



Department of
Nutrition and Exercise Physiology
ELSON S. FLOYD COLLEGE OF MEDICINE

Master of Science
Coordinated Program in Dietetics
(MS CPD)

Student Handbook

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Students must read the MS CPD Student Handbook in its entirety, including the information on the website links.

All website links are current as of 07/31/2021

Program Accreditation Status

The WSU Master of Science Coordinated Program in Dietetics (MS CPD) is fully accredited 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 2190, Chicago, IL 60606

(800) 877-1600

<https://www.eatrightpro.org/acend>

<http://www.eatright.org/>

MS Coordinated Program in Dietetics (MS CPD)

Program Description

Washington State University (WSU) offers a Master of Science Coordinated Program in Dietetics (henceforth referred to as MS CPD). This program is an interdisciplinary examination and evaluation of the multiple influences on individual and population health using benchmarks garnered from several perspectives, including but not limited to biological, nutritional, social/psychological, environmental, and clinical input. The graduate dietetics program offers a unique perspective on how and why the human body functions and reacts in certain ways to various exercise and nutritional stimuli. Graduates of the MS CPD are expected to perform effectively as entry-level practitioners in clinical, foodservice management, and community settings.

Mission Statement

The mission of the WSU MS CPD is centered around the preparation of entry-level Registered Dietitian Nutritionists 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 will complete the program/degree requirements within three years (150% of the program length).
- 2) All preceptors who respond to the annual program evaluation survey regarding the supervised practice rotations will rate the preparation of each dietetic student's knowledge and skills at a level of satisfactory "3" or above.
- 3) At the conclusion of the practice, 80% of the MS CPD students will rate their preceptors and supervised practice experiences at a level of satisfactory "3" or above.
- 4) The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- 5) 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

- 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 graduates who seek employment, 70% or more are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 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 the American College of Sports Medicine (ACSM) credentials, such as the Certified Exercise Physiologist (ACSM-EP).

Measurable Outcomes

- 1) 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.
- 2) Graduates who choose to test for ACSM credentialing will achieve a first-time pass rate of at least 70%.

Note: The MS CPD Outcomes data are available to the public upon request.

Commission on Dietetic Registration, RDN Credential

The MS CPD is designed to prepare graduates to be credentialed as a Registered Dietitian Nutritionist (RDN) through a nationally offered examination process established by the Commission on Dietetic Registration (CDR), which is part of the Academy of Nutrition and Dietetics (AND). WSU is affiliated with AND, formerly known as the American Dietetic Association, the preeminent professional organization for nutrition professionals.

- **AND's Mission:** *Accelerate improvements in global health and well-being through food and nutrition.*
- **AND's Vision:** *A world where all people thrive through the transformative power of food and nutrition.*

***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.**

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 the Accreditation Council in Education of Nutrition and Dietetics (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 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, childcare 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

In addition to dietetic supervised practice rotations, students without a background in Exercise Physiology who are admitted into the MS CPD will be required to complete exercise coursework in the undergraduate program and the exercise internship for supervised practice hours. Ten credits will be awarded for the first 400 hours of the exercise internship. The exercise internship (10 credits) **and** the MS CPD Exercise Departmental Exam **or** ACSM-EP certification is a requirement for the exercise emphasis component of the MS CPD.

The student will be responsible for finding an exercise internship; however, a list of previous sites will be provided by NEP faculty. The student must complete an exercise internship if they wish to sit for the ACSM-EP certification exam, or an exercise-related internship in a community setting if they do not wish to sit for the ACSM-EP certification exam.

The Exercise Departmental Exam (EDE) is offered three times per year during Orientation Week, Fall Semester Finals Week, and Spring Semester Finals Week. Drop-ins will not be allowed to take the exam. During student orientation, information on how to register to take the EDE will be provided.

If a student takes the national ACSM-EP certification exam in lieu of the MS CPD Exercise Departmental Exam, **an electronic copy of the student's ACSM-EP exam results or certification must be emailed to the CPD Director to be kept on file** for accreditation requirements of the MS CPD.

Exercise Internship: ACSM Certified Exercise Physiologist[®]

The MS CPD prepares students to become certified as an American College of Sports Medicine Exercise Physiologist (ACSM-EP) in addition to the Dietetic coursework. ACSM Certified Exercise Physiologists[®] take training to an advanced level by conducting and interpreting physical fitness assessments and developing exercise prescriptions for people who are healthy or have medically controlled diseases. See <https://www.acsm.org/get-stay-certified/get-certified/health-fitness-certifications/exercise-physiologist> for more information from the ACSM on EP certification requirements.

Possible Relocation for Exercise Internship

Students may be required to relocate to a different city or state to complete the required NEP 490 Exercise and Nutrition Internship due to lack of sufficient and/or appropriate internship sites or preceptors available in the Spokane and surrounding regions to place all students. If relocation is required, the student is responsible for the costs associated with relocating and living expenses during the exercise internship unless the internship site provides housing and/or a stipend.

Exercise internship requirements and details are located in the NEP Internship Manual found on the NEP page of the WSU Spokane Website https://s3.wp.wsu.edu/uploads/sites/1506/2019/06/Exercise-Internship-Manual.2019-20.final_.pdf

WSU Graduate School Information

Graduate admission requirements, deadlines, forms, and important program information are found on the Graduate School website: <https://gradschool.wsu.edu/>.

Requirements of the Student and MS CPD Details

Admission Process Requirements of the Student and MS CPD Details

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 in Nutrition and Exercise Physiology (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, General Biology, 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 August. The MS CPD only admits for Fall semester enrollment. The application must include:

- Three recommendation letters, 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
- Statement of Purpose
- GRE Scores (should average near the 50th percentile, at a minimum)
- Transcripts
- A mandatory interview with the MS CPD Faculty.
- A willingness to relocate to complete the supervised practice experience based on professional fit and availability of dietetic and/or exercise preceptors.

These criteria 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 student's graduate studies, it is their responsibility to familiarize themselves with, and follow, the Graduate School policies and procedures.

The most frequently used links by MS CPD students are:

- Policies and Procedures: <http://gradschool.wsu.edu/policies-procedures/>
- Graduate School Catalog: <http://gradschool.wsu.edu/graduate-school-catalog-2/>
- Important Forms: <http://gradschool.wsu.edu/facultystaff-resources/18-2/>

Prior to Enrolling for Classes

Once the applicant is matriculated as a student, they will be required to complete the onboarding and advising requirements before beginning classes. These requirements include:

- Preliminary academic advising with the MS CPD Director and Graduate Coordinator in late May or early June.
- New MS CPD Students: Attend New Student Orientation in August.
- Continuing MS CPD Students: Attend an abbreviated Student Orientation in August.
- Complete and Submit Required Onboarding Documentation **by Student Orientation** (unless otherwise noted by the Graduate Coordinator)

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 Graduate Coordinator during the summer prior to the student's matriculation into the MS CPD.

Must Complete and Submit Required Onboarding Documentation by Student Orientation:

If the student has not completed the required documentation by the first day of classes, they 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.

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

Exercise Emphasis Paperwork

Students coming from the BS NEP Program must provide a copy of their ACSM-EP certification, or take the Exercise Departmental Exam, which needs to be completed 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-EP certification (or equivalent) or take the Exercise Departmental Exam no later than the first semester after admission into the MS CPD. Non-BS NEP graduates with a background in nutrition must take the Exercise Departmental Exam after the student has completed NEP 490 Exercise and Nutrition Internship. Non-BS NEP graduates with a background in nutrition are eligible to sit for the national ACSM-EP certification exam following graduation from the MS CPD, if desired.

- The student needs to email an electronic copy of the ACSM-EP Certificate or passing exam results to the MS CPD Director to be kept on file or receive a passing score ($\geq 70\%$) on the Exercise Departmental Exam, per ACEND guidelines and requirements.

Costs and Fee Estimates for Students (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. These are approximate and subject to change without notice.

Course Fees:	
NEP 340 Essentials of Food Preparation for Health Sciences	\$45.00
NEP 427 Nutritional Assessment and Lifestyle Counseling	\$28.00
NEP 463 Exercise Physiology	\$25.00
NEP 476 Exercise Testing and Prescription	\$25.00
NEP 478 Cardiopulmonary Physiology	\$45.00
NEP 479 Nutrition and Exercise Practicum I	\$40.00
NEP 537 Medical Nutrition Therapy I	\$61.00

Additional Expenses:	
Housing Costs (https://Spokane.wsu.edu/current/housing)	See link
CastleBranch Onboarding	\$127.00
National Criminal Background Check (https://www.castlebranch.com)	Included with CastleBranch
WATCH Background Check (https://fortress.wa.gov/wsp/watch/)	Included with CastleBranch
Drug Test (Optional but may be required for internships and some supervised practice sites):	\$20.00
Health and Wellness Services: <ul style="list-style-type: none"> Mandatory for students enrolled with at least 7 credits The health fee, services covered, and clinic locations outlined here: http://spokane.wsu.edu/students2/student-life/health-wellness.html 	\$85.00 per semester
Medical Insurance (<i>Insurance may be required for an internship site. Students may purchase the WSU Spokane Student Medical Insurance Plan</i>)	Variable
Professional Liability Insurance	\$15.50
Physical Exam (<i>May be required by an Internship Site</i>)	Variable
Automobile Insurance	Variable
Books (<i>This will depend on student's resources and individual needs</i>)	Variable

Computer meeting specifications and daily access to the Internet	Variable
Turning Technologies Response Card NXT Clickers (Optional)	~ \$32.00
Costs Associated with Printing	Variable
Current Food Worker Card (<i>Washington State</i>)	\$10.00
Professional Portfolio Materials	Variable
AND Student Membership (Required)	\$50.00
Local AND (GSDA) Student Membership (optional)	\$10.00
ACSM Student Membership (optional)	\$10.00
Final Transcript	\$10.00

<p>Vaccinations:</p> <ul style="list-style-type: none"> • MMR series, HEP B series and titer showing immunity, Varicella series, Tdap and annual flu vaccination. Annual TB test also required. 	Variable
<p>Supplies:</p> <ul style="list-style-type: none"> • ECG Calipers (optional) • Lab Coat (1) (optional) • Medical Pen Light (1) 	\$9.00 \$20.00 \$10.00
<p>Possible Charges from Practicum and/or Internship Sites:</p> <ul style="list-style-type: none"> • Drug Testing (often random) • Site-Specific Criminal Background Check • Relocation and Living Expenses Associated with NEP Internship 	Variable Variable Variable

Computer Requirements

All students are required to have a laptop computer or tablet 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

MS CPD students are required to obtain professional liability insurance before they participate in any NEP experiential learning activities (*See Appendix B*). Therefore, this insurance should be obtained, and documentation provided to the Graduate Coordinator **at the specified deadline**. Professional liability insurance must be maintained current through the entire MS CPD, including the supervised practice rotations and/or exercise internship. 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 the American College of Sports Medicine (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 (SAC 130) 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. 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.

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. For more information see WSU Spokane Student Health Services website URL:

<https://spokane.wsu.edu/studentaffairs/health-and-wellness/>

Medical Insurance

It is highly recommended that each MS CPD student maintains health insurance. Exercise internship sites and dietetic supervised practice sites 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.

Life Cycle of a Student

Students admitted into the MS CPD will be advised by the Program Director. Generally, student's academic backgrounds hail from three subgroups:

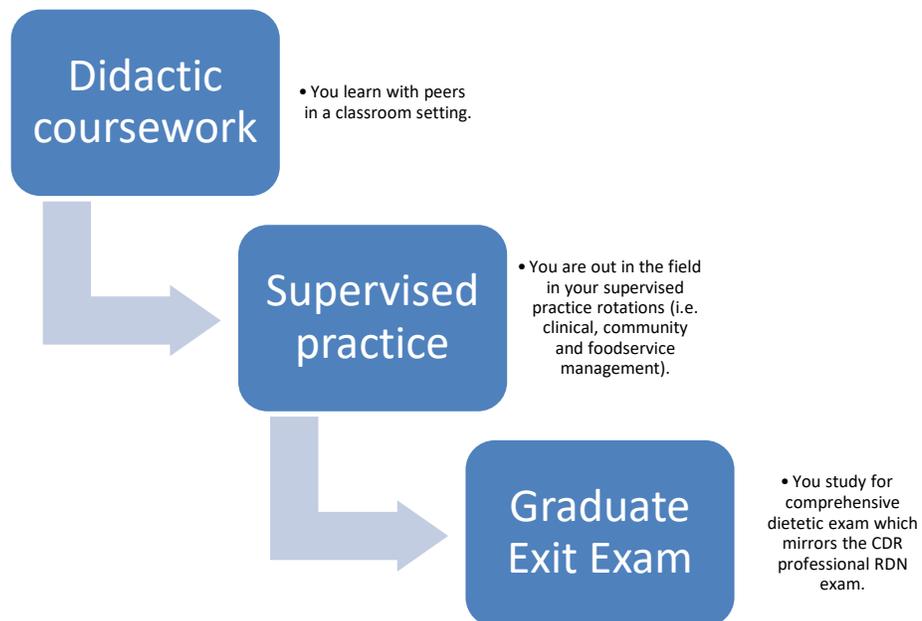
- Graduates of the BS NEP at WSU: This degree serves as the prerequisite to the MS CPD.
- Students with bachelor's degrees in related areas, such as nutrition, exercise science from WSU or other schools: These students will take undergraduate courses from the BS NEP program to complete foundational knowledge areas for the MS CPD.

Note: Students with bachelor's degrees wholly outside of health sciences should postpone applying to the MS CPD.

The maximum time allowed for completion of a master's degree is 6 years from the beginning date of the earliest course applied toward the degree that is listed on the official Program of Study. More information on the official policy can be found here: <https://gradschool.wsu.edu/chapter-six-e/>

Program Sequencing:

After admission, matriculation, and enrollment, life as a MS CPD student is divided into three parts: didactic coursework, supervised practice rotations, and exit examination preparation. Fall semester 1 is solely dedicated to didactic coursework designed to advance the student's knowledge and understanding of foundational topics in dietetics and prepare the student for supervised practice rotations. Depending on the student's undergraduate degree, they will either continue with full didactic coursework or begin supervised practice rotations, in combination with didactic coursing semester 2. Once the student has satisfactorily completed all required didactic and supervised practice rotation requirements, they are eligible to sit for the MS CPD Graduate Exit Exam, a comprehensive dietetic exam which mirrors the CDR professional RDN exam.



Performance Monitoring:

Criteria for Formal Assessment of Student Learning

The program's policy is to evaluate students on a semester basis in each of their dietetic courses. The formal assessment of the student's progress is based upon graded assignments, projects, and didactic examinations. Each student completes an annual self-assessment of their progress in the program along with feedback from the MS CPD faculty, staff and/or preceptors. This formal assessment is completed after each full academic year is completed.

In addition, dietetic courses that include the supervised practice rotation component also includes a formal evaluation of the student's progress which is completed by each of the student's supervised practice rotation preceptors. A student "passes" their supervised practice rotations when the student receives a '3' or higher, based on a 4-point rating scale on their final evaluation for each of the CRDNs. Clinical and foodservice management preceptors complete a mid-term and final evaluation for each student. If a preceptor expresses concern that the student is not meeting the minimum criterion to successfully pass the supervised rotation during their mid-term evaluation, the instructor of record is notified.

A meeting will be scheduled with the student to develop a written plan of action which includes feedback from the preceptor, instructor of record, and/or Program Director. If a student has not made satisfactory progress at the end of their rotation, training time may be extended at the discretion of their preceptor in consultation with the instructor of record and/or Program Director. If the preceptor prefers not to continue training the student but recommends additional training, the student is placed at another facility for training and further evaluation. Additional information on criteria for delaying/terminating supervised practice rotations is detailed below.

Criteria for Delaying/Terminating Supervised Practice Rotations:

- If a student receives a C- or below in any of the preparation courses for the dietetics supervised practice (SP) rotations, the student may be delayed or prevented from proceeding to the SP rotation courses (NEP 501, 540, 551).
 - If a student receives a C+ or C in any of the preparation courses for the dietetics supervised practice rotations, the CPD faculty strongly advise that the student seek out resources through student affairs and additional educational tools, such as EatRightPREP prior to proceeding to the SP rotation courses (NEP 501, 540, 551).
 - If a student consistently demonstrates violations of the code of professionalism, MS CPD faculty and staff will follow the process outlined under the "Violation of the Code of Professionalism" header. Possible sanctions and/or recommendations from this process may result in a delay in proceeding to SP rotations.
- If a student fails to demonstrate progress toward meeting ACEND competencies while at a supervised practice rotation site, the following preceptor evaluation/assessment scale is applied:

- A student who receives a “1” for any competency on the mid-term evaluation or assessment will need to schedule an immediate meeting with their preceptor, instructor of record, Director of the MS CPD, and the Graduate Coordinator to determine an appropriate course of action. A student who receives a “2” on any competency on the final evaluation or assessment will receive an Incomplete (“I”) for the course and need to schedule a meeting with their preceptor, instructor of record, Director of the MS CPD, and the Graduate Coordinator to determine the location(s) and date(s) for additional supervised practice. A student who receives a “1” for any competency on the final evaluation or assessment will receive an “F” in the course.
- Students will be counseled as needed by the Graduate Coordinator and/or Director of the MS CPD and/or the instructor of record if a student is performing poorly academically.
- Students who are not exhibiting the ability to succeed in the program will be offered support and counseling to assist with determining a more appropriate career pathway. This will be facilitated by the Graduate Coordinator and/or Director of the MS CPD with subsequent meetings scheduled on an as needed basis.
 - The Graduate Coordinator and/or Director of the MS CPD will utilize campus resources, such as Career Guidance, to further support the student. More information about this resource can be found here: <https://spokane.wsu.edu/studentaffairs/career-guidance/>

Criteria for Receiving an Incomplete

An Incomplete will 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 Director of the MS CPD.
- Patient safety is compromised by the actions of a dietetic student. Depending on the severity of the offense the College has the right to reassign the student to another site.
- Breach of the code of professionalism outlined in subsequent pages.
- The student is unable to meet rotation requirements as a result from an extended excused absence approved only the Director of the MS CPD, Chair of NEP, or dean for NEP. This may include personal illness or injury, family crisis, as well as any other circumstance that warrants an extended excused absence.

Criteria for Receiving a Failing Grade

A failing grade will 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 of all ACEND competencies that apply to supervised practice rotation experiences.

- The student does not achieve an 80% or higher on the final assessment (the MS CPD Graduate Exit Examination).
- Patient or preceptor safety is compromised. The Director of the MS CPD, Chair of NEP, and dean of the College will review the severity of the offense and disciplinary action will be based on the severity of the incident, which may include failure of the course or dismissal from the program.
- Breach of professional standards. The Director of the MS CPD and Chair of the NEP Department will assess the severity of the offense and disciplinary action will be based on the severity of the incident, which may include failure for course or dismissal from the program.

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

In the supervised practice courses, students must keep a log of their supervised practice hours, signed off by their preceptor, and submit to the instructor of record for course credit. The instructor of record provides each student a supervised practice log for record keeping.

- 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 (Early Childhood Nutrition 80 hours; Senior Nutrition 40 hours; Free Choice 80 hours)
- Minimum of 400 hours in an exercise-related internship (plus, attaining the ACSM-EP Certificate or passing Exercise Departmental Exam)
- Note: Additional hours may be required to demonstrate competency in meeting ACEND and CDR guidelines as determined by the preceptor, instructor of record, and Director of the MS CPD

The Graduate Coordinator and the CPD Faculty will work with the student to ensure a quality experience during supervised practice rotations.

An affiliation agreement is required with a site prior to a student beginning their rotation. The process could take up to twelve months (or more) if there are prolonged discussions regarding content. If the site is within the Washington State University system, an affiliation agreement is not required as the units are part of a single entity.

Note: Students may be granted, **on a case-by-case basis**, credit for supervised practice hours in lieu of rotation requirements from previous work, experiential hands-on training in an internship, or credentialed due to an exercise-related internship. Students must contact the Director of the MS CPD to discuss the evaluation of the 'assessment of prior learning' process. After meeting with the Director of the MS CPD, students will be required to provide supporting documentation (E.g., course syllabi, letter from a work supervisor, documentation proof of exercise credentials, or take the Exercise Departmental Exam) for further evaluation by the Director of the MS CPD and NEP faculty who have

expertise in the content area, prior to waiving a portion of the supervised practice requirements. It is advised that students contact the Director of the MS CPD during their first semester of the program.

Possible Relocation for MS CPD Supervised Practice Rotations

Students may be required to relocate to a different city or state to complete the 400 exercise-related supervised practice hours through NEP 490 (Nutrition and Exercise Internship). Additionally, students may be required to relocate to another area in Washington State or Northern Idaho to complete the 800 dietetics supervised practice hours through NEP 501, 540, and 551. Relocation needs arise due to insufficient numbers of appropriate sites or preceptors available in Spokane and the surrounding area to place all students locally. If relocation is required, the student is responsible for the costs of relocating and living expenses during the supervised practice rotation/internship unless the site provides housing and/or a stipend (See the NEP 490 Internship Manual for more details regarding the exercise internship requirements).

To complete the **MS CPD supervised practice requirements**, the student must obtain a minimum of 1200 hours of experiential training.

One-third of the 1200 supervised practice hours will be met through previous documentation of 400 exercise-related internship hours or NEP 490 (Nutrition and Exercise Internship) and demonstrated proficiency of exercise knowledge with an ACSM-EP certification or passing the Exercise Departmental Exam. It is the student's responsibility to seek out and secure an exercise internship as part of NEP 490.

The other two-thirds of the 1200 supervised practice (SP) hours will be met through NEP 501 (Community SP), NEP 540 (Clinical SP), and NEP 551 (Food Service Management SP). For these 800 dietetics SP hours, the student will be placed by the CPD faculty in one of the following locations: Spokane, Greater Seattle area, Everett, eastern Washington, or northern Idaho. The student cannot be guaranteed a choice of location for site placement.

Student Responsibilities in Rotations

The student's primary responsibility during each dietetics SP 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.

Note: During the experiential training students are not to replace employees.

Attendance

During the MS CPD SP rotations, the student is required to complete a minimum of 200 Community hours (Community hours = 80 Early Childhood Nutrition hours, 40 Senior Nutrition hours, and 80 Free Choice hours), 440 Clinical hours, 160 Foodservice Management hours, and 400 hours of exercise internship. The student must actively participate in all dietetic practice activities during the experience and seek guidance from their primary preceptor, other dietetic staff, healthcare professional and the MS CPD faculty to successfully achieve the assigned objectives.

ACEND requires students to spend a minimum of 1200 hours total in 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, instructor of record, and/or the Director of the MS CPD about enrichment experiences in that rotation. If the student takes longer to attain the required competencies, as evaluated by the preceptors, instructor of record, and/or the Director of the MS CPD, they may have their SP 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 their 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 holiday, Presidents' Day, Labor Day, Thanksgiving week, the first week of January, spring break week and the first two weeks of August. Additionally, students may be scheduled for rotation hours on the weekends as directed by their preceptor, instructor of record, or Program Director.

The student is expected to observe the same regulations regarding working hours as employees of the institution/agency where they are assigned. The student is required to be at the assigned SP site during the same hours as the supervising dietitian.

Attendance at Professional Meetings

The student is required to attend at least one professional meeting during their time in the MS CPD, 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 their 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 SP rotations is anticipated. Provisions must be made to the satisfaction of the faculty and/or SP staff for coverage of coursework or duties during your absence. If the student is academically "at risk", they will need to discuss with their instructor whether absence from classes or facilities is in their best interest. The student will need to make up any SP hours missed to meet their overall required 1200 experiential hours.

Injury or Illness While in the Facility for Supervised Practice

If necessary, the student will be taken at their own expense to a medical clinic or an Emergency Room for treatment of an injury or emergent illness. If an illness occurs while the student is at the facility,

they will be directed to go to the nearest medical clinic at their own expense. Details on Student Health Services can be found here: <https://spokane.wsu.edu/studentaffairs/health-and-wellness/>

Dietetic Student to Preceptor Communication

The student is required to contact their assigned preceptor and any additional contacts pertaining to onboarding requirements (via email or phone) no later than two weeks prior to the start of your scheduled rotation. Contact information is provided by the MS CPD faculty in charge of student placements. This allows the student 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 the student has difficulty communicating with their assigned preceptor, please notify the MS CPD faculty in charge of student placements and/or the instructor of record no later than two weeks prior to the scheduled rotation so the problem can be resolved prior to the start of the rotation. Failure in this requirement could potentially delay or cancel the scheduled rotation, both of which may impact the student's graduation date.

Ongoing Training & CPEUs for Preceptors

Preceptors may receive CPEUs for precepting students up to a maximum amount of 15 CPEUs in a five-year cycle or 3 CPEUs per year. For additional details on how to receive your CPEUs for precepting, please use the following link: <https://www.cdrnet.org/cpeu-credit-for-preceptors>

Preceptors may also access the Commission on Dietetic Registration (CDR) online Dietetics Preceptor Training for an additional 8 CPEUs. The courses are listed below and can be access via the following link: <https://www.cdrnet.org/news/online-dietetics-preceptor-training-course-free-of-charge>

CDR Online Preceptor Training Course:

- Dietetics Preceptor Training Modules 1 & 2 Preceptorship: What it Means and How to Plan as a Preceptor (2 CPEUs)
- Dietetics Preceptor Training Modules 3 & 4: Student Learning Methods and Strategies (3 CPEUs)
- Dietetics Preceptor training Modules 5, 6, & 7: Develop Professional Skills: Communication, Time Management and Staying Current (3 CPEUs)

Preceptor Concerns & Complaints

Preceptors who have a complaint regarding the program or assigned student may file the concern(s) via the link below. The filed complaint will automatically be sent to the Program Director and MS CPD faculty in charge of student placements, who will coordinate a meeting with the preceptor to discuss the information further and determine next steps. If the concern(s) cannot be addressed by the parties listed above, the Chair of NEP will be notified to further assist with addressing the concern(s).

https://wsu.co1.qualtrics.com/jfe/form/SV_3kEEKSCWuapkemF

If a preceptor has a complaint about the program and does not wish to present it to the Program Director, or a complaint about the Program Director, but may not feel comfortable presenting the issue directly out of fear of retaliation or other reasons, preceptors may contact the Graduate Coordinator directly via email or phone. The Graduate Coordinator will compile information about the nature and extent of the complaint to present the information to the Chair of NEP. In turn, the Chair and Graduate Coordinator will seek resolution of the complaint with the Program Director in a fashion that protects the identity of the preceptor and the site.

Graduate School Paperwork Requirements

Forms can be located on the following site: <https://gradschool.wsu.edu>

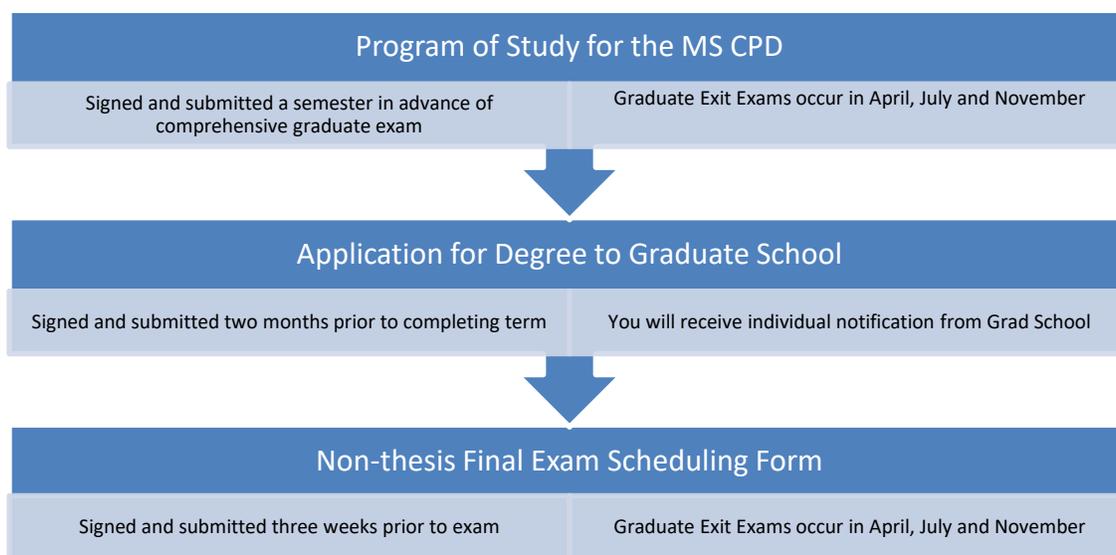
- **Program of Study for Master of Science Degree**- no later than the semester prior to the MS CPD Exit Examination.
 - All 500 level courses are to be included on your Program of Study Form. Prerequisite 400-level courses are not added to the Program of Study.
- **Submit Application for Degree to Graduate School**- All students pay a \$60 graduation processing fee (valid for one year only).
- **Submit Non-Thesis Final Examination Scheduling Form**-no later than four full weeks (20 working days) prior to the exam. An earlier submission may be requested by the Graduate 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:

- **Add/Drop Course Form**-change in elective or adding course credits.
- **Change of Program**- If program changes are made, this form must be completed, signed, and submitted to the Graduate School 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 Director of the MS CPD and the Chair of NEP. All paperwork is submitted to the graduate advisor & placement coordinator who will submit the original form to the Graduate School.



NEP 701

This is the catalog description for NEP 701 (2018, 2019, and 2020 MS CPD admissions):

701 Master's Independent Capstone Project and /or Examination V 1-6 May be repeated for credit. Capstone project or final examination for professional master's degree under the Graduate School. The credits will include a balloted evaluation of the student's completion of the program's capstone/examination requirements by the program's graduate faculty. Students must have graduate degree-seeking status and obtain approval from their major advisor/committee Chair before enrolling for 701 credit. S, U grading.

MS CPD students must include **3 total credits of NEP 701 on their Program of Study Form**. The student must register for NEP 701 the same semester they plan to take the non-thesis MS CPD exit examination. Failure on the first attempt of the exit exam will require the student to take an additional 3 credits of NEP 701 to re-take the MS CPD exit examination.

MS CPD Exit Exam Committee

MS CPD Exit Exam Committee Co-Chairs- Glen Duncan, April Davis

NEP Graduate Faculty who have graduate faculty status: Kelli Frederick and Lisa Heneghen.

MS CPD Exit Exam

All MS CPD graduate students must take and pass a comprehensive dietetics examination with an **80%** or higher score to fulfill the requirements for the MS CPD graduate degree. Graduate school examination deadlines and requirements must be followed for this Exit Exam.

The MS CPD Exit Examination covers dietetics coursework taken for graduate credit (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 concepts that are being taught in the MS CPD.

For first-time test takers, the MS CPD comprehensive exit examination will be scheduled on the 12th week or when faculty are available during the months of July, November, and April. Graduate School policy states that **students are allowed no more than two attempts to pass their exam** to obtain the MS CPD degree. If the student fails the MS CPD Exit Exam, they are required to wait three months before taking a second attempt.

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 the MS CPD Exit Exam

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

After the MS CPD Exit Exam

Via the NEP 701 course, the student must request an **official WSU Transcript that is also conferred by the Graduate School** from the Registrar's Office. The official transcript will be ready **after** final grades have been submitted for the semester **and after** the Graduate School has certified the student's degree (usually official certified transcripts are ready 2-3 weeks after completion of the student's final semester).

- The link to request an official transcript is <https://transcripts.wsu.edu/>. NOTE: There is a \$10 charge

- When the student orders a PDF of their Official Transcript through the WSU system (*Credentials Inc.*), request a “PDF Delivered Electronically to Recipient” and have the official transcript electronically sent to the Director of the MS CPD through WSU’s Transcript Ordering Services.

The Commission on Dietetic Registration (CDR) requires a WSU official degree conferred transcript that the Program Director must submit once the WSU Graduate School has certified the degree which occurs after final grades are recorded. After the student’s degree has been certified by the Graduate School, the Director of the MS CPD electronically submits the CDR required paperwork and mails the CDR verification forms to the student.

Students who successfully complete the program will be issued five official ACEND Verification Statements by the Director of the MS CPD. Graduates are encouraged to keep the five official ACEND Verification Statements for official use such as documentation supplied for employers or state certification or state licensure.

Post-Graduation after RDN Credentialing Occurs

Forty-seven states, Puerto Rico, and the District of Columbia currently have statutory provisions regulating the dietetics profession or associated titles such as dietitian and nutritionist. Information on state licensure and certification is by the CDR website: <https://www.cdrnet.org/state-licensure>

In Washington state certification is voluntary. However, some employers require that credentialed dietitians apply to become state certified. In Oregon and Idaho dietitians may apply to become a licensed dietitian.

Information on Certification for Dietitians in Washington State

In the state of Washington, the title of certified dietitian nutritionist (CDN) or certified dietitian (CD) ensures that sound nutritional advice is given to patients and clients. The law relating to dietitians and nutritionists in the state of Washington is 18.138 RCW. A booklet can be obtained from the WA Department of Health, which clearly outlines the minimum requirements for certification.

Dietitians are required to renew their certifications every year before their birthday. A renewal card and the appropriate fee are needed. Training to meet certification requirements (AIDS) may be available online, at local community colleges or at the Red Cross. If you have questions about the certification process, you may contact:

WA Department of Health - Health Professions Quality Assurance

Phone: (360) 236-4700 | E-mail: HPQA.CSC@doh.wa.gov

<https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/DietitianandNutritionist>

WSU Policies and Procedures

Liability for Safety in Travel

Students must assume the responsibility for transportation to and from off-campus activities such as SP rotations, practicum, internship, field trips, and travel to professional meetings. MS CPD students will be assigned to off-campus facilities in most cases for experiential training. It is 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 Harassment (Executive Policy 15) can be located on the following page: <https://policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep15-discrimination-sexual-harassment-and-sexual-misconduct/>

Students experiencing, witnessing, or having questions about discrimination and/or harassment at WSU, including sexual harassment, should contact WSU's Compliance and Civil Rights:

<https://ccr.wsu.edu/>

Transfer Credits and Course Offerings

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

Most courses in the MS CPD are only offered once a year. Therefore, planning your full academic program with the graduate advisor & placement coordinator in consultation with the Director of the MS CPD is vitally important. Students who elect to drop a course may lengthen 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 the industry scholarships. State and federal financial aid programs are available to those admitted as 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/>

Academic Deficiency

The following website provides information regarding the minimum GPA requirements, academic probation, and reinstatement requirements: <https://gradschool.wsu.edu/chapter-six-c/>

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 504-26-415 found here:

<https://apps.leg.wa.gov/WAC/default.aspx?cite=504-26-415>

A step-by-step guide to the academic integrity process can be found on the Center for Community Standards' site: <https://handbook.wsu.edu/academic-integrity-process/>

Request for Reasonable Accommodations

Reasonable accommodations are available for a student with a documented disability. Students wanting to request reasonable accommodations must work through WSU Spokane's Access Services: <https://spokane.wsu.edu/studentaffairs/access-resources/>.

Retention and Remediation

WSU and the MS CPD strive to assist students who may be poorly performing in the courses. Students may access writing assistance, tutoring, counseling, and other services through the Success Center: <https://spokane.wsu.edu/studentaffairs/successcenter/> and/or connect with the graduate advisor & placement coordinator to discuss additional support options.

Withdrawal and Refund of Tuition and Fees

Students who withdraw from the program may be eligible for a refund of tuition and fees. Students may contact the Registrar Office for more information, as well as find more information on the following website: <https://spokane.wsu.edu/studentaffairs/registrar-enrollment-services/cancel-enrollment/>

Department Policies and Procedures

Expectations with Respect to Electronic Communications

Faculty and staff are almost exclusively using electronic means to disseminate information 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 to:

- Ensure they are connected to email and check it frequently (at least once daily on Mondays through Fridays).
- 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).
- Email communications from 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.
- Students may access myWSU to get a new email name and temporary password, as well as instructions on how to obtain a WSU email account and how to check their WSU email account.

- Electronic communication may be required as part of courses and rotations. The requirements are to be specified in the course syllabus. If these requirements pose a problem for a student, the student must contact the instructor of record to work out a solution.
- 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 & NEP Department Communication

You are required to maintain close communication (via phone or e-mail) with your instructors and the Program Director regarding any issue/concern pertaining to the MS CPD. 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 regarding patient/client information and all confidential information learned during the experiential learning activities and supervised practice 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.

Student Standards of Conduct and Standards of Professionalism

The WSU Standards of Conduct for Students (student conduct code) apply to students in the MS CPD and are found here: <https://app.leg.wa.gov/WAC/default.aspx?cite=504-26>. The Center for Community Standards will process any alleged violations of the Standards of Conduct and maintains a handbook describing the Community Standards process in more detail: <http://handbook.wsu.edu/>.

Code of Professionalism

Ethical character is an important component of professional behavior and part 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, when attending university-sponsored functions, and when serving as representatives of the university.

A student's continued enrollment depends, in part, on an ability to adhere to recognized standards of professional practice and conduct, alongside the policies and procedures of their assigned supervised practice sites. In addition to site-specific policies, each student must:

1. Arrive prepared for each rotation and class period with completed assignments.
2. Address instructors, staff, preceptors, and coworkers with the correct professional title, unless instructed otherwise by said parties.
3. Follow scheduled arrival and departure times for supervised practice rotations, university classes, and mandatory university meetings. If unable to report for the activity, students must notify the appropriate party as soon as possible.
 - a. Students are tasked with making up any missed assignments, supervised practice rotation hours, or meetings. An extended absence due to illness or extenuating circumstances must be discussed with the course instructor and, if applicable, the preceptor.
4. Abstain from personal cell phone use during classes, labs, supervised practice rotations, and exercise internship hours, unless student is on a break from listed activities.
5. Wear a nametag and, if directed, a lab coat during supervised practice rotations. Nametags can be purchased through the WSU Spokane Student Affairs Office.
6. Abstain from using supervised practice sites' telephones, supplies, and computer equipment for personal use.
7. Comply with state and federal regulations related to food preparation.
8. Abstain from chewing gum, using tobacco, and wearing perfume/cologne/aftershave during experiential learning activities.
9. Understand and follow the guidelines outlined by HIPAA as it relates to patient information and site materials. Use only initials when referring to patients in written case studies, reports, or logbooks.
10. Uphold the standards of conduct for students as outlined in the WAC sections found here: <https://apps.leg.wa.gov/wac/default.aspx?cite=504-26>
11. Refrain from using substances that may impair clinical judgment or be harmful to self or others.
Random drug tests may occur at training facilities
12. Adhere to the "[Code of Ethics for the Profession of Dietetics](#)" established by the Academy of Nutrition and Dietetics and its credentialing agency the Commission on Dietetic Registration (CDR).
13. Comply with the MS CPD dress code for all program activities as listed below, unless otherwise specified. If a facility's dress code differs, the student should follow the preceptor's/facility's instruction.

- a. Clothes: Clean, wrinkle-free, and loose-fitting clothing with no advertisements or slogans. Skirts and dresses must fall below the knee.
 - i. Examples of inappropriate clothing: denim jeans, leggings, evening wear, sheer fabrics, low necklines, spaghetti straps, cargo pants, tube tops, midriff tops, shorts, sweatshirts/sweatpants, miniskirts, t-shirts.
- b. Hair: Restraints must be worn in food service areas. Facial hair must be neatly shaven or trimmed. No hats, bandanas, or headbands during supervised practice rotations. Natural hair color required.
- c. Shoes: Well-maintained close-toed shoes of a comfortable height for all clinical settings and labs. Socks or hosiery must be worn.
- d. Jewelry: No facial jewelry, except earrings. Earrings must be shorter than two inches in diameter or length if worn. May wear watch and one ring.
- e. Hygiene: Maintain daily hygiene, e.g. daily showers/baths, nail care, use of deodorant, hose/socks, hair care, trimmed beard/moustache.
- f. Nails: No nail polish when working around or handling food. Nails should be no longer than one-quarter inch from the end of the finger.

*If a student has questions about specific items of clothing or accessories, please consult with MS CPD faculty or staff members.

Violations of the Code of Professionalism

A violation of the Code of Professionalism, whether intentional or unintentional, requires intervention to mitigate future consequences. When MS CPD faculty and/or staff learn of a potential violation of the Code of Professionalism, they will follow the steps below.

1. Documenting party will notify the student and write up the incident.
2. The MS CPD Director or designee will review the alleged case and will schedule a meeting with the student to discuss the incident. Except as provided in paragraph 4 below, if the MS CPD Program Director or designee finds a violation of the Code of Professionalism occurred after meeting with the student, the MS CPD Director or designee will outline a correction plan.
 - a. The correction plan of the MS CPD Director or designee will vary depending on the nature and severity of each case. Possible improvement processes may include, but are not limited to:
 - i. Requiring the student to enroll in a university-based course on professionalism.
 - ii. Referral to a university-based resource.
 - iii. [Other]

3. Following the meeting, the MS CPD Director or designee will document the outcome of the meeting and the correction plan, if any, in the student's file and provide a written copy to the student.
 - a. The correction plans will include information about the issue/concern, outline a process for improvement, and provide a timeline.
4. Upon the [second/third] or subsequent founded violation of the Code of Professionalism, the MS CPD Director and NEP Chair will consult to determine if the [second/third] or subsequent violation warrant placing the student on probation or suspending or terminating the student from the program.
 - a. If probation, suspension, or termination is not warranted, the MS CPD Director or designee will outline a correction plan as outlined in paragraph 2 above. However, if probation, suspension or termination is warranted, the student will receive a written notification of the sanction from the NEP Chair. If a student is placed on probation or suspended from the program, the NEP Chair may also issue a correction plan as a condition of the probation/suspension.
5. All materials will be documented in the student's file.

The student will be provided an opportunity to appeal a finding that the student violated the Code of Professionalism and/or any educational outcome resulting from a finding as discussed in the next section.

Appeal Process – Violation of Code of Professionalism

Appeals from findings of violations or educational outcomes issued due to a violation of the Code of Professionalism may be made to the NEP Ad-Hoc Committee in writing. This petition must be completed within five (5) calendar days from the date the decision letter was issued to the student. The appeal can be submitted to the Graduate Advisor & Placement Coordinator who will provide the documentation to the current committee members.

The appeal shall be a review of the documented information and will not include additional meetings with the student. The committee may affirm the original finding and educational outcome(s), affirm the original finding but issue a new educational outcome, or reverse the original decision entirely. The committee shall issue a decision in writing to the student within a reasonable timeframe, which represents the department's final decision on the matter. Students wishing to appeal the program's decision may do so as outlined in the Graduate School Policies and Procedures, Chapter 12E.3.b. by filing a written appeal with the Dean of the Graduate School within fifteen (15) calendar days of the NEP Ad-Hoc Committee's decision. See [Chapter 12.E.3.](#) for more information on the Graduate School's appeal process.

Filing Complaints

If students have a complaint about the program and/or the MS CPD Director, but may not feel comfortable presenting the issue directly out of fear of retaliation or other reasons, students may

contact the Graduate Coordinator directly via email or phone. The Graduate Coordinator will compile information about the nature and extent of the complaint and will present the information to the Department Chair. In turn, the Department Chair and Graduate Coordinator will seek resolution of the complaint with the Program Director in a fashion that protects the identity of the student.

Satisfactory Academic Process

To uphold high academic standards, the Graduate School has established a minimum 3.0 cumulative GPA and a 3.0 program GPA 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 all research credits (701, 702, 700, 800). One U (Unsatisfactory) grade for research credits indicated that the student is not making satisfactory progress. The student will be subject to dismissal from the program if s/he earns a U (Unsatisfactory) grade for research credit for two terms (summer term included).

The following is a link to the Graduate School Policy: <https://gradschool.wsu.edu/chapter-six-c/>

If a student is placed on probation or dismissed from the program due to academic reasons, Graduate School policies and procedures will be followed: <https://gradschool.wsu.edu/policies-procedures/>

Probationary Continuing Enrollment

A graduate student who has completed the 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) 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 3.0 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 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 Graduate 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 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 may need 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.

Written Complaints to ACEND

The link below outlines the process for submitting written complaints to ACEND related to program non-compliance with ACEND accreditation standards after all other options with the program and institution have been exhausted: <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>

Student Information

FERPA is a federal law that protects the privacy of students', both current and former, educational records. Per the student rights outlined by FERPA, students have the right to inspect and review education records maintained by WSU. To learn more about FERPA and/or learn how to request educational records, see the following page: <https://www.ronet.wsu.edu/Main/Apps/FerpaInfo.ASP>

Additional information about student rights can be found here: <https://gradschool.wsu.edu/chapter-twelve/>

Washington State University Resources

Supportive resources are available to students while they are enrolled in the program and students are encouraged to access these resources as needed. The links below will provide additional information on each resource.

- Access Services: <https://spokane.wsu.edu/studentaffairs/access-resources/>
- Counseling Services: <https://spokane.wsu.edu/studentaffairs/counseling-services/>
- Financial Aid: <https://financialaid.wsu.edu/>
- Health Services: <https://spokane.wsu.edu/studentaffairs/health-and-wellness/>
- Student Success Center: <https://spokane.wsu.edu/studentaffairs/successcenter/>

APPENDICES

APPENDIX A

MS CPD ONBOARDING CHECKLIST

Each item on the checklist will have an assigned deadline during the summer prior to your enrollment. The Graduate Coordinator will distribute a checklist with deadlines in May via email.

- Signed Acknowledgement of Understanding Form
- Signed WSU NEP Media Consent Form
- Signed Authorization of Release of Record
- Student Professional Liability Insurance
- Physical Activity Readiness Questionnaire (PAR-Q+)
- HIPAA Certification (Valid for 5 years once completed)
- Blood Borne Pathogens (BBP) Training: Initial Training Quiz Results & Signed Form
- First Aid Certification
- Washington Food Handlers Permit
- CPR (Adult, Infant, & Child) w/ AED Certification
 - Must be AHA BLS Healthcare Providers Certification and include hands-on interactive component.
- Criminal Background Check
- Washington State Patrol Background Check (annually)
- Office of the Inspector General (OIG) Background Check (annually)
- Vaccinations:
 - 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 waiver
 - Varicella Series (2) *or* Titer test
 - Annual Flu shot *or* signed flu declination waiver
 - Negative 2-step TB skin test initially, and 1-step TB skin test (annually)

Onboarding Documentation Descriptions:

Acknowledgement of Understanding

A signed *Acknowledgement of Understanding* (AoU) indicates the student has read the MS CPD Student Handbook and will abide by the policies and procedures of the university, campus, and program.

Media Consent Form

The media consent form allows the NEP department 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 fee is the responsibility of the student and students will be required to renew liability insurance annually. More details can be found under “Insurance Requirements” above.

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 MS CPD 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 to prevent the spread of disease. Blood Borne Pathogens training is completed online through WSU Health & Wellness Services at: <https://ehs.wsu.edu/home-2/bbptraining/>. Once students complete the training, they take the initial training quiz and submit results to the Graduate 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 MS CPD students. Certification must be kept active throughout enrollment in the NEP program. Referrals for training programs will be provided by the graduate advisor & 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 (Adult, Infant, & Child) w/ AED Certification

Students need to make sure to get the American Heart Association Basic Life Support CPR & AED certification specifically for health care providers.

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 **given to you by the graduate advisor & placement coordinator** for student access.

Please note that public institutions such as WSU may not deny admission based upon an applicant’s criminal record. However, if a student has a criminal conviction, s/he may not be able to complete her/his degree and graduate depending upon the type and/or severity of the crime, irrespective of whether WSU has granted admission to the program. 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.

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. The fee is included with your CastleBranch access.

Office of Inspector General (OIG) Background Check

The Office in Inspector General Background check can be completed at <https://exclusions.oig.hhs.gov/>. A screenshot of the results should be provided to the Graduate Coordinator.

Immunization/Health Records

Each student must provide evidence to the Graduate Coordinator of completed immunizations. The immunization or test must be renewed if it expires during the year, and new documentation should be provided to the Graduate 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.

- Diphtheria & Tetanus (TD/TDAP): Documentation of TD or TDAP vaccination within the last 10 years must be submitted 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. Provide record prior to orientation.
- Flu: Documentation of annual flu shot is required yearly by the MS CPD. The student can choose to sign the declination waver instead of being immunized for the 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 then

provide evidence of the following two Hepatitis B required immunizations later. The student can choose to sign the declination waiver 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 the MS CPD prior to orientation. Students then must provide evidence of **yearly** purified protein derivative (PPD) tuberculosis testing (negative 1-step) during the program. If students are PPD-positive or have had Bacilli Calmetti Guerin (BCG), contact the graduate advisor & placement coordinator for further instruction.

Drug Testing

Some internship sites require drug testing, thus it is optional for the MS CPD 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 Graduate Coordinator.

Academy of Nutrition and Dietetics Student 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



Department of
Nutrition and Exercise Physiology
ELSON S. FLOYD COLLEGE OF MEDICINE

Master of Science Coordinated Program in Dietetics

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.

Student Signature: _____

Date: _____



Department of
Nutrition and Exercise Physiology
ELSON S. FLOYD COLLEGE OF MEDICINE

MEDIA CONSENT FORM

Date: _____

I, (print) _____, hereby give my consent to be captured on any and all forms of media including but not limited to photography, video, audio, etc., recorded by staff, faculty, or a student of Washington State University and by its partners. I understand that the footage is to be used for teaching and communications purposes or 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: _____



Department of
Nutrition and Exercise Physiology
ELSON S. FLOYD COLLEGE OF MEDICINE

STUDENT AUTHORIZATION FOR RELEASE OF RECORD

Student Name: _____
(Print) (First) (Middle) (Last)

WSU ID: _____ Date of Birth: _____

I authorize the Nutrition and Exercise Physiology department to release information from my education record as requested by clinical agencies 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 Graduate Coordinator.

Student Signature: _____ Date: _____

Completed Blood Borne Pathogens Training



Department of
Nutrition and Exercise Physiology
ELSON S. FLOYD COLLEGE OF MEDICINE

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

I have completed all 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 (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 Graduate Coordinator or appropriate faculty member.

APPENDIX C

OPTIONAL IMMUNIZATION DECLINATION FORMS



Department of
Nutrition and Exercise Physiology
ELSON S. FLOYD COLLEGE OF MEDICINE

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 Graduate 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: _____

INFLUENZA VACCINE DECLINATION

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 (print): _____

SIGNATURE: _____

DATE: _____

APPENDIX D

NEP FACULTY CONTACT INFORMATION

Name/Title	Email Address	Phone Number	Office
Glen Duncan <i>Professor and Chair, NEP</i>	glen.duncan@wsu.edu	509-358-7875	SHER 318C
April Davis – MS CPD Faculty <i>Director, MS CPD</i> <i>Clinical Associate Professor</i>	adavis@wsu.edu	(509) 358-7919	SHER 320A
Kelli Frederick – MS CPD Faculty <i>Teaching Assistant Professor</i> <i>CPD SP Placement Coordinator</i>	kelli.frederick@wsu.edu	(509) 3xx-xxxx	SHER 320B
Lisa Heneghen – MS CPD Faculty <i>Clinical Assistant Professor</i>	lisa.heneghen@wsu.edu	(509) 3xx-xxxx	SHER 314C
Pablo Monsivais <i>Associate Professor</i>	p.monsivais@wsu.edu	(509) 358-7685	SHER 458
Ofer Amram <i>Assistant Professor</i>	ofer.amram@wsu.edu	(509) 368-6863	SHER 458
Martine (Petey) Perrigue <i>Assistant Professor</i>	martine.perrigue@wsu.edu	(509) 368-6911	SHER 306
Hans Haverkamp <i>Associate Professor</i>	hans.haverkamp@wsu.edu	(509) 368-6912	SHER 314B
Julie Larsen <i>Teaching Assistant Professor</i>	larsen2@wsu.edu	(509) 368-6958	SHER 302
Mark McMulkin <i>Instructor</i>	mcmulkin@wsu.edu	N/A	
Franck Carbonero <i>Assistant Professor</i>	Franck.carbonero@wsu.edu	509-358-7540	SHER 416
Patrick Solverson <i>Assistant Professor</i>	Patrick.solverson@wsu.edu	509-358-7785	SHER 418

NEP STAFF CONTACT INFORMATION

Name/Title	Email Address	Phone Number	Office
Jill Wagner <i>Academic Coordinator</i>	jill.wagner@wsu.edu	(509) 358-7811	SHER 318A
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Duran Paasch-Catalano <i>Office Assistant</i>	d.paasch-catalano@wsu.edu	(509) 368-6895	SHER 308