

Beaver College of Health Sciences, Appalachian State University
Department of Nutrition and Health Care Management
Nutrition Graduate Student Handbook

APPALACHIAN STATE UNIVERSITY

BEAVER COLLEGE OF HEALTH SCIENCES

DEPARTMENT OF NUTRITION AND HEALTH CARE MANAGEMENT

NUTRITION GRADUATE STUDENT HANDBOOK

August 2018



Acknowledgments

The work of Diane Butterworth, DrPH, RD, LDN, FCS Graduate Program Director is appreciated; Dr. Butterworth in 1996 developed the first graduate handbook for the graduate programs in the Department of Family and Consumer Sciences which was in the College of Fine and Applied Arts. That same handbook was revised again in 2007 by Sammie G. Garner, PhD, CFCS, FCS Graduate Program Director. The text was revised annually by Martin Root, PhD since 2010 when the program moved to the new College of Health Sciences.

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NUTRITION GRADUATE STUDENT HANDBOOK

INTRODUCTION

Welcome to the graduate program at Appalachian State University and to the Department of Nutrition and Health Care Management! Our faculty are delighted that you have chosen to study with us. This handbook is designed to assist you in completing your Master of Science degree in Nutrition with optimum scholarly accomplishment and professional development.

The responsibility to know and complete the requirements for a degree rests with each graduate student. Therefore, knowing the content of this document as you progress through your time here at Appalachian is very important.

Within a week, please submit the forms in Appendix 1 and Appendix 3 to the Graduate Program Director. By signing these forms, you indicate that you understand and will comply with all aspects of this Handbook and the Professional Behavior Policy.

HISTORY

Originally, the Master of Arts in Home Economics was approved in Fall 1990; the first student graduated in Summer 1991. In fall 1995, the Department of Home Economics adopted the name Family and Consumer Sciences to reflect better the position of the unit in society and academia and to identify with the name adopted by the national accrediting body. A Master of Arts in Family and Consumer Sciences was offered the next fifteen years. The degree was revised to designate three concentrations: child and family studies, general, and foods and nutrition (with a dietetic internship); this revision was effective in fall 2007. In fall 2010, the Nutrition faculty from the FCS department joined with faculty from the Walker College of Business to form the Department of Nutrition and Health Care Management (NHM) in the newly formed College of Health Sciences. The graduate degree was renamed a Master of Science degree in Nutrition.

The graduate program is a combined degree with both graduate coursework and a Dietetic Internship (DI). The first year of the two-year program is coursework while the second year is an accredited Dietetic Internship at sites in rural areas across the state, but concentrated in Western and Central North Carolina. The DI is a supervised practice program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics.

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
(312) 899-4876

VISION AND MISSION OF THE PROGRAM

The vision of the Graduate Program in Nutrition is to be recognized as a model for preparation of dietetic professionals who demonstrate competency in delivering nutrition care and services in rural health settings.

The Mission of the program is to prepare graduates to function as dietetics professionals utilizing rigorous academic preparation, research experience, and guided practice in rural health settings to enhance future careers in nutrition.

The Program has defined the following Learning Goals:

- Students will integrate scientific information and research into practice.
- Students will demonstrate beliefs, values, attitudes and behaviors for the professional dietitian level of practice.
- Students will be able to develop and deliver information, products and services to individuals, groups and populations.
- Students will be able to strategically apply principles of management and systems in the provision of services to individuals and organizations.

UNIVERSITY RESOURCES

The Cratis D. Williams School of Graduate Studies oversees the process of graduate education at Appalachian from admissions to commencement. The staff is well qualified to answer questions about policies and procedures for graduate students and offer several training opportunities such as orientation for graduate students, training for teaching assistants, and thesis workshops. Information is published about the University and its graduate education resources on the [Cratis D. Williams School of Graduate Studies website](#).

[The Appalachian Graduate Bulletin](#) describes specific degree program requirements, course offerings, and academic policies and procedures that must be followed to obtain a graduate degree, as well as other details regarding financial, computer, library, and faculty resources. The Graduate Bulletin is the final authority on University policies.

Students are encouraged to consult with their advisors regularly to plan a successful path to the completion of their graduate degrees. The official position of the University and the NHM department is that the sole responsibility for a graduate student's adherence to academic policy and fulfillment of requirements toward a degree rests with the student.

Each student will receive a username and temporary password to initiate access to AppalNet. Through this website students can access email, register for and link to classes, as well as view and access a variety of campus resources. Degree Works, also available through AppalNet is a record of your required courses and your progress toward your degree. All students will receive a student identification card, known as an AppCard. A student can deposit money on this card and use it as a debit card anywhere on campus. Online deposits can be made to the card via AppalNet.

DEPARTMENT POLICIES

DEPARTMENT RESOURCES

The Department of Nutrition and Health Care Management has friendly and caring students, staff and faculty who welcome students to a meaningful and challenging graduate study experience. The department is currently located in L.S. Dougherty Building and is open to all students Monday through Friday from approximately 9:00 AM - 5:00 PM. The department office is located in room 101. Building and room locations will change during the 2018-2019 academic year as we transition to Leon Levine Hall, the new home for the Beaver College of Health Sciences. In LLH, the Department will be located on the 5th floor with the main office in suite 548.

Graduate Lounge

Until the transition to LLH, graduate students may study or work in the Graduate Lounge, room 103. Professional behavior is expected when using graduate program space and resources, and privileges can be removed at any time for disruptions to this work environment. Respect for your peers should be demonstrated at all times. This includes maintaining a safe, clean, and orderly space. The computers in this room are for graduate student use; therefore, personal information should not be stored on them. A printer is provided; print cartridges will be maintained by the department. Graduate students will be expected to provide their own paper. In LLH, the graduate student lounge, room 247, will be a leisure space only and will be shared with other graduate students in the college.

Computer Lab

A computer lab is provided by the University for use by students. Until the move to LLH, It is open in L.S. Dougherty room 209. Graduate students may request use of this lab at additional times. It is generally open on weekdays until approximately 5pm, unless it has been reserved for a class. Some specific Nutrition-related software such as Food Processor ESHA is available there. Printers are located in the computer labs. Students pay for printing using their AppCard.

Graduate Program Bulletin Board

Located on the second floor, east end, the Nutrition Graduate Program bulletin board is used to post memoranda, articles, job offerings, advising deadlines, presentation announcements, and course listings pertaining to graduate students. Graduate students may use this board to share pertinent information with other graduate students in nutrition.

Student Organizations

A campus-wide organization exists specifically for graduate students: the [Graduate Student Association Senate](#). A representative and alternate of the Nutrition graduate program to this organization will be elected at the first meeting of the year. Social events for graduate students are arranged through this group.

DEPARTMENT POLICIES

Documentation

Prior to beginning in the Graduate Program, students must submit to the Director of the Dietetic Internship of the Department two documents related to the successful completion of the undergraduate program. These are 1) an official final printed transcript that shows the degree from the undergraduate institution and the date conferred and 2) an original copy of the Verification Statement signed by the DPD Director from the undergraduate institution. Graduate studies cannot begin until these two documents are received.

After Hours Building Access

Students are permitted to work in laboratories after 5:00 PM or on Saturday and Sunday only by instructor's or advisor's approval that is conveyed through the Departmental Administrative Associate to Campus Security. A course instructor or research advisor emails the Administrative Associate that a student needs access to a specific room for a specific time interval, usually an evening or a weekend. This request needs to be conveyed two days in advance so that the information can be logged with Security one day in advance. When the student needs access to the building, Campus Security should be called (x2150). If the appropriate permission has been logged and if the student has appropriate identification, then an officer will allow that student (and only that student) into the building and room.

Duplication

Access to the copier in the department office is available to NHM faculty, staff and trained graduate assistants working on approved NHM materials. The copier and other office materials are not for personal or course use.

FUNDING SOURCES AND AVENUES OF SUPPORT

Sources to finance graduate education may include loans, fellowships, scholarships, and assistantships. To be considered for financial aid, the Free Application for Federal Student Aid (FAFSA) should be completed; this form is available at the [Financial Aid Office](#). Applications for fellowships, scholarships, and assistantships are available online from the [Graduate School](#). For questions regarding tuition status, refer to the [Registrar's Office](#). Support for graduate student research is available through the [Graduate School](#) and the [Office of Student Research](#).

Graduate assistantships and Out-of-State Tuition Scholarship recipients usually are announced in the summer prior to the beginning of the school year.

Graduate Assistantships

Graduate Assistantships (GAs) involving teaching, research or service to the University are available only during the first year of graduate study for Nutrition students. Graduate Assistantships are awarded by the department chair. NHM graduate assistantships are available with workloads of 10 – 20 hours per week. Information regarding graduate assistantships in other university programs is available through the Graduate School. In 2018 – 2019 an assistantship for 20 hours carries a stipend of \$9,000 per year before taxes; stipends for assistantships of less than 20 hours are proportionately reduced. During any semester that a graduate student receives a stipend, he or she must be enrolled in a minimum of 9 and a maximum of 12 semester hours. A summer assistantship requires enrollment in at least one course during the summer. Graduate assistants must maintain a minimum 3.0 grade point average and comply with regulations and policies applicable to graduate assistant personnel and the Graduate School.

Specific job descriptions will be defined by the assigned faculty member and the department chairperson. Graduate assistants are expected to be familiar with and abide by the policies outlined in [Appalachian State Graduate Bulletin](#). Before the first day of classes, assistantship recipients are required to report to the Graduate School Office in the John E. Thomas Administration Building to sign appropriate forms and tax documents. To complete these forms, students will need two of the three following items:

1. Official identification (valid driver's license or military ID),
2. Original Social Security Card, or
3. A birth certificate or passport.

Out-of-State Tuition Scholarships

Out-of-State tuition scholarships are awarded to a very limited number of exceptionally qualified assistantship recipients. These scholarships are allotted by the Graduate School and awarded by the department chair. Recipients must meet the following guidelines:

1. The student must be approved for admission and classified as out of state
2. The student must register for a minimum of nine hours to maintain full-time status and the tuition scholarship privilege.
3. The student must hold a graduate teaching or research assistantship of at least 10 hours in the semester(s) of their tuition scholarship.
4. The student must meet the specified undergraduate GPA requirement and have competitive GRE scores.
5. The student must maintain a 3.4 GPA to retain the scholarship in the Spring semester.

North Carolina Residency Status for Tuition Purposes

Information regarding North Carolina residency in order to qualify for in-state tuition rates can be found at <https://ncresidency.cfnc.org/residencyinfo/>

DESCRIPTION OF MASTER OF SCIENCE IN NUTRITION PROGRAM

The Nutrition combined graduate program/DI leads to a Master of Science degree designed to prepare graduates for professional practice or for doctoral study leading to careers in teaching and research. The degree requires 39 semester hours with or without a thesis. The student’s graduate committee reviews the qualifications of each applicant who meets the graduate school admission requirements and specifies any deficiencies and consequent coursework needed.

Course Requirements for the Master of Science in Nutrition (841A)

Required Courses	NUT 5000: Research Methods in Nutrition and Foods (3) NUT 5205: Maternal and Child Nutrition (3) NUT 5210: Nutrition for Older Adults (3) NUT 5220: Advanced Concepts in Nutrition and Assessment (3) NUT 5250: Dietetic Practice I (3) NUT 5255: Dietetic Practice II (3) NUT 5900: Internship (12) ES 5592: Data Analysis in Sport and Exercise Science (3)	33
Thesis Option (Choose One)	With Thesis NUT 5999: Thesis (3-4) OR Without Thesis NUT 5901: Research Project (3-4)	3-4
Electives	Select 2-3 s.h. of approved graduate electives	2-3
Total Semester Hours Required for the Master of Science in Nutrition (841A)		39

MAJOR STEPS IN GRADUATE PROGRAM

Each graduate student has the responsibility of meeting all requirements for completing successfully his or her program of study in a timely manner. The Graduate Program Checklist in Appendix 2 can help anticipate and plan each step. The student may track and date each step when completed.

The program director will maintain a copy of the Graduate Program Checklist attached to the inside cover of each student’s program file maintained in the NHM office. The director will verify the completion by dating each component listed.

Program Advisor

Students admitted to a program of graduate study at Appalachian State University are assigned an academic advisor from the department offering the degree. The Program Director is temporarily assigned as advisor to all students upon admission. The NHM chair re-assigns an advisor to each Nutrition graduate student before the Fall semester. Students should meet regularly with their advisor for the purpose of developing and implementing their graduate program. Coursework taken without advisor and committee approval will not automatically be applicable toward the degree.

Selection of Program Committee

A student will determine a program committee after consultation with his or her advisor during the first semester at Appalachian. The committee should be composed of at least three members including the advisor as the chair. At most, one committee member may be from another graduate program other than Nutrition. The committee will be responsible for the approval of the program of study and will participate in the Admission to Candidacy process at the end of the student's first year. This committee also will participate in directing the research of the student.

Program of Study

The Program of Study is a list of the courses the student intends to take to meet the requirements of the degree program. This is approved by the student's committee and the department chair, and administered online through DegreeWorks and the Registrar's Office. The Program of Study also serves as a degree contract between the student, the department, and the Graduate School. Changes in the program of study require approval by the graduate committee.

Before the end of the first semester, each student is expected to arrange a meeting with his or her committee to complete a proposed Program of Study. The agenda of the meeting will include a discussion of the student's choice of an elective graduate course for the Spring semester, the student's general progress in the graduate program, and initial discussions of the student's research project. Also discussed are the professional behavior expectations. This is described below.

The program of study for Nutrition graduate students is rather narrowly defined, with four graduate Nutrition courses taken in the NHM department in the first year, one required statistics course taken outside the department, and one elective course allowed in the Spring semester. A research course is required during the summer between the first and second year. Consultation with a student's academic advisor is required in choosing an elective graduate course. Listed below are a few courses that have been suggested to Nutrition graduate students as appropriate graduate electives. Other courses are possible if discussed with a student's advisor.

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- o HPC 5110. Multicultural Counseling/(3 Cr.)
- o HPC 5220. Counseling Theory and Techniques (3 Cr.)
- o HPC 5272. Individual and Family Development (3 Cr.)
- o PA 5260. Organization Theory and Behavior (3 Cr.)
- o NUT 5500 Medical Terminology (3 Cr.)
- o CHE 5580 Biochemistry I (3 Cr.)
- o SOC 5420 Health Care and Aging (3 Cr.)
- o ES 5555 Advanced Nutritional Aspects of Exercise and Sports (3 Cr.)
- o NUT 5300 Effective Rural Practice for Health Professionals (3 Cr.)

The maximum course load during the regular academic year is 15 hours per semester for students without assistantships and 12 hours for those holding assistantships. For the summer session the course load maximum is 6 semester hours for a 5-week term. Graduate Students may not earn more than 12 hours for the entire summer.

Professional Behavior Policy

The professional behavior policy will be introduced early in the graduate program and is detailed in Appendix 3, with a sample professional behavior review document provided in Appendix 4. Program faculty will continually assess students in classes and under other conditions (RAs, TAs, and research) for behavior consistent with professional standards in preparation for professional practice during the Dietetic Internship year.

Note: At present, most internship sites require no tattoos to show. In accordance with this current requirement, the expectation is that during normal classroom situations in the first year, no particular guideline in relation to tattoo visibility is made. However, when a professional activity is clearly indicated by the situation or dictated by an instructor, the expectation is that tattoos will not be showing. Situations that would fall within this professional guideline would include class presentations, service-learning in the community, field trips by classes, and situations in which a student is clearly representing the Nutrition program, the department, or Appalachian State University. Other situations would be specifically called for by the advisor, instructor, or supervisor.

Admission to Candidacy

Before admission to the Dietetic Internship in the second year of the Graduate Program in Nutrition, graduate students must be admitted to candidacy. This is a formal requirement that involves an interview with the graduate committee at the end of the first year of studies. The interview will include discussion of progress to date and possibly questions about the research project. One requirement of the Graduate School for Admission to Candidacy is completing the first year of study with a grade point average of 3.0 or above. A requirement of the Nutrition Program is demonstration of professional behavior as detailed in Appendix 3. A poor evaluation of professional demeanor and attitude at the Admission to Candidacy interview will result in a review by the Director of the Dietetic Internship as to the ability of the student to perform professionally during the Dietetic Internship. This review will result in either a probationary period at the start of the internship or termination of a student's graduate program.

The Admission to Candidacy meeting will be held with the graduate committee and the student. The graduate student and his or her graduate committee chair assume the responsibility for scheduling the interview. The committee chair may choose not to hold an actual meeting if all indications are positive and may seek a consensus by email from committee members. Based on the requirement of meeting expectations specified in the professional standards of the Rubric, a student will be informed whether they will be allowed to advance to the Dietetic Internship; if probation is given, the student will be made aware of the requirements to meet expectations and be removed from probation. The Admission to Candidacy forms will be submitted online by the Graduate Program Director, signed electronically by the graduate committee, and forwarded to the Department Chair and to the Graduate School.

In the event that a student is terminated from the graduate program, the student will be advised of possible alternative career options and available counseling resources.

COMPREHENSIVE EXAMINATION

A comprehensive examination is required of Nutrition graduate students completing the second year of the program. The exam includes two parts. The first, administered by the Director of the Dietetic Internship, is a practice of the Registration Exam administered by the Academy of Nutrition and Dietetics. This will be administered at the end of the second year of the program after the completion of the internship but before the end of the academic term. This will involve an intense review period that requires the purchase of the StEP DI Exam Review Course for \$180. Passing this exam is required for graduation. This exam can be taken multiple times. The practice exam will allow the student to practice taking the Registration Examination for Dietitians in exactly the same format as the actual exam, including identical time constraints. This means that the student will become familiar with the testing format prior to sitting for the actual exam.

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The second part of the Comprehensive Examination is part of the research requirement as coordinated by the Director of the Graduate Program. As the capstone for that requirement, each student will present a poster of their completed research. The student's graduate committee may modify these presentation requirements to better fit the nature of a student's project or the presentation venues.

GRADUATE RESEARCH ACTIVITY

Research is a required part of the Nutrition graduate program and requires enrollment in a three-hour course in the summer between the first and second year. Students are expected to consult with their advisor to determine which one of the following three options to select. 1) Thesis option. 2) Non-thesis research with a faculty advisor. 3) Non-thesis Quality Improvement research as part of Dietetic Internship. These three options are explained below.

For all the research options the student's advisor is also the student's research director. The product of the research project is a poster that is presented at the end of the student's second year. Research at Appalachian State University is held to ethical standards concerning conducting human studies and academic honesty and publication authorship. See Appendix 4 for the Departmental and University policy on Ethical Standards in Research and Publication Authorship.

Graduate students involved in the thesis or non-thesis research requirement must be enrolled in one of the following during the Summer semester:

- NUT 5901. Research Project (3 SH). See Appendix 5 for a syllabus for NUT 5901. This is for research options 2 and 3.
- NUT 5999. Thesis (3 SH). See Appendix 6 for a syllabus for NUT 5999. This is for research option 1 only.

As these Syllabi suggest, specific criteria for satisfactory completion of the summer research program are planned for each individual student project. Students are expected to remain in the local area and work in close contact with the course instructor or advisor to complete the research course expectations by the end of the summer. Grades for the research course will be assigned accordingly.

Thesis Option

The purpose of the thesis is to demonstrate a student's competence to investigate an original research topic and to report the findings in a professional manner. Early attention should be given to required approval for human or animal subjects' research procedures. In electing to write a thesis, attendance is required at one of the thesis/ dissertation workshops sponsored by the Graduate School every semester. These workshops provide information on writing the thesis and give the opportunity to ask questions. [The Handbook for Dissertation and Thesis Preparation](#) must be downloaded. Compliance with the procedures is mandatory. An extra semester may be required for students completing a thesis. Completion of the thesis may occur by the end of the summer following the internship; most students have required additional time. In this section several aspects of the thesis process are highlighted.

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Thesis Chair and Committee: The Thesis Chair is the student's advisor and chair of the student's program committee. The members of this committee also participate in directing the research of the student and, thus, are the members of the Thesis Committee.

Prospectus Preparation: [The Handbook for Dissertation and Thesis Preparation](#) should be downloaded and used as a guide for preparation and submission of the manuscript. The prospectus includes the Abstract, Introduction, Method, and Reference sections. The thesis chair primarily is responsible for the supervision of this process with the student.

Prospectus Meeting: The thesis committee must approve the prospectus for the thesis before the student may register for thesis credit (NUT 5999). Thus, the meeting to approve the prospectus must occur the previous semester. At this meeting the [Graduate School Thesis Committee Membership Form](#) must be completed. Signatures of committee members and the department chair are required. After the form is signed by the department chair, three copies of the form are made. One copy is for the student's advisor; one copy is for the student's file in the departmental office; one copy is retained by the student. A copy of the prospectus is placed with the committee membership form in the student's file. The original form and an original prospectus are submitted to the Graduate School by the student; the student may then register for thesis credit the next semester.

Data Collection: During this phase, the student should confer at least weekly with the Thesis Chair regarding progress and especially if problems arise relative to data collection. The student and student advisor should be attentive to informing and meeting with the student's thesis committee during the thesis development and implementation process.

Thesis Defense: At least twenty (20) working days before the defense of the thesis, a preliminary copy of the thesis must be presented to each member of the committee and both the Graduate Program Director and the Department Chair. This copy should be complete and in the correct Appalachian format. APA style is preferred. Within ten (10) working days, the committee members will return the draft with written criticisms and a statement of conditional approval or not to the thesis committee chairperson.

If the general agreement is conditional approval of the draft, the committee chairperson schedules the time and place of the defense. This should be held no later than ten (10) working days before the last day of the semester. A prudent student will arrange for a thesis defense well before the end of the semester to reduce the stress of commitments at the end of the semester.

The chairperson sends an invitation to the defense to NHM graduate faculty members, the department chairperson, the program director, the dean and associate deans of the college, the dean of the graduate school, and other graduate students in the NHM department. Invitations are to contain copies of the abstract and also should be posted on the Nutrition Graduate Program Bulletin Board.

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Thesis Submission. Immediately following the successful defense, the committee and the department chair sign, in ink, all copies of the approval page for the official copies to be bound (refer to [thesis handbook](#)). Students are required to submit an electronic copy of the final manuscript for inclusion in the electronic database of theses and dissertations. Students selecting the thesis option will also prepare a research poster for presentation at a professional venue.

Non-Thesis Project Option

The non-thesis option requires the completion of a research project and poster. Completion of the poster by the end of the summer between the first and second graduate year is preferable. Students selecting this option will take NUT 5901 during the summer with their research advisor as the instructor of record. This relieves considerable pressure on students during the extremely busy dietetic internship year. Early attention should be given to required approval for human or animal subjects' research procedures. Discussions early and often with a student's research advisor help expedite and clarify the research process. The professional presentation which demonstrates knowledge of the research process is prepared in conjunction with the faculty advisor and approved by the student's committee. The project will demonstrate the student's ability to prepare a research plan, gather data, perform a statistical analysis, draw conclusions, and present the material. This presentation should show professional command of the English language and knowledge of the student's profession. The expectation is that the entire graduate committee will be actively involved in the research process, particularly in the development and finalization of the research poster. For this reason, the student should expect to attribute his or her entire graduate committee as authors, with rare exceptions, on their final poster presentation.

Quality Improvement Research Option

Research under this option occurs during the supervised practice of the second year. Students will take NUT 5901 during the summer before supervised practice in preparation for this requirement. The Quality Improvement research will be developed in conjunction with and overseen by the student's graduate advisor, the DI Director and the internship preceptor. A poster presentation of the completed research is required.

THE FIRST YEAR AND SUMMER OF GRADUATE WORK PROGRAM

Requirements during the first year and summer of graduate work at Appalachian State University include:

1. Complete 20-21 graduate semester hours of work toward the MS degree in Nutrition.
2. Select members of Committee with guidance of advisor.
3. Gain approval of a Program of Study by the graduate committee.
4. Develop, submit for approval and collect data for graduate research project for those in the Thesis and Non-Thesis options.
5. Maintain at least a 3.0 GPA; higher GPA may be required for some financial awards.
6. Resolve any deficiencies identified by the student's advisor and committee prior to entry into the Dietetic Internship.
7. Pass Admission to Candidacy requirements

SECOND YEAR OF GRADUATE PROGRAM

Internship Orientation and White Coat Ceremony

The second year of the Graduate Program begins with a five-day orientation to supervised practice, held at Appalachian State University in Boone. Students who have relocated to other communities for internship rotations will need to arrange for housing in Boone during Orientation Week.

The culmination of Orientation Week is the White Coat Ceremony, held at Appalachian State University in Boone. Students will be provided with information regarding the ceremony by the DI Director. Students are encouraged to invite family and friends to attend this meaningful event.

The first White Coat Ceremony (WCC) took place in 1993 at the Columbia University College of Physicians and Surgeons. Since that time, the ceremony has been widely adopted by other medical schools and allied health professions. The purposes of the Appalachian State University White Coat Ceremony are to celebrate a milestone event in dietetic interns' professional development, underscore the importance of the Code of Ethics to the dietetics profession, celebrate the values of compassion and competence in future health professionals, and allow seasoned practitioners to welcome beginners into the profession.

Internship

The Dietetic Internship Handbook covers the details of the Graduate Dietetic Internship program. Students will be issued a copy of the Dietetic Internship Handbook and will participate in a half-day orientation toward the end of the spring semester of their first year of the graduate program. The Handbook is specifically designed to help students understand the steps and procedures required of the internship. Further questions about the Dietetic Internship or the Handbook can be answered by the Dietetic Internship Director.

Internship placements during the second year, even local placements in Boone, will require that the intern have access to an automobile for transportation to and from supervised practice sites.

Before the beginning of the Internship a number of documents need to be in order. The DI Director will provide further specific information to students regarding internship documentation. Requirements include but are not limited to:

- Health care insurance must be provided, usually in the same manner as in the first year, either provided personally and verified, or paid for and provided through the University.
- A criminal background check and drug screen are required through Certiphi. More instructions are provided in the DI Handbook.
- All interns must be members of the Academy of Nutrition and Dietetics.
- A current vaccination record must be provided to the DI Director.
- A health exam must be completed.
- Other items as required by the site to which the intern is assigned.

Application for Graduation

During the first week of the semester in which students intend to graduate, they should file an application for graduation. Applications are available in the Graduate Studies forms [webpage](#).

Commencement

The Graduate School holds Commencement ceremonies in May and December. Families and guests are invited.

APPENDIX 1: STUDENT AGREEMENT WITH THE GRADUATE HANDBOOK

This form is to be signed, dated and returned to the Graduate Program Director within one week.

I have read, understand, and agree to comply with the policies and responsibilities outlined in the **Graduate Student Handbook**. This compliance will continue throughout the completion of my graduate studies in nutrition. I understand that I will receive a copy of a second handbook, the **Handbook for Students in the Dietetic Internship**, which, along with the **Graduate Student Handbook**, will guide me throughout the second year of my program.

Signature of the Graduate Student

Printed Name

Date

APPENDIX 2: GRADUATE STUDENT CHECKLIST

	FORM OR DOCUMENTATION	ACTION REQUIRED	DATE RECEIVED
ITEMS REQUIRED PRIOR TO FIRST SEMESTER OF GRADUATE PROGRAM:	DPD Verification Statement	Submit original to DI Director or NHM office for filing.	
	Official Transcript with degree and date awarded		
ITEMS REQUIRED DURING FIRST WEEK OF GRADUATE PROGRAM:	Student Agreement with the Graduate Handbook	Sign and return to Graduate Program Director	
ITEMS REQUIRED DURING FIRST SEMESTER OF GRADUATE PROGRAM:	Program of Study approval online	Approval by graduate committee; submitted by Graduate Program Director	
ITEMS REQUIRED FOR STUDENTS ELECTING THESIS OPTION:	Submit during second semester:		
	Thesis Committee Membership form with Prospectus	Submit completed form and Prospectus to NHM office for filing.	
	Thesis Committee Membership form with Prospectus. * Must be submitted prior to enrolling in NUT 5999: Thesis	Submit completed form and Prospectus to Graduate School. *	
	Submit at program completion:		
	Bound copy of completed, approved thesis with original signature page	Submit to NHM department chair.	
ITEMS REQUIRED AFTER SECOND SEMESTER AND BEFORE BEGINNING INTERNSHIP:	Admission to Candidacy	Graduate Program Director submits completed form to Graduate School	
ITEMS REQUIRED UPON COMPLETION OF PROGRAM:	Comprehensive Examination form	Submitted online by Graduate Program Director	
	Apply for graduation		
	Order regalia for ceremony		
	Provide post-graduation contact info		

APPENDIX 3: PROFESSIONAL BEHAVIOR POLICY

SPECIAL MESSAGE TO DIETETICS STUDENTS

Congratulations! You have met the eligibility requirements for acceptance into the Combined MS/DI program in Nutrition. Enclosed is the Appalachian State University Dietetics Program “**Professional Behavior Expectations**” form, which is designed to validate your ability to meet the **requirements** of the program. You must review and sign this form in order to continue in the program.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredits professional training programs and requires that program graduates be qualified to deliver entry-level nutrition services. Accredited programs must provide evidence that their graduates have acquired the knowledge and skills necessary for RD exam eligibility and possess the professional behaviors required by the Code of Ethics for dietetics practice. Essential competencies include the ability to meet the academic, professional, and practice requirements of the curriculum. Examples of tasks related to these essential competencies include the following:

- Comprehend, retain, integrate, synthesize, and apply information to meet curricular and clinical demands.
- Display mature, empathetic and effective relationships with clients and faculty/staff while maintaining professional boundaries.
- Participate in classroom, service-learning, research, and assistantship duties for the defined workday and work week.
- Communicate professionally, intelligibly, and appropriately with program faculty, staff and external supervisors or affiliates.
- Possess reading, writing, and presentation skills sufficient to meet curricular, research and practice demands.
- Abide by the Code of Ethics for the Profession of Dietetics and the Code of Student Conduct for Appalachian State University.

These requirements are mandatory for admission to, retention in, and completion of the MS/DI program. The Nutrition program is committed to providing access to its programs to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. However, the Department is unable to make accommodations that impose an undue burden, present a threat to the health or safety of the individual or others, or fundamentally alter the nature of the academic or clinical curriculum.

These professional behaviors are developmental, meaning you are not necessarily expected to meet expectations immediately. However, as you move through the program and receive instruction and education on these skills, you are expected to demonstrate all professional competencies during the second semester of year one, prior to entering supervised practice.

Please review the required Professional Behaviors document very carefully. Then complete the form, sign, date and return it within the next fourteen (14) days.

APPENDIX 3: PROFESSIONAL BEHAVIOR POLICY

Appalachian State University, Graduate Program in Nutrition

You are expected to progress from awareness and understanding to demonstrating, mastering and integrating the following Professional Behaviors by the time you enter supervised practice. These are required for successful progression through the graduate program in Nutrition and the Dietetic Internship and will be assessed regularly throughout the program beginning in the first semester of year 1 of the program.

1. **Professionalism:** The ability to maintain appropriate hygiene, dress, and demeanor and to follow departmental policies and procedures as well as abide by the Code of Ethics of the Academy of Nutrition and Dietetics at <http://www.eatrightpro.org/~media/eatrightpro%20files/career/code%20of%20ethics/codeofethicsdieteticsresources.ashx>
2. **Collaboration:** The willingness and ability to work together with students, faculty and clients.
3. **Honesty/Integrity:** The ability to demonstrate moral excellence and trustworthiness. Also see University Policy 401.1 at http://policy.appstate.edu/Code_of_Student_Conduct
4. **Respect:** The ability to demonstrate consideration and regard for self and others regardless of ethnicity, age, sexual orientation, gender, or religious affiliation. The University's Equal Opportunity statement prohibits discrimination on the basis of "race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation." See University Policy 602.1 at http://policy.appstate.edu/Equal_Opportunity.
5. **Reverence for Learning:** The ability to demonstrate reverence for knowledge, experience, and being prepared for academic and clinical responsibilities.
6. **Emotional Maturity:** The ability to control emotions by exhibiting appropriate social behavior in the classroom and clinic and during other departmental activities and interactions.
7. **Flexibility:** The willingness to accept and adapt to change. The student is expected to have the flexibility to function effectively under stress; that is, the individual is expected to be able to learn to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many clients.
8. **Communication skills:** The ability to demonstrate social awareness and the communication skills (including written, verbal and nonverbal) necessary for establishing rapport with clients, conducting clinical sessions, counseling clients and interacting with colleagues, faculty, and other professionals.
9. **Cultural Competence:** The capacity to understand and appropriately respond to the unique combination of cultural variables and the full range of dimensions of diversity that the professional and client/patient/family bring to interactions.

My signature indicates that I have read and understand the Professional Behaviors necessary for the Graduate Program in Nutrition in accordance with those for successful practice in the dietetics profession. If I feel I need reasonable accommodations in order to demonstrate these behaviors, I am aware that I can contact the Office of Disability Services to discuss this by phone, 828-262-3056 or email, ods@appstate.edu.

Name _____

Date _____

APPENDIX 3: PROFESSIONAL BEHAVIOR POLICY

**Appalachian State University
Graduate Program in Nutrition
Professional Behavior Policy**

A. Statement of Policy

The Department of Nutrition and Health Care Management (NHM) offers the Graduate Program in Nutrition to prepare students for practice as a Registered Dietitian Nutritionist (RDN). Registered Dietitian Nutritionists (RDNs) must meet educational requirements approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), pass the national credentialing exam administered by the Commission on Dietetic Registration (CDR), and meet continuing professional education requirements. RDNs provide nutrition education and services in a variety of professional settings including clinical, community, management, government agencies, private practice, and research. Graduate students in Nutrition must have the intellectual and academic capabilities sufficient to meet the curricular demands of the program, be proficient in oral and written English, and possess behaviors that are expected of RDNs engaged in practice.

B. Required Professional Behaviors

ACEND, in collaboration with the Academy of Nutrition and Dietetics (AND) and CDR, accredits dietetics training programs and requires that program graduates be qualified to function as entry level RDNs. Accredited programs must provide evidence that their graduates have acquired the knowledge and skills necessary for the credentialing examination and possess the ethical behaviors essential for professional practice.

Nutrition students are expected to progress from awareness and understanding to demonstrating, mastering and integrating the following professional behaviors during their two years of classroom study and internship experiences. These are required for successful progression through the graduate program in Nutrition.

1. **Professionalism:** The ability to maintain appropriate hygiene, dress, and demeanor and to follow departmental policies and procedures, as well as the Academy of Nutrition and Dietetics Code of Ethics <http://www.eatrightpro.org/~media/eatrightpro%20files/career/code%20of%20ethics/codeofethicsdieteticsresources.ashx>
2. **Collaboration:** The willingness and ability to work together with students, faculty and clients.
3. **Honesty/Integrity:** The ability to demonstrate moral excellence and trustworthiness. Also see University Policy 401.1 at http://policy.appstate.edu/Code_of_Student_Conduct
4. **Respect:** The ability to demonstrate consideration and regard for self and others regardless of ethnicity, age, sexual orientation, gender, or religious affiliation. The University's Equal Opportunity statement prohibits discrimination on the basis of "race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation." See University Policy 602.1 at http://policy.appstate.edu/Equal_Opportunity.
5. **Reverence for Learning:** The ability to demonstrate reverence for knowledge, experience, and being prepared for academic and clinical responsibilities.
6. **Emotional Maturity:** The ability to control emotions by exhibiting appropriate social behavior in the classroom and clinic and during other departmental activities and interactions.

APPENDIX 3: PROFESSIONAL BEHAVIOR POLICY

7. **Flexibility:** The willingness to accept and adapt to change. The student is expected to have the flexibility to function effectively under stress; that is, the individual is expected to be able to learn to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many clients.
8. **Communication skills:** The ability to demonstrate social awareness and the communication skills (including written, verbal and nonverbal) necessary for establishing rapport with clients, conducting clinical sessions, counseling clients and interacting with colleagues, faculty, and other professionals.
9. **Cultural competence:** The capacity to understand and appropriately respond to the unique combination of cultural variables and the full range of dimensions of diversity that the professional and client/patient/family bring to interactions.

C. Accessibility of Programs to Qualified Individuals with Disabilities

Consistent with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA), it is the policy of Appalachian State University that no qualified individual with a disability shall be excluded from, denied the benefits of, or be subjected to discrimination in any university program, service or activity. In accordance with Section 504 and the ADA, all applicants for the NUT program must be qualified individuals who are able to meet the essential competency requirements of the program, with or without reasonable accommodations.

The Department of Nutrition and Health Care Management (NHM) is committed to providing access to its programs to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. However, the Department is unable to make accommodations that impose an undue burden, present a threat to the health or safety of the individual or others, or fundamentally alter the nature of the academic or clinical curriculum.

D. Distribution of Policy

1. The Professional Behavior Policy (“the Policy”) will be posted on the NHM website.
2. The Policy will be distributed to all applicants upon admission to the graduate program.
3. The Policy will be provided to and reviewed with all graduate students at program orientation and again if concerns arise. All students must complete a form attesting to receipt and understanding of the Policy. Signed copies will be maintained in each student’s advising file.
4. The Policy will be provided to students, faculty members, or others as necessary if concerns arise regarding a student’s compliance with the professional behaviors set forth in the Policy.

E. Professional Behavior Reviews

1. Any faculty member or any other person supervising or evaluating any aspect of a student’s graduate program who has concerns about a student’s compliance with this Policy will address the concern(s) with the student during the formal professional review process conducted at the midpoint and end of each semester during the first year of graduate studies, *or at any other time when more immediate review is deemed necessary.*

APPENDIX 3: PROFESSIONAL BEHAVIOR POLICY

- a. “Faculty member” as used in this Policy means all individuals defined as Faculty in the Appalachian State University *Faculty Handbook*.
 - b. Other individuals supervising or evaluating an aspect of a student’s NUT program may include, but are not limited to, external supervisors of internships, assistantships, practicum experiences, service-learning experiences, or any similar activity for which NUT credit is given.
2. The Professional Behavior Review Document found in Appendix 4 will be distributed to all faculty members, or other persons as described in paragraph 1 above, at the midpoint and end of each semester during the first year of graduate studies. Professional Behavior Reviews will be completed within one week and provided to the Graduate Program Director for review.
 3. The Professional Behavior Review Document (Appendix 4) will be distributed to all first-year graduate students for self-evaluation at the midpoint and end of each semester during the first year of graduate studies. The Professional Behavior Review will be completed within one week and provided to the Graduate Program Director for review. The self-evaluation will be used as a part of the overall professional behavior review and any subsequent meetings and will be retained in the student’s advising file.
 4. A rating of less than 3, i.e. fair or poor, on any review item during any review period will initiate a remediation meeting with the student. The level of concern will determine the appropriate procedures as outlined in paragraphs 5 and 6 below. If a student’s behavior does not reach an acceptable rating of 3 or better by the end of the semester, they will remain on probation for the following semester. If a student’s behavior does not reach an acceptable level during the probationary period, the student will be reviewed following the procedure provided in paragraph 6 below to determine the appropriate consequences.
 5. In the case of minor concerns, the Faculty member or other person supervising or evaluating the student may attempt to resolve the concerns informally and document a written warning.
 - a. At a minimum, the faculty member or other supervisor/evaluator will meet with the student in person to discuss the concern.
 - b. An informal resolution will include written documentation of the concern and resolution, and may include the student’s voluntary, signed agreement to take certain steps to address the concern.
 - c. If a student requests a reasonable accommodation in order to satisfy the required Professional Behaviors, the student will be referred to the Office of Disability Services (ODS). If ODS determines that reasonable accommodations should be approved, University and student records will be updated as appropriate to reflect that determination.
 - d. A copy of the informal resolution documentation will be provided to the Graduate Program Director.
 - e. If the Faculty member or other supervisor/evaluator and the student are not able to resolve the concerns informally, or if the Graduate Program Director, upon receipt of documentation, determines that consideration by the Departmental Faculty is appropriate, the Graduate Program Director will convene a meeting of the NUT Graduate Faculty following the formal resolution procedure as outlined below.

APPENDIX 3: PROFESSIONAL BEHAVIOR POLICY

6. If the Graduate Program Director convenes a meeting of the NUT Graduate Faculty to consider a professional behavior concern, the following procedures will govern. At minimum, this meeting will include the Graduate Program Director, the student's faculty advisor, the Dietetic Internship Director, and the Department Chair.
 - a. The Program Director will convene the meeting as promptly as is reasonably possible.
 - i. If the Program Director initiates a review or if there is another conflict of interest, another Departmental Faculty member will be designated to chair the review meeting. The term "Chair" as used in these procedures shall refer to the Program Director or another Departmental Faculty member designated to chair the review meeting.
 - ii. The Chair will notify the student of the meeting via email. Unless unusual circumstances require otherwise, the student will be provided notice at least 48 hours in advance of the meeting. The notice to the student will include the following:
 1. Date, time, and location of the meeting.
 2. A copy of the documented professional behavior concern.
 3. A copy of this Policy.
 4. A statement that the student's rights include, among other things, the student's right to speak on his or her own behalf, the right to be accompanied by a non-attorney support person, the right to present information, and the right to ask others (but not an attorney) to speak on the student's behalf.
 - b. The Chair will preside over the meeting and is responsible for ensuring an orderly, fair, and efficient process to consider the concerns. The formal rules of evidence do not apply and the Chair may decide whether testimony and/or documents would help the departmental faculty and the Chair to reach a considered, informed resolution.
 - c. The student may be accompanied by a support person. The support person may not be an attorney or be called upon to provide factual information at the hearing. The support person shall not be permitted to speak or to take any active role in the meeting. The student must provide the name of the support person to the Chair at least 24 hours in advance of the meeting.
 - d. The faculty member who prepared the written warning will present the concerns and the student will have an opportunity to speak on his or her behalf. Graduate faculty members (including the Chair) may ask questions of the concerned faculty member and the student.
 - e. If the Chair believes it would be helpful to a fair consideration of the concerns, the Chair may request or permit other individuals to speak and/or present information at this meeting. The faculty member and the student also will have an opportunity to ask questions of such individuals. An individual who presents information pursuant to this section may not also serve as a support person.
 - f. After the presentation of testimony and documents is complete, the student (and, if applicable, the student's support person) will be excused.
 - g. If the student has been notified of the meeting but refuses to or does not attend, the meeting will be conducted in the student's absence.
7. The Departmental Graduate Faculty will consider the professional behavior review and all information presented at the meeting to determine whether the concerns raised have merit.

APPENDIX 3: PROFESSIONAL BEHAVIOR POLICY

- a. The Department Chair may be present for deliberations to observe and hear first-hand the impressions and thinking of faculty members.
 - b. The Department Chair shall not be present when the Departmental Graduate Faculty prepares its recommendations.
 - c. The Departmental Graduate Faculty will submit its recommendation(s) in writing to the Department Chair indicating the faculty's assessment and any recommended consequences.
 - d. The Departmental Graduate Faculty will provide its written recommendation to the Department Chair within three business days following the meeting, although that time may be extended if required by unusual circumstances.
8. Consequences for violations of the required Professional Behaviors include, but are not limited to, one or more of the following:
- a. A lower course and/or internship grade.
 - b. Delayed admission into required courses and clinical experiences.
 - c. Repetition of a course activity or clinical activity.
 - d. Delayed placement in external practicum sites.
 - e. Removal from an external practicum site.
 - f. Referral for counseling.
 - g. Referral to the Office of the Dean of Students and/or the Office of Student Conduct.
 - h. Other skill-building activities.
 - i. Dismissal from the program.
 - j. Other actions deemed appropriate by the departmental faculty
9. Upon receipt of the Departmental Faculty's written recommendation, the Department Chair will consider all relevant information, determine whether the student has violated the Professional Behaviors and, if so, decide what consequences are appropriate along with the measures and timeline for follow-up. The Department Chair will communicate this decision to the student via email, ordinarily within 10 business days following receipt of the departmental faculty's recommendation. That time period may be extended based on extenuating circumstances.

F. Recordkeeping and Access to Records

- a. The Graduate Program Director will maintain records of concerns, professional behavior review documents, professional behavior review meetings, and appeals in each student's records.
- b. Copies of the Professional Behavior Review documents and any related decisions or documentation (including appeals) will be available for review by supervisors working for or on behalf of NUT and other professional personnel as needed.

G. Graduate Students Remain Subject to Other Policies, Regulations, and Laws

In addition to satisfying the Professional Behaviors set forth in this policy, all NUT graduate students remain subject to all other academic standards established by the NHM Department; as well as to all policies, _____

APPENDIX 3: PROFESSIONAL BEHAVIOR POLICY

regulations, and laws applicable to all Appalachian State University students, including but not limited to the University's Code of Student Conduct and Code of Academic Integrity.

Grievance Procedures

Grievances can be categorized into the following areas and will be handled by the following parties and policies:

- **Course Concerns** –handled within the Department per policy described below
- **Course Grades** – follow ASU policy described below
- **Termination from Assistantship or from the Program** - handled within the Department/Graduate School per the Graduate School policy found within the Graduate Bulletin and detailed below
- **Professional Behavior Review *which could be termination from the program*** -handled within the Department/College/Provost's office per Departmental policy described below

The Department's student concern resolution procedures are described below. These procedures are designed to provide you with a mechanism for communicating directly with those who can assist you in addressing them. You are encouraged to take responsibility for resolving your concerns without additional faculty, staff, and peers becoming involved. If you have any questions about the procedure outlined below, please don't hesitate to discuss them with the Graduate Program Director or Department Chair.

Concerns Specific to a Particular Course or Professor:

1. First, contact your professor and try to resolve the concern(s).
2. If you believe your concern(s) have not been adequately addressed, make an appointment with the Graduate Program Director.
3. If you believe that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Department Chair.

Concerns Specific to the Program of Study or Other Academic Areas:

1. First, contact your advisor and try to resolve the concern(s).
2. If you believe that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Graduate Program Director.
3. If you believe that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Department Chair.
4. If you believe that concerns regarding Dietetic Internship (DI) compliance have not been adequately addressed you may contact, in writing, Accreditation Council for Education in Nutrition in Dietetics (ACEND) at: Accreditation Council for Education in Nutrition and Dietetics Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2190 Chicago, IL 60606-6995

If you have followed the procedure outlined above without resolution of your concerns, you may make an appointment with the Dean of the College of Health Sciences³. Students may also contact the Office of Equity, Diversity, and Compliance⁴ or the university Ombudsperson⁵ and will be assisted by these offices as appropriate.

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If you have exhausted the steps outlined above without resolution of your concerns, you may utilize the student grievance and appeal policies and procedures at Appalachian:

<https://academicaffairs.appstate.edu/resources/student-grievance-and-appeal-policies-and-procedures>

Grievance of Course Grades

Please note there are specific criteria taken into consideration when appealing a final grade. The following summary of information on grade appeals is taken from the Faculty Handbook (Section 6.12.⁶). In the event of any discrepancy between the Faculty Handbook and this summary, the Faculty Handbook shall govern.

Any student considering a grade appeal should understand that each faculty member has the right and responsibility to determine grades according to any method chosen by the instructor that is professionally acceptable, communicated to everyone in the class, and applied to all students equally. A prejudiced, arbitrary, or capricious academic evaluation by an instructor, however, is a violation of the student's rights and is a valid ground for a final grade appeal.

Steps to take in final grade appeal. Any student who contests a course final grade shall first attempt to resolve the matter with the instructor. The student must explain her or his position to the instructor and attempt to understand the instructor's reasons for assigning the grade. The purpose of the meeting is to reach a mutual understanding of the student's situation, the instructor's actions, and to resolve differences in an informal and cooperative manner. If the student fails to reach a satisfactory solution in consultation with the instructor, the student must present the appeal in writing, using the Grade Appeal form⁵, to the Department Chair in which the contested grade was awarded.

The student must file the written appeal with the Department Chair within 14 calendar days after consulting with the instructor. The statement must be specific and concise and limit itself to citations of evidence pertaining to valid grounds for the appeal. Through conferring with the student and the instructor, the Chair will seek resolution by agreement. The student must provide the Chair with a course syllabus and all available tangible materials related to the grade (e.g., exams and papers) as well as a list of any items used in the evaluation for which the student cannot provide documentation (e.g., unreturned exams, grades on class participation, attendance records).

If there is failure to reach an agreement through consultation with the Chair, the student may file the written appeal with the Grade Appeals Committee through the Office of the Dean of the college or school in which the grade was awarded. The student must file this written appeal within 30 calendar days after the beginning of classes in the next semester after the contested grade was awarded. When possible, the form must be signed and dated by both the instructor and the Department Chair, as well as the student. In accordance with the instructions on the form, the student must present with it the documentary evidence furnished to the department Chair and any other evidence relevant to the case.

The Dean or her or his designee serves as convener of the Grade Appeals Committee of the college or school. Each full committee consists of the convener (who presides over hearings), the Chair of the department in which

APPENDIX 3: PROFESSIONAL BEHAVIOR POLICY

the contested grade was assigned, three faculty, one undergraduate student, and one graduate student, all from the college or school which the committee serves. The Department Chair sits in a non-voting capacity, and the convener votes only in the case of a tie. The three faculty members, one alternate faculty member, and two students are appointed by the Dean from among volunteers for the assignment. A quorum for each committee shall consist of no fewer than one student and two faculty members, along with the convener.

The Grade Appeals Committee has authority to screen out frivolous or unsubstantiated appeals. The convener will explain any such finding in writing to the student, the faculty member, and the Department Chair.

If the committee grants a full hearing, the student will appear before it to present all evidence relevant to her or his case. The convener will also invite the instructor to appear and present any evidence in support of her or his grade decision. The committee may ask questions of either or both and will hold its deliberations in executive session after hearing the case. The Dean, the Department Chair, the instructor, and the student will receive prompt written notification of the committee's findings. The committee's decision is binding. If the committee supports the student's appeal, the instructor will be required to re-evaluate the student according to a specific method. The method of reevaluation will depend on the circumstances of the appeal. Re-evaluation will not be used in a punitive manner toward the student. The student has 14 calendar days to inform the instructor, Department Chair, and convener in writing whether she or he consents to the proposed method of re-evaluation (which must be completed within the semester of the finding). Should the student not consent to the proposed method of re-evaluation, the instructor, Chair, and committee will mutually agree on a method of re-calculating the appealed grade. In either case, the resulting grade is final and may not be appealed.

Grievance Procedures Related to Termination from the MS/DI Program

Appeals involving termination from an assistantship or termination from a graduate program (e.g., denial of admission to candidacy, denial of a probationary term, etc.) are handled through the program and the Graduate School, as described in the Graduate Bulletin (bulletin.appstate.edu). The steps in this procedure are as follows.

1. Appeal to the program in writing through the Program Director and/or the Department Chair.
2. If the situation cannot be resolved at the program level, the student may appeal to the Graduate School within thirty (30) calendar days of the program's denial of the first appeal by submitting documentation in writing to the Associate Dean for Graduate Studies. The program will also be given an opportunity to provide written documentation about the situation.
 - a. The program will provide specific details regarding why the program has denied the appeal and what steps were taken prior to the action, including a record of communication with the student regarding the action.
 - b. The Graduate School's primary role in the appeals process is to review the student appeal and the program decision to ensure that due process has been followed.
3. Appeals denied by the Graduate School will automatically be sent to the Graduate AP&P's Appeals Committee for review. The Appeals Committee is an ad hoc subcommittee of the Graduate AP&P consisting of graduate faculty from three departments other than the student's home department; the committee meets only on demand and does not usually meet with the student or the program. The

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committee's decision is binding. If the committee supports the student's appeal, the program will be required to accommodate the student's continuation in the program.

Grievance of Department Chair's Decision of Professional Behavior Consequences

A student who is dissatisfied with the Department Chair's decision following a Professional Behavior Review may appeal the decision as outlined below.

1. The student must submit any appeal by email to the Dean of the College of Health Sciences, with a copy to the Department Chair, within 10 business days of the date on which the Chair's decision was emailed to the student.
2. The appeal should state the basis for the appeal (e.g., procedures required by this policy were not followed, fundamental unfairness of the decision, etc.).
3. The Dean may consider any information deemed appropriate to reaching a considered and fair decision on the appeal. In so doing, the Dean shall bear in mind the Accreditation Council for Education in Nutrition and Dietetics (ACEND) standards for the NUT program, including but not limited to the following DI standards:

DI Standard 10.1b: Intern Performance Monitoring: the program's system of monitoring intern performance must provide for the early detection of academic difficulty and must take into consideration professional and ethical behavior and academic integrity of the intern.

DI Standard 10.1c: Intern Retention: Interns with minimal chance of success in the program must be counseled into career paths that are appropriate to their ability.

Accordingly, in considering the student's appeal, the Dean shall give deference to the Chair's decision consistent with DI Standards **10.1b and 10.1c**.

4. The Dean shall communicate his or her decision via email to the student, with a copy to the Department Chair.
5. A student who is dissatisfied with the Dean's decision has the right to appeal the decision to the Provost or the Provost's designee in writing by email within 10 business days following the date of the Dean's decision. The Provost's decision is final.

¹ <https://healthsciences.appstate.edu/students/current-students/academic-policies#standing2>

² <https://studentconduct.appstate.edu/student-information>

³ <https://healthsciences.appstate.edu/about-college/office-dean>

⁴ <https://edc.appstate.edu>

⁵ <http://ombuds.appstate.edu>

⁶ http://academicaffairs.appstate.edu/_documents/Final%20Grade%20Appeal_enabled.pdf 24

APPENDIX 4: PROFESSIONAL BEHAVIOR REVIEW

PROFESSIONAL BEHAVIOR REVIEW for First Year Nutrition Graduate Students

Student _____ Date _____

Graduate students are expected to progress from awareness and understanding to demonstrating, mastering and integrating the following Professional Behaviors. These are required for successful progression through the Graduate Program in Nutrition and advancement to the Dietetic Internship. Professional behaviors will be assessed by graduate faculty at the middle and end of each semester during the first year of graduate studies. Please provide your rating of the student's performance using the scale below and provide any helpful commentary.

	Rating	Comments
1. Comply with the policies and procedures that pertain to:		
a. Appalachian State University		
b. Facilities in which the student has participated in experiential learning (service-learning or class assignments)		
2. Demonstrate ethical behavior exemplified by such characteristics as:		
a. Honesty, integrity, respect and professionalism		
b. Accountability , including acknowledgement of personal errors,		
c. Follow-through with promised information or service		
d. Protection of confidential information		
3. Demonstrate collaboration and consideration in interactions with others, including willing participation in teamwork and evidence of flexibility when change is necessary		
4. Follow instructions		

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 Department of Nutrition and Health Care Management
 Nutrition Graduate Student Handbook

5. Demonstrate promptness in meeting all commitments, including assessment of priorities in meeting multiple demands		
6. Demonstrate thoroughness and completeness in work, including effective written and oral communication skills		
7. Pursue continuing professional growth through:		
a. Self-Evaluation		
b. Acceptance of constructive criticism		
c. Setting goals for personal achievement		
d. Behaving proactively to solve problems		
e. Demonstration of reverence for learning and emotional maturity		
f. Development of cultural competency skills		

Student Signature	Date	Graduate Program Director Signature	Date
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Further	Description	Rating
Not applicable	Unable to rate; not observed	N/A
Poor	Often unacceptable; much improvement needed to meet minimum standards	1
Fair	Performance adequate some of the time; somewhat inconsistent; improvement desired to reach expected performance	2
Good	Satisfactory; overall acceptable performance for entry level	3
Very Good	Consistently does well; often exceeds expectations	4
Excellent	Overall very high quality performance; exceeds expectations nearly all of the time	5

APPENDIX 5: ETHICAL STANDARDS IN RESEARCH AND PUBLICATION AUTHORSHIP

Nutrition graduate students and faculty have the responsibility to be current in knowledge of the scholarship of others in Nutrition and Foods and to engage in individual research, publications and presentations that are not duplicative but rather expand the knowledge of the discipline. Graduate students and faculty are committed to intellectual honesty and openness in scholarly pursuits and in relationships with colleagues and students.

Nutrition graduate students and faculty are careful to acknowledge the scholarly work of others through appropriate documentation. Credit is taken only for work actually done or to which contributions have been made in a recognizable and substantial way. Minor contributors may be acknowledged in footnotes or in an introductory comment.

Nutrition graduate students and faculty follow the criteria for authorship outlined by the publication source and the APA guidelines. Authorship should be accorded to those who contribute both actively and meaningfully to the study and writing process. Authorship expectations should be determined in the early development of the scholarly work and should be in writing. Faculty advisors will discuss these matters early in the research process with graduate and undergraduate students and before data are collected. This expectation is for a continual process of dialogue and applies to both graduate and undergraduate research collaboration. In general, the person doing the research will be first author of resulting publication(s) and first presenter listed for presentations. In cases where the student is not the major contributor to the research and the writing (ex., large studies or projects), alternative agreements may be developed and agreed upon in writing. Any such agreement may be adapted if any party to the agreement fails to follow through with his or her respective responsibilities in a timely manner.

Authors will refrain from multiple submissions of research studies and other publications except where negotiated with the publisher. Nutrition graduate students and faculty will refrain from any misrepresentation of information in a study, publication or presentation. Obtaining prior human subjects review approval, reporting any funding source related to a study or project, and a full accounting of methodology will be accomplished.

Nutrition faculty and graduate students will follow all state and federal regulations that apply to their research and will minimize any risk to the health and safety of participants and the research environment. Nutrition faculty and graduate students will respect matters of confidentiality.

Nutrition faculty and graduate students who participate in research activities are required to undergo Responsible Conduct of Research training before engaging in research. Information on this training can be found at the website of the [Office of Research and Sponsored Programs](#).

APPENDIX 6: SYLLABUS FOR NUT 5901 RESEARCH PROJECT

**NUT 5901 Research Project
Syllabus**

Dates include the full 11 week Summer Term.
(Students need to register for the Summer I Term.)

Instructor

The student's graduate committee advisor or the Director of the Dietetic Internship may be the instructor for the course.

Course Description: Development and implementation of an approved research proposal. The course may also include collection and analysis of data, preparation of report(s) and presentation of project. NUT 5901 may be repeated for a total credit of four semester hours. Prerequisite: NUT 5000 and proficiency in statistics. Graded on an S/U basis.

Course Objectives

Depending on the student's research option, by the end of the course the student may have

- Refined and implemented a research proposal
- Collected and analyzed data
- Developed poster for presentation

The course instructor will establish clear goals to be completed by the end of the Summer semester. The student will schedule a meeting with the instructor no later than the first week of the Summer semester to review and gain clarity of the requirements for meeting the objectives of the research project over the summer.

Course Evaluation

The course is graded on a Satisfactory/ Unsatisfactory/ Incomplete basis. If the course objectives are met then the grade is Satisfactory (S). If not then the grade is either Unsatisfactory (U) or Incomplete (I) at the discretion of the advisor. A required course with a grade of U must be repeated before graduation. A course with a grade of I must be completed to the satisfaction of the advisor before the end of the subsequent semester, Fall in this case, or the grade automatically becomes an U and the course must be repeated before graduation.

APPENDIX 7: SYLLABUS FOR NUT 5999 THESIS

**NUT 5999 Thesis
Syllabus**

Dates include the full 11 week Summer Term.
(Students need to register for the Summer I Term.)

Instructor

The student's graduate committee advisor is the research advisor and the instructor for the course.

Course Description: Graded on an SP/UP basis until the thesis has been successfully defended and received final approval, at which time all grades will be changed to S.

Course Objectives

The objectives for completing the thesis are: Summer after First Year:

- Refine and implement the research proposal developed in NUT 5000
- Develop prospectus
- Achieve admission to candidacy
- Collect and analyze data
- Develop poster for presentation Summer after Second Year:
- Complete forms for Graduate School
- Complete thesis
- Schedule defense and invite guests to oral defense (observe lead times and make contacts with those to be invited)
- Submit copies to the Graduate School

The research advisor will establish clear goals to be completed by the end of the Summer semester. The student will schedule a meeting with the advisor no later than the first week of the Summer semester to review and gain clarity of the requirements for meeting the objectives of the thesis over the summer.

Course Evaluation

The course is graded on an SP/UP basis Satisfactory Progress/ Unsatisfactory Progress. If the course objectives are met then the grade is Satisfactory Progress (SP). If not then the grade is either Unsatisfactory Progress (UP). A grade of UP will cause the Associate Dean of Graduate Studies to contact the department to determine the course of action. A second grade of UP is automatically considered a "fail" and the student would be suspended. A grade of Incomplete (I) is not given for thesis. A student either is making satisfactory progress or not. Students who continue on to complete the thesis will have all grades (SP and UP) changed to "S" by the Graduate School when the Dean signs. Students who do not complete the thesis will have all grades remain as UP and SP.

