Department of Nutrition and Exercise Physiology

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

Student Handbook

REVISED JULY 2023
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 May 2023
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/

Program Contact Information & Roles for Student Referencing

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
<th>Responsibilities</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>April D Davis</td>
<td>Associate Professor Program Director, MS CPD</td>
<td>NEP 501 Community Nutrition SP NEP 573 Nutrition in the Community NEP 701 Master’s Examination</td>
<td><a href="mailto:adavis@wsu.edu">adavis@wsu.edu</a></td>
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<tr>
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<td><a href="mailto:kelli.frederick@wsu.edu">kelli.frederick@wsu.edu</a></td>
<td>(509) 368-6710</td>
<td></td>
</tr>
<tr>
<td>Lisa Heneghen</td>
<td>Assistant Professor Graduate Committee Member, MS CPD NEP 537 MNT I NEP 540 Clinical Nutrition SP NEP 542 MNT II</td>
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<td></td>
</tr>
<tr>
<td>Jill Wagner</td>
<td>Graduate Coordinator Graduate School forms/paperwork; Course registration logistics; Campus resources; Scholarships; Commencement activities/logistics</td>
<td><a href="mailto:jill.wagner@wsu.edu">jill.wagner@wsu.edu</a></td>
<td>(509) 358-7811</td>
<td></td>
</tr>
<tr>
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<td>(509) 358-7811</td>
<td></td>
</tr>
<tr>
<td>Glen Duncan</td>
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<td>(509) 358-7875</td>
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</tbody>
</table>
Handbook Overview
Welcome to the Master of Science Coordinated Program in Dietetics, Nutrition and Exercise Physiology (MS CPD). 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 MS CPD and Graduate School policies as of the date the handbook was updated. However, since requirements and procedures can change, it is important that you check the MS CPD website and WSU Graduate School 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 a fellow student!

MS Coordinated Program in Dietetics (MS CPD) Introduction

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 nutrition, foodservice management, and community nutrition 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
Graduates will 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) 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.

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 post-graduation survey will rate their graduate preparation at a level of satisfactory 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 graduate employment survey administered by the MS CPD will rate the preparation of the MS CPD graduate at a level of satisfactory.

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 the MS CPD graduates who respond to the post-graduation survey will rate having the interdisciplinary training in exercise and nutrition as advantageous 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 for Registered Dietitian Nutritionist (RDN) credentialing 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 the 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 Alum are connected across the globe through this vast 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, 1000-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 Emphasis of the MS CPD

The MS CPD prepares students to become certified as an American College of Sports Medicine Exercise Physiologist (ACSM-EP) in addition to credentialing as a Registered Dietitian Nutritionist (RDN). 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.

To meet the exercise emphasis of the MS CPD, all students will take 1 semester of Nutrition and Exercise Physiology Practicum I (NEP 479) to attain specific competencies for the MS CPD. Students without a background in Exercise Science/Physiology/Kinesiology will complete exercise coursework at the undergraduate level and 2 semesters of the undergraduate practicum course (NEP 479, NEP 482). Students with a background in Exercise Science/Physiology or Kinesiology who do not have 90 hours of exercise-related internship/experience from their undergraduate degree will complete 2 semesters of the undergraduate practicum course (NEP 479, NEP 482).

The Nutrition and Exercise Practicum I and II (NEP 479, NEP 482) provide 180 hours of supervised practice toward the total 1000 hours required for the MS CPD. Additionally, a graduate level exercise physiology course is offered in the degree plan as an elective for students who choose to pursue upper-level coursework in this area, and Graduate Seminar (NEP 505) will focus on the topic of sports nutrition.

Overall, to meet the exercise emphasis component of the MS CPD, the student is required to complete:

1) Exercise coursework at the undergraduate level (NEP 320: Strength Training and Conditioning; NEP 463: Exercise Physiology; NEP 476: Exercise Testing and Prescription)

2) and the Nutrition and Exercise Practicum I and II courses (NEP 479 and 482), which account for 180 of the 1000 supervised practice hours for the program

3) and take the MS CPD Exercise Departmental Exam or receive ACSM-EP certification (or equivalent)

   o The Exercise Departmental Exam (EDE) is offered three times per year during Orientation Week and Fall 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.

   o If a student takes the national ACSM-EP certification exam (or equivalent) in lieu of the MS CPD Exercise Departmental Exam, an electronic copy of the student’s ACSM-EP exam results or certification must be submitted in NEP 701 for programmatic requirements of the MS CPD.

WSU Graduate School Information

Graduate admission requirements, deadlines, forms, and important program information are found on the Graduate School website: https://gradschool.wsu.edu/. 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/
To qualify for admission into the MS CPD, the student must meet each of the following criteria:

- A Bachelor’s degree that satisfies one of the following prerequisite options:
  - BS in Nutrition and Exercise Physiology (BS NEP) from WSU
  - Bachelor’s degree in Exercise Science (or closely related degree) from another university
  - Bachelor’s degree in Human Nutrition (or closely related degree) from another university
- Completion of prerequisite undergraduate courses: General Chemistry, Organic Chemistry I, General Biology, Microbiology, Biochemistry, Human Anatomy, Human Physiology, Human Nutrition for Health Professionals, Psychology, Statistics
- A minimum cumulative GPA of 3.0 in the MS CPD prerequisite courses (listed above)
- No grade lower than a C in any individual MS CPD prerequisite course (listed above)
- A minimum cumulative GPA of 3.0 in all undergraduate coursework
- Submitted a complete application to the Graduate School by the given deadline, as posted on the MS CPD Admissions Requirements website. 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 scholarship, leadership activities, and volunteer and/or work experience in nutrition- or exercise-related settings (E.g., clinical, community, public health, and/or foodservice settings).
  - Statement of Purpose: introduce self and relay motivations for entering the field of dietetics and nutrition; provide a summary of undergraduate education; relay how volunteer and/or life experiences relate to long-term professional goals; describe how the WSU MS CPD will help achieve professional goals
  - Transcripts
- A virtual interview with the MS CPD Director and Faculty (MS CPD Admissions Committee)
- A willingness to relocate to complete the supervised practice experience based on professional fit and availability of dietetic preceptors.

These criteria are weighted and scored by the MS CPD Admissions Committee to determine admission offers for up to 30 candidates per year, as allowed by accreditation.

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:
• ALL MS CPD Students (new and returning): Complete and submit required health sciences campus and programmatic onboarding documentation, including all immunization requirements, by Student Orientation (unless otherwise noted by the NEP Administrative Assistant).

• New MS CPD Students:
  o Virtual appointment in June: review degree plan and academic advising with the Program Director; review campus resources and registration logistics with the Graduate Coordinator
  o Attend New Student Orientation (NSO) in August: students must attend orientation to receive current information related to their program of study. NSO occurs in person the week before Fall semester classes begin. The NSO schedule and details will be emailed students by the Graduate Coordinator during the summer prior to matriculation into the MS CPD.

• Returning MS CPD Students who have Supervised Practice (SP) rotations in Fall: Virtual appointment in June to review the student’s degree plan and academic advising with the Program Director and SP placement details with Faculty coordinating placements.

• Returning MS CPD Students: Attend an abbreviated Student Orientation in August.

Immunization Requirements and MS CPD Onboarding

ALL STUDENTS Must Complete and Submit Required WSU Health Sciences Immunization Requirements and Departmental/Programmatic Onboarding Documentation by 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 and CPPS 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 a clinical placement, 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 and MS CPD 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 MS CPD 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.

**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 or attain ACSM-EP certification (or equivalent) in the final semester of the program following completion of the required exercise-related coursework: NEP 320, NEP 463, NEP 476, NEP 479. Non-BS NEP graduates with a background in nutrition are eligible to sit for the national ACSM-EP certification exam during the final semester of the program or following graduation from the MS CPD, if desired.

- If a student takes the national ACSM-EP certification exam (or equivalent) in lieu of the MS CPD Exercise Departmental Exam, an electronic copy of the student’s ACSM-EP exam results or certification must be submitted in NEP 701 for programmatic requirements of the MS CPD

**Costs and Fee Estimates for MS CPD Students**

All students attending classes on the Health Sciences campus are subject to the tuition and fees described in the [WSU Spokane Course Catalog](https://www.wsu.edu/spokane/). 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:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Fee</th>
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<tbody>
<tr>
<td>NEP 340 Essentials of Food Preparation for Health Sciences</td>
<td>$45.00</td>
</tr>
<tr>
<td>NEP 427 Nutritional Assessment and Lifestyle Counseling</td>
<td>$28.00</td>
</tr>
<tr>
<td>NEP 463 Exercise Physiology</td>
<td>$25.00</td>
</tr>
<tr>
<td>NEP 476 Exercise Testing and Prescription</td>
<td>$25.00</td>
</tr>
<tr>
<td>NEP 478 Cardiopulmonary Physiology</td>
<td>$45.00</td>
</tr>
<tr>
<td>NEP 479 Nutrition and Exercise Practicum I</td>
<td>$40.00</td>
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<tr>
<td>NEP 482 Nutrition and Exercise Practicum II</td>
<td>$40.00</td>
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<tr>
<td>NEP 537 Medical Nutrition Therapy I</td>
<td>$61.00</td>
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<tr>
<td>NEP 540 Clinical Nutrition Supervised Practice</td>
<td>$630.00</td>
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## Additional Expenses:

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<tbody>
<tr>
<td>Housing Costs (<a href="https://Spokane.wsu.edu/current/housing">https://Spokane.wsu.edu/current/housing</a>)</td>
<td>See link</td>
</tr>
<tr>
<td>CastleBranch Onboarding</td>
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<tr>
<td>National Criminal Background Check (<a href="https://www.castlebranch.com">https://www.castlebranch.com</a>)</td>
<td>Included with CastleBranch</td>
</tr>
<tr>
<td>WATCH Background Check (<a href="https://fortress.wa.gov/wsp/watch/">https://fortress.wa.gov/wsp/watch/</a>)</td>
<td>Included with CastleBranch</td>
</tr>
<tr>
<td>Health and Wellness Services:</td>
<td></td>
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<tr>
<td>• <strong>Mandatory for students enrolled with at least 7 credits</strong></td>
<td></td>
</tr>
<tr>
<td>The health fee, services covered, and clinic locations outlined here:</td>
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<tr>
<td>Health and Wellness Services: <a href="#">insurance may be required for supervised practice rotation sites. Students may purchase the WSU Spokane Student Medical Insurance Plan</a></td>
<td>Variable</td>
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<tr>
<td>Professional Liability Insurance (<a href="#">can be purchased through WSU Spokane Student Affairs Division</a>)</td>
<td>$15.50</td>
</tr>
<tr>
<td>Automobile Insurance</td>
<td>Variable</td>
</tr>
<tr>
<td>Books (<a href="#">This will depend on student's resources and individual needs</a>)</td>
<td>Variable</td>
</tr>
<tr>
<td>Computer meeting specifications and daily access to the Internet</td>
<td>Variable</td>
</tr>
<tr>
<td>WSU Student ID Badge from Student Affairs (different from Cougar Card)</td>
<td>$10.00</td>
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<tr>
<td>Costs Associated with Printing</td>
<td>Variable</td>
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<tr>
<td>Item</td>
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<tr>
<td>Current Food Worker Card <em>(Washington State)</em></td>
<td>$10.00</td>
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<tr>
<td>AND Student Membership <em>(Required for Year 1 and Year 2)</em></td>
<td>$58.00 x 2</td>
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<tr>
<td>Local AND (GSDA) Student Membership (optional)</td>
<td>$10.00</td>
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<tr>
<td>ACSM Student Membership (optional)</td>
<td>$10.00</td>
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<tr>
<td>Final Official Transcript</td>
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<td><strong>Vaccinations:</strong> MMR series, HEP B series and titer showing immunity, Varicella series, Tdap. Annual flu vaccination. Annual TB test.</td>
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<tr>
<td>Medical Pen Light (1)</td>
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<tr>
<td>eNCPT Subscription for NEP 537, NEP 540, NEP 542</td>
<td>$35.00 / year</td>
</tr>
<tr>
<td><strong>Possible Additional Charges from Supervised Practice Sites:</strong></td>
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<tr>
<td>• 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)</td>
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<tr>
<td>• Site-specific drug testing (often random)</td>
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<td>• Site-specific onboarding vaccination requirements (E.g., COVID-19)</td>
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<tr>
<td>• Site-specific Criminal Background Check</td>
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<tr>
<td>• Relocation and living expenses</td>
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### 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

#### Professional Liability Insurance

MS CPD students are **required** to obtain professional liability insurance before they participate in any NEP experiential learning activities or supervised practice rotations *(See Appendix B)*. Therefore, this insurance should be obtained, and documentation uploaded into CastleBranch (provided to the Administrative Assistant) **at the specified deadline**. Professional liability insurance must be maintained current through the entire MS CPD, including the supervised practice rotations. This type of insurance is designed to protect against harm or injury that you may cause others. Most experiential learning SP 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/](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, who also serves as the chair on each student’s Graduate Committee. 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 or exercise science from WSU or other schools:** These students will take undergraduate courses from the BS NEP program to complete foundational knowledge areas in either exercise or nutrition for 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/](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. The first semester (Fall 1) is 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 courses during 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 serves as the final examination for a professional master’s degree under the Graduate School.
Performance Monitoring

Criteria for Formal 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. Each student completes an annual self-assessment of their progress in the program along with feedback from the MS CPD faculty and preceptors. Course assessments are completed throughout each semester and monitoring data are entered into a detailed spreadsheet for all KRDNs and CRDNs on a semester basis, which is reviewed regularly by the Program Director.

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 a preceptor at each of the student's supervised practice rotation sites. A student "passes" their supervised practice rotations when the student receives an S (defined as Satisfactory for Satisfactory/Unsatisfactory evaluations and assessments by preceptors) on their final evaluation for each of the ACEND competencies and a grade of B- or higher for supervised practice course assignments containing ACEND competencies. Clinical and foodservice management preceptors complete a mid-term and final evaluation for each student.

Criteria for Remediation of Student Learning

A student who is performing poorly academically in one course will be counseled first by the relevant Instructor of Record. If academic performance is not progressing positively within 2 weeks in the 1 course, or if the student has poor academic performance in more than one course, the student MUST meet with the Program Director as soon as possible to develop a student-led plan for remediation. The remediation plan will be signed by the student and submitted to the Program Director to be kept on file and referenced during follow-up meetings and check-ins.
If a preceptor is concerned that the student is not meeting criterion to successfully pass the supervised rotation, the preceptor notifies the Instructor of Record for the course. A meeting will be scheduled with the student to develop a student-led written plan of action which includes feedback from the preceptor, Instructor of Record, and Program Director. The plan will be signed by the student and kept on file by the 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 the Instructor of Record and Program Director, in consultation with the preceptor. 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.

A student who is 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 Program Director and Graduate Coordinator with subsequent meetings scheduled on an as needed basis.

- The Program Director and Graduate Coordinator 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 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 MS 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, the Program Director 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 supervised practice rotations.

- If a student fails to demonstrate progress toward meeting ACEND competencies while in a supervised practice course, the following actions will be applied:
  - A student who receives a U (defined as Unsatisfactory for Satisfactory/ Unsatisfactory evaluations and assessments by preceptors) on their final evaluation for ACEND competencies or a grade of C+ or lower for a course assignment containing one or more ACEND competencies, will need to schedule an immediate meeting with their preceptor, Instructor of Record, and Program Director to determine an appropriate course of action.
  - It may be determined that the student receives an Incomplete (“I”) for the course if there is clear evidence that more time will allow for passing marks on the ACEND competencies. If so, the location(s) and date(s) for additional supervised practice can be determined during a meeting with the student, Instructor of Record, placement faculty, and Program Director. If there is not
ample evidence that the student can successfully pass the course ACEND competencies with more time, the student will receive an F in the course.

**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 Program Director.
- 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 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.
- The student does not achieve a mark of S (Satisfactory) or a grade B- (80%) or higher on the final assessment of all ACEND competencies that apply to supervised practice rotations.
- 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 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.

**MS CPD Supervised Practice Rotation Requirements**

In each supervised practice course, the Instructor of Record (IOR) oversees and manages course requirements and serves as the primary communicator and troubleshooting link between students, sites, and preceptors, as needed. The IOR provides each student a supervised practice hours log for record keeping and course credit. All SP Hours Logs must be submitted in NEP 701 for final approval by the Program Director. The required 1,020 supervised practice hours are comprised of:
• A minimum of 180 hours toward the nutrition and exercise practicum course Health & Fitness Clinic (NEP 479; NEP 482). Plus, attain the ACSM-EP Certification (or equivalent) or pass the Exercise Departmental Exam.
• A minimum of 200 hours toward community nutrition supervised practice (Child Nutrition 96 hours; Free Choice 96 hours; WLOL Modules 8 hours – NEP 501)
• A minimum of 440 hours toward clinical nutrition supervised practice (NEP 537 Lab; NEP 540)
• A minimum of 200 hours toward food service management supervised practice (NEP 551)

Note: CPD Faculty will work with the student to ensure a quality experience during supervised practice rotations. Additional hours may be required to demonstrate competency in meeting ACEND and CDR guidelines as determined by the Instructor of Record and Program Director.

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.

Assessment of Prior Learning

The Program Director may grant credit for a limited percent (≤20%) of supervised practice hours in lieu of rotation requirements from specific types of previous work or experiential hands-on training in an internship, on a case-by-case basis. Students must contact the Program Director to discuss the evaluation of the ‘assessment of prior learning’ process. After meeting with the Program Director, 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 Program Director, prior to waiving a portion of the supervised practice requirements. It is advised that students contact the Program Director during their first semester of the program.

Possible Relocation for MS CPD Supervised Practice Rotations

Students may be required to relocate to another area in Washington State or Northern Idaho to complete the dietetics supervised practice hours through NEP 501, 540, and 551. Relocation can occur due to student request, when feasible, or when 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 unless the site provides housing and/or a stipend.

To complete the MS CPD supervised practice requirements, the student must obtain a minimum of 1020 hours of experiential training.

One hundred eighty (180) of the 1020 supervised practice hours will be met through previous documentation of exercise- or health promotion- related internship hours or 2 semesters of the NEP practicum Health and Fitness Clinic (NEP 479 and 482) and demonstrated proficiency of exercise knowledge with an ACSM-EP certification (or equivalent) or passing the Exercise Departmental Exam.
The remaining 840 of the 1020 supervised practice (SP) hours will be met through NEP 501 (Community Nutrition SP), NEP 537L + NEP 540 (MNT I Lab + Clinical Nutrition SP), and NEP 551 (Food Service Management SP). For the majority of these 840 dietetic 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 SP rotation hours 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 supervised practice rotations, students are not to replace employees.

**Attendance**

During SP rotations, the student is required to complete a minimum of 200 Community Nutrition hours, 440 Clinical Nutrition hours, 200 Foodservice Management hours, and 180 Exercise- or Health Promotion-related hours. 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 1000 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 Program Director 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 Program Director, 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 supervised practice rotations. For example, if the staff works the Friday after Thanksgiving Day, 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.
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 1000 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 site-specific 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 coordinating 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, etc.

If the student has difficulty communicating with their assigned preceptor, please notify the Instructor of Record for the SP course (NEP 501, 540, 551) 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.

Graduate School Paperwork Requirements

Graduate School forms can be located here: https://gradschool.wsu.edu. All Graduate School forms should be submitted to the Graduate Coordinator prior to being submitted to the Graduate School to (a) assure they are correct, and (b) so that the MS CPD can maintain a record of their submission. The following forms are required at various stages in the program:

- **Program of Study Request Form** for MS Degree – submit to the Graduate Coordinator no later than the semester prior to NEP 701 (Final/Exit Examination). All 500 level courses and 3 credits of NEP 701 are to be included on your Program of Study form. Undergraduate courses (300 and 400 level) are not added to your Program of Study form. For the MS CPD, your Graduate Committee is comprised of:
  - April D Davis, Committee Chair
  - Kelli Frederick, Committee Member
  - Lisa Heneghen, Committee Member
• **Final Examination Scheduling Form** *(Non-Thesis Final Examination)* – submit to the Graduate Coordinator no later than four full weeks (20 working days) prior to the MS CPD Exit Exam date. An earlier submission may be requested by the Graduate Coordinator to ensure the deadline is met.

• **Apply to Graduate** – This process is completed through myWSU and does not require a form to be submitted to the Graduate Coordinator. Follow instructions [here](#). All students pay a $60 graduation processing fee and late fees are incurred if the application is completed after the deadline each semester.

Other Graduate School Forms must be submitted if changes occur to the student’s submitted and approved Program of Study or the Graduate Committee make-up. *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 Program Director, as the Graduate Committee Chair, and the NEP Department Chair. All completed forms are submitted to the Graduate Coordinator who will submit completed, signed forms to the Graduate School portal.

### Program of Study for the MS CPD

<table>
<thead>
<tr>
<th>Signed and submitted a semester in advance of comprehensive Graduate Exit Exam</th>
<th>Graduate Exit Exams occur in November (Fall), April (Spring), July (Summer)</th>
</tr>
</thead>
</table>

### Application for Degree to Graduate

<table>
<thead>
<tr>
<th>Signed and submitted two months prior to completing term</th>
<th>You will receive individual notification from the Graduate School</th>
</tr>
</thead>
</table>

### Non-thesis Final Exam Scheduling Form

<table>
<thead>
<tr>
<th>Signed and submitted three weeks prior to exam</th>
<th>Graduate Exit Exams occur in November (Fall), April (Spring), July (Summer)</th>
</tr>
</thead>
</table>

**NEP 701**

Catalog description for NEP 701: **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 credits. 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.

Graduate Committee for the MS CPD

NEP Graduate Faculty who have graduate faculty status: April D Davis, Kelli Frederick, Lisa Heneghen

For the MS CPD, your Graduate Committee is comprised of:

- April D Davis, Committee Chair
- Kelli Frederick, Committee Member
- Lisa Heneghen, Committee Member

Final Examination – 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.

The MS CPD comprehensive Exit Examination will be scheduled around the 12th week of each semester during the months of November (Fall semester), April (Spring semester), or July (Summer semester), based on the Graduate School deadlines for completing final examinations. 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.

The Exit Examination is comprised wholly of multiple-choice items and is passed (S) with a score of ≥80%, which aligns with the national credentialing examination for dietitians passing score. A score of 75-79.9% on the first attempt of the Exit Examination may result in the Graduate Committee developing a short-answer, make-up points examination for the student to demonstrate knowledge in areas of concern from the first-attempt multiple-choice exam. The ‘make-up points exam’ will be comprised of multi-part, short-answer items (4 at most). The ‘make-up points exam’ will be opened through the Learning Management System (LMS) for a student within 48 hours after the first-attempt multiple-choice exam. The student must complete the ‘short-answer, make-up points exam’ within 48 hours from the time of gaining access in LMS. The student must demonstrate full competency in content areas to receive points toward the first attempt exam score.

Failure on the first attempt of <75% or on the ‘short-answer, make-up points exam’ to reach 80% will require the student to take an additional 3 credits of NEP 701 the following semester to re-take the MS CPD Exit Examination, which will delay graduation. A score of 80% or higher must be obtained on the second attempt to pass the Exit Examination. No make-up points exam will be offered on the second attempt. There is no option for a third attempt to attain the MS CPD degree, per the Graduate School policy stating students are allowed no more than two attempts to pass their exam.
Examinations are to be held in an academic environment on a WSU 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 Exit Examination are written by the Program Director 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 549, NEP 551). Further details regarding study guides and preparation can be found in the Learning Management System for the NEP 701 course.

**After the Final Examination (MS CPD Exit Exam)**

Via the NEP 701 course, the student must submit a log of all documented Supervised Practice hours, confirmation of milestone completions, such as acquiring the ACSM-EP credential or taking the Exercise Departmental Exam, and complete and Exit Survey.

Following graduation and conferral of the MS CPD degree by the Graduate School, each student must request an **official, final WSU Transcript** 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- to 3- weeks after completion of the student’s final semester). Each student needs to review the Learning Management System NEP 701 Course for detailed steps to take with ordering a final transcript. NOTE: there is a $10 charge.

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 Program Director electronically submits the CDR required paperwork and emails the official ACEND Verification Statement to the student. Graduates are encouraged to keep an electronic copy of their Verification Statement for official use such as documentation supplied for employers or state certification or licensure.

**Post-Graduation and RDN Credentialing**

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 licensure and certification and statutes by state can be found [here](https://www.eatrightpro.org/advocacy/licensure/licensure-map-and-statutes-by-state):

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, certified nutritionist, dietitian, CD, CN, or D is to ensure that sound nutritional advice is given to patients and clients. Not only is it used to protect the patient/client, but to benefit the dietitian/nutritionist, the employees, and the dietetic profession.
The following examples explain how beneficial certification can be for the dietitian/nutritionist:

- Dietitians certified from other states, who move to Washington State, and apply for certification are required to provide the department of health with a letter from the previous state in which they are certified. The letter informs the WA Department of Health of any outstanding disciplinary orders against them for misinformation given to a patient/client. Certification may be denied in the state of Washington with an opportunity for a hearing.

- Facilities can be certain of a dietitian's or nutritionist's background when hiring an individual who is given the CD/CN title.

- Medical Assistance Administration (MAA) guidelines only allow a Certified Dietitian to bill for services i.e. Healthy Kids/EPSDT and nutritional evaluation to receive medical nutritionals (infant formula, medical formula, and nutritional supplements).

- It is not mandatory to have a CD/CN title for insurance. However, due to changes in insurance benefits for health care facilities, many facilities are now requiring the dietitian/nutritionist to have a CD/CN title.

- There are very few nutritionists within the state of Washington who meet the requirement for a CN title. However, a CN title can provide a distinct recognition for those select few to protect what they have worked so hard to achieve.

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.

The minimum requirement for a registered dietitian nutritionist (RDN) is:

- a baccalaureate degree or higher and evidence of completion of a continuous pre-professional experience or coordinated undergraduate program in dietetics under the supervision of a qualified supervisor. This includes the ACEND-required supervised competency-based practice hours.

- a current CDR card.
  - Note: Per WA State DOH, HIV/AIDS trainings are no longer required as of 6/11/2020

The minimum requirement for a nutritionist is:

- a master's or doctorate degree in one of the following areas: human nutrition, nutrition education, foods and nutrition, or public health nutrition.
  - Note: Per WA State DOH, HIV/AIDS trainings are no longer required as of 6/11/2020

Dietitians and nutritionists are required to renew their certifications every year before their birthday. A renewal card and the appropriate fee are needed.

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
- Link to the Washington State DOH website info here.
- To link directly to the certification application form - click here

New! You can now apply online at the DOH website here. Additional information is available here.
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

Students experiencing, witnessing, or having questions about discrimination and/or harassment at WSU, including sexual harassment, should contact WSU’s Compliance and Civils 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 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 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 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/](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/](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/](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/](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 responsible 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.

MS CPD 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 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 professional titles, unless otherwise by suggested or requested by the individual.
3. Follow scheduled arrival and departure times for supervised practice rotations, 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 SP sites’ telephones, supplies, and computer equipment for personal use.
7. Comply with state and federal regulations related to food preparation.
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](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 supervised practice rotations 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 supervised practice rotation settings and other professional activities connected with the MS CPD, 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 during supervised practice rotations.
c. **Shoes**: Close-toed shoes of a comfortable height should be worn for all clinical and food service settings.

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 MS CPD 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 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 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 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 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 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 NEP chair. In turn, the NEP chair and Graduate Coordinator will seek resolution of the complaint with the CPD director 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 a U (Unsatisfactory) grade is received 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 Director, department 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 Director and department chair. Following a meeting between the graduate student, Program Director, and department 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 Director and department 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 Director and department chair, who upon favorable recommendation, may petition the Dean of the Graduate School for approval to reinstate the student. The Program Director and department 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 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 director 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-notices-and-announcements/filing-a-complaint-with-acend](https://www.eatrightpro.org/acend/public-notices-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](https://www.ronet.wsu.edu/Main/Apps/FerpaInfo.ASP)

Additional information about student rights can be found here: [https://gradschool.wsu.edu/chapter-twelve/](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
MS CPD 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 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/](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 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 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

Master of Science

Coordinated Program in Dietetics,

Nutrition and Exercise Physiology

(MS CPD)

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: __________________________________________________________

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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

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 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

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.
STUDENT ALLIED HEALTH LIABILITY INSURANCE  
(PROFESSIONAL AND GENERAL LIABILITY)  
COST: $15.00 PER YEAR  

Student Name: ____________________________    WSU ID #: ____________________________

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

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

Student Permanent Address: ____________________________

Phone Number: ____________________________    Email: ____________________________

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

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

NURSING Students: Professional Liability Insurance is required for each student. Submit this form with payment of $15.00.

NEP, SHS, & Pharm Students: Submit this form if requested by your department with payment of $15.00.

When authenticated with the cashier’s paid stamp and returned to your academic department, this document serves as proof of insurance. Do not email the completed form! You may process this form in person in the Student Affairs Office (SAC 130) or mail it with payment to:

Washington State University Spokane  
Office of Student Affairs  
Academic Center Rm 130  
412 E Spokane Falls Blvd.  
Spokane, WA 99202

Cashier’s Paid Stamp

Trans Code: ALLIEDIN

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

Cardholder Name: ____________________________

Billing Address: ____________________________

_________________________________________

Card #_________________________Security Code_______Exp. Date ____________

Authorization Signature: ____________________________

WE ACCEPT THESE MAJOR CREDIT CARDS

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

Form Version September 2019
APPENDIX C

OPTIONAL IMMUNIZATION DECLINATION FORMS

Department of Nutrition and Exercise Physiology

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: ____________________________________________
Department of Nutrition and Exercise Physiology

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

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Email Address</th>
<th>Phone Number</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glen Duncan</td>
<td><a href="mailto:glen.duncan@wsu.edu">glen.duncan@wsu.edu</a></td>
<td>509-358-7875</td>
<td>SHER 318C</td>
</tr>
<tr>
<td>Professor and Chair, NEP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April D Davis – MS CPD Faculty</td>
<td><a href="mailto:adavis@wsu.edu">adavis@wsu.edu</a></td>
<td>(509) 358-7919</td>
<td>SHER 320A</td>
</tr>
<tr>
<td>Program Director, MS CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelli Frederick – MS CPD Faculty</td>
<td><a href="mailto:kelli.frederick@wsu.edu">kelli.frederick@wsu.edu</a></td>
<td>(509) 3xx-xxxx</td>
<td>SHER 320B</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordination of SP Placements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisa Heneghen – MS CPD Faculty</td>
<td><a href="mailto:lisa.heneghen@wsu.edu">lisa.heneghen@wsu.edu</a></td>
<td>(509) 3xx-xxxx</td>
<td>SHER 314C</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
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