

**COORDINATED MASTER OF SCIENCE
IN NUTRITION AND DIETETICS**

**PROGRAM HANDBOOK
2021 - 2022**



College of Health Professions

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Welcome to the College of Health Professions

Dear Master of Science in Nutrition and Dietetics Students:

As Dean, it is my privilege to welcome you to the Coordinated Master's Degree Program in Nutrition and Dietetics in Pace University College of Health Professions. With both our culinary nutrition and our food justice/policy concentration, you are entering a program which has a commitment to the highest standards in professional preparation. Both concentrations address deeper challenges that face us for health equity, and recognize the key role of nutrition in individual wellbeing and in public health.

Professionally and personally, I try to adhere to the "platinum rule": Treat others as they wish to be treated, not assuming that how you wish to be treated is necessarily how others wish to be treated. I urge you, as a student, to learn from the wisdom and experience of your professors while advocating for yourself and having agency over your education and the responsibilities you have both to your profession and your studies. The Handbook guides students through the standards, policies and practices set forth by the faculty and your responsibilities as a student.

We have worked hard to provide relevant, comprehensive programs, and we periodically need to hear your perspective about how we are doing. Your feedback is important to us, so we will ask for your input through various formal and informal evaluation methods.

Increasingly we seek to incorporate interprofessional education and collaboration in our programs, both required and optional, as effective clinical care and health equity require an integrated approach across professions and disciplines. I encourage you to avail yourself of these opportunities when they arise.

On behalf of our faculty and staff, I wish you the very best in your studies!

Marcus C. Tye, Ph.D. *pronouns: he/him*
Dean, College of Health Professions, Pace University
<https://chp.pace.edu/sections/connect-with-us>
mtye@pace.edu

Welcome to Our Program

Dear Master of Science in Nutrition and Dietetics Students:

I am pleased to welcome you to the Coordinated Master's Degree Program in Nutrition and Dietetics in the College of Health Professions at Pace University's Pleasantville Campus.

This program is designed to prepare students for a career in nutrition and dietetics as Registered Dietitian-Nutritionists (RDN). Our program blends didactic learning with supervised practice to help students meet the knowledge and skill requirements of RDNs as defined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Our program was built with major nutritional challenges of today's world in mind—rising rates of overweight and obesity and their related comorbidities, a growing focus on sustainability and local food, an environment replete with unhealthful foods, a culture of convenience that has dented the family meal tradition, and socio-economic inequality that has left many Americans hungry.

Our program offers student two unique concentrations—culinary nutrition and food justice/policy—themes that are woven into our classroom learning as well as into our supervised practice experiences. Our program focuses on the power of prevention and we believe that by giving students the knowledge and skills to work in these two key areas of nutrition we will be helping to give tomorrow's RDNs ways to help people to eat well and prevent disease.

Our faculty and staff are here to support and assist you throughout the program. We wish you an energetic start to the program and wish you much success in your two years at Pace and in your career as a dietitian!

Best wishes for much success,



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THE CORE VALUES OF THE COLLEGE OF HEALTH PROFESSIONS

Commitment to Quality Care, Cultural Competence, Innovation, Integrity, Inter-professional Collaboration, and Scholarship.

In concert with these values, our expectations of you as a student are that you will be honest, respect others and yourself, be accountable and committed to doing your very best, give constructive feedback to us and to your peers, participate fully in the learning process, be reflective in your learning and practice, adhere to standards, and understand all of the privileges, rights, and responsibilities of being a student in the Program of Nutrition and Dietetics, College of Health Professions and Pace University. As part of these responsibilities, you are required to be familiar with and abide by the *Coordinated Master of Science in Nutrition and Dietetics Program Handbook*. Our goal is to provide you with the tools to be the best you can be—excellent Registered Dietitian-Nutritionists of the highest caliber!

This *Handbook* will guide you through the standards, policies and practices set forth by the faculty of the Program in Nutrition and Dietetics. This handbook will be updated annually, so please refer to it frequently as an important resource for your daily work. An electronic copy is provided and can also be accessed through the M.S. in Nutrition and Dietetics Program's webpage. In addition to the program specific policies, students must be familiar with and abide by all University policies. If there is a conflict between this Handbook and a University policy, this Handbook will govern. If you have any questions about the interpretation or application of any policy, please contact the Chair.

We have worked hard to provide a relevant, comprehensive program, and we need to hear your feedback so that we can continue to build and refine our program. Every semester we conduct surveys to assess student feedback with respect to your courses, faculty, and clinical sites. Periodically, we elicit informal student feedback to evaluate your overall experiences. We hope that you will thoughtfully and consistently complete these so that we can do better—and then even better—for our students.

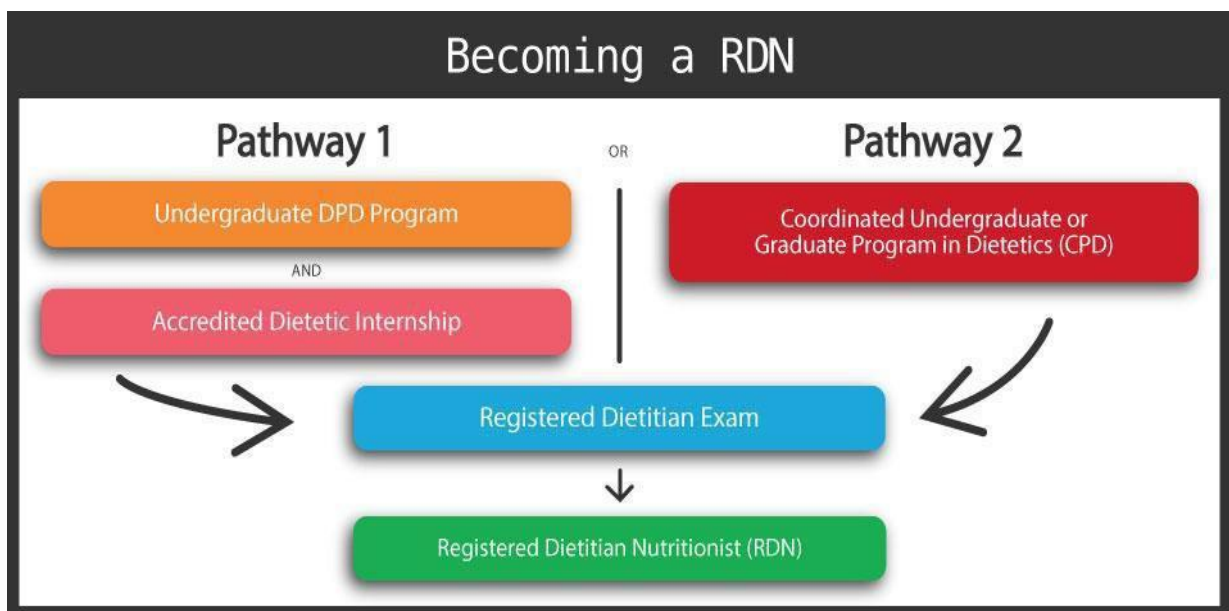
HOW TO BECOME A REGISTERED DIETITIAN: WHERE DOES PACE FIT IN?

The Academy of Nutrition and Dietetics provides several pathways to becoming a Registered Dietitian-Nutritionist.

Pace offers students the Coordinated Master of Science path to becoming an RDN. The successful completion of both the Didactic and Supervised Practice portions of our program (2 years full-time), will allow graduates to sit for the Commission on Dietetic Registration's (CDR) dietetic registration exam. If you pass the exam, you are a Registered Dietitian. Graduates may also choose to apply for New York state certification as a Registered Dietitian-Nutritionist.

Thus, your steps to becoming an RDN via Pace's Coordinated Master of Science in Nutrition and Dietetics include:

1. Successfully complete all prerequisite courses for entry into Pace's Coordinated Program in Nutrition and Dietetics.
2. Successfully complete the Didactic (classroom learning) and Supervised Practice (internship) portions of the program.
3. Pass the Commission on Dietetic Registration's (CDR) dietetic registration exam.
4. Apply for and obtain licensure in your state of practice, if applicable.
5. Maintain continuing education credits as indicated by CDR.



INTRODUCTION TO THE COORDINATED MASTER OF SCIENCE IN NUTRITION AND DIETETICS

PROGRAM MISSION

The mission of the Pace University Coordinated Master of Science in Nutrition and Dietetics Program (which will also be referred to as the Program in this handbook) is to educate and challenge diverse students to become entry-level Registered Dietitian-Nutritionists (RDN) who will serve as responsible practitioners, leaders, innovators and lifelong educators and make positive impacts on the nutrition outcomes of the public.

With the field of nutrition at a critical time in history, with many challenges and much opportunity ahead, tomorrow's RDs must understand the nation's diversifying population and the role that food plays in a variety of settings and cultures. They must also understand the role of nutrition in preventing and managing disease, and be able to utilize scientific evidence accurately and ethically to help clients to eat healthfully.

PROGRAM GOALS AND OBJECTIVES

Goal 1: Graduates will successfully enter the field of nutrition to help meet the demand for RDs nationally and locally.

Objectives for Goal 1:

ACEND Objectives

- At least 80% of Program graduates will complete the Program requirements within 150% of the Program length (3 years)
- At least 70% of Program graduates will be employed in the field of nutrition/dietetics within 12 months of graduation
- At least 70% of Program graduates will take the Commission on Dietetics Registration (CDR) credentialing exam for dietitian-nutritionists within 12 months of Program completion
- At least 80% of graduates over a five-year period will pass the CDR exam within one year following the first attempt

Program Specific Objective

- Of program graduates who represent traditionally under-represented groups in dietetics, including men, people of color and speakers of English as a second language, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.

Goal 2: Graduates will be well-prepared for the practice of nutrition and dietetics in a variety of settings, including Culinary Nutrition or Food Policy/Food Justice.

Objectives for Goal 2:

- At least 70% of graduates who respond to a survey will report feeling prepared, well-prepared or extremely well-prepared for their area of practice when surveyed 12 months after graduation (measured on a 5-point scale: 1=poorly prepared; 2=somewhat prepared; 3=adequately prepared; 4=well-prepared; 5=extremely well prepared).
- At least 70% of employers who respond to a survey will rate Program graduates as “competent,” “very competent,” or “extremely competent.” (as measured on a 5-point scale with: 1=not competent; 2=fairly competent; 3=competent; 4=very competent; 5=extremely competent).
- At least 25% of graduates will find employment in their area of concentration in our Program (either Culinary Nutrition or Food Policy/Food Justice).

PROGRAM CONCENTRATIONS

The Program will offer students two concentrations that they can explore both through classroom learning and supervised practice experiences. Concentrations do not involve separate courses, but rather focused experiences within the existing didactic classes and supervised practice classes. Students’ Capstone Project will also be based on the knowledge gained in their area of concentration.

Culinary Nutrition: Culinary Nutrition students will receive expanded opportunities to acquire and refine their skills for counseling clients on healthful, affordable, flavorful cooking techniques.

Food Justice/Policy: Food justice/food policy students will receive expanded opportunities to explore issues related to food accessibility, food assistance programs, and food-related sustainability and environmental issues.

ACCREDITATION

More information about our program, including outcomes, requirements and enrollment is available on our website. Pace University’s Coordinated Program in Nutrition and Dietetics is accredited by the Accreditation Council for Nutrition and Dietetics (ACEND), the accreditation agency of the Academy of Nutrition and Dietetics (AND). For further information, contact ACEND by email (ACEND@eatright.org), phone (1-800-877-1600 x5400), or mail (120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995).

REQUIRED CORE KNOWLEDGE AND COMPETENCIES OF A REGISTERED DIETITIAN

The program’s curriculum must prepare students with the following core knowledge and competencies:

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

Knowledge

Upon completion of the program, graduates will be able to:

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

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

Competencies

Upon completion of the program, graduates will be able to:

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

Knowledge

Upon completion of the program, graduates will be able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe inter- professional relationships in various practice settings.

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

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of inter-professional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies

Upon completion of the program, graduates will be able to:

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of inter-professional teams.

CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

Knowledge

Upon completion of the program, graduates will be able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics.

Competencies

Upon completion of the program, graduates will be able to:

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Knowledge

Upon completion of the program, graduates will be able to:

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

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Competencies

Upon completion of the program, graduates will be able to:

CRDN 4.1 Participate in management of human resources.

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

The Program will also allow students the opportunity to meet the following Program-specific competencies:

For Students Choosing the Culinary Nutrition Competency:

- Demonstrate the ability to plan and execute meals using flavorful, healthful ingredients
- Exercise respect for and cultural competency in the traditions/foodways of a culture different from one's own

For Students Choosing the Food Policy/Food Justice Competency:

- Demonstrate the ability to advocate for a food policy issue at the local, state, national or international level
- Assess and interpret the impacts of a food and nutrition policy on the health and well-being of the public

ADMISSION ASSESSMENT

Our program admits both U.S. and international students. Applications are reviewed carefully by the Admission Committee utilizing a holistic approach, considering academic records, food and nutrition-related work experience, a personal statement that describes students' goals and aims, as well as letters of reference.

Because the Program intertwines classroom learning with supervised practice, no prior supervised practice time will be granted credit. Pace University policy allows for a maximum of 6 transfer credits for graduate students. Prior nutrition courses taken at other institutions will be evaluated for equivalency by the Chair to ensure that both content and evaluated competencies are equivalent.

Interested students should contact the Chair, Dr. Christen C. Cooper, for more information at ccooper3@pace.edu. Informational meetings are available by phone or in person at the Pleasantville Campus.

In order to be considered for admission, students must demonstrate:

- The capacity to complete Master's level work in nutrition through an undergraduate transcript that demonstrates considerable academic achievement and food and nutrition-related work experiences
- Cumulative undergraduate GPA of 3.0 or higher
- Successful completion of all prerequisite courses, including:
 - English composition or literature
 - Introduction to Psychology
 - Statistics
 - Introduction to Nutrition
 - General Biology or Microbiology
 - General Chemistry I and II with lab
 - Anatomy & Physiology I and II with lab
 - Biochemistry

Individuals who have earned college and/or university degrees outside the United States and its territories also must have their transcripts evaluated by a foreign transcript evaluation service to determine if their degree is equivalent to a degree granted by a regionally accredited college or university in the United States.

In addition to providing evidence that the individual has attained at least the equivalent of a baccalaureate degree, the foreign transcript evaluation may provide information for the Chair concerning courses that will fulfill program requirements.

COURSE OVERVIEW

The Coordinated Program runs for two full years—Fall, Spring and Summer semesters—beginning with academic coursework and culminating with a blend of supervised practice combined with classroom experiences. Note the course sequence may change periodically as a result of program evaluation. A sample curriculum plan is shown below:

Year 1		
<i>Fall</i>	<i>Spring</i>	<i>Summer</i>
Advanced Nutrition I- Macronutrients	Advanced Nutrition II- Micronutrients	Medical Nutrition Therapy II
Community and Public Health Nutrition	Nutrition Assessment	Management of Food Service Systems
Food Science	Medical Nutrition Therapy I	
Research in Nutrition & Dietetics	Nutrition Across the Lifespan	Supervised Practice I— Foodservice Rotation
Year 2		
<i>Fall</i>	<i>Spring</i>	<i>Summer</i>
Nutrition Education & Counseling	Foods and Nutrition of World Cultures	Professional Issues in Nutrition & Dietetics
Capstone Project (enrollment)	Capstone Project (completed)	
Supervised Practice II— Clinical or Community Rotation	Supervised Practice III— Clinical or Community Rotation	Supervised Practice IV— Elective Rotation

Please note the academic calendar for 2021-22 may be subject to change in the event of COVID-19 related issues. The program's calendar may vary from that of the University, as it is a year-round program, which includes summer sessions. Students are not required to perform supervised practice hours during Spring Break. This should be clearly communicated to the preceptor at the start of the spring rotation when the student's schedule is developed. However, students may exercise the option to complete hours during Spring Break if they choose to and if the site is in agreement. Intersessions may be used to complete hours that were not completed during the course of the regular rotation period. For the full academic calendar, including holidays and breaks, please visit: <https://www.pace.edu/sites/default/files/2021-06/registrar-academic-calendar-2021-2022.pdf>.

University fees are non-refundable. <https://catalog.pace.edu/undergraduate/general-university/tuition-fees/tuition-cancellation-policy/>

You will find the Withdrawal Policy rules for additional Part of Terms below:

<https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/registration-policies/withdrawal-policy/>

NUTRITION AND DIETETICS STANDARDS AND POLICIES

The Coordinated M.S. in Nutrition and Dietetics is an intensive program designed to maximize required learning in a condensed timeframe. Therefore, our faculty have set specific standards for student attendance, participation, grading, assignments and classroom/online etiquette so that we can give all students an equitable, positive experience:

ABSENCES

- Students must notify their instructors directly, preferably at least 24 hours in advance if a class will be missed due to medical issues or other emergency or unforeseen circumstances.
- Failure to communicate directly with the instructor will result in an unexcused absence and deduction of points from the attendance and participation score. Should an unexcused absence take place during a scheduled quiz, exam, or other graded in-class activity, the student will receive a zero and will not be permitted to make up this grade.
- Students should review the class schedule at the beginning of the semester and inform the instructor of any potential conflicts. If informed in advance, at his or her discretion, the instructor may excuse the absence.
- If formally excused, it is then the student's responsibility to master the material presented in the missed lesson and turn in any pertinent in-class assignments done during that class or announced during that class and due at a later date. The deadline for the assignment will remain the original deadline assigned to the class unless the instructor expressly grants an extension to the absent student.

CLASS PARTICIPATION

- Because excellent communication skills are necessary in the field of dietetics, class participation will compose 10% of the grade in all classes.

ASSIGNMENTS AND PLAGIARISM

Plagiarism is the use of an idea or material, whether orally or in writing, or quoted verbatim or paraphrased, from a source other than the student in any paper, report, examination, data compilation, presentation or other assignment submitted by the student for academic credit without the appropriate acknowledgment of the source from which the idea or material was obtained. It is unethical and impermissible to present as one's own work the ideas, statements, words, data or representations of another without proper attribution to the source. Therefore, it is the student's responsibility to properly identify the source of any ideas, statements, words, data or representations used, but not originated, by the student. All graduate students are required to use and comply with the Publication Manual of the American Psychological Association (6th ed.)

When submitting assignments, please abide by the following guidelines:

- Unless otherwise specified, students must complete all assignments independently and hand in only their own unique, original work.
- Working in groups is encouraged for conversation about topics in general, or when a group project is specifically assigned.

- Instructors reserve the right to question the uniqueness and originality of any student's work at any time.
- Program instructors must support student learning and also uphold the academic integrity of the College of Health Professions Pace University and the Code of Ethics of the Academy of Nutrition and Dietetics. Students must abide by the Academic Integrity Code of Pace University.

LATE ASSIGNMENTS

- Similar to the case for class absences, students should review the syllabus at the start of the semester and inform the instructor of any potential conflicts for turning in work on time.
- Allowing late work is at the instructor's discretion, but is highly discouraged and must be approved by the instructor in advance of the due date.
- Grading policy on unexcused late assignments (1 day lose 20%; 2 days lose 40%, 3 days a zero)

EXAMINATIONS

Students are expected to take course examinations as scheduled. On occasion, however, a student may be unable to take an examination as scheduled due to a conflict that cannot be resolved or an emergency. In such cases, students should follow the procedures below. Students unable to take a final examination as scheduled due to a conflict may take a conflict examination. A conflict consists of two final examinations scheduled at the same time or three final examinations scheduled on one day. As soon as the conflict is known, students must make arrangements to take a conflict examination. Students who are unable to take a final examination as scheduled due to an emergency, may, at the discretion of the instructor, take a deferred examination. Students must notify the instructor as soon as possible that due to an emergency (e.g., serious illness) they are unable to take the examination as scheduled. Only if the instructor approves may a student take a deferred examination. A fee is charged for a deferred examination.

The necessary forms for conflict and deferred examinations may be obtained in the College of Health Professions Office of Academic Affairs. The University's Center for Academic Excellence administers conflict and deferred examinations. If, due to an emergency, a student is unable to take an examination that is not a final examination (e.g., a mid-term examination), the student must notify the instructor as soon as possible and request a "make-up" examination. The decision of whether to permit a make-up examination is at the discretion of the instructor. No fee is charged for a makeup examination. At the discretion of the instructor, the format of a make-up, conflict and deferred examination may differ from the format of the original examination. Students are permitted to take an examination only once; no examination may be repeated.

CLASSROOM ETIQUETTE AND CIVILITY

- Please arrive at class on time and prepared to participate
- Students must turn off mobile phones, unless using them for an assignment or otherwise instructed. Note taking on devices is permitted with instructor approval. Instructors reserve the right to request that all devices (that are not medically required for a student) are turned off during class.
- Students must refrain from "surfing" the Internet, online shopping or completing outside assignments while in class, as this hinders participation and distracts instructors.
- Students and instructors will address one another with respect and civility at all times.

ONLINE ETIQUETTE AND CIVILITY

- Please log in on time and prepared to participate
- Enter Zoom classes via Blackboard for increased security and ease of access.
- Stay muted unless you're talking to reduce background noise.
- Turn your camera on and stay engaged.
- Make sure you sit in a well-lit and quiet place.
- Avoid multi-tasking.
- Do not leave the session.
- Utilize the raise your hand feature if wanting to ask a question.
- Be mindful of what's going on behind you. You may turn on the virtual background.

STUDENT RESOURCES

Please do not hesitate to avail yourself of mental health services Pace offers for graduate students. Our faculty is here to help you. Please do not hesitate to share any concerns or problems with us. We also have an excellent counseling center at Pace ready to help you. Please see the contact information below.

PACE COUNSELING CENTER

Call (914) 773-3400 in Pleasantville to reach the counselor-on-call. In

case of an emergency, you can also:

- Call 9-1-1 or go to your nearest emergency room
- Call Pace Security at (212) 346-1800 in NYC, (914) 422-4300 in White Plains and (914) 773-3400 in Pleasantville to reach the counselor-on-call.
- Call the National Suicide Prevention Lifeline at 1-800-273-8255
- Call Victims Assistance 24-hour hotline at (914) 345-9111 and Safe Horizons Rape and Sexual Assault 24 Hour Hotline at (212) 227-3000
- Refer to our [Pace Safe](#) app for additional mental health and emergency contact

STUDENT PERFORMANCE MONITORING

Students will have access to their final grades at the end of each term via the Learning Management System (e.g. Classes). Student performance will be monitored continually (with a review of grades throughout the term) by the Chair and/or the Clinical Coordinator. If a student fails to fulfill the standards for progression listed below, faculty will inform the student of grade concerns and meet with the student immediately.

- Students must successfully complete all assignments, examinations, projects and other assigned coursework.
- Students must maintain a cumulative GPA of at least 3.0 (overall B average) and must pass each letter-graded course with a minimum of a B- (80%).

- Students must demonstrate skills required necessary for clinical practice as determined by the Program.
- A satisfactory rating from the Academic/Curriculum Committee must be obtained through meeting all academic and professional standards.
- Students must comply with the policies of Pace University, the College of Health Professions and the Code of Ethics of the Academy of Nutrition and Dietetics.

ACADEMIC REQUIREMENTS, THE LAST SEMESTER, AND ELIGIBILITY TO GRADUATE

Normally, in order to be eligible to graduate from the College of Health Professions, students must have satisfied all academic requirements no later than the end of the last semester (the “Last Semester”) of the College of Health Professions program in which they are enrolled (the “Program”).

In rare instances, a student who has been academically successful in the Program encounters academic difficulties in the Last Semester that make the student ineligible to graduate. Unless they qualify for the exception described below, students who have not satisfied all of the academic requirements by the end of the Last Semester will not be permitted to graduate and instead will be dismissed from the Program and the College of Health Professions. Students who qualify for this exception are those (i) whose grade point average (“GPA”) at the conclusion of the Last Semester meets the minimum standard for the Program; and (ii) who failed a course during the Last Semester and the failure does not qualify the student for dismissal pursuant to the Academic Dismissal Policy; and (iii) who have not been on academic probation previously.

Students who qualify for this exception and who satisfy all three criteria of the exception will be permitted to continue in the program and retake the failed course the next semester it is offered. The sole purpose of this additional semester is to permit eligible students to retake the course they failed in the Last Semester. In order to be eligible to graduate after the additional semester, students must, in accordance with the requirements of their Program, receive a passing grade or higher for the course and maintain the minimum GPA or higher. Students who do not receive a passing grade or higher in the course or who fail to maintain at least the minimum GPA as defined by their Program will be ineligible to graduate and instead will be dismissed from the Program and the College of Health Professions. The dismissal decision is final and not subject to an appeal. The student may seek to re-apply after three years and would be required to restart the program from the beginning.

Because the Program is designed to run for two consecutive years in length and provides continuous training to prepare students to immediately sit for the RD exam, students must complete the Program in this time frame. Students with special circumstances (such as illness or other hardship) may apply for exceptions to this time limit by applying in writing to the Chair.

For additional information about this policy, students should contact Director of the Program in Nutrition and Dietetics.

REQUIREMENTS FOR GRADUATION

The Program in Nutrition and Dietetics and the University Office of Student Affairs office will review all student records prior to graduation. Any outstanding financial balance must be reconciled with the University prior to graduation. Students must fulfill all Program and University requirements, including

compliance with academic integrity and disciplinary policies, before being awarded a diploma and to be eligible for the Commission on Dietetic Registration's RD examination. Specific requirements include:

- Satisfactory completion of all courses, didactic and supervised practice (including all assignments) of the Program in Nutrition and Dietetics.
- Completion of an exit survey to be reviewed by the Chair and faculty after graduation.
- Satisfactory completion of all courses in the curriculum with a minimum grade of a "B-" (80%).
- Compliance with standards of conduct and guidelines for ethical conduct and professional performance standards as listed in the student handbook.
- Completed and signed "Application for Graduation" form to the Office of Student Affairs/Degree Audit Office. This application is not for the graduation ceremony, but to have your degree officially conferred by the University. This is not to be submitted to the Program in Nutrition in Dietetics. You can call (877) 672-1830 or email OSA@pace.edu for any additional questions you may have.
- *Students are considered graduates once their MS degree is conferred by the Office of the Registrar. This means that all tuition, fines, and other college obligations have been paid. In addition, students receiving Financial Aid must complete an exit interview before they can graduate.*

REQUIREMENTS TO RECEIVE THE VERIFICATION STATEMENT

A signed verification statement is a document that serves as evidence that an individual has completed all of the requirements of a dietetics education program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®). The verification statement allows an individual:

- **To establish eligibility to write the registration examination for dietitians and dietetic technicians:** A verification statement is required by the Commission on Dietetic Registration upon completion of the Coordinated Program, Dietetic Internship, Dietetic Technician Program or Didactic Program in Dietetics with an Individualized Supervised Practice Pathway (ISPP) to indicate completion of academic or supervised practice requirements for eligibility to write the registration examination.
- **To establish eligibility for Academy membership:** A verification statement is required when applying for Academy Active membership.

The verification statement can only be signed by the Chair. The Chair will issue the verification statement:

- As soon as possible after students complete all of the Program requirements, both didactic and supervised practice
- Only following the Registrar's official conferral of the MS degree, which indicates that all graduate degree requirements also have been completed and all obligations to the University (such as fees, library books outstanding, financial aid exit interviews, etc.) have been fulfilled

Validation of a foreign degree does not eliminate the need for verification of completion of Didactic Program, Dietetic Internship, Coordinated Program or Dietetic Technician Program requirements.

Chairs are responsible for evaluating transcripts or prior experience and determining coursework and/or supervised experiences students must complete to fulfill current curriculum requirements for their program. Because coursework and/or supervised practice experiences needed to complete program requirements may vary from program to program, students must complete the **current requirements** of the program from which they will receive the verification statement.

PACE UNIVERSITY ACADEMIC INTEGRITY POLICY

Pace University Academic Integrity Policy requires students to accept responsibility for being honest and to respect ethical standards in meeting their academic assignments and requirements. Integrity in the academic environment requires students to demonstrate intellectual and academic achievement independent of all assistance except that authorized by the course instructor. The College of Health Professions has adopted its own Academic Integrity Policy with which all students must also comply. Both the University and the College of Health Professions Academic Integrity Policies prohibit the use of plagiarized material.

A copy of the University Academic Integrity Code may be found at:

<https://www.pace.edu/sites/default/files/files/student-handbook/pace-university-academic-integrity-code.pdf>

In addition to the prohibition against plagiarism, standards of academic integrity applicable to students in the College of Health Professions include, but are not limited to, the following:

- Without the prior approval of the instructor of the course in which it is to be submitted, students are prohibited from submitting the same academic work (including, without limitation, papers, reports, examination answers, data compilations, presentations and other assignments) more than once for credit, honors or to fulfill the requirements of an academic exercise.
- Even if they have completed the examination, students are prohibited from speaking with another student in the examination room while an examination is being administered.
- Students are prohibited from using a cell phone and other electronic devices during an examination without the prior approval of the course instructor. While in the room where an examination is being administered, all cell phones and other electronic devices must be turned off and not visible to anyone. All graduate students are required to use and comply with the *Publication Manual of the American Psychological Association* (6th ed.)
- Students are prohibited from obtaining a copy of the examination or any of the examination questions prior to taking the examination.
- Students are prohibited from obtaining copies of previous examinations or examination questions for a course.
- Students are prohibited from copying another student's answers on an examination.

- Without the prior approval of the course instructor, students are prohibited from reviewing any source of information during an examination. Such sources include, but are not limited to, books, outlines, class notes, study notes, PowerPoint presentations, information written on walls, desks or a student's body, and the like.
- Students are prohibited from having another person take an examination under the student's name.
- Students are prohibited from taking an examination under another student's name.
- Students are prohibited from submitting a paper, report, examination answer, data compilation, presentation, or other assignment as one's own that was purchased from or created by another person.
- Students shall not knowingly allow another student to copy, use or submit his or her paper, report, examination answers, data compilation, presentation or other assignment.
- Falsifying information contained in any paper, report, examination answers, data compilation, presentation or other assignment is prohibited. The compliance procedure applicable to the Academic Integrity Policy is set forth in the College of Health Professions Integrity and Professional Conduct Compliance Policy.

STUDENT RETENTION

Students who are struggling didactically or within supervised practice rotations and are at risk of being put on academic probation are encouraged to communicate early and openly with faculty in order to receive the support necessary to succeed in the program. Students should first reach out to the course instructor or clinical coordinator if the concern is related to supervised practice to identify strategies and supports available to improve performance. Should additional support be needed, students should then reach out to their academic advisor and then the Chair if needed. Every effort will be made to help support student success. In the event that the student is unlikely to be successful in the program and in the field of dietetics, the Chair will offer guidance on alternate career paths and connect the student with the career center for additional guidance.

ACADEMIC PROBATION POLICY

The academic standards of the Program in Nutrition and Dietetics are established by the Nutrition faculty and are intended to be consistent with the policies and practices of Pace University. Usually, nutrition students who fail to satisfy the academic standards of the nutrition program will be placed on academic probation. Under certain circumstances, however, students who fail to satisfy the applicable academic standards will be dismissed from the nutrition program even though they previously were not on probation. (*See Academic Dismissal Policy.*)

The purpose of academic probation is to give students an opportunity to improve their academic performance and to meet the applicable academic standards. Students who satisfy the conditions of probation in the time permitted will be returned to the status of good academic standing and be eligible for enrollment in the Nutrition and Dietetics program. Students who fail to satisfy the conditions of probation within the time permitted will be dismissed automatically from the College of Health Professions program in which they are enrolled. Students also may be counseled into another College of Health Professions program.

Set forth below is a table that contains (1) the academic standards of the Program in Nutrition and Dietetics, (2) the conditions that will result in a student in the nutrition program being placed on academic probation, and (3) the conditions of probation that must be satisfied in order for the student to be returned to good academic standing. In addition to the academic standards and conditions of probation, the following are conditions of the nutrition program:

- A nutrition student who fails to satisfy the applicable academic standards and is placed on probation will be on probation for one semester (the “Probationary Semester”).
- Normally, a student will be informed in writing by the Nutrition and Dietetics Chair that he or she failed to satisfy the applicable academic standards and has been placed on probation. Probation is automatic if a student fails to satisfy the applicable academic standards and, therefore, it is not contingent upon receipt of such notification. It is the student’s responsibility to verify his or her academic standing before each semester and to make inquiries with the Director of Nutrition and Dietetics if clarification is needed.
- The Probationary Semester will be the first semester in which the student is enrolled following the semester in which the student failed to satisfy the academic standards.
- Neither the status of probation nor the conditions of probation may be appealed.
- The conditions of probation must be satisfied by the conclusion of the Probationary Semester.
- If a student fails to satisfy the conditions of probation by the conclusion of the Probationary Semester, he or she will be dismissed automatically from the Program in Nutrition and Dietetics and from the College of Health Professions.
- A student who has successfully completed one prior Probationary Semester and based on his or her current academic performance would otherwise be placed on probation, will be dismissed automatically from nutrition program and the College of Health Professions.

The academic standards, the conditions that will result in academic probation, and the conditions that must be satisfied during the Probationary Semester for the nutrition program include, but are not limited to, the following:

Conditions That Will Result in Academic Probation	Conditions That Must Be Satisfied During Probationary Semester
Failure to receive the minimum passing grade of “B” in a Nutrition and Dietetics course.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 3.00 cumulative quality point average (“CPQA”). In addition, if the failed course is a required nutrition and dietetics course, the student must repeat the course the next time it is offered and receive a grade of “B” or higher. If the failed course is an elective course, the student must (1) either repeat the failed course the next time it is offered or take another elective course during the Probationary Semester, and (2) receive a grade of “B” or higher in the course.

Students who satisfied the conditions of probation except they were unable to repeat the failed nutrition and dietetics course in the Probationary Semester because it was not offered will be returned to good academic standing for the semester following the Probationary Semester (the “Subsequent Semester”), contingent upon successfully repeating the failed nutrition and dietetics course in that semester. Students who do not receive a “B” or higher or a “P” (pass), as the case may be, in the failed nutrition course or fail to meet any other academic standard in the Subsequent Semester, will be dismissed from the graduate program in which the student is enrolled.

Academic Standards For MS, MA, DNP and CAGS Students	Conditions That Will Result in Academic Probation	Conditions That Must Be Satisfied During Probationary Semester
In order to pass a nutrition and dietetics supervised practice course, the student must receive a “P” (pass) for the class.	Failure to receive a “P” for a supervised practice class.	The student must pass each course taken during the Probationary Semester, at the conclusion of the Probationary Semester, have at least a 3.00 GPA. In addition, the next time the nutrition and dietetics course that was failed is offered, the student must repeat it and receive a “P.”
Students must also maintain a GPA of 3.00 or higher.	Failure to meet the minimum 3.00 GPA standard and the student’s GPA is between 2.75 and 2.99.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 3.00 GPA.

ACADEMIC DISMISSAL POLICY

Before being dismissed from the M.S. in Nutrition and Dietetics program for failing to satisfy the applicable academic standards, usually a student will be placed on academic probation for one semester (the “Probationary Semester”). (See *Academic Probation Policy*.) There are circumstances, however, when a student will not be placed on academic probation and instead will be dismissed from the M.S. in Nutrition and Dietetics Program. The circumstances that will result in automatic dismissal rather than probation include, but are not limited to, the following:

- Students whose GPA is below 2.75 will be dismissed automatically from the Program in Nutrition and Dietetics.
- Students in Nutrition and Dietetics program who fail two nutrition and dietetics courses, whether the same or different courses, will be dismissed automatically from the Program in Nutrition and Dietetics, respectively, and the College of Health Professions.
- A student who has successfully completed one prior Probationary Semester and, based on his or her current academic performance, would otherwise be placed on probation, will be dismissed automatically from the Program in Nutrition and Dietetics enrolled and the College of Health Professions.
- The Program reserves the right to dismiss any student who fails to comply with any federal, state or local law, whether occurring at Pace or at any supervised practice site. This includes breach of HIPPA regulations.

As soon as practicable after the conclusion of the fall and spring semesters and the first and second summer sessions, the Chair of Nutrition and Dietetics of the College of Health Professions will review the status of each student enrolled in a graduate program (1) to identify those students who meet any of the circumstances identified above that result in automatic dismissal, and (2) to determine whether students who were on academic probation in the previous semester satisfied the conditions of probation by the conclusion of the Probationary Semester. Students who satisfied the conditions of academic probation by the conclusion of the Probationary Semester will be restored to good academic standing and be eligible for enrollment in the Program in Nutrition and Dietetics.

If a student continually fails to fulfill program requirements he or she may be counseled into another College of Health Professions program.

Normally, students who are dismissed from the Program in Nutrition and Dietetics will be informed in writing by the Chair as soon as practicable that he or she has been dismissed from the Program in Nutrition and Dietetics and, unless he or she is eligible to transfer to another CHP program, from the College of Health Professions. Dismissal is automatic if a student meets the criteria for automatic dismissal and therefore is not contingent upon receipt of such notification. It is the student's responsibility to verify his or her academic standing before each semester and to make inquiries in the College of Health Professions Office of Academic Affairs if clarification is needed.

A student who has been dismissed from the Program in Nutrition and Dietetics and, if applicable, the College of Health Professions, may appeal the decision of dismissal to the Academic Progression Appeal Committee (the "Appeals Committee") in accordance with the procedure set forth in the *College of Health Professions Academic Dismissal Policy*. A student may, at the sole discretion of the Chair, be permitted to register for and attend class while the student's appeal to the Appeals Committee is pending. Such approval must be in writing. If the appeal is not granted, effective immediately the student will no longer be permitted to attend class, no grades or credit will be given for the classes attended while the appeal was pending, and the student's registration shall be voided.

APPEAL OF ACADEMIC DISMISSAL POLICY

Students who have been dismissed from the Program in Nutrition and Dietetics and, if applicable, the College of Health Professions, may appeal the decision of dismissal to the Academic Progression Appeals Committee (the "Appeals Committee"). (*See Academic Probation Policy and Academic Dismissal Policy.*) To initiate such an appeal, the student must deliver a written appeal by overnight mail or personal delivery addressed to the Chair, Academic Progression Appeals Committee, c/o Staff Associate for Appeals, Office of Academic Affairs, College of Health Professions, 861 Bedford Road, Pleasantville, New York 10570. Alternatively, the written appeal may be sent as an email attachment to the Chair of the Academic Progression Appeals Committee. The written appeal must be received by the Appeals Committee within fourteen (14) calendar days from the date of the letter informing the student that she has been dismissed. If the appeal is not received by the Appeals Committee on or before the fourteenth day, normally the appeal will be she has been dismissed. If the appeal is not received by the Appeals Committee on or before the fourteenth day, normally the appeal will be denied.

All grade appeals must be completed before the Appeals Committee will accept a student's appeal of the decision dismissing the student from the Program in Nutrition and Dietetics. An appeal of the decision dismissing the student from the Program in Nutrition and Dietetics must be received by the Appeals Committee within fourteen (14) calendar days from the date of the decision of the grade appeal.

Standard for Granting an Appeal. An appeal will be granted only if the student demonstrates to the satisfaction of the Appeals Committee that the student's unsatisfactory performance is due to (1) extraordinary and (2) non-recurring circumstances and (3) is not representative of the student's academic ability.

Information Required. The written appeal submitted by the student must include the following information:

1. The name, telephone number, address and e-mail address of the student appealing the decision of dismissal; and
2. The name of the College of Health Professions program from which the student was dismissed and confirmation of whether the student was dismissed also from the College of Health Professions; and
3. The reason the student was dismissed from the College of Health Professions program and, if applicable, the College of Health Professions; and
4. Identification of the (a) extraordinary and (b) non-recurring circumstances that caused the student's unsatisfactory academic performance and subsequent dismissal from the College of Health Professions program; and (c) evidence that the unsatisfactory academic performance is not representative of the student's academic ability; and
5. An explanation of why the information provided in Paragraph 4 above should result in the reversal of the decision to dismiss the student from the College of Health Professions program and, if applicable, the College of Health Professions; and
6. A copy of the letter informing the student that he or she was dismissed from a College of Health Professions program and, if applicable, the College of Health Professions; and
7. A statement that no grade appeals are pending or will be commenced after the appeal of the decision to dismiss has been submitted to the Appeals Committee with respect to grades issued that resulted in the student being dismissed.

The Appeals Process

The Appeals Committee will meet as soon as practicable after the fall and spring semesters and each of the summer sessions to hear appeals of academic dismissals. The Appeals Committee will also meet at such other times as maybe reasonably necessary. In addition to considering the student's written appeal, ordinarily the Appeals Committee will require the student to appear at a hearing in order to, among other things, answer any questions the Appeals Committee may have or to provide additional information. At the hearing before the Appeals Committee, the student may present additional evidence in support of his or her appeal. As part of its deliberations, and at its sole discretion, the Appeals Committee may, among other things, take into consideration the student's academic record, request relevant information from faculty members concerning the circumstances that gave rise to the dismissal, and request information from persons knowledgeable about other issues before the Appeals Committee. The student will be permitted to respond to such information if it is averse to the student and the Appeals Committee is likely to rely on it in making their decision. No advisors or representatives of the student may participate in the hearing before the Appeals Committee or the business of the Appeals Committee. Such advisors and representatives include, but are not limited to, attorneys, representatives, friends, classmates, and family members of the student.

If the appeal is granted, the student will be reinstated in an appropriate College of Health Professions program and the College of Health Professions, as the case may be, and placed on academic probation in accordance with the applicable conditions of probation set forth in the Academic Probation Policy. (See Reinstatement After an Appeal below.) If the appeal is denied, dismissal from the Program in Nutrition and Dietetics and, if applicable, the College of Health Professions will be effective as of the last day of the semester in which the student was on probation or was enrolled immediately prior to being dismissed.

The decision of the Appeals Committee requires a majority vote and is final and not subject to further review. The student will be notified of the decision of the Appeals Committee in writing as soon as practicable, usually within fifteen (15) business days following the date on which the Appeals Committee made its decision.

Reinstatement After an Appeal. A student whose appeal is granted will be reinstated in the appropriate College of Health Professions program and the College of Health Professions, as the case may be, on academic probation in accordance with the applicable conditions of probation set forth in the Academic Probation Policy. A student who is reinstated and fails to satisfy the conditions of academic probation within the time permitted, will be dismissed automatically from the College of Health Professions. If such occurs, ordinarily the dismissal will be final and the student will not have the right to any further review or appeal.

The Academic Progression Appeals Committee. The Appeals Committee consists of five full-time faculty members of the College of Health Professions, only three of whom ordinarily will hear a student's appeal. A member of the Appeals Committee who was a participant in the circumstances that gave rise to the student's unsatisfactory academic performance and/or subsequent dismissal, must recuse him or herself from the Appeals Committee for the sole purpose of that student's appeal.

STANDARDS OF PROFESSIONAL CONDUCT

Nutrition and dietetics students are required to adhere to the same high ethical and professional standards required of credentialed Registered Dietitian-Nutritionists (RDNs). The Code of Ethics for the Nutrition and Dietetics Profession set forth by the Academy of Nutrition and Dietetics ("Academy") and the Commission on Dietetic Registration (CDR) applies to all students in the Coordinated MS in Nutrition and Dietetics Program and may be found at: <https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>.

In addition to their responsibility to comply with the Academy's Code of Ethics, nutrition and dietetic students are also required to comply with the policies and practices of the University (including, but not limited to, the University's Guiding Principles of Conduct which may be found in the Pace University Student Handbook at <https://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures>), the College of Health Professions, and each clinical site to which a student is assigned. The compliance procedure applicable to the Standards of Professional Conduct is set forth in the Nutrition and Dietetics Professional Conduct Compliance Policy below.

STANDARDS OF PROFESSIONAL CONDUCT COMPLIANCE POLICY

Violating the Standards for Professional Conduct is grounds for disciplinary action. Examples of such conduct include but are not limited to: falsifying documents, unauthorized access of clinical information, unauthorized ordering or prescribing of medications, unauthorized use of the placement site's electronic resources for personal business, sleeping while in the clinical placement site, presenting to clinical setting while chemically impaired, use of abusive or inappropriate language in the placement site, excessive unauthorized lateness, leaving the clinical site early without approval of the faculty or assigned supervisor.

Ordinarily, in the course of determining whether a student violated the College of Health Professions Policy and/or the Standards of Professional Conduct, the instructor shall meet with the student in order to discuss the matter and obtain any information the instructor believes is relevant and to permit the student to present information the student wishes to bring to the attention of the instructor. If an instructor determines that it is more likely than not that a student violated the Standards of Professional Conduct, the instructor may impose sanction such as, but not limited to, a reduction in the grade or a failing grade for the paper, report, examination, data compilation, presentation or other assignment; and/or a failing grade for the course in which the violation occurred, and/or requiring the student to complete a learning intervention designed to increase the student's awareness of the significance and consequences of the violation.

Ordinarily, within five business days of making the determination of whether there was a violation and imposing the sanction, if any, the instructor shall report in writing to the Director of the program in which the student is enrolled that the instructor determined the student violated the Academic Integrity Policy and/or the Standards of Professional Conduct. The report shall (i) provide the relevant details about the violation; (ii) describe the instructor's investigation and the basis of the finding that the student violated the Standards of Professional Conduct; (iii) identify the sanction(s) imposed; and (iv) include any relevant documents. A copy of the report shall simultaneously be provided to the student.

The student may appeal the finding of a violation of the Standards of Professional Conduct and/or the sanction imposed to the Director of the program in which the student is enrolled. The appeal must be submitted in writing to the Chair within five business days of the date on which the instructor's report was issued to the student. If the appeal to the Chair is not submitted within five business days, ordinarily the appeal shall be denied. If the instructor who found the student violated the Standards of Professional Conduct is also the Chair in which the student is enrolled, the appeal must be submitted to Chair.

The Chair may conduct such further investigation as she or he believes is appropriate under the circumstances. The instructor's finding of a violation and/or the sanction imposed will be affirmed unless the Chair determines there is no rational basis for the finding and/or the sanction, as the case may be. If such occurs, the Chair will confer with the instructor and request that the instructor review the matter and, if the instructor concludes it is appropriate, to vacate or modify the finding of a violation of the Standards of Professional Conduct and/or the sanction imposed. If the instructor does not conduct a review, the Chair will request that at least one other instructor review the basis of the finding that the student violated the Standards of Professional Conduct and/or the sanction. During the period the matter is being reviewed by another instructor, the course instructor may vacate or modify his or her finding of a violation and/or any sanction imposed.

Under certain circumstances, the Chair may impose sanctions in addition to those imposed by the instructor. For example, if previous reports show that the student has violated the policy currently at issue, or if the current violation is a significant one (e.g., patient information was falsified and consequently the safety and well-being of the patient were jeopardized; the violation jeopardized the relationship of the College of Health Professions with a clinical site), the Chair may impose additional sanctions up to and including suspension and dismissal from the College of Health Professions. Before imposing a sanction of suspension or dismissal, the Chair shall meet with the student in order to discuss the matter and obtain any information the Chair believes is relevant and to permit the student to present information the student wishes to bring to the attention of the Chair. A written copy of the Chair's decision shall be provided to the instructor and the student as soon as practicable.

Students found to have violated the Standards of Professional Conduct and were sanctioned by the Chair with suspension or dismissal from the College of Health Professions may appeal the decision of the Chair to the Dean of the College of Health Professions. Ordinarily, the sanctions of suspension and dismissal will not be implemented until the appeal process has been completed.

The appeal must be submitted in writing to the Associate Dean for Administration within five business days of the date on which the Chair's decision is issued to the student. If the appeal to the Associate Dean for Administration is not submitted within five business days, ordinarily the appeal shall be denied.

The Associate Dean for Administration will review the report from the course instructor, the Chair's decision, and the student's appeal to the Chair and to the Associate Dean for Administration, and such other information the Associate Dean for Administration believes is relevant to the matter. The Associate Dean for Administration will affirm the decision of the Chair unless the Executive Associate Dean of Academic determines there is no rational basis for the Chair's decision. A written copy of the Associate Dean for Administration decision shall be provided to the Chair and the student as soon as practicable. The Associate Dean for Administration's decision is final and not subject to further review.

ACADEMIC POLICIES OF THE PROGRAM IN NUTRITION AND DIETETICS

GRADE APPEAL

The process for appealing a grade in a nutrition and dietetics course is governed by the University's Grade Appeal Process (a copy of which may be found in the on-line *Pace University Student Handbook*) and this *Grade Appeal Process: Step-by-Step*, both of which provide that only the final course grade may be appealed. Therefore, a student may not use the Grade Appeal Process to appeal a grade for an examination, assignment, paper and the like; only a final course grade may be appealed. The procedure described below is intended to facilitate a student's understanding of the Grade Appeal Process and to identify the steps that must be followed. Students are responsible for knowing and complying with the Grade Appeal Process of both the University and the College of Health Professions.

Step 1. Before appealing a final nutrition course grade, the student should review and become familiar with the Grade Appeal Process of the University and this *Grade Appeal Process: Step-by-Step*.

Step 2. At the sole discretion of the Director of the program in which a student is enrolled, the student may be permitted to register for and attend certain nutrition and dietetics courses while the student's grade appeal is pending (ordinarily, such courses are those courses for which the failed course is a prerequisite). The Chair's approval must be in writing. Continued enrollment is subject to the decision of the grade appeal. If the grade appeal is not granted, effective immediately the student will no longer be permitted to attend the classes for which approval to attend was given, no grades or credit will be given for those courses and the student's registration for those courses shall be voided.

All grade appeals must be completed before the Academic Progression Appeals Committee (which consists of nutrition faculty) will accept a student's appeal of the decision dismissing the student from the Program in Nutrition and Dietetics. (*See Appeal of Academic Dismissal Policy.*)

Step 3. If a student believes that the final grade received in a Nutrition and Dietetics course does not reflect "reasonable and generally acceptable academic requirements," the student must, within 10 business days from the date on which the student knew or should have known about the final course grade, arrange to meet with the instructor who issued the grade. The purpose of this meeting is to provide clarification about the method by which the grade was determined and, if possible, to resolve the issue.

Step 4. If the student and the instructor are unable to resolve the issue, and the student wishes to continue the grade appeal, he or she may appeal the final Nutrition and Dietetics course grade to the Nutrition Chair. The grade appeal must be submitted in writing to the Nutrition Chair and must clearly state the basis for challenging the grade received for the nutrition and dietetics course. The student must also forward a copy of his or her written grade appeal to the instructor who issued the final grade being challenged. If the Nutrition Chair is the instructor who issued the grade being appealed, the grade appeal must be submitted to the Director of the program in which the student is **not** enrolled.

Step 5. If, after submitting his or her written appeal, the student wishes to meet with the Nutrition Chair responsible for the Grade Appeal to discuss it, the student must contact the Nutrition Department's Program Coordinator to make an appointment.

Step 6. The Nutrition Chair will decide whether the final Nutrition and Dietetics course grade should be reviewed further. The Nutrition Chair's decision of whether to have a grade reviewed is final and may not be appealed. If the Chair decides that the method by which the student's grade was determined was not proper and that the final Nutrition and Dietetics course grade will be reviewed, the grade will be reviewed by the Dean of the College of Health Professions. The Chair will notify the student in writing whether the grade will be reviewed further.

Step 7. If the grade is subject to further review, the Chair will notify the student in writing of the result of the review.

ADVISEMENT

Advisement pertaining to academic program progression and planning is the responsibility of the Chairs. Soon after admission, a program plan is established for each student based on the student's program curriculum. Students who wish to change their progression plan must confer with the Chair. In addition, every College of Health Professions graduate student is assigned a faculty advisor to assist them with their professional development.

REAPPLICATION FOR ADMISSION TO GRADUATE PROGRAMS

Students who were dismissed from a College of Health Professions graduate program due to unsatisfactory academic performance may reapply for admission to the same or a different College of Health Professions graduate program no earlier than three (3) years after the effective date of dismissal from the graduate program. In order to be eligible for admission, the student must (i) meet all of the admission standards in effect for the graduate program to which he or she is applying at the time of his or her reapplication; (ii) demonstrate successful completion of six (6) credits of graduate-level Nutrition and Dietetics courses with a minimum grade of "B+" at another university since the effective date of the student's dismissal from the College of Health Professions graduate program; and (iii) submit an essay in which the student identifies the circumstances that caused the dismissal from the College of Health Professions graduate program, the resolution of those circumstances, and the reasons the student believes he or she will be successful if readmitted. Readmission will be subject to such terms and conditions as may be determined by the Program in Nutrition and Dietetics to be appropriate under the circumstances.

THE SUPERVISED PRACTICE EXPERIENCE (DIETETIC INTERNSHIP ROTATIONS)

The Dietetic Internship (supervised practice) portion of Pace M.S. in Nutrition and Dietetics is designed to satisfy the 1000 hours of hands-on experience in the field required to sit for the RD exam. The conventional 1200 hour of required supervised practice has been reduced to 1000 due to complications imposed by COVID-19. (Didactic training is also required and is satisfied by the Program's other courses).

Students may make up hours that they may have missed during the exam week (final week) of the term, spring break and during intersessions.

Students are not compensated for supervised practice by the university nor by the supervised practice site. Each three-credit supervised practice rotation is viewed as a course. In addition to hands-on or remote learning with a supervised practice site, classroom or online sessions will be required for group discussions, guest lectures, assignment reviews and other purposes. Students should approach their rotations not as time to observe dietitians, but as time to practice hands-on dietetic skills under the supervision of Registered Dietitians.

Because they are not licensed to practice nutrition and dietetics without supervision, no student should work as a replacement for an employee. Students should always work under the supervision of a credentialed dietitian in clinical settings.

SITE SELECTION CRITERIA

Supervised practice sites are identified and preceptors are recruited and vetted by the clinical coordinator. Preference is given to sites in which CHP already has existing affiliation agreements for student clinical placements. While students are not required to secure their own site placements or preceptors, if a student identifies an organization or preceptor in a specific role in which they wish to gain experience, they may refer this site or preceptor to the clinical coordinator who then proceeds with the formal vetting process described below.

Once a potential site and/or preceptor are identified, initial contact is typically made by the clinical coordinator via email. Follow up conversation via phone, zoom, or in-person meetings (pre-COVID) between the clinical coordinator and potential preceptor(s) are then arranged. The process for vetting sites and preceptors entails ensuring that sites have adequate staff to support supervision of a student; determining the number of students they are able to precept each semester; discussing the learning activities and competencies that students must complete during each rotation to ensure that the site/preceptor has the resources available to support the required activities, review of the preceptors experience in their current role and in the field of nutrition and dietetics overall and ensuring that preceptors hold the credentials required for their respective position and the skills and time commitment necessary to successfully precept a student(s). All preceptors receive the program's preceptor handbook, rotation syllabi, and copies of the assignments students will be required to complete. Preceptors are encouraged to review the Nutrition and Dietetics Educators are Preceptors (NDEP) webinars: "Guide to Being an Effective Preceptor" Part 1 and 2 and must also submit a preceptor qualification form to the clinical coordinator.

Supervised practice sites that are actively used in rotations are re-evaluated annually in August when student evaluations of the site are reviewed. Additional evaluation of site appropriateness and adequacy are performed any time there is a change in the site director/primary preceptor at the site or if the services provided by the site change substantially. In addition, any reports by students during the course of the rotation about inappropriate activities or inadequate supervision can trigger an evaluation of the site. Lastly, any sites that have not been used for supervised practice rotations for more than two years will be re-evaluated prior to placing a student there.

ISSUANCE AND MAINTENANCE OF AFFILIATION AGREEMENTS

Pace University requires affiliation agreements with all supervised practice sites, regardless of whether supervision is in-person or remote. The sole exception to this requirement is if the supervision takes place at Pace University and the preceptor is a direct employee of Pace University (e.g. Faculty precepting student in a research elective rotation or clinical supervision at University Health Care) Pace employees who supervise students in a capacity external to Pace University (e.g. faculty member precepting in their own private practice) are required to sign an affiliation agreement. Contract services who precept Pace students on campus but are not direct Pace employees (e.g. University dining services provided by a contract company) are also required to sign an affiliation agreement.

When possible, the program requests that supervise practice sites sign off on the University approved affiliation agreement. This template is reviewed annually and updated by the University's legal department as needed. The clinical coordinator is responsible for preparing the affiliation agreement with the supervised practice site name and address, the signatory name and contact information, and the dates for

initial contract period as well as submitting any requested contract revisions and obtaining signature from the supervised practice sites. The Budget Manager is responsible for entering all new supervised practice sites into the vendor system for approval and uploading the affiliation agreement to the contract management system for the legal team to review and countersign. The Budget Manager is also responsible for communicating between University legal and the site legal teams in the event that revisions to the agreement are requested prior to signature. Once all parties agree to the terms, the Budget Manager is responsible for distributing the fully executed agreement to the supervised practice site, the staff associate and the clinical coordinator. In addition, the Budget Manager is responsible for alerting the clinical coordinator to any expiring contracts that are not auto-renewed or contracts that need to be updated.

All fully executed agreements are maintained by the University in the electronic contract management system. Copies of the fully executed agreements are also maintained by the program staff associate and Clinical Coordinator in the program's files.

PLACEMENT GUIDELINES

Many variables must be considered in matching supervised practice sites/preceptors and students. For example, the availability of placement opportunities at sites obviously is an important factor, as are the prior experiences and needs of a particular student and other students in the program. Students should contact the Clinical Coordinator about clinical placements. Students are not permitted to contact a clinical site or a preceptor about a clinical placement unless they have the prior approval of the Clinical Coordinator to do so.

Before students are permitted to commence a placement, they must have authorization from the Clinical Coordinator and successfully completed the clearance process described below.

Ordinarily, once a student accepts a supervised practice placement, changes in the placement will not be made. A student who does not complete all of the hours required of that supervised practice rotation will not receive credit for that rotation. A conflict of interest can arise if a student has a familial, social, or long-term professional relationship with a person who would have direct supervision of the student during the rotation, grade the student or participate in the grading process.

Students have the responsibility of disclosing to the Chair in which they are enrolled and the Clinical Coordinator any actual or potential conflict of interest. The Chair will assess the circumstances and determine whether there is an actual conflict of interest. If the Chair finds that the placement at issue would create an actual conflict of interest, the student will not be permitted to commence that clinical placement and the College of Health Professions will undertake reasonable efforts to identify another placement for the student.

Ordinarily, a student who declines a placement or requests a transfer out of a placement because he or she believes it is unsafe must present appropriate evidence to Chair and Clinical Coordinator to support that belief. Usually documentary evidence will be required, for example, a written incident report concerning credible threats to the student. If a student does not provide sufficient evidence to support a conclusion that the site is unsafe as determined by the sole discretion of the Chair and the Clinical Coordinator, and yet declines the clinical placement or does not complete all of the requisite supervised practice hours, the student will not be assigned a substitute placement until the next rotation or receive credit for that placement, respectively.

SUPERVISED PRACTICE PLACEMENT CLEARANCE REQUIREMENTS

Prior to commencing a supervised practice rotation, students must satisfactorily complete all clearance requirements of the College of Health Professions and of each clinical agency where the student has been assigned a rotation. Clearance requirements for clinical courses include, but are not limited to, the following:

- Annual Health Clearance (including immunization/titers, PPD placement, COVID Vaccination)
- Criminal Background Check
- Drug Screening
- HIPAA training
- Signed COVID-19 Attestation form
- Any additional site-specific clearance requirements (e.g. fingerprinting, additional background checks, required interview, site orientation, etc.) – These specific requirements should be communicated to the Clinical Coordinator prior to accepting a student placement.
- Sites may also require a COVID-19 test prior to starting a rotation and at various intervals throughout the rotation

Failure to satisfy the site's requirements may result in removal of the student from the site, reassignment to another site, and subsequent delay in program progression and completion.

HEALTH CLEARANCE

Prior to the commencement of a rotation, students must complete the health clearance process. In order to ensure that all health standards have been met prior to the commencement of a rotation, the health clearance process begins as early as six months prior to the commencement of the placement. Only if the completed health clearance process demonstrates to the satisfaction of the College of Health Professions and any applicable agency that all requisite health standards have been met, will the student be permitted to commence the rotation.

The health clearance process consists of completing (i) the Annual Health Assessment Form (to be completed yearly); (ii) the forms pertaining to titer tests and immunizations (required only once); (iii) and (iii) any supplemental forms required by the agency(s) at which the clinical component of a course will be conducted. In addition, students are required to provide evidence of an annual influenza immunization and COVID-19 vaccination.

The required health forms are posted in EXXAT, and it is the student's responsibility to obtain these forms, complete them, and submit them as directed. Students are required to upload and manage the required documents to an account they will subscribe to with Castlebranch. Separate instructions on how to open and upload the documents are posted in EXXAT. The registration of students who do not complete the health clearance process as required will be voided, and tuition cancellations, if any, will

be made in accordance with the University's Tuition Cancellation Policy:

<https://catalog.pace.edu/undergraduate/general-university/tuition-fees/tuition-cancellation-policy/>

Health clearance must be maintained throughout the semester in which the student is enrolled in supervised practice courses. Students must notify the Chair, the Clinical Coordinator and the preceptor of any health condition that occurs during the semester that, if it had been detected during the health clearance process, would have resulted in the student being denied health clearance. In such cases, the student will not be permitted to commence a clinical placement until he or she has been cleared to do so.

In addition to the health clearance required to commence a clinical placement, all students must, as required by New York State law, be immunized against measles, mumps and rubella. The registration of students who do not provide proof of the required immunization to the Office of Student Assistance will be voided. Clinical agencies may require additional immunizations before students are cleared to commence a clinical placement. Students are urged to keep copies of all health forms for their personal records.

LIABILITY INSURANCE

Pace University carries general and professional liability insurance that includes coverage for all students in the M.S. in Nutrition and Dietetics Program for claims rising from a student's activities in satisfaction of the requirements of his or her academic program, including clinical courses, at the University.

The University's general and professional liability insurance does not cover any claim arising from a student's activities outside of his or her academic programs at the University, including, without limitation, claims arising out of previous or current academic activities at another institution or employment. Also excluded from coverage are any events occurring during transportation to and from program activities, including supervised practice. These insurances apply only to claims brought against the student by third parties; they do not provide coverage for the student if the student is injured or becomes ill from work performed during their clinical course work. It is the student's responsibility to carry personal medical insurance to cover this potential.

On occasion, a clinical site may require that students performing a clinical placement at its site have their own professional liability insurance in addition to that provided by the University. Therefore, prior to attending a clinical course, students should confirm with the clinical instructor whether students at the clinical site are required to have their own professional liability insurance in addition to that provided by the University.

INJURY OR ILLNESS AT A SUPERVISED PRACTICE SITE

Students who become ill or injured when at a supervised practice site should alert their preceptor immediately and determine whether or not they are able to continue working, recuperate at home or seek medical attention. Should an injury occur while on site, students should follow the site's policies and procedures for reporting workplace incidents. The clinical coordinator and Chair should be notified as

soon as possible after the incident occurs. A copy of any documentation must be provided to the clinical coordinator and Chair as soon as possible. The program then will follow CHP and Pace University procedures and guidance on how to proceed.

RISK OF EXPOSURE

Students enrolled in the M.S. in Nutrition and Dietetics Program will be participating in caregiving activities. During these activities, exposure to communicable diseases, including, but not limited to, Hepatitis B (“HBV”), Tuberculosis (“TB”), Human Immunodeficiency Virus (“HIV”), SARS-Cov-2 (Covid-19), and Ebola Virus is possible. By enrolling in a clinical practicum course, students understand that they may contract a communicable disease while acting as a caregiver during a clinical experiences. Students are provided standard precautions education, in accordance with the Centers for Disease Control and Prevention Guidelines, and are expected to practice within those guidelines. Students are also expected to adhere to the policies of the clinical and practicum partners. By enrolling in any clinical course you are acknowledging this potential for exposure and voluntarily accepting the risk of contracting a communicable disease. A student may elect to postpone returning to/entering clinical assignment due to concern regarding risk. The may delay graduation until all requirements are met.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING PROCEDURE

There are various laws, standards and employer policies that require all employees, volunteers and students working in or assigned to a supervised practice site to undergo a criminal background check and/or drug screening. Therefore, in order to comply with these requirements, this program will require students, at their own cost, to complete a criminal background check and drug screening prior to commencing supervised practice rotations. (See Program Total cost schedule for fees.) Students will be provided with instructions in EXXAT on how to submit the information required to complete a background check. The results are typically reported to the student within three business days. Instructions on how to order a drug screen are also posted in EXXAT. Once they have ordered a drug screen, students will receive a voucher and a list of sites in their area where they can obtain a drug screen. The results are typically reported to the student within three business days. Students must upload the results of both the background check and drug screen into their EXXAT profile and acknowledge that results will be shared with any supervised practice sites to which they are assigned. Students have the right to review and contest the findings.

DRUG SCREENING POLICY

All students enrolled in the Nutrition and Dietetics program who participate in supervised practice must complete a drug-screening test that is consistent with professional and industry standards. As part of clinical/fieldwork/research activities clearance, students must submit to urine drug screening using the school approved vendor; no other results will be accepted.

Instructions on submission can be found on the Nutrition and Dietetics Program compliance tracking vendor website (EXXAT). Refusal to provide a specimen for drug testing will be considered a positive drug test and subject the applicant to the established procedures for positive tests.

Students have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the results of the drug screen provided are correct. Students who have a positive drug screen may also be subject to discipline for violation of the University's Drug and Alcohol Policy in accordance with the University's disciplinary procedures for students. Refer to the University Student Handbook: Alcohol and other Drug Policy at [Alcohol and other Drug Policy](#).

Positive drug screen reports will be reviewed by the Associate Dean for Allied Health (or their designee) and any clinical, fieldwork, or research related activity will immediately be suspended pending the outcome of that review. During this time, the student may not participate in any aspects of the clinical, fieldwork, or research program of study.

A confirmed positive drug screen for illegal drugs will result in dismissal from the program.

A confirmed positive drug screen for ***legal recreational drugs*** will require the student to be interviewed by the Associate Dean for Allied Health (or their designee) and any other Pace University officials relevant to the situation and referred to a certified drug and alcohol counselor for a substance use evaluation. The student must agree to allow the counselor to provide documentation of the evaluation and treatment plan (if deemed necessary) to the Associate Dean for Allied Health (See Drug Policy: Student Agreement Form). Payment for the evaluation, treatment, and follow-up care will be the responsibility of the student.

If the counselor recommends no treatment, the student will submit written evidence of such to the Associate Dean for Allied Health (or their designee), and submit a written request for reinstatement in the clinical program. Reinstatement is conditional and based on a negative drug screening. **A negative drug screen is a requirement for clinical placement.** A second positive drug screen will result in automatic dismissal from the program.

If the counselor recommends a treatment plan, the student must complete the plan and then submit a written request for reinstatement to the clinical program. Written evidence of completion of the treatment plan, acknowledgment from the counselor that the student is able to safely engage in clinical activities, and the terms of any required follow-up care, must be submitted to the Associate Dean for Allied Health or designee. The Associate Dean or designee will review the recommendation, and if deemed satisfactory, require the student to undergo drug screening before returning to clinical activities. If the results are negative, the student will be reinstated in the program. If the drug screening result is positive, the student will automatically be dismissed from the program.

DRESS CODE FOR SUPERVISED PRACTICE SITES

When in a supervised practice setting or in activities related to supervised practice, Nutrition and Dietetics students should comply with the dress code as follows, unless otherwise specifically directed by their preceptor:

- If the required uniform for a clinical setting is “casual attire,” female students may wear pants, skirt with a blouse, or a dress and males may wear pants and a casual shirt with a collar.

- Jeans, denim, shorts, tank tops, T-shirts, open-toe shoes, sandals, flip flops, sweat pants, leggings, yoga pants, sweatshirts, and similar casual clothing is not appropriate in a clinical setting and are never permitted.
- Fingernails must be well groomed, short and clean.
- While in a supervised practice setting, students are required to wear their Pace University photo identification card. In addition, sites may issue a separate identification card and require students to carry or wear them while on site.
- While in a supervised practice setting in a clinical rotation site, students should wear a clean, white laboratory coat.

ROTATION ATTENDANCE

All Nutrition and Dietetics interns are required to complete a certain number of hours of clinical practice as scheduled for each clinical course. Students who must be absent from a session due to illness or an emergency are required to notify their preceptor as soon as possible. Absences caused by illness or an emergency must be made up at the site at which the student has been placed in accordance with the terms and conditions required by the preceptor and Chair. Excessive absenteeism, even if it is the result of illness or emergencies, may result in a failing grade for that supervised practice rotation. Questions about the requirements of attendance at supervised practice sites should be addressed to the Chair. All students are required to be supervised during their clinical hours. Because the University is closed during the Holiday Break between Christmas and New Year, supervision is not available during that period and therefore students may not attend or make up clinical hours during the Holiday Break.

CLINICAL OVERSIGHT AND EVALUATION

Students in each of the College of Health Professions graduate programs are subject to the procedures promulgated by their respective programs for the oversight and evaluation of their supervised practice courses. Students are responsible for knowing and complying with the contents of other documents pertaining to the program in which they are enrolled, including the oversight and evaluation of the supervised practice rotations.

Preceptor evaluations will be completed at various times throughout the supervised practice experience. A score of 3 or better is required to “pass” each competency and rotation. Competencies with a score below a 3 will require development of a remediation plan by the clinical coordinator. Students are responsible for ensuring that the names and email addresses of all preceptors who have provided supervision during each rotation are entered accurately in EXXAT so that they can receive evaluation forms. Students are also responsible for following up with preceptors who have not submitted evaluations to request completion.

In sites where the student spends a short period of time with multiple different preceptors (e.g. clinical rotation at a large hospital organization) each preceptor will submit their evaluation of the student within two weeks of the student completing that rotation. These evaluations will be reviewed by both the student and the clinical coordinator to identify any areas in which the student needs to focus their efforts

to further demonstrate competency. Scores on individual preceptor evaluations as well as the combined score from all evaluations and demonstration of progression throughout the entire experience will be used to determine that the student is competent and has “passed” the rotation.

In sites where students spend the majority of their time with only a small number of preceptors (e.g. community site with only one RDN) a mid-term evaluation will be submitted for the student and clinical coordinator to review. This evaluation will mimic the final evaluation and allow the student and preceptor to identify areas that the student has demonstrated competency as well as activities and target measures that they will need to continue to work on during the remainder of the rotation. Preceptor’s final evaluations of student performance will be completed at the end of the rotation based on the student's overall performance, professionalism and successful completion of all activities and assignments. University faculty will evaluate each student at the end of the rotation based on the completion of program assigned activities and participation in the corresponding rotation seminar.

Students are also required to evaluate the supervised practice site and preceptors at the end of each rotation. Evaluation feedback will be shared with site managers/directors and/or preceptors once the student has completed the rotation and received their preceptor evaluation(s). Students are encouraged to discuss any issues or concerns pertaining to the site, preceptor, and/or rotation in general with the clinical coordinator as soon as they arise so that timely resolution can be obtained.

SUPERVISED PRACTICE REMEDIATION

In the event that a student scores below a 3 on their final evaluation (or does not score a cumulative 3 or better on combined evaluations at sites with multiple preceptors), a remediation activity(s) will be developed by the clinical coordinator in order to ensure that the student is able to demonstrate competency in any area(s) that they are deemed deficient. Remediation activities can include but are not limited to: revision and resubmission of projects/assignments to preceptors and/or faculty, completion of case studies, simulation activities with standardized patients, or additional time on site with preceptors in designated setting(s). Program faculty and/or preceptor(s) will review the remediation activities and submit remediation evaluations once competency has been demonstrated.

In the event that a student has had multiple attempts to demonstrate competency(s) and continues to demonstrate deficiencies, he/she will be counseled by the Chair and clinical coordinator on alternate career paths. The student may have the option to continue the Master’s Degree portion of the program but will not be eligible for verification statement if they are not able to successfully complete the supervised practice portion of the program.

SUPERVISED PRACTICE DOCUMENTATION

Students will be responsible for tracking their own supervised practice hours in EXXAT. Preceptors may be asked to sign-off on the completed log at the end of the student’s rotation. Hours that the student is actually “on-site” during the rotation should be logged as “Direct” supervised practice. In the case of hours of simulated practice, the Clinical Coordinator will approve students’ practice hours. Simulation activities that are approved for supervised practice hours should be logged as “Indirect” supervised practice. Because hours of supervised practice are required to complete the M.S. in Nutrition and Dietetics, no prior practice hours will be accepted.

TRANSPORTATION

Transportation to all off-campus courses, activities and lectures, including supervised practice sites, is the responsibility of the student. In addition, students are responsible for all parking fees.

POLICIES OF CLINICAL AGENCIES

Students are bound by applicable policies and procedures of the agencies to which they are assigned. It is the student's responsibility to know and comply with those policies and procedures.

ADDITIONAL COLLEGE OF HEALTH PROFESSIONS RESOURCES

CENTER FOR EXCELLENCE IN HEALTHCARE SIMULATION

The "simulation center" offer state-of-the-art resources on both the Pleasantville and New York City campuses. Utilizing a wide array of methodologies including task trainers, human patient simulators and standardized patients (actors who play the role of patients), a variety of clinical focused learning opportunities ranging from fundamental skills to high fidelity simulation are available at the CEL. The CEL is available for students alone or in small groups to study, practice for exams, work with tutors, and receive remediation as needed. Hospital-like settings and clinic simulated environments provide students an opportunity to practice skills at basic and advanced levels across all College of Health Professions curricula. The center's equipment and design replicate various healthcare settings including pediatrics, maternity, medical-surgical and critical care units. Human patient simulators allow students to practice skills, develop critical thinking and improve performance in a safe and nurturing environment through scenario-based educational experiences. The center is equipped with video capabilities that can be used for many purposes, including self-reflection based on clinical simulations to identify areas in need of improvement. On the Pleasantville campus the center is located at Lienhard Hall. Additional information about the Center for Excellence in Healthcare Simulation can be found at <https://chp.pace.edu/center/center-excellence-healthcare-simulation>

CENTER OF EXCELLENCE FOR ADVANCING LEADERSHIP, PARTNERSHIPS, AND SCHOLARSHIP (ALPS)

In keeping with the College of Health Profession's vision, the Center of Excellence for Advancing Leadership, Partnerships and Scholarship (ALPS) is dedicated to supporting the academic mission of the School through external funding, facilitation of faculty scholarship, student opportunities, partnerships, and leadership development. The Center of Excellence provides opportunities for faculty to develop their scholarship in education, research and practice through a variety of partnerships at the local, national and international levels, and access to internal and external funding. The Center of Excellence facilitates student-centered learning experiences that further enhance the high-quality professional education of College of Health Professions students to prepare them to embrace the professional challenges in health care in the 21st century. Graduate assistantships and information about sources of financial support for students are available through the Center of Excellence. Additional information about the Center of Excellence may be found at <https://chp.pace.edu/about-center-excellence-alps>

ADDITIONAL INFORMATION

CAREER SERVICES

Career Services provides undergraduate and graduate students and alumni of the College of Health Professions with information about careers and job searches. Career Services is a resource for College of Health Professions students and alumni who wish to explore employment opportunities and the best way to present themselves to prospective employers. For example, Career Services offers assistance in, among other things, preparation of resumes and cover letters and developing interviewing skills. Career Services is located on the Pleasantville and New York City Campuses. Additional information about Career Services may be found at <https://careerservices.pace.edu/>

WRITING CENTERS

The Pace University Writing Centers support, advance, and research campus-wide writing and composition practices. The Writing Center provides undergraduate and graduate students, in all disciplines, individualized attention to their writing and writing processes through interactive writing tutorials delivered face-to-face and online. The pedagogies and approaches used in the Writing Centers expose students to—and prepare students for—the collaborative writing dynamics they will need in their future careers. The Writing Center consultants work with all stages of the writing process, work with all modalities, and employ pedagogical practices in the context of the student’s own writing. More information about the Writing Center can be found at <https://writingcenter.blogs.pace.edu/>

COMPUTER RESOURCE CENTERS

The Computer Resource Centers offer students a wide variety of resources including Internet access, wireless laptop workstations, over 50 software packages, headphones, USB connections, scanners, high powered printers and Macs. More information about the Computer Resource Center may be found at <https://www.pace.edu/its/its-service-areas/computer-labs>

COUNSELING CENTER

The services of the Counseling Center address personal, academic and vocational problems. In addition, the Counseling Center is available to victims of sexual assault and can provide crisis intervention assistance, emotional support, information, and referrals to medical, police and other pertinent services. Information discussed during counseling sessions is confidential. The services of the Counseling Center are offered for no fee to all members of the Pace University community. More information about counseling services can be obtained at <https://www.pace.edu/counseling>

PRIVACY POLICY ON EDUCATION RECORDS

The Family Educational Rights and Privacy Act, commonly referred to as “FERPA,” is a federal law that protects the confidentiality of student education records and provides for a student’s right to review and request correction of such records. Information about a student’s rights under FERPA may be found at <https://www.pace.edu/registrar/transfer-credits/student-records>
Students retain the right to view their own records.

FINANCIAL AID

Information about financial aid may be found at <http://www.pace.edu/financial-aid/>.

HEALTH CARE

University Health Care offers a full range of primary care services to the Pace University community. University Health Care is staffed by nurse practitioners (registered nurses with advanced credentials who are certified to prescribe medications) and consulting physicians. University Health Care is located at 41 Park Row, Room 313, on the New York campus (212-346-1600), and at the Goldstein Health Fitness and Recreation Center on the Pleasantville campus (914-773-3760). Additional information regarding University Health Care services may be found at <https://chp.pace.edu/university-health-care-uhc>

While at supervised practice sites, students should expect to use their personal health care providers or University Health Care in the case of illness or injury. Only in emergency situations should a student seek treatment at a supervised practice site.

HEALTH INSURANCE

Information about accident and sickness insurance may be found at <http://www.pace.edu/health-insurance>.

IMMUNIZATION COMPLIANCE POLICY

Students are required to comply with the requirements of the New York State Public Health Law regarding immunity against measles, mumps and rubella. Details about these requirements may be found at <https://www.pace.edu/student-accounts/immunization-compliance>

INCOMPLETE WORK

Information about course grades when course work is incomplete at the end of the semester may be found in the Academic Policies and General Regulations section of the Pace University Graduate Catalog at <https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/graduate-grades-academic-standing/grading-system/>

LEAVE OF ABSENCE, MEDICAL LEAVE OF ABSENCE AND RESUMPTION OF STUDIES POLICIES

Information about a leave of absence or a medical leave of absence may be found in the Academic Policies and General Regulations section of the Pace University Graduate Catalog at <https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/disruption-normal-academic-progress/leave-absence/>

The Resumption of Studies policy and procedure may be found in the Academic Policies and General Regulations section of the Pace University Graduate Catalog at <https://catalog.pace.edu/undergraduate/academic/academic-policies-general-regulations/disruption-normal-academic-progress/resumption-studies/>

Resumption of Studies forms may be found at

https://www.pace.edu/sites/default/files/2021-05/resumption-studies_0.pdf

LIBRARIES

The Edward and Doris Mortola Library is located on the Pleasantville campus (914-773- 3380) and the Henry Birnbaum Library on the New York campus (212-346-1332). Library hours vary during semesters, vacations and summer sessions, and many library resources are accessible online. Of particular interest to College of Health Professions students are the many databases available to support nutrition research. More detailed information about the nutrition research resources available at the libraries as well as additional information about the libraries are available at www.pace.edu/library.

OFFICE OF STUDENT ASSISTANCE

The Office of Student Assistance, referred to as OSA, provides financial aid, student accounts (billing and payment) and registrar services. OSA can be contacted by telephone at 1-877-OSA-1830 or in person at the New York City or campuses. Additional information about OSA may be found at <http://www.pace.edu/office-studentassistance/>.

PACE UNIVERSITY POLICY AND PROCEDURE – DISCRIMINATION, NON-SEX-BASED HARASSMENT AND RETALIATION

Pace University welcomes and values faculty, employees, and students from diverse backgrounds, and is committed to an environment in which all individuals are treated with respect and dignity. Each member of the Pace community has the right to work and learn in an atmosphere that promotes equal opportunities on the basis of abilities and performance and prohibits discriminatory practices, including harassment.

The University expects and requires that all relationships among members of the Pace community will be free of bias, prejudice, intimidation, exploitation, coercion, and harassment. It is the policy of the University to ensure equality of opportunity for all members of the University. Therefore, Pace University prohibits and will not tolerate discrimination or harassment on the basis of sex, race, color, national origin, religion, creed, age, disability, citizenship, marital status, sexual orientation, genetic predisposition or carrier status, veteran status, or any other characteristic protected by law. The University's Discrimination, Non-Sex-Based Harassment and Retaliation Policy and Procedure may be viewed at: <https://www.pace.edu/sites/default/files/2021-03/policy-against-discrimination-harassment-retaliation.pdf>

The University's Sex-Based Misconduct Policy and Procedure may be found at: <http://www.pace.edu/sites/default/files/files/SexualMisconductPolicy.pdf>.

Members of the University community who have concerns about discrimination or harassment should contact the Executive Director Office of Institutional Equity/Title IX Coordinator at bdufresne@pace.edu

SEX-BASED MISCONDUCT POLICY AND PROCEDURE

As part of its commitment to providing a safe environment for every member of the University community and to ensuring that no student, faculty, or staff member is excluded from participating in or denied the benefits of any University program or activity on the basis of sex, Pace University prohibits sex-based misconduct. Sex-based misconduct includes sexual assault, sexual harassment, gender-based harassment, dating violence, domestic/intimate partner violence, sexual exploitation and stalking, and non-sex-based dating violence, domestic/intimate partner violence, and stalking. The University also prohibits retaliation against anyone who reports an incident of sex-based misconduct or participates in an investigation or proceeding related to any such report. The University's Sex-Based Misconduct Policy and Procedure may be viewed at <https://www.pace.edu/sites/default/files/files/security-emergency-management/fire-safety-security-report/sex-based-and-non-sex-based-misconduct-policy.pdf>

The University's Discrimination, Non Sex-Based Harassment and Retaliation Policy and Procedure may be found at: <https://www.pace.edu/sites/default/files/2021-03/policy-against-discrimination-harassment-retaliation.pdf>

Members of the University community who have questions about the Sex-Based Misconduct Policy and Procedure or accessing available resources should contact the Executive Director Office of Institutional Equity/Title IX Coordinator Officer at 212-346-1310, 914-923-2610, or bdufresne@pace.edu

REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The University's commitment to equal educational opportunities includes providing reasonable accommodations for the needs of students with disabilities. To request an accommodation for a qualifying disability, a student must self-identify and register with the Office of Disability Services for his or her campus. Except for the Office of Student Accessibility Services, no one, including faculty, is authorized to evaluate the need and arrange for an accommodation. Moreover, no one, including faculty, is authorized to contact the Office of Student Accessibility Services on behalf of a student. For further information, please see Resources for Students Accessibility Services at <https://www.pace.edu/counseling/student-accessibility-services>

The Office of Student Accessibility Services may be contacted at 212-346-1526 on the New York campus and 914-773-3710 on the Pleasantville Campus.

SAFETY AND SECURITY DEPARTMENT

The Safety and Security Department is responsible for ensuring the safety and security of all members of the Pace University community 24 hours a day, 365 days per year. Safety and Security also issues parking permits and identification cards. The locations and telephone numbers of Safety and Security are:

Pleasantville Campus – Alumni Hall; 914-773-3400

Additional information about the Safety and Security Department may be found at

<https://www.pace.edu/security-emergency-management>

SOURCES OF INFORMATION

Additional information about the College of Health Professions and Pace University may be found, for example, on the Pace University website at <https://www.pace.edu/> on the College of Health

Professions website at <https://chp.pace.edu/> in the Pace University Student Handbook at <https://www.pace.edu/student-handbook> and in the Pace University Graduate Catalogue at <https://www.pace.edu/registrar/registration/academic-catalogs>

Students are responsible for knowing and complying with all applicable policies of Pace University and the College of Health Professions.

COMPLAINTS

The College of Health Professions strives to provide an environment of mutual respect, cooperation and understanding. Notwithstanding this commitment, problems and concerns sometimes occur. Resources and procedures are available to students for resolving complaints and addressing concerns. For example, concerns about violations of University policies are addressed through the University Grievance Procedure.

Student Grievances Procedure:

Complaints of discrimination and harassment are addressed by the University's Executive Director Office of Institutional Equity/Title IX Coordinator. The College of Health Professions Progression Appeals Committee decides appeals of decisions dismissing students from the Program in Nutrition and Dietetics and the College of Health Professions for failing to satisfy the applicable academic standards. The Counseling Center offers personal, education, vocational counseling and resources and support services to students with disabilities. Additional information about these resources and procedures, as well as others, may be found at <https://chp.pace.edu/complaint-policy>

The Chair or the Associate Dean for Administration (or their respective designees) will, in a timely manner, investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may, within five (5) business days of date of the notification, appeal the resolution in writing to the Associate Dean for Administration.

COMPLAINTS ABOUT PROGRAM COMPLIANCE WITH ACCREDITATION STANDARDS

Students, preceptors or others who wish to register a complaint about the Program in Nutrition and Dietetics should contact the Associate Dean for Administration of the College of Health Professions. Complaints will be handled impartially and without retaliation. Records of complaints will be kept on file for a period of seven years.

If a complaint pertaining to program compliance with ACEND accreditation standards has been addressed by the Program in Nutrition and Dietetics and the administration of the College of Health Profession and still remains unresolved, the individual filing the complaint may contact ACEND in writing. This action should be taken only once all other avenues for resolution at the College level are exhausted.

ACEND® can be contacted by:

Email: ACEND@eatright.org

Phone: 800/877-1600, ext. 5400

Mail: 120 South Riverside Plaza
Suite 2190, Chicago, IL 60606-6995