



College of Health Professions

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

## **STUDENT HANDBOOK 2025-2026**

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

The Coordinated Master of Science in Nutrition and Dietetics Student Handbook may be changed from time to time at the sole discretion of the program and such changes may be with or without prior notice. The Coordinated Master of Science in Nutrition and Dietetics Nutrition and Dietetics Student Handbook is not intended as and shall not be construed as a contract.

September 2, 2025

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## WELCOME TO OUR PROGRAM!

Dear Master of Science in Nutrition and Dietetics students:

I am pleased to welcome you to the Coordinated Master of Science in Nutrition and Dietetics degree program in the College of Health Professions at the Pace University Pleasantville Campus.

This program is designed to prepare you for a career in nutrition and dietetics as a registered dietitian nutritionist (RDN). The curriculum blends didactic learning with supervised experiential learning (SEL) experiences to ensure that you meet the knowledge (KRDN) and skill (CRDN) requirements of RDNs as defined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). As you successfully complete courses and SEL rotations, you will progress from the level of novice to advanced beginner; preparing you to begin your career as a competent entry level practitioner and providing the foundational tools you will need throughout your career to advance to the level of expert.

Our program was developed with major nutritional challenges of today's world in mind—rising rates of overweight and obesity and their related comorbidities, an environment replete with unhealthful foods, an abundance of nutritional misinformation circulating, promotion of ineffective or potentially harmful diets in mass media, a culture of convenience that has dented the family meal tradition, and socio-economic inequality that has left many Americans hungry. We have developed a comprehensive curriculum to provide you with the knowledge and skills you will need to succeed in addressing these challenges. Our holistic approach offers an array of didactic learning opportunities and practical experiences that will prepare you to work in a wide variety of professional settings when you graduate.

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

Best wishes,

A handwritten signature in blue ink, appearing to read 'J. Tosto'.

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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 Nutrition and Dietetics program, 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 Student 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 Nutrition and Dietetics program. 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 [MS in Nutrition and Dietetics](#) department website. 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 of the Nutrition and Dietetics department (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 (RDN).

Pace offers students the Coordinated Master of Science path to becoming an RDN. The successful completion of both the didactic and SEL 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 licensure as a Registered Dietitian Nutritionist. If you will be practicing outside of New York state, be sure to check the licensure requirements as they vary by state.

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 Master of Science in Nutrition and Dietetics program.
2. Successfully complete the didactic (classroom learning) and SEL (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 students complete program requirements within 3 years (150% of planned program length.)
- Of graduates who seek employment, at least 70% are employed in nutrition and dietetics or related fields 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.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian-nutritionists is at least 80%.

#### 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:** Program graduates will be well-prepared for the practice of nutrition and dietetics in a variety of settings.

#### Objectives for Goal 2:

#### ACEND Objective

- 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).

#### Program Specific Objective

- 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).

### Accreditation

Pace University's Coordinated Program in Nutrition and Dietetics is fully 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 at [ACEND@eatright.org](mailto:ACEND@eatright.org), phone (800) 877-1600 x5400, or mail at 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 are able to:

- |          |                                                                                                                                    |
|----------|------------------------------------------------------------------------------------------------------------------------------------|
| KRDN 1.1 | Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions. |
| KRDN 1.2 | Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.           |
| KRDN 1.3 | Apply critical thinking skills.                                                                                                    |

#### Competencies:

Upon completion of the program, graduates are able to:

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
- CRDN 1.5 Incorporate critical-thinking skills in overall practice.

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

Knowledge:

Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
- KRDN 2.3 Assess the impact of a public policy position on the nutrition and dietetics profession.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
- KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
- KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

Competencies:

Upon completion of the program, graduates are 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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, 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 interprofessional teams.
- CRDN 2.5 Work collaboratively with Nutrition and Dietetics Technician, Registered (NDTRs) and/or support personnel in other disciplines.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

|           |                                                                                                                                      |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------|
| CRDN 2.7  | Apply change management strategies to achieve desired outcomes.                                                                      |
| CRDN 2.8  | Demonstrate negotiation skills.                                                                                                      |
| CRDN 2.9  | Actively contribute to nutrition and dietetics professional and community organizations.                                             |
| CRDN 2.10 | Demonstrate professional attributes in all areas of practice.                                                                        |
| CRDN 2.11 | Show cultural humility in interactions with colleagues, staff, clients, patients and the public.                                     |
| CRDN 2.12 | Implement culturally sensitive strategies to address cultural biases and differences.                                                |
| CRDN 2.13 | Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession |

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

Knowledge:

Upon completion of the program, graduates are able to:

|          |                                                                                                                                                                                                                                                           |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KRDN 3.1 | Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions. |
| KRDN 3.2 | Develop an educational session or program/educational strategy for a target population.                                                                                                                                                                   |
| KRDN 3.3 | Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.                                                                                                                       |
| KRDN 3.4 | Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).                                                                          |
| KRDN 3.5 | Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health, and disease.                                                                                                                                          |
| KRDN 3.6 | Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.                                                                                                                     |

Competencies:

Upon completion of the program, graduates are able to:

|          |                                                                                                                                                                                                                                                                                                                                                           |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CRDN 3.1 | Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements 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 | Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation). |
| CRDN 3.4 | Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.                                                                                                                                                                                                             |
| CRDN 3.5 | Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.                                                                                                                                                                |

|           |                                                                                                                                                                                                                    |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CRDN 3.6  | Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.                                                                                            |
| CRDN 3.7  | Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media. |
| CRDN 3.8  | Design, implement, and evaluate presentations to a target audience.                                                                                                                                                |
| CRDN 3.9  | Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.                                                                                 |
| CRDN 3.10 | Use effective education and counseling skills to facilitate behavior change.                                                                                                                                       |
| CRDN 3.11 | Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.                                                                                                |
| CRDN 3.12 | Deliver respectful, science-based answers to client/patient questions concerning emerging trends.                                                                                                                  |
| CRDN 3.13 | Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.                                                                      |
| CRDN 3.14 | 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 are able to:

|          |                                                                                                                                                                                   |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KRDN 4.1 | Apply management theories to the development of programs or services.                                                                                                             |
| KRDN 4.2 | Evaluate a budget/financial management plan and interpret financial data.                                                                                                         |
| KRDN 4.3 | Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained. |
| KRDN 4.4 | Apply the principles of human resource management to different situations.                                                                                                        |
| KRDN 4.5 | Apply safety and sanitation principles related to food, personnel, and consumers.                                                                                                 |
| KRDN 4.6 | Explain the processes involved in delivering quality food and nutrition services.                                                                                                 |
| KRDN 4.7 | Evaluate data to be used in decision-making for continuous quality improvement.                                                                                                   |

Competencies:

Upon completion of the program, graduates are able to:

|          |                                                                                                                                         |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------|
| CRDN 4.1 | Participate in management functions of human resources (such as training and scheduling).                                               |
| CRDN 4.2 | Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities, and food. |
| CRDN 4.3 | Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).          |
| CRDN 4.4 | Apply current information technologies to develop, manage and disseminate nutrition 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 Engage in 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 (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

**Domain 5.** Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner. (new in 2022)

Knowledge:

Upon completion of the program, graduates are able to:

- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.
- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support or presenting an elevator pitch).
- KRDN 5.4 Practice resolving differences or dealing with conflict.
- KRDN 5.5 Promote team involvement and recognize the skills of each member.
- KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies:

Upon completion of the program, graduates are able to:

- CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- CRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.
- CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage, or asking for a promotion).
- CRDN 5.5 Demonstrate the ability to resolve conflict.
- CRDN 5.6 Promote team involvement and recognize the skills of each member.
- CRDN 5.7 Mentor others.
- CRDN 5.8 Identify and articulate the value of precepting.

### **Admission Assessment**

Our program admits both U.S. and international students. The Office of Graduate Admission facilitates the process from initial student inquiry/contact through initial enrollment. This office serves as the liaison between prospective students and the faculty of their program objective. Applications are then carefully reviewed by the department Admission Committee utilizing a holistic approach which considers qualitative and quantitative factors to ensure that we are fulfilling the mission of the

program. This multifaceted process focuses on academic credentials as well as prior experience, service history, aspirations, and interpersonal skills. Additional information can be found on the [Nutrition and Dietetics department website](#).

We believe in the dignity, worth, and potential of every student. Throughout the admission process, we engage and support our prospects and applicants, treat them with respect, and acknowledge their importance through efficient and respectful management of their applications. Our success will be measured through student satisfaction and fulfillment of our institutional enrollment targets.

The department participates in a number of annual college/career fairs, as well as information sessions, designed to increase diversity within our program and hence, practicing RDNs nationwide. A select listing of events includes the Idealist Fair NYC, Mayor's Graduate Scholarship Program, America Needs You, National Conference for McNair Scholars, and Diversity Healthcare fairs.

Because the Program intertwines classroom learning with SEL, no prior SEL 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 core knowledge requirements are equivalent.

Interested students should [email the Nutrition Department](#) for more information. Informational meetings are available by phone or in person on the Pleasantville Campus.

### **Admission Requirements**

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.
- A 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

### **Evaluation of Foreign Degrees**

Students desiring a Verification Statement from Pace University after completing a degree or coursework outside of the United States will need an equivalency report from one of the evaluation agencies approved by the Academy of Nutrition and Dietetics. More information can be found on the [Academy of Nutrition and Dietetics](#) website.

Validation of a foreign degree does not eliminate the need for verification of completion of coordinated program requirements. The department chair will evaluate the equivalency report and may request copies of course transcripts to determine which core knowledge requirements and competencies have

been assessed. Because coursework and/or SEL 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. Following this evaluation, the student will be advised regarding additional coursework and SEL necessary to meet the academic requirements for the Verification Statement. In addition, the following criteria must be met:

- A minimum of 8 didactic courses (24 credits) must be taken within Pace's Coordinated MS program.
- Any didactic courses that a student may receive a waiver for must have been completed within the past 10 years.
- A minimum of 500 hours of SEL
- must be completed within Pace's Coordinated MS Program. Students must also enroll in the seminar course aligned with the SEL rotation they are completing. Seminar courses do not count towards the minimum number of required didactic courses.
- No waiver for clinical rotations will be granted.

Verification Statements signed by the department chair will be issued after completion of all academic and SEL 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 SEL 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                                                       |                                                               |                                                               |
|--------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| Fall                                                         | Spring                                                        | Summer                                                        |
| ND 500 Advanced Nutrition I: Macronutrients                  | ND 530 Advanced Nutrition II: Micronutrients                  | ND 550 Management of Food Service Systems                     |
| ND 540 Nutrition Across the Lifespan                         | ND 511 Functional Foods and Integrative Nutrition             | ND 630 Medical Nutrition Therapy II                           |
| ND 600 Community and Public Health Nutrition                 | ND 560 Nutrition Assessment                                   | ND 580 Supervised Practice I: Foodservice Management Rotation |
| ND 640 Research in Nutrition and Dietetics                   | ND 570 Medical Nutrition Therapy I                            |                                                               |
| YEAR 2                                                       |                                                               |                                                               |
| Fall                                                         | Spring                                                        | Summer                                                        |
| ND610 Nutrition Education and Counseling                     | ND670 Foods and Nutrition of World Cultures                   | ND520 Professional Issues in Nutrition and Dietetics          |
| ND670 Capstone Project (enroll)                              | ND671 Capstone Project (completed)                            | ND680 Supervised Practice IV: Elective Rotation               |
| ND650 Supervised Practice II: Clinical or Community Rotation | ND620 Supervised Practice III: Clinical or Community Rotation |                                                               |

Please note that 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 SEL hours during spring break. However, students may exercise the option to complete hours during spring break if they choose

to and if the site is in agreement. This should be clearly communicated to the preceptor at the start of the spring rotation when the student's schedule is developed. 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 the [Pace Academic Catalog](#).

### **Cancellation and Withdrawal Policies**

University fees are non-refundable. Please review the [Tuition Cancellation Policy](#).

Visit the Pace Academic Catalog for the [Withdrawal Policy](#) rules for additional Policies of Terms.

## **NUTRITION AND DIETETICS STANDARDS AND POLICIES**

The Coordinated MS 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 and Missed Exams**

- 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 emergencies or unforeseen circumstances.
  - Virtual accommodation (i.e. hyflex Zoom into class) will not be permitted for classes that are offered in in-person modality. It is 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 later. The deadline for any assignments will remain the original deadline assigned to the class unless the instructor expressly grants an extension to the absent student.
  - Virtual accommodations for web-assisted courses may be permitted for extenuating circumstances at the discretion of the course instructor to ensure that the learning environment and lecture goals are not impacted.
- 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 who have an excused absence during a scheduled quiz, exam or other graded in-class activity may be permitted to make up the missed work at the sole discretion of the course instructor.
  - Students who are unable to take a final exam as scheduled due to an emergency may, at the discretion of the instructor, take a deferred exam. Students must notify the instructor as soon as possible that due to an emergency (e.g., serious illness) they are unable to take the exam as scheduled. Only if the instructor approves may a student take a deferred exam. A fee may be charged for a deferred exam if a proctor is needed.
- 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.
- Given the scaffolded nature of all content in this program, attendance and participation is essential to ensure that all core knowledge and competency requirements are met. As such, excessive absences are detrimental to student learning and progression. Therefore, students with more than three (3) absences, regardless of whether they are excused or unexcused, will automatically fail the course and be required to retake it the next time it is offered in the

program, which will significantly impact progression in the program and may delay supervised experiential learning (SEL) rotations and graduation.

### **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 also abide by the Academic Integrity Code of Pace University and the Code of Ethics of the Academy of Nutrition and Dietetics.

### **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).

### **Incomplete Work**

Information about course grades when course work is incomplete at the end of the semester can be found in the [Academic Policies and General Regulations](#) section of the Pace University Graduate Catalog.

### **Classroom Etiquette and Civility**

- Please arrive at class on time and prepared to participate.
- Silence and store mobile phones out of site, 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 recreational use of the internet, social media sites, emailing, messaging, and/or completing outside assignments while in class, as this hinders participation and distracts other students and instructors.
- Students and instructors will always address one another with respect and civility.

- Students should address instructors as professor or doctor, as applicable.

### **Online Etiquette and Civility**

- Please log in on time and prepared to participate.
- Turn your camera on and stay engaged.
- Stay muted unless you're talking to reduce background noise.
- 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 visual background.
- Enter Zoom classes via Classes for increased security and ease of access.

### **Social Media and Networking Guidelines**

The Nutrition and Dietetics program strongly values professional and ethical behaviors from all students, at all times, and in all settings. This includes the persona (the aspect of someone's character that is presented to or perceived by others) put forth by students when engaged in social media platforms (e.g. Instagram, Facebook, X (formerly Twitter), Snapchat, TikTok, blogs, etc.) in which they may be identified as part of the Pace Nutrition and Dietetics program. Information of any kind placed on these platforms renders an individual subject to the judgement of those who have access to the material and, in many cases, anyone with whom the information can be shared. Though these judgements may be positive, uplifting, or humorous, they can also be slanderous, damaging to others, and project an unprofessional image.

Therefore, the Nutrition and Dietetics program holds students, at any stage of their education, to be responsible for abiding by the same rules of ethical and professional conduct in a social media platform as they would in any other classroom, laboratory, and clinical setting as set forth in this handbook. A breach in professional conduct through social media will result in a referral to the Professional Conduct Committee.

In addition, to maintain professional boundaries and uphold the integrity of the educational environment, faculty and students are expected to refrain from following, friending, or otherwise engaging with each other's personal social media profiles (including LinkedIn) while students are actively enrolled in the program. This policy helps protect the privacy of both parties and ensures that academic relationships remain respectful and free from potential conflicts of interest. Faculty and students may connect on official, program-related platforms as appropriate for academic and professional purposes.

Guidelines for the use of social media while enrolled in the Pace University MS in Nutrition and Dietetics program can be found on the [University Relations Social Media](#) page.

General thoughts to consider while you are enrolled in this program and as you prepare to for your career as a healthcare professional are described below:

- Think twice before posting: Privacy does not exist in the world of social media. If you are unsure about posting something or responding to a comment, seek advice from your academic advisor, department chair, or clinical coordinator.
- Anonymity is a myth: Write everything you post as if you are signing it with your name.

- Remember your audience: This includes prospective and current students, current or future employers and colleagues, patients, clients and their families, and peers.
- Strive for accuracy: Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the ND program or Pace University in any capacity.
- Do not use inappropriate credentials: The Commission for Dietetic Registration (CDR) has issued a statement regarding misuse of credentials. The following designations or acronyms are NOT approved credentials and may not be used in social media posts, email signatures, email addresses, or after your signature on any documentation. Do not use RDNE, RDE, RDN Eligible, RD Eligible, Registered Dietitian Nutritionist Eligible, Registered Dietitian Eligible, or 'rdn' or 'rd' in your email address (until you have passed the RD exam). Appropriate terminology for registration eligible candidates can be found on the [CDR](#) website.
- Familiarize yourself with and use conservative privacy settings: Practice restraint when disclosing personal information on social networking sites regardless of the content; your audience is everyone.
- Consider your professional image: Always consider the professional image you wish to present to your employer, coworkers, professional peers, and patients/clients and their families.
- Use disclaimer language: If you acknowledge your Pace ND program affiliation or you may be otherwise known as or presumed to be affiliated with the Pace ND program, include disclaimers in your online communications that indicate you are not speaking officially on behalf of the ND program.
- Do not engage in cyberbullying: Do not harass, libel, slander, or embarrass anyone. Do not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity. Individuals may be held personally liable for defamatory, proprietary, or libelous commentary.
- If in doubt, do not post!

### **Verification of Identity**

Students in the Coordinated MS in Nutrition and Dietetics program will be enrolled in both in-person and online courses. When attending synchronous online courses, students should log into Zoom classes via links provided in the learning management system (LMS) Brightspace (Classes) for increased security and ease of access. Please ensure that your full name is displayed on your zoom screen. Students are strongly encouraged to keep their Zoom cameras on for the entire class; however if that is not possible, students are requested to turn cameras on for attendance purposes and may then turn cameras off for the duration of class. In the event that an exam is given during class time in an online course, students MUST keep their cameras on with their faces visible for the entire exam period. If you are unable to keep your camera on or do not have access to a camera, you must make arrangements for the exam to be taken in person with the course instructor or a proctor.

### **Protection of Privacy of Student Information**

Pace University provides a secure server to protect your information from being viewed by an outside user. The technology transmits and receives scrambled data, which is decoded on the server side. All student information is housed on secure servers which are password protected. In addition, the Pace Virtual Private Network (VPN) provides a mechanism for the computers that are using it to be part of the Pace University network when that computer is not physically on any Pace campus. Software programs that house private student information require VPN login even when computers are physically on campus and connected to the secure server as an added level of protection.

On occasion, health clearance documentation including immunization record, background checks and drug screening results must be shared with SEL sites in order to obtain clearance for students to begin rotations in healthcare settings. Students must indicate in EXXAT that they agree to allow this information to be shared with appropriate site coordinators. Only the clinical coordinator has access to these files and any files that are shared with external sites contain links with expiration dates that are also password protected.

### **Class Participation**

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

### **Student Performance Monitoring**

Students will have access to their final grades at the end of each term via the learning management system (e.g. Canvas). 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 lower-graded course with a minimum of a B- (80%). (added) Students who have not achieved the minimum course grade of B- must repeat that course the next semester it is offered, regardless of overall GPA.
- Students must successfully demonstrate competencies required for professional practice as determined by ACEND.
- A rating of 3 or better must be obtained on all competency (CRDN) evaluations.
- 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.

### **Requirements to Receive the Verification Statement**

A signed verification statement is a document that serves as evidence that an individual has completed all 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 SEL 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 department chair. The chair will issue the verification statement:

- As soon as possible after the student cohort completes all program requirements, both didactic and SEL.

- 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.

### **Academic Requirements and the Last Semester**

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 (Last Semester) of the program.

### **Graduation Eligibility**

Students who do not meet all academic requirements by the end of the Last Semester are generally not eligible to graduate and are dismissed from the program. However, an exception is available for students who meet all of the following conditions:

- They meet the Program's minimum GPA at the end of the Last Semester;
- They failed only one course during the Last Semester, and the failure does not trigger dismissal under the Academic Dismissal Policy;
- They have not been previously placed on academic probation.

Students who qualify for this exception may continue in the Program and retake the failed course the next time it is offered (typically the same semester the following year). The sole purpose of this additional semester is to allow eligible students to retake and pass the failed course.

To graduate after this extension, students must:

- Pass the course with a satisfactory grade as defined by the Program;
- Maintain at least the minimum GPA standard.

Failure to meet either requirement will result in dismissal from the Program, with no option to appeal. Dismissed students may reapply after three years and must restart the Program from the beginning.

### **Supervised Experiential Learning (SEL) and the Last Semester**

In rare cases, students who have been academically successful may struggle to demonstrate competency in their SEL rotation in the final semester. Such students may still graduate with the MS degree if all related course requirements are met AND the student has met the program's minimum GPA requirement but will not receive a verification statement at that time.

These students may complete remediation activities assigned by the clinical coordinator after the Last Semester. If competency is demonstrated per ACEND standards during remediation, the student will receive the verification statement. Failure to demonstrate competency will result in dismissal from the SEL component and permanent ineligibility for a verification statement from this program.

For additional information about this policy, students should contact the department chair.

### **Requirements for Graduation**

The Office of the Registrar 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 RDN examination.

**Specific requirements include:**

- Satisfactory completion of all courses in the curriculum with a minimum grade of a B- (80%) and overall GPA of 3.0.
- Compliance with standards of conduct and guidelines for ethical conduct and professional performance standards as listed in the student handbook.
- Completed, signed, and submitted an Application for Graduation form to the Office of the Registrar. 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 Nutrition in Dietetics program. You can contact the Office of the Registrar via Help Desk or calling (877) 672-1830, option 3 for any additional questions you may have.
- Successful completion of final RDN practice exam with a minimum grade of 75 (ND680).
- 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.

**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.

The [University Academic Integrity Code](#) can be found online in the academic catalog.

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 (6<sup>th</sup> 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.

### **Guideline for the Use of Generative AI/ChatGPT**

While enrolled in this program it is crucial to maintain academic integrity, critical thinking, and originality in students' work. Pace University's offers a Student Guide to Generative AI that helps explain the fundamentals of this emerging technology, including potential concerns, limitation, and opportunities. This resource can be found at [ChatGPT for Students](#).

The Nutrition and Dietetics department recognizes the value of generative AI in certain contexts. Therefore, individual course instructors are free to set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Course instructors set such policies in their course syllabi and clearly communicate such policies to students. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. By adhering to these guidelines, students may leverage AI responsibly, fostering a balance between technological advancements and academic rigor.

In addition, the University has established a global policy for AI use and academic integrity, which can be found here: [AI Resources and Policies](#)

### **Academic Support and Student Retention Policy**

Students who are struggling academically or within SEL rotations are strongly encouraged to communicate early and openly with faculty. Students should first consult their course instructor or, for SEL-related concerns, the clinical coordinator to identify strategies for improvement. If additional support is needed, students should then contact their academic advisor and, if necessary, the program chair.

Faculty play an active role in supporting student success. To improve retention, foster academic achievement, and prepare students for success on the RDN exam, the program implements a multi-tiered approach for early identification and intervention with students experiencing academic challenges.

- Early Identification: Students demonstrating academic difficulty are identified by the midpoint of the first spring semester (Year 1), based on performance in key foundational courses (ND500, ND530, ND560, ND570).

- Proactive Advisement: Identified students will receive individualized academic support plans, which may include weekly check-ins during office hours, required visits to the Learning Commons, and other targeted academic resources.
- Career Advisement: If a student is unlikely to succeed in the program or in the field of dietetics, the program chair will provide guidance on alternative career paths and connect the student with the university's Career Center for additional support.

Every effort will be made to support student success and help students achieve their professional goals.

### **Academic Probation Policy**

The academic standards of the Nutrition and Dietetics program are established by the Nutrition and Dietetics 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 and Dietetics 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 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 continued 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 outlines the academic standards for the Nutrition and Dietetics program, conditions that will result in a Nutrition and Dietetics student being placed on academic probation and the conditions of probation that must be satisfied 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 (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 Nutrition and Dietetics department chair 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 Nutrition and Dietetics program 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 and Dietetics 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 and Dietetics program include, but are not limited to, the following:

| <b>Academic Standards for Coordinated MS in Nutrition and Dietetics</b>                                   | <b>Conditions that will result in Academic Probation</b>                                         | <b>Conditions that must be satisfied during Probationary Semester</b>                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Students will receive a grade of B- or better in order to pass a Nutrition and Dietetics didactic course. | Failure to receive the minimum passing grade of B- in a Nutrition and Dietetics didactic 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 GPA. In addition, the student must repeat the course the next time it is offered and receive a grade of B- or higher. |
| Students will maintain a minimum 3.00 GPA throughout the program.                                         | 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 with a B- or better and, at the conclusion of the Probationary Semester, have at least a 3.00 GPA.                                                                                              |

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 (Subsequent Semester), contingent upon successfully repeating the failed Nutrition and Dietetics course in that semester. Students who do not receive a B- or higher in the failed nutrition course or fail to meet any other academic standard in the Subsequent Semester, will be dismissed from the Nutrition and Dietetics graduate program in which the student is enrolled.

### **Academic Dismissal Policy**

Before being dismissed from the MS in Nutrition and Dietetics program for failing to satisfy the applicable academic or SEL standards, usually a student will be placed on academic probation for one semester (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 MS 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 Nutrition and Dietetics program.
- 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 Nutrition and Dietetics program, 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 Nutrition and Dietetics program 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 SEL 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 the Nutrition and Dietetics program 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 Nutrition and Dietetics program.

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

Normally, students who are dismissed from the Nutrition and Dietetics program will be informed in writing by the chair as soon as practicable that he or she has been dismissed from the program and, unless he or she is eligible to transfer to another College of Health Professions 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 Nutrition and Dietetics program and, if applicable, the College of Health Professions, may appeal the decision of dismissal to the Academic Progression Appeals Committee (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 Nutrition and Dietetics program and, if applicable, the College of Health Professions, may appeal the decision of dismissal to the Academic Progression Appeals Committee (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 Academic Progression Appeals Committee Chair, 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 initiate such an appeal, the student must send an email to the chair of the Appeals Committee. The name and email address will be listed in their dismissal letter.

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 Nutrition and Dietetics program. An appeal of the decision dismissing the student from the Nutrition and Dietetics program must be received by the Appeals Committee within fourteen (14) calendar days from the date of the decision of the grade appeal.

### **Standards 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 for Appeal**

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 adverse 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 Nutrition and Dietetics program 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.

### **Grade Appeal**

The process for appealing a grade in a nutrition and dietetics course is governed by the University's [Grade Appeal Process](#) (which may be found in the [Pace Academic Catalog](#)) 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 chair 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 Nutrition and Dietetics program (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 department chair. The grade appeal must be submitted in writing to the 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 chair is the instructor who issued the grade being appealed, the grade appeal must be submitted to the school dean.

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

**Step 6:** The department chair will decide whether the final Nutrition and Dietetics course grade should be reviewed further. The 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 an interim co-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 chair. 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.

### **Nutrition And Dietetics Professionalism Policy**

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 on the Academy of Nutrition and Dietetics website.

In addition to complying 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, the College of Health Professions, and each clinical site to which a student is assigned. Nutrition and Dietetic students are also expected to comply with the Standards of Professional Conduct, Compliance Procedures, and Social Media Guidelines set forth in this handbook.

Violating the Professionalism Policy is grounds for disciplinary action. Examples of such inappropriate interactions with peers, staff, faculty, and/or preceptors/site supervisors include but are not limited to:

- Harassment or abusive behavior in person or electronically
- Deliberate degradation or disruption of the learning environment
- Intentional misrepresentation of self or qualifications
- Argumentative behavior beyond what is reasonable for the issue or setting
- Inappropriate, inadequate or untimely response to queries from faculty, staff, or department chair
- 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 placement site or classroom while chemically impaired
- Use of abusive or inappropriate language in the placement site or classroom
- Excessive unauthorized lateness
- Leaving the clinical site early without approval of the faculty or assigned supervisor

### **Nutrition and Dietetics Professional Conduct Compliance Procedures**

The Nutrition and Dietetics Professionalism Committee (NDPC) is responsible for issues related to the professional conduct of students while they are enrolled in the program. The NDPC is composed of program faculty representatives and is led by the department chair or his/her representative. At the direction of the department chair, the NDPC has the right to make decisions regarding a student's status in the program based on his or her overall professional conduct. The NDPC is convened at the request of a faculty member, instructor, clinical coordinator, or clinical staff associate.

All involved parties must present any relevant information and documentation related to the incident(s) within five (5) business days of being notified of the alleged violation. Decisions by the NDPC will be made carefully and deliberately, based on the professional judgement of faculty after reviewing all supporting documentation, the student's professionalism evaluations, and their academic record.

If a member of the NDPC was a participant in or observed the circumstances that gave rise to a finding of, or the complaint that a student violated a policy, the member must recuse him or herself from the NDPC for purposes of that appeal or complaint. A different faculty member will be substituted for the recused member if deemed appropriate. If the department chair was involved or observed the circumstances of the violation, he/she will recuse themselves and will be replaced by the associate dean of Allied Health (or their designee).

For students in the clinical phase of the program, the clinical coordinator, in consultation with the NDPC, will provide appropriate support to help students who are not making satisfactory progress, but the decision to dismiss a student is made by the NDPC.

If a student violates the Professionalism Policy, the issue will be brought to the attention of the NDPC. The NDPC will review the circumstances and facts of the violation. The NDPC will make a recommendation to the chair regarding the appropriate sanction, which could include a warning, probation, deceleration and/or dismissal. The chair will make the final determination regarding appropriate sanctions. In addition to any sanction, the student may be required to complete a learning activity related to the violation of the Standards of Professional Conduct.

### **Professional Conduct Appeals**

Students found to have violated the Professionalism Policy and sanctioned by the chair with suspension or dismissal from the Nutrition and Dietetics program, may appeal the decision to the College of Health Professions (CHP) Professionalism Committee. The appeal must be submitted in writing to the CHP Professionalism Committee within five business days of the date on which the chair's decision is issued to the student. If the appeal to the CHP Professionalism Committee is not submitted within five business days, ordinarily the appeal shall be denied. Ordinarily, the sanctions of suspension and dismissal will not be implemented until the appeal process has been completed. The CHP Professionalism Committee will review the report from the NDPC, the chair's decision, and the student's appeal, and may request additional documentation or relevant information as needed to come to a decision. The CHP Professionalism Committee will affirm the decision of the chair unless the CHP Professionalism Committee determines there is no rational basis for the chair's decision. A written copy of the CHP Professionalism Committee's decision shall be provided to a CHP interim co-dean, department chair, and the student as soon as practicable. The CHP Professionalism Committee's decision is final and not subject to further review.

### **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 Nutrition and Dietetics program to be appropriate under the circumstances.

### **SUPERVISED EXPERIENTIAL LEARNING (SEL) ROTATIONS**

The SEL portion of Pace MS 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. 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 spring break and intersessions.

Students are not compensated for SEL by the university nor by the SEL site. Each three-credit SEL rotation is viewed as a course. In addition to hands-on or remote learning with a SEL 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 and other healthcare professionals.

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**

SEL 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. Students are not required to secure their own site placements or preceptors. In the event that 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 with an explanation of why no existing affiliated site would meet the student's learning needs or career goals. After review of the explanation, the clinical coordinator will decide whether to proceed 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 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). Preceptors must submit a preceptor qualification form or resume/CV that demonstrates their qualifications to the clinical coordinator. All preceptors receive the program's preceptor handbook, rotation syllabi, and copies of the activities that students will be required to complete. They are encouraged to view the Nutrition and Dietetics Educators are Preceptors (NDEP) webinars: [Guide to Being an Effective Preceptor, Part 1 and 2](#) and [ACEND Diversity, Equity and Inclusion Training Webinars](#).

SEL 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 SEL 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 SEL 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 a student in

a research elective rotation or clinical supervision at University Health Care) and Pace employees who supervise students in a capacity external to Pace University (e.g. faculty member precepting in their own private practice) and 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 SEL 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 SEL sites. The budget manager is responsible for entering all new SEL 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 the 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 SEL 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 SEL 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 SEL placement, changes in the placement will not be made. A student who does not complete all of the hours required of that SEL 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 and the clinical coordinator any actual or potential conflict of interest. The clinical coordinator will assess the circumstances and determine whether there is an actual conflict of interest. If the clinical coordinator 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 SEL hours, the student will not be assigned a substitute placement until the next rotation or receive credit for that placement, respectively.

### **Supervised Experiential Learning (SEL) Placement Clearance Requirements**

Prior to commencing a SEL 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-19 Vaccination and Booster
- Criminal Background Check
- HIPAA training
- Signed COVID-19 Attestation form
- Any additional site-specific clearance requirements (e.g. drug screening, 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](#).

Health clearance must be maintained throughout the semester in which the student is enrolled in SEL 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 MS in Nutrition and Dietetics program for claims arising 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 SEL. 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 Experiential Learning (SEL) Site**

Students who become ill or injured when at a SEL 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 MS 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 experience. 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. This may delay graduation until all requirements are met.

### **Criminal Background Checks**

The program requires a criminal background check for all students prior to the commencement of clinical placement. Background checks are conducted to ensure that MS in Nutrition and Dietetics students meet regulatory mandates and the requirements of the program's affiliated SEL sites and professional standards. In order to comply with these requirements, the program will require students, at their own cost, to complete a criminal background check prior to commencing SEL 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. Students must upload their completed background check report into their EXXAT profile and acknowledge that results will be shared with any SEL sites to which they are assigned. Students have the right to review and contest the findings.

If a criminal background check raises concerns related to a student's participation in the program or SEL rotation, the student will be contacted by the department chair and/or clinical coordinator who will schedule a meeting with the student. SEL sites have the right to refuse student placement if the results of the criminal background check violate the agency's standards or policies. Students with a criminal conviction who graduate from the program are advised that decisions regarding state licensure are made by the state board of licensure in which the individual is applying (e.g. NYSED Office of the Professions).

Validated criminal background reports found to be in conflict with responses in the application will be grounds for dismissal from the University based upon submission of false or misleading information on the application.

### **Drug Screening Policy**

There are various laws, standards and employer policies that require all employees, volunteers and students working in or assigned to a SEL site to undergo a drug screening. Students will be required to submit a drug screening test if it is a requirement of the SEL site where they are being placed. If the site provides drug screening services, students must submit per the site requirements. If the site requires drug screening, but does not provide these services to students, the program will require the student, at their own cost, to complete a drug screening prior to commencing the SEL rotation.

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 screen into their EXXAT profile and acknowledge that results will be shared with any SEL sites to which they are assigned. Students have the right to review and contest the findings.

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](#).

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 (or their designee), (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 Experiential Learning (SEL) Sites**

When in a SEL setting or in activities related to SEL, 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 business casual attire, students may wear pants or skirts with a blouse or collared shirt, or a dress.

- Jeans, denim, shoes, tank tops, T-shirts, open-toe shoes, sandals, flip flops, sweatpants, 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 SEL 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 SEL setting in a clinical rotation site, students should wear a clean, white laboratory coat.

### **Rotation A Attendance**

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 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 clinical coordinator. Excessive absenteeism, even if it is the result of illness or emergencies, may result in a failing grade for that SEL rotation. Questions about the requirements of attendance at SEL sites should be addressed to the clinical coordinator. All students are required to be supervised during their clinical hours. Because the University is closed during the semester break between December 24 and January 1, supervision is not available during that period and therefore students may not attend or make up clinical hours during the semester 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 SEL 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 SEL rotations.

Preceptor evaluations will be completed at various times throughout the SEL 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 SEL 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 Experiential Learning Remediation Policy**

Set forth below is a table that outlines the SEL competency standards for the Nutrition and Dietetics program, conditions that will result in a nutrition and dietetics student being placed on a remediation plan and the conditions that must be satisfied for successful remediation.

The following are conditions of the SEL experience:

- A nutrition student who fails to meet the applicable SEL standards will be assigned a remediation plan.
- Normally, a student will be informed in writing by the Nutrition and Dietetics chair that he or she failed to satisfy the applicable SEL standards and has been assigned a remediation plan.
- Remediation status is automatic if a student fails to satisfy the applicable SEL standards and, therefore, it is not contingent upon receipt of such notification. It is the student's responsibility to verify his or her SEL standing before each semester and to make inquiries with the department chair and/or clinical coordinator if clarification is needed.
- Neither the status of remediation nor the conditions of remediation may be appealed.
- The conditions of the remediation plan must be satisfied by the conclusion of the subsequent semester, unless otherwise approved by the clinical coordinator.
- If a student fails to satisfy the conditions of remediation by the conclusion of the Final Semester, he or she will not be eligible to receive the verification statement. Additional time may be allowed for the student to complete remediation activities (see Academic Requirements, the Last Semester, Eligibility to Graduate, and Eligibility to Receive Verification Statement for additional information).

| <b>SEL Standards for Coordinated MS in Nutrition and Dietetics</b>                              | <b>Conditions that will result in Remediation Plan</b>                                            | <b>Conditions that must be satisfied for Successful Remediation</b>                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Students will receive a 3 or higher (5point scale) on all CRDNs evaluated during SEL rotations. | Failure to receive a 3 or higher (5point scale) for any CDRN(s) evaluated during SEL rotation(s). | The student must complete remediation activities assigned by clinical coordinator and/or preceptors, such as additional projects or additional rotation hours on site, in order to demonstrate that they have achieved the required competency(s). The student must score 3 or higher upon re-evaluation of CRDN(s). |

In the event 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 upon completion of the remediation plan.

In the event 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 SEL portion of the program.

### **Supervised Experiential Learning (SEL) Documentation**

Students will be responsible for tracking their own SEL hours in EXXAT. Preceptors must 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** SEL. In the case of hours of simulated practice, the clinical coordinator will approve students' practice hours. Simulation activities that are approved for SEL hours should be logged as **Indirect** SEL. Because hours of SEL are required to complete the MS in Nutrition and Dietetics, no prior practice hours will be accepted.

### **Transportation**

Transportation to all off-campus courses, activities and lectures, including SEL 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 Center for Excellence in Healthcare Simulation (Center) offers 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 Center. The Center 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. A [Classroom Recording Consent and Release](#) is required to participate in Center activities. On the Pleasantville campus the Center is located at Lienhard Hall. For additional information, visit the [Center for Excellence in Healthcare Simulation](#) website.

### **Center for Strategic Initiatives and Grants (CSIG)**

In keeping with the College of Health Professions's vision, the Center for Strategic Initiatives and Grants (CSIG) is dedicated to supporting the academic mission of the College through external funding, facilitation of faculty scholarship, student opportunities, partnerships, and leadership development. CSIG 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. CSIG 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 CSIG. Additional information is available on the [Center for Strategic Initiatives and Grants](#) website.

### **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, they offer 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. In-person and virtual appointments are available. Additional information can be found on the [Career Services](#) website.

### **Learning Commons**

The Learning Commons uses an array of programs and a holistic approach to assist students with academic skills and content knowledge. Faculty are dedicated to developing independent learners through purposeful interactions with trained, well-qualified peer and professional staff. Content support services include tutoring, exam review sessions and content, preparation, and support workshops. Writing support services include tutoring and writing workshops. Academic skills services include small group peer mentoring, individual academic development support and academic workshops. In-person and virtual appointments are available. Additional information can be found on the [Learning Commons](#) website.

### **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 MAC computers. For more information, visit the [Computer Resource Center](#) website.

### **Pace 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.

There is an on-call counselor in Pleasantville that can be reached at (914) 773-3400. In case of an emergency, you may 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 on-call counselor.

- Call the National Suicide Prevention Lifeline at (800) 273-8255.
- Call Victims Assistance 24-hour hotline at (914) 345-9111.
- Call the Safe Horizons Rape and Sexual Assault 24 Hour Hotline at (212) 227-3000.
- Refer to the Pace Safe app for additional mental health and emergency contacts.

The services of the Counseling Center are offered for no fee to all members of the Pace University community. Visit the [Counseling Center](#) website for additional information.

### **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. For more information about a [student's rights under FERPA](#), visit the Pace Registrar's website. Students retain the right to view their own records.

### **Financial Aid**

To help make college more affordable, Pace University offers a generous financial aid program to its undergraduate and graduate students. Financial assistance can come from many places and in many forms, including scholarships and grants, Federal Work Study, and student loans.

The Student Solution Centers (Financial Aid and Student Accounts) on the New York and Pleasantville campus are available to assist students and are by appointment only. Schedule an in-person or virtual appointment by visiting the [Financial Aid](#) website.

### **Libraries**

The Edward and Doris Moolala Library is located on the Pleasantville campus (914) 773-3380 and the Beekman 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 on the [Pace University Library](#) website.

### **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 telephone numbers of Safety and Security are New York City (212) 346-1800 and Pleasantville (914) 773-3400.

Additional information about the Safety and Security Department can be found online at [Security and Emergency Management](#).

### **Student Accounts**

Student Accounts is able to assist with tuition and fees, viewing and paying your statement, immunization compliance, health insurance waivers, tax forms, veteran services, outside scholarships, refunds, and more. Visit [Student Accounts](#) for additional information or call (877) 672-1830.

### **Office of the Registrar**

The Office of the Registrar is responsible for course scheduling, degree audit and verification, diplomas, transcripts, transfer credit evaluation, and grades. The best way to get assistance with any of these

areas is to submit a support request through the [Help Desk](#). Please include your Pace email address and UID. For additional information, visit the [Office of the Registrar](#) website.

## **Health Care**

### **University Health Care**

University Health Care (UHC) offers a full range of primary care services to the Pace University community. UHC is staffed by nurse practitioners (registered nurses with advanced credentials who are certified to prescribe medications) and consulting physicians.

UHC is located at:

#### **New York City**

161 William Street  
2nd Floor, Room 212  
New York, NY 10038  
Phone: (212) 346-1600  
In-person Services  
\*By appointment only. No walk-in services.  
Monday–Friday, 8:15 a.m.–5:00 p.m.  
Closed Weekends

#### **Pleasantville**

Paton House, Ground Floor  
861 Bedford Road  
Pleasantville, NY 10570  
Phone: (914) 773-3760  
Monday–Friday, 9:00 a.m.–5:00 p.m.  
Closed Weekends

Hours are subject to change. In the event of an emergency please contact security at (212) 346-1800.

To schedule an appointment with a UHC provider, use the online [Patient Portal](#). Visit the [University Health Care](#) website for additional information on available services.

### **Supervised Experiential Learning (SEL) Sites Health Care**

While at SEL 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 SEL site.

## **Health Insurance**

Information about accident and sickness insurance is available on the [Pace University Health Insurance](#) website.

### **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 [Immunization Frequently Asked Questions](#).

### **Sources of Information**

Additional information about the College of Health Professions and Pace University may be found on the following websites:

[Pace University](#)  
[College of Health Professions](#)  
[Pace University Student Handbook](#)  
[Pace University Graduate Catalog](#)

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 Nutrition and Dietetics program 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 online at [University Policies Disciplinary and Grievance Procedures](#).

The chair or associate dean (or their designee) 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 or their designee.

### **Complaints About Program Compliance with Accreditation Standards**

Students, preceptors or others who wish to register a complaint about the Nutrition and Dietetics program should contact the College of Health Professions associate dean of Allied Health or their designee. 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 Nutrition and Dietetics program 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 at [ACEND@eatright.org](mailto:ACEND@eatright.org), phone at (800) 877-1600, extension 5400, or by mail at 120 South Riverside Plaza Suite 2190, Chicago, IL 60606-6995.

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

Visit [Leave of Absence](#) online for Information regarding leaves of absence, including a medical leave of absence from the University, and [resuming studies](#) thereafter.

### **Leave of Absence Policy for College of Health Professions (CHP) Programs**

Students enrolled in CHP programs who wish to take a Leave of Absence (LOA) must obtain prior written approval from their program director or department chair. This requirement is in addition to the existing university LOA policy, which allows students to withdraw from all enrolled classes up until the last day of the semester.

## Key Points

- **Approval Requirement:** Before initiating an LOA, CHP students must consult with and receive written authorization from their program director or department chair.
- **Academic Standing Requirement:** Students must be in good academic standing at the time of the request to be granted an LOA. Requests from students not in good academic standing will be reviewed on a case-by-case basis, and approval is not guaranteed.
- **Impact on Reentry:** Students who take an LOA **without prior approval** are not guaranteed reentry into their program.
- **Coho Considerations:** Given the structured nature of CHP programs and strict cohort sizes, unauthorized leaves may disrupt academic progress and program completion timelines.

## Procedure

1. **Consultation:** Meet with your program director or department chair to discuss your intention to take an LOA, verify academic standing, and understand the implications for your academic progress.
2. **Approval:** Obtain written approval for the LOA from your program director or department chair. Note: Approval for return is up to the discretion of your program director or department chair.
3. **University LOA Application:** After receiving program approval, complete the university's LOA application process as outlined in the [Pace University Leave of Absence Policy](#).

**Note:** This policy aims to ensure that students make informed decisions regarding leaves of absence and maintains the integrity and scheduling of CHP programs. Failure to adhere to this policy may result in delays in program completion or the inability to rejoin the program.

For more information or clarification, please contact your program director or department chair.

## PACE POLICIES PROHIBITING SEX AND NON SEX-BASED MISCONDUCT AND DISCRIMINATION

### Sex-Based Misconduct Policy and Procedures

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 harassment, sexual assault, gender-based harassment, sexual exploitation, domestic violence, dating 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.

For additional information, view the University's [Sex-Based Misconduct Policy and Procedure \(PDF\)](#).

Members of the University community who have questions about the sex-based misconduct policy and procedures or accessing available resources should contact the executive director for Institutional Equity/Title IX Coordinator at (212) 346-1310.

### Discrimination, Non Sex-based Harassment, and Retaliation

Pace University is strongly committed to maintaining a working and learning environment that is free from unlawful Discrimination, Harassment, or Retaliation. The University is an equal opportunity employer and an academic institution which strongly believes that all employment and academic

decisions must be made without regard to whether an employee or student possesses characteristics protected by federal, state, or local law.

All University officers, administrators, supervisors, staff, faculty members, students, visitors, and applicants, as well as vendors, consultants and contractors with whom the University does business are prohibited from engaging in discrimination, harassment, or retaliation.

For additional information, view the University's [Discrimination, Non Sex-Based Harassment and Retaliation Policy and Procedure \(PDF\)](#).

Members of the University community who have concerns about discrimination or harassment should contact the Executive Director of Institutional Equity/Title IX Coordinator at (212) 346-1310.

### **Reasonable Accommodations for Students with Disabilities**

The University's commitment to equal educational opportunities for students with disabilities 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 Student Accessibility Services for his or her campus.

Except for the Office of 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 Accessibility Services on behalf of a student.

For additional information, visit [Students Accessibility Services](#) or contact:

New York City Campus  
(212) 346-1526

Pleasantville Campus  
(914) 773-3710

Members of the University community who believe that they have been denied a reasonable accommodation for a disability to which they may be entitled should contact the Title IX coordinator/affirmative action officer at (212) 346-1310.