Master of Science
Coordinated Program in
Dietetics, Nutrition, and Exercise Physiology
(MS CPD)

Student Handbook

REVISED JULY 2017
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Program Accreditation Status

The Master’s in Science Coordinated Program in Dietetics, Nutrition and Exercise Physiology (MS CPD NEP) has been fully accredited from January 1, 2010 to December 31, 2020 by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics (AND).

ACEND is recognized by the United States Department of Education and the Council for Higher Education Accreditation.

ACEND Information:

120 South Riverside Plaza, Suite 2000, Chicago, IL 60606

(312) 899-4876

http://www.eatright.org/
MS Coordinated Program in Dietetics, Nutrition, and Exercise Physiology

Program Description
Washington State University (WSU) offers the MS CPD NEP degree on the Health Sciences campus in Spokane. This program is an interdisciplinary examination and evaluation of the multiple influences on individuals’ health, using benchmarks garnered from several perspectives, including but not limited to, biological, nutritional, social/psychological, environmental, and clinical. Graduates of the MS CPD are expected to function effectively as entry-level practitioners in clinical, foodservice, or community settings within the broad fields of exercise and nutritional sciences.

Mission Statement
The MS CPD’s mission is to prepare competent dietetic practitioners who promote optimum health and wellness for individuals and communities through the integration of nutrition and exercise physiology in a variety of dietetic career paths.

Program Goals and Measurable Outcomes

Program Goal One
The program will prepare graduates to be credentialed entry-level Registered Dietitian Nutritionists (RDNs).

Measurable Outcomes
(1) At least 80% of the students who have met the prerequisite requirements for the master’s program and have been admitted into the MS CPD will complete the degree in one academic year or within 150% of the time planned for completion. (Note: Beginning Fall 2018 the MS CPD students will complete the degree in two academic years or within 150% of the time planned for completion.)

(2) Eighty-percent of course evaluations completed by the MS CPD students will rate their courses and instructors at a level of satisfactory “3” or above.

(3) All preceptors who respond to the program evaluation survey at the end of the practicum will rate the preparation of each dietetic student’s knowledge and skills at a level of satisfactory “3” or above.

(4) At the conclusion of the practicum, 80% of the MS CPD students will rate their preceptors and supervised practice experiences at a level of satisfactory “3” or above.

(5) Over a five-year period, the pass-rate for program graduates taking the RDN registration examination will be at least 80% for first-time takers.
(6) At least 80% of the MS CPD graduates who respond to the survey administered one year post graduation will rate their graduate preparation at a level of satisfactory “3” or above for job marketability.

(7) Of those graduates seeking positions in dietetics, 70% or more of MS CPD graduates who sought employment in dietetics will be employed within six months of program completion.

(8) At least 80% of the employers who respond to the survey given to them by the MS CPD graduate at one year post-graduation will rate the preparation of the graduate at a level of satisfactory “3” or above.

Program Goal Two
The program will prepare MS CPD graduates to test for American College of Sports Medicine (ACSM) credentials, such as the Certified Clinical Exercise Physiologist (CEP).

Measurable Outcomes
(1) At least 80% of the MS CPD graduates who respond to the survey will rate their graduate preparation of the ACSM knowledge, skills, and abilities at a level of satisfactory “3” or above.

(2) At least 80% of MS CPD graduates will rate the exercise internship as “3” or above in obtaining employment.

(3) 80% of MS CPD alumni and clinical preceptors surveyed will rate “3” or above for those students who have the interdisciplinary knowledge, skills and abilities of nutrition and exercise science disciplines.

(4) At least 80% of all surveyed graduates from the MS CPD will rate having the interdisciplinary training in exercise and nutrition as advantageous “3” or above when working with patients/clients.

(5) Graduates who choose to test for ACSM credentialing will achieve a first-time pass rate of at least 70% over a three-year period.

Program Goal Three
The program will prepare graduates to demonstrate a commitment to contribute to the health of individuals and communities through active participation and/or leadership in community/public service.

Measurable Outcomes
(1) At least 50% of the graduates responding to the alumni survey will participate in one or more volunteer and/or work-related community/public service activities within five years of program completion.

(2) At least 10% of the graduates responding to the alumni survey will serve in leadership positions in at least one exercise/nutrition/dietetics-related organization within five years of program completion.
Commission on Dietetic Registration, RDN Credential
The MS CPD is designed to prepare graduates to be credentialed as a RDN through a nationally offered examination process established by the Commission on Dietetic Registration (CDR), which is part of AND. WSU is affiliated with AND, formerly known as the American Dietetic Association, the preeminent professional organization for nutrition professionals.

AND’s Mission: Leading the future of dietetics.

AND’s Vision: AND members are the most valued source of food and nutrition services.

*Students are required to become members of The Academy of Nutrition and Dietetics. This membership is necessary to complete course assignments throughout the MS CPD program.

Affiliated State Associations
Dietetic chapters in all fifty states, plus the District of Columbia, Puerto Rico and the American Overseas Dietetic Association, are affiliated with AND. Within these groups, there are approximately 230 district associations. WSU Alumni are connected across the globe through this vast professional network.

What is a Registered Dietitian Nutritionist (RDN)?
The RDN is a highly trained food and nutrition expert who meets stringent academic and professional requirements, including:

- Minimum education of a Bachelor’s degree with coursework approved by ACEND. Coursework typically includes food and nutrition sciences, foodservice management, business, economics, computer science, sociology, biochemistry, physiology, microbiology and chemistry. A graduate degree will become a requirement for the RDN credential beginning in 2024.
- Completion of an accredited, supervised, 1200-hour experiential practice program at a health-care facility, community agency or foodservice corporation.
- Passing of a national examination administered by the Commission on Dietetic Registration.
- Completion of 75 continuing professional educational (CPE) requirements every 5 years in order to maintain registration.
- Some RDNs hold additional certifications in specialized areas of Dietetic Practice Groups (DPGs). Examples include, but are not limited to, pediatric or renal nutrition, nutrition support, and diabetes education.

Employment Opportunities
RDNs work in areas such as:

*Hospitals, Health Maintenance Organizations (HMOs), or other health care facilities* educating patients about nutrition and administering medical nutrition therapy as part of the health care team. They may also manage
food service operations in these settings, as well as in schools, child care centers, and correctional facilities, overseeing everything from food purchasing and preparation to managing staff.

*Sports nutrition and corporate wellness programs* educating clients about the connection between food and fitness, health, and exercise performance.

*Food and nutrition-related businesses and industries* working in communications, consumer affairs, public relations, marketing, or product development.

*Private practice* working under contract with health care or food companies, or in their own businesses. RDNs may provide services to food service or restaurant managers, food vendors and distributors, athletes, nursing home residents, or company employees.

*Community and public health settings* teaching, monitoring, and advising the public, and helping to improve quality of life through healthy eating habits.

*Universities and medical centers* teaching physicians, nurses, dietetics students, and others the sophisticated science of food and nutrition.

*Research areas* in food and pharmaceutical companies, universities, and hospitals, directing or conducting experiments to answer critical nutrition questions, developing alternative foods or nutrition recommendations for the public.

**Exercise Internship Academic Requirement**

Students admitted into the MS CPD program without a background in Exercise Physiology will be required to complete exercise coursework in the undergraduate program and 400 hours in an exercise internship as part of the dietetic supervised practice hours. Additional exercise internship hours may be taken to prepare the student to test for the ACSM CEP certification.

In addition to the exercise internship the MS CPD student will need to take the Exercise Departmental Exam or ACSM certification (CEP) as part of the exercise emphasis component of the MS CPD.

The exercise departmental exam is offered three times per year during fall orientation week, fall finals week, and spring finals week. Details for the MS CPD Exercise Departmental Exam are located in the Nutrition and Exercise Physiology Department (CONT-ONLIN-ADV-NEPD-101-NC137591-LEC) course, within the "MS CPD NEP" folder. The student MUST email the academic coordinator at least 2 weeks prior to the exam administration date to “register” to take the exam. Drop-ins will not be allowed to take the exam.

If a student takes the national ACSM certification exam (CEP) in lieu of the MS CPD Exercise Departmental Exam, a copy of the student’s ACSM CEP exam results must be given to the CPD director to be kept on file for the accreditation requirements of the CPD program. (Note: ACSM pass rate for the ACSM certification exams (CEP) is 70% so the departmental exercise exam mirrors the metrics adopted by ACSM).

More specific details about the Exercise Internship can be found in the Exercise Internship.
Requirements of the Student and MS CPD Program Details

Admission Process and Requirements
In order to qualify for admission into the MS CPD, the student must have:

A Bachelor of Science degree that satisfies one of the following prerequisite options:

- BS NEP from WSU
- BS Exercise Science (or closely related degree) from another university
- BS Human Nutrition (or closely related degree) from another university

The following prerequisite undergraduate college courses (in addition to one of the aforementioned BS degrees): General Chemistry I & II, Organic Chemistry I, Introductory Biology I & II, Microbiology, Biochemistry, Human Anatomy, Human Physiology, Human Nutrition for Health Professionals, Exercise Physiology, Strength Training & Conditioning, Psychology, Ethics, Statistics, and Public Speaking

A minimum cumulative GPA of 3.0 in undergraduate coursework

A minimum GPA of 3.0 in each of these courses: organic chemistry, math, and microbiology

Submitted a complete application to the Graduate School by the given deadline. The Graduate School admission cycle begins in July. The MS CPD only admits for fall enrollment. The application must include:

- Three Letters of Recommendation, two from faculty familiar with the student’s academic achievement, and one from an employer
- A resume with documentation of volunteer and work experience
- A recommended minimum of 100 hours in a clinical-like setting
- A recommended minimum of 100 hours in a community setting
- A recommended minimum of 150 hours in a foodservice setting
- GRE Score: (Note score criteria for WSU MS CPD: Combined Score > 300; GRE Analytical Writing > 3.5)

Transcripts

Documentation of at least 400 exercise internship hours, or demonstrated proficiency of exercise knowledge with an ACSM CEP or EP-C certification or completion of the MS CPD Exercise Departmental Exam.

A mandatory interview with the MS CPD Faculty in March.

A willingness to relocate to complete the supervised practice experience based on professional fit and availability of dietetic and/or exercise preceptors.

These criteria (purpose statement, resume, GPA, letters of recommendation, interview, GPA from organic chemistry, math and microbiology, GRE scores) are weighted and scored by the MS CPD Admissions Committee to determine admission offers for up to 30 candidates, as allowed by accreditation.
Throughout the students’ graduate studies, it is their responsibility to familiarize themselves with, and follow, the Graduate School policies and procedures.

The most frequently used links by CPD students are:

Policies and Procedures: [http://gradschool.wsu.edu/policies-procedures/](http://gradschool.wsu.edu/policies-procedures/)

Graduate School Catalog: [http://gradschool.wsu.edu/graduate-school-catalog-2/](http://gradschool.wsu.edu/graduate-school-catalog-2/)

Important Forms: [http://gradschool.wsu.edu/facultystaff-resources/18-2/](http://gradschool.wsu.edu/facultystaff-resources/18-2/)

**Prior to Enrolling for Classes**

Once applicants are matriculated as students, they will be required to complete the onboarding and advising requirements before beginning classes. These requirements include:

**Preliminary Academic Advising with Program Director/Advisor will occur mid-May.**

**New MS CPD Students:** Attend New Student Orientation in August before classes commence

**Continuing MS CPD Students:** Attend an abbreviated Student Orientation in August before classes commence

**Complete and Submit Required Onboarding Documentation by Student Orientation** (unless otherwise noted by the Placement Coordinator)

**Graduate Student Information**

Graduate admission requirements and important program information are found on the Graduate School website: [https://gradschool.wsu.edu/](https://gradschool.wsu.edu/)

**Life Cycle of a Student**

Students admitted to the MS CPD Program will be advised by the Program Director and MS CPD faculty. Generally, student’s academic backgrounds hail from three subgroups:

**Graduates of the BS NEP at WSU:** This degree serves as the prerequisite to the MS CPD.

Students with bachelor’s degrees in nutrition or exercise science from other than WSU may be required to take foundational nutrition courses or exercise physiology courses from the undergraduate BS NEP courses to be prepared for the foundational knowledge areas required for the MS CPD.

Note: Students with bachelor’s degrees wholly outside of health sciences should contact the BS NEP Academic Coordinator for more information on eligibility and recommendations for entry into the MS CPD program.

After admission, matriculation, and enrollment; life as a MS CPD student is divided into three arenas: didactic coursework, supervised practice and MS CPD exit exam preparation.
Student Orientation for New MS CPD Candidates

Graduate students **must attend** the orientation to receive current information related to their program of study. This is an on-ground new student orientation that occurs the week before fall semester classes begin. The orientation schedule and onboarding documentation requirements are provided to the student by the Academic Coordinator and Placement Coordinator during the summer prior to the student’s matriculation into the MS CPD program.

**Must Complete and Submit Required Onboarding Documentation by Student Orientation:**

Students who have not completed the required documentation by the first day of classes may not be allowed to participate in class experiential learning activities. This may result in a significant grade reduction (please see course syllabi) and possible failure of the course.

Students must collect and submit a copy of all documentation to the Placement Coordinator. Information regarding deadlines for each requirement will be provided to students over the course of the summer prior to
matriculation. Student are required to keep their own copy of all documentation because preceptors may request verification from them. The documents required are listed on Appendix A on the back of this handbook.

**Exercise Emphasis Paperwork**

All MS CPD students must give a copy of the ACSM CEP or EP-C Certificate or confirmation of a passing score on the MS CPD Exercise Departmental Exam to the CPD Program Director to keep on file, per ACEND guidelines and requirements.

**BS NEP Graduates:** must provide a copy of their ACSM CEP or EP-C certificate, or take the MS CPD Exercise Departmental Exam no later than the first semester after admission into the MS CPD.

**Non-BS NEP Graduates with a Background in Exercise Science:** must have the ACSM CEP or EP-C certificate, or take the MS CPD Exercise Departmental Exam no later than the first semester after admission into the CPD.

**Non-BS NEP Graduates with a Background in Nutrition:** must have the ACSM CEP or EP-C certificate, or take the MS CPD Exercise Departmental Exam after completion of the NEP 490 Exercise Internship course.

**Costs and Fee Estimates for Students, Undergraduate Course Fees (if applicable)**

All students attending classes on the Health Sciences campus are subject to the tuition and fees described in the WSU Spokane Course Catalog. Books, course materials, housing, and transportation vary depending on individual course requirements and personal needs. For current Tuition and Fees click here: https://spokane.wsu.edu/studentaffairs/financial-services/tuition-and-fees/

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<td>NEP 340 Foods with Application to Physical Activity</td>
<td>$35.00</td>
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<td>NEP 427 Nutritional Assessment and Lifestyle Counseling</td>
<td>$28.00</td>
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<tr>
<td>NEP 463 Advanced Exercise Physiology</td>
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<td>NEP 476 Exercise Testing and Prescription</td>
<td>$25.00</td>
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<tr>
<td>NEP 478 EKG, Medications, and Procedures</td>
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<tr>
<td>NEP 479 Nutrition and Exercise Practicum I</td>
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<tr>
<td>NEP 482 Nutrition and Exercise Practicum II</td>
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<tr>
<td>NEP 480 Cardiac and Pulmonary Rehabilitation</td>
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<tr>
<td>NEP 537 Advanced Medical Nutrition Therapy</td>
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### Additional Expenses:

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<td><strong>Housing Costs</strong> <em>(Estimated for modest studio apartment)</em></td>
<td>Approx. $650.00/mo.</td>
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<td>National Criminal Background Check</td>
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<td>WATCH Background Check</td>
<td>$12.00</td>
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<tr>
<td>Drug Test (may be required for internships)</td>
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<td><strong>Health and Wellness Services:</strong></td>
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<tr>
<td>Mandatory for students enrolled with at least 7 credits</td>
<td>$85.00</td>
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<td>see <a href="http://spokane.wsu.edu/students2/student-life/health-wellness.html">http://spokane.wsu.edu/students2/student-life/health-wellness.html</a> for details</td>
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<tr>
<td>Medical Insurance <em>(Insurance may be required for an internship site. Students may purchase the WSU Spokane Student Medical Insurance Plan.)</em></td>
<td>Variable</td>
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<tr>
<td>Physical Exam <em>(May be required by an Internship Site)</em></td>
<td>Variable</td>
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<tr>
<td>Automobile Insurance</td>
<td>Variable</td>
</tr>
<tr>
<td>Books <em>(This will depend on student's resources and individual needs)</em></td>
<td>Variable</td>
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<tr>
<td>Computer meeting specifications and daily access to the Internet</td>
<td>Variable</td>
</tr>
<tr>
<td>Flash/Thumb Drive <em>(Recommended)</em></td>
<td>Variable</td>
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<tr>
<td>Turning Technologies Response Card NXT Clickers</td>
<td>Approx. $32.00</td>
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<td>Costs Associated with Printing</td>
<td>Variable</td>
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<tr>
<td>Current Food Worker Card <em>(Washington State)</em></td>
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<tr>
<td>Professional Portfolio Materials</td>
<td>Variable</td>
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<tr>
<td>AND Student Membership <em>(Required)</em></td>
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<tr>
<td>Local AND <em>(GSDA)</em> Student Membership <em>(optional)</em></td>
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<tr>
<td>ACSM Student Membership <em>(optional)</em></td>
<td>$10.00</td>
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Computer Requirements
All students are now required to have a laptop computer for academic use. If you have one, or plan to buy a new one, make sure it meets university IT specifications.

Insurance Requirements

Professional Liability Insurance
NEP students are required by internship and supervised practice sites (WSU partners) to obtain professional liability insurance before they participate in any NEP experiential learning activities. Therefore, this insurance should be obtained and documentation provided to the Placement Coordinator by the end of the mandatory student orientation. Professional liability insurance must be maintained current through the entire MS CPD program, including the supervised practice rotations and/or exercise internship. Proof of the liability insurance is submitted to the Placement Coordinator (See Appendix A). This type of insurance is designed to protect against harm or injury that you may cause others. Most experiential learning sites require students to have professional liability insurance and will not allow students to be on site without it. Students can obtain professional liability insurance through a private insurance agency, a professional organization, such as ACSM, or for a nominal fee through the WSU Spokane Student Affairs office. To purchase the insurance from WSU Spokane Student Affairs, students can visit the Student Services Office Cashier in the Spokane Academic Center (SAC130) and pay with cash, check, or credit card. Insurance purchased through WSU Spokane Student Affairs is good for only one year, so it will need to be purchased more than once (See Appendix B). If a student obtains the insurance from any other source, the insurance must meet or exceed the minimum standards set by the insurance available through Student Affairs.

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<td>ECG Calipers</td>
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<tr>
<td>Lab Coat (1)</td>
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<tr>
<td>Pen Light</td>
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<tr>
<th>Possible Charges from Practicum and/or Internship Sites:</th>
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<tbody>
<tr>
<td>Drug Testing (often random)</td>
<td>Variable</td>
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<tr>
<td>Site-Specific Criminal Background Check</td>
<td>Variable</td>
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<tr>
<td>Relocation and Living Expenses Associated with NEP Internship</td>
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</table>
Health and Wellness Services Fee
A student who is enrolled for 7 credits or more per semester is required by WSU to pay a mandatory health and wellness fee that entitles the student to basic local medical and health care services. (See WSU Spokane Student Health Services website URL https://spokane.wsu.edu/studentaffairs/health-and-wellness/ for more information.)

Medical Insurance
It is highly recommended that each MS CPD NEP student maintain health insurance. Exercise practicum, exercise internship sites, and dietetic supervised practice rotations typically require health insurance for participation. A student is eligible to purchase a student health insurance plan through Washington State University Spokane if enrolled in 7 or more credit hours a semester.

Automobile Insurance
Automobile insurance is the responsibility of the individual. Automobile liability insurance is required in the state of Washington.

Grades

Incompletes
An Incomplete may be issued under the following circumstances:

The student fails to complete all assigned make-up requirements.

The student fails to meet the competency requirements during the supervised practice rotation determined by the preceptor, instructor of record and MS CPD director

The student is unable to meet rotation requirements as a result of an extended excused absence approved only by the MS CPD Director, Chair of NEP, or Dean for College of Medicine. This may include personal illness or injury, family crisis, as well as any other circumstance that warrants an extended excused absence.

Failing Grades
A failing grade may be issued under the following circumstances:

The student fails to make up an incomplete grade

The student does not achieve a grade “B-” (80%) or higher on the final assessment in all learning objectives that apply to each specific rotation experience.

The student does not achieve an 80% or higher on the final MS CPD exit exam.
Patient or preceptor safety is compromised.

Breach of professional standards.

The student does not meet the criteria for a higher grade as determined by an instructor in conformity with a particular course’s syllabus.

Patient safety is compromised by the actions of a dietetic student.

Breach of professional standards.

**MS CPD Supervised Practice Rotation Requirements (minimum of 1200 hours):**

- Minimum of 160 hours in a food service management rotation
- Minimum of 440 hours in a clinical rotation
- Minimum of 200 hours in a community rotation (WIC 80 hours; Senior Nutrition 40 hours; Free Choice 80 hours)
- Minimum of 400 hours in an exercise internship (ACSM CEP Certificate or Departmental Exercise Exam is required). **Note:** Other certifications do not count towards the ACSM CEP requirement.

**Note:** Additional hours may be required to demonstrate competency in meeting ACEND and CDR guidelines as determined by the preceptor, instructor and MS CPD director

The Placement Coordinator and the MS CPD Faculty will work with the student to ensure a quality experience during supervised practice rotation(s). To ensure timely placement, submit all required onboarding documents mentioned under “Documentation Checklist”, as well any other site-specific items to the Placement Coordinator by the specified deadlines.

**Relocation for MS CPD Supervised Practice Rotations**

Students are often required to relocate to a different city or state in order to complete the required NEP 490 exercise internship and/or the MS CPD supervised practice rotations due to a lack of sufficient or appropriate sites or preceptors available in Spokane and the surrounding area to place everyone locally. If relocation is required, the student is responsible for the costs of relocating and living expenses during the supervised practice/exercise internship unless the site provides housing and/or a stipend. See the NEP 490 Exercise Internship Manual for more details regarding the exercise internship requirements: [https://spokane.wsu.edu/nep/wp-content/uploads/sites/871/2015/10/Exercise-Internship-Manual_final.1416.pdf](https://spokane.wsu.edu/nep/wp-content/uploads/sites/871/2015/10/Exercise-Internship-Manual_final.1416.pdf).
To complete the **dietetics supervised practice placement requirements**, the student must obtain a minimum of 1200 hours of supervised practice experiential training. Students cannot be guaranteed a choice of location for site placement. The student must be prepared to relocate from the Spokane area. Sites for training are either in the Spokane area, the Tacoma-Seattle Metro area, Eastern Washington, or other areas as more training sites are offered to precept students. The student must be prepared to re-locate from the Spokane area in order to meet specific MS CPD supervised practice requirements.

**Student Responsibilities in Rotations**
The student’s primary responsibility during each dietetics rotation and the exercise internship is **the care of the clients/patients**. The student must remember that the client’s/patient’s welfare has precedence over personal educational objectives.

**Attendance**
During the MS CPD supervised practice rotations, the student is required to complete a minimum of 160 hours of foodservice management supervised practice training, a minimum of 440 hours of clinical supervised practice training and a minimum of 200 hours of community supervised practice training (80 hours WIC, 40 hours Senior Community Nutrition, and 80 hours of student free choice) and a minimum of 400 hours of exercise internship.
The student must actively participate in all dietetic practice activities during the experience and seek guidance from his/her primary preceptor, other dietetic staff, healthcare professional and the CPD faculty to successfully achieve the assigned objectives.

ACEND requires students to spend a minimum number of 1200 hours total training. Each dietetic rotation has certain competency requirements that must be met by the student. However, if the student completes the learning objectives in fewer hours than the minimum, they are expected to consult with their rotation supervisor, course instructor and/or the MS CPD Director about enrichment experiences in that rotation. If the student takes longer to attain the required competencies, as evaluated by the preceptors, course instructor and/or MS CPD Director, they may have their supervised practice rotation extended until their performance is satisfactory. A longer rotation may require the payment of additional tuition.

**Academic Calendar, Vacation, Holiday, Working Hours, Absence Policies**
The student is expected to observe the same holidays as the worksite employees during his/her rotations. For example, if the staff works the Friday after Thanksgiving Day or on Christmas Eve, the student may be required to be present as well. The assigned supervised practice dates may include days or weeks when WSU is not in session, specifically Memorial Day, Martin Luther King Jr. holiday, Presidents’ Day, Labor Day, Thanksgiving week, the first week of January, spring break week and the first two weeks of August.

The student is expected to observe the same regulations regarding working hours as employees of the institution/agency where s/he is assigned. The student is required to be at the assigned supervised practice site during the same hours as the supervising dietitian. Sometimes students may need to work longer than expected.
due to the assigned workload to meet the expectations of their preceptor and/or achieve the ACEND competencies as outlined in course syllabi.

Attendance at Professional Meetings
The student is required to attend at least one professional meeting during his or her time in the MS CPD program, such as the annual meeting of the Academy of Nutrition and Dietetics, meetings of the Washington State Academy of Nutrition and Dietetics, or local district dietetics meetings. This requirement meets one of the competencies set forth through ACEND and allows the student to meet one of the requirements of his or her professional portfolio.

Absence from Classes or Facility Rotations
The student is responsible for notifying preceptors, course instructors and facility personnel as early as possible in the semester if absence from classes or facility rotations is anticipated. Provisions must be made to the satisfaction of the faculty and/or supervised practice staff for coverage of coursework or duties during your absence. If the student is academically “at risk”, s/he will need to discuss with the student’s instructor whether absence from classes or facilities is in the student’s best interest. The student will need to make up any supervised practice hours missed in order for the student to meet the overall required 1200 practice hours.

Injury or Illness While in the Facility for Supervised Practice
If necessary, the student will be taken at his or her own expense to the Emergency Room for treatment of an injury or emergent illness. If an illness occurs while the student is at the facility, s/he will be directed to go to the nearest health clinic at the student’s own expense.

Dietetic Student to Preceptor Communication
The student is required to contact the student’s assigned preceptor and any additional contacts pertaining to onboarding requirements (via E-mail or phone) no later than four weeks prior to the start of the scheduled rotation. Contact information is provided by the Placement Coordinator. This allows students time to first introduce themselves to their assigned preceptor and/or site contact to obtain any additional information in preparation for their upcoming rotation such as:

- Parking access
- Computer access
- Orientation information
- Reading assignments
- Dress Code
If students have difficulty communicating with their assigned preceptor, they should notify the Placement Coordinator no later than two weeks prior to the scheduled rotation so the problem can be resolved prior to the start of the rotation. Site, rotation and pre-rotation requirements have specific deadlines that must be met. Failure in meeting or communicating with the Placement Coordinator on assigned preceptor could potentially delay or cancel the scheduled rotation, both of which may impact a student’s graduation date.

**NEP 701: Master's Independent Capstone Project and/or Examination**

For the MS CPD program, students must include 3 credits of NEP 701 on their Program of Study Form. Students must register for 3 credits of NEP 701 the same semester they plan to take the non-thesis MS CPD exit exam. NOTE: Prerequisite 400-level courses are not added to students’ Program of Study.

**Graduate School Paperwork Requirements**

Locate at: [https://gradschool.wsu.edu](https://gradschool.wsu.edu)

Program of Study for Master's Degree- no later than 4 months preceding Final Exam

All 500 level courses are to be included on your Program of Study Form.

Submit Application for Degree to Graduate School- All students pay a $50 graduation processing fee (valid for one year only).

Submit Non-Thesis Final Examination Scheduling Form-no later than two full weeks (10 working days) prior to the exam. An earlier submission may be requested by the MS CPD Director or Academic Coordinator to ensure that the deadline is met.

Other Graduate School Forms must be submitted if changes occur to the student’s submitted and approved Program of Study.

*Examples of changes in the student’s program of study include:*

*Change of Committee Form*- change in committee members
**Add/Drop Course Form** - change in elective or adding course credits

If program changes are made, the Change of Program form must be completed, signed and submitted to the Graduate School (through the MS CPD NEP Academic Coordinator) before a student may submit an Application for Degree.

**Leave of Absence Form** - personal circumstance that you request a semester off from graduate school

The student’s completed forms must have signatures from the MS CPD Director and NEP Chair. All paperwork is submitted to the Graduate Coordinator/Faculty Advisor who will submit the original form to the Graduate School.

**MS CPD Exit Exam Committee**

The MS CPD exit exam committee members include the CPD Director (currently Janet Beary, who serves as the Committee Chair) and CPD faculty (currently April Davis and Shaekira Niehuser, who serve as Committee Members).

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### Program of Study for MS CPD

| Signed and submitted a semester in advance of comprehensive graduate exam | Exams occur March, June and October |

### Application for Degree to Graduate School

| Signed and submitted two months prior to completing term | You will receive individual notification from Grad School |

### Non-thesis Final Exam Scheduling Form

| Signed and submitted three weeks prior to exam | Exams occur March, June and October |

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**MS CPD Exit Exam**

All graduate students must take and pass the final written comprehensive examination with an **80%** or higher exam score to fulfill the requirements for the MS CPD graduate degree. Graduate school examination deadlines and requirements must be followed for this exam.
The MS CPD exit exam covers the coursework taken for graduate credit (i.e. NEP 520, NEP 537, NEP 540, NEP 542, NEP 573, NEP 501, and NEP 551). Keep in mind that foundational nutrition coursework in the NEP undergraduate program provides important concepts to help students understand and apply what they are being taught in the MS CPD graduate program.

For first-time test takers, the MS CPD Comprehensive exam will be scheduled on the second week of July, November or April or when faculty are available. Graduate School policy states that students are allowed no more than two attempts to pass their exam in order to obtain the MS CPD degree. If a student fail his or her MS CPD exit exam, s/he is required to wait three months before taking a second attempt. The student will also be required to register for 3 more credits of NEP 701.

Examinations are to be held in an academic environment on the Spokane campus. Final examinations shall be held during regular working hours within academic sessions. Exceptions to this policy regarding the examination environment and presence of faculty must be requested well in advance of the exam and will be made by the Dean of the Graduate School only under unusual circumstances.

**Tips to study for MS CPD Exit Exam**

Exam questions for the MS CPD Degree Final Comprehensive Exit Exam are written by the MS CPD Director and the MS CPD faculty members who teach in the program. Exam content covers community nutrition (NEP 573, NEP 501); clinical nutrition (NEP 537, NEP 540, NEP 542); foodservice management (NEP 551) and NEP 520 Research Methods. You may also find it helpful to purchase RDN review materials such as “Hess and Hunt”, “RD in a Flash” or “The Inman Review”.

**After the Exam**

The Program Director will collect the CDR paperwork noted below at the CPD exit exam. Please complete the paperwork in blue ink. CDR paperwork can be found in a CDR folder in the NEP 701 course on Blackboard.

Transcript Release form

Registered Dietitian/Nutritionist Eligibility form

Also, CDR requires a WSU official transcript that the program director must submit once the WSU Graduate School has certified the degree which occurs in August, December and May. After your degree has been certified by the graduate school, then the Program Director will submit electronically the CDR required paperwork.
WSU Policies and Procedures

Liability for Safety in Travel
Students must assume the responsibility for transportation to and from off-campus activities such as supervised practice rotations, practicum, internship, field trips, and travel to professional meetings. Students in the MS CPD degree will be assigned to off-campus facilities in almost all cases for experiential training. It is highly recommended that students have reliable transportation at that time. Washington State University Spokane will not be liable for student safety in travel to and from assigned off-campus activities.

WSU Non-Discrimination Policy
WSU’s Policy Prohibiting Discrimination and Sexual Harassment (Executive Policy 15) is described at: http://public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_Sexual_Harassment_and_Sexual_Misconduct.htm

Transfer Credits and Course Offerings
Students who desire to transfer credit for courses from other institutions must consult the MS CPD Program Director to facilitate the transfer process. Courses taken from other universities must meet the WSU and CPD transfer requirements.

Most courses in the MS CPD are only offered once a year. Therefore, planning your full academic program with the faculty advisor is vitally important. Students who elect to drop a course run the risk of lengthening the time required to achieve their academic degree.

Financial Aid/Scholarships
Students enrolled in the MS CPD are eligible to apply for internal scholarships, as well as for industry scholarships. State and federal financial aid programs are available to admitted students. Students may contact WSU Spokane Student Services for specific financial aid information or visit their website at: https://spokane.wsu.edu/studentaffairs/financial-services/financial-aid-2/

Academic Deficiency

Academic Integrity Violations
All academic integrity (cheating) violations will be handled in accordance with the academic integrity procedures in the WSU Code of Conduct, WAC 504-26-404 found at http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26-404.
Sexual Harassment
Detailed information regarding sexual harassment is available on the WSU website. If a student feels sexually harassed he/she may contact WSU Spokane Student Affairs to help facilitate the appropriate course of action or contact WSU’s Office for Equal Opportunity at https://oeo.wsu.edu/contact-us/.

Request for Reasonable Accommodations
Reasonable accommodations are available for a student with a documented disability. If a student has a disability and needs accommodations during any part of the [MS CPD] degree program, please contact Liz West, Assistant Director of Student Affairs, in Academic Center 130 (liz.west@wsu.edu, 509-358-7534).

Department Policies and Procedures

Expectations with Respect to Electronic Communications
Faculty and staff are almost exclusively using electronic means to disseminate information in order to communicate with you. This information may be important and/or time-sensitive. For all WSU correspondence, students are required to use their official WSU email address when corresponding with WSU faculty and staff. In addition, students should regularly check their WSU issued email account inbox and spam folder regularly in case email is inadvertently placed there.

Student’s responsibility includes the following:

Access to MyWSU to set-up a new email name and temporary password, as well as, instructions on how to obtain a WSU email account and how to check the student’s WSU email account via the Internet. Registering for classes is through MyWSU.

Check WSU student email account (at least once daily on Mondays through Fridays) even when using non-WSU email servers (e.g. Yahoo, Hotmail). Permanent forwarding of the student’s WSU email account to a non-WSU email server is not allowed.

Maintain a WSU email account. All email from faculty and staff to students will be sent directly to WSU email addresses (example: networkid@wsu.edu).

Response email communications by students to faculty and staff should bear a signature line at the end of the message giving the student’s full name and return WSU email address.

Access and use electronic communication through Blackboard as part of courses and rotations. The requirements are specified in the course syllabus. If these requirements pose a problem for the student, the
student must contact the instructor/coordinator to work out a solution. "System problems", however, are not the responsibility of the student.

Email communications from faculty and staff to students and vice versa should include a concise description of the content of the email in the subject line so that recipients can gauge the urgency and importance of the message. Faculty and staff are expected to provide communications to students in a timely manner that will allow students adequate notice and opportunity to read and/or respond.

_In short, the lack of access to electronic communication is not a valid excuse for failure to respond to a request, perform an assignment, or meet a deadline._

**Dietetic Student to NEP Program Communication**

You are required to maintain close communication (via phone or E-mail) with your instructors and the MS CPD Director regarding any issue/concern pertaining to the MS CPD program.

Examples include:

- Extended absence from site (e.g., illness, jury duty, military service)
- Conflict resolution
- Personal issues that will impact learning experience
- Student assessment (mid-term and final)
- Site specific documentation needed
- Course enrollment
- Letters of recommendation
- Graduation

**Confidentiality**

Students must follow all HIPAA regulations with regard to all patient/client information and all confidential information learned during their experiential learning activities and rotations, including health conditions, social information, medical records, fee systems, trade secrets and professional policies. Failure to do so may result in disciplinary action and dismissal from the MS CPD program.

**Student Standards of Conduct**

The WSU Standards of Conduct for Students (Student Conduct Code) is available on the Washington State Legislature administrative code website [http://app.leg.wa.gov/WAC/default.aspx?cite=504-26](http://app.leg.wa.gov/WAC/default.aspx?cite=504-26). Any violation of the Student Conduct Code is within the jurisdiction of the Office of Student Conduct. Additional information on policies and procedures relating to WSU students can be found at [http://www.conduct.wsu.edu](http://www.conduct.wsu.edu).
**Code of Professionalism**

Moral or ethical character is an important component of professional behavior and of the overall assessment of a student’s fitness to enter a health care profession. Students in the MS CPD are expected to maintain ethical and professional behavior while in the classroom, when interacting with university employees, while completing experiential learning activities during the supervised practice rotations and the exercise internship, when attending university-sponsored functions, and when serving as representatives of the university. The MS CPD NEP Code of Professionalism is separate and distinct from, and in addition to, the Standards of Conduct for Students. Its purpose and goal is educational in nature to prepare students for a career in the health care profession.

While in clinical, community, or food service practice situations, students’ primary responsibility is the care of their patients/clients. Students must recognize that the patient’s/client’s welfare has precedence over a student’s personal educational objectives. Students must respect patients’ or clients’ privacy and dignity and must maintain confidentiality with regard to all patient/client information. Students must never compromise patient/client safety through lack of diligence and/or by providing care for which they lack the skills or knowledge or that is not approved by an instructor or preceptor. Students will be held to the standards of conduct and safety expected of employees in the patient/client care areas of the health care facilities or other facilities that are participating in the teaching programs of the MS CPD. Students are also expected to meet all MS CPD program requirements including the supervised practice rotations and the exercise internship requirements.

Evidence of unprofessional conduct includes, but shall not be limited to, one or more of the following:

- Conviction of a felony related to the practice of pharmacy.
- Conviction of illegal use, possession, delivery, sale or manufacture of a controlled substance or legend drug.
- A withheld judgment, a probated or deferred sentence or a no contest plea on the illegal use, possession, delivery, sale or manufacture of a controlled substance or legend drug.
- Recreational use of controlled substances or legend drugs.
- Misappropriation or illegal use of drugs or other pharmacologically active agents.
- Attending class or patient care settings while under the influence of alcohol or other drugs.
- Disruptive behavior in the classroom which hinders the learning process of fellow students.
- Unprofessional, inappropriate or threatening behavior or comments made toward faculty, staff, other university employees, rotation preceptors, others involved with teaching, or other students.
- Repeated late arrival or early departures from experiential supervised practice rotations or the exercise internship sites without notifying the primary instructor or preceptor.
- Failure to maintain patient/client confidentiality, treatment of patients/clients, preceptors, or staff.
- Misconduct in patient/client care settings.
Failure to meet professional expectations set forth by a practice site (such as arrival and departure time, dress code, or similar requirements).

Suspension or revocation of a clinical, community or foodservice site.

Failure to meet academic integrity requirements

Failure to adhere to the Professional Appearance Standards

**Professional Appearance Standards**
The student must exhibit a professional appearance at the practice site both in manner and dress at all times. The dress code will be determined and enforced by the assigned preceptor *as each site may vary in dress code requirements*. Each student is responsible for obtaining and adhering to the site-specific dress code. Each student must always wear a name tag identifying oneself as a WSU NEP student. Examples of professional attire guidelines include the following:

**Men:** Dress shirt with buttons/collar, polo, tie (optional), pressed dress pants/khakis with a crease, closed toe shoes, no baseball caps or other hats, or sandals. Appropriate hair style in compliance with the professional expectations of the supervised practice sites is required. No unnecessary jewelry may be worn other than wearing a watch and one ring.

**Women:** Skirts (not mini-skirts), pressed dress pants/khakis with a crease, dresses (no mini dresses), blouses (not sheer), sweaters, sweater sets, closed toe shoes, no sandals. Appropriate hair style in compliance with the professional expectations of the supervised practice sites is required. No unnecessary jewelry may be worn other than wearing a watch, one ring and earrings (no dangling earrings).

Business professional dress code does NOT include: jeans (blue, black or other colors), denim skirts, shorts, cargo pants, casual twill pants, halter tops, low cut shirts (cleavage or lingerie revealing), skirts shorter than your extended arms, low cut pants revealing skin or underwear, T-shirts, sweats, shorts, sandals, flip-flops, open toed shoes, baseball caps or other hats.

The health care professional and the student must present a professional image to the client/patient and are expected to exhibit a neat appearance at all times. The student should provide an example by practicing good eating habits. Daily hygiene (daily showers/baths, nail care, use of deodorant, hose/socks, hair care, neatly-trimmed beard/moustache, and clean, ironed clothes) is essential. Individual practicum sites have policies regarding appearance and conduct that must be adhered to; however, in addition to such policies, MS CPD expectations include:

Students may be requested to wear lab jackets/coats for clinical assignments, depending on the guidelines for the facility. Attire worn under these lab coats must be neat, clean, professional in style, and appropriate to the facility. Evaluations of the student's professional appearance are included in the overall evaluations by the preceptors.

Professional dress is expected at all times and for assignments, including presentations, tours, field trips, etc. Professional dress means that the student must not wear denim-type jeans, leggings, casual shorts, sweatshirts, T-shirts, or any clothing that is too tight or revealing. *It is not acceptable to show cleavage or other revealing*
body parts on the abdomen, legs, or buttocks. Obviously, revealing clothing/body parts, excess body piercing, and visible extreme body art are not acceptable professional attire, and in many communities, will detract from the student’s effort to present himself or herself as a professional student and will thus interfere with establishing successful professional relationships with patients. Preceptors are told that they may ask students to change their attire or appearance if preceptors feel it is distracting to patients or detrimental to the professional atmosphere of their office.

Only simple earrings may be worn that are approved and in compliance by the facilities dress code. No nose rings are allowed. Visible body rings or piercings must be removed or covered.

Closed-toe shoes (no sandals) must be worn in all clinical settings and labs. Running shoes are appropriate only in the exercise physiology labs. Shoes must be kept clean and repaired at all times.

Name tags must be worn at all times when on duty in the facilities. It is the student’s responsibility to attain a name tag prior to the experiential learning activities. During orientation pictures will be taken so the first name tag will be provided. If you lose your name tag it is the student’s responsibility to make arrangements with NEP secretary Senior to create the appropriate name tag.

When working in a kitchen area, hair must be worn off the shoulders and securely pinned away from the face, and/or a hairnet or cap may be worn. Men may be asked to wear hairnets or beard nets in food preparation for NEP activities.

Nail polish is not allowed when working around or handling food.

During experiential learning activities students must not use perfume, cologne or after-shave. Odors are frequently offensive to people undergoing medical treatment. Some facilities are fragrance-free and do not permit perfumes or strong odors.

During the experiential learning activities, students must not eat, chew gum, or use tobacco.

Use of alcohol or drugs, or impairment from such use while on duty in any facility, is not acceptable and may be grounds for dismissal from the program. Random drug tests may occur at the training facilities.

All clinic or hospital-related material and information must be kept confidential. Students must not discuss any patient/client information in any public place, including elevators, lounges, cafeteria, etc. Students must use only initials when referring to patients/clients in written case studies, reports, or log books. It is unprofessional to repeat gossip or to discuss personality conflicts with co-workers.

Germs are more prevalent in the Clinic or hospital setting; therefore, students must avoid mouth contact with fingers, nails, pencils, etc. Hands must be washed frequently and after using the toilet.

Telephones, supplies, computer equipment, and FAX machines in any facilities are for business purposes ONLY and are prohibited for a student’s personal use.

Students must arrive at the facility in sufficient time in order to report for duty as scheduled. Students must not leave before designated departure times. Students must make sure that the preceptor or instructor knows the student’s general whereabouts at all times during the experiential learning activity or internship. Students must call, as soon as possible, the preceptor or instructor if unable to report for the activity. Students must give the
course instructor, academic coordinator, and their preceptors a local phone number and a contact person in case of emergencies.

Students must attend the experiential learning experiences in order to meet the competencies and the minimum ACSM requirements. If any experiential hours are missed at any time, the student must make up the time lost. Punctuality is a REQUIREMENT, students must arrive to the clinic or internship facilities on time. Students must communicate with the preceptor or instructor if ill, attending to personal business or a family emergency, etc. ATTENDANCE is mandatory and if any hours are missed, the student must arrange with the preceptor or instructor to make up the hours at another arranged time. Makeup days must be scheduled based upon the availability of supervising personnel. An extended absence due to illness or extenuating circumstances must be discussed with the course instructor and the preceptor.

While on duty or in a class situation, staff and instructors must be addressed by their appropriate title. For example: Doctor, Professor, Ms., Mrs., or Mr. However, some instructors and/or preceptors may prefer to be called by their first names so students can adjust to what is preferred.

Students must review study notes and reference materials more extensively on their own time. Projects and homework on advanced material must be anticipated as normal activities of a course requirement that may include experiential learning activities or exercise internship and will require additional time outside the normal workday.

Student cell phone use is prohibited during classes, labs, dietetic supervised practice rotations or exercise internship. It is unacceptable for students to text or use the cell phone to communicate except during allowable breaks such as lunch or break times.

**Violation of the Code of Professionalism**

In the event a student is alleged to have violated the program’s Code of Professionalism, the Program Director and the NEP Chair shall determine whether a violation occurred and if so, the proper sanction. The Program Director and the NEP Chair shall give the accused student and opportunity to address the complaint before making their decision. The accused student will be notified in writing of the decision. The written letter will summarize the alleged incident and outline the sanction if any. Any sanctions will vary depending on the nature and severity of each case. Possible outcomes include, but are not limited to:

A written warning to the student.
Placement of the student on probation with specific conditions that must be met; these conditions will be clearly defined in writing to the student.
Requiring the student to enroll in a university–based course on professionalism.
Referral to a university-based, professional counseling service.
Failure of a course or experiential rotation.
Suspension from MS CPD for a specific period.

Decertification from the MS CPD.

Action by the [MS CPD] program under the Code of Professionalism does not prohibit or preclude the employment of other University policies and procedure in response to the actions that are the subject of the professionalism complaint.

Appeal Process
Appeals from decisions and/or sanctions issued due to a violation of the Code of Professionalism may be made to the Dean of the College of Medicine. This petition must be completed within 10 calendar days from the date the initial decision letter was issued to the student.

Dismissal Due to Academic Reasons
If a student is placed on probation or dismissed from the program for academic reasons, Graduate School policies and procedures will be followed. https://gradschool.wsu.edu/policies-procedures/ The Graduate School Policy is summarized below or can be accessed at here at https://gradschool.wsu.edu/chapter-six-c/.

- Minimum GPA (Grade Point Average) Policy and Academic Probation
- Minimal Grade Point Average Policy and Academic Probation
- Minimum GPA

To uphold high academic standards, the Graduate School has established a minimum 3.0 cumulative GPA and a 3.0 program GPA in order for a graduate student to be considered in good academic standing.

No graded course of ‘B- ‘or below may be dropped from a program of study for an advanced degree nor can a course be repeated for a higher grade if the final grade is ‘C’ or higher. Any course listed on the program of study for which a grade of ‘C- “or below is earned must be repeated for a letter grade, not on a Pass/Fail basis.

All grades earned by a graduate student in courses listed on the program of study, except for the first grade for a repeated course, will be averaged in the student’s GPA.

The student is expected to earn an S (Satisfactory) grade for 701 or 702 credits. One U (Unsatisfactory) grade for 701 or 702 credits indicates that the student is not making satisfactory progress. The student will be subject to dismissal from the program if he/she earns a U (Unsatisfactory) grade for 701 or 702 credits for two terms (summer term included).

Probationary Continuing Enrollment
A graduate student who has completed his/her first semester of graduate study and earns a GPA between 2.75 and 2.99 is eligible for one additional semester of continued enrollment on a probationary status. Upon completion of the probationary semester, and thereafter until graduation, a minimum of a 3.0 cumulative GPA is required to continue in Graduate School. Probationary status is only available to students immediately following their first semester of graduate study, and is not available to students who have been provisionally admitted.
**Termination of Enrollment**

The enrollment of a graduate student will be terminated under any one of the following conditions:

- If student has a cumulative GPA below 2.75 at the end of the first semester of study.
- If student has been provisionally admitted and has a cumulative GPA below 3.0 at the end of the first semester of study.
- If a student fails to establish and maintain a cumulative GPA of 3.0 or above after more than one semester of study.
- If student has failed a preliminary or final exam for a second time.
- If student has failed a preliminary or final exam for the first time with a Graduate School representative present, and a second examination is not recommended by the faculty committee, program chair, or representative, in such cases, the Dean of the Graduate School will review the case and make the final determination.
- If student has earned a U (Unsatisfactory) grade for research credits (701, 702) for two semesters (including the summer term).
- Other reasons for termination might include failure to make normal progress toward degree completion (such as failure to complete coursework on time or multiple incompletes), failure to maintain continuous enrollment, failure to assemble and maintain an approved faculty committee, issues related to academic integrity or student conduct, etc. Only the Dean of the Graduate School or the University Conduct Board has the authority to terminate a student’s enrollment.

**Reinstatement**

Reinstatement of a provisionally admitted graduate student who falls below a 3.00 GPA following completion of one semester or one summer session, or of a graduate student who falls below 2.75 GPA following completion of one semester or one summer session will be considered only through a petition from the graduate student to the program chair. Following a meeting between the graduate student and the program chair, the chair may favorably recommend reinstatement for the student through a petition to the Dean of the Graduate School who has final approval.

Reinstatement procedure for a graduate student who has completed two semesters, one semester and one summer session, or two summer sessions and whose GPA is below 3.0 follows the same procedure. The student must meet with the program chair who, upon favorable recommendation, may petition the Dean of the Graduate School for approval to reinstate the student. If approval to continue is granted, the student will have one semester or summer session to increase the cumulative GPA to 3.0. Failure to do so requires termination of enrollment in the program and in the Graduate School.
If the student becomes academically deficient because of two U (Unsatisfactory) grades for research credits, the student must meet with the program chair, who upon favorable recommendation, may petition the Dean of the Graduate School for approval to reinstate the student. The program chair must identify the conditions for continuation of study in the petition request. If approval to continue is granted, the student will have one semester or summer session to improve his/her research progress.

**Voluntary Student Resignation**

*Resignation:* If it becomes necessary to resign from the MS CPD program before completion, the student should consult with the Academic Coordinator, and complete the paperwork required from the Graduate School. Refer to the guidelines outlined on the WSU Graduate School Website.

*Reapplication:* If you resign for personal reasons you may reapply along with new applicants for admission into the MS CPD following the process set forth in the Graduate School admissions policies and procedures. If you are dismissed you may not reapply to the MS CPD.

If you elect to interrupt your academic program, you will have to meet new degree requirements if a curriculum change has occurred during your absence. Most courses are only offered one time per year. Because of this, planning your full academic program with the MS CPD faculty advisor is vitally important. If you decide to drop a course you run the risk of lengthening the time required to achieve your academic degree.
Appendices

APPENDIX A: MS-CPD Onboarding checklist

MS-CPD ONBOARDING CHECKLIST

Each checklist item will have a unique deadline during the summer prior to your first enrollment. The Placement Coordinator will distribute a check sheet with deadlines in May. All items will be submitted as required by the Placement Coordinator.

☐ Signed Acknowledgement of Understanding Form
☐ Signed WSU NEP Media Consent Form
☐ Signed Authorization for Release of Record
☐ Student Professional Liability Insurance
☐ Physical Activity Readiness Questionnaire (PAR-Q)
☐ HIPAA Certification (Valid 5 years)
☐ Blood Borne Pathogens (BBP) Training: Initial Training Quiz & Signed Form
☐ First Aid Certification
☐ Food Handlers Permit
☐ CPR (Adult, Infant, & Child) w/AED Certification

*Must be designated for healthcare professionals and include hands-on interactive component, preferably AHA BLS Healthcare Providers Certification*

☐ Criminal Background Check
☐ Washington State Patrol (WATCH) background Check (annually)
☐ Office of Inspector General (OIG) Background Check (annually)
☐ Tetanus & Diphtheria (TDAP/TD)
☐ Measles, Mumps & Rubella (MMR) series (2) *or* Titer test
☐ Hepatitis B Series (3) *and* Titer test *or* signed Hepatitis B declination waver
☐ Varicella Series (2) *or* Titer test
☐ Annual Flu shot *or* signed flu declination waver
☐ Negative 2-step TB test initially, then 1-step TB test annually. If any TB test is positive, refer to handbook.
Hepatitis A (Optional – some sites may require)
Drug Test (Optional – some sites may require)
Academy of Nutrition and Dietetics Student Membership
eNCPT Student Subscription

MS-CPD ONBOARDING CHECKLIST- Cont.

Documentation Descriptions:

Acknowledgement of Understanding:
A signed Acknowledgement of Understanding (AoU) which indicates the student has read the BS NEP Student Handbook and will abide by the policies and procedures of the university, campus, and program.

Media Consent Form
The media consent form allows NEP to use pictures and/or videos or other multimedia of students in class, at internship sites, and/or engaging in any NEP-related activity.

Authorization for Release of Record
The release of record allows NEP faculty and staff to share personal information necessary for students to onboard to internship sites.

Professional Liability Insurance:
To purchase the professional liability insurance, students can visit the WSU Spokane Student Affairs Office Cashier in the Spokane Academic Center (SAC130) and pay with cash, check, or credit card. This requires an additional fee on top of other tuition and fees. This fee is the responsibility of the student in addition to application and tuition fees. Students will be required to renew liability insurance annually. More details about Professional Liability insurance is described above under “Insurance Requirements.”

PAR-Q
The PAR-Q is the Physical Activity Readiness Questionnaire. You will be asked to provide information about your ability to participate in physical activity as a part of course requirements. If you require disability accommodations, information will be provided to you to request such accommodations.

HIPAA Training
The Health Insurance Portability and Accountability Act (HIPAA) training is required of all NEP students. Only HIPAA
training completed under the auspices of the WSU Office of Grants and Research Development through the Collaborative IRB Training Initiative (CITI) will be accepted to satisfy this requirement. More information is available at http://www.irb.wsu.edu/CITI.asp. Students should complete the Basic/Refresher Required Modules training which can be done online at the previous site and takes 3-4 hours to complete.

Blood Borne Pathogens Training (BBP)
This training is designed to ensure students can properly handle bodily fluids and other tools in order to prevent the spread of disease. Blood Borne Pathogens training is completed online through WSU Health & Wellness Services at: http://ehs.wsu.edu/labsafety/bbptraining.html. Once students complete the training, they take the Initial training quiz at the end and submit results to the NEP Placement Coordinator. Students must also sign the BBP form located in the back of this Handbook.

First Aid
Basic first aid training is required from all incoming NEP students. Certification must be kept active throughout enrollment in the NEP program. Referrals for training programs will be provided by the Placement Coordinator.

Food Handler’s Permit
All students are required to have a current Washington State Food Worker Card. For more information about the Washington State Food Worker Permit, students should search WA State website: http://www.foodworkercard.wa.gov/.

CPR with AED
Students need to make sure to get the CPR & AED certification specifically for health care providers. Training options will be provided by the Placement Coordinator.

National Criminal Background Check
All students are required to submit a nationwide criminal background check prior to orientation. Only national background checks obtained through the agency “castlebranch.com” will be accepted. To obtain this background check, students should visit the website https://www.castlebranch.com then click on “Place Order” and enter the package code WA04BG for student access. Because this is a nation-wide background check, it will require a fee in addition to the application and tuition fees.

It is critical to understand that the MS CPD NEP program does not deny admission based upon an applicant’s criminal record. However, if a student has a criminal conviction he/she may not be accepted into the assigned clinical or community rotation site. The failure to be accepted into the assigned clinical or community rotation means that a student may not be able to complete his/her degree and graduate, irrespective of whether WSU has granted admission to the program. This is due to the fact that experiential portions of the curriculum (practical experiences and rotations) are required for completion of the degree and take place in private institutions that typically restrict individuals with criminal convictions from interacting with patients/clients. The MS CPD NEP program will not be able
to establish another clinical or community rotation site in the event that the originally assigned site does not accept the student because of results of the criminal background check.

**Washington State Patrol Background Check (WATCH)**

Students are required to complete an annual Washington State Patrol Background Check (WATCH) in addition to the criminal Background Check. Students can complete the WATCH at [https://fortress.wa.gov/wsp/watch/](https://fortress.wa.gov/wsp/watch/). The fee is $17.00.

**Office of Inspector General (OIG) Background Check**

The Office in Inspector General Background check can be completed at [https://exclusions.oig.hhs.gov/](https://exclusions.oig.hhs.gov/). A screenshot of the results should be provided to the Placement Coordinator.

**Immunization/Health Records**

Each student must provide evidence to the NEP Placement Coordinator of completed immunizations listed here:

- Diphtheria & Tetanus (TD/TDAP) within the last ten years
- Measles, Mumps & Rubella (MMR) series (2) or titer
- Varicella (chicken pox) series (2) or titer
- Flu Vaccine (annually), or signed declination waver
- Hepatitis B series (3) and titer, or signed declination waver
- Negative 2-step TB skin test initially, and 1-step TB skin test annually

The immunization or test must be renewed if it expires during the year, and that documentation should be provided to the NEP Placement Coordinator on or before the expiration date of the immunization or tuberculosis test. These requirements must be maintained and current during the entire time while enrolled in the MS-CPD Program.

**Notes:**

- **Diphtheria & Tetanus (TD/TDAP):** Documentation of TD or TDAP vaccination within the last 10 years must be submitted to NEP Placement Coordinator prior to Orientation.

- **MMR (Measles, Mumps & Rubella):** Must provide the 2 step series of MMR or titer test proving immunity prior to orientation.
Varicella (chickenpox): A student must get a Varicella immunity titer. If the Student has never had chicken pox or the titer comes out negative, then the student must be immunized for chickenpox instead. Provide record to NEP placement coordinator prior to orientation.

Flu: Documentation of annual flu shot is required by NEP throughout the student’s time in the program. The Student can choose to sign the declination waver instead of being immunized for Flu. However, declining vaccination will exclude students from certain internship site experiences and may inhibit students from completing their degree.

Hepatitis B: Students must have at least initiated the Hepatitis B series with the first immunization or submitted titer test proving immunity prior to orientation, and can then provide evidence of the following two Hepatitis B required immunizations at a later date. The Student can choose to sign the declination waver instead of being immunized for Hep B. However, declining vaccination will exclude students from certain internship experiences and may inhibit students from completing their degree.

Tuberculosis (TB): Most sites require a 2-step TB test initially, then annual TB test. (If it has been more than 12 months between annual TB tests, then students will need to repeat the 2-step TB again). Documentation of a negative 2-step TB skin test is required by NEP prior to orientation. Students then must provide evidence of yearly purified protein derivative (PPD) tuberculosis testing (negative 1-step) throughout their time in the NEP program. If students are PPD-positive or have had Bacilli Calmetti Guerin (BCG), contact the NEP Placement Coordinator for further instruction.

Drug Testing

Many internship sites require drug testing, however, such a test is optional for NEP enrollment. The expense of such a test will be the responsibility of the student. Arrangements have been made with PAML in Spokane for $20 drug screen test. Obtain PAML Employee Drug Screen Authorization Form from the Placement Coordinator.

It is critical to understand that if a student has a positive drug test, he/she may not be accepted into the assigned clinical or community rotation site. The failure to be accepted into the assigned clinical or community rotation means that a student may not be able to complete his/her degree and graduate, irrespective of whether WSU has granted admission to the program. This is due to the fact that experiential portions of the curriculum (practical experiences and rotations) are required for completion of the degree and take place in private institutions that may restrict individuals with positive drug tests from interacting with patients/clients. The MS CPD NEP program will not be able to establish another clinical or community rotation site in the event that the originally assigned site does not accept the student because of results of the drug test.
Academy of Nutrition and Dietetics Student Membership

Membership can be obtained at a discounted rate for students for a limited number of years. Continued membership required during student enrollment. More information is available here:
http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member

eNCPT Student Subscription

Can be obtained at a discounted rate for students. Subscription will be needed to access required materials. Continued membership required during student enrollment. More information can be found here:
https://ncpt.webauthor.com/

*Students who have not completed the required documentation will not be allowed to participate in experiential learning activities. This will likely result in a significant grade reduction (please see course syllabi) and possible graduation restriction.*
APPENDIX B: Advising Checklist Forms

Master of Science Coordinated Program in Dietetics, Nutrition & Exercise Physiology

Washington State University

Student Handbook

ACKNOWLEDGEMENT OF UNDERSTANDING

I, _______________________________________
have read the current MS CPD Student Handbook and the current WSU Student Handbook in their entirety, including the links provided therein. I fully understand the content of these documents, and agree to abide by the policies and procedures as outlined in the documents and the university website. I agree to assume the student responsibilities provided in these documents.

Signature of Student: _____________________________________________________

Date: ____________________________________________________________________
MEDIACONSENTFORM

Date:

I, (please print), understand that my likeness may be captured on any and all forms of media including but not limited to photography, video, audio etc. recorded by a staff, faculty or student of Washington State University and by its partners during my course work in the [MS CPD] program.

☐ I consent to the media being used for informational/marketing publications, which may also include distribution over public, commercial, cable television, and/or the website. I release Washington State University, faculty, staff, and students from any responsibility associated with this action whatsoever.

Participant’s Signature:  

Email:  

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STUDENT AUTHORIZATION FOR RELEASE OF RECORD

Student Name:
(Please Print) ____________________________ (First) ____________________________ (Middle) ____________________________ (Last) ____________________________

WSU ID: ______ Date of Birth: ____________________________

I authorize the Nutrition and Exercise Physiology Program to release information from my education record as requested by clinical agencies in order to attempt to secure placement for clinical/practicum experiences.

I understand clinical agencies can require that I provide additional information beyond what is contained in my WSU education record.

I acknowledge there is no guarantee that I will receive a clinical placement. I understand I will not be placed at a clinical agency if I cannot meet the agency’s requirements.

This authorization is valid for a period of five (5) years from the date of my signature. I understand I may revoke this authorization at any time by providing written notice to the Nutrition and Exercise Physiology Placement Coordinator.

Signature of Student: ____________________________ Date: __________
Completed Blood Borne Pathogens Training

Washington State University Spokane Nutrition and Exercise Physiology

DUE: After the completion of the BBP video and successfully passing the BBP quiz

I have completed all of the required elements for Blood Borne Pathogens Training:

- Watched the Blood Borne Pathogens refresher video in class
- Completed and passed (with at least 90%) the Blood Borne Pathogen Refresher Quiz
- Read Blood Borne Pathogens Control Plan 2015-2016

I agree to follow appropriate procedures for infection control as outlined in the Blood Borne Pathogens Control Plan, BBP training video, and the provided skill sheets. I understand that the cost of treatment, if I become exposed to an infectious agent, is my responsibility and is not the responsibility of the University.

NAME (Please print):

Signature:

Date:

IMPORTANT

Students are required to keep a copy of this document each year. A copy of this may be required by experiential learning sites and rotation or internship site.

Students who have not successfully completed these activities by the end of orientation will not be allowed to participate in any experiential learning activities or begin their rotation or internship until all activities have been completed and documented by the NEP Academic Coordinator or appropriate faculty member.
STUDENT MEDICAL PROFESSIONAL LIABILITY INSURANCE
COST: $15.50 PER YEAR

Student Name: ________________________ WSU ID #: __________________

Academic Department: NURS { BSN [ ] RN-BSN [ ] MN/DNP [ ] PhD [ ]
                   NEP: UGrd [ ] CPD [ ] PHARM [ ] SHS [ ]

Location: Spokane [ ] TC [ ] WW [ ] VC [ ] Yak [ ]

Student Permanent Address: ____________________________________________
____________________________________________________________________

Phone Number: ________________________ Email: ________________________

Request insurance to begin on: _________________________________________
(This policy is renewed annually and once paid, coverage for all related internships are covered for 365 days from this date)

This Student Medical Professional Liability Policy provides liability coverage of $1,000,000 per occurrence with a $3,000,000 annual aggregate limits and Commercial General Liability coverage with limits of $1,000,000 per occurrence with a $3,000,000 limits.

NURSING Students: Professional Liability Insurance is required for each student. Submit this form with payment of $15.50.
NEP, SHS, & Pharm Students: Submit this form if requested by your department with payment of $15.50.

When authenticated with the cashier's paid stamp and returned to your academic department, this document serves as proof of insurance. You may process this form in person in the Student Affairs Office (SAC 130) or mail it with payment to:

Washington State University Spokane
Office of Student Affairs
PO Box 1495
Spokane, WA 99210-1495

Check made payable to WSU [ ] MasterCard [ ] Visa [ ]

Cardholder Name: ________________________________________________

Billing Address: _________________________________________________
____________________________________________________________________

Card # ________________________ Security Code ________ Exp. Date ________

Authorization Signature: ____________________________________________

PLEASE INCLUDE ALL INFORMATION. Omissions may result in your payment not being processed.

Form Version April 2015, authorized for use through Fall Semester 2015
WELCOME TO THE PAR-Q+ AND EPARMED-X+ ONLINE!

We are pleased to welcome you to our website dedicated to the new Physical Activity Readiness Questionnaire for Everyone (PAR-Q+) and electronic Physical Activity Readiness Medical Examination (ePARmed-X+). On behalf of the PAR-Q+ Collaboration we look forward to providing unparalleled access to leading international organizations and related resources for reducing the barriers to physical activity/exercise participation, and promoting the health benefits of physical activity/exercise.

Please feel free to use the following links to access directly the online PAR-Q+ and ePARmed-X+ programs.

The Physical Activity Readiness Questionnaire for Everyone (PAR-Q+)

The health benefits of physical activity are clear; more people should engage in physical activity every day of the week. Participating in physical activity is very safe for MOST people. However, some should check with their doctor, another health care practitioner who is licensed to diagnose, or a qualified exercise professional before they start becoming much more physically active. This questionnaire will tell you whether it is necessary for you to seek further advice before becoming more physically active or engaging in a fitness appraisal.

If you are less than the legal age required for consent or require the assent of a care provider, your parent, guardian or care provider may complete this form on your behalf. Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly.

Please note you should delay becoming much more active if you have a temporary illness (such as a cold or fever). It is best to wait until you feel better. You may also download the print versions of the PAR-Q+ at [www.eparmedx.com](http://www.eparmedx.com).

Take the PAR-Q+ Survey NOW
APPENDIX C: OPTIONAL IMMUNIZATIONDECLINATION FORMS

HEPATITIS B VACCINE DECLINATION

I understand that due to my exposure to potentially infectious materials through my Nutrition and Exercise Physiology (NEP) courses, internship, rotations, or other experiential learning activities I may be at risk of acquiring Hepatitis B (HBV) infection.

I understand that by declining to obtain this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and get vaccinated with the Hepatitis B vaccine, I will present notification to the NEP Placement Coordinator.

I understand that by declining to obtain this vaccine I may not be able to complete an internship if the site requires the vaccination.

NAME (please print): __________________________________________________________

SIGNATURE: ________________________________

DATE: ________________________________

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INFLUENZA VACCINEDECLINATION

Did You Know?

CDC and the Advisory Committee on Immunization Practices (ACIP) recommend that all health care workers get an annual flu vaccine.

 Fewer than half of health care workers report getting an annual flu vaccine.

 As a health care worker, by getting vaccinated, you can help protect your family at home and your patients at work from getting sick.

 Influenza outbreaks in hospitals and long-term care facilities have been attributed to low vaccination rates among health care professionals.

 Studies have shown that higher vaccination rates among health care workers can reduce influenza-like illness, and even deaths, in settings like nursing homes.

 Health care workers play an important role in protecting public health, and your co-workers need you to be healthy and able to cover your shift.

 Getting a yearly flu vaccine can help ensure your time off is spent doing what you want to do, not staying at home sick.

 I have read and understand the above facts but elect to decline the Influenza Vaccine.

 NAME (please print):  

 SIGNATURE:  

 DATE:  

 NAME
## APPENDIX D: NEP FACULTY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Email Address</th>
<th>Phone Number</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEP FACULTY MEMBERS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glen Duncan</td>
<td><a href="mailto:glen.duncan@wsu.edu">glen.duncan@wsu.edu</a></td>
<td>(509)-358-7875</td>
<td>HERB 318C</td>
</tr>
<tr>
<td><em>Professor and Chair, Nutrition &amp; Exercise Physiology</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janet Beary</td>
<td><a href="mailto:beary@wsu.edu">beary@wsu.edu</a></td>
<td>(509) 358-7562</td>
<td>HERB 320B</td>
</tr>
<tr>
<td><em>CPD Director, Clinical Associate Professor</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April Davis</td>
<td><a href="mailto:adavis@wsu.edu">adavis@wsu.edu</a></td>
<td>(509) 358-7919</td>
<td>HERB 320A</td>
</tr>
<tr>
<td><em>Clinical Assistant Professor</em></td>
<td></td>
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<tr>
<td>Judy Knuth</td>
<td><a href="mailto:judyknuth@wsu.edu">judyknuth@wsu.edu</a></td>
<td>(509) 368-6721</td>
<td>HERB 314A</td>
</tr>
<tr>
<td><em>Clinical Assistant Professor</em></td>
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<tr>
<td>Susan Kynast-Gales</td>
<td><a href="mailto:kynasts@wsu.edu">kynasts@wsu.edu</a></td>
<td>(509) 368-6735</td>
<td>HERB 304</td>
</tr>
<tr>
<td><em>Clinical Associate Professor</em></td>
<td></td>
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</tr>
<tr>
<td>Julie Larson</td>
<td><a href="mailto:Larsen2@wsu.edu">Larsen2@wsu.edu</a></td>
<td>(509) 368-6958</td>
<td>HERB</td>
</tr>
<tr>
<td><em>Instructor</em></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Mark McMulkin</td>
<td><a href="mailto:mcmulkin@wsu.edu">mcmulkin@wsu.edu</a></td>
<td>N/A</td>
<td>HERB</td>
</tr>
<tr>
<td><em>Instructor</em></td>
<td></td>
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<tr>
<td>Lindsey Miller</td>
<td><a href="mailto:lindsey.e.miller@wsu.edu">lindsey.e.miller@wsu.edu</a></td>
<td>(509) 358-7766</td>
<td>HERB 314B</td>
</tr>
<tr>
<td><em>Clinical Assistant Professor</em></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Shaekira Niehuser</td>
<td><a href="mailto:shaekira.niehuser@wsu.edu">shaekira.niehuser@wsu.edu</a></td>
<td>(509) 358-7622</td>
<td>HERB 314C</td>
</tr>
<tr>
<td><em>Clinical Assistant Professor</em></td>
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<tr>
<td>STAFF</td>
<td>Email</td>
<td>Phone</td>
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<tr>
<td>Jill Wagner</td>
<td><a href="mailto:jill.wagner@wsu.edu">jill.wagner@wsu.edu</a></td>
<td>(509) 358-7811</td>
<td>HERB 318B</td>
</tr>
<tr>
<td>Academic Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrie Bolinger</td>
<td><a href="mailto:carrie.bolinger@wsu.edu">carrie.bolinger@wsu.edu</a></td>
<td>(509) 358-7626</td>
<td>HERB 318A</td>
</tr>
<tr>
<td>Placement Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nick Dunn</td>
<td><a href="mailto:nicholas.dunn@wsu.edu">nicholas.dunn@wsu.edu</a></td>
<td>(509) 358-7674</td>
<td>HERB 308</td>
</tr>
<tr>
<td>Laboratory Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alexandria Geiger</td>
<td><a href="mailto:alexandria.geiger@wsu.edu">alexandria.geiger@wsu.edu</a></td>
<td>(509) 358-7668</td>
<td>HERB 308</td>
</tr>
<tr>
<td>Administrative Assistant</td>
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