

# **Nutrition & Dietetics**

## **Student Handbook**

### **BS and MS Didactic Program in Dietetics (DPD)**

#### **Metropolitan State University of Denver**

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**IMPORTANT NOTICE** This handbook is not a substitute for the current undergraduate or graduate catalog or current general Student Handbook of 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.

# Nutrition and 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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## Welcome Letter

Welcome to the Didactic Program in Dietetics (DPD) Program at Metropolitan State University of Denver. You can complete this path at the undergraduate or graduate level. This is the path includes the course work that meets KRDN competencies required to receive a Verification Statement. This is needed to apply for a Dietetic Internship to become a Registered Dietitian/Nutritionist (RDN). This handbook provides information regarding expectations, program structure and guidelines. Please review this handbook carefully. We are happy that you have chosen MSU Denver to pursue your coursework and are here to help support your efforts.

\* Please note that effective 1 January 2024, to be eligible to sit for the national dietetic registration exam administered by the Commission on Dietetic Registration, the following will be required:

- A DPD verification statement
- A master's degree
- Completion of a dietetic supervised practice experience (aka dietetic internship)

## Program Description and Accreditation Status

Metropolitan State University of Denver (MSU Denver) offers a Bachelor of Science degree with a major in Nutrition and Dietetics (NUD) and a Master of Science degree in Nutrition and Dietetics (MSND). Both degrees can be completed part-time or full-time. Both programs include 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, 800-877-1600 ext. 5400, [acend@eatright.org](mailto:acend@eatright.org).

Students may choose to be enrolled in both the Nutrition and Dietetics major and the DPD or they may choose to be only enrolled in the Nutrition and Dietetics major.

- Undergraduate students must apply to the **Bachelor of Science degree with a major in Nutrition and Dietetics (NUD) DPD** during the semester prior to enrolling in NUT 3150, Advanced Nutrition- Macronutrients.

- Graduate students must apply to the **Master of Science degree in Nutrition and Dietetics (MSND) DPD** prior to the semester they enroll in NUT 5000, Introduction to Graduate Studies.

At MSU Denver the DPD is not designed to be a stand-alone program without being enrolled in the NUD 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 or master's degree 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 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 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), Military Veterans, LGBT+ 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

## 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 Canvas.

**Domain 1.** Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

**Knowledge** Upon completion of the program, graduates are able to:

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

KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

**Domain 2.** Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

**Knowledge** Upon completion of the program, graduates are able to:

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 Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.

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

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.

KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity, and inclusion.

KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.

KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.

KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

**Domain 3.** Clinical and Client Services: Development and delivery of information, products and services to individuals, groups, and populations.

Knowledge Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions, and develop plans to monitor the effectiveness of these 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 Practice routine health screening assessments, including measuring blood pressure, and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).

KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health, and disease.

KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

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

Knowledge Upon completion of the program, graduates are able to:

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

KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.

KRDN 4.3 Demonstrate an understanding of 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 Apply safety and sanitation principles related to food, personnel, and consumers.

KRDN 4.6 Explain the processes involved in delivering quality food and nutrition



services.

KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

**Domain 5.** Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

**Knowledge** Upon completion of the program, graduates are able to:

KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

KRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.

KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).

KRDN 5.4 Practice resolving differences or dealing with conflict.

KRDN 5.5 Promote team involvement and recognize the skills of each member.

KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

## DPD as Part of the Credentialing Process

Currently, becoming an RDN requires the following:

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

Students apply to dietetic internship programs generally during the last semester of their final year and start the internship after they have graduated with their degree and have completed the DPD. Please note: MSU Denver has a Dietetic Internship program; however, it is separate from the BS DPD and MS DPD. The internship application process and the internship itself are 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 70% 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. The application is completed in the Dietetics Inclusive Centralized Application System (DICAS). 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 are encouraged to see a faculty advisor in the Department of Nutrition to discuss specific questions and timelines for dietetic internship application process. Students should consider relocating when applying for a dietetic internship, as there are only 4 internships in Colorado. Currently all dietetic internships must provide at least 1000 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>

Upon completion of the dietetic internship, the student is eligible to take the national registration exam administered by the Commission on Dietetic Registration (CDR) to become a registered dietitian nutritionist (RDN). This exam may only be taken by those who have successfully completed the bachelor's or master'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®).

In most states, graduates also must obtain licensure or certification to practice. It is ACEND's considered opinion that the program is designed to and does meet all state dietetics licensure and certification laws. Colorado does not require licensure. More information about state

licensure requirements can be found at <https://www.cdrnet.org/state-licensure>

## Program Schedule

Courses in the BS and 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>.

## Program Costs

Students in the NUD major and DPD pay the same tuition and fees as any undergraduate 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](http://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 DPD Program:

Food costs and supplies in RST courses \$33/ credit	\$99
Membership to professional organization, per year (Academy of Nutrition and Dietetics)	\$85
BS Books and supplies (if purchased new) MS Books and supplies (if purchased new)	\$2000 \$500
SERV Safe Certification	\$15

Other information on fees such as admission fees can be found in the University Catalog at [www.msudenver.edu/admissions](http://www.msudenver.edu/admissions). 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](http://www.msudenver.edu) or <https://msudenver.edu/financialaid/graduate/>.

## Scholarships

The Department of Nutrition offers undergraduate students studying dietetics at MSU Denver the opportunity to apply for the Health Resources and Services Administration (HRSA)-Nutrition Scholars Program. More information is available at <https://www.msudenver.edu/nutrition/diversity/hrsa-nutrition-scholars-programs/>

The Department of Nutrition offers students enrolled in a nutrition graduate program at MSU Denver the opportunity to apply for the Post-

baccalaureate Opportunities for Hispanic Americans (POHA)-Denver Diversify Nutrition scholarship or stipend program.

More information is available at

<https://www.msudenver.edu/nutrition/diversity/poha-denver-diversify-nutrition-grant/scholarship-stipend-program/>

The Department of Nutrition also offers general departmental scholarships. For details please see

<https://www.msudenver.edu/nutrition/>

Additional information about scholarships at MSU Denver is located at

<https://msudenver.edu/financialaid/scholarships>.

The Colorado Academy of Nutrition and Dietetics offers scholarships for students pursuing a degree in nutrition. Details can be found at

<http://www.eatrightcolorado.org/members/awards-and-scholarships/#:~:text=CAND%20is%20excited%20to%20announce,in%20dietetics%20or%20related%20field>

### Academy of Nutrition and Dietetics 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, 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.

## Leave of Absence

BS and MS DPD 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.

## Compensation

Neither the BS DPD nor the MS DPD programs provide compensation to students.

## Academic Calendar

The MSU Denver academic calendar is available at <http://temp.msudenver.edu/events/academic>.

## 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](http://www.msudenver.edu)).

## Diversity, Equity, and Inclusion Statement

Metropolitan State University of Denver acknowledges the indigenous people, the land of Auraria, and the broader Denver area.

We honor and acknowledge that we are on the traditional territories and ancestral homelands of the Cheyenne and Arapahoe Nations. This area was also the site of trade, hunting, gathering, and healing for many other Native Nations: The Lakota, Ute, Kiowa, Comanche, Apache, Shoshone, and others. We recognize the Indigenous peoples as the original stewards of the land, water, plants, and animals who called this place home. As these words of acknowledgment are expressed, the ties that these nations have to their traditional homelands are renewed and reaffirmed. Let us also acknowledge the painful history of genocide and forced removal from this territory. We respect the many diverse Indigenous peoples still connected to this land on which we gather. We pay our respect to them and give thanks to all Tribal Nations and the ancestors of this place.

We also want to recognize the community and families of Auraria displaced by the creation of this campus for MSU Denver to have a place we now call home.

In the Department of Nutrition at Metropolitan State University of Denver, we believe that a diverse, inclusive, and equitable workplace is one where all students, faculty and staff feel valued and respected, regardless of their sex, gender identity, race, ethnicity, national origin, age, sexual orientation, religion, education, weight status, thought or ability. We are committed to a nondiscriminatory approach and provide equal opportunity for employment, student support, experience and advancement in all programs, courses, and workspaces. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

The Department of Nutrition at Metropolitan State University of Denver recognizes and respects that each member of its community is unique, and that diversity is both essential to and a highly valued principle of the Department as a site of work and learning. The desire for diversity in the Department of Nutrition at Metropolitan State University of Denver is the foundation of our continuing and vigorous efforts to increase the diversity of the nutrition profession, to promote equal employment opportunities, to ensure nondiscrimination in all aspects of

our programs and activities, and to prevent implicit bias in all our actions. We strive to be an inclusive Department that engages groups of diverse individuals and allows them to connect in ways that increase each participant's awareness, knowledge, and empathetic understanding to achieve exceptional results. We are committed to creating an environment where underrepresented populations have equal access to resources and opportunities to learn and grow both personally and professionally.

The Department of Nutrition at Metropolitan State University of Denver is committed to modeling diversity and inclusion for the entire nutrition and dietetics industry and to maintaining an inclusive environment with equitable treatment for all. The Department of Nutrition strives to accomplish the aims below by engaging in the accompanying action items to help promote diversity and inclusion in our workplace, our profession, and as a learning environment:

- View diversity, inclusion, and equity as connected to our mission and critical to ensure the wellbeing of our students, faculty and staff and the communities that we serve.
  - We pursue cultural awareness throughout our programs by creating substantive and meaningful learning opportunities for faculty, staff, and students.
  - Acknowledge and work to dismantle inequities within our policies, systems, programs, and services, and continually update and report on organizational progress.
  - We develop systems for intentionality and awareness of bias during the hiring, promoting, and evaluation process for faculty and staff, and during the evaluation process of students Updated 11.23.21 and prospective students in our programs.
  - Explore potential underlying, unquestioned assumptions that interfere with inclusiveness in the field of nutrition and dietetics and help to challenge assumptions about what it takes to be a successful professional in the field of nutrition and dietetics.
  - We develop and present sessions on diversity, inclusion, and equity to provide information and resources both internally, and to external members of the nutrition and dietetics community.
  - Commit time and resources to expand more diverse leadership within our student body, department, and advisory bodies.
  - We develop resources and expand offerings for underrepresented students, faculty, and staff by connecting with other organizations committed to diversity and inclusion efforts.
  - Lead with respect and tolerance. We expect all students, faculty, and staff to embrace this notion and to express it in all interactions associated with the Department of Nutrition and through everyday practices.
  - We practice inclusive leadership with an authentic commitment to diversity and inclusivity. Students perform self-assessments that include awareness in terms of learning and leadership styles, as well as cultural orientation.

The Department of Nutrition at Metropolitan State University of Denver also incorporates our focus on diversity, equity, and inclusion into multiple courses across academic programs and is a part of program assessment for the Didactic Program in Dietetics (DPD) and the Dietetic Internship (DI).

The implementation of the Department of Nutrition's Diversity, Equity, and Inclusion Policy Statement is essential to meet the core values of Metropolitan State University of Denver:

Community: MSU Denver is an engaged urban university that promotes mutual strength of our faculty and the energy of our students to solve real-world problems. We benefit the economic health, cultural health and well-being of the community and promote the public good through the transformation of urban communities in metropolitan Denver.

Access: Inspired by the students we serve, many of whom are low-income or first-generation, our self-confident academic community breaks down traditional boundaries and takes responsibility for meeting the challenges of access to education in the 21st century.

Diversity: MSU Denver has been committed to diversity, equity, and inclusive excellence since its inception. This is evidenced by our efforts to embed systemic practices to achieve a high-quality, culturally sensitive education; is reflected by our leadership, faculty, staff, and students; and is woven into the fabric of our University.

Respect: We boldly seek a climate of mutual respect and reflection that supports different beliefs and perspectives and promotes the open exchange of ideas. Because we respect everyone, communicate effectively, promote transparency, embrace dialogue, cultivate trust, and respect governance structures, we are consistently able to make decisions with a student's-first mentality.

Excellence: MSU Denver faculty members are known for their commitment to excellence in student-centered teaching and scholarship. Staff members are dedicated to the delivery of high-quality wraparound services for all students. Roadrunners strive for excellence in all they do, embracing the challenges in front of them and rising to reach their full potential.

## 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 Bachelor of Science degree with a major in Nutrition and Dietetics (NUD) or Master of Science degree in Nutrition and Dietetics (MSND) at MSU Denver will be given to all students who successfully complete the DPD coursework, show competency for all of the KRDNs, submit an exit survey and meet the ethical requirements of the program.

Students with a degree from a prior institution, only seeking a DPD Verification Statement needs to meet with the DPD Director regarding transcript evaluation, required coursework and KRDN competency tracking.

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>.

Note: 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, competency in all of the KRDNs (tracked in CANVAS) and awarding of the degree are listed on the student's official university record.

**Declaration of Intent:** 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 DPD course work.

## 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. It is also helpful to provide a copy of a resume or personal statement at the time the request is made. 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.

## 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](http://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](http://www.msudenver.edu))

## Access to Student Support Services

Students in the NUD major have access to a wide variety of student support services. The Nutrition Department has an Office of Student Services. MSU Denver has a Financial Aid Office, Student Health Center, Testing Center, Counseling Center, Writing Center, tutoring services, Access Center (for students with disabilities), Applied Learning Center, Auraria Library, Veteran and Military Student Center, Career Services, Food Bank, and Student Academic Success Center (tutoring and other services). For more detailed information about student academic and support services, visit <https://www.msudenver.edu/student-academic-services/> and <https://msudenver.edu/studentengagementandwellness>.

## 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.

## 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](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 CANVAS. 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 CANVAS for online instruction and/or online testing with their unique username 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://www.msudenver.edu/policy/acceptable-use-computing-systems/>.

## 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 policies 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>

and MSU Denver. 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 Health and Applied Sciences. 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-notice-and-announcements/filing-a-complaint-with-acend>.

## Grievance Procedures

BS and MS DPD 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 fourth week of the semester following the completion of the course. 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 Health and Applied Sciences 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 Health and Applied Sciences. 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.

## Senior and Alumni Surveys

Students are requested to evaluate the NUD 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 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 Nutrition and Dietetics. You will also need to complete the online Graduate Survey. Contact the Department of Nutrition to make an appointment to meet with the DPD Director, Anne Hovinen, at 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.

## Admission Requirements for the BS with Major in NUD DPD and MSND DPD

### BS with Major in Nutrition and Dietetics (NUD)

Admission requirements to MSU Denver can be found at <https://msudenver.edu/admissions/>. When a student is admitted to MSU Denver they may declare NUD as their major if they have a cumulative GPA of 2.0. Students may declare NUD as their major at admission or by visiting the Department of Nutrition after admission. All students who declare or intend to declare the NUD 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.

## BS NUD DPD

Admission to the DPD requires a separate [application](#) and must be completed before enrollment in NUT 3150. All NUD 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 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 NUD GPA of 2.0, and
- Have a grade of “C” or higher in all NUD 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 2.0 GPA or higher in the DPD prerequisites will be withdrawn from NUT 3150 Advanced Nutrition- Macronutrients and will not be considered a student in the DPD. Once students have earned a 2.0 GPA in DPD prerequisites, they may reapply to the DPD and enroll in NUT 3150. Students who do not wish to become an 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 3 years of being accepted into the DPD. Part-time students must complete the DPD within 4 1/2 years of being accepted. Years of enrollment are calculated from the semester a student initially enrolls in NUT 3150 Advanced Nutrition-Macronutrients.

## Master of Science in Nutrition and Dietetics (MSND)

Admission to the MS DPD Program requires:

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

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](mailto: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:
  - Why are you interested in pursuing a Master of Science in Nutrition and Dietetics?
  - This is a very rigorous program, please provide examples of your academic and/or professional experience that have prepared you to handle a rigorous graduate program.
  - What are your short and long-term goals as they relate to the Master of Science Nutrition and Dietetics Program?
- 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:

- 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 course or Medical nutrition therapy 1 and 2)

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

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.

#### 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 on a case-by-case basis. Transfer students should bring course descriptions and syllabi or 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.

### MSND 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.

### Course Work for the BS NUD DPD and MSND DP

#### BS NUD DPD Coursework

DPD coursework includes all major courses listed in the NUD program description for the relevant catalog year and General Studies courses specified as required for the NUD major. Students should check their catalog year requirements since major requirements can differ depending on catalog year. Courses required for the DPD that fulfill General Studies requirements 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 NUD 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 Canvas. Grades are administered for each course and recorded on the student's Degree Progress report. 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.

## BS NUD Curriculum

The NUD Program Description located on the Nutrition Department web site, <https://www.msudenver.edu/nutrition/undergraduate-programs/nutrition-dietetics-major/> provides an overview of course requirements for the program, a recommended four-year course sequencing, and the NUD Program Pathway diagram.

## BS NUD 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 (RST) 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.

## **BS NUD 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 for a student to complete the undergraduate DPD requirements: NUT 1800 Careers in Nutrition and Dietetics, NUT 3150 Advanced Nutrition-Macronutrients, NUT 3160 Advanced Nutrition – Micronutrients, NUT 4300 Management in Dietetics, NUT 4350 Leadership in Dietetics, NUT 4720 Nutrition Capstone, and NUT 4800 Medical Nutrition Therapy.

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 Nutrition Capstone 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. These courses generally transfer into the General Studies category.

#### Restaurant Management (RST)

RST 1200 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.

#### Overlapping Minor Courses and NUD Major Courses

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

## BS DPD graduation requirements and policies

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

- Students must complete the required coursework while maintaining a cumulative
- No grade lower than a "C-" in Nutrition Major Courses counts toward degree completion. Students obtaining below "C-" 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 required to meet with an academic advisor to discuss strategies for success or alternative degree options. The nutrition major courses include: BIO 2310 Anatomy and Physiology 1, BIO 2320 Anatomy and Physiology 2, CHE 2100 and CHE 2150 Intro to Organic and Biological Chemistry with lab, HCM 3150 Health Care Organization and Management, NUT 1800 Careers in Nutrition and Dietetics, NUT 2040 Intro to Nutrition, NUT 3150 Advanced Nutrition- Macronutrients, NUT 3160 Advanced Nutrition- Micronutrients, NUT 3300 Cultural Aspects of Nutrition, NUT 3400 Nutrition and Weight

Management or NUT 3200 Nutrition and Sports Performance, NUT 3500 Food Safety, NUT 3700 Nutrition Education and Counseling, NUT 4200 Lifecycle Nutrition for Majors, NUT4210 Community Nutrition, NUT 4300 Management in Dietetics, NUT 4350 Leadership in Dietetics, NUT 4800 Medical Nutrition Therapy, NUT 4750 Nutrition Capstone, RST 1200 Basic Cooking Skills

- Students may enroll in no more than 18 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 undergraduate's programs requires that at least 45 credit hours be completed at MSU Denver. This requirement is waived if the student has an existing undergraduate degree.
- Students must complete the BS degree within 4 ½ calendar years from their initial enrollment in NUT 3150 Advanced Nutrition- Macronutrients
- 120 total credits are required to complete a BS DPD degree

Students are expected to meet with academic advisors on a regular basis. 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 courses, and
- Discussing appropriate career and internship paths.

Detailed graduation requirements can be found at [www.msudenver.edu](http://www.msudenver.edu) in the University Catalog

## **MSND DPD Coursework**

MS DPD coursework includes all major courses listed in the MSND program description for the relevant catalog year and RST 1200 Basic Cooking Skills, HCM 3150 Healthcare Organization and Management, NUT 4300 Management in Dietetics and NUT 4350 Leadership Principles in Nutrition. Students should check their catalog year requirements since major requirements can differ depending on catalog year.

## **MSND DPD Recency and Substitution Rules:**

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. The medical nutrition therapy recency requirement may be waived if the applicant has recent clinical work experience.

Up to 6 credits can be transferred into the MSDPD program.

Approval of waiver of this recency requirement and course transfer will be determined by the Admissions Committee and/or Graduate Director.

### Restaurant Management (RST)

RST 1200 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.

## **MSND DPD graduation requirements and policies**

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.

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 and internship paths.

Detailed graduation requirements can be found at [www.msudenver.edu](http://www.msudenver.edu) in the University Catalog

# 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, if 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.