

Human Nutrition & Dietetics

Student Handbook

Metropolitan State University of Denver

College of Professional Studies

Department of Nutrition

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Human Nutrition - Dietetics Student Handbook*

*Nothing in this Information/Handbook is intended to contradict what is in the official MSU Denver Student Handbook, University Catalog and University Course Schedules. See those sources for the most up-to-date information.

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Program Description and Accreditation Status

Metropolitan State University of Denver (MSU Denver) offers a Bachelor of Science degree with a major in Human Nutrition - Dietetics (HND). The major includes a didactic program in dietetics (DPD) that has been granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040 ext. 5400, acend@eatright.org.

Students may choose to be enrolled in both the Human Nutrition - Dietetics major **and** the DPD **or** they may choose to be only enrolled in the Human Nutrition - Dietetics major. At MSU Denver the DPD is not designed to be a stand-alone program without being enrolled in the HND major. While it is possible for a student to complete the DPD without receiving a second bachelor's degree, the reality is that most students with previous bachelor's degrees will need to complete sufficient credit hours that they would be eligible for a second bachelor's degree.

Program Mission, Goals and Objectives

The mission of the MSU Denver DPD is to prepare diverse students from the Denver Metropolitan area for successful careers in food, nutrition and dietetics by providing quality education in the core knowledge requirements for the registered dietitian that is culturally sensitive and instills a desire for life-long learning.

Goal 1: Prepare students for a career using their knowledge of food, nutrition and dietetics.

Objectives:

1. 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%.
2. Seventy percent of graduates will report being employed in food, nutrition and dietetics; in graduate school; or in a supervised practice within 1 year of graduation.
3. Eighty percent of graduates in supervised practice rate themselves as prepared.
4. Supervised practice program directors rate at least 80% of graduates as prepared for supervised practice.

Goal 2: Students from a diverse background will graduate and be successfully placed in jobs, internships or graduate school.

Objectives:

1. At least 80% of full-time students who enter the program complete the program/degree requirements within three years (150% program length). At least 80% of part-time students complete the program/degree requirements within four and a half years (150% of the program length).
2. 35% of students will be males, persons of color, Hispanic, non-traditional age (> 25 years at admission) or have documented disability.
3. Fifty percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
4. Thirty percent of graduates are admitted into a supervised practice program within 12 months of graduation.

Goal 3: Students will embrace life-long learning to improve professional practice by participating in continuing education after graduation.

Objective:

1. Seventy percent of graduates responding to the graduate survey indicate they have attended or participated in a continuing education activity such as a seminar, conference, webinar or self-study

DPD outcomes data are available upon request by contacting the [DPD director](#).

Knowledge Requirements and Learning Outcomes

It is expected that students will have obtained competence for each of the following ACEND specified knowledge requirements and learning outcomes. Students are able to monitor their completion of each KRND through Blackboard.

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics.

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

DPD as Part of the Credentialing Process

For students wanting to become a registered dietitian nutritionist (RDN) or nutrition and dietetic technician, registered (NDTR) the Bachelor degree is only one of the requirements in the process.

To become a registered dietitian nutritionist, a person must (1) have a bachelor's degree, (2) complete a DPD, (3) complete an accredited dietetic internship, and (4) successfully pass the registration exam for dietitians. Effective 1 January 2024, the completion of a master's degree will be required prior to being eligible to sit for the registration exam for dietitian nutritionists. MSU Denver offers students the bachelor's degree and DPD. The requirements to complete the DPD are included in the HND major. No additional credits need to be taken beyond the HND major to complete the DPD, but a student must apply to be part of the DPD at MSU Denver (this is done prior to registering for NUT 3150 Advanced Nutrition-Macronutrients).

The dietetic internship is the third step in becoming an RDN. Students apply to internship programs generally during the last semester of their senior year and start the internship after they have graduated with the bachelor's degree and have completed the DPD. The internship application process and the internship itself are completely separate from MSU Denver. Completion of a DPD at MSU Denver does not guarantee a student placement in an accredited dietetic internship. There are dietetic internships located throughout the United States. For a complete list, see <http://www.eatrightpro.org> and search for "Accredited Dietetics Education Programs." Approximately 50% of students who apply for placement into an accredited dietetic internship are accepted on their first attempt; the process is highly competitive. Applicants are placed into a dietetic internship via a national matching process <http://dnddigital.com> that occurs twice per year. While students with grade point averages (GPAs) less than 3.0 very rarely match for an internship, a higher GPA is not a guarantee of matching for an accredited dietetic internship. Students must also have excellent letters of recommendation, good communication skills, as well as life experiences such as work and volunteer experiences in food, nutrition and dietetics that show a strong desire and ability to become a dietitian. For more information on how to improve your chances of being matched to a dietetic internship go to: <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students>

Students should be prepared to relocate when applying for a dietetic internship, as there are three accredited internships in Denver and only six in the entire state of Colorado. Currently all dietetic internships must provide at least 1200 hours of supervised practice. This is usually completed in 8-24 months depending on the availability of a part-time schedule or requirement of graduate credit. Most internships charge students to be in the internship and only a very few

pay stipends to students. A full list of accredited internship programs, along with information on tuition and/or fees and area of emphasis can be found at:

<https://www.eatrightpro.org/acend/accredited-programs/dietetic-internships>

The fourth step in becoming a registered dietitian nutritionist is the national registration exam administered by the Commission on Dietetic Registration (CDR). This exam may only be taken by those who have successfully completed the bachelor's degree, DPD, and dietetic internship. Effective 1 January 2024 the completion of a master's degree will be required to be eligible to take the exam.

A student may choose to become a nutrition and dietetic technician, registered (NDTR). A student who has a bachelor's degree and completes a DPD qualifies to take the NDTR registration exam. The DPD also qualifies a student to take the examination to become a Certified Dietary Manager (CDM®) or Certified Food Protection Professional (CFPP®).

Program Costs

Students in the HND major and DPD pay the same tuition and fees as any student at MSU Denver. Tuition and university service fees are determined by the university trustees shortly before the beginning of each academic year. Information regarding tuition and fees can be found by going to the *Tuition and Fees* table on MSU Denver's web site www.msudenver.edu.

This information changes from year to year. In the current economic climate, tuition and fees are expected to rise rapidly to compensate for budget cuts by the legislature.

Additional Costs for Students Enrolled in the Program:

Food costs and supplies in RST courses \$33/ credit	\$99 min
Membership to professional organization, senior year	\$85
Books and supplies (if purchased new)	\$2,300
ServSafe Certification	\$25

Other information on fees such as admission fees can be found in the University Catalog at www.msudenver.edu. Information on residency classification can also be found at this site.

Financial Aid

Students may qualify for financial aid through the university. Consult the Office of Financial Aid and Scholarships for more information at www.msudenver.edu.

Scholarships

[Academy of Nutrition and Dietetics Scholarships](#)

The Academy of Nutrition and Dietetics, through its many association groups, offers a variety of scholarships and educational stipends to individuals pursuing undergraduate and advanced degrees in dietetics or food and nutrition related areas. For more information, contact:

The Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 200
Chicago, IL 60606
Telephone: (312) 899-0040 or (800) 877-1600
www.eatrightpro.org

Withdrawal and Refund of Tuition and Fees

For information on withdrawal and refund of tuition and fees, a student should consult the [Academic Calendar](#) for the current semester. In general, students are only eligible to receive a full refund during the first week of classes. In extreme cases of illness or hardship students can submit an appeal with the Registrar's Office for tuition and fee reimbursement.

Admission Requirements

HND (Human Nutrition-Dietetics) Major

Admission requirements to MSU Denver can be found at <https://msudenver.edu/admissions/>. When a student is admitted to MSU Denver they may declare HND as their major as long as they have a cumulative GPA of 2.0. Students may declare HND as their major at admission or by visiting the Department of Nutrition after admission. All students who declare or intend to declare the HND major should make an advising appointment with a nutrition advisor in the Department of Nutrition.

After admission to MSU Denver, transfer students should make an appointment with a nutrition advisor to review their transcripts. Students will need to bring copies of their transcripts with them for this advising appointment (unofficial transcripts are acceptable). This is for the purpose of exempting transfer students from required courses that they have taken in another school.

DPD

Admission to the DPD requires a separate [application](#) and must be completed before enrollment in NUT 3150. All HND majors, regardless of whether the student wishes to be enrolled in the DPD, must complete the DPD Application. Application to the DPD may occur once a student has completed or is currently enrolled in all of the following classes (DPD prerequisites): BIO 1080, BIO 1090, BIO 2310, BIO 2320, MTH 1210, MTH 1110, CHE 1100, CHE 1150, CHE 2100, CHE 2150, NUT 1800 and NUT 2040. Additionally, the student must

- Be at least of junior standing,
- Have a cumulative overall GPA of 2.0,
- Have a cumulative HND GPA of 2.5, and
- Have a grade of "C" or higher in all HND major courses.

Students will be notified of acceptance to the DPD once grades for all DPD prerequisite courses have been posted and GPA can be verified. Students who have not submitted a DPD application and/or did not have a 2.5 GPA or higher in the DPD prerequisites will not be allowed to enroll in NUT 3150 Advanced Nutrition- Macronutrients and will not be considered a student in the DPD. Once students have earned a 2.5 GPA in DPD prerequisites, they may reapply to the DPD and enroll in NUT 3150. Students who do not wish to become a RDN or NDTR may indicate so on their application and will not be considered a student in the DPD.

Full-time students must complete the DPD within 4 years of being accepted into the DPD. Part-time students must complete the DPD within 8 years of being accepted. Years of enrollment are calculated from the semester a student initially enrolls in NUT 3150 Advanced Nutrition-Macronutrients.

Academic Calendar

The MSU Denver academic calendar is available at www.msudenver.edu.

Graduation Requirements

Detailed graduation requirements can be found at www.msudenver.edu in the University Catalog.

DPD Verification Requirements

Verification of completion of dietetics programs is the method used by the Academy of Nutrition and Dietetics to ensure that stipulated qualifications for membership or requirements set by the Commission on Dietetic Registration (CDR) to determine eligibility for the Registration Examination for Dietitian Nutritionists and Nutrition and Dietetic Technicians, Registered have been met. At various times in preparing for professional membership or registration, an individual will be asked to supply verification of both academic and supervised practice (internship) qualifications. It is the responsibility of the individual to obtain the verification statements and to safeguard them until the time they are to be used in various application processes.

Verification of completion of the DPD at MSU Denver will be given to all students who successfully complete the DPD coursework, show competency for all KRDNs and complete the senior survey and who meet the ethical requirements of the program. Refer to the Code of Ethics for the Profession of Dietetics and the University's Student Code of Conduct, [https://msudenver.edu/media/content/policies/documents/Student Code of Conduct FINAL2019-2020.pdf](https://msudenver.edu/media/content/policies/documents/Student_Code_of_Conduct_FINAL2019-2020.pdf).

It is the student's responsibility to provide the DPD director with a current address to obtain a verification statement. A verification statement cannot be granted until all course work and awarding of the degree are listed on the student's official university record. The DPD director is frequently not available during the summer months, so students should plan accordingly.

If you are a senior applying for internships, a **Declaration of Intent to Complete Degree** form should be requested electronically through the Dietetic Internship Centralized Application Services (DICAS), <https://portal.dicas.org>. This form is used in lieu of the verification statement until you graduate and/or complete the DPD.

Request for a Letter of Recommendation

Letters of recommendation are a required component of the dietetic internship application and many graduate school and scholarship applications. When requesting a letter of recommendation from an MSU Denver faculty member, a faculty member may require a completed Request for a Letter of Recommendation Form. The students should complete a separate form for each faculty member they are asking to write a letter and plan to meet with him/her to go over the form. If a faculty member does not feel comfortable writing a letter, he/she may decline the request. Requests should be made no later than **three weeks** prior to the deadline.

DPD Coursework

DPD coursework includes all major courses listed in the HND program description for the relevant catalog year and General Studies courses specified as required for the HND major. Students should check their catalog year requirements since major requirements can differ depending on catalog year. General Studies courses specified as required for the HND major include: MTH 1110 College Algebra for Calculus, MTH 1210 Intro to Statistics, BIO 1080 General Biology I, BIO 1090 General Biology Laboratory I, CHE 1100 Principles of Chemistry, CHE 1150 Principles of Chemistry Laboratory. If following a catalog prior to 2019/20 you will need MTH 1210 Introduction to Statistics. If following the 2017/18 catalog you will need PSY 1001 Introductory Psychology. 2012-2016 course catalog requires SOC 1010 Introduction to Sociology, and ECO 2020 Principles of Macroeconomics. 2010/11 course catalog requires SOC 1010 Introduction to Sociology and ECO 1040 A Citizen's Guide to Economics. When calculating DPD GPA for the dietetic internship application, General Studies courses specified as required for the HND major should be included with the major courses.

Formal Assessment of Student Learning

Students can expect to receive formal evaluation in the following formats:

- Exams
- Rubrics for oral presentations
- Rubrics for case studies and other projects

Students are kept informed of their progress in each class by accessing grades on Blackboard. Grades are administered for each course and recorded on the student's Degree Progress report available on ConnectU. Throughout the program students are encouraged to discuss their progress and goals with a nutrition faculty advisor. Many opportunities exist for informal feedback in courses. These should be viewed as positive opportunities to gain insight and adjust performance.

Curriculum

The HND Program Description located on the Nutrition Department web site, <https://msudenver.edu/nutrition/undergraduateprograms/humannutrition-dieteticmajor/>, provides an overview of course requirements for the program, a recommended four-year course sequencing, and the HND Program Pathway diagram.

Assessment of Prior Learning (including prior course work)

In general, no credit is given for prior learning experience derived from employment or other life experience. For example, someone who has worked as a chef cannot be exempted from Hospitality, Events and Tourism (HEaT) courses. The exception is if the department in which the course is located is willing to test a student's ability and then exempt them from the course. In nutrition, a student may take the online NUT 2040 Introduction to Nutrition midterm and final to be exempted from NUT 2040. Recency rules may also be exempted for someone working in a certain field. For example, the recency rule would be waived for a student who took their biology courses more than 5 years ago if they currently work as a biology instructor or work in a biology laboratory. The same is true for Chemistry.

All courses must be from a regionally accredited college or university. Consideration will be given for RST courses from a nationally accredited institution. Credit cannot be given for RST courses taken at a nationally accredited institution, but the specific requirements to take certain courses could be waived.

You must meet with a nutrition advisor to have Degree Works adjustments processed for any of the exceptions and substitutions listed below. The university system does not process these automatically.

Recency and Substitution Rules:

General Recency Rule

All science (BIO and CHE) and nutrition courses must have been completed in the last five years. Exceptions to this general rule are detailed below.

Sciences

BIO 1080 and 1090: General Biology and General Biology Lab. If student has taken a biology course (equivalent to BIO 1080 and BIO 1090) and has taken BIO 2310 and BIO 2320 Anatomy and Physiology I and II in the last 5 years, recency for BIO 1080/1090 General Biology is waived regardless of how long ago the student took general biology.

All students must take BIO 1080 and BIO 1090 (or their equivalents) even if they have taken BIO 2310 and BIO 2320 or their equivalents elsewhere. BIO 1080 and BIO 1090 cover learning objectives not covered by BIO 2310 and 2320.

BIO 2310 and 2320: Human Anatomy and Physiology I and II can be waived only if student has had 2 semesters (or quarters) of human anatomy and physiology or if a student has taken at least a 6 credit hour combination anatomy and physiology. These courses must be general human anatomy and physiology courses. For example, exercise physiology may not be substituted.

Recency is waived for BIO 2310/2320 if the student has had a general biology class and has taken a higher level human-related biology class in the last 5 years.

If a student obtained a degree in Biology more than 5 years ago, and if they currently work as a biology instructor or work in a biology laboratory, then they may be exempted from the recency rules.

CHE 1100, 1150 and 2100: Principles of Chemistry I, Principles of Chemistry Lab, and Introduction to Organic and Biological Chemistry. If a student takes higher-level chemistry in the last 5 years, recency for chemistry can be waived.

Students may be exempted from taking required chemistry courses if they take higher-level courses that are equivalents for each course. For example, a student may be exempt from CHE 1100 if the student takes CHE 1800 General Chemistry I. Another example would be to exempt a student from CHE 2100 Introduction to Organic and Biological Chemistry if the student took both CHE 3100 Organic Chemistry I and CHE 4310 Biochemistry I.

If a student obtained a degree in Chemistry more than 5 years ago and if they currently work as a chemistry instructor or work in a chemistry laboratory, then they may be exempted from the recency rules.

Nutrition

General: Students in progress to complete a degree at MSU Denver are exempt from recency rules for classes taken at MSU Denver as long as there has not been a break of more than one year in the student's enrollment at MSU Denver.

The following courses **MUST** be taken at MSU Denver in order for a student to complete DPD requirements: NUT 1800 Careers in Nutrition and Dietetics, NUT 3150 Advanced Nutrition-Macronutrients, NUT 3160 Advanced Nutrition – Micronutrients, NUT 4700 Medical Nutrition Therapy I, NUT 4720 Pre Professional Seminar in Nutrition and Dietetics, and NUT 4750 Medical Nutrition Therapy II.

NUT 2040: Introduction to Nutrition recency requirement is waived if the student has taken NUT 3150 or NUT 3160 in the last 5 years (equivalent courses could also be considered). NUT 2040 can be waived if the student has had a 3-credit general nutrition, university level course. Nutrition must be the primary focus of the course. Nutrition cannot be a part of the course such as a health or childcare class. The course does not need to cover lifecycle nutrition, sports nutrition, or food safety since this information is only a small part of NUT 2040 and this information is covered in other courses later in the major.

NUT 3500: A student cannot be exempted from NUT 3500 (Food Safety) because they have taken microbiology.

NUT 1800 and NUT 4720: Careers in Nutrition and Dietetics and Pre-Professional Seminar in Nutrition and Dietetics must be taken at MSU Denver. These courses may not be waived even if the student does not want to be part of the DPD.

Statistics

MTH 1210: Introduction to Statistics is waived if a student has had a statistics course. Statistics must be the primary focus of the substitute course. Statistics cannot be waived if statistics was only a portion of the course. Students must still meet the University's Quantitative Literacy requirements in General Studies unless they already have a Bachelor's degree.

Economics, Psychology, Sociology, and Anthropology Courses

Students following the 2017/18 catalog year are required to take

- Introductory psychology (PSY 1001) AND Social and Behavior Science I elective (GS-Social and Behavioral Sciences I)

Students following the Fall 2012-16 catalog years can meet the Social and Behavioral Sciences I and Social and Behavioral Sciences II general studies categories by taking:

- ECO 2010 Principles of Macroeconomics AND PSY 1001 Introductory Psychology (ANT 1310 Introduction to Cultural Anthropology can be taken in place of PSY 1001)
...**OR**...
- ECO 2020 Principles of Microeconomics AND SOC 1010 Introduction to Sociology

Students transferring economics, psychology, sociology and/or anthropology courses should meet with a nutrition advisor. Economics courses will generally transfer into the Social and Behavioral Sciences I general studies category. Psychology, sociology, and anthropology

courses will generally transfer into the Social and Behavioral Sciences II general studies category.

Restaurant Management (RST)

RST: Some RST courses may be waived if the student has an associate or bachelor's degree in culinary arts or very closely related field. This is not a blanket waiver. Equivalent courses must be documented. This is done in conjunction with RST faculty. If there is no management course documented, but only cooking technique courses, RST 3600 Cost Controls for Food and Beverage is not waived.

Overlapping Minor Courses and HND Major Courses

Completion of a minor is not a requirement for the HND major. If a student declares a minor which has required courses that overlap with HND major courses, up to 6 credit hours of HND major courses may be waived.

Non-Discrimination Policy

MSU Denver is an equal opportunity employer; applications from minorities and women are particularly invited. MSU Denver does not discriminate on the basis of race, color, creed, national origin, sex, age, sexual orientation or disability in admissions or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning the University grievance procedures can be found in the MSU Denver University Catalog. (www.msudenver.edu).

Protection of Privacy of Information

Information on privacy of student information can be found in the University Catalog in the section "Students Rights and Responsibilities" (www.msudenver.edu)

Access to Personal Files

Information on access to personal files can be found in the University Catalog in the section "Students Rights and Responsibilities" (www.msudenver.edu)

Access to Student Support Services

Students in the HND major have access to all of the usual student support services. See the University Catalog at www.msudenver.edu for information on these services. MSU Denver has a Financial Aid Office, Student Health Center, Testing Center, Counseling Center, Writing Center and tutoring services available for students.

Insurance Requirements

All students taking nine (9) credit hours or more in any given semester of attendance are required to either a.) Participate in the university offered health insurance program or b.) Submit proof of having outside health insurance that meets the university's compliance standards by submitting an electronic waiver compliance form by the waiver deadline for the current semester. Proof of outside health insurance must be submitted each semester a student is taking nine (9) credit hours or more. More information regarding the insurance requirement is listed on the university's website, <https://www.msudenver.edu/healthcenter/msudenverplans/>. Professional liability insurance is not required for DPD students.

Liability for Safety in Travel to and From Assigned Areas

MSU Denver's DPD is a didactic program. Students are not required to travel to and from assigned areas. Therefore, student travel is at their own risk.

Illness or Injury While in a Facility for Supervised Practice

MSU Denver's DPD is a didactic program and does not require supervised practice outside the normal classroom setting. Students are covered in practice experiences such as optional internships when they take them for credit.

Grievance Procedures

Students who question the validity of a grade received in a course must make a formal request for a change of grade before the end of the fifth week of the semester following the completion of the course (fall semester when the grade in question was in the spring semester). Students must discuss the disputed grade with their instructor and then the Department Chair before filing a formal grievance. Students should contact the Office of the Dean of Professional Studies for guidelines for filing a formal grade dispute. Guidelines are also included in the MSU Denver Student Handbook, <http://www.msudenver.edu/handbook>. It is the student's responsibility to meet the timeline and requirements for filing a grade appeal. All decisions by the Grade Appeal Committee are final.

Concerns about the program other than grades should be directed to the DPD director. If the student does not feel they receive a satisfactory response from the DPD director they may appeal further to the Chair of the Department of Nutrition and then to the Dean of the College of Professional Studies. Once all program and university procedures have been exhausted, students may submit complaints related to accreditation to ACEND. Complaints should be submitted in writing at each level. A log of these complaints is kept in the DPD director's office.

Other types of appeal (such as for graduation or tuition and fee reimbursement) can be found in the University Catalog.

Disciplinary/Termination Procedures

Information on disciplinary or termination procedures can be found in the MSU Denver Catalog and in the MSU Denver Student Handbook. Students should especially be familiar with information on Student Rights and Responsibilities in the University Catalog. Ignorance with respect to academic dishonesty and student misconduct does not absolve a student from the consequences of such actions.

Program Retention and Remediation Procedures

Students in the DPD who fall below a 2.0 overall GPA or below a 2.5 in the major will be dropped from the DPD. They may be readmitted when GPA requirements are met. The student must complete a new application to the DPD to be readmitted into the DPD.

Students who earn less than a C in a required class will not be dropped from the DPD unless their GPA is insufficient, however, the student cannot complete the DPD with a grade of less than a C in a DPD course.

Senior and Alumni Surveys

Students are requested to evaluate the HND and DPD programs upon completion of the programs. The DPD director will send a link to the survey to students approximately one month prior to graduation. Surveys are anonymous and only compiled data are shared with faculty as part of the program evaluation.

A final request of the program is to complete and return the Graduate Survey that is sent via email to program graduates one year and three years following their graduation. The survey helps the program make on-going program improvements. Providing information to contact your employer and/or your internship director on the Graduate Survey indicates permission for us to send a survey to them. All information is kept confidential and anonymous.

Nutrition and Dietetic Technician, Registered (NDTR) Option

In June 2009, the Academy of Nutrition and Dietetics created the eligibility Pathway III for NDTR.

Pathway III Eligibility:

Completion of a Baccalaureate degree granted by a US regionally accredited college/university, or foreign equivalent, and completion of an ACEND DPD.

MSU Denver students meet these criteria when they graduate with a degree in Human Nutrition and Dietetics and are eligible to take the NDTR exam. This is an option if you do not plan to complete a dietetic internship and become a Registered Dietitian Nutritionist.

Instructions for applying to take the NDTR exam:

Once you have graduated, you may apply to take the NDTR exam. The DPD director will need an official copy of your transcript showing your bachelor's degree in Human Nutrition and Dietetics. You will also need to complete the online Graduate Survey. Contact the main office to make an appointment to meet with the DPD Director, 303-615-0990.

Once your application is complete, the DPD Director will send your information to the Commission on Dietetic Registration (CDR) for processing. You will receive notification from CDR of your eligibility to take the exam and instructions to assist you with preparing for and taking the exam.

Code of Ethics for the Profession of Dietetics

FUNDAMENTAL PRINCIPLES

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by the Academy and its credentialing agency, the Commission on Dietetic Registration (CDR).

RESPONSIBILITIES TO THE PUBLIC

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.
 - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
 - b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
 - c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
 - a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
 - b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
 - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
6. The dietetics practitioner does not engage in false or misleading practices or communications.

- a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
 - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
 - c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
- a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
 - b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
 - c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

RESPONSIBILITIES TO CLIENTS

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.
- a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
 - b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth in "Responsibilities to the Public" (Principles #3-7).

RESPONSIBILITIES TO THE PROFESSION

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
 - a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
 - b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. The dietetics practitioner accurately presents professional qualifications and credentials.
 - a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FAND” or “Fellow of the Academy of Nutrition and Dietetics”) only when the credential is current and authorized by CDR.
 - b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.
18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/ her professional judgment.

Clarification of Principle:

 - a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
 - b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate

sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.

d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

RESPONSIBILITIES TO COLLEAGUES AND OTHER PROFESSIONALS

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

- a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
- b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.