

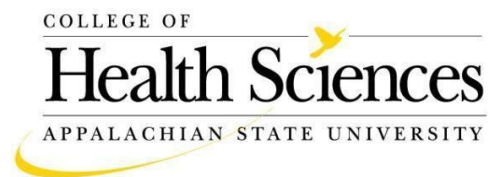
APPALACHIAN STATE UNIVERSITY

Beaver COLLEGE OF HEALTH SCIENCES

DEPARTMENT OF NUTRITION AND HEALTH CARE MANAGEMENT

NUTRITION GRADUATE STUDENT HANDBOOK: Graduate Certificate in Public Health Nutrition Practice

January 2019



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 beginning in 2010 when the program moved to the new College of Health Sciences. The text is now revised annually by Melissa Gutschall, PhD, Director of the Graduate Program in Nutrition, with assistance from Dr. Kyle L. Thompson, Coordinator of the Graduate Concentration in Public Health Nutrition.

MELISSA GUTSCHALL, PHD, RD
ASSOCIATE PROFESSOR
DIRECTOR OF THE GRADUATE PROGRAM IN NUTRITION DEPARTMENT OF NUTRITION AND HEALTH CARE
MANAGEMENT
gutschallmd@appstate.edu

DR. KYLE L. THOMPSON, DCN, RDN, LDN, CNSC ASSISTANT
PROFESSOR
COORDINATOR OF THE GRADUATE CERTIFICATE IN PUBLIC HEALTH NUTRITION PRACTICE
DEPARTMENT OF NUTRITION AND HEALTH CARE MANAGEMENT
thompsonkl@appstate.edu

M. MARGARET BARTH MBA, MPH, PHD
PROFESSOR AND CHAIR
DEPARTMENT OF NUTRITION AND HEALTH CARE MANAGEMENT
barthmm@appstate.edu

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GRADUATE CERTIFICATE IN PUBLIC HEALTH NUTRITION PRACTICE: GRADUATE STUDENT HANDBOOK

INTRODUCTION

Welcome to the Graduate Certificate in Public Health Nutrition Practice at Appalachian State University and the Department of Nutrition and Health Care Management (NHM). Our faculty are delighted that you have chosen to study with us! This handbook is designed to assist you in completing your Certificate with optimum scholarly accomplishment and professional development.

The responsibility to know and complete the requirements for the Certificate 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 one week of program orientation, please submit the form in Appendix 1 to the Graduate Certificate Coordinator, Dr. Kyle Thompson. By signing this form, you indicate that you understand and will comply with all aspects of this Handbook. To submit the form, please sign, date, scan, and return to Dr. Thompson by email. Drs. Gutschall and Thompson will sign and return a copy of the completed form to you.

HISTORY OF THE GRADUATE PROGRAM IN NUTRITION AT APPALACHIAN STATE UNIVERSITY

Courses in Nutrition and Foods have been offered at Appalachian State University since 1911. The Master of Arts in Home Economics at Appalachian State University 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. A Master of Arts in Family and Consumer Sciences was offered the next fifteen years. In 2007, the degree was revised to designate three concentrations: child and family studies, general, and foods and nutrition (with a dietetic internship). 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.

Beginning with the Fall semester 2007, and continuing through the Fall semester of 2018, the Graduate Program in Nutrition was exclusively a combined degree comprised of both graduate coursework in nutrition and a nationally-accredited Dietetic Internship (DI) qualifying students to sit for the Registration Examination for Registered Dietitian Nutritionists. Beginning in the Fall semester of 2016, Dr. Margaret Barth, Chair of the Department of NHM, identified a need to expand Appalachian State University's graduate nutrition programs to encompass a public health nutrition (PHN) degree option, not associated with a dietetic internship. The purpose of the PHN concentration is to prepare nutrition professionals who are qualified to assess community nutrition needs, and to intervene to improve the nutrition status of populations and groups within communities. A second purpose of the program is to train qualified employees for a growing pool of PHN job opportunities. Planning for the PHN concentration continued throughout 2016, 2017, and 2018 as the program proposal moved through Appalachian State University and University of North Carolina approval processes. Final approval of the concentration for both a Masters of Nutrition and Graduate Certificate was granted by the University of North Carolina Board of Governors on February 19, 2018. Recruitment efforts for the new concentration began in late March, 2018.

VISION AND MISSION OF THE PROGRAM

The vision of the Graduate Certificate in Public Health Nutrition Practice is to be recognized as a model for the preparation of nutrition professionals who demonstrate competency in delivering quality public health nutrition services to diverse populations and groups.

The Mission of the program is to prepare graduates to function as public health nutrition professionals utilizing rigorous academic preparation 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 appropriate for competent professional practice in public health nutrition.
- Students will be able to develop and deliver nutrition information, products and services to groups and populations.

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 offers several training opportunities such as orientation for graduate students, and research 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. The 2018-2019 Graduate Bulletin will be published in the Fall of 2018.

Students are encouraged to consult with their advisor regularly to plan a successful path to the completion of their graduate programs. *The official position of the University, the Beaver College of Health Sciences, and the NHM department is that the sole responsibility for a graduate student's adherence to academic policy and fulfillment of requirements toward a certificate or 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 certificate or 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, including at the University Bookstore where textbooks and supplies may be purchased. Online deposits can be made to the card via AppalNet. Distance students may use their AppCard accounts to make University purchases online or by phone.

The University offers many support services to students, and these are available to both distance and on-campus students. Support services include but are not limited to:

- Student Resource Page for Distance Education (you'll find many great resources here!): <https://distancestudents.appstate.edu/student-resources/academic-support>
- Academic Advising: <https://healthsciences.appstate.edu/students/staff>

- Career Development Services: <https://careers.appstate.edu/>
- Disability Services: <https://ods.appstate.edu/>
- Equity, Diversity, and Compliance Office: <http://edc.appstate.edu/>
- Financial Aid Office: <https://financialaid.appstate.edu/>
- Library Services: <http://library.appstate.edu/> (Note: NHM has its own departmental librarian)
- Student Counseling Center: <https://counseling.appstate.edu/>
- Student Health Services: <https://healthservices.appstate.edu/>
- Student Wellness Services: <https://wellness.appstate.edu/>
- Technology Support Services: <http://support.appstate.edu/services/technology-support-center>
- University Police: <http://police.appstate.edu/>
- University Writing Center: <http://writingcenter.appstate.edu/>

All of the University's student service offices are staffed by highly qualified professionals and are well-equipped to assist students in meeting challenges that arise during the completion of academic requirements. Program faculty may suggest the utilization of appropriate services as indicated by a particular student's progress through the program.

Students are encouraged to access University resources as needed to promote success in their program of study. Further information regarding student services will be provided during program orientation.

Program faculty and staff are also an excellent source of information and support for students. The program coordinator and graduate program director are more than happy to speak with, assist, and provide advisement to students. Please do not hesitate to reach out to program faculty and staff with comments, questions, and/or concerns.

DEPARTMENT RESOURCES

The Department of Nutrition and Health Care Management has friendly and caring staff, faculty, and students who welcome distance and on-site students to a meaningful and challenging graduate study experience. The departmental office is located in the Leon Levine Hall of Health Sciences and is open to all students Monday through Friday 9:00 AM through 5:00 PM. The department office address is:

Department of Nutrition and Health Care Management
 Leon Levine Hall of Health Sciences
 5th floor, 1179 State Farm Road
 Appalachian State University
 Boone, NC 28608
 Phone: 828-262-2631
 Fax: 828-262-8626

PROGRAM ORIENTATION

All students are expected to complete program orientation assignments, to be provided online during Orientation Week: January 14 – 18, 2019. Orientation takes place online on Saturday, January 12, 2019. Instructions regarding how to access the orientation website and materials will be provided during the week of January 7, 2019.

Program orientation will include a review of the Graduate Handbook, a brief overview of the field of Public Health Nutrition and the PHN program at Appalachian State University, a review of relevant University policies and procedures, and opportunities to get to know your instructors and cohort members.

DESCRIPTION OF GRADUATE CERTIFICATE IN PUBLIC HEALTH NUTRITION PRACTICE

The Graduate Certificate in Public Health Nutrition Practice leads to a Certificate designed to enhance graduates' preparation for employment in public health nutrition or for further graduate study leading to advanced careers in public health nutrition or teaching and research. The certificate requires 15 semester hours of graduate study.

The Public Health Nutrition curriculum is designed to provide students with the knowledge and skills necessary to succeed in a variety of public health nutrition settings. The program emphasizes basic principles of public health and nutrition, culturally competent practice, effective program leadership, and community assessment skills. Successful students will leave the program with an excellent foundation in research methods and biostatistics, as well as epidemiology. Advanced-level nutrition courses in life cycle nutrition and chronic disease, with an emphasis on obesity, round out the curriculum.

Course Requirements for the Graduate Certificate in Public Health Nutrition Practice

Required Courses	NUT 5100: Introduction to Community and Public Health (3) NUT 5300: Effective Rural Practice for Health Professionals (3) OR 5005: Global Appalachia (3) NUT 5350: Public Health Nutrition Leadership and Practice (3) NUT 5200: Life Cycle Nutrition for Public Health Nutrition Professionals (3) AS HCM 5240: Health and Disease (3)
Total Semester Hours Required for the Graduate Certificate in Public Health Nutrition Practice: 15	

MAJOR STEPS IN THE CERTIFICATE 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 that department offering the certificate or degree. The Program Coordinator is assigned as advisor to all

PHN students upon admission. The Program Coordinator works closely with the Graduate Program Director to monitor the student's program of study. Students should communicate with their advisor regularly for the purpose of developing and implementing their graduate program. Coursework taken without advisor and committee approval will not automatically be applicable toward the certificate or degree.

Maximum Course Load

The maximum course load during the regular academic year is 15 hours per semester. Because the PHN program is part-time, students should not expect to take more than 6 graduate hours per semester. Making up of deficiencies, such as undergraduate prerequisite courses, may take place during the regular semester in addition to taking 6 graduate credit hours; thus, a student could take more than 6 credit hours in this case. 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.

Admission to the Masters of Nutrition, PHN Concentration and GPA Requirement

All courses taken for the Certificate program may be seamlessly applied to the Masters of Nutrition, Public Health Nutrition Concentration, should the student wish to complete a degree. Before admission to the Masters program, graduate students must be admitted to candidacy. One requirement of the Graduate School for Admission to Candidacy is completing the first year of study (i.e. the Certificate) with a grade point average of 3.0 or above.

The Admission to Candidacy meeting will be held online with the graduate student's advisor, another graduate nutrition faculty member chosen by the student, and the student. The graduate student assumes the responsibility for scheduling the interview. The Admission to Candidacy forms will be signed appropriately and forwarded to the Department Chair and to the Graduate School.

Incomplete Grades

A grade of 'incomplete' may be assigned at instructor discretion in a situation in which *extenuating circumstances preclude a student's ability to adhere to due dates, timelines, and/or other class requirements as described in the course syllabus*. Should a student encounter extenuating circumstances, *it is the responsibility of the student to contact the instructor as soon as possible to discuss a plan of action*, which could include assignment of an 'incomplete' grade.

Grades of 'incomplete' are not assigned for a student's failure to complete assignments, earn passing grades, participate in course activities, or otherwise engage in the course, per University policy.

When a student receives a grade of incomplete, he or she has, at the discretion of the instructor, a period of up to one semester to complete the coursework per University policy. Thus, incomplete grades for the prior term are due no later than the end of the final grading period for the current term as noted on the official Academic Calendar. For example, incomplete grades for Spring and Summer terms are due by the last day to submit final grades in the following Fall term. Incomplete grades for Fall terms are due by the last day to submit final grades in the following Spring term.

PROFESSIONAL BEHAVIOR REQUIREMENT

Since this program prepares students for professional practice in public health settings, *professional behavior is expected of all students during all program activities.*

The following terms describe behavior expected of all students enrolled in Graduate Programs in Nutrition at Appalachian State University. Full explanations of these terms are found in Appendix 5:

- Professionalism
- Collaboration
- Honesty/Integrity
- Respect
- Reverence for Learning
- Emotional Maturity
- Flexibility
- Communication skills
- Cultural Competence

Appalachian State University Code of Student Conduct and Academic Integrity Code

All Appalachian State University students must indicate their signed agreement to carefully follow the *Code of Student Conduct* (<https://studentconduct.appstate.edu/pagesmith/15>) and the University's *Academic Integrity Code* (https://studentconduct.appstate.edu/files/documents/academic_integrity.pdf).

Online Professional Behavior Expectations

Most class activities take place online; thus expectations for professional online behavior include:

1. All interactions must be respectful and polite. Profanity is always inappropriate, as are derogatory personal statements, and/or slurs based on criteria designated in Appalachian State University's Equal Opportunity Statement: 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.
 - In regards to class communications, students are expected to exhibit professional behavior at all times.
 - Vigorous discussion and disagreement are welcome, as long as the discussion is respectful and polite at all times.
 - A good rule for any online conversation, whether by email, social media, or in a forum, is this: never say or post anything that would cause embarrassment to you or others should it go viral at a later date!
 - Without a personal context, email and other online communications are easily misunderstood and can lead to hurtful misinterpretations. Necessary conversations on difficult or negative topics are usually best handled in person or by phone/online meeting. Should such an issue arise, feel free to contact your instructor to set up a time to discuss the situation.
 - Students are expected to respect the privacy of fellow students at all times.
 - *Do not forward another student's class posting, photo, email, or other class/program-related materials without obtaining permission from that student.*
 - *Do not post another student's class posting, photo, email, or other class/program-related without obtaining permission from that student.*
 - *Students should exercise appropriate ethical behavior and caution when using social media in regards to any program-related activity.*
 - Students are expected to follow course timelines and due dates as set forth in course syllabi and by the course instructor.
 - When participating in group projects, students are expected to follow their group's timeline for

- online meetings and completion of work. Students will be evaluated by their group peers in regards to group projects, and failure to participate as decided by the group could result in a lowered grade.
- Repeated failure to adhere to course timelines and due dates could result in a failing grade.
 - Should a situation arise which could impair a student's ability to adhere to course timelines and due dates, the student is responsible for contacting the instructor to discuss the situation and determine a suitable plan for moving forward.

In general, professionals approach problems and challenges with a positive attitude, seeking solutions that work well and promote goodwill among all involved parties. Professionals also behave pro-actively; that is, looking ahead and taking action to prevent problems, rather than simply waiting for problems to occur.

The Program takes its responsibility for preparing professionals for the health workplace very seriously; thus, *professional behavior is considered as a factor when admitting candidates to candidacy for the Master's degree.*

Failure to follow expectations for professional behavior may result in reduced grades according to standards presented in each course syllabus, hinder progression in the program, and potentially could result in removal from the program if University conduct or integrity standards are violated.

REQUIREMENTS FOR THE GRADUATE CERTIFICATE IN PUBLIC HEALTH NUTRITION PRACTICE

Requirements for the certificate:

1. Successfully complete 15 graduate semester hours to be applied toward the Certificate.
2. If the student wishes to move forward into the Masters in Nutrition program:
 - Maintain at least a 3.0 GPA
 - Resolve any deficiencies identified by the student's advisor prior to entry into the second year of the program.
 - Meet Admission to Candidacy requirements.

Coursework Transfer Policy

In cases where transfer work may be applicable to the degree, individual transcripts will be evaluated on a course-by-course basis by the Program Director in collaboration with Graduate Program Faculty. Evaluation will require submission of graduate transcripts and the respective course syllabi. The policy of the Cratis D. Williams Graduate School for Transfer Coursework will be followed and is described at <https://graduate.appstate.edu/enrolled-students/graduate-student-faq/transferring-coursework>. This policy shall govern in cases where any discrepancies in providing transfer credit should arise. Based on this policy, graduate credits used to complete another degree will not be considered and no more than 9 hours may be transferred from another program. Likewise, transfer credit will not be considered for the capstone project requirement in any case.

Time Limit for Program Completion

The normal length of the program is 2 semesters and 2 summer sessions, or approximately 1 year. Students who choose to extend their program by taking fewer courses per academic year may do so. The time limit for completing the Certificate is two years.

Application for Graduation

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

Commencement

The Graduate School holds Commencement ceremonies in May and December. Distance students are welcomed and strongly encouraged to attend the on-campus Commencement ceremonies to celebrate the significant milestone of earning a graduate certificate. Families and guests are invited.

APPENDIX 1: AGREEMENT WITH GRADUATE HANDBOOK FOR THE CERTIFICATE IN PUBLIC HEALTH NUTRITION PRACTICE

This form is to be signed, dated and returned to the PHN Program Coordinator during the week of program orientation date. Students who do not return this document may not proceed with the program.

Forms are filed with the Graduate Program Director.

I have read, understand, and agree to comply with the policies and responsibilities outlined in the **Nutrition Graduate Student Handbook: Graduate Certificate in Public Health Nutrition Practice** (referred to hereafter as **Handbook**) throughout the duration and completion of my graduate studies in nutrition at Appalachian State University. I understand that failure to comply with the policies and responsibilities described in the **Handbook** may result in the delay or termination of my progression through the program.

Signature of the Graduate Student

Printed Name

Date

Signature of the Director of the
Graduate Program in Nutrition

Signature of the Graduate
Concentration in Public Health
Nutrition Coordinator

Date

Date

Beaver College of Health Sciences
Appalachian State University
Boone, North Carolina 28608

APPENDIX 2: GRADUATE CERTIFICATE FILE CHECKLIST

	FORM OR DOCUMENTATION	ACTION REQUIRED	DATE RECEIVED
ITEMS REQUIRED PRIOR TO FIRST SEMESTER OF GRADUATE PROGRAM:	Admission to Graduate School	Will be noted by NHM	
ITEMS REQUIRED DURING FIRST WEEK OF GRADUATE PROGRAM:	Student Agreement with the Graduate Handbook	Sign and return to Program Coordinator for placement in file	
ITEMS REQUIRED FOR GRADUATION	Order regalia for ceremony (Distance students are encouraged to attend!)		
	Provide post-graduation contact info to program coordinator	Provide to Program Coordinator for placement in file	

APPENDIX 3: 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 4: GRIEVANCE PROCEDURE

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 the Program** - handled within the Department/Graduate School per the Graduate School policy found within the Graduate Bulletin and detailed below
- **Professional behavior concerns during Capstone Project which could result in 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.

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.

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 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 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 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.
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 5: DEFINITIONS OF PROFESSIONAL BEHAVIOR TERMS

1. **Professionalism:** The ability to maintain appropriate demeanor and to follow departmental policies and procedures.
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.

NOTES: