

**Olivet Nazarene University's
MS in Nutrition & Dietetics
Student Manual
2023-2024**



Family and Consumer Science Department

Olivet Nazarene University

Weber Center

One University Avenue

Bourbonnais, Illinois 60914

Phone (815)939-5398

E-mail dkimberl@olivet.edu

Please note, this program will be closed on June 14, 2024 and is currently not taking applications.

Table of Contents

Introduction to the MS in Nutrition & Dietetics Program	1
Statement of Approval Status	1
ACEND Required Credentialing Information	1
Mission Statement for Olivet Nazarene University	2
Mission Statement for the Department of Family and Consumer Sciences	2
Mission Statement for the MS Program in Dietetics	2
MS Program Philosophy	3
MS Program Goals	3-4
Requirements and Process to Become a Registered Dietitian Nutritionist	4
Graduation Requirements	5
Application Process	6
Required Courses to complete the MS in Nutrition and Dietetics	7
MS in Nutrition and Dietetic Program Length	8
Verification Statement Guidelines	8-10
MS in Nutrition and Dietetics Program Costs	10-12
Resources for the MS student	12
Supervised Experiential Learning Hours	13
Prior Work Experience	13
MS Faculty	13
Ethical Conduct	14-18
Signature Page	19
Appendix	
Policies & Procedures	20-54

Introduction to the MS in Nutrition & Dietetics Program

Welcome to the Master of Science (MS) in Nutrition & Dietetics program at Olivet Nazarene University. This program is housed within The Department of Family and Consumer Sciences (FACS). FACS is one of many departments that make up the College of Professional Studies. Olivet's MS in Nutrition & Dietetics program is a Future Education Model (FEM) program that integrates the required coursework with supervised experiential learning hours in a competency-based curriculum. Graduates of this program will obtain a verification statement and be eligible to take the credentialing exam to become a Registered Dietitian Nutritionist (RDN) while earning a Master's degree in Nutrition and Dietetics.

Statement of Approval Status

A letter was received March 21, 2019 to advise the program of the action of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) board regarding the demonstration program application submitted by Olivet Nazarene University for a Future Education Model Graduate Degree Program. During its March 11, 2019 meeting, the ACEND board voted to accept the application as a program eligible for candidacy for accreditation. The Graduate Degree Programs in Nutrition & Dietetics (FG) Self Study Report was submitted August 17, 2021. The site visit was conducted November 7-9, 2021 with. The Program received final approval of candidacy for accreditation on April 22, 2022. A teach out plan of this program was approved at the October ACEND board meeting, closure date is June 14, 2024.

ACEND of The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606, (312) 899-0040, ext. 5400. www.eatright.org/acend.

ACEND Required Credentialing Information

All ACEND accredited programs leading to the registered dietitian nutritionist credential must notify prospective and current students about the requirements to become an RDN which includes the Commission on Dietetic Registration's (CDR) requirement for a minimum of a master's degree to take the credentialing exam for registered dietitians beginning on January 1, 2024. Please see statement below.

"Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before **12:00 midnight Central Time, December 31, 2023**. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited FG program at Olivet Nazarene University and obtain a verification statement are eligible to apply to take the CDR credentialing exam to become an RDN.

In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements <https://www.cdrnet.org/state-licensure>. For more information

about educational pathways to become a RDN". <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students>

The Missions

The MS in Nutrition & Dietetics program has established a mission and will demonstrate that the mission is compatible with the mission statement/philosophy of Olivet Nazarene University in the professional preparation of students for supervised practice leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become a registered dietitian nutritionist (RDN). The MS in Nutrition & Dietetics program at Olivet Nazarene University supports the mission statement that provides direction for FG students.

Mission Statement for Olivet Nazarene University

Olivet Nazarene University, a denominational University in the Wesleyan tradition, exists to provide a liberal arts "Education with a Christian Purpose," Our mission is to provide high quality academic instruction for the purpose of personal development, career and professional readiness, and the preparation of individuals for lives of service to God and humanity. "We seek the strongest scholarship and the deepest piety, knowing that they are thoroughly compatible [and] . . . a Christian environment . . . where not only knowledge but character is sought. (Quotation from the Olivet University Catalog, 1915).

Mission Statement for the Department of Family and Consumer Sciences

The Department of Family and Consumer Sciences at Olivet Nazarene University offers three undergraduate majors (Dietetics, Interior Design and a General FACS major with a concentration in Hospitality) that have the central mission of enhancing human health and well-being, as well as impacting the quality of goods and services in response to human needs across the life cycle. Teaching strategies that integrate Christian principles are targeted to all levels of environmental systems, including individuals, families and communities alike. The programs offered in the Department focus on professional preparation while emphasizing the importance of a liberal arts education in the arts, humanities and sciences.

Mission Statement for the MS in Nutrition & Dietetics Program

It is the mission of the Master's in Nutrition & Dietetics program at Olivet Nazarene University to prepare graduates with the advanced knowledge, skills, and competencies to successfully practice as entry-level registered dietitian nutritionists dedicated to enhancing the health and well-being of individuals and diverse populations and promoting healthy sustainable communities. Further, this faith-based program strives to empower and motivate graduates to become lifelong learners, advancing the dietetic profession. This mission statement was developed along with current DPD students in order to assure that it reflects the mission of both the department and the university. The mission statement is compatible with the academic, professional and spiritual component. In writing the mission statement,

care was taken to align statements from the university, the FACS department to ensure the congruency between the mission statements.

Program Philosophy

Experiential learning personifies this program's philosophy. David Allen Kolb (1984), an American Educator wrote, experiential learning is fundamentally different from that of implicit theories that are the basis of traditional learning. The experiential learning process places experience at the core of learning. Learning is formed and re-formed through experience. The combination of integrating the didactic and the experiential learning components embeds concepts into practice.

The philosophy of *experiential learning* demands different instruction/learning techniques for those who teach (faculty and preceptors) as well as for those who are learning (students). To model behavior rather than to communicate concepts, to demonstrate technique rather than explain procedure is vital. *Experiential learning* is not a passive model it requires students to investigate how they think about things (didactic) and how they do things (practice). Students will be challenged to read, observe, reflect, and then apply lessons learned to professional situations in practice settings.

MS in Nutrition & Dietetics Program Goals

The goals for the MS in Nutrition & Dietetics program at Olivet Nazarene University are driven by the program mission, the professional standards set forth by the Academy of Nutrition and Dietetics and the accreditation standards developed by ACEND.

Program Goal 1: The FG program shall prepare graduates by providing an advanced skill set that will enable them to be competent, entry-level registered dietitian nutritionists (RDNs) focused on advancing the dietetic profession through the use of evidence-based practice in the workplace.

Program Objectives for Goal 1*:

1. At least 80% of program graduates complete program/degree requirements within 3 years (150% of the program length).
2. Of graduates who seek employment, 75 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. At least 80% of employers who respond to our employer satisfaction survey will rank our graduates on a 5-point Likert scale as 3 or higher (3 being satisfactory).
4. 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

5. 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%.
6. At least 80 percent of the employers surveyed will rank our graduates leadership potential on a 5-point Likert scale as 3 or higher (3 being satisfactory).

Program Goal 2*: The FG program will prepare graduates to advocate for changes appropriate to achieve the goal of healthy sustainable communities.

Program Objectives for Goal 2:

1. One year post-graduation 80% of graduates who respond to the alumni survey will indicate engagement in professional organizations.
2. One year post-graduation 80% of graduates who respond to the alumni survey will indicate involvement to advance public policy.
3. One year post-graduation 80% of graduates who respond to the alumni survey will indicate involvement in community health initiatives.

**Program outcomes data will be available upon request.*

Requirements and Process to Become a Registered Dietitian Nutritionist:

The current requirements for becoming an entry-level registered dietitian nutritionist include:

- **Complete a minimum of a bachelor's (see above statement regarding master's degree requirement on January 1, 2024) degree** at a US regionally accredited university of college and course work accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.*
- **Complete an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a food service corporation.
- **Pass a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to [CDR's website](#).

In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before **12:00 midnight Central Time, December 31, 2023. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).*

Graduation Requirements

The MS program is planned to be completed in four semesters plus a summer semester for the research experience (See the 2-year curricular plan). The program is a competency based this type of program will provide additional time and support for those students requesting it or falling below a ranking of 4 (out of a 9-point scale) on evaluation rubrics for course work or SEL rotations.

Students meet with academic advisors to review the MS program curriculum and SEL rotation plans for any adjustments that may be needed to support a student in program completion/graduation.

The following general requirements apply to the Master in Nutrition and Dietetic degree:

1. A minimum of 45 semester hours of credit; included in the course credit is 1000 hours of SEL (per ACEND and Illinois board of professional regulations). Students needing to increase the number of SELs to ensure that program competencies are met will be supported.
2. Completion of the orientation workshop (0 credit).
3. A minimum grade point average of 3.0.
4. A consistent ranking of 4 or greater (on a 9-point scale) for coursework or SEL rotations.
5. Participation in a comprehensive examination (like the STEP exam) to ready a student to take the RDN examination.
6. The student must file an application for the degree with the Registrar six months prior to the expected date of graduation.
7. Student will request an official transcript upon the completion of the program to be sent to the program director.
8. Program director will justify the transcript and the total SEL to award the verification statement.

Application Process: Please note, no applications are being accepted at this time.

Admission into the Master of Science in Nutrition and Dietetics requires a cumulative GPA of 3.0 on 4.0 scale, although conditional admission is an option in some cases where students fall below of selection criteria. The program director with the faculty will review admission packets to make exceptional determinations. Admissions will also be based upon the program application forms which will include a personal statement, official transcripts, letters of recommendation.

CRITERIA:

1. Official transcript to show evidence of a baccalaureate degree from a regionally accredited institution.
2. Minimum GPA of 3.0 on a 4.0 scale
3. Didactic Program in Dietetics (DPD) Verification Statement
4. Verification of the completion of the following prerequisite courses:
 - Introductory Nutrition
 - Food Science
 - Nutrition Assessment

- Community Nutrition
 - Food Systems Management
 - Nutrition Education & Counseling
 - Anatomy & Physiology I & II
 - Nutritional Biochemistry/Metabolism
 - General Chemistry
 - Organic Chemistry
 - Microbiology
 - Research and Statistics
5. Completed Program Application
 6. Personal statement, addressing the following items:
 1. Significant professional or volunteer responsibilities you have held,
 2. Professional goals and reasons for desiring to enroll in this program,
 3. Strengths that will help you succeed in this program and in reaching your professional goals,
 4. Personal interests in research and dietetics and nutrition,
 5. How will our program help you achieve your professional goals.
 7. Current resume or CV, including documentation of the following:
 - a. Paid work experience(s)
 - b. Volunteer or community service experience(s)
 - c. Professional organization membership(s)
 8. Three letters of recommendation (written by an Advisor/Nutrition Professor/Employer) that meet the following criteria:
 1. Letters must address prior academic, work or volunteer experience, with evidence of ability and willingness to work productively.
 2. Individuals who are qualified to address your professional, volunteer or academic experience and abilities.
 3. Written by a non-personal reference (i.e., not a family friend).
 4. Recommendation letters should be emailed directly to MSFGDietetics@olivet.edu from the person writing the recommendation.
 9. Students may submit a video interview presentation or participate in a virtual interview. See Website for directions
 10. Admission packet will be sent to MSFGDietetics@olivet.edu

Required Courses to Complete the MS in Nutrition & Dietetics Program**Proposed FEM MS in Dietetics Curriculum (traditional 2-year Master's program):**

Fall/Spring/Summer/Fall/Spring 45 hours

	Credits	Didactic	SEL *
Fall 2022			
Fall/Orientation Workshop	0	0 cr.	0 cr.
NUTR 625 Sustainability in Nutrition Practice*	<u>5</u>	2 cr.	3 cr.
NUTR 630 Sustainable Community Nutrition*	4	2 cr.	2 cr.
NUTR 632 Research & Sustainability	2	<u>2 cr.</u>	<u>0 cr.</u>
	11	6 cr.	5 cr.
Spring 2023			
NUTR 635 Nutrition Assessment/NFPA*	4	3 cr.	1 cr.
NUTR 640 Pharmacology	2	2 cr.	0 cr.
NUTR 642 Nutrition Ed & Adv. Counseling Techniques*	<u>3</u>	<u>2 cr.</u>	<u>1 cr.</u>
	9	7 cr.	2 cr.
Summer 2023			
NUTR 645 Nutrition Research Experience	<u>3</u>	<u>3 cr.</u>	<u>0 cr.</u>
		3 cr.	0 cr.
Fall 2023			
NUTR 650 Sustainable Food Systems*	<u>5</u>	<u>2 cr.</u>	<u>3 cr.</u>
NUTR 652 Medical Nutrition Therapy I*	6	2 cr.	4 cr.
	11	4 cr.	7 cr.
Spring 2024			
NUTR 655 Legislative & Nutrition Policy*	3	1 cr.	2 cr.
NUTR 660 Medical Nutrition Therapy II*	6	2 cr.	4 cr.
NUTR 665 Professional Seminar	<u>2</u>	<u>2 cr.</u>	<u>0 cr.</u>
	11	5 cr.	6 cr.
Total Credit hours 45			

*indicates Experiential Learning Hours

Nutrition Assessment/NFPA =	50 SEL
Nutrition Ed & Adv. Counseling Techniques =	50 SEL
Sustainable Community Nutrition=	100 SEL
Medical Nutrition Therapy I =	200 SEL
Medical Nutrition Therapy II =	200 SEL
Sustainable Food Systems =	150 SEL
Sustainability in Nutrition Practice =	150 SEL
Legislative & Nutrition Policy =	<u>100 SEL</u>
Total SEL	1000 hours

MS in Nutrition & Dietetic Program Length

The MS in Nutrition & Dietetics is a 45 credit hour program. Experiential Learning Hours (SEL) are integrated into the credit hours. ACEND requires that 1000 SEL must be completed. The program is designed to be completed within a 2-year time frame. There are 41 competencies that must be mastered (work receiving a minimum rating of 4 on a scale of 1 – 9; 1 – 3 does not meet expectations; 4 – 6 meets expectations; 7 – 9 exceeds expectations) if a student receives a rating of 1 - 3 on and competency, the course and/or SEL hours may need to be repeated. Repeating a course or SEL hours could extend the time in the program.

Scheduling Courses

Students will be provided with a copy of the 2-year academic plan during the Orientation Workshop at the start of their program. Students will also be assigned a faculty advisor. The student and the faculty advisor will meet on a regular basis to review progress made towards program completion.

Two-Year Schedule

Students must adhere to the schedule (course sequence) provided by the dietetic faculty/advisor. You must complete the course work as outlined. The 2-year sequence plan has been developed so that courses you take in year one will support your learning in year two. You should verify all schedules with the dietetic faculty/advisor.

Verification Statement Guidelines

Purpose

Verification of completion of dietetics programs is the method used by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to ensure that academic and supervised practice requirements for membership in the Academy of Nutrition and Dietetics or Commission on Dietetic Registration eligibility for the Registration Examination for Dietitian Nutritionist and Nutrition and Dietetic Technicians have been met. At various times in preparing for professional membership or registration, a graduate will be asked to supply verification of both academic and supervised practice qualifications. Therefore, it is the responsibility of the Director of the ACEND-accredited program to provide the appropriate number of Verification Statements and the responsibility of the graduate to safeguard them until the time they are to be used in various application processes.

Who Completes

This form is to be completed and supplied by the Program Director. The signature must be that of the Program Director on record with the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics when the form is signed. The form should be signed on or following the date of program completion. Statements that are predated or preissued are invalid. Program completion date and signature date must include month, day, and year. Statements should be signed in a color ink other than black to distinguish the original from a photocopy. An electronic signature is acceptable.

Verification Statements Required

The Program Director must issue the following number of Verification Statements for each graduate who successfully completes program requirements, **all of which must have an ORIGINAL signature of the Program Director**. Photocopies are unacceptable.

Verification Statements must be distributed as follows:

1. **Didactic Program in Dietetics (DPD) and Foreign Dietitian Education Program (FDE)**—Verifies completion of both dietetics program and degree requirements
 - Provide as many originals as needed to each graduate to submit when applying to or accepted to an ACEND®-accredited Dietetic Internship Program
 - Provide at least five (6) originals to each graduate for his/her personal file to use when applying for state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
 - Retain one (1) original indefinitely in the student/graduate file at the University.
2. **Dietetic Technician, Coordinated Program, DPD with an Individualized Supervised Practice Pathway (ISPP), Dietetics Program with an ISPP for doctoral-degree holders**—Verifies completion of didactic, supervised practice and degree requirements
 - Provide five (6) originals to each graduate for his/her personal file to use when applying for employment, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
 - Retain one (1) original indefinitely in the student/graduate file at the University.
3. **Dietetic Internship**—Verifies completion of supervised practice requirements
 - Provide five (6) originals to each intern/graduate for his/her personal file to use when applying for employment, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
 - Retain one (1) original indefinitely in the intern/graduate file at the university/organization.
4. **International Dietitian Education Program**—Verifies completion of didactic, supervised practice requirements
 - Provide five (6) originals to each intern/graduate for his/her personal file to use when applying for employment, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.

- Retain one (1) original indefinitely in the intern/graduate file at the university/organization.

This information was retrieved from Verification Statement Instruction page. For questions regarding verification statements, please do not contact the Registrar's office instead contact the program director.

Only forms with original signatures are valid. The Program Director will provide these forms to the graduate only after confirmation of program requirements by the Registrar at Olivet Nazarene University. The student is responsible to order a copy of the official transcript online through the University's Registrar link online. A copy of the official transcript will be sent to the dietetic program director. Transcripts must be ordered post-graduation. The cost for this service is \$8.00 per transcript.

MS in Nutrition & Dietetics Program Costs

***Estimated Program Costs:**

Tuition:	\$690.00 per graduate credit hour (45 cr. hr.)
Housing:	Off campus range of \$700.00 – 1300.00/month (cost based on single occupancy, rental costs can be reduced with multiple occupants.

Available University Meal Plans:	\$275.00 – \$757.00/semester
----------------------------------	------------------------------

Immunizations

Tuberculosis (TB): (two-step)	\$38.00
Varicella:	\$64.00
Hepatitis B:	\$93.00/shot (series of three are needed)
Influenza:	\$62.00
Measles, Mumps, Rubella (MMR):	\$152.00
Urine Drug Screen:	\$45.00
t-dap:	\$116
Covid	free
<i>Background check:</i>	<i>\$50.00</i>

Program Specific Costs:

Current ServSafe Training:	\$161.00
Textbooks/Supplies:	\$500.00/semester. Current editions are required
Insurance/liability insurance:	Student/family insurance/liability is covered by the University

Travel to rotations?	Travel costs are variable. Estimation of \$50.00/week
Professional Memberships	\$68.00/year (AND/SSSAND or EIAND) DPGs/MIGs are additional
Policy and Advocacy Certificate in Training	\$80.00
Exam review course or study materials	\$200.00 to \$400.00
EatrightPREP/RDN exam preparation	\$199.99
Lab coat	\$45.00 - \$60.00
Slip resistant shoes	\$30.00 – 50.00
*Estimated costs are subject to change without notice	

Computer access: Students can access courses through Canvas via the ONU wireless network. Microsoft Office 2016 can be downloaded at no charge to the student. For questions, contact ONU's IT department at 815-939-5302 or via email at IT@olivet.edu.

Professional membership requirements/cost

Membership to professional organizations is required for the MS program. Student membership to the Academy of Nutrition and Dietetics (AND) is \$58.00/year and South Suburban Academy of Nutrition & Dietetics (SSAND)/Eastern Illinois Academy of Nutrition and Dietetics (EIAND) or other districts close to your home. Membership fees for SSAND and EIAND are \$10.00 per year Unless otherwise specified. Other districts could be more or less, check with your membership officer. Membership to AND also includes membership to The Illinois Academy of Nutrition and Dietetics (IDA). AND membership requires an annual renewal. This renewal occurs in the month of May of each calendar year. It is strongly suggested that the student renew membership when it comes due in May.

Financial Aid

For information about financial aid, scholarships

https://catalog.olivet.edu/content.php?catoid=9&navoid=588#Financial_Aid_Application_and_Award_Process

Loan and Loan deferral

<https://www.olivet.edu/loans>

Also, see ONU based scholarships listed in the online catalog

<https://catalog.olivet.edu/content.php?catoid=9&navoid=588#Scholarships>

Scholarship Opportunity

Competitive scholarship applications are available from AND, <https://eatrightfoundation.org/why-it-matters/scholarships/> , for the South Suburban Academy of Nutrition and Dietetics scholarship, check the website for availability <http://www.eatrightillinois.org/index.php/districts-home/south>, and Family and Consumer Science organizations. In addition, various groups provide applications on related scholarship on occasion. It is the student's responsibility to seek out scholarship information. Disclaimer: Scholarship applications are updated on a yearly basis. Please make sure that you are applying for the correct academic year. Faculty can help with AND & SSAND scholarship opportunities.

Letters of Recommendation for Scholarships or Professional Positions

Read the requirements carefully. The student is responsible for informing the faculty member what is needed. Submit requests either in person or via email. **Be sure to allow a minimum response time of two weeks.** Requests not allowing this response time may not be able to be completed. In your request submit the following; who is the letter to be addressed to, is the faculty recommending the student for a scholarship or professional position, when must the letter be submitted by – what is the deadline, what is the address of the organization, facility or business. Be sure to provide a copy of your resume completed and let the faculty person know if there is anything you want mentioned or emphasized.

Resources for the MS Student

Benner Library

- Online Manual of Clinical Dietetics http://library.olivet.edu/journals-articles/eresources_a-z.php
- Dietetic Related books; also check the nursing and health science sections
- Internet Search Engines
- Online Taber's Medical Encyclopedia (<https://www.tabers.com/tabersonline/ub/>)
- Medical and Health Related Journals
 - American Journal of Clinical Nutrition
 - Journal of the Academy of Nutrition and Dietetics
 - Nutrition (annual editions)
 - Nutrition Today
 - National Research Council (U.S.) Food and Nutrition Board
 - Report on the World Nutrition Situation

Family and Consumer Science Department

- AND membership – Evidence Analysis Library
- Nutrition Lab with 6 functional kitchens
- Lafayette Skinfold Calipers
- Lafayette Anthropometer
- Body Logic Body Fat Analyzer

- Omron Blood Pressure Monitor
- Videos/DVDs
- Nasco Food Models
- Camry Model EH101 Electronic Hand Dynamometer

Supervised Experiential Learning Hours (SEL)

FG programs are designed with the SEL rotations (traditional programs provide internship hours) to be integrated into courses throughout the program. These hours are completed within each semester (see the 2-year program plan on p. 7 of this manual to see the courses that contain SEL and the required number of hours to be completed. ACEND accredited programs are required to provide a minimum of 1000 hours. All sites supplying the SEL are selected and maintained by the MS faculty. Students will not acquire sites.

Prior Work Experience

Although previous work experience related to foods and nutrition is an asset to the student in this program it will not be considered as a replacement for required supervised experiential learning hours.

MS in Nutrition & Dietetics Faculty

The MS in Nutrition & Dietetics program consists of two full-time professors. Currently, all professors teaching NUTR required core courses are registered/licensed dietitians. Inquiries about the dietetics program should be directed to Dr. Cathy Anstrom, the director of the MS in Nutrition & Dietetics program; inquiries about the department of Family and Consumer Sciences should be directed to Dr. Anne Figus, Chair.

Deb Kimberlin, Ph.D., R.D., L.D., Associate Professor

Bachelor of Science: Dietetics, Olivet Nazarene University

Master of Science: Family & Consumer Sciences-Dietetics, Eastern Illinois University

Ph.D., Health Sciences, Northern Illinois University

Registered and Licensed Dietitian in the State of Illinois

Certificate of Graduate Study in Eating Disorders and Obesity from Northern Illinois University

Catherine Anstrom, Ph.D., L.D., R.D., FAND., Adjunct Professor.

Bachelor of Science: Home Economic Education, Eastern Illinois University

Completion of Plan IV Requirements for Dietetics, Eastern Illinois University

Master of Business Administration: Olivet Nazarene University

Master of Science: Clinical Dietetics, Rosalind Franklin University of Medicine and Science

Ph.D., Education, Capella University

Registered and Licensed Dietitian in the State of Illinois

Certified Food Safety Manager and Instructor/Proctor for ServSafe®

Post Graduate Certificate in Sustainability from Tufts University

Ethical Conduct

MS program students are expected to demonstrate ethical practice. Failure to do so may result in dismissal from the site and/or program. Students are expected to meet the Code of Ethics and Standards of Professional Practice of the Academy of Nutrition and Dietetics. Link to the 2017 Standard of Practice: [https://jandonline.org/article/S2212-2672\(17\)31624-6/fulltext](https://jandonline.org/article/S2212-2672(17)31624-6/fulltext)

Code of Ethics for the Nutrition and Dietetics Profession Effective Date: June 1, 2018

Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:
 - a. Practice using an evidence-based approach within are as of competence, continuously develop and enhance expertise, and recognize limitations.
 - b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
 - c. Assess the validity and applicability of scientific evidence without personal bias.

- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
 - e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
 - f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
 - g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
 - h. Practice within the limits of their scope and collaborate with the inter-professional team.
2. Integrity in personal and organizational behaviors and practices (Autonomy) Nutrition and dietetics practitioners shall:
- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
 - b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
 - c. Maintain and appropriately use credentials.
 - d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
 - e. Provide accurate and truthful information in all communications.
 - f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
 - g. Document, code and bill to most accurately reflect the character and extent of delivered services.
 - h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
 - i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).
3. Professionalism (Beneficence) Nutrition and dietetics practitioners shall:
- a. Participate in and contribute to decisions that affect the well-being of patients/clients.

- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
 - c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
 - d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
 - e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
 - f. Refrain from verbal/physical/emotional/sexual harassment.
 - g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
 - h. Communicate at an appropriate level to promote health literacy.
 - i. Contribute to the advancement and competence of others, including colleagues, students, and the public.
4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)
- Nutrition and dietetics practitioners shall:
- a. Collaborate with others to reduce health disparities and protect human rights.
 - b. Promote fairness and objectivity with fair and equitable treatment.
 - c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
 - d. Promote the unique role of nutrition and dietetics practitioners.
 - e. Engage in service that benefits the community and to enhance the public's trust in the profession.
 - f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice (Academy of Nutrition and Dietetics, 2018).

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk (Academy of Nutrition and Dietetics, 2018).

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis (Academy of Nutrition and Dietetics Definition of Terms List, June, 2017).

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public (Academy of Nutrition and Dietetics Definition of Terms List, June, 2017).

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service Academy of Nutrition and Dietetics “Diversity Philosophy Statement”, 1995).

Diversity:

The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise. (Fornari, 2015)

Evidence-based Practice:

Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations.

Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities.

Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts (Academy of Nutrition and Dietetics Definition of Terms List, June, 2017).

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm (Academy of Nutrition and Dietetics, 2018).

References

Academy of Nutrition and Dietetics. (2018). Revised 2017 standards of practice in nutrition care and standards of professional performance for registered dietitian nutritionists. *Journal of the Academy of Nutrition and Dietetics*, 118, 132-140.

Academy of Nutrition and Dietetics Definition of Terms List. (June, 2017). (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017).
<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>

Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

Fornari A. (2015). Approaches to ethical decision-making. *Journal of Nutrition and Dietetics*, 115(1), 119-121.

Signature Page

As a Master of Science of Nutrition and Dietetic student, I am signing this form to indicate that I have received the Master of Science of Nutrition and Dietetic student manual and that the contents are my responsibility to read and follow. My signature page will be kept in my student file. Verification statements will be withheld if this document is not in my student file.

Date: _____

Print your name: _____

Signature: _____

****Once you have signed this form it is your responsibility to give it to the program director. This signed document will be placed in your student file as evidence of your review.**



**Olivet Nazarene University's
MS in Nutrition and Dietetics Program
Policies & Procedures**

Policy & Procedure Table of Contents

MS Student Handbook

1. Admission Assessment-Required element 9.1a
2. Student Performance Monitoring-Required element 9.1b
3. Student Retention-Required element 9.1c and 9.2k
Student remediation form
4. Experiential Learning hours tracking 9.1d
5. Insurance Requirements-Required element 9.2a
6. Liability for Safety in Travel-Required element 9.2b
7. Injury or Illness While in a Facility for Practicum Hours-Required element 9.2c
8. Student Guidelines and Prerequisites for Acceptance into SEL Required element 9.2d
Prerequisite Health Testing Estimation of Pricing
9. Student's Role While Completing SEL Required element 9.2e and 9.2f
10. Grievance Policy-Required element 9.2g and h
11. Assessment of Prior Learning and Credit Toward Program Requirements-Required element 9.2i
12. Formal Assessment of Student Learning-Required element 9.2j
13. Disciplinary/Termination from Dietetics Program-Required element 9.2l
14. Graduation/MS Program Completion Requirements-Required element 9.2m
15. Receiving Verification Statements Upon Program Completion-Required element 9.2n
16. Distance Instruction/Online Testing-Required element 9.2o
17. Withdrawal and Refund of Tuition and Fees-Required element 9.2p
18. Program Schedule, Vacations, Holidays, and Leaves of Absence-Required element 9.2q
19. Protection of Privacy of Student Information-Required element 9.2r
20. Student Access to Personal Files within the MS Program-Required element 9.2s
21. Access to Student Support Services-Required element 9.2t
22. MS SEL Confidentiality Policy
23. Curricular Review
24. Recency of Education
25. Written Affiliation Agreements
26. Non-Discrimination, Diversity, Inclusion, Equity

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

1st Effective Date: 9/2022

Master's Program in Dietetics (FG)

Policy Title

Admission Requirements Required Element (MS 9.1a)

Please note applications are not being taken at this time due to program closure.

POLICY: Based on Academy of Nutrition and Dietetics (AND) mandate to monitor program admissions, students entering Olivet Nazarene University with the desire to obtain a Master's degree in dietetics are admitted once admission criteria is met. The dietetic program has established the criteria listed under procedure to assess student potential for admittance and success in the program.

PROCEDURE: Admission into the Master of Science in Nutrition and Dietetics requires a cumulative GPA of 3.0 on 4.0 scale, although conditional admission is an option in some cases where students fall below of selection criteria. The program director with the faculty will review admission packets to make exceptional determinations. Admissions will also be based upon the program application forms which will include a personal statement, official transcripts, letters of recommendation.

CRITERIA:

1. Official transcript to show evidence of a baccalaureate degree from a regionally accredited institution.
2. Minimum GPA of 3.0 on a 4.0 scale
3. Didactic Program in Dietetics (DPD) Verification Statement
4. Verification of the completion of the following prerequisite courses:
 - Introductory Nutrition
 - Food Science
 - Nutrition Assessment
 - Community Nutrition
 - Food Systems Management
 - Nutrition Education & Counseling
 - Anatomy & Physiology I & II
 - Nutritional Biochemistry/Metabolism
 - General Chemistry
 - Organic Chemistry
 - Microbiology
 - Research and Statistics
5. Completed Program Application
6. Personal statement, addressing the following items:
 1. Significant professional or volunteer responsibilities you have held,
 2. Professional goals and reasons for desiring to enroll in this program,
 3. Strengths that will help you succeed in this program and in reaching your professional goals,
 4. Personal interests in research and dietetics and nutrition,
 5. How will our program help you achieve your professional goals.
7. Current resume or CV, including documentation of the following:
 - a. Paid work experience(s)
 - b. Volunteer or community service experience(s)
 - c. Professional organization membership(s)
8. Three letters of recommendation (written by an Advisor/Nutrition Professor/Employer) that meet the following criteria:
 1. Letters must address prior academic, work or volunteer experience, with evidence of ability and willingness to work productively.
 2. Individuals who are qualified to address your professional, volunteer or academic experience and abilities.
 3. Written by a non-personal reference (i.e., not a family friend).
 4. Recommendation letters should be emailed directly to MSFGDietetics@olivet.edu from the person writing the recommendation.
9. Students may submit a video interview presentation or participate in a virtual interview. See Website for directions
10. Admission packet will be sent to MSFGDietetics@olivet.edu

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023

p. 2

Upon acceptance into the MS in Nutrition & Dietetics program, students will be required to complete the following before the fall start date:

- Complete financial aid requirements (if needed).
- Submit an official transcript(s) indicating a conferred baccalaureate degree and all prerequisite coursework (if not already submitted with application)
- Required: Proof of current immunizations including: TB (current), Hepatitis B series, t-DAP (within the past 10 years), MMR, Varicella (MD evidence of Chicken Pox or titer), flu shot, and the COVID-19 vaccine. Disclaimer: there may be additional boosters needed related to COVID.
- Proof of health insurance (for the duration of the program).
- ServSafe Food Manager Certificate (must be current for the duration of the program).
- Background check - fingerprinting may be required by facilities.
- Drug testing (10-panel drug test).
- N-95 Mask (fitting) and masks may be required.

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revise:

Policy Title

Student Performance Monitoring Required Element (MS 9.1b)

POLICY: Student performance monitoring: The program's system of monitoring student performance must provide for the early detection of academic difficulty and must take into consideration professional and ethical behaviors and academic integrity of the student.

It is the role of the instructor to complete formative and summative assessments for each student's progress of course work and post the progress in the form of grades and when appropriate comments to Canvas for student review. Formative assessments can include but are not limited to graded exams, quizzes, papers, projects, discussion, attendance, experiential learning hour (evaluations) and, other means of participation will culminate to midterm assessment.

Summative assessments will occur at the end of a course in the form of presentations, case studies, and catered events, projects and SEL evaluations.

It is the role of the preceptor to provide feedback to students during SEL so that students can monitor and be responsible for their learning. Students will be given assessment rubrics which they in turn will provide to their preceptors for rotation evaluation.

MS students must maintain a GPA of 3.0 to remain in good standing in the Master's program

PROCEDURE:

- Midterm and final dates are determined by the university calendar which is provided to instructors, preceptors and students at the start of the academic year.
- Instructors will provide formative assessment to students in the form of informal discussion, graded exams, quizzes, papers, projects and attendance. Summative assessment will be provided in the form of SEL evaluations, case studies, projects, and simulations. Documentation may be kept via Canvas grading system and/or a hard copy in student files.
- Grades will be recorded and monitored within each course throughout the program.
- Formative and summative assessments will be reviewed by the program director, preceptors and, dietetic faculty.
- If there is a trend in formative assessment that indicates a student may not be successful in course work or an SEL the student will be placed on probationary status. Dependent on the situation, the program director, preceptor, and faculty will devise a remediation plan and work with the student to meet failed competency through: additional assignments and/or repeating failed portions of SEL. If needed an extension of SEL will occur so that competencies are met.
- Faculty and Preceptors will monitor academic integrity and professional and ethical behaviors to ensure adherence to the Academy of Nutrition and Dietetics (AND) Code of Ethics.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title
MS Program Retention and Remediation Procedures
Required Element (9.1c/9.2k)

POLICY: MS Students must have access to a remedial plan. Benchmarks for competencies/performance indicators that fall in the range of 1-3 (does not meet expectation) out of a 9-point scale. Should an MS student not meet the required benchmark for an assignment/ELH rotation in the Master's FG program the following action will occur.

PROCEDURE:

Students receiving a grade on an assignment for a required course in the Master's FG program that falls in the range of 1-3 out of a 9 point scale will be required to:

- a. Write a reflection that includes the following components:
Read, Reflect and Write a thorough and well thought out summary of instructors/preceptors feedback. This feedback includes comments written on student outcomes based assignments. The reflection should contain:
Time spend in preparing the assignment; Understanding of the material and expectations of the assignment in question. (Description should be specific); Student plan for self-improvement.
Students will identify resources needed to meet the standard of rating of 4 on a 9-point scale on subsequent assignments.
- b. This reflection will be turned into the instructor for review who will then determine if a student meeting is needed.
- c. Should the remediation occur during an SEL the instructor along with the preceptor for the rotation will meet with the student to discuss the need to extend the SEL or repeat the SEL.
- d. It is the student's responsibility to monitor their need for remediation.
- e. Students will not be allowed to move on to the next SEL until remediation is completed and the scaled score has improved to a range of 4-6 (meets expectation) or 7-9 (exceeds expectation).
- f. Second year MS students who are identified to have exceeded expectations may be utilized to provide remedial instruction/tutorial support.

Options for students with minimal chances of success (students not maintaining a 3.0 after remediation) in the MS program could include:

- Obtaining the NDTR credential.
- Matriculate into an alternative Master's at the University.
- Matriculate into an alternative Master's outside the University.
- Additional options would be discussed on an individual basis according to the situation and interest areas.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023

MS Program Retention and Remediation form
Policy and Procedure Master's Required Element 9.1c/9.2k

Remediation Plan for _____

Date started: _____

Date reviewed: _____

Written reflection contains the following information:

- ✓ Write a reflection that includes the following components:
Read, Reflect and Write a thorough and well thought out summary of the instructors/preceptors feedback. This feedback are the comments written on student assignments/rubric. Then include the following:
- ✓ Time spent in preparing the assignment
- ✓ Student demonstrates an understanding of the material in question
- ✓ Identified resources need to improve/meet the standard of a minimum ranking or 4 on a 9 point scale.

Student meeting (if applicable):

Date: _____

Time: _____

Discussion comments:

Student signature: _____

Faculty signature: _____

Preceptor signature: _____

Program Director: _____

Once complete this documentation will be placed in the student file.

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title
Supervised Experiential Learning Hours Tracking Documentation
Required Element (MS 9.1d)

POLICY: The MS in Nutrition and Dietetics (FG) program has established procedures that will allow MS Faculty to individually track the student's supervised experiential learning hours in professional work setting and in other supervised experiential learning including but not limited to: simulation, case studies and role playing.

It should be noted that 1000 supervised experiential learning hours (SEL) are required. Of the 1000 hours, 700 of these hours must be completed in professional work settings such as hospitals, Health departments, and food service operations. Of the 1000 hours, the remaining 300 hours can be completed using learning activities such as, simulation, case studies, and role playing.

PROCEDURE:

- Faculty, Preceptors, and Students will play an active role in the tracking and documentation of supervised experiential learning hours.
- The following courses contain SEL hours that are required to be tracked:

NUTR 625 Sustainability in Nutrition Practice =	150 SEL
NUTR 630 Sustainable Community Nutrition=	100 SEL
NUTR 635 Nutrition Assessment/NFPA =	50 SEL
NUTR 642 Nutrition Ed & Adv. Counseling Techniques =	50 SEL
NUTR 650 Sustainable Food Systems =	150 SEL
NUTR 652 Medical Nutrition Therapy I =	200 SEL
NUTR 655 Legislative & Nutrition Policy =	100 SEL
NUTR 660 Medical Nutrition Therapy II =	200 SEL
- Students will be provided with the SEL hour tracking documentation form at the beginning of each course that is listed above and that contains SEL hours.
- Students are to record the number of hours completed each day at the SEL sites for every course integrating SEL hours.
- At the end of the SEL hours, the student will have the SEL hours tracking documentation form signed by the course instructor, the preceptor and finally the student to certify that the hours were complete.
- The student will provide each instructor of an SEL course the signed SEL hours tracking documentation at the end of each course.
- The faculty will record the total hours for each student in each SEL course on an excel spread sheet to ensure required hours are finished, the completed and signed SEL hours tracking documentation will be placed in the student's file.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title
Insurance Requirements
Required Element (MS 9.2a)

POLICY:

Olivet Nazarene University represents and warrants that all student and faculty participating in the program under contract agreements with facilities providing a site to complete SEL are covered by all necessary general and professional liability insurance with a limit of \$1,000,000 per claim and \$1,000,000 aggregate and has presented certificates of insurance coverage evidencing such coverage. The vendor shall maintain coverage throughout the term of the contracted agreement.

In addition to the University coverage when completing NUTR 652 Medical Nutrition Therapy I and NUTR 660 Medical Nutrition Therapy II dietetic students are required by the participating facilities to provide proof of personal health insurance.

PROCEDURE:

- Program Director and Facilities shall work to maintain current contractual agreements.
- The university shall continue to cover MS students with all necessary general and professional liability insurance for the duration of the completion of SEL as required by the MS program.
- Students will provide a copy of their health insurance cards to the instructor.
- The instructor will send this copy to the assigned facility prior to the start of the practicum hours.
- This information is usually given to the facility designee (education department) to be kept on file.
- The course instructor will keep this information in the student file at least until the student has completed the all SEL.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's Program in Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title
Liability for Safety in Travel

Required Element (MS 9.2b)

POLICY:

As a component of the Master of Science in Nutrition and Dietetics, students are required to complete SEL that are a component of the application to theory for the Future Education Model (FEM) program. Completion of this requirement necessitates students are responsible for their own transportation to and from the site assignments. The university is not responsible for the transportation of students to assigned sites.

PROCEDURE:

Students are responsible for their own transportation to and from assigned sites. Current license, insurance and fuel costs are the responsibility of the student. When SEL and facility schedules allow students are encouraged to car pool to off campus sites.

The FEM programs integrate SEL into course work. Courses listed below include the listed number of SEL required: An example of a site is listed below each course. Courses can have multiple sites. Directions to each site will be provided.

NUTR 625 Sustainability in Nutrition Practice = Locavore Farms, Grant Park, Illinois	150 SEL
NUTR 630 Sustainable Community Nutrition= Kankakee County Health Department	100 SEL
NUTR 635 Nutrition Assessment/NFPA = * On campus role play/clinical facilities	50 SEL
NUTR 642 Nutrition Ed & Adv. Counseling Techniques = On campus counseling center/Weber Center	50 SEL
NUTR 650 Sustainable Food Systems = *On campus Sodexo dining facility	150 SEL
NUTR 652 Medical Nutrition Therapy I = *On campus counseling center/Weber Center	200 SEL
NUTR 655 Legislative & Nutrition Policy = ** Lobby Day, Springfield, Illinois	100 SEL
NUTR 660 Medical Nutrition Therapy II = Riverside Medical Center, Kankakee, Illinois	200 SEL

Total SEL **1000 hours**

*On campus, no travel required (within walking distance).

**Group travel with University bus and driver.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed 8/2023

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title
Injury or Illness While in a Facility for Supervised Experiential Learning (SEL) hours
Required Element (MS 9.2c)

POLICY:

The Olivet Nazarene University MS program places students in offsite facilities during both fall and spring semesters to complete SEL. Should a student become ill/injured during the completion of these hours they should report the illness/injury to the facility supervisor and follow any necessary protocol or procedure per the facility policy and procedures and return to the university where they will then report the illness/injury to the Program Director.

PROCEDURE:

Students will schedule their required hours with the facility supervisor. This may be the dietitian or other staff member of the facility they are assigned to work with. Should a student fall ill/or be injured, said student should report the illness/injury to the facility supervisor and follow any necessary protocol or procedure per the facility policy and procedures and return to the university.

Once the student has returned to the university, the student should communicate with the Program Director/Course Instructor via email or phone. In the case the Program Director/Course Instructor is in class the student can leave a voice mail message.

Once the student has recovered they should call the facility to reschedule the hours missed.

If the student is too ill or the injury too severe to return to the university alone the facility will be asked to contact the Program Director/Course Instructor who will arrange transportation to return the student back to the university.

Documentation of the illness/injury will be placed in the student file.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed 8/2023

Policy Title
Student Guidelines and Prerequisites for Acceptance into SEL
Required Element (MS 9.2d)

POLICY:

To provide students direction with regards to required prerequisite health testing and background checks. The listing of health testing and background checks must be complete prior to the start of the required SEL. These materials will be collected from the MS students annually as applicable, copied for each facility and stored in the instructors' office in student files. All information will be held in confidence.

PROCEDURE:

Criminal Background Checks

1. Annually prior to MS students completing their SEL they will be provided paperwork for Criminal Background Checks. This paperwork will be provided by Olivet Nazarene University's Human Resources (HR) to the Instructor.
2. The paperwork will be provided to each student who will be directed to complete and return to the Instructor.
3. The students will go to the cashier's office in Miller Business and pay the required fee of \$50.00, obtain a receipt and give this to the Instructor along with the completed paperwork.
4. The Instructor will attach the receipt to the paperwork, seal all student paperwork in an envelope and deliver to HR.
5. Once returned, HR will run the criminal background checks, the sealed paperwork will be send to the Instructor.
6. If the criminal background check is clear of discretion the paperwork will be send to the assigned SEL facility.
7. Should the criminal background check be returned with a discretion, the instructor will obtain permission from the student to contact the facility to see if the discretion prohibits the student from completing the SEL within the facility.
8. Should the discretion prohibits the student from completing the SEL within the facility cases will be assessed and handled on an individual basis. If the discretion is severe student may be counseled out of the program.

Prerequisite Health Testing

1. Prior to MS students completing their SEL they will be required to show evidence of the following list of Health tests that must be completed.
 - a. Tuberculosis (TB): Prior to the beginning of clinical rotations each student will be required to obtain a two step PPD screening to be read and results recorded and kept in the student file. If a step two has been obtained within the past year (documentation for proof) then, the student will require a step one.
 - b. Varicella: Provide evidence of chick pox via medical records from MD office. If this evidence does not exist then, proof of 2 vaccines or titer that shows immunity.
 - c. Hepatitis B: vaccine (series of three immunizations) is recommended. If student refuses, this refusal will be kept in student file.
 - d. Measles, Mumps, Rubella (MMR): This is included on the student's immunization records for the university. The instructor will obtain student permission to access these health records, copy, and send to the assigned facility.
 - e. Influenza: Students will get a flu shot prior to the start of the SEL.
 - f. Urine Drug Screen
 - g. Covid vaccinations
 - h. Wellness check by a physician.
 - i. See the schedule of fees for the outpatient clinic on Route 50, Bourbonnais. Fees may vary if students obtain tests from another healthcare provider. Some fees may be covered by family health insurance.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023

Prerequisite Health Testing Estimation of Pricing
Student Guidelines and Prerequisites for Acceptance into Hospital Clinical Rotations Medical Nutrition
Therapy II Practicum Hours
Required element (MS 9.2d)

The following pricing was provided by Amita Health Physicians Immediate Care, 350 Kinzie Avenue, Bradley, IL 60915 and is based on Olivet contract pricing as of July 28, 2021:

Tuberculosis (TB): (two-step)	\$38.00
Varicella:	\$64.00
Hepatitis B:	\$93.00/shot (series of three are needed)
Influenza:	\$62.00
Measles, Mumps, Rubella (MMR):	\$152.00
Urine Drug Screen:	\$45.00
t-dap:	\$116
Covid + booster	free

*****Please note, costs may vary based on changes in Olivet contract pricing***

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's Program in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title
Student's Role While Completing SEL rotations
Required Element (MS 9.2e and f)

POLICY:

A student's role in a facility while completing SEL must not be used to replace employees. SEL are required for the following courses: NUTR 625 Sustainability in Nutrition Practice, (150 hours); NUTR 630 Sustainable Community Nutrition, (100 hours); NUTR 635 Nutrition Assessment/NFPA (50 hours); NUTR 642 Nutrition Ed & Adv. Counseling (50 hours); NUTR 650 Sustainable Food Systems (150 hours); NUTR 652 Medical Nutrition Therapy I (200 hours); NUTR 655 Legislative & Nutrition Policy (100 hours); NUTR 660 Medical Nutrition Therapy II (200 hours). Each SEL will be supported by a contract with a facility (with the exceptions of NUTR 635, 642, and 655).

PROCEDURE:

1. The MS program will communicate course and SEL requirements to facilities to direct activities so not to infringe upon employee duties.
2. Students do not receive compensation for any SEL completed, they receive course and SEL credit.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revise:

Policy Title

Grievance Policy
Required Element (MS 9.2g and h)

POLICY:

Students within the Master's program and preceptors providing experiential learning hours are encouraged to discuss any grievance they may have concerning the program with the appropriate individuals as indicated in the procedure below. All that can be done within reason will be done to resolve the grievance.

PROCEDURE:

- Students or preceptors should first discuss the grievance with the instructor if the issue is class or course related. (as a part of training, preceptors will be provided with a course schedule that includes the instructor name and contact information).
- If the issue is not resolved at this level the grievance can be discussed with the Program Director Dr. Cathy Anstrom [canstrom@olivet.edu; ext. 5398]. At this point the discussion will include the all parties involved; student, preceptor, instructor, and Program Director.
- If the issue is not resolved at this level, the grievance will be expanded to involve the Department of Family and Consumer Science Chair, Dr. Anne Figus [amfigus@olivet.edu; ext. 5048].
- If the issue remains unresolved, the student may file a formal written grievance with the Dean of the College of Professional Studies, Dr. Amber Residori [alresidori@olivet.edu; ext. 5114]. For the steps in the university grievance process see university grievance policy, <https://catalog.olivet.edu/content.php?catoid=9&navoid=539#grievance-policy>
- If the grievance cannot be resolved within the university structure then the student or preceptor may choose to file a complaint with the program's accrediting body as follows:

The Accreditation Council for Education I Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606 or by calling 800/877-1600, ext. 5400, ACEND@eatright.org.

Documented issues will be filed in the Department of Family and Consumer Sciences who houses the Masters of Nutrition and Dietetic program, and in the office of the program director for a length of no less than seven years. This includes the resolutions of complaints.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title

**Assessment of Prior Learning and Credit Toward Program Requirements
Required Element (MS 9.2i)**

POLICY:

The FG program director and the Registrar's office at Olivet Nazarene University will review transcripts to assess prior course work completed at other universities. Students coming into the FG program from other universities must have completed Olivet Nazarene University's FG program prerequisites. This program is dedicated to student success in the profession of dietetics and will work with students (through the undergraduate DPD program as necessary) for admittance into the FG program, should a student request admittance into the FG program without a verification statement from a DPD program.

PROCEDURE:

- FG Program prerequisites include completion of an ACEND accredited DPD program with a verification statement and verification of the following prerequisite courses:

Introductory Nutrition
Food Science
Nutrition Assessment
Community Nutrition
Food Systems Management
Nutrition Education & Counseling
Nutrition Care Process/Medical Nutrition Therapy
Anatomy & Physiology I & II
Nutritional Biochemistry/Metabolism
General Chemistry
Organic Chemistry
Research & Statistics
Microbiology

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title
Formal Assessment of Student Learning
Required Element (MS 9.2j)

POLICY: Formal assessment of student learning and regular reports of performance and progress will take place at specified intervals throughout the program, such as within and at the conclusion of any given course, unit, segment or rotation of a planned learning experience.

PROCEDURE:

It is the role of the course instructor to formally assess each student's progress of course work and post the progress in the form of grades and when appropriate comments to Canvas for student review.

Formative assessment of course work through graded work; quizzes, papers, projects, discussion, attendance, assignments and other means of participation will culminate in midterm and final summative assessment reports.

Depending on the SEL requirements, the start of the SEL will begin after the course has been in session (i.e. MNT I and II SEL will begin six weeks to ten weeks after the start of the course). Both formative and summative evaluation will be provided for all coursework and SEL.

In order to support the student in their efforts to maintain a GPA of 3.0 or greater, any assignment receiving a grade of less than 4 on a 9-point scale in either the required courses or SEL the student will be required to follow the steps in Policy 9.2 k, MS Program Retention and Remediation. If steps taken in this policy do not show an improved outcome a meeting between the student, faculty, preceptor and program director will be held to ascertain the next steps to help the student succeed.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

**Disciplinary/Termination from the Dietetics Program
Required Element (MS 9.2I)**

POLICY: A student who is academically dismissed from the University will be dismissed automatically from the MS program.

PROCEDURE: According to the Registrar's Office a student's presence can be terminated at the university for the following

- Repeated violations of the academic integrity policy, or an egregious and flagrant violation of any campus regulation.
 - The academic integrity policy, located in the University catalog, is at <https://catalog.olivet.edu/content.php?catoid=11&navoid=734#academic-integrity>
- Not meeting scholarship requirements
 - <https://catalog.olivet.edu/content.php?catoid=11&navoid=734#academic-integrity>
- Sexual misconduct policy under Title IX.
 - The title IX policy has moved: The full page is located at: <https://www.olivet.edu/title-ix-compliance-and-services> and the link to the specific document about investigation procedures is available on that page or directly at the following link. <https://www.olivet.edu/wp-content/uploads/2023/08/Investigation-and-Resolution-Procedures-for-Allegations-of-Title-IX-Sexual-Harassment-8-14-23.pdf>

Students can be removed from the MS program for not meeting standards but, that does not result in dismissal from the university, simply from the program in question.

Upon being accepted into the Masters of Nutrition and Dietetics Program at Olivet Nazarene University the student will be required to join the Academy of Nutrition and Dietetics. With this membership comes the responsibility of the student to abide by the Academy of Nutrition and Dietetic Code of Ethics. Should a student breach any section of the code they could be subject to removal from the program with the possibility of sanctions from the Academy of Nutrition and Dietetics (AND).

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title: Graduation/MS Program Completion Requirements/Required Element (MS 9.2m)

POLICY:

Students complete a Master's in Nutrition and Dietetics (MS) and receive a Verification Statement. The Verification Statement is provided by the MS Program Director upon proof of program completion. The graduation requirements for the Masters degree, are listed below.

The MS program is planned to be completed in four semesters plus a summer semester for the research experience (See the 2-year curricular plan). The program is a competency based program. Competency based means that the program will provide additional time and support (up to the maximum of 150% of program length, three years) for those students requesting it or falling below a ranking of 4 (out of a 9-point scale) on evaluation rubrics for course work or SEL.

Students meet with academic advisors to review the MS program curriculum and SEL plans for any adjustments that may be needed to support a student in program completion/graduation.

PROCEDURE: The following general requirements apply to the Master in Nutrition and Dietetic degree:

1. A minimum of 45 semester hours of credit; included in the course credit is 1000 hours of SEL (per ACEND and Illinois board of professional regulations). Students needing to increase the number of SEL to ensure that program competencies are met will be supported.
2. Completion of the orientation workshop (0 credit).
3. A minimum grade point average of 3.0.
4. A consistent ranking of 4 or greater (on a 9-point scale) for coursework or SEL.
5. Participation in a comprehensive examination (like the eatrightPREP exam) to ready a student to take the RDN examination.
6. The student must file an application for the degree with the Registrar six months prior to the expected date of graduation.
7. Student will request an official transcript upon the completion of the program to be sent to the program director.
8. Program director will justify the transcript and the total SEL to award the verification statement.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title
Receiving Verification Statements Upon MS Program Completion

Required Element (MS 9.2n)

POLICY:

A Verification Statement is a form supplied and completed by the Program Director. Only forms with original signatures are valid. The Program Director will provide these forms to the FG graduate only after confirmation of program requirements by the Registrar at Olivet Nazarene University. To receive a Verification Statement from Olivet Nazarene University, a student must meet the following criteria:

- Successful completion of all required academic courses (minimum of 45 hours) and all SEL (minimum of 1000 hours).
- Achieve an average rating of no less than a 4 on a scale of 1 – 9 for all required academic courses and SEL.
- Abide by the Code of Ethics set by the Academy of Nutrition and Dietetics <https://www.eatrightpro.org/-/media/files/eatrightpro/practice/code-of-ethics/codeofethicshandout.pdf?rev=831aac4f9288461483f9234284833fce>

FG students that follow all program policies and procedures and complete the MS academic program requirements and all SEL (a minimum of 1000 clock hours) will be eligible to receive a Verification statement signed by the Dietetic Program Director. Statements must be hand-signed in an ink color other than black or signed with a digital signature that can be authenticated.

PROCEDURE:

Once students have completed the FG program (academics and SEL) they will request an official transcript from the office of the registrar be sent to the Program Director. This request for official transcripts **should not occur** before the date of graduation, but soon thereafter. The official transcript will have the date of program completion listed.

Once the Program Director receives the official transcript from the office of the registrar, complete with the finish date, a minimum of six signed copies of the verification form will be available for the student.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed 8/2023

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title
Distance Instruction/Online Testing
Required Element (MS 9.2o)

POLICY: Programs using distance instruction and/or online testing must employ strategies to verify the identity of a student.

PROCEDURE/Strategies to identify the ID of the student:

The current information delivery system for Olivet Nazarene University is Canvas. Students must use their login username and password to access the Canvas system. MS program faculty have the ability to utilize LockDown Browser® and Respondus Monitor®. These two tools enable student to take online assessments remotely while ensuring the integrity of the educational process.

Should students be found to be in violation of the process the following procedures are enacted:

The following information is retrieved from the Information Technology Handbook, p.10, 12.1.2 Unauthorized Access Violations.

<https://it.olivet.edu/sites/default/files/media/documents/AcceptableUsePolicy.pdf>

Access to ONUnet is a privilege and may be revoked at any time. It is provided as a resource to the Olivet community. **Access to ONUnet is restricted to authorized users, which is defined as an individual who has been assigned a username and password by Information Technology staff, or by any agent authorized by the Administrative Team.** The use of ONUnet may be revoked at any time, with or without notice, for any violation of the Policy, including, but not limited to, misuse, abuse, infringement of third-party intellectual property rights, exceeding authorized access or vandalism to any system. This policy applies to networks and resources outside the University that access ONUnet via the internet. Network or resource providers outside the University may, in turn, impose additional conditions of appropriate use which the user should observe when using those resources.

Disciplinary Actions: Violation of the Information Technology Policies may result in suspension of the user's network access, network account or email account. Removing network access for the violator may also remove access for the entire room or apartment. Upon suspending the user's access, Information Technology will notify both the user and the Office of Student Development. The notice will state which policies were violated and the next course of action. The user must respond to the letter within 24 hours. Suggested disciplinary actions include one or more of the following:

Suggested disciplinary actions for students include one or more of the following:

- Community service
- Fines or restitution equal to technician's time
- Criminal or civil prosecution
- Notification to parents, authorities, or head of academic department
- Dismissal from the University
- Counseling In addition, violations may subject the user to civil and criminal liability, including but not limited to statutory damages under the Copyright Act or damages under the Computer Fraud and Abuse Act. The University will cooperate with any law enforcement investigations into any user's alleged violations of this Policy and may choose, at its own discretion, to cooperate with any civil complainant.

For further information concerning IT policies go to <http://it.olivet.edu/about/it-policies>

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title
Withdrawal and Refund of Tuition and Fees
Required Element (MS 9.2p)

POLICY: According to the University Catalog: A student who desires to officially withdraw from all courses in a given semester must do so before the beginning of final examinations. Once final examinations have begun, a student may not withdraw from that semester unless documented emergency or medical reasons merit an exception being approved by the Vice President for Academic Affairs.

PROCEDURE:

Please see the university catalog for content addressing withdrawal and refunding of tuition and fees.

https://catalog.olivet.edu/content.php?catoid=9&navoid=588#Withdrawals_and_Course_Drops

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title
Program Schedule, Vacations, Holidays, and Leaves of Absence
Required Element (MS 9.2q)

POLICY:

Students are expected to adhere to the University calendar that is published in the student handbook. Students are expected to attend class based on the calendar and the course syllabus calendar. Any discrepancies or unplanned absences need to be discussed with the program faculty/preceptor and be approved by the program director. Should a student leave the MS program for any reason, prior to the completion of all academic and SEL requirements, they must repeat the application process to be readmitted into the MS program.

Should a student take an approved leave of absence and leave the program in good standing (meeting/maintaining MS program criteria) they will be permitted to continue the program upon return. The reason may be but not limited to illness, family illness, or financial issues.

PROCEDURE:

For University schedule, vacations, holidays see the student handbook

<https://www.olivet.edu/wp-content/uploads/University-Life-Handbook.pdf>

For an approved leave of absence:

The student should contact the program director with reason for leaving and the plan for return

The program may request documentation for the leave, i.e. a physician's note.

Course work will be reviewed for recency (if a student has been gone for 5 years or more, they may be required to retake core MS courses and repeat SEL).

The dietetic faculty will meet with the student to review/revise their academic plan for program completion.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022____

Revised:

Policy Title
Protection of Privacy of Student Information
Required Element (MS 9.2r)

POLICY:

Olivet Nazarene University maintains various student records to document academic progress and to record interactions with University faculty, staff, and officials. To protect the students' rights to privacy and to conform with the Family Educational Rights and Privacy Act (FERPA), the University has established policy for handling student records and the information contained in those records. See link under protection of privacy of information; Federal Disclosure Notices-FERPA.

MS student information will be held in the strictest confidence. In the case that information must be shared with health care facilities as a requirement for the student to complete SEL the instructor will communicate with students what documented evidence is needed.

PROCEDURE:

1. For University policy to address protection of privacy of information; Federal Disclosure Notices-FERPA, found in the university website; <https://www.olivet.edu/wp-content/uploads/2023/05/C-5-Olivet-FERPAPolicy.pdf>
2. Specific to the MS program, in the case of NUTR 652 Medical Nutrition Therapy I and NUTR 660 Medical Nutrition Therapy II, students will provide immunization records (MMR) to the course instructor to provide to medical facilities. Students give consent when they provide the instructor with the following information (including but not limited to/dependent on medical facility requirements): completed criminal background check forms, documented evidence (insurance card) that the student is covered by health insurance, documented evidence for a negative TB test (step one or step two as appropriate), flu shot, varicella titer or evidence of chicken pox, urine drug screen, COVID immunizations.
3. The instructor will provide the originals to the assigned health care facility (per requirements) and keep a copy to place in the student file.

Program Director Signature Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics

1st Effective Date: 9/2022

Revised:

Policy Title

**Student Access to Personal Files within the MS Program
Required Element (MS 9.2s)**

POLICY:

Students will have full access to all information contained within their personal files held in the Faculty Advisor's office.

PROCEDURE:

Students wanting to review their personal files are able to do so. Students must follow the listed steps:

- Call or email the Faculty Advisor requesting an appointment to review their personal files.
- Appointments can be made Tuesday through Thursday during the academic calendar year (while classes are in session).
- The request should be made at least 24 hours prior to the appointed time.
- Upon confirmation the appointment will be honored.
- The Faculty Advisor will do all that can be done to honor the appointment. In the exceptional case that the appointment must be rescheduled, the Faculty Advisor will contact the student. Likewise if the student wishes to cancel or reschedule the appointment it is expected the student will call the Faculty Advisor to reschedule.
- In the case of a no show, it is the responsibility of the student to contact the Faculty Advisor to initiate the rescheduling procedure.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Master's in Nutrition and Dietetics

1st Effective Date: 9/2022

Revised:

Policy Title
Access to Student Support Services
Required Element (MS 9.2t)

POLICY:

Olivet Nazarene University provides access to listed services for students. Among those are, disability services, Multiethnic student services, Campus meal services and financial aid resources. These services are available in order to support students during the FG program.

PROCEDURE:

The following information is provided to connect MS students to available services:

*Disability Services contact ADR@olivet.edu

Benner Library <https://www.olivet.edu/wp-content/uploads/University-Life-Handbook.pdf> (p.11)

Financial Aid: University Catalog: financial aid resources

https://catalog.olivet.edu/content.php?catoid=11&navoid=783#Financial_Aid_Application_and_Award_Process

Campus meal services: <https://www.olivet.edu/wp-content/uploads/University-Life-Handbook.pdf> (p.17)

Multiethnic Student Services: <https://www.olivet.edu/wp-content/uploads/University-Life-Handbook.pdf> (p.16) (2023-2024)

MS students are responsible for their own; health, tutoring, testing and counseling services. The Program Director and Faculty will work with all students to ensure that identified needs are met.

*In the case where a student needs disability support. The university has student disability support services. All course syllabi will contain the following information:

It is the policy of Olivet Nazarene University to accommodate students with disabilities in accordance with federal and state laws. MS students with documented disabilities should contact Dr. John Adams.

Contacting Disability Support Services must be completed within the first three weeks of the semester by the student. Once accommodations are approved it is the student's responsibility to inform the instructor immediately. (All actions to acquire accommodations must be communicated to the instructor within the first three weeks of the semester).

Should special accommodations be necessary in courses including off campus SEL. The instructor will instruct the student to advise the preceptor for the rotation of the accommodation at the start of the rotation.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Masters Program in Dietetics (FG)

1st Effective Date: 9/2022

Revised:

MS Student SEL Confidentially Policy

POLICY: During NUTR 652 Medical Nutrition Therapy I and NUTR 660 Medical Nutrition Therapy II course, students will come into contact with *individually identifiable health information* as defined by the United States Department of Health & Human Services secondary to SEL. Students are required to treat this information confidentially. The MS Student SEL Confidentially Policy is informed by the Academy of Nutrition and Dietetics (AND) Code of Ethics (2018) as well as the United States Department of Health & Human Services. In keeping with confidentially the student accepts the AND value of Integrity and acts ethically with accountability for life-long learning and commitment to excellence.

PROCEDURE:

1. MS students will receive training during program orientation to assist them in identifying the definition of confidentially as well as how the professional behaviors ensuring confidentially of patient/client information are practiced during SEL. MS students will be responsible to de-identify any *individually identifiable health information* that they come in contact with during the completion of assignments requiring the review of patient medical charts within a healthcare facility.
2. De-identifying *individually identifiable health information* includes removing:
 - a. Names
 - b. Addresses, street, city, state, zip codes.
 - c. Dates (except the year) directly relating to the individual, admission, discharge, date of death,
 - d. Telephone numbers
 - e. Fax numbers
 - f. Electronic mailing addresses (email), URL's, internet protocol (IP),
 - g. Social Security numbers
 - h. Medical record numbers
 - i. Health Plan Beneficiary numbers
 - j. Account numbers
 - k. Certificate/license
 - l. Biometric identifiers, finger prints, full face photographic images
3. MS students will not leave any practicum facility with any patient *individually identifiable health information*.
4. MS student assignments containing patient *individually identifiable health information* will receive a 0 (on a scale of 1-9) for any assignments. Further disciplinary action will occur following a meeting between the student, instructor and, a preceptor where the decision to repeat SEL (where the discretion occurred), or removal from the facility jeopardizing completion of SEL experience. Students provide evidence of understanding of the following Code of Ethic Principles as they relate to confidentiality with *individually identifiable health information*.

Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners" (Code of Ethics, 2018 para 4). By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code (Code of Ethics, 2018, Preamble).

Students will also follow the guidelines under Non-maleficence, Autonomy, Beneficence, and Justice to ensure that treatment of colleagues, and the public individuals and entities with whom we work is ethically posed.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

1st Effective Date: 9/2022

Revised:

Master's Program in Dietetics (FG)

Policy Title

MS/GP Curricular Review

POLICY: A curricular review will be conducted annually and in the event of a University Policy requirement, a change in ACEND standards, and updates to Nutritional standards (i.e. Dietary Guidelines for Americans) or other changes that would necessitate a review.

PROCEDURE:

1. Each MS faculty member reviews courses they are responsible for during the development or update of course syllabi.
2. Changes to course content can be made at the discretion of the MS faculty member to align content with changes in University standards, ACEND standards or, nutrition standards.
3. Major curricular changes, i.e., adding or dropping an MS course, changing program admission criteria will follow university protocol, being presented and approved via, the department, school, full faculty (as appropriate), and academic affairs again as required or appropriate.
4. Major curricular changes will be presented to the MS advisory board for review prior to the university approval process with final changes communicated to this group.
5. Presented to the MS students.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Masters Program in Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Recency of Education

POLICY:

It is the policy of the MS in Nutrition and Dietetics at Olivet Nazarene University for the MS faculty to review along with the University Registrar's office previously completed coursework. Only coursework that is considered both *equivalent* and *current* will be accepted. Recency is defined through the procedures. This policy was developed to provide a path for students who have graduated from a University but at the time of graduation did not follow any of the pathways to credentialing (RDN)

PROCEDURE:

1. The University's Registrar works with the MS faculty in the evaluation of *equivalency* of nutrition coursework as necessary.
2. MS faculty will review the Verification statement and transcripts.

All courses must have been completed with a grade of a *B* or higher.

3. The University's Registrar and the MS faculty are to utilize the following guidelines when determining recency of coursework. Even if a course is deemed *equivalent* by content, if it was not taken within the acceptable term limits, it is not to be accepted and would have to be repeated for credit.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023 _____

4. Courses with a 5 year time limit at term of entry: Core Dietetic courses

- a. Nutrition Health and Fitness/or equivalent
- b. Nutrition Assessment /or equivalent
- c. Food Preparation /or equivalent
- d. Food Science /or equivalent
- e. Community Nutrition /or equivalent
- f. Quantity Foods /or equivalent
- g. Nutrition Education and Counseling /or equivalent
- h. Research in Dietetics /or equivalent
- i. Food Systems Management /or equivalent
- j. Lifecycle /or equivalent
- k. Nutrition Care Process/or equivalent

5. Courses with a 7 year time limit at term of entry:

- a. Biochemistry with lab /or equivalent
- b. Principles of Marketing /or equivalent
- c. Basic Methods and Statistics /or equivalent
- d. Sanitation certificate must be current for admission to program

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Masters Program in Dietetics (FG)

1st Effective Date: 9/2022

Revised:

MS Affiliation Agreements

POLICY: The MS program shall seek and maintain written affiliation agreements with those facilities providing experiential learning hours to meet student competencies. This policy will address selection, evaluation, adequacy and appropriateness of facilities. This policy is specific to courses that require experiential learning hours, e.g., NUTR 625 Sustainability in Nutrition Practice (150 Hours); NUTR 630 Sustainable Community Nutrition (100 hours); NUTR 635 Nutrition Assessment (50 hours); NUTR 642 Nutrition Education & Advances Counseling Techniques (50 hours); NUTR 650 Sustainable Food Systems (150 hours); NUTR 652 Medical Nutrition Therapy I (200 hours); NUTR 655 Legislation and Nutrition Policy (100 hours); NUTR 660 Medical Nutrition Therapy II (200 hours). See Facility/Preceptor roster for all SEL sites/types of SEL to meet competencies for the MS program.

Facilities that do not require a formal affiliation agreement (contract) i.e., Locavore Farms, Kankakee area YMCA, informal written communications such as email, will suffice and will include details such as; number of students, start and ending times and number of SEL.

To maintain formal and informal agreement status will be reviewed annually (during Candidacy), as each agreement comes to term or if changes to the agreement are made by either party.

PROCEDURE: Selecting sites for SEL affiliation agreements

1. The MS program director/MS faculty, contacts the department with in the facility where the students will complete the experiential learning hours. Once an agreement has been reached with staff that will allow the students to complete the assigned hours the MS director/MS faculty will contact the appropriate department to request a written affiliation agreement. At this point in time the University does have blank affiliation agreements that can be used or the program will (upon review) use the facility affiliation agreement.
2. Once the affiliation agreement is decided upon both parties (MS program director/faculty and the facility representative) the affiliation agreement will be reviewed (both parties reserve the right to have legal representation review the agreement). Required signatures will be obtains from both parties and a copy will be provided to each facility as evidence of the agreement. If when the document is received it contains the required facility signatures, then the MS director will obtain required university signatures and make a copy for the MS program file and scan to place the electronic document in a file in the University I-drive and send the original back to the facility.

PROCEDURE: Facility appropriateness, adequacy, selection, and evaluation

1. Facilities are deemed appropriate based on assignment requirements and SEL assigned competencies. Each facility will be provided with a preceptor handbook that includes competencies, the 2-year curriculum outlining the course sequence and where SEL are integrated.
2. Facilities are deemed adequate for student supervision for SEL if they are able to: **Clinical:** (a) assign appropriate patients, (b) review the EMR with the student, (c) supervise the student while the student assesses the patient/client's nutritional needs, (d) can answer student questions concerning the patient and their health condition, and (e) observe client's assessments in both individual and group settings. Number of students assigned to each facility is based on staff availability and their willingness to act as preceptors and, affiliation agreements; are able to: **Non-Clinical:** (a) provide the resources for students to complete assignments that are aligned to competencies, (b) can answer students questions regarding subject matter (c) along with faculty can evaluate student performance.
3. Facilities are selected based on their ability to meet the assignment requirements and SEL competencies.
4. Preceptor/Facility evaluations (conducted by students) are completed at the end of each course (faculty and course evaluation/formative). A final overall evaluation will be conducted at the end of the SEL (Graduate exit interview/summative). These evaluations will assess the appropriateness of the resources provided allowing the student to compete the SEL rotation(s).

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Masters in Nutrition and Dietetics (FG)

1st Effective Date: 9/2022

Revised:

Policy Title
Diversity, Equity and Inclusion (DEI)
Non Discrimination Policy

POLICY: The MS program in dietetics follows the University policy for Anti-discrimination for recruitment, admission, and retention of students. The program will use initiatives developed by the Academy of Nutrition and Dietetics and NDEP for Diversity, Equity and Inclusion as a foundation for policy guidance.

PROCEDURE:

Notice of Nondiscrimination Policy As To Students of Olivet Nazarene University

Olivet Nazarene University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Academy Diversity and Inclusion Statement

The Academy encourages diversity and inclusion by striving to recognize, respect and include differences in ability, age, creed, culture, ethnicity, gender, gender identity, political affiliation, race, religion, sexual orientation, size, and socioeconomic characteristics in the nutrition and dietetics profession.

FG Program Directive

Policy management and implementation for effective supervision of all components of the FG program to ensure fair, equitable and considerate treatment of prospective and enrolled students is the responsibility of the FG program director and faculty.

Program Director Signature: Debbie Kimberlin, PhD, RDN, LDN

Reviewed

8/2023 _____

