



# **Student Handbook**

**2018-2019**

**BS-Nutrition and Foods**

**MS-Dietetics**

## **Coordinated Program in Dietetics**

Department of Nutrition and Exercise Physiology

University of Missouri

Columbia, MO

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## 1. Program Overview

### 1.1. Historical Background

With financial assistance from a National Institute of Health grant, the Coordinated Program in Dietetics was established in 1972 in the Department of Human Nutrition and Foods of the College of Home Economics. At that time, there were two coordinated undergraduate programs -- one in Medical Dietetics and one in Food Systems Management. In 1984 the Food Systems Management emphasis was discontinued. In 1989 the Medical Dietetics option was changed to a general program with course work and experiences in all three major areas of dietetics practice. In fall 2016 an integrated BS-MS Coordinated Program was implemented. The current program emphasis is Nutrition Therapy.

Originally housed in the Department of Human Nutrition and Foods in the College of Home Economics, the dietetics program has since changed academic homes. In January 1979 an agreement was finalized between the College of Home Economics and the College of Medicine, thus making dietetics a part of the newly formed School of Health Related Professions (SHRP). In July 1988 the program was transferred solely to the College of Human Environmental Sciences. The department merged with Food Science & Nutrition in July 1991 to form the Department of Food Science & Human Nutrition. Currently, the Coordinated Program in Dietetics is housed in the Department of Nutrition and Exercise Physiology. This interdisciplinary department is part of three academic divisions, including the College of Human Environmental Sciences, the College of Agriculture, Food and Natural Resources and the School of Medicine.

### 1.2. Program Mission

The University of Missouri's accredited Coordinated Program in Dietetics, housed in a world-class research institution, provides academic training to prepare students for successful entry-level careers as registered dietitian nutritionists. The program strives to improve health of Missourians and beyond by offering high-quality educational experiences, culminating in a master's degree, and including a concentration area in nutrition therapy.

### 1.3. Program Goals and Objectives

**Goal 1: The CP will prepare competent registered dietitian nutritionists for careers in a variety of practice settings throughout Missouri and the nation.**

1. Over a five-year period, 80% or more of the students enrolled in the CP will complete the program/degree requirements within 4.5 years (150%) of the time planned for completion.
2. Over a five-year period, 70% of CP alumni respondents who sought employment in nutrition and dietetics or related fields will be employed in nutrition and dietetics or related fields within 12 months of graduation.
3. Over a five-year period, alumni respondents working in nutrition and dietetics or related fields will collectively identify 3 different practice areas as primary job settings.
4. Over a five-year period, 50% of alumni respondents will be working in nutrition and dietetics or related fields in Missouri or adjoining states.

5. 80% of CP graduates will take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
6. At least 80% of graduates over a five-year period will pass the CDR credentialing exam for dietitian nutritionists within one year following the first attempt.
7. Over a five-year period, 80% of employer survey respondents will report being satisfied (score 2-3) with graduate's preparation for entry-level practice.

**Goal 2: CP graduates will recognize the importance of professional development**

1. Over a five-year period, 50% of alumni respondents will report being a member of a professional organization.
2. Over a five-year period, 50% of alumni respondents will report having sought information about obtaining a specialty certification.
3. Over a five-year period, 50% of alumni respondents practicing in nutrition and dietetics or related fields will regularly (at least monthly) seek out current research findings for application in their practice.

**1.4. Accreditation Status**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics accredits the Coordinated Program in Dietetics. Reaccredited in 2014, the program is accredited until 2024.

Accreditation Council for Education in Nutrition and Dietetics  
 Academy of Nutrition and Dietetics  
 120 South Riverside Plaza, Suite 2000  
 Chicago, IL 60606-6995  
 Phone: (312) 899-0040, ext. 5400  
 Fax: (312) 899-4817  
 Email: ACEND@eatright.org  
 URL: <https://www.eatright.org/acend>

**1.5. Faculty Directory**

**Program Director:**

**Nikki Raedeke, PhD, RDN, LD**

Assistant Teaching Professor/Program Director

BA: Concordia College, Moorhead, MN

Dietetic Internship: Saint Marys Hospital (Mayo Clinic Hospital), Rochester, MN

MS: University of Missouri

PhD: University of Missouri

[raedekem@missouri.edu](mailto:raedekem@missouri.edu)

**Faculty:****Jennifer Bean, MS, RDN, LD**

Assistant Teaching Professor

BS: University of Missouri, Coordinated Program

MS: University of Missouri

[beanjd@missouri.edu](mailto:beanjd@missouri.edu)

**Sarah Buckallew, MS, RD, LD**

Assistant Teaching Professor

BS: University of Missouri, Coordinated Program

MS: University of Kansas

[scroggssc@missouri.edu](mailto:scroggssc@missouri.edu)

**Luray Bucko, MS, RD, LD, CNSC**

Adjunct Instructor

BS: University of North Carolina-Greensboro

Traineeship: Memorial Mission Hospital, Asheville, NC

MS: University of Tennessee

[buckol@health.missouri.edu](mailto:buckol@health.missouri.edu)

**Le Greta Hudson, MS, RDN, LD, CDE**

Assistant Teaching Professor

BS: Ferris State University, Big Rapids, MI

Dietetic Internship: Illinois State University

MS: Illinois State University

[HUDSONLE@missouri.edu](mailto:HUDSONLE@missouri.edu)

**Catherine Peterson, PhD, RDN**

Associate Professor

BS: University of Illinois at Chicago, College of Associated Health Professions, Coordinated Program

PhD: University of Illinois at Urbana-Champaign

[peteronca@missouri.edu](mailto:peteronca@missouri.edu)

**Deb Showers, RD, LD**

Adjunct Instructor

BS: Auburn University, Coordinated Program

[SHOWERSD@missouri.edu](mailto:SHOWERSD@missouri.edu)

**Jennifer Snawder, RD, LD**

Senior Research Specialist

BS: University of Missouri, Coordinated Program

[SNAWDERJ@missouri.edu](mailto:SNAWDERJ@missouri.edu)

**Emeriti Faculty:****Pauline Landhuis**

Assistant Professor Emeritus

BS: The Ohio University, Columbus Medical Dietetics Coordinated Undergraduate Program

MS: University of California, Davis

**Mary McDonald**

Assistant Professor Emeritus

BS: Southern University, Baton Rouge, LA

Dietetic Internship: University of Iowa Hospitals

MS: University of Iowa, Iowa City

**Senior Academic Advisor:****Tammy Conrad, BSW**

[conradt@missouri.edu](mailto:conradt@missouri.edu)

Note: changes to directory may occur throughout the year.

Note: Coordinated Program Office: 204 Gwynn Hall, University of Missouri

**1.6. Estimated Program Costs (expenses responsibility of student)****1. University**

For information on University payments, costs, refunds, tax information and necessary forms, please go to <https://cashiers.missouri.edu>

For information on financial aid, please go to <https://financialaid.missouri.edu>

Note-students are responsible for their own housing costs and living expenses.

**2. Supervised Practice**

For supervised practice, additional expenses are incurred by the student. Costs vary. These expenses typically include the following:

Transportation (including travel to/from assigned supervised practice sites, parking, gas, car insurance, car maintenance, etc.)

Food and beverage

Housing

Lab coats and other dress-specific requirements (discussed in each course)

Health requirements, drug screen and criminal background checks are required

Additional pre-rotation requirements as determined by the site.

Supplies for presentations and other SPE activities.

**3. Additional Program Costs**

Books, course packets, supplemental material, technology:	\$700/semester
Laptop	\$1,000
AND Annual Student Membership:	\$58/annual
Health screenings, drug screens, background checks:	\$400/program

Program Nametags:	\$20/program
Individual RD Exam study material. Cost varies depending upon material.	\$200.00
RD Exam Workshop	\$400.00
Official Transcript	\$15.00
Professional Development:	varies

Cost of attendance at local, state and national meetings is the responsibility of the student. Expenses may include transportation, lodging, meals and registration. Cost varies, depending on meeting and location.

Note: At time of writing of this document, general liability cost pending.

#### 4. Registration Examination

Examination Fee . . . . .	\$200.00
Annual Registration Maintenance Fee . . .	\$60.00
Licensure fee...varies by state	

\*Paid after program completion.



## **2. Eligibility Policies (before student is admitted to the CP)**

### **2.1. Required Admittance to the University of Missouri (Columbia)**

Policy: To participate in the program, the student must apply and be admitted to the University. While at the University, the student must remain in good standing in order to apply to the Coordinated Program.

Procedure: The decision regarding admission to the University is made by the University Office of Admissions. If a student is denied admission and disagrees with the decision, then the student must discuss their situation with the personnel in Admissions.

### **2.2. Required Eligibility to Apply to the CP**

Policy: The student must meet criteria to be eligible to apply to the CP.

Procedure:

1. The student must be admitted to the University and be in good standing (see 2.1 above).
2. The minimum overall GPA to be able to apply to the CP is 3.2.
3. Students must have completed, at a minimum, the first three semesters in the program of study and be enrolled in the fourth semester courses.
4. The student must complete the application, of which the components are discussed yearly at an informational meeting.

### **2.3. Determining Overall GPA for Eligibility to Apply to the CP**

Policy: To determine overall GPA for eligibility to apply to the CP, the program will use a total of the last eight calendar years of undergraduate classes, concluding with December classes prior to January application submission. The coursework used to determine eligibility must have been completed within the last eight years. If a student has not taken undergraduate courses in the last eight years, the situation will be reviewed on a case by case basis.

Procedure:

1. Grades from official transcripts from each academic institution will be used to determine overall GPA.
2. If a student has a graduate degree, only the undergraduate transcripts will be used to determine eligibility. If have graduate degree or graduate credits, may need to be considered on case by case basis.
3. It is the student's responsibility to calculate their GPA to determine eligibility.
4. The academic advisor will be available to assist in the above process as needed.

### **3. Pre-Program Policies (before the student is allowed to start the CP)**

#### **3.1. Grade of B- or Better in NEP 2340 and BIOCHEM 3630**

Policy: In order to be eligible for the Coordinated Program (CP) or to retain a slot in the CP, the student must achieve a final course grade of B- or better in both NEP 2340 and BIOCHEM 3630, or equivalent transfer course approved by the CP faculty.

Procedure:

1. Once the student is enrolled at MU, no transfer course will be accepted as a substitution for BIOCHEM 3630 or NEP 2340, unless there is a well-documented scheduling conflict that precludes the student from taking the course at MU. In the event that the student can and is able to take the classroom course, no ONLINE substitutions will be allowed.
2. Completion of both NEP 2340 and BIOCHEM 3630 must be done no later than spring semester of the year in which the student is been accepted to the CP. If not taken nor currently enrolled in these classes at the time the student is accepted into the program, the student will not be eligible to apply or retain a slot for the CP. If student is accepted into the program and fails to achieve the minimum B- course grade in either Biochem 3630 or NEP 2340 at Mizzou, no options for retake at other institutions are allowed. Thus, the student would forfeit their slot in the program and must retake these courses again the following year at Mizzou. The student would have to reapply to the program next year.

#### **3.2. Required Records**

Policy: Prior to starting the CP in the fall, the incoming CP students must verify successful completion of specific CP requirements. This will allow faculty to determine compliance prior to the student starting the CP.

Procedure:

1. The information below is provided to the incoming CP student in the spring, prior to the student beginning the CP.
2. Requirements include but are not limited to the following: criminal background checks, health records and drug screen.
3. Requirements must be completed-and the student must successfully pass-prior to the start of the fall semester.
4. Staff and faculty will review records to determine compliance.
5. If a background check reveals a violation or arrest data, the Program Director and/or Department Chair and/or staff will meet with the student to discuss further action. Failure to pass any background check may prohibit the student starting the CP and result in dismissal from the program.
6. If a student fails a drug screen, they will be given a chance to repeat the drug screen. The student must demonstrate successful and subsequent drug screen by the start of fall semester. If a student fails a second drug screen, the Program Director and/or Department Chair and/or staff will meet with the student to discuss further action. A student may be requested to submit a random drug screen at any time during the program. Failure to pass a drug screen may prohibit the student starting the CP and result in dismissal from the program.
7. Delay in submitting required documentation may result in failure to start the CP because documentation is required for supervised practice.

#### 4. Program Policies (all students in CP)

**The following policies govern participation in the Coordinated Program:**

##### **4.1. Attendance for Didactic Courses and Supervised Practice Experiences**

Policy: Attendance in didactic courses and supervised practice is expected at all times and is necessary to gain knowledge and develop skills necessary for entry-level dietetics. The Accreditation Council for Education in Nutrition and Dietetics requires a minimum of 1200 hours in supervised practice. This requirement is met through full participation in assigned experiences. Four hours are spent for each one credit hour of supervised experience. Supervised experiences allow for practical application of materials covered in lecture. Additional SPE hours occur throughout the CP in non-SPE designated courses.

Procedure:

1. Absences:
  - a. Contact the course instructor and/or leave a message with the Program Office.
  - b. Contact your preceptor.
  - c. Upon your return, check with the instructor to determine what make-up work is necessary. It is the student's responsibility to get course materials, etc., from a classmate.
  - d. If you repeatedly miss class, the course instructor reserves the right to require make-up work, reduce course grade or take further action. If the situation warrants, you may be required to repeat the course.
  - e. If you miss supervised practice, you need to make-up the work. The course instructor, preceptor and Program Director will determine the best course of action.
2. Tardiness:

It is imperative that you arrive on time for supervised practice experiences. Schedules are important to the efficient operation of every facility and every class. Students should plan to arrive early and be ready to start at the assigned time.

3. Flexibility:

You are asked to plan for a degree of flexibility in your schedules; do not plan work, meetings, or other activities immediately following an experience. Some experiences may require longer than the scheduled time.

- a. Work schedules must be arranged so as not to conflict with scheduled and arranged supervised practice time.
  - b. Because of the large number of hours required, as well as the necessity to be in different facilities at specific times, classroom courses outside the program may not be taken in the final semester. If a class outside the program absolutely must be taken during the final semester, a correspondence class may be considered.
4. Vacations and Holidays:
 

Schedules for SPE will adhere to the University calendar for vacations and holidays except in the senior year when the schedule may be modified to meet the needs of the affiliated institutions. Second year students are given the exact start date approximately 5-6 months

before the spring semester begins.

#### **4.2. Inclement Weather and Supervised Practice**

Policy: If inclement weather prohibits the student from reporting to a SPE site, missed SPE hours will need to be completed at a later date.

Procedure:

1. If inclement weather is imminent such that the individual is unable to report to a SPE site, the individual must first notify the preceptor. The course instructor is also to be notified. The course instructor and preceptor will determine how the SPE hours will be made up.
2. If inclement weather is imminent for all SPE sites for all students, the course instructor will make the decision as to whether to proceed with that assigned SPE activity for that day. The course instructor will notify the student and preceptors. The course instructor and preceptor will determine how the SPE hours will be made up.
3. In the event of a full University closure, the Program Director will determine the process for making up the SPE hours. If University-designated make-up days are provided, the Program Director will utilize these days for missed SPE. However, this cannot be guaranteed because of potential conflict with site availability, other course schedules, etc.

#### **4.3. Transfer Course**

Policy: To help ensure that ACEND competencies are met, request for transfer equivalencies for didactic courses must be approved by the Program Director, CP faculty and/or the Offices of Admissions at the University.

Procedure:

Students in the Coordinated Program must enroll in all Coordinated Program courses (didactic and supervised practice), which are listed on the last three years of the program of study. Requests for prior coursework or experiences will be considered on an individual basis. These requests will be evaluated prior to the student beginning the CP. The program takes into consideration transfer credit.

#### **4.4. Assessment of Prior Learning**

Policy: The CP does not grant credit for supervised practice hours based on assessment of prior learning.

#### **4.5. Educational Purpose of Supervised Practice**

Policy: The purpose of supervised practice is to provide targeted educational opportunities for students. In doing so, tasks must be appropriate for designated learning outcomes. Also, learning experiences must be monitored onsite by a professional, who is competent in the designated subject matter. Students are not allowed to be placed at the site, or used by the site, solely for the purpose replacing employees.

Procedure:

1. The CP faculty determines student placement for supervised practice.
2. The CP faculty works with the facility to determine facility's ability to provide opportunities for adequate and quality student learning and supervision.
3. It is noted that in order to learn a specific task or to gather information about an assigned task, the student may be asked to experience a task as if they were an employee working in that position. In this case, the task should only continue until it has been determined that

the student has mastered the task.

4. In the event that a student feels they are being consistently used as a replacement for an employee, the student should discuss the situation with the course instructor and/or CP field instructor.

#### **4.6. Supervised Practice site Locations**

Policy: Location of supervised practice sites is determined by the CP faculty. It is the goal of the CP to provide quality supervised practice experiences for the students. In doing so, sites are selected so that the CP faculty member can make an in-person visit. This means that sites are reachable (roundtrip) by car during a normal work day.

Procedure:

1. Up through the fall semester of the second year, supervised practice sites will be in the Columbia/mid Missouri region.
2. During the final semester, students are placed in sites which are within a reasonable day's drive (roundtrip) by car from the location of the course instructor. This is typically, but not limited to, sites within Missouri.
3. Final semester students are encouraged to provide the course instructor with suggestions for preferred supervised practice locations, which meet the above-noted parameters. However, it is the course instructor, and not the student, who makes the final decision regarding student placement.

#### **4.7. Formal Assessment of Student Learning and Regular Reports of Performance and Progress**

Policy: Instructors and preceptors assess student learning and periodically provide feedback.

Procedure:

1. In each CP course, multiple graded items (i.e. assignments, exams, etc.) are used to determine a final course grade. These graded items provide the student with ongoing feedback throughout the course.
2. In supervised practice, preceptors and/or instructors meet periodically with students to discuss performance and progress. A written tool (clinical card, evaluation form, etc.) is used in supervised practice to track student progress.
3. In addition to assessment in a specific course, the program implements the following for cumulative assessment: in-basket exam (summer year 1), mini-comprehensive exam (spring year 2), pretests (fall year 3), comprehensive exam (spring year 3).
4. In addition to formal and informal feedback from instructors and preceptors for a specific course, the program implements the following assessment/feedback communication tools to address student progress and/or areas for future growth and/or concerns: Personal assessment (in-basket exam, summer year 1) with CP faculty, individual meeting with program director (spring year 2), exit interview with program director (spring year 3). Following the exit interview, students will be given the opportunity to provide anonymous, written feedback about the program. These are then typed by staff and shared with the CP faculty and staff after the student completes the program.

#### 4.8. Program Retention

**Policy:** In order to remain in the Coordinated Program, a student meets academic and conduct criteria.

**Procedure:**

1. Undergraduate courses: Minimum course grade of C in NEP courses.
2. Graduate courses: Minimum course grade of B in all courses.
3. For three years of CP: Minimum semester GPA of 3.0. Minimum cumulative GPA of 3.0.
4. Satisfactory progress in SPE.
5. Adherence to University Registrar's rules and deadlines.  
<https://registrar.missouri.edu/>
6. Adherence to CP's "Program Information" list.
7. Avoidance of poor student conduct, as stated in the University of Missouri Collective Rules and Regulations CR. (CRR 200.010 Standard of Conduct).  
[https://www.umsystem.edu/ums/rules/collected\\_rules/programs/ch200/200.010\\_standard\\_of\\_conduct](https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct)
8. Adherence to CP Computerized Testing Policy.

#### 4.9. Computerized Testing

**Policy:** The CP will provide students opportunities to take online exams.

**Procedure:**

1. The program will provide, at a minimum, the following online, computer, proctored exams:
  - Mini-comprehensive exam
  - Pretests in clinical, community and management
  - Comprehensive exam
2. Minimum score required on each exam is as follows:
  - 75% on each section for exams administered during undergraduate program
  - 80% on each section for exams administered during graduate program
3. A matrix outlining intervention for performance below minimums listed in #2 above will be provided to students.

#### 4.10. Program Remediation

**Policy:** Students must meet minimum criteria for academic performance and student conduct.

**Procedure:** The following interventions will be used for remediation:

Academic:

1. **Undergraduate: Consistently scoring less than 75% on exams and quizzes for NEP 4360, 4280, 4590, 3390 and 4370.**  
It is up to the course instructor to determine the best intervention. Additional coursework may be required and will be at the student's expense. Remedial work may require additional time in the CP and thus delay CP completion.
2. **Undergraduate: Failing to meet minimum course grade of C.**  
Please refer to the University Course Repeat Policy at <https://registrar.missouri.edu/>. The repeat course must be taken at the University of Missouri. A minimum course grade of C is required in

the retake course. The CP does not allow an S/U on a repeat course. Reentrance into the program is up to the discretion of the program faculty and is in part dependent upon availability of supervised practice sites. Remedial work may require additional time in the CP and thus delay CP completion.

3. **Undergraduate: Receiving a semester GPA below 3.0.**

The student will be placed on program probation. Additional coursework may be required and will be at the student's expense. The program faculty will determine best intervention. Remedial work may require additional time in the CP and thus delay program completion. Students with two consecutive semester GPAs of less than 3.0 while in the CP are subject to program dismissal.

4. **Graduate: Consistently scoring less than 80% on exams and quizzes for NEP 7380, 7385, 8380 and 7390.**

It is up to the course instructor to determine the best intervention. Additional coursework may be required and will be at the student's expense. Remedial work may require additional time in the CP and thus delay CP completion.

5. **Graduate: Failing to meet minimum course grade of B.**

The Office of Graduate Studies considers grades of C+, C and C- as passing grades; however, grades in the C range may not be acceptable for specific programmatic requirements and may result in the students being unable to maintain a 3.0 cumulative GPA. No D grade may be awarded to a graduate student and a grade of F means the work has not satisfied the minimum requirements of the course. W denotes withdrawn passing and does not affect a student's GPA.

6. **Graduate: Receiving a semester GPA below 3.0.**

At the end of each semester, graduate students with a cumulative GPA below a 3.0 are placed on probation. Additional coursework may be required and will be at the student's expense. The program faculty will determine best intervention. Remedial work may require additional time in the CP and thus delay program completion. To graduate, a student must have an overall GPA of 3.0 in all graduate courses taken at MU and not just those listed in the program of study.

7. **Scoring below minimum on Pretests and Comprehensive Exam.**

A matrix for pretest and comps outlines the intervention for those exams.

8. **Showing unsatisfactory progress in SPE.**

The preceptor, course instructor and/or program faculty will determine the best intervention. Additional coursework may be required and will be at the student's expense. Additional time in in the CP may be required and thus delay program completion.

9. **Request for Extension.**

**Undergraduate:** If the student requests an extension, the student must submit the request in writing to the program director. The CP faculty have 30 days after receiving the written request to decide on the request for extension.

**Graduate:** A request for extension is the appropriate course of action when a student has failed to meet satisfactory progress provisions of the Office of Graduate Studies. When there has been unsatisfactory progress with respect to meeting Office of Graduate Studies time to degree limits, the student may file a written request for an extension with the vice provost for advanced studies and dean of the Office of Graduate Studies. The extension must be endorsed by the department/program's director of graduate studies and the student's major advisor and include a timeline for completion of the degree. If an extension is granted by the dean, the student will be given a specific period of time to meet the requirements for progress to the degree. Please

contact the Office of Graduate Studies for more information.

10. **Access to tutorial support.** See list in this Handbook.

Student Conduct, including Professionalism:

11. **Failure to comply with program professionalism standards.**

Program faculty will determine intervention. This is case specific.

12. **Violations as outlined in the CRR 200.010 (Student Conduct).**

#### 4.11. Access to Student Support Services

Policy: The University has numerous resources available to foster student success.

Procedure: Please refer to the following:

Student Success Center (<https://success.missouri.edu>)

MU Learning Center (<https://learningcenter.missouri.edu>)

MU Counseling Center (<https://counseling.missouri.edu>)

Student Health Service (<https://studenthealth.missouri.edu>)

Financial Aid Office (<https://financialaid.missouri.edu>)

HES Student Services (<https://hesstudentservices.missouri.edu>)

NEP Academic Advising ([conradt@missouri.edu](mailto:conradt@missouri.edu))

Disability Services (<https://disabilitycenter.missouri.edu>)

Mbook (<https://studentlife.missouri.edu/resources/mbook/>)

Relationship and Sexual Violence and Prevention (<https://rsvp.missouri.edu>)

Wellness Resource Center (<https://wellness.missouri.edu>)

Additional resources available through the MU homepage (<https://missouri.edu>)

#### 4.12. Disciplinary Procedures

Policy: Students failing to comply with program, department, college and University are subject to disciplinary action. Disciplinary action is based on type of violation.

Procedure: In general, the process of disciplinary action related to academics or student conduct, including professionalism, will be addressed at the program level as follows:

1. Program faculty will review unsatisfactory performance of students not meeting academic or student conduct, including professionalism, measures.
2. Didactic and supervised practice performance will be monitored by the course instructor.
3. A meeting with the student, course instructor and program director will occur if necessary. Other personnel, such as the department chairs, may also be included. When disciplinary action is required, these individuals will determine the best course of action relevant to the situation.
4. The student will receive a letter from the program director outlining the decisions of this meeting.

Guidelines governing academic performance include

1. CP Handbook



2. CP Program Information list
3. NEP Department (<http://nep.missouri.edu/>)
4. HES Student Services (<http://hes.missouri.edu/>)
5. Office of Graduate Studies (<http://research.missouri.edu/>)
6. Collective Rules and Regulations ([https://www.umsystem.edu/ums/rules/collected\\_rules](https://www.umsystem.edu/ums/rules/collected_rules))  
CRR 200.010 and CRR 200.020

Guidelines governing student conduct, including professionalism, include:

1. CP Handbook
2. CP Program Information list
3. NEP Department (<http://nep.missouri.edu/>)
4. HES Student Services (<http://hes.missouri.edu/>)
5. Office of Graduate Studies (<http://research.missouri.edu/>)
6. Collective Rules and Regulations ([https://www.umsystem.edu/ums/rules/collected\\_rules](https://www.umsystem.edu/ums/rules/collected_rules))  
CRR 200.010 and CRR 200.020
7. Code of Ethics (<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>)

Disciplinary action may include a placing a student on probation:

**Graduate:** Probation

In addition to dismissal for failure to meet the usual examination and grade requirements, departments and graduate-degree-granting area programs have the right to place on probation- and, after at least 30 days of program, to dismiss from the program-any graduate student who is deemed to be making insufficient academic progress or whose work is not of the quality required. The faculty advisor or academic program chair must inform the Office of Graduate Studies as soon as the student has been notified and the probationary program has begun.

The dismissal may occur at any time during a student's work toward a graduate degree.

Failure to meet the usual examination and grade requirements entitles department/programs to place the graduate student on probation for a duration of time. Probation must last a minimum of 30 days.

**Undergraduate:** Probation

To remain in good standing, a student must maintain a minimum 3.0 semester GPA and a cumulative 3.0 semester GPA. One semester-student has semester GPA below 3.0 or cumulative GPA below 3.0—student is placed on probation. Two consecutive semesters-student has GPA below 3.0 or cumulative GPA below 3.0, the student is subject to program dismissal.

Probation must last a minimum of 30 days.

NOTE: If a student receives an incomplete as a course grade, it is not an automatic mandate for disciplinary action.

Policy: Students are expected to conduct themselves with integrity in the academic and professional setting. Students are expected to meet academic and professional standards.

Procedure: Guidelines for governing disciplinary action include:

Academic Integrity (<https://academicintegrity.missouri.edu>)

Academic Standing (<https://hesstudentservices.missouri.edu>)

Student Conduct (<https://conduct.missouri.edu>)

Code of Ethics for profession (<https://www.eatrightpro.org/resources/career/code-of-ethics>)

Course syllabi and additional SPE information

See Program Continuation and Remediation policies for the CP

Guidelines for the intervention include:

1. The program faculty will review performance of students not meeting above-noted criteria.
2. Didactic and supervised practice performance will be monitored by the course instructor.
3. A meeting with student, course instructor and Program Director will occur if necessary. When disciplinary action is required, the course instructor and program director will determine the best course of action relevant to the situation and University guidelines.
4. The student will receive written suggestions for improvement.

#### **4.13. Termination**

##### **Required Program Termination**

Policy: Students who fail to demonstrate satisfactory progress are subject to dismissal.

Procedure:

In general, the process for termination related to academics or student conduct, including professionalism, will be addressed at the program-level as follows:

1. Program faculty will review information.
2. A meeting with the student, course instructor, program director and department chair will occur.
3. Dismissal requires a majority vote by program faculty.
4. Student will receive written letter from program director indicating termination.
5. The student has the right to appeal the decision.

Undergraduate: Termination letters must inform the student of the right to appeal, first, to the department/program, and second, to the College of HES Academic Status and Appeals Committee. A copy of a termination letter must be sent to the college dean at the same time it is sent to the student.

Students have the right to appeal dismissal from their degree programs. As long as a student is in an appeal process, the student should maintain enrollment and continue working on degree program requirements. A student's first appeal of dismissal must be made to the department/program. If the student does not appeal, the College of HES will send the student an official notice of dismissal from the program.

**Graduate:** Any graduate student who is deemed to be making insufficient academic progress or whose work is not of adequate quality as determined by the department/program may be dismissed. The Faculty advisor or academic program chair must inform the Office of Graduate Students as soon as the student is notified and the probationary period begins. Probation and dismissal may occur at any time during a student's work toward a graduate degree.

Termination letters must inform the student of the right to appeal, first, to the department/program, and second, to the Graduate Faculty Senate. A copy of a termination letter must be sent to the graduate dean at the same time it is sent to the student.

Students have the right to appeal dismissal from their degree programs. As long as a student is in an appeal process, the student should maintain enrollment and continue working on degree program requirements. A student's first appeal of dismissal must be made to the department/program. If the student does not appeal, the Office of Graduate Studies will send the student an official notice of dismissal from the program.

Students should notify their Program Director in writing that they are appealing the dismissal. A copy of the appeal letter addressed to the Program Director should be sent to the graduate dean. Departments and programs organize their own appeals processes. If the department/program does not reverse its decision, the Program Director will notify the Office of Graduate Studies and the student has gone through the probationary period and the appeal process and has been dismissed.

### **Voluntary Program Termination**

**Policy:** A student who voluntarily withdraws from the program for any reason must notify the Program Director of his/her decision.

**Procedure:**

1. The student notifies the Program Director of his/her decision to leave the program.
2. The student meets with the Program Director in person whenever possible.
3. The student must submit a letter of resignation to the Program Director within one week of withdrawal from the program.
4. Refer to University policies regarding refund of tuition and fees.
5. Failure to follow this procedure can lead to automatic denial for request of reinstatement.
6. Possible reinstatement is only good for 3 years following request for voluntary termination.

### **4.14. Filing and Handling Complaints (Grievances) from Students and Preceptors**

**Policy:** Students and preceptors who feel they have been adversely affected by the actions of others have the option to file a complaint. Neither students nor preceptors are reprimanded for initiating a complaint.

**Procedure:** If you feel actions have adversely affected your status in the program, you should:

1. Contact the course instructor within five working days of the problem.
2. Provide written account of the problem to the course instructor within five working days of the occurrence.
3. After contacting the course instructor and still dissatisfied, the student/preceptor may contact the Program Director. If not comfortable contacting course instructor, the student/preceptor can initially contact the Program Director.
4. The Program Director will review the matter. The Program Director, however, is not allowed to substitute her/his judgment for that of the course instructor or preceptor in regard to the quality of the student work. Professionalism is considered part of quality of student work.
5. If still dissatisfied, student/preceptor may contact the Chair of the Department of Nutrition and Exercise Physiology.
6. If after #5 above still dissatisfied: for undergraduate component of CP, the student/preceptor may contact the Dean's office in the College of Human Environmental Sciences. For graduate component of CP, Contact the office of the Dean of the Office of Graduate Studies.
7. Notes: If the course instructor is also the Program Director, the student/preceptor may opt to have the Chair of the Department of Nutrition and Exercise Physiology handle concerns including grades. For undergraduate years, if the course instructor is also the Department Chair, the Dean of the College of Human Environmental Sciences will handle concerns including grades. For the graduate year, if the course instructor is also the Department Chair, the Dean of the Office of the Graduate School will handle concerns including grades.
8. Notes: No person may substitute personal judgment for that of the course instructor or preceptor in regard to the quality of your work. Professionalism is considered part of quality of work. However, mathematical errors made in scoring your work may be corrected.
9. The program maintains a record of student complaints for maximum of seven years, including resolutions of complaints.

#### **4.15. Submission of Written Complaints to ACEND**

Policy: The program has a process for submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all other options with the program and institution have been exhausted.

Procedure:

1. The student/preceptor may refer unsolved complaints to:

Accreditation Council for Education in Nutrition and Dietetics  
 Academy of Nutrition and Dietetics  
 120 South Riverside Plaza, Suite 2000  
 Chicago, IL 60606-6995  
 Phone: 1-800-877-1600, ext. 5400  
 Email: [ACEND@eatright.org](mailto:ACEND@eatright.org)  
 Web: <https://www.eatrightpro.org/acend>

2. The ACEND Procedure for Complaints against Accredited Programs is located at:

<https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs>

#### **4.16. Withdrawal and Refund of Tuition and Fees**

Policy: The University has guidelines pertaining to refunds.

Procedure: Please refer to the University's dates and deadlines (<https://registrar.missouri.edu>)

#### **4.17. Reinstatement**

Policy: A student who has left the program for any reason must apply for reinstatement.

Procedure:

1. A student who drops out of the CP must reapply for admission to the program. Criteria for reacceptance will be the same as for new applicants.
2. Reinstatement will be granted by faculty approval. Approval will be based upon circumstance for departure, number of students currently active in the program and flexibility for supervised practice assignments.
3. A returning student may be asked to refresh skills or demonstrate competence at the level to which they are re-entering. Generally, the program courses not taken within the last five years or that have not met the most recent Core Knowledge and Competencies must be retaken.

#### **4.18. Verification Statements**

Policy: Upon successful completion of all program requirements, the student will receive a verification statement. The verification statement from the CP indicates successful completion of all didactic and supervised practice program requirements.

Procedure:

1. Each student will be mailed five copies of the verification statement with original signatures.
2. The CP will retain a copy of the verification statement with an original signature.
3. The CP will provide a copy of the verification statement for your RD Exam eligibility documents (see below).

#### **4.19. Documents for Eligibility to Take the RD Exam**

Policy: The program will submit required documents by the Commission on Dietetic Registration (CDR) to begin the eligibility process for the graduate to take the RD Exam.

Procedure:

1. Students will request and pay for an official transcript to be submitted to the program. The transcript must show the degree name and date obtained.
2. Financially: An official transcript cannot be obtained with an outstanding balance due to the University.
3. The Program Director will provide all required documents to CDR.
4. If the Program Director is not available, an assigned department member will provide required documents to CDR.

#### **4.20. Required Documents for Program Participation**

Policy: Students will be asked to complete, update and submit documents, primarily for supervised practice, at multiple times while in the program. Specific instructions will be

provided to students after student is accepted to the program and also while in the program.

Procedure:

See policy "Required Records" in this handbook.

1. Criminal background checks typically include the following: FBI fingerprint national background check, Family Care Safety Registry for Missouri (<https://dhss.mo.gov/fcsr>), Office of Inspector General (OIG), Excluded Parties List System (EPL), Employee Disqualification List (EDL)
2. Health Records typically include the following: MMR, Hepatitis A vaccine, Hepatitis B, Varicella titer or vaccine, TB test, Td or Tdap, flu shot.
3. Drug Screen: panel 14
4. CPR training-recommended
5. Student Health maintains health records and documentation.
6. Payment for these requirements is the responsibility of the student.
7. Above requirements may change at any time during the program. Depending on the site, additional requirements and documentation may be necessary.

#### **4.21. Health Insurance Portability and Accountability (HIPAA) Training**

Policy: HIPAA training will be provided yearly to CP students.

Procedure: Students will receive HIPAA training in their courses in the CP.

#### **4.22. Injury or Illness while in Facility for Supervised Practice**

Policy: Students sustaining an illness or injury while in a facility for supervised practice will seek medical attention as appropriate or if appropriate for the situation. A student's health is of primary importance. Intervention for illness or injury incurred while in a supervised practice facility should reflect the best interest of the student. If needed, time missed from a given supervised practice experience can be made up after the student is well.

Procedure:

1. Students are to seek medical attention as appropriate for the situation. If able, the student should contact their preceptor immediately. The preceptor and student will determine the appropriate next steps.
2. Each student will take a completed "emergency contact" form to their supervised practice site and alert their preceptor of this form.
3. The course instructor will be notified of the situation by the student or preceptor.
4. The course instructor will determine if make-up work is needed.

#### **4.23. Professional Liability Insurance**

Policy: This is provided through the University.

#### **4.24. Travel Liability**

Policy: The student is liable for his/her own safety in traveling to and from supervised practice sites. The student (not the CP) is responsible for transporting himself/herself to and from supervised practice.

Procedure:

1. The student is responsible for maintaining proper insurance on their vehicle. Missouri requires drivers to maintain motor vehicle liability insurance coverage (<https://dor.mo.gov>).
2. If driving to practice sites, the student must have a valid driver's license.
3. The student is responsible for making sure their vehicle of choice (car, bike, etc.) is in

- proper working order and can safely transport them to their sites in a timely manner.
4. The student is responsible for paying her/his own gas, car repairs and vehicle maintenance.
  5. In the event that a student's mode of transportation is currently inoperable (i.e. car need repair, etc.), the student should alert the course instructor. The student should make sure the repairs are made in a timely manner, so that completion of supervised practice is not delayed.

#### **4.25. Dress and Grooming**

Policy: Students are expected to be professionally dressed and groomed for all supervised practice experiences.

Procedure:

The specific dress requirements vary by site. Your instructor will provide information about dress standards for each institution. Failure to comply with dress or grooming requirements may result in your removal from all supervised practice sites.

#### **4.26. Handling of Supervised Practice Experience Records**

Policy: The Program Director and CP staff will review results of student criminal background checks, drug screen and health records, as successful completion of these documents are necessary to be placed in supervised practice.

Procedure:

1. See Mbook. (<https://studentlife.missouri.edu/resources/mbook>)
2. Students will obtain summary report of health records and drug screen from Student Health.
3. Students will make available criminal background checks (see previous Policies in this document) to CP staff.
4. Student will meet individually with Program Director and CP staff to review all records.
5. The CP will provide a summary of results of all students to SPE sites. Some sites will request the information directly from the student.
6. The student will complete the compliance verification form and submit this to the Program Director.
7. Facilities may request documentation of other requirements as a prerequisite for supervised practice in that facility.

#### **4.27. Access to Student Files**

Policy: Student Records 180.020 in the Collected Rules and Regulations for the University of Missouri outlines access to student records.

Procedure:

1. The Collected Rules and Regulations can be accessed at <https://umsystem.edu>
2. For further information, please contact the Registrar's Office at <https://registrar.missouri.edu>

#### **4.28. Programs using distance instruction and/or online testing must employ strategies to verify the identity of a student.**

Policy: For instances when distance learning and/or online testing is used, the program will strive to verify student identity.

Procedure:

1. The student will use their unique MU pawprint to log into the learning management system.
2. Exams and quizzes may be proctored by faculty or staff and this requires a valid ID.
3. The instructor may utilize proctoring services, such as Examity, which requires a valid ID.

#### **4.29. Leaves of Absence**

**Policy:** The program may grant a student leave of absence (LOA) for an extenuating circumstance. An extenuating circumstance includes but is not limited to the following: medical issue pertaining to self or family, personal issue. A leave of absence is defined as five or more consecutive business days. A vacation does not qualify as a reason for a LOA.

#### **Procedure:**

- 1) The student submits a written request for the LOA to the program director. For unforeseen circumstances when prior notification is not possible, the situation will be handled on a case-by-case basis.
- 2) The CP faculty discuss the request.
- 3) The program director notifies the student within three business days whether the request is granted or not.
- 4) If a student request results in receiving an incomplete for the course, the course instructor will adhere to University guidelines for that course.
- 5) Reinstatement following a LOA:
  - 5.1 This is dependent upon whether a course or SPE is offered that semester.
  - 5.2 This is dependent upon whether there is enrollment space available in a course or SPE (note the program is limited to 20 students/yr).

#### **4.30. Graduation and/or Program Completion**

**Policy:** Information pertaining to University requirements for graduation can be obtained at the following locations: HES Student Handbook ( <https://hes.missouri.edu>), Registrar's Office ( <https://registrar.missouri.edu>) and Office of Research and Graduate Studies ( <https://gradstudies.missouri.edu>).

#### **Procedure:**

1. All students who enter the CP are expected to complete the program in the normal three year time frame. At the start of the CP, no student is granted to do the CP in 4.5 years instead of three. If while in the CP an extenuating circumstance occurs (student has started the CP and for various reasons needs extra time to finish requirements), the student will be given extra time if approved by the Program Director and CP faculty. This is pending course availability and SPE site availability. Any additional requests for duration longer than three years will be evaluated on a case-by-case basis.
2. All requirements for the BS (Nutrition and Foods) must be successfully completed before advancing to the graduate program. These requirements must be completed no later than the end of summer session so that the undergraduate degree can be posted to your official transcript. Failure to do so will prevent you from matriculating to the graduate program and you will not finish the CP. You need to complete the graduate program in order to take the RD Exam. (see policy: "Documents for Eligibility to Take the RD Exam.")
3. All courses must be completed by the end of the semester in which you plan to graduate (i.e. May). This includes online classes that have non-standard completion times.



#### 4.31. Notice of Non-Discrimination

Policy: This policy is found at <https://mbook.missouri.edu> ADA considerations will be reviewed individually and only when they influence the capacity to function as a dietitian.

For information, go to <https://ada.missouri.edu> or call MU's Office of Accessibility and ADA Education at (573) 884-7278.

#### 4.32. Social Media Policy

Policy: Students in the Coordinated Program will conduct themselves professionally when using social media. Social Media is virtual communication and includes, but is not limited to, Facebook, LinkedIn, Twitter, blogging, etc. While technology can contribute to the learning process and play a vital role in your future dietetics career, it is important that you pay close attention to what and how you disseminate information.

Procedure:

1. Please refer to the following Mizzou website: (<https://identity.missouri.edu/social-media/official/index.php>)
2. Additional items to consider are as follows:
  - Do not discuss patient or client interaction. This is unprofessional and a HIPAA violation.
  - Do not friend patients or their parents.
  - Do not friend faculty and staff while you are a student.
  - Keep language professional. Avoid foul language or language that is too casual.
  - Respect privacy. Do not use social media to discuss students, preceptors, facilities or faculty. Avoid gossip and complaining. You will have plenty of opportunity to provide feedback and evaluation throughout the program.
  - Do not use social media to communicate with preceptors or faculty. Use University email. Do not use personal email.
  - When communicating with preceptors via email, limit confidential information, as there is always a concern about hacking.
  - When posting photos of yourself, make sure they portray you in a professional manner. Avoid posting photos displaying use of alcohol, drugs or provocative situations.
  - Do not post photos of patients unless you have a signed release allowing permission (i.e. health fair).
  - Remember: stop and take a minute to re-read what you've written before you post.

#### 4.33. Policies per Office of Research and Graduate Studies

Additional policies that pertain to your graduate work are available at

<https://gradstudies.missouri.edu>

It is your responsibility to review these policies.

#### 4.34. Policies per NEP Graduate Student Handbook, Aug 2018

Note: These policies pertain to both your undergraduate and graduate study in the CP.

##### Keys/Swipe Cards

Access to MUPAW and MUNCH requires approval of your advisor. Be sure to swipe in and out of all areas.

##### Academic honesty and professional integrity

Per CRR 200.010 *Student Conduct*, academic dishonesty, including but not limited to cheating, plagiarism, or sabotage, is subject to sanction. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer (Paul Litton, Director of the Office of Academic Integrity).

1. The term **cheating** includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
2. The term **plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
3. The term **sabotage** includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

For more information, please refer to the Office of Academic Integrity website (<https://oai.missouri.edu/>).

### Reporting Dishonesty

According to the [MU Faculty Handbook](#), faculty are required to report to their academic program chair and the Provost's Office (i.e., Office of Academic Integrity) all acts of academic dishonesty committed by graduate and undergraduate students. In all such cases, the faculty member should discuss the matter with the student and then make an academic judgment about the student's grade on the work affected by the dishonesty and, where appropriate, the grade for the affected course. The decision as to whether disciplinary proceedings are instituted is made by the Provost. Because of the importance of honesty to academic and professional life, acts of dishonesty by graduate students may result in suspension or dismissal from the University.

#### 4.35. Start Date Graduate Year

Policy: Students must return to campus approximately 2-3 business days prior to the start of The fall semester, in order to attend graduate orientation meetings and trainings.

#### 4.36 Policy Exceptions

Policy: Students desiring to be granted exception from any stated policy should sent a written petition to the Program Director. All petitions must be submitted prior to the beginning of the semester for which the decision is required. The Coordinated Program faculty will act on each petition on the basis of evidence presented.

## 5. **Required Training**

- University training modules (i.e. Not Anymore, Alcohol Education, etc.)
- Academic integrity (<https://niu.edu>)
- Food Handler's Safety course and obtaining Food Handler's card
- HIPAA
- Universal Precautions and Infection Control
- ServSafe (mandatory depending on year in the CP)
- Others as required by Program, Director, Department Chair or University

## 6. **Program Requirements (occur throughout CP, not just in a specific semester)**

Policy: The following requirements are achieved across the duration the student is in the CP. While documentation of completion may be assigned to a specific course, requirements are completed throughout the time the student is in the CP. These requirements must be successfully met, in order for the student to complete the CP. A list of requirements is provided during the student's first semester in the CP.

Requirements:

### 6.1 **Personal Portfolio**

(CRDN 2.13). Final documentation compiled in NEP 7390.

### 6.2 **Teaching and Counseling Requirements**

All activities must be observed by a professional and evaluation form completed by a person knowledgeable in the content area. Typically, this is an RDN or in management, the manager or assistant manager.

Final documentation compiled in NEP 8975.

Teaching Target Audiences: healthy adults/elderly (2), healthy children (2), healthcare providers (1), foodservice personnel (2), group with a disease state (2).

Counseling Target Audiences: diabetic, weight loss secondary to obesity (non-diabetic), heart disease, more complicated health conditions, more complicated health conditions-second patient, barriers to communication, significant other.

### 6.3 **Observation of a Diagnostic Procedure**

Final documentation compiled in NEP 8975.

Procedures include the following: nutrition support placement, GI scope, cardiovascular procedure, barium swallow, wound care.

### 6.4 **Attendance at Medical Grand Rounds**

Final documentation compiled in NEP 8975.

NT 6. Each student will attend at least three medical grand rounds. These are medical seminars, not patient rounds.

### 6.5 **Serve in Professional and Community Organizations**

CRDN 2.9. Final documentation compiled in NEP 7390.

## 7. **Resources**

### 7.1. **Code of Ethics for the Profession of Dietetics**

(<https://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-ethics>)

### 7.2 **ACEND's Procedure for Complaints against Accredited Programs**

(<https://www.eatrightacend.org/ACEND/content.aspx?id=6442485390>)

- 7.3 University of Missouri Academic Calendar (<https://registrar.missouri.edu>)
- 7.4 2017 Standards for Dietitian Education Programs (includes Core Knowledge and Competencies for the RD) (<https://eatright.org/acend>)
- 7.5 CP Program Information List ( <https://nep.missouri.edu>)
- 7.6 University of Missouri Collective Rules and Regulations ([https://www.umssystem.edu/ums/rules/collected\\_rules](https://www.umssystem.edu/ums/rules/collected_rules))