

Department of Nutrition and Exercise Physiology

Bachelor of Science Nutrition and Exercise Physiology (BS NEP) Student Handbook

Entering Program 2023

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WASHINGTON STATE UNIVERSITY

**Elson S. Floyd
College of Medicine**

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Students must read the BS NEP Student Handbook in its entirety, including the information on the website links. All website links are current as of May 2023.

Program Accreditation Status

The WSU Bachelor of Science in Nutrition and Exercise Physiology is in the initial accreditation phase through the Committee on Accreditation for the Exercise Sciences (CoAES) within the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

CAAHEP Contact Information:

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
caahep.org

Handbook Overview

Welcome to the Bachelor of Science in Nutrition and Exercise Physiology (BS NEP). This handbook is intended to help you make the most of your experience as a student, to acquaint you with the workings of our program, and to clarify questions you might have about expectations or procedures. This handbook is not exhaustive, nor is it intended to be. Rather, we hope it helps you get off to a good start in the program.

The information contained in the handbook is based on existing BS NEP and WSU policies as of the date the handbook was updated. However, since requirements and procedures can change, it is important that you check the [BS NEP website](#) and [WSU website](#) regularly as you progress through the program to ensure that you are following the most up-to-date requirements and procedures. If you have questions, feel free to ask the Program Director or Academic Coordinator!

BS Nutrition and Exercise Physiology (BS NEP) Introduction

Program Description

The Bachelor of Science in Nutrition and Exercise Physiology (BS NEP) at Washington State University (WSU) has a unique focus on the preparation of students for exercise- and nutrition-related careers in disease prevention and rehabilitation, as well as corporate and private health and fitness industries. In addition, it provides the student with the basic scientific preparation necessary for the pursuit of advanced degrees in exercise science, nutrition, and other allied health and medical fields.

The BS NEP degree offers an interdisciplinary evaluation of the multiple effects of nutrition and physical activity on the health of individuals. Areas of study include exercise science, human nutrition, biological sciences, social and psychological sciences, and environmental factors. Students gain experiential learning through laboratory experiences, practicums, and a semester-long internship.

Mission Statement

The Department of NEP seeks to promote the health of individuals and communities through research, teaching, and service activities in human nutrition and exercise physiology, and the application of these sciences in academic, clinical, public health, and industry settings.

Student Learning Outcomes

- Demonstrate effective verbal communication skills for a variety of audiences.
- Demonstrate effective written communication skills for a variety of audiences.
- Collect and apply assessment data to develop effective evidence-based nutrition recommendations.
- Collect and apply assessment data to develop effective evidence-based exercise prescriptions.
- Understand, interpret, and synthesize quantitative scientific evidence in the fields of nutrition and exercise physiology.
- Demonstrate professionalism including cultural humility, ethical behavior, compliance with regulations, and upholding professional standards of practice.

Exercise Physiology Certification

The BS NEP is designed to prepare graduates for certification as an Exercise Physiologist through the American College of Sports Medicine (ACSM). The ACSM [website](#) provides additional information, content outlines, and study materials. Current requirements include a bachelor's degree in exercise science, exercise physiology, or kinesiology, as well as CPR/AED certification.

Because the BS NEP program is accredited by CoAES, students are eligible for an exam registration voucher, which significantly decreases the cost. Students may obtain this voucher from the Program Director during or following their final semester of the BS NEP program.

Employment Opportunities

Exercise Physiologists work in a wide variety of settings such as:

- *Cardiopulmonary Rehabilitation*
- *Stress Testing*
- *Medical Fitness*
- *Specialty Gyms*
- *Private Practice*
- *Community Wellness*
- *Public Health*
- *Research*

Admission Process

Current admission requirements for the BS NEP are listed on the [website](#), along with a link to the application. All applications are reviewed to confirm that the minimum requirements are met (or could be met by the start of fall semester). Applications that meet the requirements are independently reviewed by the Admissions Committee.

Prior to Enrolling for Classes

Students are required to complete the following onboarding and advising requirements before beginning classes:

- ALL BS NEP Students (new and returning): Complete and submit required health sciences campus and programmatic onboarding documentation, including all immunization requirements, **prior to Student Orientation** (unless otherwise noted by the NEP Administrative Assistant).
- New BS NEP Students: Attend New Student Orientation (NSO) in August to receive current information related to the program. NSO occurs in person the week before Fall semester classes begin. The NSO schedule and details will be emailed to students during the summer prior to matriculation into the BS NEP.

Immunization Requirements and BS NEP Onboarding

ALL STUDENTS Must Complete and Submit Required [WSU Health Sciences Immunization Requirements](#) and Departmental/Programmatic Onboarding Documentation before Student Orientation.

[POLICY for WSU Health Sciences Immunization Requirements](#)

In accordance with the [Centers for Disease Control and Prevention \(CDC\), recommendations for health care workers](#) including students/trainees, and to comply with the training site vaccination and health screening requirements. WSU Health Sciences programs with a clinical experiential learning requirement must be vaccinated or show evidence of immunity for the following:

- COVID-19: boosters may be required based on agency requirements
- Hepatitis B: proof of immunity and proof of vaccination
- Measles, Mumps, and Rubella (MMR): proof of immunity by titer may be accepted in lieu of proof of vaccination
- Tdap (Tetanus, Diphtheria, Pertussis)
- Tuberculosis screening: there are no exemptions for TB screening
- Varicella: proof of immunity by titer may be accepted in lieu of proof of vaccination
- Influenza (annually)

WSU Health Sciences reserves the right to require additional immunizations in the event of a public health emergency, updated recommendations by the CDC for vaccination and/or health screenings, and/or training site placement requirements.

PROCEDURE for WSU Health Sciences Immunization Requirements

Each WSU Health Sciences program that admits a student with a clinical experience academic requirement does so on the condition they are fully vaccinated and have completed all required health screenings. Each student is responsible for submitting appropriate medical documentation evidencing vaccination and completing their health screening prior to engagement in any clinical experience. All such documentation must be submitted in accordance with each applicable Health Sciences program requirements including information systems that maintain immunization and health screening information (E.g., CastleBranch). Failure to comply with vaccination and health screening requirements can result in decertification from the program. Existing students in the professional program will be required to follow existing WSU vaccination policies.

Students applying for a medical exemption must complete this prior to the start of the academic year in which they have been conditionally admitted. To request a medical exemption requires submission of appropriate documentation from a qualified and licensed health care provider establishing a vaccination is contraindicated due to an underlying medical condition. Students should submit exemption materials to [Cougar Health](#). If the submitted documentation supports a medical exemption, each program will admit the student and allow progression so long as they can reasonably accommodate the student. To the extent such action will cause a direct threat or undue hardship, the program shall deny the student admission.

Students receiving an approved accommodation are not guaranteed an internship, which is a requirement for degree completion. Accommodated individuals must comply with the terms and conditions of the accommodation which may include use of Personal Protective Equipment, donning appropriate masks, and periodic testing/screening. Failure to follow an approved accommodation may subject the student to appropriate corrective action up to and including termination or revocation of the accommodation. A terminated or revoked accommodation may result in the student being referred to the applicable student progress committee for a professionalism violation and/or other reasonable corrective action.

Non-Compliance: Students who do not comply with WSU Health Sciences vaccine or health screening requirements shall not be admitted into or will be decertified from the applicable education program. If there is an ongoing vaccination (e.g., influenza) or health screening requirement, students who are non-compliant will not be able to matriculate in their program or will immediately be removed from a clinical rotation.

Submission of Information; Falsification of Records: Students submitting vaccination and health screening information, or requesting a medical exemption are required to follow WSU Health Sciences policies and procedures for submitting this information. Failure to comply with these timelines and processes may result in delay or denial of admission to the applicable program. WSU reserves the right to request additional or supporting documentation and information from a student. False, misleading, or inaccurate information submitted pursuant to this policy may result in, among other things, a referral to Center for Community Standards for appropriate investigation and/or discipline. Similarly, submission of false or inaccurate information may be a violation of the law and may result in a referral to appropriate law enforcement agencies or professional licensing boards.

ADDITIONAL NEP Department Details

The NEP Administrative Assistant will be monitoring progress of immunization requirements and onboarding documentation. 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 or dismissal from the program. Additionally, if the student continues to be non-compliant in submission of any campus, departmental, or programmatic onboarding documentation, the Program Director will place a registration HOLD on the student's account for Spring semester. *The student will not be able to register for the second semester of coursework until all immunization requirements and onboarding documents are complete, which could delay time to program completion or lead to dismissal from WSU Health Sciences programs.*

The student must collect and submit a copy of all documentation to the onboarding portal, CastleBranch, which is monitored by the NEP Administrative Assistant. Information regarding deadlines for each requirement will be provided to the student over the course of the summer by the Administrative Assistant, 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 in **Appendix A** of this handbook.

Costs and Fee Estimates for BS NEP Students

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. The following course fees and additional expenses are approximate and subject to change.

Course Fees:	
NEP 340 Essentials of Food Preparation for Health Sciences	\$35.00
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 480 Cardiopulmonary Rehabilitation	\$40.00
NEP 482 Nutrition and Exercise Practicum II	\$40.00
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
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: https://cougarhealth.wsu.edu/billing-and-insurance/student-insurance/health-sciences-student-insurance/ 	\$85.00 per semester
Medical Insurance (<i>Insurance may be required for internships. Students may purchase the WSU Spokane Student Medical Insurance Plan</i>)	Variable
Student Liability Insurance (<i>can be purchased through WSU – see below</i>)	\$15.50
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
WSU Student ID Badge from Student Affairs (different from Cougar Card)	\$10.00
Costs Associated with Printing	Variable
Current Food Worker Card (<i>Washington State</i>)	\$10.00
AND Student Membership (optional)	\$58.00
Local AND (GSDA) Student Membership (optional)	\$10.00
ACSM Student Membership (optional)	\$10.00
Final Official Transcript	\$10.00
ACSM Exercise Physiologist Certification Exam (with voucher) (optional)	\$270.00
Vaccinations: MMR series, HEP B series and titer showing immunity, Varicella series, Tdap. Annual flu vaccination. Annual TB test.	Variable
Possible Additional Charges from Internship Sites: <ul style="list-style-type: none"> Site-specific onboarding platform subscriptions required for some sites (E.g., MultiCare sites require a subscription to myClinicalExchange for onboarding, which costs ~\$40 for 12 months) Site-specific drug testing (often random) Site-specific onboarding vaccination requirements (E.g., COVID-19) Site-specific Criminal Background Check Relocation and living expenses 	Variable

Computer Requirements

All students are required to have a working laptop computer or tablet for academic use and examinations. If you have one, or plan to buy a new one, make sure it meets university IT specifications.

Insurance Requirements

Student Liability Insurance

BS NEP students are required to obtain liability insurance before they participate in any NEP experiential learning activities or internships (*See Appendix B*). Therefore, this insurance should be obtained, and documentation uploaded into CastleBranch **at the specified deadline**. Liability insurance must be maintained through the entire BS NEP, including the internship. This type of insurance is designed to protect against harm or injury that you may cause others. Most internship sites require students to have liability insurance and will not allow students to be on site without it. Students can obtain 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, visit <https://crmo.wsu.edu/insurance-rm/> and choose “Student Allied Health (medical) Intern Liability Insurance”. Insurance purchased through WSU 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: <https://spokane.wsu.edu/studentaffairs/health-and-wellness/>

Medical Insurance

It is highly recommended that each BS NEP student maintains health insurance. Internship 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.

Performance Monitoring

Assessment of Student Learning

The program's assessment of learning policy is to evaluate each student on a semester basis in every course. The formal assessment of the student's progress is based upon graded assignments, projects, and didactic examinations.

The degree audit in myWSU shows all academic requirements that must be fulfilled before a student can graduate. It is imperative that the student become familiar with and understand the degree audit, and check that it is accurate each semester before meeting with their advisor. Additionally, the student should confirm that all transfer work from previous institutions is reflected accurately. If there are any inaccuracies, the student should email the Academic Coordinator to ask for assistance in correcting any errors. Each item on the degree audit must be completed prior to graduation. The Undergraduate Degree Office reviews the degree audit for graduation clearance. If any item on the degree audit is not complete, the student will not be able to graduate.

In order to graduate, the student must earn a “C” or higher in all NEP courses. They must also maintain a cumulative grade point average (GPA) of 2.5 or higher. If a student receives a grade lower than a “C” in any required course, the student must repeat that course. This grade will prevent the student from advancing to any course for which that course is a prerequisite. This will likely extend the time required to complete the BS NEP degree since most courses are only offered once a year.

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 internship determined by the preceptor, Instructor of Record, and Program Director.
- Patient/client/participant safety is compromised by the actions of the 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 course requirements as a result from an extended excused absence approved only the Program Director, chair of NEP, or dean of the College of Medicine. 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.
- Patient/client/participant or preceptor safety is compromised. The Program Director, chair of NEP, or dean of the College of Medicine 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 Program Director and chair of NEP 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.

Internship Requirements

Each BS NEP student is required to complete a 400-hour internship at an approved site of their choice, following the completion of their didactic coursework. More information on this is provided in the BS NEP Internship Manual. Note that students must pay for and register for 10 credits of NEP 490. Additionally note that students typically spend 40 hours per week at their internship site for 10 weeks, so many find it difficult to work another job to earn money during their internship. Most internships are not paid, so students must plan accordingly.

Student Responsibilities in Internships

The student's primary responsibility during their 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:** Interns are not to *replace* employees.

Academic Calendar, Vacation, Holiday, Working Hours, Absence Policies

The student is expected to observe the same holidays as the worksite employees during their internship. For example, if the staff works the Friday after Thanksgiving Day, the student may be required to be present as well. The assigned 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 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.

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 internships is anticipated. Provisions must be made to the satisfaction of the faculty and/or internship site 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 internship hours missed to meet their required 400 hours.

Injury or Illness While in the Facility for Internships

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/>

Student to Preceptor Communication

The student is required to contact their assigned preceptor and any additional contacts pertaining to site-specific onboarding requirements (via email or phone) no later than two weeks prior to the start of your internship. 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, etc.

If the student has difficulty communicating with their assigned preceptor, please notify 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.

WSU Policies and Procedures

Liability for Safety in Travel

Students must assume the responsibility for transportation to and from off-campus activities such as practicum, internship, field trips, and travel to professional meetings. BS NEP students will be located at 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 Program Director to facilitate the transfer process. Courses taken from other universities must meet the WSU and BS NEP transfer requirements.

Courses in the BS NEP are only offered once a year. Therefore, planning your full academic program with the Academic Coordinator in consultation with the Program Director 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 BS NEP may be 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 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 BS NEP program 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 Academic 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.

The student is responsibility for:

- Ensuring they are connected to email and checking it frequently (at least once daily on Mondays through Fridays).
- Maintaining a WSU email account. All email from faculty and staff to students will be sent directly to WSU email addresses (example: networkid@wsu.edu).

- Emailing communications to faculty and staff from the student's WSU account with a signature line at the end of the message giving the student's full name.
- Accessing 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 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.
- Emailing communication that includes 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.

BS NEP Student & NEP Department Communication

The student is required to maintain close communication (via phone or e-mail) with faculty and the Program Director regarding any issues or concerns pertaining to the BS NEP. 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 BS NEP.

Student Standards of Conduct and Standards of Professionalism

The WSU Standards of Conduct for Students (student conduct code) apply to students in the BS NEP 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 BS NEP 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 professional titles, unless otherwise by suggested or requested by the individual.
3. Follow scheduled arrival and departure times for internships, university classes, and mandatory university meetings. If unable to report for the activity, the student must notify the appropriate party as soon as possible. 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, and supervised practice rotations unless on a break from listed activities.
5. Wear a nametag during supervised practice rotations. Nametags can be purchased through the WSU Spokane Student Affairs Office.
6. Abstain from using internship 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 internship rotations.
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 NEP dress code for internships and other professional 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. Clothing: Business casual clothing should be worn for all internship settings and other professional activities connected with the BS NEP, such as when working with standardized patients. Examples of unprofessional clothing include, but are not limited to: denim jeans, sheer fabrics, tube tops, midriff tops, shorts, sweatshirts/sweatpants, short skirts/dresses, t-shirts.
- b. Hair: Restraints must be worn in food service areas. Facial hair must comply with food service policies when working in a food service area. No hats.
- c. Shoes: Close-toed shoes of a comfortable height should be worn.
- d. Nails: Nails should be maintained at a length that allows for clinical patient assessments and cleanliness in food service areas, and complies with facility requirements.

*If a student has questions about the dress code, please consult with BS NEP faculty.

Violations of the Code of Professionalism

A violation of the Code of Professionalism, whether intentional or unintentional, requires intervention to mitigate future consequences. When BS NEP 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 Program Director 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 Program Director finds a violation of the Code of Professionalism occurred after meeting with the student, the Program Director will outline a correction plan.
 - a. The correction plan of the Program Director 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 Program Director 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 Program 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 Program Director 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 Academic Coordinator and Program Director 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 if in accordance with WSU Policies and Procedures.

Filing Complaints

If a student has a complaint about the program but does not feel comfortable presenting the issue directly to the director or faculty, the student may contact the Academic Coordinator directly via email or phone. The Academic Coordinator will compile information about the nature and extent of the complaint and will present the information to the NEP chair. In turn, the NEP chair and Academic Coordinator will seek resolution of the complaint with the BS NEP director a fashion that protects the identity of the student.

Satisfactory Academic Process

The BS NEP has established a minimum 2.5 cumulative GPA and a 2.5 program GPA for a student to be considered in good academic standing. All BS NEP courses must be completed with a score of C or better. If a grade of C- or lower is earned, the student may repeat that course the following year. Subsequent repetitions are not allowed without prior approval.

Termination of Enrollment

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

- If student has a cumulative GPA below 2.5 at the end of the first semester of study.
- If student has been provisionally admitted and has a cumulative GPA below 2.5 at the end of the first semester of study.
- If a student fails to establish and maintain a cumulative GPA of 2.5 or above after more than one semester of study.
- If student has failed a course for a second time.

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, issues related to academic integrity or student conduct, etc.

Voluntary Student Resignation

Resignation: If it becomes necessary to resign from the BS NEP before completion, the student should consult with the Academic Coordinator, and complete the paperwork required from WSU.

Reapplication: If you resign you may reapply along with new applicants for admission into the BS NEP following the process set forth in the admissions policies and procedures. If you are dismissed, you may not reapply to the BS NEP.

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. If you decide to drop a course, you run the risk of lengthening the time required to achieve your academic degree.

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/>

APPENDIX A

BS NEP ONBOARDING CHECKLIST

Each item on the checklist will have an assigned deadline during the summer prior to your enrollment. The NEP Administrative Assistant will distribute a checklist with deadlines 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 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 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.

Student Liability Insurance

To purchase the student liability insurance, students must visit <https://crmo.wsu.edu/insurance-rm/>. Under “Student Liability Insurance”, students need to select “Student Allied Health (medical) Intern Liability Insurance” (do NOT choose the non-medical option). This fee is the responsibility of the student and students will be required to renew liability insurance annually. Note that you may select the date your coverage begins (it lasts for one year from your start date). You will need this insurance throughout summer semester of your

final year (to cover you during your internship), so choose the first day of fall semester for your start date to ensure coverage through the entire summer.

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 BS 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 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 Administrative Assistant. 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 BS NEP 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 Administrative Assistant** 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 of Inspector General Background check can be completed at <https://exclusions.oig.hhs.gov/>. A screenshot of the results should be uploaded to CastleBranch.

Immunization/Health Records

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

- 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 BS NEP. 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 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 the BS NEP 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 BS 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 Administrative Assistant.

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



Department of Nutrition and Exercise Physiology

Bachelor of Science Nutrition and Exercise Physiology (BS NEP) Student Handbook

ACKNOWLEDGEMENT OF UNDERSTANDING

I, _____ have read the current BS NEP 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: _____



WASHINGTON STATE UNIVERSITY

Elson S. Floyd
College of Medicine

Department of Nutrition and Exercise Physiology

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: _____



WASHINGTON STATE UNIVERSITY

**Elson S. Floyd
College of Medicine**

Department of Nutrition and Exercise Physiology

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 Academic Coordinator.

Student Signature: _____ Date: _____



WASHINGTON STATE UNIVERSITY

Elson S. Floyd
College of Medicine

Department of Nutrition and Exercise Physiology

WSU Health Sciences Spokane

Blood Borne Pathogens Control Plan

Completed Blood Borne Pathogens Training

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 appropriate faculty member

APPENDIX C

OPTIONAL IMMUNIZATION DECLINATION

WSU Health Sciences is actively updating the process to request an exemption. This information will be made available to interested students as soon as it is finalized.



WASHINGTON STATE UNIVERSITY

Elson S. Floyd
College of Medicine

APPENDIX D

NEP FACULTY AND STAFF CONTACT INFORMATION

Name/Title	Email Address	Phone Number	Office
Ofer Amram <i>Assistant Professor</i>	ofer.amram@wsu.edu	(509) 368-6863	SHER 458
Franck Carbonero <i>Assistant Professor</i>	franck.carbonero@wsu.edu	(509) 358-7540	SHER 416
April D Davis <i>Associate Professor</i>	adavis@wsu.edu	(509) 358-7919	SHER 320A
Glen Duncan <i>Professor and Chair</i>	glen.duncan@wsu.edu	(509) 358-7875	SHER 318C
Nick Dunn <i>Laboratory Coordinator</i>	nicholas.dunn@wsu.edu	(509) 358-7674	SHER 308
Kelli Frederick <i>Assistant Professor</i>	kelli.frederick@wsu.edu	(509) 368-6710	SHER 320B
Hans Haverkamp <i>Associate Professor</i>	hans.haverkamp@wsu.edu	(509) 368-6912	SHER 314B
Lisa Heneghen <i>Assistant Professor</i>	lisa.heneghen@wsu.edu	(509) 358-7684	SHER 314C
Catherine Jarrett <i>Assistant Professor</i>	catherine.jarrett@wsu.edu	(509) 368-6735	SHER 304
Julie Larsen <i>Associate Professor</i>	larsen2@wsu.edu	N/A	SHER 302
Mark McMulkin <i>Instructor</i>	mcmulkin@wsu.edu	N/A	N/A
Pablo Monsivais <i>Associate Professor</i>	p.monsivais@wsu.edu	(509) 358-7685	SHER 436
Duran Paasch-Catalano <i>Administrative Assistant</i>	d.paasch-catalano@wsu.edu	(509) 368-6895	SHER 308
Martine (Petey) Perrigue <i>Assistant Professor</i>	martine.perrigue@wsu.edu	(509) 368-6911	SHER 314A
Patrick Solverson <i>Assistant Professor</i>	patrick.solverson@wsu.edu	(509) 358-7785	SHER 418
Jill Wagner <i>Academic Coordinator</i>	jill.wagner@wsu.edu	(509) 358-7811	SHER 318A