document has been adapted from material secured from the UND Coordinated Program in Dietetics Student Handbook and UND Department of Social Work.

Because of the nature of professional nutrition and dietetics practice, the Department of Nutrition and Dietetics has different expectations of students than do non-professional programs. The standards described in this document are related to academic and ethical issues and are linked to students' abilities to become effective nutrition professionals. These standards are provided so that students and faculty can be clear about expectations and procedures to address academic performance concerns. The ultimate goal is to help students have a successful experience in the Department of Nutrition and Dietetics.

Since becoming a professional is a gradual process, not all criteria are expected to be met at all times. Persons who teach and supervise students, along with program administrators, will assess student academic performance and apply their professional judgment to determine if standards are being met during a student's educational career. For example, prior to entering the practical experience education phase of the program, faculty input is solicited in order to determine each student's readiness for the field or practicum (N&D 596 or 598). Professional judgment is the capacity to assess a situation by applying the values and knowledge of the nutrition profession, combined with a professional's own experience and practice wisdom. It also represents the application of nutrition knowledge, values, and skills to resolve problems.

All graduate nutrition students will be expected to read these standards in the *MS in Nutrition Student Handbook*, the *Graduate Student Guide to Graduation* (<https://und.edu/academics/graduate-school/current-students/resources.html>) and the *Code of Student Life*. Students will then be asked to sign an acknowledgment that they have read, are aware of the contents of, and will abide by the documents. The form will be kept in students' academic files.

Initial _____

Student Rights and Responsibilities

UND Code of Student Life: <https://und.policystat.com/policy/6747183/latest/>

While UND faculty and staff members give students' academic advice and assistance, each student is expected to take responsibility for his or her education and personal development. The student must know and abide by the academic and disciplinary policies given in this handbook, the UND Academic Catalog, and the School of Graduate Studies *Graduate Student Guide to Graduation*, including rules governing quantity of work, the standard of work required to continue in UND, warning status and scholastic dismissal, and enforced withdrawal. First the student must know and meet the requirements of his or her degree program; must enroll in courses appropriate to the program; must meet prerequisites and take courses in the proper sequence to ensure orderly and timely progress; and must seek advice about degree requirements and other UND policies when necessary.

Initial _____

Students are expected to provide a correct local and permanent address and telephone numbers to both the Office of the Registrar and the Department of Nutrition and Dietetics. Both offices must be notified immediately of any changes in address or telephone number. Official correspondence is

sent to the address last given to the registrar; if the student has moved and failed to correct this address, he or she will not be relieved of responsibility on the grounds that the correspondence was not delivered.

Initial _____

The student must verify his or her schedule of classes each semester, must see that necessary corrections are made, and must keep documentation of all schedule changes and other transactions.

Equal Opportunity Policy (Educational Program and Activities)

The University of North Dakota (University/UND) is committed to the principle of equal opportunity in education and employment. UND does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, marital status, veteran's status, political belief or affiliation, or any other status protected by law or UND/North Dakota University System/State Board of Higher Education policy.

UND prohibits retaliation by its employees and students against a person who exercises their rights or responsibilities under any provision of state or federal law, including Title VII, the Americans with Disabilities Act, or the North Dakota Human Rights Act, or this policy.

Employees or students who violate this policy may face disciplinary action up to and including separation from the University. Third parties who commit discrimination or harassment may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn.

Initial _____

Sexual and Gender-Based Misconduct Policy

The University of North Dakota (UND) prohibits sexual and gender-based misconduct, including sex or gender discrimination, sexual harassment, gender-based harassment, sexual violence, sexual exploitation, domestic violence, dating violence, and stalking.

UND prohibits retaliation by its employees and students against a person who exercises their rights or responsibilities under any provision of state or federal law, including Title IX, Title VII, and the Violence Against Women Reauthorization Act (VAWA), or this policy.

Employees or students who violate this policy may face disciplinary action up to and including suspension or termination. Third parties who commit sexual or gender-based misconduct may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn.

Initial _____

Notice of Nondiscrimination

It is the policy of the University of North Dakota that no person shall be discriminated against because of race, religion, age, color, gender, disability, national origin, creed, sexual orientation, gender identity, genetic information, marital status, veteran's status, or political belief or affiliation and the equal opportunity and access to facilities shall be available to all. Concerns regarding Title IX, Title VI, Title VII, ADA, and Section 504 may be addressed to Donna Smith, Director of Equal Employment Opportunity/Affirmative Action and Title IX Coordinator, 401 Twamley Hall, 701.777.4171, und.affirmativeactionoffice@UND.edu or the Office for Civil Rights, U.S. Dept. of Education, 500 West Madison, Suite 1475, Chicago, IL 60611 or any other federal agency.

Disability Access Statement

To get confidential guidance and support for disability accommodation requests, students are expected to register with DSS at Disability Services, 180 McCannel Hall, or 701.777.3425.

Reporting Sexual Violence

If you or a friend has experienced sexual violence, such as sexual assault, domestic violence, dating violence or stalking, or sex-based harassment, please contact UND's Title IX Coordinator, Donna Smith, for assistance: 701.777.4171; donna.smith@UND.edu or go to Title IX.

Faculty Reporting Obligations Regarding Sexual Violence

It is important for students to understand that faculty are required to share with UND's Title IX Coordinator any incidents of sexual violence they become aware of, even if those incidents occurred in the past or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow UND to provide resources to help the student continue to be successful at UND. If you have been the victim of sexual violence, you can find information about confidential support services at Title IX.

Ensure Accessibility

To comply with the latest accessibility guidelines, documents posted online, including, but not limited to, Adobe PDF files, Microsoft Word documents, Microsoft PowerPoint presentations, and online flipbooks, must be screen-reader friendly.

For directions on how to make your syllabus and other course materials accessible, go to Blackboard > Services > Atomic Learning > Creating an Accessible Syllabus (for technical assistance with Atomic Learning, contact UND Tech Support at UND Tech Support).

Basic Abilities Necessary to Acquire Professional Skills

Communication Skills

The student shows sufficient written and oral skills to demonstrate comprehension of information and communication of ideas and feelings.

1. **Written:** Writes clearly, uses correct grammar and spelling, and applies appropriate writing style, appropriate source citation, and documentation. Demonstrates sufficient skills in written English to understand content presented in the program and to complete adequately all written assignments, as specified by faculty.
2. **Oral:** Communicates effectively and sensitively with other students, faculty, staff, clients, and professionals. Expresses ideas and feelings clearly and demonstrates a willingness and an ability to listen to others. Demonstrates skills in spoken English to understand content presented in the program, to complete adequately all oral assignments, and to meet the objectives of practical experience education experience, as specified by faculty. The student must demonstrate communication competencies by such behaviors as using appropriate grammar, syntax, inflection, and vocabulary in spoken and written expression.

Interpersonal Skills

Demonstrates the interpersonal skills needed to relate effectively to other students, faculty, staff, clients, and professionals and to fulfill the ethical obligations of the profession. These include a sense of justice, compassion, empathy, altruism, integrity, and demonstration of respect for and consideration of others. Takes appropriate responsibility for his or her own actions and considers the impact of these actions on others.

Cognitive Skills

Exhibits sufficient knowledge of nutrition and clarity of thinking to process information and apply it to appropriate situations in classroom and field. Demonstrates grounding in relevant social, behavioral and biological science knowledge and research including knowledge and skills in relationship building, data gathering, assessment, intervention, and evaluation of practice. Exhibits ability to conceptualize and integrate knowledge and apply that knowledge to professional practice.

Physical Skills

Physical attributes include adequate physical stamina and energy to carry out the responsibilities of nutrition services over long hours and sensory abilities to support work in a professional setting with clients.

Professional Performance Skills Necessary for Work in Professional Practice

Professional Behavior

The student exhibits behaviors that are in compliance with program policies, institutional policies, professional ethical standards, and societal laws in classroom, field, and community. Appearance, dress, and general demeanor reflect a professional manner. Shows potential for responsible and accountable behavior by knowing nutrition and nutrition services while exhibiting respect for others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticism in a positive manner.

The student works effectively with others, regardless of that individual's level of authority. Advocates for himself/herself in an appropriate and responsible manner and uses proper channels for conflict resolution. Shows a willingness to receive and accept feedback and supervision in a

positive manner, as well as use such feedback to enhance professional development.

Self-Awareness

Exhibits knowledge of how one's values, attitudes, beliefs, emotions, and past experiences affect thinking, behavior, and relationships. Accurately assesses one's own strengths, limitations, and suitability for professional practice. Shows awareness of self and how one is perceived by others. Reflects on one's own limitations as they relate to professional capacities. Is willing to examine and change behavior when it interferes in working with clients and other professionals.

Ethical Obligations

Behavior and classroom performance demonstrate adherence to the ethical expectations and obligations of professional practice. Ethical behaviors include:

- Adherence to the Code of Student Life.
- No history of convictions of an offense determined by the Department to have a direct bearing upon that individual's ability to practice nutrition, unless sufficiently rehabilitated as determined by the Department of Nutrition and Dietetics.
- Systematic evaluation of clients and their situations in an unbiased, factual way.
- Suspension of personal biases during interactions with others.
- Comprehension of another individual's way of life and values. Empathic communication with and support of the client as a basis for a productive professional relationship.
- Appreciation for the value of diversity. Effective and nonjudgmental relation to and work with others who are different from oneself. Appropriate service to all persons in need of assistance, regardless of the person's age, class, race, religious beliefs, gender, disability, sexual orientation, and/or value system. No imposition of personal, religious, sexual, and/or cultural values on clients.
- Demonstration of respect for the rights of others. Commitment to clients' rights to freedom of choice and self-determination.
- Maintenance of confidentiality as it relates to human service, classroom activities, and practical experience.
- Demonstration of honesty and integrity by being truthful about background, experiences, and qualifications; doing one's own work; giving credit for the ideas of others; and providing proper citation of source materials.
- Demonstration of clear, appropriate, and culturally sensitive boundaries. Does not sexually harass others; make verbal or physical threats; become involved in sexual relationships with clients, supervisors, or faculty; abuse others in physical, emotional, verbal, or sexual ways; or participate in dual relationships where conflicts of interest may exist.

Scholastic Performance

Academic criteria are described in the UND Academic Catalog. The web site where you can find this information are located at: <http://und-public.courseleaf.com/graduateacademicinformation/>

Graduate Students – Academic Standards for Probation and Dismissal

Information related to academic performance standards and criteria for probation and dismissal are available through the School of Graduate Studies, available at: <http://und-public.courseleaf.com/graduateacademicinformation/academicpolicies/academicstandardsprobationanddismissal/>

Departmental Procedures for Review of Academic Performance

The Department of Nutrition and Dietetics may utilize three levels of review to evaluate student's academic performance. The level of review depends upon the severity of the concern. Information

disclosed during student meetings with faculty, program administrators, or school administrators will not be kept confidential if the information raises concerns about professional performance. Faculty and/or program administrators will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns on a need to know basis.

Sources of Information upon Which Academic Performance is Based

Information about students' meeting academic performance criteria in the Department of Nutrition and Dietetics may include but is not limited to any of the following:

- Feedback or reference letters from faculty, work supervisors, or supervisors of volunteer activity or other field experiences.
- Feedback from practical experience preceptors.
- Observation of classroom, volunteer, or practical experience behaviors.
- Performance in oral and written assignments, examinations, skills labs, or other appropriate coursework.
- Student personal statements or self-assessments.
- Interviews with faculty or other professionals.
- Taped interview situations (audio or video).
- Feedback from students, staff, university (UND or other colleges and universities), helping professionals, or community about behaviors.
- Feedback from faculty in other education programs that the student may have attended.
- The Department of Nutrition and Dietetics will adhere to the guidelines of FERPA in regards to all students on a need to know basis.

Performance that May Result in a Review and/or Dismissal from the MS Program

Student reviews can occur under any of the following circumstances:

- Failure to meet or maintain academic requirements
- Scholastic dishonesty, including cheating, lying, plagiarism, collusion, falsifying academic records, or any act designed to give unfair academic advantage to the student.
- Behavior judged to be in violation of the Code of Student Life.
- Any threat or attempt to harm oneself or someone else.
- Commission of a criminal act that is contrary to professional practice, occurring during the course of study or occurring prior to admission to the Department of Nutrition and Dietetics and becoming known after admission.
- Consistent pattern of unprofessional behavior.

Three Levels of Review for Concern around Student Performance

Level 1

A Level 1 review involves a meeting between a faculty member and a student. When a faculty member has concerns about a student enrolled in the MS in Nutrition program meeting any of the academic criteria, whether related to professional behavior or scholastic performance, that faculty member will:

- Discuss concerns with the student and seek to work with the student to resolve the difficulties.
- Apprise the MS Program Director of the concerns in order to identify potential patterns and issues related to the student.
- Documentation of dates and content of meetings with the student will be written in StarFish.

If a problem arises in the field, the practical experience preceptor will discuss concerns directly with the student and with the faculty course instructor. It is the responsibility of the faculty member to apprise the Program Director of the student concerns.

Level 2

A Level 2 review involves the faculty member, student, and MS Program Director. Faculty and Program Director will meet with the student when the student is not meeting or following program or University standards, policies, and procedures or when concerns have not been resolved at Level 1. If a problem arises in field, the preceptor, faculty course instructor, and Program Director will conduct the review of the student. Input will be secured from the student in this information gathering process, the Program Director will determine the nature of the concern and gather sufficient information to develop a plan to address that concern, if one is needed. No further action may be required, or the student may be asked, in writing, to modify his or her behavior and/or seek appropriate help. This process is designed to assist students in dealing with identified concerns that have an impact on their performance.

The MS Program Director will assess the nature of these concerns and maintain documentation. Following consultation with the Department Chair, if deemed necessary, a decision will be to conduct a more comprehensive review pursuant to Level 3.

Level 3

A Level 3 review involves the Faculty member, student, the MS Program Director, and faculty who have had direct experience with the student in classroom or practical experience. Generally, this level review is called when problematic patterns are identified with students or when the issues are serious enough to require formal consultation with other faculty and the student. A Level 3 review more often is conducted when concerns have not been resolved in prior reviews; when issues relate to a student not meeting the criteria for academic performance (often involving professional or ethical behaviors); or when the student is being considered for withdrawal or discontinuance in the program.

In most instances, a Level 3 review is sufficient to deal with student performance and is the last decision making step in the review process.

When a Level 3 review is called, the MS Program Director and representatives of the MS Graduate Faculty will convene a meeting with the appropriate faculty and the student to gather information, determine the nature of the problem (if one is confirmed to exist), and identify alternatives for its remediation. Appropriate faculty to be involved in a Level 3 review will include but are not limited to those who have direct knowledge of and experience with the student.

The student will be notified in writing of the concerns and meeting date, with sufficient time to prepare for and attend the meeting.

After the review meeting has occurred, the MS Program Director will consult with the Department Chair who may, in turn, consult with the Dean to discuss the problem situation and make recommendations regarding the student. Based on the review, conference with the Dean, and an objective assessment of the information provided, the MS Program Director will inform the student of the decisions, which can include one or more of the following actions:

- Continue the student in the program with no conditions.
- In these situations, the concern has been addressed and no further action by the student or program is required.

- Establish formal conditions for the student's continuance in the program.
- In these situations, specific conditions must be met in order for the student to remain in the program. Action may include establishing goals, a plan, a timeline, and appropriate monitoring; providing mentoring and support; placing the student on probation and monitoring the student during the probationary period; referring the student to counseling and/or advising services; allowing the student to follow a reduced course load or delay or deny entry to practical experience; or requiring the student to withdraw from the program with the option of reapplying.
- Consult with and/or refer to the Dean of Students.
- In some instances, depending on the nature of the problem, the University's Office of the Dean of Students may be consulted. If a referral is made to that Office after consultation, the student will be notified in writing about the nature of the concern and the fact that the referral is taking place. Situations which may result in referral to the Office of the Dean of Students include scholastic dishonesty, hazing, racial or sexual harassment, possession or use of firearms or other weapons on University property, damage or destruction of University property, and conduct that endangers the health or safety of any University student, employee, or campus visitor.
- Counsel the student to change majors/degree programs and/or discontinue the student in the program.
- In some situations, it will be recommended that the student no longer continue in the MS program. The student will be counseled to voluntarily change majors or degree programs. If that does not occur, the student will be dismissed from the program. In either case, the student will be provided with documentation regarding the specific reasons for their dismissal and the conditions, if any, under which they may re-apply.

In any Level 3 review, there must be clear, concise documentation of the problem areas as well as verification that these concerns have been discussed with the student and attempted to be ameliorated, when appropriate. Students must be notified of the decision in writing within ten calendar days of the review. It is the responsibility of the MS Program Director to communicate the decision to the student.

Failure to Meet or Maintain Academic Requirements

If you fall below a 3.00 GPA your record will be reviewed. Students having accumulated 9 or more credit hours will be placed on academic probation for one semester; students having accumulated fewer than 9 credit hours will be placed on academic probation until either (a) the GPA is raised to at least 3.00 (2.75 for M. Engr) or (b) 9 graduate credit hours are accumulated, whichever occurs first. If, at the end of the probationary period, the GPA is still less than 3.00 (2.75 for M. Engr.), the student will be dismissed. Students must maintain a 3.00 GPA to be eligible for assistantships.

Courses taken by graduate students, for which a grad of D, F, or U was received, may be repeated once for credit, with only the second grade to count in the grade point average. This option does not apply to students who have been dismissed. Contact the School of Graduate Studies so your transcript will be marked as a retake once the course is graded.

Academic Grievances

The information related to the academic grievance process can be found in the Code of Student Life (https://und.edu/student-life/_files/docs/code-of-student-life-08-2018.pdf); School of Graduate Studies Graduate Student Guide to Graduation available at: https://und.edu/academics/graduate-school/_files/docs/-handbooks/sgs_guide_to_graduation.pdf.

Graduate Handbooks Agreement

I have reviewed the UND N&D Master of Science in Nutrition program handbook & the School of Graduate Student Guide to Graduation, and I agree to abide by all the policies and guidelines found in each handbook.

Printed Name

Signature

Date