Master of Science in Nutrition

Student Handbook
Master of Science in Nutrition
Student Handbook

Ken Flanagan Ph.D., Department of Nutrition and Dietetics Programs Director

Desiree Tande, Ph.D., Program Director

Mary Anna Carls, B.A., Administrative Secretary

221 Centennial Drive, Stop 8237
Grand Forks, ND 58202
Phone: 701-777-2539
Email: und.nutritiondietetics@und.edu
Department home page: www.nursing.und.edu/nutrition-dietetics
Dear Master’s Students:

The University of North Dakota Department of Nutrition & Dietetics (N&D) welcomes you to our part-time, distance Master of Science in Nutrition program beginning August, 2015. We are pleased you’re joining our department as we offer graduate education for the first time in our department history. N&D is committed to preparing nutrition professionals who impact the quality of life for North Dakotans and beyond. This graduate program is advancing our capability to fulfill the University mission to contribute to public well-being and offer students the opportunity to pursue challenging academic programs at both the undergraduate and graduate levels. Our students are our future; their success is our success.

The Master of Science in Nutrition program will have two specialization options: (1) Nutrition Education and Counseling and (2) Nutrition Science (not currently available, anticipated track opening date is August, 2019). Admission requirements include a bachelor’s or higher degree in nutrition, dietetics, or closely related field from a regionally accredited college or university with a cumulative GPA of 3.0. More detailed information about all admission requirements can be found in this student handbook, along with requirements for graduation including successful completion of 32 credits, a practical experience, and independent study or thesis. Our program trains graduate students to be leaders who identify nutrition problems, develop solutions, and measure impacts to improve the lives of those they serve.

We welcome applications for the program annually with a deadline of March 15th for acceptance for fall semester. A new cohort will begin the MS program each fall semester. I encourage all current and prospective students to peruse our departmental program website (http://nursing.und.edu/programs/nutrition-education-counseling/index.cfm), the Online & Distance Education website (http://und.edu/academics/extended-learning/online-distance/), and the School for Graduate Studies website (http://graduateschool.und.edu/) for general information about our program and graduate school at UND. I also invite all prospective and current students to contact me directly with any questions at desiree.tande@und.edu or 701-777-3751.

Our purpose is to help our students achieve their professional and personal goals through graduate education with the Department of Nutrition and Dietetics. We are pleased you have chosen UND and look forward to working with you!

Sincerely,

Desiree Tande, PhD, RDN, LRD
Assistant Professor, Program Director of the MS
# Table of Contents

**Part I: MS in Nutrition Program Overview**  
Introduction ........................................................................................................................................ 1  
MS Program Mission Statement and Goals .......................................................................................... 1  
Core Competencies ............................................................................................................................. 1

**Part II: MS Admissions Requirements**  
Admission Requirements .................................................................................................................... 2  
Admission Process ............................................................................................................................. 2  
Application Deadline ......................................................................................................................... 3  
Admission Categories ......................................................................................................................... 3

**Part III: MS in Program Graduation Requirements and Specialization**  
Graduation Requirements ................................................................................................................... 5  
MS Core Course Descriptions ........................................................................................................... 5  
Master of Science in Nutrition: Nutrition Education and Counseling ............................................ 6  
Course Descriptions .......................................................................................................................... 7  
Master of Science in Nutrition: Nutrition Science ............................................................................. 7

**Part IV: Academic Policies and Procedures**  
MS Program Transfer Policy ............................................................................................................. 8

**Part V: Advisement Guidelines and Forms**  
Advising ............................................................................................................................................. 9  
Forms Checklist ................................................................................................................................... 11

**Part VI: Financial Aid and Scholarships, Professional Organizations, Committee Representation, and Student Resources**  
Financial Aid/Scholarships .................................................................................................................. 12  
Student Organizations ....................................................................................................................... 12  
American Society for Nutrition ........................................................................................................... 12  
Academy of Nutrition and Dietetics .................................................................................................... 13  
Society for Nutrition Education and Behavior .................................................................................... 13  
North Dakota Nutrition Council ......................................................................................................... 13  
Student Representation on Advisory Committee .............................................................................. 13  
Student Resources ............................................................................................................................ 13  
Links of Importance ........................................................................................................................... 15

Graduate Faculty Biographies ............................................................................................................ 16

Support Staff ...................................................................................................................................... 17

Appendix ............................................................................................................................................ 18
Catalog Content Non-Binding, Subject-To-Change Statement

Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about their institution. Information contained in such printed material is subject to change without notice, and it is not to be interpreted as creating a binding obligation on the institution and the State. In times of changing conditions, it is especially necessary to have this understood (refer to the University of North Dakota Undergraduate and Graduate Academic Catalog 2015-2016: http://und.edu/academics/registrar/catalog-current.cfm).
PART I: MS IN NUTRITION PROGRAM OVERVIEW

Introduction

All MS students must complete 16 credits of core and specialization courses. Foundation courses may be completed through the University of North Dakota MS in Nutrition distance program. The program is a part-time and designed to meet the needs of working professionals and can be completed in 2+ years.

Mission Statement

The mission of the Master of Science in Nutrition Program is to prepare students for leadership roles that address nutrition problems, develop solutions, and measure impacts.

Program Goals

To train professionals who:

- integrate research, teaching, practice and service to identify nutrition problems, and develop solutions, especially in rural, underserved areas.
- communicate clearly, accurately and in a culturally appropriate manner.
- demonstrate critical-thinking and intellectual awareness in problem-solving and assessment.
- exhibit professionalism, ethical conduct, cultural competency, and leadership skills.

Core Competencies

Upon completion of the program students have successfully:

- assessed nutrition education and counseling needs of individuals and at risk groups
- developed and implemented behavior theory approaches while considering unique cultural needs.
- evaluated the effectiveness of nutrition education and counseling interventions for individuals and groups
- applied educational theory, research and experiential knowledge in nutrition education and counseling
- applied theory, research, and experiential knowledge in nutrition education and counseling.
- demonstrated advances professional skills in nutrition education and counseling.
PART II: MS ADMISSION REQUIREMENTS

MS in Nutrition Program

Courses are offered part-time through the UND Online and Distance Education office.

Admission Requirements

Admission requirements for the MS in Nutrition program are as follows:

- Completion of a bachelor’s degree or higher in nutrition, dietetics or closely related field from a regionally accredited college/university.
  
  - Students must have a grade of “C” or better in undergraduate courses in advanced nutrition, physiology and biochemistry. Recency of courses will be evaluated.

- A cumulative Grade Point Average (GPA) of at least 3.0 for all undergraduate work, and a GPA of at least a 3.0 for the junior and senior years of undergraduate work (based on A=4.0).

- A graduate or undergraduate course in statistics within the last five years.

- A minimum TOEFL Score of 550 on the paper-based test, 213 on the computer-based test, or a composite score of 76 on the Internet-based TOEFL. Applicants may also meet language requirements by presenting IELTS scores of 6.5.
  
  - Students who have received a bachelor’s degree or higher from the United States or English-speaking Canada are not required to submit the TOEFL.

- Meet minimum requirements for admission set by the UND Graduate School.

Admission Process

Applications are electronic and are managed by the School of Graduate Studies. Applicants complete the School of Graduate Studies’ application and obtain three references. Applicants also submit a resume and a 2-5 page personal statement (the essay described in the School of Graduate Studies application) covering:

- motivation for working in the nutrition field;
- experience with diversity or unserved populations;
- qualities the applicant brings to the profession;
- experiences in leadership and service roles; and
- professional goals related to pursuit of graduate education.

Finally, the School of Graduate Studies requires submission of an official copy of all academic transcripts, including undergraduate and graduate course work.

All materials are submitted to the School of Graduate Studies, which then transmits the materials to the Department of Nutrition and Dietetics. Applicant materials are reviewed by members of
the MS Admissions Committee. Criteria considered by MS Admissions Committee members include past academic performance; strength and quality of applicant references; content and quality of the personal statement; and applicant readiness for and goodness of fit for career opportunities as a MS-level nutrition professional.

Application Deadline

- Application deadline is March 15.
- Classes begin the following fall semester.
- Part-time only (up to 6 credit hours per semester).

After the review process is complete, the Department of Nutrition and Dietetics will continue to accept applications if the cohort is not full. Admissions decisions cannot be appealed.

Admission Categories

Per School of Graduate Studies policy, applicants for degree programs may be admitted to Approved, Provisional, Qualified, or Non-Degree Status.

Approved Status

Students who have met the minimum admission requirements stipulated by the School of Graduate Studies and have met all departmental requirements for admission are granted admission to Approved Status. Admission to this status implies only that a student is permitted to commence graduate work, which normally will lead to a degree or diploma. However, admission to Approved Status does not guarantee that a student will be allowed to become a candidate for a degree or diploma.

Provisional Status

Admission to Provisional Status may be granted to an applicant who has not met one or more of the general School of Graduate Studies or program level admission requirements (e.g. low GPA, low test scores, lack of a required test, or inadequate writing skills). All non-native speakers of English are required to submit the Test of English as a Foreign Language (TOEFL) or equivalent and must meet the minimal language requirements prior to matriculation. The first obligation of students admitted to Provisional Status will be to meet all of the conditions specified at the time of admission. Students admitted to Provisional Status will be eligible for advancement to Approved Status after the completion of 9 to 12 semester hours of work if their GPA for all work attempted is at least 3.00. Only those students that have advanced to approved status are eligible to graduate. Students in Provisional Status are not eligible for graduate teaching, research, or service assistantships.

Qualified Status

Admission to Qualified Status may be granted to applicants who have met all requirements except for prerequisite coursework that must be completed prior to advancement to candidacy.
Generally, students will not be admitted to a degree program with more than six (6) credits of outstanding prerequisites. In such cases, students can enroll in post-baccalaureate or graduate non-degree status. Upon completion of the conditions of acceptance, and provided the student has earned a GPA of at least 3.00 for all work attempted, he/she is eligible to be advanced to Approved Status. Only those students that have advanced to approved status are eligible to graduate.

**Non-Degree Status**

Applicants who do not wish to earn a graduate degree but want to take graduate courses are classified as Non-Degree seeking applicants. Applicants for this status MUST possess either a graduate degree earned at an accredited North American institution or a bachelor's degree at an accredited institution.

Subject to the approval of the department and the dean of the School of Graduate Studies, a maximum of eight (8) semester credits taken as a graduate Non-Degree student may subsequently be counted toward a graduate degree subject to all other regulations.
PART III: MS IN NUTRITION GRADUATION REQUIREMENTS AND SPECIALIZATIONS

There is currently one program option available to MS students with a specialization in nutrition education and counseling, which is a part-time distance degree option for students with a bachelor’s degree in nutrition, dietetics or closely related field. In the future, two program options will be available to MS students. Please note that no credit is granted to any student for previous work or life experience at this time.

Graduation Requirements

The graduation requirements for students completing this program are as follows:

• Successful completion of 32 credit hours of courses approved by the Nutrition and Dietetics faculty with at least a 3.00 grade point average. The number of electives required is dependent on whether a student selects the independent study or the thesis option.
• The development of a Program of Study by the end of the second semester in which the part-time student is enrolled
• Satisfactory completion of core courses (16 credit hours).
• Satisfactory completion of the Nutrition Education and Counseling specialization courses and elective courses (16 credit hours). If applicable, transfer credits must be obtained from an accredited North American institution while the student was enrolled as a graduate student and earned a grade of B or better, and a maximum of 8 credits will be allowed for transfer.
• Completion of N&D 997 (independent study project) or N&D 998 (thesis).
• Successful completion of the practicum requirements (N&D 596) of the program.

MS Core Course Descriptions

Core courses are listed below and required by all students enrolled in the MS in Nutrition. Each specialization (Nutrition Education and Counseling and Nutrition Science) has unique course requirements and graduation requirements beyond the core course requirements.

N&D 541. Biochemical and Physiological Basis of Nutrition: Macro-nutrients. 3 credits. Pre-requisites or co-requisites: Admission to the MS in Nutrition program. Integration of the molecular, cellular, and physiologic aspects of macronutrient and energy metabolism in humans. Dietary energy, carbohydrates, fiber, lipids, proteins, nutritional interactions and metabolic consequences with emphasis on recent advances in macronutrient nutrition are explored.

N&D 542. Biochemical and Physiological Basis of Nutrition: Micro-nutrients. 3 credits. Pre-requisites or co-requisites: Admission to the MS in Nutrition program, N&D 541. Integration of the molecular, cellular, and physiologic aspects of vitamin and mineral metabolism in humans. Functions, biological availability, hormonal regulation, requirements, metabolic consequences of
deficiencies or excesses, and interrelations with other nutrients with emphasis on current topics related to vitamins, minerals and phytochemicals.

**N&D 550.** Nutrition Education and Program Planning. 3 credits. Pre-requisite: instructor consent. Theoretical, research, and applied aspects of adult nutrition education. Curricular design models, instructional tools, program planning and evaluation of education interventions will be discussed in the context of chronic disease prevention. Effective teaching strategies and procedural models for designing effective nutrition education programs targeting the general public will be presented.

**N&D 591.** Seminar in Nutrition. 1 credit. Discussion of current research and evidence-based practice in nutrition. Practice of oral presentation of scientific data in a professional setting.

**N&D 594.** Research Methods in Nutrition. 3 credits. Pre-requisite: graduate statistics course. The course examines the scientific foundation of nutrition research and critiques nutrition research. Students develop a research proposal.

1) **Master of Science in Nutrition with Nutrition Education and Counseling specialization**

Classes are offered online but will also require a one-week campus visit during the program. New cohorts begin classes each August. Applications are due on March 15. Students may not begin practical experience until they have satisfied the following requirements: 1) completion of on-campus visit during the summer of the second year; 2) completion of required core coursework (20 graduate credits including N&D 560); and 3) successful completion of background check if applicable to practicum experience site. The schedule is as follows:

**MS in Nutrition: Education and Counseling Courses:**

<table>
<thead>
<tr>
<th>First Semester (Fall Schedule)</th>
<th>Second Semester (Spring Schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N&amp;D 541 (3)</td>
<td>N&amp;D 542 (3)</td>
</tr>
<tr>
<td>Graduate statistics course (3)</td>
<td>N&amp;D 594 (3)</td>
</tr>
<tr>
<td><strong>Total Credit Hours = 6</strong></td>
<td><strong>Total Credit Hours = 6</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester (Summer Schedule)</th>
<th>Fourth Semester (Fall Schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 582 (2)</td>
<td>N&amp;D 550 (3)</td>
</tr>
<tr>
<td>*Electives</td>
<td>N&amp;D 591 (1)</td>
</tr>
<tr>
<td><strong>Total Credit Hours = 2+</strong></td>
<td>*Electives</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours = 5+</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fifth Semester (Spring Schedule)</th>
<th>Sixth Semester (Summer Schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N&amp;D 560 (3)</td>
<td>N&amp;D 596 (2)</td>
</tr>
<tr>
<td>Electives</td>
<td>N&amp;D 997/998 (2-4)</td>
</tr>
<tr>
<td><strong>Total Credit Hours = 3+</strong></td>
<td><strong>Total Credit Hours = 4-6</strong></td>
</tr>
</tbody>
</table>

*Electives can come from any department that has relevant coursework (5-7 credits of electives are needed depending on credits for N&D 997/998 and the graduate statistics course). Elective courses must be approved by the student’s academic advisor and be included on the student’s Program of Study before the course is taken or under special circumstances with program director approval.
a) Nutrition Education and Counseling Specialization Core Descriptions

**N&D 560.** Nutrition Counseling. 3 credits. Pre-requisite: Admission to the MS in Nutrition program. Theoretical and applied aspects of health behavior counseling including behavior change theories and how to apply these to health care issues. Dietary behaviors will be discussed in the context of chronic disease prevention and management. Effective methods of counseling patients and clients that promote individual change will be presented for individual and group counseling across the lifespan of diverse populations.

**NURS 582.** Health Policy. 2 credits. Pre-requisite: Admission to the DNP program or consent of instructor. This course will prepare the health care professional to understand and apply knowledge of health policy in order to function as an advocate for populations and individuals.

**N&D 596.** Nutrition Education and Counseling Practicum. 2 credits. Admission to the MS in Nutrition program, N&D 560, 20 graduate credits, declared specialization of Nutrition Education and Counseling. A block of supervised practice experiences working with diverse populations in a nutrition clinic focusing on the development of advanced nutrition education and counseling skills. Students will develop both group and individualized client-centered counseling approaches. Practicum is taken near completion of graduate coursework.

**N&D 997.** Independent Study. 2 credits. Pre-requisite: consent of instructor. Designed to meet the needs of an individual student or a small group of graduate students. Course content will be based on the interests and needs of the student(s) in consultation with the faculty member’s area of specialization. N&D 997 requires students to complete an evaluation and critical synthesis of nutrition research as partial fulfillment of the requirements for the master’s degree at University of North Dakota.

**N&D 998.** Thesis. 2-4 credits. Admission to the MS in Nutrition program.

5-7 credits of elective coursework

2) MS in Nutrition: Nutrition Science specialization *(not currently available)*
PART IV: ACADEMIC POLICIES AND PROCEDURES

(See 2011-2013 University of North Dakota Undergraduate and Graduate Academic Catalog, pp. 220-235 for School of Graduate Studies policies pertaining to these topics.)

**MS Program Transfer Policy**

Up to a maximum of 8 credits may be transferred to the MS Program if they meet the criteria of the Department of Nutrition and Dietetics and the School of Graduate Studies. To be accepted by the Department of Nutrition and Dietetics in lieu of required credits, the credits must have content comparable to the required credits they replace, as determined by the Program Director of the MS. Elective courses (up to 5-7 credit hours) from an accredited North American institution may be accepted as elective credits with approval from the Director of the MS Program. In addition to the transfer criteria of the School of Graduate Studies, the Department of Nutrition and Dietetics stipulates that students provide the syllabus for any course for which they are requesting transfer credit to ensure there is a clear and unquestioned relevance to the student’s Program of Study. Transcripts are submitted to the Program Director of the MS. No credit is granted for previous work or life experience.

Requirements for transfer credit:
- The work must have been taken at an accredited North American institution.
- The student must have been enrolled as a graduate student.
- The work must have received graduate credit at the institution where it was earned.
- The student must have earned a grade of B or better.
- The work must be less than seven years old at the time the UND degree is awarded.
- Any course to be transferred may not have been counted toward any other degree earned at the University of North Dakota or any other institution.
- The course must have a clear and unquestioned relevance to the student’s Program of Study.

PART V: ADVISEMENT GUIDELINES AND FORMS

Advising

One of the first and most important steps you need to take as a graduate student is to select your advisor. In selecting an advisor, consider faculty members’ areas of research interest and expertise, as well as how you think your personal styles will mesh. Please be aware that you may not get your first choice as an advisor, as faculty must plan their advisement loads. In other words, it is in your best interest to plan ahead and secure an advisor by the middle of your second semester as a graduate student.

Your advisor must be a member of the graduate faculty. To formalize your advisor appointment, complete the form “Request for New Advisor or Committee Appointment” (form may be accessed on the School of Graduate Studies website (http://graduateschool.und.edu/graduate-students/current/forms.cfm). Please have the faculty member sign; this form must also be signed by the Program Director of the MS. Then forward this form to the School of Graduate Studies. The Dean of the School of Graduate Studies has the final authority for approving your advisor appointment. If you do not select an advisor by the published deadline, the Program Director of the MS will select one for you.

If you are planning to complete a thesis (N&D 998, 2-4 credits) please refers to the checklist for a detailed outline for thesis requirements and note you will need a three-person committee. The Chair of your thesis committee will serve as your advisor. If you complete an Independent Study (N&D 997, 2 credits), you will work with one faculty member who is your advisor for your research project. It is wise to put a good deal of thought into your decision, as you will be working closely with your advisor for as long as it takes you to finish your degree. Advisors are also available to provide professional guidance, including assisting you with career planning or professional references.

You may want to consider the following when choosing your advisor:

- It is generally helpful to choose an advisor who has similar academic interests.
- If you are not sure whether or not your prospective advisor has expertise in your specific topic of interest – ask. You may also want to ask for a list of her/his recent and past publications. Reading your potential advisor’s own work is the best way to determine his/her academic interests. If your interests do not match, s/he will likely suggest someone else with whom you should work. It is important that you find out how much time the professor has for each of her/his students. A professor who is spread too thin may be a source of frustration for you.
- Is your advisor available to you during the summer months (May 15-August 15)?
- Are we a good fit in terms of style and temperament?

It is the responsibility of the student to become informed and to observe all regulations, procedures and deadlines required by the University, the 2015-2017 University of North Dakota Undergraduate and Graduate Catalog, and the program the student is pursuing. Faculty are available for advisement, but the student must initiate all steps of the
processing of documents by the published deadline.

Deadlines are published in the schedule of classes and in the University of North Dakota Undergraduate and Graduate Academic Catalog. Please be aware that ignorance of a rule does not constitute a basis for waiving that rule. The student is responsible for ascertaining his or her academic standing and grade-point average. All graduate students must maintain a 3.00 GPA. While the School of Graduate Studies attempts to notify students regarding any problems in the student’s progress toward a degree, the student alone is responsible for maintaining satisfactory academic standing and progress.

All of the forms discussed on the following checklist are available on the School of Graduate Studies website (http://graduateschool.und.edu/graduate-students/current/forms.cfm). Your advisor will assist you if you have any questions about these forms or the published deadlines.
Forms Checklist

All forms can be downloaded from the School of Graduate Studies website at:
http://graduateschool.und.edu/graduate-students/current/forms.cfm

__________ Choose an Advisor
(Second Semester)

__________ Select the Members of Your Faculty Advisory Committee (thesis students only)
(Second Semester)

__________ Submit Your Program of Study
(Second Semester)

__________ Submit a Topic Proposal of Your Research
(As early as possible, but no later than the semester prior to your final semester)

__________ Advance to Candidacy
(No later than the semester before you plan to graduate)

__________ Apply to Graduate
(You must submit this by the published deadline for the term in which you plan to graduate)

__________ Preliminary Approval of Your Thesis (thesis students only)
(You must submit this by the published deadline for the term in which you plan to graduate)

__________ Notice of Defense of Your Thesis (thesis students only)
(One week prior for master’s students)

__________ Final Defense of Your Thesis (thesis students only)
(At least two or three weeks before commencement)

__________ Submit a Copy of Your Thesis to the School of Graduate Studies to be checked for Format and Style (thesis students only)
(Once your copy is approved by your committee)

__________ Submit a Final Copy of Your Thesis to the School of Graduate Studies (thesis students only)
(You must submit this by the published deadline for the term in which you plan to graduate)

__________ Submit the Final Copy of Your Independent Study, Scholarly Project or Design Project to Your Advisor (independent study students only)
(At least two to three weeks before commencement)

__________ Submit the form “Final Report on Candidate” to the School of Graduate Studies
(Your advisor must submit this by the published deadline for the term in which you plan to graduate)

Students are strongly encouraged to attend the formal commencement ceremony!
PART VI: FINANCIAL AID AND SCHOLARSHIPS, PROFESSIONAL ORGANIZATIONS, COMMITTEE REPRESENTATION, AND OTHER STUDENT RESOURCES

Financial Aid/Scholarships

The University of North Dakota has several sources of financial aid available for qualified students including scholarships, loans, grants, and employment opportunities. For further information regarding financial assistance, contact the Student Financial Aid Office (http://und.edu/admissions/financial-aid) in Twamley Hall or the School of Graduate Studies (http://graduateschool.und.edu).

Scholarship applications for the Department of Nutrition and Dietetics are available electronically in the spring. Notifications of scholarships are emailed to students. The following source of educational support are available to MS students:

**Wenberg Graduate Studies Scholarship, $1000**

The graduate scholarship will be awarded once a year. To be eligible, you must be enrolled in one of the University of North Dakota’s Master of Science in Nutrition program. In addition, you must submit a completed application including an essay responding to the following questions (please limit your answers to one page per question): (1) how will the completion of this distance education program enhance your future professional goals and (2) what impact will the Wenberg Graduate Studies Scholarship have on your efforts to complete your degree or certificate program. Past recipients of the Wenberg Graduate Studies scholarship are not eligible to reapply.

Professional Organizations

Students are encouraged to be members of professional organizations. Potential organizations of interest are listed below. The list is not extensive and many other potential organizations should be considered based on student interest and professional goals.

**American Society for Nutrition**
http://www.nutrition.org/

The American Society for Nutrition (ASN) is a non-profit organization dedicated to bringing together the world's top researchers, clinical nutritionists and industry to advance our knowledge and application of nutrition for the sake of humans and animals. Our focus ranges from the most critical details of research and application to the broadest applications in society, in the U.S. and around the world.
The Academy of Nutrition and Dietetics is the world's largest organization of food and nutrition professionals founded in Cleveland, Ohio, in 1917, by a visionary group of women dedicated to helping the government conserve food and improve the public's health and nutrition during World War I. Today, the Academy has over 75,000 members — registered dietitian nutritionists, dietetic technicians, registered, and other dietetics professionals holding undergraduate and advanced degrees in nutrition and dietetics, and students — and is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy.

The Society for Nutrition Education and Behavior (SNEB) represents the unique professional interests of nutrition educators in the United States and worldwide. SNEB is dedicated to promoting effective nutrition education and healthy behavior through research, policy and practice and has a vision of healthy communities, food systems and behaviors.

The purpose of the Council is to improve the nutritional health of North Dakotans through the promotion of accurate and current nutrition information, and to support nutrition professionals in their roles as educators and health advocates.

The purpose of the Committee is to function in an advisory capacity to the Department of Nutrition and Dietetics to enhance the development of its academic majors by:

1. Supplying regular and systematic input from an interested, organized and knowledgeable group.
2. Providing a sounding board for ideas, plans and operating procedures.
3. Facilitating communication between the community and the Department.

The Nutrition and Dietetics computer lab is located in Room 20 of O’Kelly Hall, and is open from 8:00 AM to 4:30 PM Monday through Friday.
Educational and Social Resources

A. Dean of Students Office (http://und.edu/student-affairs/dean-of-students)
McCannel Hall, Room 180 (701-777-2664)

Division of Student Affairs (http://und.edu/student-affairs)
Twamley Hall, Room 307 (701-777-2724)
- Admissions (http://und.edu/admissions/undergraduate)
- American Indian Student Services (http://und.edu/student-life/american-indian-student-services)
- Communications (http://und.edu/the-link)
- Dakota Student (http://dakotastudent.com)
- Memorial Union (http://und.edu/student-life/union)
- Multicultural Student Services (http://und.edu/student-life/multicultural-student-services)
- Residence Services (http://und.edu/student-life/housing)
- Student Financial Aid (http://und.edu/admissions/financial-aid)
- Student Health Services (http://und.edu/health-wellness/student-health)
- Student Success Center (http://und.edu/student-affairs/student-services)
- Trio Programs (http://und.edu/student-life/trio)
- Veteran and Military Services (http://und.edu/admissions/financial-aid/veteran-military-financial-aid.cfm)
- Wellness Center (http://und.edu/health-wellness/wellness)
- Writing Center (http://und.edu/search.cfm?site=Everything&client=UND_nojs&proxystylesheet=UND_nojs&output=xml_no_dtd&q=writing+center&search-und=Search)
- Women's Center (http://und.edu/student-life/womens-center)

B. Counseling Center (http://und.edu/health-wellness/counseling-center)
McCannel Hall, Room 200 (701-777-2127)
- Counseling
- Group Counseling/Couples Counseling
- Career Counseling
- Substance Abuse Prevention
- Crisis Services
- Testing
- Professional Training
- Outreach/Workshops

C. Career Services (http://und.edu/student-life/careers)
McCannel Hall, Room 280 (701-777-3904)
- Career Exploration
- Career Fairs
- Cover Letter/Resume Writing
- Job Search Techniques
- Interviewing/Networking
• Internships/Co-op Education

D. Disability Services for Students (http://und.edu/dept/dss)
McCannel Hall, Room 190 (701-777-3425 Voice or TDD)
• Access
• Accommodations
• Career Development
• Financing your Education
• Legal Aspects of Disability
• Tutoring

E. Other
• University of North Dakota Indian Association (UNDIA) (http://und.edu/orgs/indian-association/index.cfm)
• Office of International Programs (http://und.edu/academics/international-programs)
• College Republicans (http://involvement.und.edu/organization/collegerepublicans)
• University Democrats (http://involvement.und.edu/organization/udems)
• American Red Cross Club of UND (http://involvement.und.edu/organization/redcrossclub/about)

Links of Importance

Department of Nutrition and Dietetics
http://nursing.und.edu/departments/nutrition-dietetics/

University of North Dakota School of Graduate Studies
http://graduateschool.und.edu/

University of North Dakota Code of Student Life
http://und.edu/student-affairs/code-of-student-life

University of North Dakota Academic Catalog
http://und.edu/academics/registrar/catalog-current.cfm

University of North Dakota Office of the Registrar
http://und.edu/academics/registrar

University of North Dakota Student Account Services
http://und.edu/finance-operations/student-account-services

University of North Dakota Student Financial Aid
http://und.edu/admissions/financial-aid
Graduate Faculty
Janice Goodwin, PhD, RD, LRD, FADA
Associate Professor
221 Centennial Drive, Stop 8237
Grand Forks, ND 58202-8237
Tel: 701-777-3753
Email: jan.goodwin@und.edu

Dr. Goodwin received degrees from Purdue University (BS. Dietetics & Nutrition), University of Kansas (MS Dietetics and Nutrition), and Iowa State University (PhD Nutrition). She completed a dietetic internship at Massachusetts General Hospital, Boston, and has been a Registered Dietitian Nutritionist for over 30 years. Prior to coming to UND she was a clinical instructor at Utah State University and a clinical dietitian in a hospital in Illinois. She has a strong commitment to service having served as state president for both North Dakota Nutrition Council and now North Dakota Academy of Nutrition and Dietetics (formerly North Dakota Dietetic Association), delegate to the House of Delegates of the Academy of Nutrition and Dietetics (formerly the American Dietetic Association), UND University Senate chair and currently serves on advisory board for a local Home Delivered Meals Program as well as the United Tribes Technical College Food & Nutrition Advisory Board.

Desiree Tande, PhD, MS, RDN, LRD
Program Director, Master's of Science in Nutrition
Northern Plains Center for Behavioral Research, Room 380G
430 Oxford Street, Stop 9025
Grand Forks, ND 58202-9025
Tel: 701-777-3751
Email: desiree.tande@und.edu

Dr. Tande received her Ph.D. from North Dakota State University, M.S. from the University of Delaware and B.S. from the University of Minnesota-Twin Cities. She is currently an Assistant Professor at the University of North Dakota and a Breastfeeding Consultant for the Department of Health. Previously, she worked with the NDSU Extension Service and WIC in Elton, Maryland. She was raised on a farm south of Palermo, N.D., where she learned to appreciate hard work, the importance of food production, and began to consider the role of food in health. Her research interests have focused on nutrition during childhood and prevention of chronic disease. She has four children: Lucas, 13 years; Joel, 12 years; Gabriel, 9 years; and Adrianna, 7 years. She lives with her husband, Brian, and children in Grand Forks, N.D.
Doris Wang, MPH, LRD
Program Director, Coordinated Program in Dietetics
221 Centennial Drive, Stop 8237
Grand Forks, ND 58202-8237
Tel: 701-777-0849

Professor Wang received her M.P.H. degree in Nutrition from the University of Minnesota and her B.S. in Dietetics from North Dakota State University. She completed her dietetic internship at St. Louis University. Previous work experience includes a variety of clinical, consulting and food service management positions in health care facilities, a health facilities reviewer for the Survey and Compliance section of the Minnesota Department of Health, and an instructor in the Dietetic Technician Program at the University of Minnesota Crookston. She has served as a site visitor for the Accreditation Council for Education in Nutrition and Dietetics (ACEND) since 2008 and currently serves on ACEND’s Board of Directors. She also serves on the Advisory Board for the Nutrition and Food Professional Certificate Program at UND and the Dietetic Technician Program Advisory Board at Northland Community and Technical College in East Grand Forks, MN. She and her husband live in East Grand Forks.

Teaching Faculty
Susan Scholtz, MS, PhD
Clinical Instructor, Off-campus
221 Centennial Drive, Stop 8237
Grand Forks, ND 58202-8237
Tel: 701-777-3753
Email: susan.scholtz@und.edu

Dr. Scholtz received a B.G.S. in Human Biology (concentration in Chemistry) from the University of Kansas and an M.S. in Nutrition and Ph.D. in Medical Nutrition Science from the University of Kansas Medical Center. She currently serves as a Clinical Instructor at the University of North Dakota, Adjunct Assistant Professor of Chemistry for Johnson County Community College, and a Nutrition Counselor for New Birth Company, a free-standing birthing center in Kansas. Her research interests include maternal health and infant nutrition. A distance instructor, Dr. Scholtz currently lives in Shawnee, Kansas. During the day, she stays home with her two children, Gregory (2 years) and Benjamin (6 months).

Support Staff
Mary Anna Carls, BA
Administrative Secretary
O’Kelly Hall, Room 20
225 Centennial Drive Stop 8237
Grand Forks, ND 58202-8237
Tel: 701-777-2539
Email: mary.carls@und.edu
APPENDIX

Introduction .................................................................................................................................................. 19

Student Rights and Responsibilities ............................................................................................................ 19
  Student Responsibility (Code of Student Life) ......................................................................................... 19
  Equal Opportunity ...................................................................................................................................... 20
  Sexual Harassment .................................................................................................................................... 20
  Disability Access Statement ....................................................................................................................... 21
  Non-Discrimination Statement .................................................................................................................. 21

Advising Resources ....................................................................................................................................... 21
  Advising Progress Report Form .................................................................................................................. 23

Basic Abilities Necessary to Acquire Professional Skills ............................................................................. 25
  Communication Skills ............................................................................................................................... 25
  Interpersonal Skills ..................................................................................................................................... 25
  Cognitive Skills .......................................................................................................................................... 25
  Physical Skills ............................................................................................................................................ 25

Professional Performance Skills Necessary of Work in Professional Practice ........................................... 25
  Professional Behaviors ............................................................................................................................. 25
  Self-Awareness .......................................................................................................................................... 26
  Ethical Obligations ..................................................................................................................................... 26

Scholastic Performance .................................................................................................................................. 27
  Graduate Students - Academic Standards for Probation and Dismissal ................................................... 27
  Departmental Procedures for Review of Academic Performance ............................................................ 27
  Sources of Information upon which Academic Performance is Based .................................................. 27
  Performance that May Result in Review and/or Dismissal from the MS Program ................................... 28
  Three Levels of Review/Student Performance Concern .......................................................................... 28

Academic Grievances ..................................................................................................................................... 30
Introduction

This document explicates standards for MS in Nutrition students enrolled at the Department of Nutrition and Dietetics at the University of North Dakota, beginning fall, 2015. This document has been adapted from material secured from the UND Coordinated Program in Dietetics Student Handbook and UND Department of Social Work.

Because of the nature of professional nutrition and dietetics practice, the Department of Nutrition and Dietetics has different expectations of students than do non-professional programs. The standards described in this document are related to academic and ethical issues and are linked to students’ abilities to become effective nutrition professionals. These standards are provided so that students and faculty can be clear about expectations and procedures to address academic performance concerns. The ultimate goal is to help students have a successful experience in the Department of Nutrition and Dietetics.

Since becoming a professional is a gradual process, not all criteria are expected to be met at all times. Persons who teach and supervise students, along with program administrators, will assess student academic performance and apply their professional judgment to determine if standards are being met during a student’s educational career. For example, prior to entering the practical experience education phase of the program, faculty input is solicited in order to determine each student’s readiness for the field or practicum (N&D 596). Professional judgment is the capacity to assess a situation by applying the values and knowledge of the nutrition profession, combined with a professional’s own experience and practice wisdom. It also represents the application of nutrition knowledge, values, and skills to resolve problems.

All graduate nutrition students will be expected to read these standards in the MS in Nutrition Student Handbook, the Graduate Student Handbook: Master’s Degree (http://graduateschool.und.edu/graduate-students/current/handbooks-and-guides.cfm), and the Code of Student Life (http://und.edu/student-affairs/code-of-student-life/). Students will then be asked to sign an acknowledgment that they have read, are aware of the contents of, and will abide by the documents. The form will be kept in students’ academic files.

Student Rights and Responsibilities


While UND faculty and staff members give students’ academic advice and assistance, each student is expected to take responsibility for his or her education and personal development. The student must know and abide by the academic and disciplinary policies given in this handbook, the UND Academic Catalog, and the School of Graduate Studies Graduate Student Handbook: Master’s Degree, including rules governing quantity of work, the standard of work required to continue in UND, warning status and scholastic dismissal, and enforced withdrawal. First the student must know and meet the requirements of his or her degree program; must enroll in courses appropriate to the program; must meet prerequisites and take courses in the proper sequence to ensure
orderly and timely progress; and must seek advice about degree requirements and other UND policies when necessary.

Student are expected to provide a correct local and permanent address and telephone numbers to both the Office of the Registrar and the Department of Nutrition and Dietetics. Both offices must be notified immediately of any changes in address or telephone number. Official correspondence is sent to the address last given to the registrar; if the student has moved and failed to correct this address, he or she will not be relieved of responsibility on the grounds that the correspondence was not delivered.

The student must verify his or her schedule of classes each semester, must see that necessary corrections are made, and must keep documentation of all schedule changes and other transactions.

**Equal Opportunity Policy (Educational Program and Activities)**

It is the policy of the University of North Dakota that there shall be no discrimination against persons because of race, religion, age, creed, color, sex, disability, sexual orientation, gender identity, national origin, marital status, veteran's status, or political belief or affiliation, and that equal opportunity and access to facilities shall be available to all. This policy is particularly applicable in the admission of students in all colleges and in their academic pursuits. It is also applicable in University owned or University approved housing, food services, extracurricular activities, and all other student services. It is the guiding policy in the employment of students either by the University or by outsiders through the University and in the employment of faculty and staff.

**Sexual Harassment Policy**

In support of UND’s Equal Employment Opportunity/Affirmative Action program, it is the policy of the University of North Dakota to maintain a workplace free of sexual harassment and intimidation. Sexual harassment has been defined by the Equal Employment Opportunity Commission as follows:

Harassment on the basis of sex is a violation of Sec. 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Such conduct on the part of supervisors or co-workers is expressly prohibited and the offenders are subject to disciplinary action. The University's Equal Employment Opportunity Office is empowered to investigate complaints based on sexual harassment.
If employees believe that they are experiencing this type of conduct, they should immediately report any such incidents to the Office of Human Resources.

**Disability Access Statement**
If you have emergency medical information to share, need special arrangements in case the building must be evacuated, or you need disability accommodations in this course, please make an appointment with the course instructor or program director. If you plan to request disability accommodations, you are expected to register with Disability Services for Students, 190 McCannel Hall, 701-777-3425. Further information may be found at: [http://und.edu/disability-services/](http://und.edu/disability-services/).

**Non-Discrimination Statement**
As part of its commitment to providing an educational environment free from discrimination, UND complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution’s education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at UND-sponsored activities and programs whether occurring on-campus or off-campus. Title IX also protects third-parties, such as visiting student athletes, from sexual harassment or violence in UND’s programs and activities and protects employees from sexual harassment and discrimination. Prohibited harassment includes acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature; sex-based harassment by those of the same sex; and discriminatory sex stereotyping. UND will take prompt action to investigate and resolve reports of sexual harassment or sexual violence in accordance with Title IX. UND’s Title IX coordinator is Donna Smith, Director of Equal Employment Opportunity/Affirmative Action, 401 Twamley Hall, 264 Centennial Drive Stop 7097, Grand Forks, ND 58202-7097, 701-777-4171, donna.smith@und.edu. Retaliation against any person who initiates an inquiry or complaint or participates in the investigation of a complaint is prohibited. Such conduct will be further cause for disciplinary action.

**Advising Resources – Links and Progress Report**
*Graduate Student Handbook*

*Department of Nutrition and Dietetics*
[http://nursing.und.edu/nutrition-dietetics](http://nursing.und.edu/nutrition-dietetics)

*University of North Dakota Code of Student Life*

*American Society for Nutrition*
www.nutrition.org

Academy of Nutrition and Dietetics
www.eatright.org

Society for Nutrition Education and Behavior
http://www.sneb.org
## Master of Science in Nutrition

### Advising - Progress Report

Name:

Date:

Advisor:

Program entry date:

Specialization:

*Semester: enter F, Sp, or Su and the year

<table>
<thead>
<tr>
<th>CORE COURSES (credits)</th>
<th>*Semester Recommended</th>
<th>*Semester Taken</th>
<th>Complete</th>
<th>Credits Completed</th>
<th>Letter Grade</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Statistics (3-4)</td>
<td>Fall, year 1</td>
<td>☐ yes ☐ no</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N&amp;D 541 (3)</td>
<td>Fall, year 1</td>
<td>☐ yes ☐ no</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N&amp;D 542 (3)</td>
<td>Spring, year 1</td>
<td>☐ yes ☐ no</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N&amp;D 550 (3)</td>
<td>Fall, year 2</td>
<td>☐ yes ☐ no</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N&amp;D 591 (3)</td>
<td>Fall, year 2</td>
<td>☐ yes ☐ no</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N&amp;D 594 (3)</td>
<td>Spring, year 1</td>
<td>☐ yes ☐ no</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIALIZATION COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 582 (2)</td>
</tr>
<tr>
<td>N&amp;D 560 (3)</td>
</tr>
<tr>
<td>N&amp;D 596 (2)</td>
</tr>
<tr>
<td>N&amp;D 997/998 (2-4)</td>
</tr>
</tbody>
</table>

Electives (5-7)

*List courses below:*

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

Total Credits Completed:
Describe professional student activities demonstrating leadership and commitment to the profession or community:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Event</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students should aim for two professional activities demonstrating leadership in the profession each year while enrolled as a MS in Nutrition student. For example: professional presentations, professional trainings, research presentations, or serving as an officer/board member for a professional organization.

**Student goals and progress:**

1. 

2. 

**Advising notes:**
Basic Abilities Necessary to Acquire Professional Skills

Communication Skills
The student shows sufficient written and oral skills to demonstrate comprehension of information and communication of ideas and feelings.

1. Written: Writes clearly, uses correct grammar and spelling, and applies appropriate writing style, appropriate source citation, and documentation. Demonstrates sufficient skills in written English to understand content presented in the program and to complete adequately all written assignments, as specified by faculty.

2. Oral: Communicates effectively and sensitively with other students, faculty, staff, clients, and professionals. Expresses ideas and feelings clearly and demonstrates a willingness and an ability to listen to others. Demonstrates skills in spoken English to understand content presented in the program, to complete adequately all oral assignments, and to meet the objectives of practical experience education experience, as specified by faculty. The student must demonstrate communication competencies by such behaviors as using appropriate grammar, syntax, inflection, and vocabulary in spoken and written expression.

Interpersonal Skills
Demonstrates the interpersonal skills needed to relate effectively to other students, faculty, staff, clients, and professionals and to fulfill the ethical obligations of the profession. These include a sense of justice, compassion, empathy, altruism, integrity, and demonstration of respect for and consideration of others. Takes appropriate responsibility for his or her own actions and considers the impact of these actions on others.

Cognitive Skills
Exhibits sufficient knowledge of nutrition and clarity of thinking to process information and apply it to appropriate situations in classroom and field. Demonstrates grounding in relevant social, behavioral and biological science knowledge and research including knowledge and skills in relationship building, data gathering, assessment, intervention, and evaluation of practice. Exhibits ability to conceptualize and integrate knowledge and apply that knowledge to professional practice.

Physical Skills
Physical attributes include adequate physical stamina and energy to carry out the responsibilities of nutrition services over long hours and sensory abilities to support work in a professional setting with clients.

Professional Performance Skills Necessary for Work in Professional Practice

Professional Behavior
The student exhibits behaviors that are in compliance with program policies, institutional policies, professional ethical standards, and societal laws in classroom, field, and
community. Appearance, dress, and general demeanor reflect a professional manner. Shows potential for responsible and accountable behavior by knowing nutrition and nutrition services while exhibiting respect for others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticism in a positive manner.

The student works effectively with others, regardless of that individual’s level of authority. Advocates for himself/herself in an appropriate and responsible manner and uses proper channels for conflict resolution. Shows a willingness to receive and accept feedback and supervision in a positive manner, as well as use such feedback to enhance professional development.

**Self-Awareness**
Exhibits knowledge of how one’s values, attitudes, beliefs, emotions, and past experiences affect thinking, behavior, and relationships. Accurately assesses one’s own strengths, limitations, and suitability for professional practice. Shows awareness of self and how one is perceived by others. Reflects on one’s own limitations as they relate to professional capacities. Is willing to examine and change behavior when it interferes in working with clients and other professionals.

**Ethical Obligations**
Behavior and classroom performance demonstrate adherence to the ethical expectations and obligations of professional practice. Ethical behaviors include:

- Adherence to the Code of Student Life.
- No history of convictions of an offense determined by the Department to have a direct bearing upon that individual’s ability to practice nutrition, unless sufficiently rehabilitated as determined by the Department of Nutrition and Dietetics.
- Systematic evaluation of clients and their situations in an unbiased, factual way. Suspension of personal biases during interactions with others.
- Comprehension of another individual’s way of life and values. Empathic communication with and support of the client as a basis for a productive professional relationship.
- Appreciation for the value of diversity. Effective and nonjudgmental relation to and work with others who are different from oneself. Appropriate service to all persons in need of assistance, regardless of the person’s age, class, race, religious beliefs, gender, disability, sexual orientation, and/or value system. No imposition of personal, religious, sexual, and/or cultural values on clients.
- Demonstration of respect for the rights of others. Commitment to clients’ rights to freedom of choice and self-determination.
- Maintenance of confidentiality as it relates to human service, classroom activities, and practical experience.
• Demonstration of honesty and integrity by being truthful about background, experiences, and qualifications; doing one’s own work; giving credit for the ideas of others; and providing proper citation of source materials.
• Demonstration of clear, appropriate, and culturally sensitive boundaries. Does not sexually harass others; make verbal or physical threats; become involved in sexual relationships with clients, supervisors, or faculty; abuse others in physical, emotional, verbal, or sexual ways; or participate in dual relationships where conflicts of interest may exist.

Scholastic Performance
Academic criteria are described in the UND Academic Catalog. The web site where you can find this information are located at:
http://und-public.courseleaf.com/graduateacademicinformation/

Graduate Students – Academic Standards for Probation and Dismissal
Information related to academic performance standards and criteria for probation and dismissal are available through the School of Graduate Studies, available at:
http://und-public.courseleaf.com/graduateacademicinformation/academicpolicies/academicstandardsprobationanddismissal/

Departmental Procedures for Review of Academic Performance
The Department of Nutrition and Dietetics may utilize three levels of review to evaluate student’s academic performance. The level of review depends upon the severity of the concern. Information disclosed during student meetings with faculty, program administrators, or school administrators will not be kept confidential if the information raises concerns about professional performance. Faculty and/or program administrators will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns on a need to know basis.

Sources of Information upon Which Academic Performance is Based
Information about students’ meeting academic performance criteria in the Department of Nutrition and Dietetics may include but is not limited to any of the following:

- Feedback or reference letters from faculty, work supervisors, or supervisors of volunteer activity or other field experiences.
- Feedback from practical experience preceptors.
- Observation of classroom, volunteer, or practical experience behaviors.
- Performance in oral and written assignments, examinations, skills labs, or other appropriate coursework.
- Student personal statements or self-assessments.
- Interviews with faculty or other professionals.
- Taped interview situations (audio or video).
- Feedback from students, staff, university (UND or other colleges and universities), helping professionals, or community about behaviors.
• Feedback from faculty in other education programs that the student may have attended.
• The Department of Nutrition and Dietetics will adhere to the guidelines of FERPA in regards to all students on a need to know basis.

Performance that May Result in a Review and/or Dismissal from the MS Program

Student reviews can occur under any of the following circumstances:
• Failure to meet or maintain academic requirements
• Scholastic dishonesty, including cheating, lying, plagiarism, collusion, falsifying academic records, or any act designed to give unfair academic advantage to the student.
• Behavior judged to be in violation of the Code of Student Life.
• Any threat or attempt to harm oneself or someone else.
• Commission of a criminal act that is contrary to professional practice, occurring during the course of study or occurring prior to admission to the Department of Nutrition and Dietetics and becoming known after admission.
• Consistent pattern of unprofessional behavior.

Three Levels of Review for Concern around Student Performance

Level 1
A Level 1 review involves a meeting between a faculty member and a student. When a faculty member has concerns about a student enrolled in the MS in Nutrition program meeting any of the academic criteria, whether related to professional behavior or scholastic performance, that faculty member will:

• Discuss concerns with the student and seek to work with the student to resolve the difficulties.
• Apprise the MS Program Director of the concerns in order to identify potential patterns and issues related to the student.
• Documentation of dates and content of meetings with the student will be placed in the student’s file.

If a problem arises in the field, the practical experience preceptor will discuss concerns directly with the student and with the faculty course instructor. It is the responsibility of the faculty member to apprise the Program Director of the student concerns.

Level 2
A Level 2 review involves the faculty member, student, and MS Program Director. Faculty and Program Director will meet with the student when the student is not meeting or following program or University standards, policies, and procedures or when concerns have not been resolved at Level 1. If a problem arises in field, the preceptor, faculty course instructor, and Program Director will conduct the review of the student. Input will be secured from the student in this information gathering process, the Program Director will determine the nature of the concern and gather sufficient information to develop a
plan to address that concern, if one is needed. No further action may be required, or the student may be asked, in writing, to modify his or her behavior and/or seek appropriate help. This process is designed to assist students in dealing with identified concerns that have an impact on their performance.

The MS Program Director will assess the nature of these concerns and maintain documentation. Following consultation with the Department Chair, if deemed necessary, a decision will be to conduct a more comprehensive review pursuant to Level 3.

Level 3
A Level 3 review involves the Faculty member, student, the MS Program Director, and faculty who have had direct experience with the student in classroom or practical experience. Generally, this level review is called when problematic patterns are identified with students or when the issues are serious enough to require formal consultation with other faculty and the student. A Level 3 review more often is conducted when concerns have not been resolved in prior reviews; when issues relate to a student not meeting the criteria for academic performance (often involving professional or ethical behaviors); or when the student is being considered for withdrawal or discontinuance in the program.

In most instances, a Level 3 review is sufficient to deal with student performance and is the last decision making step in the review process.

When a Level 3 review is called, the MS Program Director and representatives of the MS Graduate Faculty will convene a meeting with the appropriate faculty and the student to gather information, determine the nature of the problem (if one is confirmed to exist), and identify alternatives for its remediation. Appropriate faculty to be involved in a Level 3 review will include but are not limited to those who have direct knowledge of and experience with the student.

The student will be notified in writing of the concerns and meeting date, with sufficient time to prepare for and attend the meeting.

After the review meeting has occurred, the MS Program Director will consult with the Department Chair who may, in turn, consult with the Dean to discuss the problem situation and make recommendations regarding the student. Based on the review, conference with the Dean, and an objective assessment of the information provided, the MS Program Director will inform the student of the decisions, which can include one or more of the following actions:

- **Continue the student in the program with no conditions.**
  In these situations, the concern has been addressed and no further action by the student or program is required.

- **Establish formal conditions for the student’s continuance in the program.**
  In these situations, specific conditions must be met in order for the student to remain in the program. Action may include establishing goals, a plan, a timeline, and appropriate monitoring; providing mentoring and support; placing the student on probation and monitoring the student during the probationary period; referring
the student to counseling and/or advising services; allowing the student to follow a reduced course load or delay or deny entry to practical experience; or requiring the student to withdraw from the program with the option of reapplying.

- **Consult with and/or refer to the Dean of Students.**
  In some instances, depending on the nature of the problem, the University's Office of the Dean of Students may be consulted. If a referral is made to that Office after consultation, the student will be notified in writing about the nature of the concern and the fact that the referral is taking place. Situations which may result in referral to the Office of the Dean of Students include scholastic dishonesty, hazing, racial or sexual harassment, possession or use of firearms or other weapons on University property, damage or destruction of University property, and conduct that endangers the health or safety of any University student, employee, or campus visitor.

- **Counsel the student to change majors/degree programs and/or discontinue the student in the program.**
  In some situations, it will be recommended that the student no longer continue in the MS program. The student will be counseled to voluntarily change majors or degree programs. If that does not occur, the student will be dismissed from the program. In either case, the student will be provided with documentation regarding the specific reasons for their dismissal and the conditions, if any, under which they may re-apply.

In any Level 3 review, there must be clear, concise documentation of the problem areas as well as verification that these concerns have been discussed with the student and attempted to be ameliorated, when appropriate. Students must be notified of the decision in writing within ten calendar days of the review. It is the responsibility of the MS Program Director to communicate the decision to the student.

**Academic Grievances**

The information related to the academic grievance process can be found in the School of Graduate Studies *Graduate Student Handbook: Master’s Degree* available at: [http://graduateschool.und.edu/graduate-students/current/handbooks-and-guides.cfm](http://graduateschool.und.edu/graduate-students/current/handbooks-and-guides.cfm).