

Graduate Student Handbook

COORDINATED MASTER'S PROGRAM IN NUTRITION AND DIETETICS



**DIVISION OF NUTRITION
2014-2015**



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DIVISION OF NUTRITION COORDINATED MASTER'S PROGRAM (CMP)

Mission and Goals

The mission of the program is to develop dietitians who are prepared to practice clinical and community nutrition and advance the science and practice of dietetics in the fields of Nutrition Education and Research and Sports Nutrition. This mission is stated in the broad program goals of the CMP: 1) Develop graduates who are competent professionals with advanced degrees who are prepared for entry level dietetic careers in a variety of environments including nutrition education and research and sports nutrition and 2) Prepare graduates of all tracks and concentrations to progress to leadership roles in nutrition and dietetics.

University of Utah: CMP Expected Learning Outcomes

Program graduates will demonstrate a mastery of key concepts in the following areas of nutrition: medical nutrition therapy, nutrition biochemistry, micronutrient metabolism, macronutrient metabolism, nutrition assessment and research methods, nutrition programs & policy, nutrition and health communications, the broad aspects of food and food systems, and nutrition counseling techniques.

Program graduates will integrate scientific information and research into practice.

Program graduates will use effective nutrition communication skills including written reports, consumer and professional presentations, multimedia approaches, individual consultation, technical research formats, medical charting techniques and successful interactions with healthcare teams.

Program graduates will practice dietetics using the nutrition care process model.

Program graduates will apply professional, scientific and patient/family ethics in their professional careers.

Program graduates will demonstrate cultural competence in providing nutrition information and care, including knowledge of multicultural food practices, community programs and disparities in food, nutrition and healthcare.

Program graduates will employ their leadership skills and verbalize the desire for continuing education and professional growth.

Graduates will be prepared to pass the national registration examination for dietitians.

Specific Program Outcome Objectives for the CMP are as follows:

1. CMP students will attain a 92% graduation rate 36 months after starting the program.
2. CMP graduates will achieve a 90% first-time pass rate on the RD exam over a five year period.
3. CMP graduates will be employed in dietetics or a related field 90% of the time when measured one year post-graduation.
4. CMP students will report leadership activities 50% of the time when surveyed post-graduation.

Information relating to the program outcomes is available upon request. Contact the Program Director at: kristine.jordan@hsc.utah.edu.

Accreditation Status

The Coordinated Master's Program in the Division of Nutrition is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), a specialized accrediting body recognized by the Council on Post Secondary Accreditation and the United States Department of Education. Upon completion of the program requirements, students are eligible to take the examination to become a Registered Dietitian.

Program Costs

Students in the CMP pay differential tuition in addition to the regular graduate school tuition. This type of tuition is common among the University of Utah's professional schools, such as law school, nursing school and other programs that require considerable practice hours. Differential tuition is assessed during fall and spring semesters. Each student in the CMP, regardless of type of program (thesis, focused area of study, nutrition education and research, sports) is responsible for differential tuition. Students that require an additional year of course work are required to pay a third year of differential tuition. If a student only requires one additional semester of study, due to a delay in completing coursework, thesis or focused area of study option, only 1/2 year of differential tuition will be assessed. Information and details about differential tuition are available at: <http://fbs.admin.utah.edu/income/tuition/college-of-health>.

Financial Assistance

The Division of Nutrition offers, on a limited basis, financial assistance to students throughout their graduate work. Division financial aid comes in the form of Teaching/Research Assistantships. A TA/RA provides financial assistance to graduate students in exchange for teaching/research and/or service related work for the Division. A full assistantship consists of tuition waived and \$13,500 per year. Students are expected to work 20 hours/week. The Division retains the right to subdivide assistantships based upon the number of applicants and Division need. Currently the Division awards on a competitive basis 6 to 8 half-time TA/RAs with \$6,750 and half tuition waived per year. The tuition is not waived on the differential assessment of tuition for students in the CMP program. The distinction between regular and differential tuition is shown on the Tuition & Fees website, accessed through the University of Utah home page. Students are expected to work a minimum of 10 hours per week. In addition, the College of Health may have limited scholarship/financial assistance. Once a student defends their thesis, they no longer are eligible to receive new financial awards. Financial support awarded prior to the thesis defense will be honored. A master's degree candidate can receive financial support (TA/RA) for a maximum of two years. Students that have TA's or RA's are required to be present both during and at the end of the semester until all their responsibilities have been satisfactorily discharged as determined by their supervisor.

Students must maintain a 3.0 GPA to be eligible to receive the tuition waiver. Students whose GPA falls below 3.0, will have the tuition waiver reversed at the end of the semester and the student will be responsible for payment of the tuition and applicable late fees. There is not a "financial need" requirement for the assistantships; all interested students are encouraged to apply.

Other financial aid is available on a limited basis from the University and outside organizations. All students are encouraged to apply for outside funding to support graduate studies. For additional information, please consult the University of Utah Graduate School website and the scholarship on the Division home page. The Scholarship chairperson (Stacie Wing-Gaia) and the Program Director (Kristine Jordan) will keep students apprised of

scholarship opportunities.

Admission Requirements

Admission requirements for the CMP are described at www.health.utah.edu/nutrition. Prospective students may attend monthly advising meetings during fall semester. Dates are available on the website or by calling the Division office at (801) 581-6730. The academic advisor is also available for prospective students and appointments can be scheduled via e-mail at jean.zancanella@health.utah.edu.

All students accepted into the CMP are required to complete undergraduate courses needed to overcome any prerequisite deficiencies before matriculation into the master's program. **Students are required to apply for and maintain student membership in the Academy of Nutrition and Dietetics throughout their tenure as a graduate student (www.eatright.org).** Membership application forms are available in the Division of Nutrition. Membership must be attained prior to the end of Fall Semester. Proof of membership must be submitted to the Program Director.

Academic and CMP Calendar / Schedule

Students in the Coordinated Master's Program are required to complete a minimum of 62 semester hours in approved courses, thesis work, and supervised practice experience. Students completing the Focused Area of Study will complete a minimum of 63 semester hours in approved courses, Focused Area of Study work, and supervised practice experience. Students participating in the Sports Nutrition concentration and choose to do a thesis will require additional credit hours. The CMP is designed to be completed in a minimum of two years. However, the student, as mandated by the Graduate School, may take up to four years to complete the degree. The CMP will only be extended beyond two years for an approved leave of absence or the completion of the thesis/focused area of study.

2014-2015 UNIVERSITY ACADEMIC CALENDAR

FALL 2014

GENERAL CALENDAR DATES

Class Schedule & Registration appointments available: Monday, March 3
Admission/readmission deadline: Tuesday, April 1
Registration by appointment begins: Monday, April 14
Open enrollment: Monday, July 28
House Bill 60 registration: Tuesday, August 19
Labor Day holiday: Monday, September 1
Tuition payment due: Monday, September 8
Census deadline: Monday, September 15
Fall break: Sun-Sun, October 12-19
Thanksgiving break: Thurs.-Fri., Nov. 27-28
Holiday recess: Sat. Dec. 20 -Sun. Jan. 11
Grades available: Tuesday, December 30

TERM LENGTH CLASSES

Classes begin: Monday, August 25
Last day to add without a permission code: Monday, Sept. 1
Last day to drop (delete) classes: Wednesday, Sept. 3
Last day to add, elect CR/NC, or audit classes: Monday, September 8
Last day to withdraw from classes: Friday, October 24
Last day to reverse CR/NC option: Friday, December 5
Classes end Friday, December 12
Final exam period: Mon.-Fri., Dec. 15-19

SPRING 2015 GENERAL CALENDAR DATES

Class schedule available: Monday, September 29
Registration appointments available: Monday, September 29
Admission/readmission deadline: Saturday, November 1
Registration by appointment begins: Thursday, November 6
Deadline to apply for graduation: Monday, November 3
Open enrollment: Monday, November 24
House Bill 60 registration: Tuesday, January 6
Martin Luther King Jr. Day holiday: Monday, January 19
Tuition payment due: Monday, January 26
Census deadline: Monday, February 2
Presidents' Day holiday: Monday, February 16
Spring break: Sun-Sun, March 15-22
University Commencement & Convocation Exercises: Thurs-Fri, May 7-8
College of Law Graduation Exercises: Friday, May 15
Grades available: Tuesday, May 19
School of Medicine Graduation Exercises: Saturday, May 23

TERM LENGTH CLASSES

Classes begin: Monday, January 12
Last day to add without a permission code: Monday, January 19
Last day to drop (delete) classes: Wed., January 21
Last day to add, elect CR/NC, or audit classes: Monday, January 26
Last day to withdraw from classes: Friday, March 6
Last day to reverse CR/NC option: Friday, April 24
Classes end: Tuesday, April 28
Reading Day: Wed, April 29
Final exam period: Thurs-Wed, April 30-May 6

Vacations and Holidays

Students with Teaching and Research Assistantships must check with course instructors and research advisors before planning vacation time. Assistance with grading and laboratory procedures may be required during final exam week and the following week. Students are afforded the following holidays:

- Labor Day September 1, 2014
- Fall Break October 12-19, 2014
- Thanksgiving November 27-28, 2014
- Holiday Recess December 20 - January 11, 2015
- Martin Luther King Jr. Day Monday, January 19, 2015
- President's Day Monday, February 16, 2015
- Spring Break March 15-22, 2015
- Convocation May 7, 2015- University of Utah
- Commencement May 8, 2015- College of Health

For Supervised and Capstone Experience, students are required to follow the holidays of the sponsoring institution.

Course Sequence

University of Utah Coordinated Master's Program Nutrition Education and Research

Concentration

First Year Fall Semester				Second Year Fall Semester			
Course Number	Name	Credit Hours		Course Number	Name	Credit Hours	
NUTR 6360	Medical Nutrition Therapy I	3	M,W 9-10:20	NUTR 6970	Thesis Research OR Directed Nutrition Research *	3	TBA
				NUTR 6900		2	
NUTR 6400	Nutrition Communications	3	T,H 12:25 - 1:45	UUHSC 6700	Elective	3	
					Inter-professional Education (IPE)	0.5	TBA
NUTR 5850	Counseling Skills for Dietitians	1	M** 10:45-12:15	NUTR 6440	Metabolism of Macronutrients	4	WF 11:50 - 1:45
NUTR 6450	Nutrition Biochemistry	4	T,H 8:30-10:30	FPMD 6100 or ED PS 7010 or ESS 7102	Biostatistics I Or Quantitative Methods I Or Introduction to Research Methods	3	TBA
NUTR 6540	Clinical Assessment Laboratory	3	T 2:00-3:20 H 2-5				
Total		14		Total	13 (FAS) or 14 (thesis)	13-14	
First Year Spring Semester				Second Spring Semester			
NUTR 6210	Food Management Analysis and Development	4	M 12:55-2:50 W 12:55-3:55	NUTR 6460	Metabolism of Micronutrients	4	MW 9:40-11:35
NUTR 6220	Nutrition Policy	3	M W 11:50 12:40	NUTR 6970	Thesis Research OR Directed Nutrition Research *	3	TBA
NUTR 6380	Medical Nutrition Therapy II	4	T H 9:10-10:30	NUTR 6900		2	TBA
					Focused Area of Study Elective	3	TBA
Total		11		Total	7 (thesis) or 9(FAS)		7-9
Summer Semester I				Summer Semester II			
NUTR 6930	Supervised Practice Experience	10	M-F 8-4:30	NUTR 6940	Capstone Supervised Practice Experience	6	May 15 July 15 8-4:30
Total		10		Total		6	

*Focused Area of Study (non-thesis option)

*Must attend 6400 November-December for Graduate Seminar

**Class meets 8/25/14-10/6/14

Suggested Course Sequence

University of Utah Coordinated Master's Program Sports Nutrition Concentration

First Year Fall Semester		Second Year Fall Semester	
NUTR 6360 Medical Nutrition Therapy I M,W 9-10:20	3	NUTR 6440 Metabolism of Macronutrients WF 11:50 -1:45	4
NUTR 6400 Nutrition Communications T,H 12:25 -1:45	3	FPMD 6100 Biostatistics I OR EDPS 7010 Quantitative Methods I OR ESS 7102 Introduction to Research Methods TBA	3
NUTR 5850 Counseling Skills for Dietitians** M 10:45 -12:15	1	UUHSC 6700 Inter-professional Education (IPE)	0.5
NUTR 6450 Nutrition Biochemistry T,H 8:30-10:30	4	ESS 6380 Muscle Physiology T 4:35-7:05 OR ESS 6384 Advanced Cardiovascular Physiology TBA	3
NUTR 6540 Clinical Assessment Lab T 2:00-3:20 H 2-5	3	NUTR 6940 Capstone Supervised Practice Experience TBA (Fall and Spring)	3
Total	14	Total	10 or 13
First Year Spring Semester		Second Spring Semester	
NUTR 6210 Food Management, Analysis, and Development M 12:55- 2:50 W 12:55-3:55	4	NUTR 6460 Metabolism of Micronutrients MW 9:40- 11:35	4
NUTR 6220 Nutrition Policy M W 11:50- 12:40	3	ESS 6384 Advanced Cardiovascular Physiology TBA	3
NUTR 6380 Medical Nutrition Therapy II T H 9:10- 10:30	4	NUTR 6910 Advanced Sports Nutrition Seminar T 12:25 – 1:45	1
NUTR 6320 Advanced Sports Nutrition & Metabolism T 12:25 – 1:45 Must attend NUTR 5320 T,H 10:45 – 12:05	3	NUTR 6940 Capstone Supervised Practice Experience TBA (Fall and Spring)	3
		NUTR 6900 Directed Nutrition Research* OR NUTR 6970 Thesis Research TBA	2 3
Total	14	Total: 10-13 (FAS) or 11-14 (Thesis)	10-14
Summer Semester I		Summer Semester II	
NUTR 6930 Supervised Practice Experience TBA	10	NUTR 6900 Directed Nutrition Research* TBA OR NUTR 6970 Thesis Research TBA	2 3
Total	10	Total: 2 (FAS) or 3 (Thesis)	2-3

* Focused Area of Study (non-thesis option)

*Must attend 6400 November-December for Graduate Seminar

**Class meets 8/25/14-10/6/14

Total Program Credit Hours: 66 (thesis) 64 (focused area of study)

Curriculum Equivalents:

12-15 weeks in each semester excluding examination time

1 Credit = 1 lecture hour/week

1 Credit = 3 laboratory hours/week

1 Credit = 60 supervised practice hours

Code of Ethics for the Dietetics Practitioner

Students are responsible for adhering to the Code of Ethics in all activities, coursework, and practice experiences. Students should watch the video presentation at www.eatright.org for an overview of the Code of Ethics. The Code of Ethics is attached as a supplement to this handbook and is required reading in MNT.

Health History/Vaccination Record

All first-year CMP students are required to provide a health history and immunization record to *CertifiedBackground* prior to Fall Semester of their first year. Immunization records must include:

- childhood immunizations
- TB skin test within the past 12 months. (You may be required to have an additional TB skin test if you are placed in a WIC rotation.)
- tetanus booster within the past ten years
- a second MMR
- the Hepatitis B series
- varicella vaccine or proof of chicken pox

Flu shots are recommended and may be required by some facilities.

Complete immunization records must be provided by December 31st or the student will not be allowed to begin the CMP rotations including (community nutrition field work in Nutrition Policy course) beginning spring semester.

Please note:

- a. All vaccines and tests can be obtained through the Student Health Services located at the University Wasatch Clinics 581-6431 (call ahead of time to check specific times).
- b. Hepatitis B vaccine is given in three doses. The cost is approximately \$30/dose.
- c. The MMR shot is approximately \$30.
- d. The tuberculin test is approximately \$5. This test is not given on Thursdays.
- e. The tetanus shot is approximately \$10.

Criminal Background Checks and Drug Testing

All CMP students are required to complete a background check and drug testing during their first semester of coursework. This requirement is in preparation for supervised and capstone practice at healthcare facilities that require a formal screening process.

Students are responsible for completing the screening independently and in a timely manner, with all paperwork completed by December 31st. Failure to complete these processes by the deadline will compromise supervised practice during summer semester. The Division of Nutrition has contracted with the following company to provide this service:
www.certifiedbackground.com

1. Register at the above website. Your identification code is your University of Utah number (without the u). You will be provided with a code number giving you access to the proper package of services.
2. The Division of Nutrition will be invoiced and pay for the background check and drug testing.
3. Drug testing labs are available at:
 - a. 1060 East 100 South Suite L (phone: 801-355-8559)
 - b. 1250 East 3900 South Suite 302 (phone: 801-264-9675)

To find other drug testing sites that might be closer to you, go to this website:
<https://www.labcorp.com/wps/portal/findalab/>

4. A customer service representative at 888-666-7788 can answer questions about the process
5. Immunization records will also be tracked by Certified Background which requires an additional form to be completed.
6. The background check, drug testing and immunization tracking is a 24-month service, so you will be able to use it for post-graduate employment purposes until its expiration.

Safety and Health Insurance

CMP students are strongly encouraged to enroll themselves and their families in a health insurance plan. The group health insurance plan offered by the University includes accident coverage. Enrollment information is received by mail. An enrollment card can be picked up at the Cashier's Window, 165 Student Services Building.

Professional Liability Insurance

The Division of Nutrition provides professional liability insurance for each student during their participation in the Coordinated Master's Program through Marsh U.S. Consumer, a service of Seabury & Smith, Inc. The liability policy provides insurance for claims arising out of real or alleged medical incident when the injury being claimed is the result of an act of omission. Payment of court costs is also provided. Expert legal counsel and claims adjusters are immediately available to aid and defend the insured without cost to the student.

Travel Liability

The University and the Division of Nutrition do not provide travel liability to and from supervised practice sites per university policy. It is expected that when students travel to and from their supervised practice sites they are responsible for their own liability insurance.

Graduation and CMP Requirements

All graduate students must maintain continuous registration from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence. Students may be registered for at least one course while completing individual projects once all degree requirements have been met. Students must be registered during the term they take examinations or defend theses. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the home department. Students should be registered for graduate level courses (5000-6000 level) until

they have completed all requirements for the degree including, the defense of the project or thesis.

Students must maintain a grade of B- or better in all major graduate course work and at least a C- in non-major courses. In order to graduate from the Division of Nutrition at the University of Utah, a GPA of 3.0 must be maintained. GPA is calculated based on course work only, not thesis research hours. Students not achieving at least B- in major Division courses or a C- in non-major outside the Division courses must repeat these courses and achieve the minimum B- or C- in order to complete requirements for the degree of Master of Science in Nutrition.

Note that CMP degree requirements may differ from the Office of Financial Aid. Students who receive financial aid should consult the Financial Aid Office to determine credit hour and grade requirements.

Assessment of Prior Learning and Credit toward Program Requirements

Typically, the CMP does not assess prior learning and credit towards program requirements. Occasionally a student may have taken an equivalent course to one of the required CMP courses (e.g. NUTR 6210 Food Management). Two options are available: 1) the student can enroll in and take the course again for credit as a “refresher”, or 2) the student can present a syllabus of the previous course content that they have successfully completed to the CMP Director and course instructor, to discuss possible elective substitutions for the course. The student must submit a written request for this option for signature approval of the CMP Director and the Division Chair. The Graduate school allows students to up to 6 credits into a graduate program.

It is recommended that students do not opt out of any of the CMP course work since the program has been carefully planned to maximize student success on the RD exam.

Formal Assessment of Student Learning

The CMP Director (Nutrition Education and Research concentration) or Sports Nutrition Director (Sports Nutrition concentration) serves as the student advisor until a focused area of study or thesis committee chairperson is chosen. At that point, typically after the first semester, the chairperson serves as the student’s advisor. The committee must approve the program of study for the student and committee members are good resources for students as they select their elective coursework and thesis or FAS projects.

Student learning is assessed through instructor feedback on assignments, course grades and preceptor evaluations. Students must maintain a grade of B- or better in all major graduate course work and at least a C- in non-major courses. In order to graduate from the Division of Nutrition at the University of Utah, a GPA of 3.0 must be maintained. GPA is calculated based on course work only, not thesis research hours. Students not achieving at least B- in major Division courses or a C- in non-major outside the Division courses must repeat these courses and achieve the minimum B- or C- in order to complete requirements for the degree of Master of Science in Nutrition.

Students who receive a C+ in a major course have the option of either retaking the course at the next opportunity or scheduling an oral examination over the entire course content with a panel consisting of the course instructor and tenure track faculty members. Each panel member will ask questions with the course instructor providing the majority of the questions. The student's responses will be evaluated by the examining committee after the session and the committee will determine the level of competency the student has achieved in the course subject matter based upon the student's responses to the questions. If the examining panel finds that the student has a better grasp of the subject matter than their course grade indicates and it is at the academic level of B- or better, the student's requirement to repeat the course will be lifted and

they can proceed to graduate provided they meet all the other requirements of our graduate program. The grade originally earned in the course will stand and not be changed; just the requirement to repeat the course will be waived.

Students receiving a C do not have the option of taking an oral examination and must repeat the course.

Attendance / Injury / Illness Policy

The University expects regular attendance at all class meetings. Students are responsible for satisfying the entire range of academic objectives and requirements as defined by the instructor. All Nutrition students are provided with a reasonable number of days off during the program. Absences will be allowed only for illness, injury, or in the event of a death within the student's immediate family.

If an illness or injury occurs for more than two consecutive days, a physician's verification will be required. Students that have a TA or RA are required to be present for the full semester, including the grading period or until all their responsibilities have been satisfactorily discharged as determined by their supervisor.

If a student experiences illness while at a supervised practice site, it is expected they will contact their preceptor and make necessary arrangements to go home. In the event of a minor injury, the student is expected to follow the established policy:

Minor Injury

- Apply First Aid
- Obtain medical attention if necessary.
- Report the incident to your preceptor
- Consult Environmental Health and Safety at 801-581-6590
- With your preceptor, complete form E-1: First Report of Injury
- Contact the Office of Risk and Insurance Management: <http://web.utah.edu/risk-management> 801-581 5590

Major (Life Threatening) Injury/Illness

- Activate Emergency Medical Services by calling 911
- Report to Environmental Health and Safety 801-581-6590 (incident may need to be reported to OSHA within 8 hours)
- With your preceptor, complete form E-1: First Report of Injury

Contact the Office of Risk and Insurance Management: <http://web.utah.edu/risk-management> 801-581 5590

To obtain medical attention for major injuries:

Call an ambulance or go to the nearest emergency room.

To obtain medical attention for minor injuries contact:

Student Health Center at the Madsen Health Center
555 South Foothill Blvd, SLC, UT 84112 (801) 581-6431

Academic Retention and Remediation Procedures

Once admitted to the program on a matriculated status, candidates for the M.S. degree are required to maintain a cumulative GPA of 3.0 for all graduate course work. Students whose GPA falls below 3.0 are no longer eligible for tuition waiver benefits.

In the event a student drops below the required GPA, the Program Director will inform the student in writing that he/she has been placed on academic probation and is expected to meet GPA requirements within the next academic semester or 9 graduate credit hours. Copies of this letter will be placed in the students' academic file and sent to the Division Director and the student's major advisor. In the event the GPA problem is not rectified within the next academic semester or 9 graduate credit hours, the case will be referred to the Directors Committee. The Committee will review the case and recommend action. During the review process the student and major advisor will be allowed to present their case. The Division Director will inform the student in writing of the final decision.

General Information

All graduate students should read carefully the regulations set forth in the Bulletin of the University of Utah: The Graduate School (<https://gradschool.utah.edu/catalog/index.php>). Students have the responsibility to understand and follow these regulations and to meet all required dates and deadlines.

E-Mail Account

All Nutrition students are required to have an e-mail account established by the first week of school. To setup your required UMail account, visit <http://it.utah.edu/services/umail>. Students may also contact the Campus Help Desk at (801) 581-4000, option #1 for assistance. The university email account (UMail) for each student is his/her uNID@utah.edu. This account and your mailboxes (directly inside the office door) will be the primary means of communicating with you during your graduate career. Communication by e-mail enhances access to faculty members and University policy and procedures. Important notices to graduate students will be sent via e-mail. ***Check your e-mail messages and Division mailboxes daily.***

Informal Discussions

Graduate students are encouraged to consult frequently with all members of the graduate faculty in the Division of Nutrition and with other graduate students with respect to course work, additional reading, and research. By doing so, expertise in nutrition may be developed beyond that provided solely by formal course studies. This expertise will be helpful in the preparation for thesis seminar or Focused Area of Study project and may be of significant value to the student in their future career.

General Facilities

The Nutrition Sciences Laboratory is located in HPER-N 230, the Nutrition Clinic is located in HPER-W 108, and the Experimental Foods Laboratory, is located in HPER-N 227. Students should consult the appropriate Laboratory Director, about time, space, rules, and regulations of this laboratory. Animal facilities may be available in the Animal Resource Laboratory, which is located in the Medical Center. Committee Chairs should be consulted for information on the use of these lab facilities. Other laboratory facilities may be available for student research, but must be approved by the professor or department controlling the use of the laboratory.

Withdrawal and Refund of Tuition and Fees

Students are encouraged to discuss alternatives to withdrawal from the program with the Program Director or Chairperson prior to making a final decision. Matriculated students requiring withdrawal from the program must complete a "Recommendation for Change of Graduate Classification" form located at <https://gradschool.utah.edu/students/forms.php>. This form along with a cover letter from the student must be presented to the Program Director and Division Chairperson for approval. The completely approved form must be submitted to the Registrar's Office no later than one week before the first day of the term the change is to be effective. If not submitted on time, the change will not be effective until the next semester. Refund of tuition and fees will follow the University of Utah's Refund Policies located at <http://fbs.admin.utah.edu/income/tuitioninfo/rp>. Differential tuition paid for the semester, will not be refunded.

Equal Opportunity and Nondiscrimination

The Coordinated Master's Program shall follow the equal opportunity and nondiscrimination practices in the selection and management of students. This policy is outlined in "General Policy Statement" contained in the Regulations Manual of the University of Utah 5-106.

The University of Utah is an "Equal Opportunity Employer," and is fully committed to the principle of nondiscrimination in all employment-related practices and decisions, including, but not limited to, recruitment, hiring, supervision, promotion, compensation, benefits, termination, and all other practices and decisions affecting university employment status, rights, and privileges.

University executive, administrative, academic, and supervisory officers exercising Employee management responsibilities are required to take vigorous and appropriate action to assure that all employment-related practices and decisions are made without discrimination, harassment, or prejudicial treatment because of race/ ethnicity, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, disability or protected veteran's status.

Access and Confidentiality of Student Records

Access to one's own official records and files is guaranteed to every student. The students' academic records shall be maintained in the Division of Nutrition. The privacy and confidentiality of student records shall be presumed as outlined in policy 6-400 in the Regulations Manual of the University of Utah. [See also the FERPA Regulations located at the end of this document.]

Grievance / Complaints Procedure

Students who feel they have been treated unfairly concerning any matter that involves the program, will have the opportunity to appeal the matter. Students must first make attempts to settle the matter with the instructor of the course or preceptor of the rotation. If the grievance is not resolved, the following describes the channels in which the student should address the

grievance. Please note that the channels vary depending on if the grievance is with course work or supervised practice.

Procedure: Grievance Concerning Course Work

If the grievance pertains to course work the student should first discuss the matter with instructor. If the student is not satisfied with the decision of the instructor, the student should take the matter up with the Division Director. The matter should be resolved at this point. Students, who do not agree with the decision of the Division Director, can appeal to a Grievance Committee for a ruling. Refer to procedure for Grievance Committee below.

Procedure: Grievance Concerning Supervised Practice

If the grievance pertains to supervised practice and the student is not satisfied with the decision of the clinical instructor/preceptor, the student should take the matter up with the Practice Coordinator. Students, who do not agree with the decision of the Coordinator, should take the matter to the CMP Director. The matter should be resolved at this point. Students who do not agree with the decision of the Program Director can appeal to the Grievance Committee for a ruling. Refer to procedure for Grievance Committee below.

PROCEDURE: GRIEVANCE COMMITTEE

A Grievance Committee will be convened consisting of one student, the CMP Program Director, one clinical preceptor, one outside faculty member, and the Division Director. No Grievance Committee member can be personally involved in the grievance procedure. The procedure for submitting a grievance to the Grievance Committee is as follows:

1. The student must submit in writing to the Grievance Committee a letter indicating the nature of the grievance and the disciplinary measures taken.
2. The letter will be circulated among the members of the Grievance Committee and a formal meeting will be held within two weeks of the grievance filing. The student should be present at the onset of the meeting to present the grievance orally.
3. The Grievance Committee will meet privately to review the matter. A decision will be made at that time and the student will be informed in writing of the decision of the Committee.
4. Students who do not accept the decision of the Committee will have the opportunity to submit the grievance to the Dean of the College of Health in the presence of at least one member of the Grievance Committee. The Dean will hear the student's petition orally. The Dean will notify the student in writing of the decision regarding the grievance.
5. If the grievance is not resolved upon recommendation of the Dean, the student has the prerogative to pursue further action through the Student Behavior Committee of the University of Utah. Procedures are outlined in the Regulations Manual of the University of Utah 6-400.
6. In the rare event the grievance is not resolved by the University of Utah, students may notify ACEND.

Disciplinary Action/Termination

Procedures outlined in the University of Utah Regulations Manual 6-400, Section IV govern the CMP disciplinary action and terminations process so as to achieve the least adverse action upon the student. Procedures relating to disciplinary action against a student shall fall under the jurisdiction of the Grievance Committee.

Termination from the program will be used sparingly and only for serious violations of misconduct. Examples of misconduct include but are not limited to:

1. use of drugs or alcohol such that program work is hindered
2. conviction of a felony
3. unprofessional behavior toward a patient, client, physician, family member, faculty, staff, or other students
4. theft
5. falsifying research data
6. cheating on course work examination
7. any other misconduct that the Committee feels warrants dismissal

Students have the right to appeal the decision of the Committee. The student can present the case before the Dean, and one Grievance Committee representative. Confidentiality will be maintained in handling all types of misconduct and sanctions concerning the student.

Educational Purpose of Practice Experiences

The educational experiences of practice experiences provide the student knowledge and skills in different areas of dietetic practice. Supervised Practice takes place during summer session following the first year of the CMP while Capstone rotations take place during fall and spring or summer session of the second year of the CMP and consists of a total of 1200 hours of practice under the guidance of a preceptor. Practice hours are divided as follows:

CMP students are required to complete 1200 hours of supervised practice as follows:

Supervised Practice Summary Table - CMP	
Year 1	
Nutrition Clinic Laboratory Testing and Counseling	40
Nutrition Policy Class Field Experience	40
MNT Clinical Lab	40
Summer 1	
- 7 weeks clinical	280
- 4 weeks community or sports (sports concentration only)	160
- 4 weeks foodservice management	160
Year 2	
Senior Care Experience	15
Inter-professional Education Experience (IPE)	25
Thesis/Focused Area of Study	120
Capstone experience (8 weeks)	320
During year for sports concentration	
During summer for nutrition education and research concentration	
Total	1200 hours

CMP students are expected to follow the SPE schedule as outlined.

1. Changes to the SPE schedule require instructor approval and will only be made for the following circumstances:
 - a. student illness
 - b. death in the student's immediate family
2. The instructor (Jean Zancanella) will handle cancellation or rescheduling of a SPE. The instructor will be responsible for checking the Master Schedule for potential conflicts arising from rescheduling, and verifying with other preceptors that rescheduling will not conflict with other areas of the SPE.
3. Students will not participate in overlapping rotations, course work or other activities that may interfere with supervised practice hours.
4. Students will not receive pay for SPE.
5. Employment within or outside the University MUST NOT compromise the Supervised Practice Experience schedule.
6. Student will not replace employees.

Professional Dress Code for Dietetic Students

The student must comply with the standards of dress and appearance outlined by their supervised practice facility. The following standards of appearance are minimum standards that the students must follow during all supervised practice rotations throughout the year. Should the supervised practice facility maintain additional/stricter standards of appearance or cleanliness, the student must comply with the facility's standards.

Attire

Business attire includes:

- a) Females: dresses or skirts (of appropriate length) or dress slacks with blouse/shirt/sweater (no jeans or shorts).
- b) Males: dress slacks or trousers with shirt and tie, or polo shirt with collar (no jeans or shorts).

Footwear

Clean, comfortable shoes should be worn. No open-toed or open-heeled shoes, sneakers, sports shoes or sandals.

Coordinated Master's Program Graduation Survey

Students are asked to complete the Coordinated Master's Program Graduation Survey upon completion of the Master's program. The survey information provides quality improvement information for the CMP.

RD Exam/Verification Statement Procedures

To be eligible to take the national RD exam the M.S. degree must be conferred. The degree is conferred only when all coursework has been completed, grade changes have been made, the final oral examination has been successfully passed and the thesis has been approved and released by the graduate school or the Focused Area of Study project submitted to the

Division of Nutrition. When students have completed the Master's program, the following steps need to be completed to take the registration examination:

1. Thesis must be released, all requirements for Focused Area of Study option completed and all grades recorded. At this point, send an email to the Program Director to 1) obtain access to the Coordinated Master's Program Graduation Survey and 2) make an appointment with the Program Director to complete the Student Exit Packet with the Program Director.
2. Retain the student copies for your reference.
3. The Program Director will forward the necessary materials to CDR via computer within two weeks of the end of final exams. You will receive an e-mail confirming your registration eligibility from CDR following the Program Director's submission to CDR. At this point, you will receive further instructions on setting up your exam date and time with a local testing center. Refer to your Student Exit Packet for more information on the time line for this process. It is recommended that you begin studying for the exam during this timeframe. Students report that a one-month minimum is required to successfully prepare for the exam.
4. Once you receive confirmation from CDR that you may set up a test time and location, you have one year to take the exam.
5. Students will receive multiple copies of a **verification form** from the department. These will be hand delivered to you or will be sent by traditional mail. These documents verify completion of an ACEND approved program. These documents should be retained indefinitely for employment and license, and certification purposes.

FERPA- privacy of student records

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines.

Educational Records

FERPA gives students the following rights regarding educational records:

- The right to access educational records kept by the school;
- The right to demand educational records be disclosed only with student consent;
- The right to amend educational records;
- The right to file complaints against the school for disclosing educational records in violation of FERPA.

Students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. Therefore, it is important to understand how educational records are defined under FERPA. Educational records are defined by FERPA as:

Records that directly relate to a student and that are maintained by an educational agency or institution or by a party acting for the agency or institution.

Educational records are directly related to the student and are either maintained by the school or by a party or organization acting on behalf of the school. Such records may include:

- Written documents; (including student advising folders)
- Computer media;
- Microfilm and microfiche;
- Video or audio tapes or CDs;
- Film;
- Photographs.

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by the school in the form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts which may include student projects.

Records Not Considered As Educational Records

The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty; (NOT kept in student advising folders)
- Campus police records;
- Medical records;

- Statistical data compilations that contain no mention of personally identifiable information about any specific student.

Faculty notes, data compilation, and administrative records kept **exclusively** by the maker of the records that are **not accessible or revealed to anyone else** are not considered educational records and, therefore, fall outside of the FERPA disclosure guidelines. However, these records may be protected under other state or federal laws such as the doctor/patient privilege.

Two Types of Educational Records

There are two types of educational records as defined under FERPA. Each type of educational record is afforded different disclosure protections. Therefore, it is important for faculty and staff to know the type of educational record that is being considered for disclosure.

Directory Information

Some information in a student's educational record is defined as directory information under FERPA. Under a strict reading of FERPA, the school may disclose this type of information without the written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include:

- Name;
- Address;
- Phone number and email address;
- Dates of attendance;
- Degree(s) awarded;
- Enrollment status;
- Major field of study.

Though it is not specifically required by FERPA, institutions should always disclose to the student that such information is considered by the school to be directory information and, as such, may be disclosed to a third party upon request. Institutions should err on the side of caution and request, in writing, that the student allow the school to disclose directory information to third parties.

Non-directory Information

Non-directory information is any educational record not considered directory information. Non-directory information must not be released to anyone, including parents of the student, without the prior written consent of the student. Further, faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include:

- Social security numbers;
- Student identification number;
- Race, ethnicity, and/or nationality;
- Gender

- Transcripts; grade reports

Transcripts are non-directory information and, therefore, are protected educational records under FERPA. Students have a right to privacy regarding transcripts held by the school where third parties seek transcript copies. Institutions should require that students first submit a written request to have transcripts sent to any third party as the privilege of privacy of this information is held by the student under FERPA. As an attorney, I would advise that schools should never fax transcripts because this process cannot guarantee a completely secure transmission of the student's grades to third parties.

Prior Written Consent

In general, a student's prior written consent is always required before institutions can legitimately disclose non-directory information. Institutions may tailor a consent form to meet their unique academic needs. However, prior written consent must include the following elements:

- Specify the records to be disclosed;
- State the purpose of the disclosure;
- Identify the party or class of parties to whom the disclosure is to be made;
- The date;
- The signature of the student whose record is to be disclosed;
- The signature of the custodian of the educational record.

Prior written consent is not required when disclosure is made directly to the student or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or information requested by regional accrediting organizations.

Institutions do **not** need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure. In order for institutions **to be able to disseminate non-directory information** in these instances **FERPA requires that institutions annually publish the policies and procedures** that the institutions will follow in order to meet FERPA guidelines.

FERPA has strict guidelines regarding disclosing the educational records of dependent students. Though FERPA allows such disclosure, the act mandates that the institution first publish clearly delineated policies and procedures for the disclosure of these records. The institution must publish these guidelines annually in a format that is easily accessible to interested parties. As an attorney, I would recommend that both the dependent student and parents sign written disclosure agreements stating, at minimum, the following:

- The dependent student understands and allows parental access to these educational records;
- The dependent student and his/her parents have been given a copy of the institution's policies and procedures for the disclosure of students' records.

Most institutions charge their registrar's office with the responsibility to determine how their institutions will comply with FERPA disclosure requirements. Registrars commonly work with legal counsel in fashioning and publishing these guidelines. As advisors, it is advisable to check with your registrar's office if you have any questions or concerns before disclosing any student information to third parties.

Conclusion

The Family Education and Privacy Act were enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

- Institutions must have written permission from the student in order to release any information from a student's educational record.
- Institutions may disclose directory information in the student's educational record without the student's consent.
- It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information.
- Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
- Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
- Institutions should notify students about their rights under FERPA through annual publications.
- When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.