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METROPOLITAN STATE UNIVERSITY™ OF DENVER

Master of Science in Nutrition and Dietetics

Student Handbook 2021-2022

Reimagine **possible**

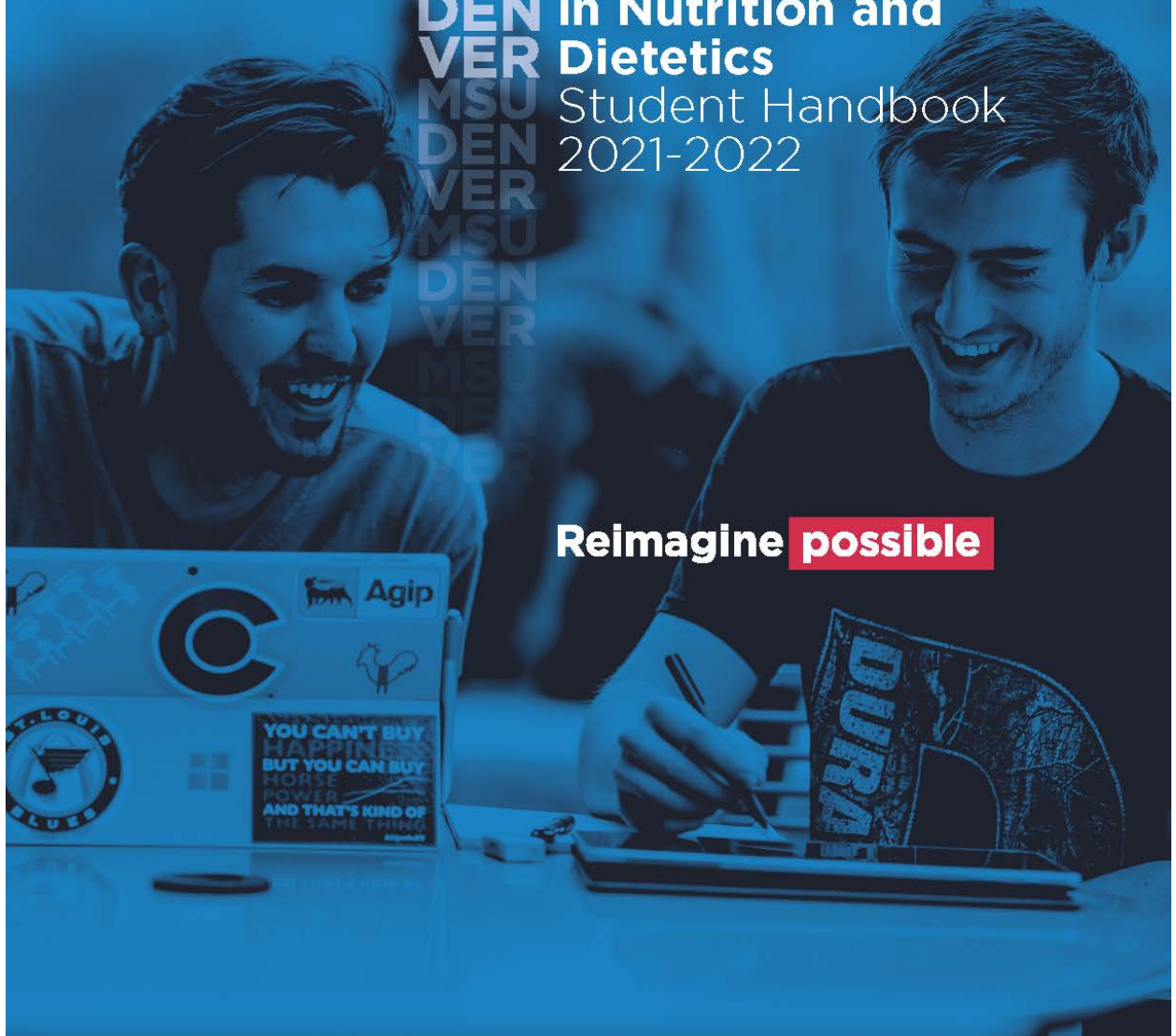


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IMPORTANT NOTICE

This handbook is not a substitute for the current graduate catalog or current general Student Handbook of the Metropolitan State University of Denver. Students should be familiar with the official University policies delineated in the University graduate catalog and general Student Handbook. This handbook delineates program-specific policies and procedures and serves as a supplement in addition to the official University policies and procedures.

Welcome Letter from the Director

“Do not follow where the path may lead.
Go, instead, where there is no path and leave a trail.”
Ralph Waldo Emerson

Welcome to the Master of Science in Nutrition and Dietetics Program! We are excited that you have decided to pursue the adventure of graduate study in our program. Graduate school is a time of growth and learning. Our program is centered on you, the student, and we will work hard to ensure your learning is a rich experience.

As you venture through your graduate school journey, I encourage you to seek out as many opportunities to create your own path and leave a positive mark on your peers and instructors, on this program, on your community, and on the profession of nutrition and dietetics. Accept the unknown and find joy in the learning experience. Keep your goals in focus but be flexible in accepting change and challenge.

The Master of Science in Nutrition and Dietetics was created to provide students with top notch learning in the Denver Metro area. Our focus here at Metropolitan State University of Denver is on teaching and student learning. We deeply care about our students and their success. As the only graduate program in nutrition in the Denver Metro area, we seek to provide students with challenging and exciting graduate level nutrition coursework. We aim to expose students to diverse nutrition issues, relevant to current and future needs in the field of nutrition and dietetics.

This handbook is designed to provide you with guidance concerning the program structure, expectations, and guidelines. Please read it carefully. If any questions arise as you work through this handbook, please let us know. We are always here to help.

Once again, welcome to the program! I hope that your path throughout your graduate studies is filled with challenges that excite you, development of lasting friendships, and growth as a nutrition professional.

All the best,
Dr. Masters

*Melissa Masters, PhD, RD | Professor
Nutrition Graduate Program Director
Metropolitan State University of Denver
Department of Nutrition | College of Professional Studies*

Administrative & Contact Information

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Master of Science in Nutrition and Dietetics at Metropolitan State University of Denver

Overview

Metropolitan State University of Denver's Master of Science in Nutrition and Dietetics (MSND) is designed to build leaders and innovative thinkers in the field of nutrition and dietetics. The MSND is a 39-credit hour student-focused program that aims to strengthen research skills, expand student knowledge on advanced topics in nutrition, and build communication skills. The program includes experiential learning with a focus on service-learning projects, case-based learning, and culturally responsive curriculum. The program includes a research practicum to culminate the completion of the degree.

Didactic Program in Dietetics Option

One of the career options for students pursuing the MSND is to become a Registered Dietitian Nutritionist (RDN). The MSND program has an accredited Didactic Program in Dietetics (DPD) option that satisfies the first step towards becoming an RDN. The DPD option within the MSND requires the completion of three additional courses (in addition to the required 39 credit hours for the MSND) for a total of 48 credit hours in the MSND + DPD option. More information about the DPD option within the MSND can be found on the MSND [website](#).

Students who wish to complete the DPD option within the MSND must complete a DPD application per Department instructions. Additionally, students who enroll in the DPD option within the MSND must abide by the Didactic Program in Dietetics [Handbook](#).

Accreditation

The Master of Science in Nutrition and Dietetics is accredited by the Higher Learning Commission. MSU Denver's MSND DPD option is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312-899-0040 ext. 5400, acend@eatright.org.

Master of Science in Nutrition and Dietetics

Mission and Goals

Mission Statement

The mission of the Master of Science in Nutrition and Dietetics is to prepare diverse students to become nutrition leaders who practice effectively and contribute solutions for human health and healthcare challenges.

Goals

- Utilize experiential opportunities to prepare students to use evidence-based nutrition practice in their chosen profession
- Prepare students to secure advanced nutrition-related employment in healthcare, government, industry, education or not-for-profit programs

Master of Science in Nutrition and Dietetics Admissions

Overview

The Master of Science in Nutrition and Dietetics (MSND) offers both a part-time and full-time completion option.

Admissions Deadlines

The Department of Nutrition has two admission cycles annually for the MSND. Applications are accepted in the fall for a spring start in the program. Applications are accepted in spring-summer for a fall start in the program. Potential applicants should visit the MSND [website](#) for specific application deadlines for each cycle.

Full-Time and Part-Time Options

The MSND can be completed as a full-time or part-time student. Full-time students can typically complete the MSND program within two years. Part-time students can typically complete the program within three years.

Regular Admission Requirements

Program Eligibility:

- Have a bachelor's degree from a regionally accredited college or university in any discipline
- Have a cumulative undergraduate GPA of 3.0 or higher
- Completion of application requirements as outlined on the MSND [website](#)

Prerequisites:

Regular admission requires prerequisite coursework with a grade of C- or higher in:

- Chemistry
- 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)
- Medical nutrition therapy (minimum of 3 credits of a combined medical nutrition therapy I and II or equivalent)

Students must have all science prerequisites (chemistry, organic and biological chemistry, anatomy and physiology) completed prior to their entry term in the MSND program. *The upper division human nutrition course and medical nutrition*

therapy course are the only two prerequisites that can be completed after starting the MSND program. The upper division human nutrition course and medical nutrition therapy course prerequisites must be completed with a grade of C- or higher within the first year of the term of acceptance into the program.

If you have multiple prerequisites to complete, please contact the Nutrition Department to speak with an advisor about the timeline for completing the necessary prerequisites and the best admission semester based on your specific course needs.

Recency Requirements

Recency requirements for prerequisites include:

The upper division human nutrition metabolism and medical nutrition therapy courses must have been:

- Completed within the last 5 years

This recency requirement may be waived if the applicant has recent clinical work experience. Approval of waiver of this recency requirement will be determined by the Admissions Committee and/or Graduate Director.

Admissions Process

MSU Denver Department of Nutrition faculty and/or staff will review all submitted applications for completeness. The MSND Admissions Committee, which is comprised of MSU Denver Department of Nutrition faculty members, will review complete applications only. Applicants who submit incomplete applications will not be reviewed by the admissions committee and will be denied entry into the program. Transcripts that are in the process of being sent will not result in an incomplete application. Students may submit their application for the MSND program prior to all transcripts being received by the Office of Graduate Studies.

The MSND Admissions Committee will receive and review all complete applications and upon the finalization of the review process, applicants will be notified in writing of their admission status. Applicants may be: regularly admitted, regularly admitted with requirements, waitlisted or denied acceptance. Applicants regularly admitted with requirements typically have obligations to fulfill either before starting the MSND program and/or within the first semester of enrollment. Please see below for more information.

Admission timelines are outlined on the Department of Nutrition MSND [website](#).

Regular Admission Status

Once admitted, students who meet all program requirements will be accepted into the program with full admission and typically have no additional obligations to fulfill. Upon acceptance, students will receive an acceptance letter that outlines next steps and includes links to important resources to get started in the program. **Students will be required to confirm their acceptance into the program within 30 days of their admission letter date.**

Regular Admission with Requirements Status

Once admitted, students who do not meet all program requirements will be accepted into the program and admitted with requirements. Upon acceptance, students will receive an acceptance letter that outlines next steps, obligations that must be fulfilled regarding their admitted with requirements status and includes links to important resources to get started in the program. **Students will be required to confirm their acceptance into the program within 30 days of their admission letter date.**

Students regularly admitted with requirements typically have additional obligations to fulfill as outlined below:

Missing Undergraduate Degree: Acceptance into the program may be granted if a student has not yet completed an undergraduate degree. The applicant must successfully graduate by the term of enrollment into the MSND and provide the Department of Nutrition Graduate Programs with a copy of official transcripts illustrating the conferred degree (email to gradnutrition@msudenver.edu).

Missing Prerequisites: Acceptance into the program may be granted if a student is lacking prerequisite courses. Students may begin a portion of the MSND coursework if they have 2 or less prerequisite courses remaining. These remaining prerequisites must be completed with a grade of C- or higher within the first year of the term of enrollment into the program.

Low GPA: Students with a GPA lower than a 3.0 can be accepted into the program. Students accepted into the program with a GPA lower than a 3.0 must maintain a 3.0 GPA or better during the first semester of the program.

Additional obligations may be required for other items that are not in compliance with the program eligibility standards. Students who do not fulfill the obligations to meet the requirements of their admission status will be handled on an individual basis and may be required to undergo remediation or may be dismissed from the MSND Program.

Waitlist Admission Status

Applicants may be waitlisted in the case where program capacity has been reached and will be notified if space becomes available in the program.

Denied Acceptance Admission Status

The Admissions Committee reserves the right to deny acceptance to any applicant.

Confirmation of Enrollment

Accepted students must confirm their enrollment into the program within 30 days of their admissions letter date. The process by which to confirm enrollment will be articulated in the admissions letter. **Failure to confirm enrollment into the program within 30 days of receiving the admissions letter may result in the student losing their “seat” in the MSND program.**

Admissions Deferral

Applicants who are admitted into the MSND program may defer their start semester up to two semesters or one academic year from the term that acceptance was originally offered. **Students wishing to defer their start date to a future semester must notify the Department of Nutrition Graduate Program at gradnutrition@msudenver.edu and may be required to complete deferral paperwork, which will be sent to them electronically.**

If a student wishes to defer acceptance for more than two semesters or one academic year, the student must reapply to the MSND program and pay a new application fee. Students who reapply will be considered new applicants and will undergo the application review process outlined in the Admissions Process.

Readmission Policy

Students who have not been enrolled for three consecutive semesters, including summer, must reapply to the University. To request readmission, students must be in good academic standing. Students who are readmitted to the MSND will be required to uphold policies and curriculum of the term for which they are readmitted.

MSND students who are eligible for readmission should contact the Department of Nutrition Graduate Program at gradnutrition@msudenver.edu to request more information about the readmission process. Students who are not in good academic

standing are not eligible for the readmission process and must fully reapply to the MSND Program.

Transfer of Credits

Students may transfer in up to six (6) credits of graduate 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 must be reviewed and approved by the MSND program to determine transfer course eligibility.

Prior Learning Experience

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

Testing Out Policy

Testing out of coursework at the graduate level for the Master of Science in Nutrition and Dietetics program is not an option.

Master of Science in Nutrition and Dietetics Program Life

New Student Orientation Checklist

- Confirm your Enrollment

Students should complete the online [Graduate Admission and Enrollment Agreement form](#) by the deadline outlined in their Admissions Letter.

- Fill out the Didactic Program in Dietetics Application

Students who wish to complete the DPD option within the MSND are required to complete the [DPD application](#).

- Complete a FAFSA Application

Complete a [FAFSA financial aid application](#). All students are recommended to complete this application. Completing a FAFSA application does not commit you to accepting the loans offered, but is required for scholarship applications and work study funding for graduate teaching or research assistant positions.

- Campus Map

New to MSU Denver's campus? Get to know your campus with the [campus map](#)! Find parking, check out where the Tivoli Student Union is located and determine where your classes will be held. The Department of Nutrition is located in West Classroom. If you would like a campus tour, contact the Department of Nutrition Graduate Program at gradnutrition@msudenver.edu.

- Student ID Card and RTD CollegePass

A [student ID card](#) can be purchased at the ID Station location inside Tivoli Station. The RTD CollegePass is available for students who pay the RTD fee each semester.

- NetID

Visit <http://msudenver.edu/myfirstlogin> to set up your NetID, email and password if you are a new MSU Denver student. Your NetID is your user name for many sites.

□ Student Hub

The [Student Hub](#) is where you can access your email, Learning Management System (Canvas), degree progress report, grades, class schedules, and it is also where you can register for courses each semester.

Familiarize yourself with this hub and visit it frequently. Your professors and the program will communicate with you via your MSU Denver email account and Learning Management System (Canvas). Login to these regularly! Please use your MSU Denver email for all official communications.

□ Academic Calendar

Familiarize yourself with the [academic calendar](#). The academic calendar includes important dates and deadlines related to all academic activities including registration, tuition payment deadlines, last day to drop for a full refund, semester start/end dates, campus breaks/holidays, etc.

□ Textbooks

Textbooks for your courses can be found and purchased through the [Tivoli Station](#) bookstore. If students choose to purchase books from online sellers, they should ensure they are purchasing the correct textbook by noting the ISBN of the required text(s) for their classes.

□ Registration Process

Complete the following steps to register for classes:

1. Check your registration period in the [Student Hub](#). Registration dates can be found in the Dates and Deadlines section of the Student Hub.
2. Call the Nutrition Department at 303.615.0990 for an advising appointment to go over your course schedule plan. Alternatively, please reach out to the Graduate Program at gradnutrition@msudenver.edu to discuss any registration questions.
3. Log In to [Student Hub](#) to register using the Class Scheduler:
 - a. Click on "Register."
 - b. Click on "Class Scheduler."
 - c. Select term, add courses, add breaks, create schedules and register!
 - d. Review the [Class Scheduler instructions](#) if you have any questions.

□ Payment of Tuition and Fees

Students can pay tuition and fees through the [Student Hub](#).

□ Student Health and Insurance

If you need student health insurance or medical care on campus, visit the [Health Center at Auraria](#) to explore their services and [health insurance options](#).

□ General Program Information

- Building Access: Students can access campus building during open hours. Hours for campus facilities vary by building and by semester and are often updated on the [Auraria Higher Education Center website](#).
- Library Facilities: The [Auraria Library](#) provides services include citation/research assistance, printing services, and study rooms.
- Student Computer Labs: [Student computer labs](#) are available for graduate student use.

□ Campus Safety

Familiarize yourself with [campus safety procedures and contacts](#). Save campus emergency phone numbers in your cell phone.

- Auraria Campus Police Main Number: 303-556-5000
- Text-a-Tip: 720-593-TIPS (8477)
- Campus Information/Inclement Weather Line: 1-877-556-EMER (3637)
- Sign up for [RAVE alerts](#) to be sent to your cell phone

Housing

For more information on local housing, property management companies, emergency housing, and affordable and subsidized housing, here's a link to assist in your local housing search: <https://offcampushousing.msudenver.edu/>. We encourage students to research the apartment buildings or property management companies they chose to rent from. Here is a link to the [Better Business Bureau](#) to review the company. You can also check out the Denver Neighborhood Guides found here: <https://www.denver.org/about-denver/neighborhood-guides/>.

Advising

Role of the Student

Students are responsible for their own academic and professional career. It is the student's responsibility to proactively seek out advising resources pertinent to their academic and/or professional career and success.

Students should familiarize themselves with the Sample Advising Snapshots and course rotation plans that can be found on the Department of Nutrition [website](#).

Role of the Department and Faculty

The MSU Denver Department of Nutrition provides advising focused on supporting academic and professional success of students. Faculty and staff in the MSND program are available to provide academic, administrative, and professional development advising for students enrolled in the MSND program.

Academic and administrative advising focuses on assisting students with admissions questions, understanding program requirements and policies, success in graduate coursework, navigating University systems and resources, determining semester registration, and resolving academic and administration issues that arise for students.

Professional development advising focuses on providing students with guidance about employment, volunteer opportunities, future career options, applying to Dietetic Internships, short- and long-term educational or professional goals, among others.

Advising Appointments

Students can schedule in person, phone, or virtual (e.g. Zoom or Microsoft Teams) advising appointments with faculty or staff by calling the Department of Nutrition at 303-615-0990 or sending an email to gradnutrition@msudenver.edu.

Extracurricular Opportunities

Opportunities to grow both personally and professionally outside of the classroom during the MSND program include the following:

Auraria Campus Student Dietetic Association

The Auraria Campus Student Dietetic Association (ACSDA) was founded by Nutrition and Dietetics students at MSU Denver. This club focuses on health and wellness through personal nutrition and education offerings, provides networking opportunities for students, as well as volunteer and career opportunities. The ACSDA has an active [Facebook page](#) and [website](#).

Nutrition Nerds Journal Club

During Fall and Spring semesters, the Department of Nutrition hosts a Nutrition Nerds Journal Club aimed at getting students and faculty together to interact, build community, share ideas, and keep up with the latest in nutrition research. Current and new MSND students will be emailed information each semester about Nutrition Nerds meeting times. For more information about the Nutrition Nerds Journal Club, contact gradnutrition@msudenver.edu.

Post-baccalaureate Opportunities for Hispanic Americans Grant

The Post-baccalaureate Opportunities for Hispanic Americans grant (POHA-Denver) within the Department of Nutrition offers students an opportunity to connect with peers, faculty, staff, and professionals every semester to attend workshops and conferences. Topics include those related to cultural intelligence, diversity and inclusion in the field of nutrition and dietetics, financial literacy, etc. More information about the POHA-Denver program can be found on the [website](#).

Health Institute's Student Board of Healthcare Ambassadors

The Health Institute's Student Board of Healthcare Ambassadors (SBHA) is a group consisting of undergraduate and graduate students. The SBHA provides a unique leadership experience and opportunity to help shape the development of MSU Denver's Health Institute. Applications are typically accepted in the fall for the SBHA.

Three Minute Talk Competition

All MSND students are encouraged to participate in the university level Three Minute Talk (3MT) Competition. Participants are allowed to create one Power Point slide and have three minutes to describe their research. Participants will compete with graduate students across the University and have an opportunity to win cash prizes. Questions about the 3MT can be answered by the [Office of Graduate Studies](#).

Financial Assistance Programs

Grants and Loans

The [Office of Financial Aid and Scholarships](#) helps students and their families finance an MSU Denver education. From applying for aid to managing unmet cost, the financial aid office provides guidance, resources and advice at every step along the way. All financial aid funds can be used for educational expenses, including living expenses, while a student is attending college. In order to receive financial aid, graduate students will need to provide information to the federal government via the [FAFSA](#).

Students must complete a current FAFSA application to be considered for scholarships from MSU Denver and the Department of Nutrition as well as Graduate Assistant positions. Completing a FAFSA application does not require a student to accept any or all loans offered.

Department of Nutrition Scholarships

The Department of Nutrition awards scholarships to graduate students annually. Eligibility requirements include: being enrolled in a master's program in the Department of Nutrition, completion of at least 10 graduate credit hours at MSU Denver, a minimum of a 3.0 cumulative graduate GPA, completion of a FAFSA (financial need may be considered). Details concerning this scholarship are emailed to all enrolled graduate students when the scholarship application cycle approaches.

POHA-Denver Diversify Nutrition Grant Scholarships

The Post-baccalaureate Opportunities for Hispanic Americans grant housed within the Department of Nutrition offers students enrolled in a nutrition graduate program the opportunity to apply for an annual \$5,000 POHA-Denver Diversify Nutrition scholarship or stipend. More information can be found on the POHA-Denver Diversify Nutrition Grant [website](#).

Financial Aid Scholarships

General scholarships are available through the [Financial Aid office scholarship application](#). Students are encouraged to apply for these scholarships annually.

Department of Nutrition Graduate Assistantships

The Department of nutrition opens applications for work-study and non-work-study graduate assistant positions every spring for the following academic year. All current and new graduate students will receive an email concerning this application process in the spring of each academic year. Applications are accepted once annually in the spring. Assistantship positions can include either Teaching Assistantships or Research Assistantships within the Department of Nutrition. For questions about graduate assistantships, contact gradnutrition@msudenver.edu.

Academy of Nutrition and Dietetics Foundation Scholarships

The Academy of Nutrition and Dietetics Foundation offers scholarships to assist students in their academic endeavors. [Foundation scholarship applications](#) open in March and close in April each year. Students must be members of the Academy of Nutrition and Dietetics to apply.

Master of Science in Nutrition and Dietetics Program Handbook

Academic Matters

Degree Completion Options and Timelines

The MSND can be completed as a full-time or part-time student. Full-time students can typically complete the MSND program within two years. Part-time students can typically complete the program within three years.

Students must follow prerequisite and course sequence guidelines and recommendations. For questions about degree completion options and timelines, please contact gradnutrition@msudenver.edu.

Hybrid Learning Student Expectations

The MSND program is a hybrid accelerated program model. Courses in the MSND program are condensed into 8-week block hybrid courses consisting of approximately 50% of class time spent learning “in person” and 50% of class time spent learning “online.”

Students are expected to actively participate in all “in person” and “online” course sessions by engaging with their peers, the instructor, and the content. The following calculation provides an example of the estimated time a student should spend, PER WEEK, on a 3-credit hour 8-week hybrid course in the MSND program:

In Person Learning: 2 hours and 30 minutes per week of active learning +20 minutes allotted for breaks = a 2 hour and 50 minutes in person class session

Online Learning: 2 hours and 30 minutes per week of online learning and engaging with online course content

Outside of Class Study (beyond the in class and online learning): approximately 4 hours study time per credit x 3 credits = 12 hours per week of study outside of in person and online learning

GPA and Grade Requirements

Students must complete the required coursework while maintaining a cumulative GPA of 3.0 or greater. Any student falling below a 3.0 in any given term will be placed on academic probation and be required to develop a remediation plan with an academic

advisor for raising the GPA above a 3.0. Students who fail to complete the requirements of their remediation plan may be dismissed from the program.

No grade lower than a “C” counts towards 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 may be dismissed from the program.

Research Practicum Model

Students in the MSND program are required to complete a series of three, 2-credit hour, research practicum courses: NUT 5090 Nutrition Research Practicum I, NUT 5091 Nutrition Research Practicum II, and NUT 5092 Nutrition Research Practicum III.

The research practicum course series includes the successful completion of a research project. Students must earn a minimum grade of a “B” or better in each of the three practicum courses. Students who fail to complete one or more of these courses with a “B” or better may be required to retake the entire three course practicum series. Failure to complete the courses with a “B” or better on the second attempt may result in dismissal from the program.

Reference and Paper Formatting Policy

All written work in the MSND program will be formatted in American Medical Association (AMA), American Psychological Association (APA) style, or other reference styles as required by the instructor or the assignment. Students should become familiar with AMA and APA style requirements and be prepared to adapt to other reference styles as needed.

Software Expectations for Assignments

Students enrolled in the MSND program should be familiar with using Microsoft Office 365 programs including Microsoft Word, Excel and Power Point. Students are typically required to create assignments using Microsoft Office 365 programs. Students in the MSND are expected to submit assignments in formats compatible with the Learning Management System (Canvas) including Word, Excel, Power Point, and Adobe Acrobat PDF files. Students are encouraged to download [Microsoft Office 365](#) and [Adobe Acrobat Reader DC](#) programs to their personal computer.

Time Limit on Completion of Degree

Students must complete the MSND degree within six (6) calendar years from their initial enrollment term.

Graduate Course Registration Eligibility

Students accepted into the MSND program, Graduate Certificate in Nutrition Science, 3+2 Nutrition and Dietetics program, or non-degree seeking status at the graduate level may register for graduate level Department of Nutrition coursework. Additionally, students pursuing a graduate degree at MSU Denver, outside of the Department of Nutrition, may be allowed to register for graduate level Department of Nutrition coursework.

Course Load

Students may enroll in no more than 15 credits per semester for fall and spring semesters without departmental approval. The maximum load for two-week Winterim and Maymester term is 3 semester hours, excluding short-term study abroad courses.

Registration Adjustment – Late Add

Students can switch sections and add courses without approval up to the add date in any given semester (see the academic calendar for exact dates: <http://msudenver.edu/events/academic/>). After this deadline, students must contact the Department of Nutrition Graduate Programs at gradnutrition@msudenver.edu to request a late add. The email request should include specific information concerning the course the student wishes to add after the add date and a reason why the student is requesting a late add.

Submitting a request for a late add does not guarantee approval. A decision will be made based on current course enrollment numbers and other factors, on a case by case basis.

Residency Requirement

MSU Denver's residency requirement for master's programs requires that at least 30 credit hours be completed at MSU Denver for this program.

Transfer of Credits

Students may transfer in up to six (6) credits of graduate 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 must be reviewed and approved by the MSND program to determine transfer course eligibility.

Electronic Communication Policy

Electronic communication (i.e., email and personal portal announcements) is a rapid, efficient and cost-effective form of communication. Consequently, reliance on electronic communication is expanding among students, faculty, staff and administration at MSU Denver. Because of this increasing reliance and acceptance of electronic communication, forms of electronic communication have become in fact the means of official communication to students, faculty and staff within MSU Denver. This policy acknowledges this fact and formally makes electronic communication an official means of communication for the University. More information can be found on the [Electronic Communication Policy page](#).

Duplicative Coursework

No course may count toward both a master's degree and a bachelor's degree.

Sequential Coursework Policy

Coursework in the MSND that has a sequential order must be completed in the required sequential order outlined in the Sample Advising Snapshot or degree completion plans. Students who fall out of sequence in any sequential coursework must meet with an Academic Advisor. Any questions about sequential order of coursework can be sent to gradnutrition@msudenver.edu.

Grades and Notations

Semester grades typically become available one week following the end of each term. Students can obtain final grades on the Student Hub.

MSND students should refer to the Academic Policies and Procedures section of the Graduate Catalog for a listing of all grades and notations.

Withdrawal from a Course

Departmental Note: Prior to withdrawing from a course, students should contact the Department of Nutrition Graduate Programs at gradnutrition@msudenver.edu. Withdrawal from a course could impact progress in the MSND program.

Withdrawal from a course may impact financial aid and scholarships. Further information can be found on the [Office of Financial Aids Withdrawals webpage](#).

The Withdrawal (W) notation is assigned when a student officially withdraws from a course via the Student Hub after the drop deadline (census date) and before the

withdrawal deadline posted in the [Academic Calendar](#). Deadlines differ proportionally for courses offered during part of a semester, including late-start and weekend courses. Students should refer to the Student Detail Schedule via the Student Hub to review drop and withdrawal deadlines for individual courses. When a student withdraws from a course, no academic credit is awarded. The course remains on the student's academic record with a "W" notation and counts toward the student's attempted hours. The course is not calculated in the student's GPA or quality points. Students who withdraw from a course are responsible for the full tuition and fees for that course. After the withdrawal deadline, students may not withdraw from a course and will be assigned the grade earned based on the course syllabus. A student-initiated withdrawal will appear as an "F" on the student's academic record in any case of academic misconduct resulting in a permanent "F".

For drop/refund or Withdrawal dates, logon to your [Student Hub](#) account and look at your Student Detail Schedule.

Administrative Withdrawal

The Administrative Withdrawal (AW) notation is assigned when a student, or representative, requests to be withdrawn from a course due to unforeseen or extenuating circumstances beyond the student's control. When the "AW" notation is assigned, no academic credit is awarded. The course remains on the student's academic record with an "AW" notation and counts toward the student's attempted hours. The course is not calculated in the student's GPA or quality points.

Students may request an administrative withdrawal from the [Office of the Registrar](#) after the drop deadline (census date) posted in the [Academic Calendar](#). Deadlines differ proportionally for courses offered during part of a semester, including late-start and weekend courses. Students should refer to the Student Detail Schedule via the [Student Hub](#) to review drop deadlines for individual courses.

Although requests are evaluated on a case-by-case basis, examples include the death of an immediate family member, serious illness or medical emergency, or other life-altering event. The student must provide supporting documentation to substantiate the request.

More information about Administrative Withdrawal can be found in the MSU Denver [catalog](#).

Incomplete Notation

Department Incomplete Note: Students who are concerned about successfully completing a course may request a grade of Incomplete. It is the student's responsibility

to review all Incomplete policies and to request approval from the instructor prior to the end of the course. Incompletes are granted at the discretion of the instructor.

University Incomplete Policy: The Incomplete notation may be assigned when a student is achieving satisfactory progress in a course and is not able to complete all class assignments due to extenuating circumstances, such as documented illness, military leave, disability, internships that fall outside traditional semester timeframes, or circumstances beyond their control. If a student has completed, at a minimum, a majority of course work and/or course contact hours, a student may request an Incomplete after the Withdrawal Deadline posted in the Academic Calendar. Deadlines differ proportionally for courses offered during a part of the semester, including late-start and weekend courses. Students should refer to the Part of Term dates published by the Office of the Registrar to review withdrawal deadlines for individual courses. Departments may have additional standards and/or criteria. Students should consult with their faculty member and department to determine additional requirements.

Determination of eligibility does not guarantee that an incomplete will be granted. Students who meet the qualifications may request an incomplete from the faculty member who is teaching the course. The decision to grant an incomplete is up to the faculty member or at the Department Chair's discretion, if the faculty member is not available. The decision to grant an incomplete as an accommodation based on a student's disability shall be made by the faculty member or the Department Chair, if the faculty member is not available, in consultation with the Director of the Access Center.

If an incomplete is granted, the student and instructor should fill out and sign an Incomplete Agreement form to clarify what the student needs to do to complete the course. More information can be found in the MSU Denver [catalog](#).

Graduate Student Catalog

MSND students should also familiarize themselves with the [Graduate Catalog](#) for a comprehensive list of policies and procedures.

Student Rights and Responsibilities

Class Attendance and Punctuality

Department Policy: Attendance and participation in all classes during the MSND are expected 100% of the time. Students are also expected to arrive for class in a timely manner. Failure to attend class results in reduced student learning opportunities, diminished quality of community in the MSND program, demonstrates lack of professionalism by the student, and may result in loss of points and/or a reduction in final letter grade. Students are encouraged to review the syllabus for each course to

identify specific attendance and participation policies and procedures. Excused absences are to be handled between the instructor and student. Lack of attendance due to extenuating circumstances (ex: illness, accident, death in family) should be communicated to the instructor prior to an absence and documentation may be required. If an emergency situation or illness arises which prevents prior notification the student shall inform the faculty member of the reason for the missed class as soon as possible. In all cases, communication with the faculty is essential.

If a student misses class, the student is responsible to obtain the missed class content from peers.

University Policy: Students are expected to attend all sessions of courses for which they are registered. Each instructor determines when a student's absences have reached a point at which they jeopardize success in a course. When absences become excessive, the student may receive a failing grade for the course. If students anticipate a prolonged absence, they should contact their instructors. Students are encouraged to review the full [University policy on class attendance](#), including policies related to class attendance on religious holidays.

Class Attendance on Religious Holidays

Students at MSU Denver who, because of their sincerely held religious beliefs, are unable to attend classes, take examinations, participate in graded activities or submit graded assignments on particular days shall, without penalty, be excused from such classes and be given a meaningful opportunity to make up such examinations and graded activities or assignments provided that proper notice and procedures are followed.

Smartphones, Laptops and other Electronic Devices

Smartphones, laptops, and other electronic devices (e.g. tablets) are permitted in class for note-taking only. Other activities such as checking personal email or browsing the internet are prohibited. Smartphones and other electronic devices must be turned off (or silenced) during class time.

Teamwork

Teamwork is an integral part of the learning experience in the MSND program and is an important part of professional success in the field of nutrition and dietetics. Students are expected to demonstrate successful teamwork skills and professional interactions with their peers throughout the MSND program.

Late Assignment Policy

Students are responsible for:

1. Carefully reviewing the specific late assignment policies within each course syllabus.
2. Following all assignment instructions and turning in the correct assignment for the assignment due. Submission of an incorrect assignment without notice by the student until after the due date, will be graded according to the correct assignment instructions and will be counted as a late submission. If a student notices an incorrect submission prior to the due date, it is the student's responsibility to notify the instructor of the error and to submit the correct assignment by the deadline.
3. Overcoming technology issues prohibiting timely assignment submission.
4. Turning in assignments in a file format that is compatible with the Learning Management System (Canvas) - Word, Excel, Power Point, or PDF. If an assignment is submitted in a file format not compatible with the Learning Management System (Canvas), the assignment will be counted as late.
5. Notifying the instructor in advance if unexpected situations arise that prohibit the student from submitting work on time. Documentation may be required to provide verification of the unexpected situation.

MSU Denver Student Code of Conduct

The MSU Denver Student Code of Conduct applies to all MSU Denver students, regardless of level. The Student Code of Conduct covers topics including academic integrity, plagiarism, and sexual misconduct, among others. Students should familiarize themselves with the [Student Code of Conduct](#).

Academic Integrity and Honesty

MSU Denver Academic Integrity Statement: As students, faculty, staff and administrators of Metropolitan State University of Denver, it is our responsibility to uphold and maintain an academic environment that furthers scholarly inquiry, creative activity and the application of knowledge. We will not tolerate academic dishonesty. We will demonstrate honesty and integrity in all activities related to our learning and scholarship. We will not plagiarize, fabricate information or data, cheat on tests or exams, steal academic material, or submit work to more than one class without full disclosure.

Academic integrity can be defined as doing one's own academic work without unauthorized assistance from other persons or resources. Academic integrity requires students to take their coursework seriously and place significant value on learning and engagement in the classroom and while completing assignments and projects.

Academic Honesty: Academic dishonesty is a serious offense at the University because it diminishes the quality of the scholarship and learning experience for everyone on campus. An act of academic dishonesty may lead to penalties such as a reduction in grade, probation, suspension or expulsion.

Cheating: The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty, staff, or other students. Cheating includes recycling papers from one class to another.

Fabrication: Intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise.

Facilitating Academic Dishonesty: intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism: See the **Plagiarism** section below for more information.

The MSND program does not tolerate academic dishonesty which includes but is not limited to plagiarism, cheating, fabrication, stealing academic material, submitting the same work for different classes, or other violations of academic expectations.

Plagiarism

The MSND program does not tolerate plagiarism. Plagiarism is making use of other people’s ideas, words, creative works and expressions without giving credit or otherwise listing the source of information. This includes closely imitating the language and thoughts of another. Plagiarism can happen intentionally (on purpose through unethical behavior) or unintentionally (inadvertently through sloppy research or work). Both intentional and unintentional plagiarism should be avoided. In addition, students should avoid self-plagiarism or using their own words or work in another context without citing that it was used previously.

In general, a student has plagiarized if they:

1. Quote without using quotation marks or a proper citation.
2. Quote without using quotation marks even if a proper citation is included.
3. Paraphrase improperly or too closely even with a proper citation.
4. Paraphrase properly but do not use a proper citation.
5. Use a fact, idea, statistic, or other information that is not common knowledge without citing a source.

Students in the MSND program are expected to demonstrate graduate level writing skills throughout the program. This includes avoiding all forms of plagiarism, minimally using quotations and using proper paraphrasing.

SafeAssign is an electronic resource that assists in the detection and deterrence of plagiarism by electronic comparison for textual similarity. SafeAssign may be utilized in courses within the MSND program.

Accommodations to Assist Individuals with Disabilities

Metropolitan State University of Denver is committed to providing an accessible and inclusive learning environment for all students, including those with disabilities. Students with a diagnosed condition/disability which may impact their access, performance, attendance, or grades should contact the Access Center, located in the Plaza Building, Suite 122, 303-615-0200.

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Students will need to provide an Accessibility Notification Letter obtained from the Access Center to their instructor to activate their accommodations. Information pertaining to a student's disability is treated in a confidential manner. Further information is available by visiting the Access Center website www.msudenver.edu/access.

Student Concerns Regarding Grades or Faculty

Students with concerns about a course grade or instructor should contact the instructor to discuss their concerns and determine a means of resolution. If a student needs further advice regarding their concerns, they may contact the Department of Nutrition Graduate Program director or staff. Graduate program staff and the director do not have supervisory authority. A meeting with graduate program staff or the director would only focus on helping the student determine steps and processes for problem resolution. The student should only contact the graduate program staff or director after they have worked on resolving the concerns with their instructor. In alignment with university policy, the student may meet with the Department Chair. Students should be prepared to demonstrate to the Chair the steps they have taken to first resolve the concerns with their instructor.

Students are encouraged to review the [student complaints and appeals](#) information for further assistance.

Master of Science in Nutrition and Dietetics

Additional Campus Resources

Access Center & Testing Services (Disability Support Services)

The [Access Center](#) provides leadership to the university community to ensure that qualified students with disabilities have equal access to University programs, services, and activities through academic accommodations and collaboration in order to advance MSU Denver's commitment to inclusive excellence. The Access Center is located in Plaza Building, Suite 122.

Phone: 303-615-0220

Email: accesscenter@msudenver.edu.

Auraria Early Learning Center (Child Care)

The [Auraria Early Learning Center](#) (AELC), a 5-star Colorado Shines-rated center, provides full- and part-time programs for children 12-months to 5-years-old with a fully accredited kindergarten program and summer camp for children through age 8. The center serves the students, faculty, and staff of the Auraria Campus. On a space-available basis, the center also serves the Denver community. All of the center's programs are fully licensed by the Colorado Department of Human Services. The AELC is located on the 9th Street Park.

Phone: 303-556-3188

Auraria Library

The [Auraria Library](#) is located in downtown Denver, and serves the students, faculty, and staff of three leading urban institutions: University of Colorado Denver; Metropolitan State University of Denver; and Community College of Denver.

Phone: 303-315-7700

Email: library.eref@ucdenver.edu

Auraria Police Department

The Auraria Campus has a dedicated, full-service police department, operating 24 hours a day, seven days a week, 365 days a year. The [Auraria Campus Police Department](#) is committed to enhancing the quality of life on the Auraria Campus and for the institutions it serves—the Community College of Denver, Metropolitan State University of Denver, University of Colorado Denver, and the Auraria Higher Education Center. The Auraria Police Department is located in the Administration Building.

Phone (Emergency Dispatch): 303-556-5000

Campus Recreation

[Campus Recreation](#) provides high quality and innovative co-curricular experiences through comprehensive recreation, fitness and leisure services that foster personal, academic and professional success for the students, faculty and staff of Metropolitan State University of Denver and the Auraria community. Campus Recreation is located in the PE/Event Center.

Phone: 303-615-1500

Email: campusrec@msudenver.edu

Computer Support

[Information Technology Services](#) (ITS) at MSU Denver offers a variety of technology-related services for students. ITS has two Helpdesks located in the Administration Building (AD 475) and in the West Classroom (WC 243). ITS also has student computer labs in numerous locations on the Auraria Campus.

Phone: 303-352-7548

Counseling Center

Balancing the demands of college life can be difficult. In addition to academic requirements, there are financial pressures, relationship issues, and job stressors that can leave you feeling beat up and worn out. The [Counseling Center](#) staff can help you find ways to manage difficult times and provide you with a comforting place to examine your life and learn more about yourself so you can realize your potential. Students are encouraged to make an appointment for their first visit. The Counseling Center is located in the Tivoli Student Union, Suite 651.

Phone: 303-615-9988

Department of Communication Studies Presentation Lab

The Department of Communication Studies Presentation Lab is located in Central 112 and offers a full range of services meant to help graduate students across campus with presentation preparation, including one-on-one coaching, guided practice, speech outline review, slide deck and notecard support, and brainstorming guidance. Students sit down with an instructor for 30- or 60-minute sessions based on their needs, coming away more confident and prepared to effectively deliver their presentations. The Presentation Lab is a great service to help students prepare for conferences, research presentations, thesis defenses, and job talks.

There are several ways for students to reserve a coaching session, including: 1) via a [Bookings page](#), 2) by clicking the "Book Now" button on the [Facebook page](#), or 3) via the bio link on the [Instagram profile](#).

Food Pantry

The [Roadrunner Food Pantry](#) serves to fight hunger on campus by providing basic nutritional food for students in times of need. The Food Pantry is available to all MSU Denver students and provides snacks and pantry items for meal preparation. The Roadrunner Food Pantry is aligned with additional resources on and off campus that promote the overall well-being of the students. The food pantry is located in the Tivoli Student Union, Suite 262.

Phone: 303-615-0006

LGBTQ Student Resource Center

The [LGBTQ Student Resource Center](#) is a tri-institutional office serving students, faculty, and staff of all genders and sexualities on the Auraria Campus. They are a resource for those experiencing issues with sexuality, gender identity, and discrimination or harassment. The LGBTQ Student Resource Center has fostered acceptance, understanding, and personal growth through community education, engagement, and support services. The LGBTQ Student Resource Center is located in the Tivoli Student Union, Suite 213.

Phone: 303-615-0515

Email: lgbtq.auraria.staff@gmail.com

Health Center at Auraria

The [Health Center at Auraria](#) exclusively serves AHEC, CCD, MSU Denver and CU Denver students, faculty and staff. The Health Center is committed to enhancing student success through innovative health services. The medical and mental health services provided by the Health Center at Auraria are designed to keep students, faculty and staff healthy so that they can thrive personally and professionally. The Health Center at Auraria is located in the Plaza Building, Suite 150.

Phone: 303-615-9999

Gender Institute for Teaching and Advocacy (GITA)

The mission of [GITA](#) is to serve as a hub for transformative education, programming, and advocacy on issues of gender equity and social inclusion. GITA aims to provide academic and holistic support for students targeted by sexism and other intersecting oppressions. GITA offers multiple student services from scholarship assistance to lactation space on campus. GITA is located in Boulder Creek, Room 132.

Phone: 303-615-2052

Email: GITA@msudenver.edu

Office of Career Services

The [Office of Career Services](#) provides high-quality, student-focused services to support all aspects of career exploration by encouraging students and alumni to develop self-knowledge, identify career goals, and build job-search skills to empower a life-long career journey. The Office of Career Services is located in the Administration Building.

Phone: 303-615-1133

Email: careerservices@msudenver.edu

Office of Financial Aid and Scholarships

The [Office of Financial Aid and Scholarships](#) provides financial aid counseling and services to students at MSU Denver. The Office of Financial Aid is located in the Jordan Student Success Building, Suite 130.

Phone: 303-556-8593

Email: finaid@msudenver.edu

Office of Diversity and Inclusion

The [Office of Diversity and Inclusion](#) serves as an agent and resource to provide leadership on issues related to diversity. Their goal is to support and promote diversity and inclusion in all aspects of campus life through the development of initiatives that encourage diversity and Inclusive Excellence. The Office of Diversity and Inclusion is located in the Jordan Student Success Building, Suite 440.

Phone: 303-615-0066

Email: diversity@msudenver.edu

Office of the Bursar

The [Office of the Bursar](#) educates students about financial responsibility in academics and in life, while promoting their educational goals and ambitions. The Office of the Bursar is located in the Jordan Student Success Building, Suite 150.

Phone: 303-615-0070

Email: bursar@msudenver.edu

Student Activities

The [Office of Student Activities](#) believes in each individual and the collective power of students to transform their communities. Collaboratively, they design opportunities for engagement and exploration by providing resources, programs, and services at MSU Denver. The Office of Student Activities is located in the Tivoli Student Union, Suite 305.
Phone: 303-615-0606

Student Engagement and Wellness

[Student Engagement and Wellness](#) is an array of departments and services that help students be their best selves, stay the course, and succeed in school, career, and life. The Office of Student Engagement and Wellness is located in the Tivoli Student Union, Suite 311.

Phone: 303-615-0220

Veteran and Military Student Services

Veteran and Military Student Services offers assistance for the student veteran as they transition from military to student life. Several services are provided within the [Veteran and Military Student Services](#) program. Veteran and Military Student Services is located in the Tivoli Student Union, Suite 215.

Phone: 303-615-0044

Email: veterans@msudenver.edu

Writing Center

The primary mission of the [Writing Center](#) is to help MSU Denver students become stronger, more confident writers by developing healthy writing processes, metacognitive awareness, and a broad repertoire of writing strategies. The Writing Center's main campus location is in the King Center, Room 415.

Main Phone: 303-615-1888