



MS DPD Policies & Procedures Manual

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Program Description and Accreditation Status

Metropolitan State University of Denver (MSU Denver) offers a Master of Science in Human Nutrition and Dietetics (MS in HND) that provides experiential-focused education on advanced nutrition topics and delivers all course content in a convenient hybrid format. The MS in HND can be completed part-time or full-time.

MSU Denver offers a graduate-level didactic program in dietetics (MS DPD) which includes the following additional coursework beyond the MS in HND coursework:

- HCM 3150, Health Care Organization and Management (3 credits)
- RST 1200, Basic Cooking Skills (RST 1550 Food Fundamentals) (3 credits)
- NUT 4300 (NUT 490B), Management in Dietetics (3 credits)

Students may choose to enroll in the MS in HND only or the MS in HND and the MS DPD. Students must apply to the MS DPD during the semester they enroll in NUT 5000, Introduction to Graduate Studies.

MSU Denver's MS DPD is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; 800-877-1600 ext. 5400; <https://www.eatrightpro.org/acend>.

DPD Program Mission, Goals and Objectives

The mission of the DPD at MSU Denver is to prepare diverse students for successful careers in food, nutrition and dietetics; graduate school; or supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist through quality education that is culturally sensitive and instills a desire for life-long learning.

Goal 1: Prepare graduates 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 report being employed in food, nutrition and dietetics; in graduate school; or in 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: Graduates from diverse backgrounds will be successfully placed in jobs, graduate school or supervised practice.

Objectives:

1. At least 80% of full-time program students complete program/degree requirements within three years (150% of the program length). At least 80% of part-time program students complete program/degree requirements within four and a half years (150% of the program length).
2. Thirty-five percent of students are males, persons of color, Hispanic, nontraditional age (> 25 years at admission), first-generation college students 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 program graduates are admitted into a supervised practice program within 12 months of graduation.

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

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.

MS DPD outcomes data are available upon request by contacting the DPD Director at dpddirector@msudenver.edu.

DPD as Part of the Credentialing Process

Currently, becoming an RDN requires the following:

- a bachelor's degree*,
- completion of an ACEND-accredited Didactic Program in Dietetics (DPD),
- completion of an ACEND-accredited supervised practice experience, and
- passing a national examination administered by the Commission on Dietetic Registration.

*Effective January 1, 2024, a graduate degree will be required to be eligible to take the national dietetic registration exam administered by the Commission on Dietetic Registration.

Graduates who successfully complete the MSU Denver MS DPD are eligible to apply to an ACEND-accredited supervised practice experience. In addition, graduates who successfully complete the MSU Denver MS DPD will meet the 2024 graduate degree requirement.

MSU Denver offers a bachelor's degree, undergraduate-level DPD, master's degree, graduate-level DPD, and dietetic internship. Please refer to the HND Student Handbook

for information related to undergraduate programs. Please refer to the MSU Denver Dietetic Internship Policy and Procedure Manual for information related to the MSU Denver Dietetic Internship.

Program Schedule

Courses in the MS DPD follow the established University academic calendar including vacation days and holidays. The MSU Denver academic calendar is available at <https://msudenver.edu/events/academic>.

Leave of Absence

Students who have not attended the University for three consecutive semesters, including summer, must reapply to the University. Students requesting readmission to the program must be in good academic standing.

Program Costs

The MSU Denver Board of Trustees determine tuition and fees for students in the MS in HND and MS DPD prior to each academic year. Information regarding tuition and fees is located at <https://msudenver.edu/bursar/tuitionandfees>. This information changes from year to year. In the current economic climate, tuition and fees may rise to compensate for budget cuts by the legislature.

Additional Costs for Students Enrolled in the MS DPD Program:

Food costs and supplies in food courses (program fee)	\$99
Membership to professional organizations, per year (Academy of Nutrition and Dietetics; Denver Dietetic Association)	\$85
Books and supplies (if purchased new)	\$500
ServSafe Food Handler Certification	\$15

Information on residency classification and fees such as admission fees is available at <https://msudenver.edu/admissions>.

Financial Aid and Scholarships

Students may qualify for financial aid and scholarships at MSU Denver. Consult the Financial Aid Office for information at <https://msudenver.edu/financialaid/graduate/>. Additional information about scholarships at MSU Denver is located at <https://msudenver.edu/financialaid/scholarships>.

The Academy of Nutrition and Dietetics offers a variety of scholarships and educational stipends to individuals pursuing advanced degrees in dietetics or food and nutrition related areas. For more information visit <https://www.eatrightpro.org/membership/student-member-center/scholarships-and-financial-aid>.

Withdrawal and Refund of Tuition and Fees

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

Compensation

The MS DPD program does not provide compensation to students.

Admission Requirements

Admission to the MS DPD Program requires:

1. admission to the Master of Science in Human Nutrition and Dietetics (MS in HND) program and
2. acceptance to the MS DPD Program (application completed during NUT 5000, Introduction to Graduate Studies)

MS in HND

Applicants must have a bachelor's degree from a regionally accredited college or university in any discipline with a minimum 3.0 GPA.

Applicants must submit the following:

- Completed online [Graduate Admission Application](#)
- \$50 non-refundable fee (submitted online)
- Official Transcripts sent directly from all colleges and universities attended to Graduate Admissions (can be emailed to gradtranscripts@msudenver.edu)
 - MSU Denver official transcripts do not need to be requested
- Personal statement essay (submitted within Graduate Admission Application). The personal statement must be limited to 500 words and answer only the following questions:
 1. Why are you interested in pursuing a Master of Science in Human Nutrition and Dietetics?
 2. Why do you want to complete a Master of Science in Human Nutrition and Dietetics at Metropolitan State University of Denver?
 3. What do you intend to do with your degree?
- Resume (submitted within Graduate Admission Application)
- Contact information (phone and email) for three (3) professional and/or academic references (submitted within Graduate Admission Application)

Program Prerequisites

Full acceptance requires prerequisite coursework with a grade of C- or higher in:

- Introductory statistics
- Chemistry with lab
- Organic and biological chemistry (minimum of 1 semester combined)
- Anatomy and physiology (the equivalent of 6 credit hours)

- Upper division human nutrition course with macronutrient and micronutrient metabolism as the focus of the course (minimum of 3 credit hours)

If multiple prerequisites need to be completed, please contact the Nutrition Department at 303.615.0990 to speak with an advisor about the timeline for completing the prerequisites and the best admission semester based on specific course needs.

Regular Admission with Requirements

Acceptance to the program may be granted if a student is lacking up to six (6) credits of prerequisite coursework. Students lacking prerequisite coursework must successfully complete the required course(s) with a grade of C- or higher within one year of conditional acceptance to the program.

Transfer Student Admission

MS DPD students may transfer in up to six (6) credits of graduate-level coursework and nine (9) credits of undergraduate-level coursework from a regionally accredited university. Each transfer course must have a minimum grade of “C” and have been completed within 5 years of admission to the program. Transfer courses are evaluated on a case-by-case basis. Transfer students should bring course descriptions and syllabi for review during an advising appointment with a nutrition faculty advisor to determine whether a course is transferable.

Prior Learning Credit

No credit is given for prior learning derived from employment or other life experience.

MS DPD

Admission to the MS DPD requires a separate application submitted the semester the student completes NUT 5000 Introduction to Graduate Studies. Full-time students must complete the MS DPD within 3 years of acceptance into the MS DPD. Part-time students must complete the MS DPD within 4½ years of being accepted. Years of enrollment are calculated from the semester a student initially enrolls in NUT 5000, Introduction to Graduate Studies.

Graduation and DPD Verification Requirements

Graduation Requirements

Detailed graduation requirements are located in the graduate catalog at <https://msudenver.edu/catalog>.

All students accepted into the program must adhere with the following academic policies:

- Students must complete the required coursework while maintaining a cumulative GPA of 3.0 or greater.
- No grade lower than a “C” counts toward degree completion. Students receiving a “C-” or below will be required to repeat the course. Students who do not

successfully complete a course with a “C” or better after the second attempt will be dismissed from the program.

- Students must complete Nutrition Research Practicum I, Nutrition Research Practicum II and Nutrition Research Practicum III, which include successful completion of a research project, with a minimum grade of B.
- Students may enroll in no more than 15 credits per semester for fall and spring semesters without departmental approval. The maximum load for a two-week Winterim or Maymester term is 3 semester hours, excluding short-term study abroad courses.
- No course may count toward both a master’s degree and a bachelor’s degree.
- MSU Denver’s residency requirement for master’s programs requires that at least 30 credit hours be completed at MSU Denver for this program.
- Students must complete the master’s degree within six (6) calendar years from their initial enrollment term.
- A review of a candidate’s plan of study and progress must be conducted as soon as all the minimum requirements have been met and no later than the first day of the term in which the student expects to complete the degree. Minimum requirements for the review include completion of any provisional admission requirements, an approved plan of study that will lead to meeting the degree requirements, posting of any transfer work to the student’s record, and a GPA of 3.0 or better in all work completed to that point. Successful completion of the review and approval by the appropriate student services office and the Office of Graduate Studies constitutes Advancement to Candidacy.

MS DPD Verification Requirements

A signed verification statement documents that an individual has completed the requirements of a nutrition and dietetics education program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). At various times in preparing for professional membership or registration, an individual will be asked to supply a verification statement. 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 MS DPD at MSU Denver will be given to all students who successfully complete the MS DPD coursework, submit an exit survey, and meet the ethical requirements of the program. Refer to the Code of Ethics for the Nutrition and Dietetics Profession at <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics> and the MSU Denver Student Code of Conduct at <http://catalog.msudenver.edu/content.php?catoid=29&navoid=1860>.

The following courses must be successfully completed at MSU Denver in order for a student to complete MS DPD requirements:

- NUT 5090 Nutrition Research Practicum I
- NUT 5091 Nutrition Research Practicum II
- NUT 5092 Nutrition Research Practicum III

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 provided until all coursework and awarding of the degree are listed on the student's official university record.

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

Insurance Requirements

All students taking nine or more credit hours are required to either:

- Participate in the University's health insurance program or
- Submit proof of health insurance that meets the University's compliance standards by submitting an electronic waiver compliance form by the waiver deadline for the current semester. Information regarding the insurance requirement is located at <https://msudenver.edu/policy/policylibrary/policiesa-z/healthinsurance>.

Professional liability insurance is not required for students in the MS DPD program.

Criminal Background Checks and Drug Testing

Criminal background checks and/or drug (blood and urine) testing may be required to participate in experiential learning at certain sites. It is the student's responsibility to complete these requirements.

Liability for Safety in Travel To and From Assigned Areas

Students assume their own liability for safety in travel to all experiential learning sites, field trips, and other required facilities for classes and meetings. Students are responsible for securing their own transportation and automobile insurance. The University does not provide automobile liability or cover automobile physical damage for students driving themselves or others to university-sponsored field trips. Automobile insurance policies held by the students are the primary and only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles. Students must follow parking guidelines at the University and external facilities. Students are financially responsible for all parking fees.

Replacement of Employees During Experiential Learning

During experiential learning activities, students are expected to meet the requirements of the experiential learning activity. Sites which provide experiential learning opportunities for students are not to use students to replace employees. If students feel that they are being used to replace employees, they should report this to the course instructor, the DPD Director, and/or the Nutrition Department Chair.

Injury or Illness While in a Facility for Experiential Learning

Students injured while at an experiential learning site may be covered under MSU Denver's Workers Compensation policy. Students must inform the instructor, Nutrition Department Chair, and the MSU Denver's Office of Human Resources within 24 hours of the injury and must use an approved medical provider for any services or the student will not be covered. For more information about the policy and for a list of approved providers, go to the MSU Denver Human Resources website at: https://msudenver.edu/media/content/humanresources/benefits/WorkersCompProceduresandProviderList_Sep2017.pdf.

Formal Assessment of Student Learning

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

- Quizzes and exams
- Oral presentations and projects
- Research papers and other written assignments

Students track their progress in each course and KRDN within Blackboard. Grades for each course are recorded on the student's Degree Progress Report available in the Student Hub (<https://msudenver.edu/studenthub>). Students are encouraged to discuss their progress and goals with a nutrition faculty advisor. Many opportunities exist for informal feedback in courses, which allow students to gain insight and adjust performance.

Verification of Student Identity for Online Instruction and Testing

Students are required to login to Blackboard Learn for online instruction and/or online testing with their unique user name and password. Users of MSU Denver computing systems must utilize user IDs or other unique user identification when accessing computer and/or network resources. Individuals must not knowingly access systems using another person's account, and users must not share or allow others to use their accounts. Users should take reasonable precautions to protect their identity, passwords, and access to University computing systems. For more detailed information, visit <https://msudenver.edu/policy/policylibrary/policiesa-z/acceptable-use-policy>

Student Support Services

Students have access to the wide-range of MSU Denver student support services. These services include the Health Center at Auraria, Access Center (for students with disabilities), Applied Learning Center, Auraria Library, Writing Center, Veteran and Military Student Center, Career Services, Counseling Center, Financial Aid, Food Bank, Testing Center, and Student Academic Success Center (tutoring and other services). For more detailed information about student academic and support services, visit <https://msudenver.edu/campuslife/academicsupport> and <https://msudenver.edu/studentengagementandwellness>.

Program Retention and Remediation Procedures

All students accepted into the MS DPD must complete the required coursework while maintaining a cumulative GPA of 3.0 or greater. No grade lower than a “C” counts toward program completion. Students receiving a “C-” or below will be required to repeat the course. Students who do not successfully complete a course with a “C” or better after the second attempt will be dismissed from the program. In addition, students must complete Nutrition Research Practicum I, Nutrition Research Practicum II and Nutrition Research Practicum III, which include successful completion of a research project, with a minimum grade of B.

All students with a cumulative GPA less than 3.0 and/or any course grade lower than a “C” must meet with program faculty each semester for advising prior to course registration. The purposes of the advising session include:

- Reviewing course and KRDN progress in the program,
- Discussing appropriate remediation activities (if needed),
- Receiving overrides from the department to register for MS courses, and
- Discussing appropriate career paths.

Access to and Privacy of Student Records

The MSU Denver Privacy of Student Records Policy detailing access to and privacy of student records is located at <https://msudenver.edu/policy/policylibrary/policiesa-z/privacy-student-records-policy/privacy-student-records-policy.php>

Disciplinary Action and Termination Procedures

Students in the program must abide by all professional standards and polices outlined within this Policies and Procedures Manual, the [Code of Ethics for the Nutrition and Dietetics Profession](#), and the general MSU Denver Student Handbook: <http://catalog.msudenver.edu/content.php?catoid=29&navoid=1860>. Violations will be addressed on an individual case basis and may result in a dismissal from the program. Ignorance with respect to ethical behavior, academic dishonesty and student misconduct does not absolve a student from the consequences of such actions.

Complaints

The complete MSU Denver policy and procedure for handling formal complaints is located at <https://msudenver.edu/policy/policylibrary/policiesa-z/studentcomplaints>. Students should follow the MSU Denver policy, starting with the faculty member. If the issue is not resolved at this level, the student should contact the Nutrition Department Chair. If the issue continues to be unresolved, the student should contact the Dean of the College of Professional Studies. Practitioners providing experiential learning opportunities may also use the MSU Denver policy.

Students and practitioners who have a complaint related to Accreditation Council for Education in Nutrition and Dietetics (ACEND) accreditation standards may submit the complaint to the DPD Director and/or Nutrition Department Chair at any time. If options for resolution of the complaint with the program and institution have been exhausted, the student or practitioner should submit the complaint to ACEND.

ACEND will review complaints that relate to a program's compliance with accreditation standards. ACEND is interested in assuring the quality and integrity of the educational programs that it accredits. However, ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty, staff or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant, and submitted to ACEND at: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>.