



**Missouri State.**  
U N I V E R S I T Y

**Master of Science in  
Nutrition and Dietetics  
Program Handbook  
2024-2025**

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# Academy of Nutrition and Dietetics (Academy) and Commission on Dietetic Registration (CDR)

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## Code of Ethics for the Nutrition and Dietetics Profession

*Revised 2018*

### **Preamble**

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

### **Principles and Standards**

#### **1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.

- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

**2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence, or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

**3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

**4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)**

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.

- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

# ACEND Learning Outcome/Competency Requirements

## Entry-Level Dietitians

Revised 2022

Upon completion of the supervised practice component of dietitian education, each graduate's capabilities will include the following core learning outcomes/competencies.

<b>Competencies</b>	<b>Scientific and Evidence Base of Practice: Integration of scientific information and research into practice</b>
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.
<b>Competencies</b>	<b>Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian level of practice</b>
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 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.
<b>Competencies</b>	<b>Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations</b>
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, B <sub>12</sub> 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.
<b>Competencies</b>	<b>Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations</b>

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).
<b>Competencies</b>	<b>Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</b>
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.
<b>Competencies</b>	<b>Concentration: Rural Health</b>
CRDN 6.1	Develop skills to enhance dietetic practice in rural communities
CRDN 6.2	Develop and demonstrate rural cultural competence
CRDN 6.3	Develop an awareness of resources (including local, county, state, and federal) to provide relevant information to improve rural health
<b>Competencies</b>	<b>Concentration: Public Affairs</b>

CRDN 7.1	Advocate for health policy
CRDN 7.2	Understand the fundamentals of a grant proposal and demonstrate grant writing skills
CRDN 7.3	Develop and demonstrate media proficiency

## **Filing a Complaint with Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

ACEND® reviews student complaints related to noncompliance of accreditation standards. Students should first address noncompliance concerns with the program director, secondly with the department head of the Public Health and Sports Medicine Department, and lastly with the dean of the McQueary College of Health and Human Services.

If after exhausting these options with the program and institution, the issue is not resolved, the student may submit [written complaints](#) related to ACEND accreditation standards to ACEND.

ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may [submit a complaint](#) against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

# Master of Science in Nutrition and Dietetics

## Mission Statement

### ***Missouri State University***

Missouri State University is a public, comprehensive metropolitan university system with a statewide mission in public affairs, whose purpose is to develop educated persons with priorities in community engagement, citizenship, knowledge transfer, and innovation.

The University's identity is distinguished by its statewide mission in public affairs, requiring a campus-wide commitment to foster competence and responsibility in three component parts: ethical leadership, cultural competence, and community engagement. The academic experience is grounded in a general education curriculum which draws heavily from the liberal arts and sciences. This foundation provides the basis for mastery of disciplinary and professional studies. It also provides essential forums in which students develop the capacity to make well-informed, independent critical judgments about the cultures, values, and institutions in society.

The Missouri State University campuses are structured to address the special needs of the urban and rural populations they serve. Missouri State University-Springfield is a selective admission, graduate level teaching, and research institution. Missouri State University-West Plains is a separately accredited open admissions campus primarily serving seven counties in south central Missouri. Missouri State University-Mountain Grove serves Missouri's fruit industry through operation of the State Fruit Experiment Station. The Extended Campus provides anytime, anyplace learning opportunities through telecourses, Studentet-based instruction, iTunes U, and through its interactive video network. The University also operates various other special facilities, such as the Darr Agricultural Center in southwest Springfield, the Journagan Ranch in Douglas County, the Jordan Valley Innovation Center in downtown Springfield, the Bull Shoals Field Station near Forsyth, Baker's Acres and Observatory near Marshfield, the Missouri State University Graduate Center in Joplin, and a branch campus at Liaoning Normal University (LNU) in Dalian, China.

### ***McQueary College of Health and Human Services***

The McQueary College of Health and Human Services (MCHHS) focuses on improving the health and well-being of people in Missouri, the nation, and the global community through education, research, and service. MCHHS values multidisciplinary approaches, instills the public affairs mission, and encourages students and faculty to develop lifelong learning skills.

### ***Public Health and Sports Medicine Department***

The Public Health and Sports Medicine department prepares students to become exemplary professionals who contribute to the health care and public health sectors. The department provides education programs that develop and foster cultural competence, community engagement, ethical leadership, and lifelong learning by exposing students to multi-disciplinary teaching, research, and service.

### ***MSND Program***

To prepare competent registered dietitian nutritionists who are citizen scholars, with expertise in either public affairs or rural health, who will meet the need of dietetic practitioners across the nation.

# Missouri State MSND Program Goals and Outcomes

**Program Goal 1:** Program graduates will be competent for practice as entry-level registered dietitian nutritionists.

## **Program Objectives for Goal 1:**

Program Objective 1a) At least 85% of programs graduates take the CDR credentialing exam for dietitian nutritionists within 12-months of program completion.

Program Objective 1b) The program's one-year pass rate (graduates who pass the registration exam with one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Program Objective 1c) At least 80% of program students complete the program requirements within three years (150% of the program length).

Program Objective 1d) Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12-months of graduation.

Program Objective 1e) At least 85% of employed graduates who respond to the online survey will rate themselves as prepared or well prepared for their first dietetics related position.

## **Program Goal 2:**

Program graduates will demonstrate life-long learning skills who will enhance the nutrition and dietetic profession and demonstrate leadership in the field of nutrition and dietetics.

## **Program Objectives for Goal 2:**

Program Objective 2a) At least 85% of program graduates will participate in one or more leadership activities.

Program Objective 2b) At least 75% of program graduates will become members of any local, state, or national nutrition or dietetic-related professional organization.

Program Objective 2c) At least 75% of employers who respond to an online survey on program graduates in their first year of employment will rate the graduates as average or higher in professional knowledge and leadership skills as compared to other entry-level registered dietitian nutritionists.

## Accreditation Status

The Missouri State University Master of Science in Nutrition and Dietetics program has been granted full accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics. "The Accreditation Council for Education in Nutrition and Dietetics is AND's accrediting agency for education programs preparing students for careers as registered dietitians or dietetic technicians, registered. ACEND exists to serve the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs. Programs meeting those standards are accredited by ACEND."

## MSND Program Description

The Master of Science in Nutrition and Dietetics (MSND) program provides knowledge and skills in the dietetics field with an emphasis on population health or health promotion. This program will prepare dietetic professionals to work at various settings: community and government agencies, medical care facilities, and educational institutions. Graduates specialize in nutrition and dietetics of various population health issues, are able to assess population health needs, and design, implement and evaluate programs, systems or environments to aid in improving the health of diverse groups of population.

[MSND program requirements](#) total a minimum of 39-credit hours. Students may choose a non-thesis or thesis option. Upon completion of the program, students will meet the 2022 Eligibility Requirements and Accreditation Standards identified by the Accreditation Council for Education in Nutrition and Dietetics, are eligible for active membership in the Academy of Nutrition and Dietetics and are eligible to take the registration examination.

The Missouri State University MSND Program accepts a maximum of 12 graduate students annually who are not RDNs and has areas of concentration in Rural Health and Public Affairs.

### Selection of Concentration Area

- Students will choose only one concentration area after being admitted into the program.
- Throughout the first semester of the program students submit two project proposals, providing rationale for the concentration area they wish to pursue.
- Students meet with the program director throughout this process to discuss and design their unique rotations that meet the individual interests of the students. The student is primarily responsible for designing this rotation.

Descriptions of the concentrations are as follows:

### ***Rural Health Concentration***

This area of concentration builds upon clinical and customer services competencies. Graduate students will develop rural cultural competence and develop skills to enhance dietetic practice in rural communities by collaborating with a rural community partner to develop, implement, and evaluate a health promotion program or activity. Students will demonstrate initiative and leadership skills.

### ***Public Affairs Concentration***

This area of concentration builds upon professional practice expectations competencies. Graduate students will advocate for health policy by collaborating with a community partner to develop, implement, and evaluate a nutrition policy, program, or activity for the public. Students will also develop media proficiency and grant writing skills, as well as demonstrate initiative and leadership skills.

## Admission Requirements

### ***Admission Requirements for MSND Program***

To be considered for admission to the Master of Science in Nutrition and Dietetics (MSND), a prospective student must be admitted to Missouri State's Dietetic Internship Graduate Certificate Program (DI) or

provide a copy of their Registered Dietitian and Nutritionist (RDN) identification card issued by the Commission on Dietetic Registration.

Final admission decisions will be based on a complete application form in GradCAS which includes the application fee per the MSU Graduate College policy.

**A complete application for RDN applications requires the following:**

1. Provide a copy of Registered Dietitian and Nutritionist (RDN) identification card issued by the Commission on Dietetic Registration (CDR).
2. Completion of a baccalaureate degree from an ACEND accredited college or university.
3. Cumulative GPA of 3.00 over the last 60 hours of academic work taken.
4. A personal philosophy statement addressing the applicant's professional career goals and how the program will help accomplish these goals, in addition to discussing the applicant's strengths and areas of improvement.
5. For International applicants, submission of proof of English proficiency. Refer to both Graduate College and International Services websites.
6. Work or volunteer reference letter
7. Resume

**Requirements for Non-Registered Dietitian Nutritionists**

- 1) Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics by a "Verification Statement" or "Declaration of Intent to Complete Degree" and/or ACEND -approved "Minimum Academic Requirements."
- 2) Completion of the baccalaureate degree from an accredited college or university.
- 3) Cumulative GPA of at least 3.00 over the last 60 hours of academic work taken.
- 4) Completed application form.
- 5) A personal philosophy statement addressing the applicant's professional career goals and how the DI program will help accomplish these goals, in addition to discussing the applicant's strengths and areas of improvement.
- 6) For International applicants, submission of proof of English proficiency. Refer to both Graduate College and International Services websites.
- 7) Two written recommendations received with the application must be without significant reservations/concern.
  - A) Dietetic academic reference
  - B) Work or volunteer reference
- 8) Resume which includes:
  - A) Work or volunteer experience, preferably related to nutrition and dietetics
  - B) Involvement in college and/or community activities.
- 9) After the application period closes, the application review committee will review all the applications and select students for a zoom interview.
- 10) Following admission to the Missouri State MSND, students will be admitted to the Graduate College and the application fee will be waived.

Full admission to the MSND program is competitive; not all that apply will be admitted. Students who are not admitted into the program may apply for the next application deadline.

## ***Recency of Education Requirements***

Missouri State University's MSND that applicants who have obtained a verification statement more than five (5) years before application to this internship contact the program director to discuss how they have or plan to stay current in the field of nutrition and dietetics. The program director will listen and provide suggestions and support on how to increase knowledge in the field.

The MSND does not require additional coursework but does encourage these applicants to highlight in their application how they have or plan to stay current in the field.

## ***Early Decision Admission Option***

### **Purpose:**

The purpose of the early decision MSND admission option is to offer Missouri State University Didactic Program in Dietetics (DPD) students the opportunity to apply for admission into Missouri State University's Master of Science in Nutrition and Dietetics program.

Students apply during their senior year and will be granted direct admission into the program upon final acceptance and successful completion of the DPD program and Bachelor of Science program requirements. Students applying to the early decision admission option will commit to attending the Missouri State University MSND program the year following undergraduate completion.

### **Early Decision Admission Requirements:**

Students currently enrolled at Missouri State University who meet the following criteria are eligible to apply for the Preselect Admission Option during their senior year.

- Admitted to the Missouri State Nutrition and Dietetics major and have a cumulative GPA of 3.0 or higher over the last 60 hours of academic work taken.
- For International applicants, submission of proof of English proficiency is required. Refer to both Graduate College and International Services websites.

### **Early Decision Application Process:**

1. Interested applicants must schedule an appointment with the Program Director to review their admission requirements and discuss the application process.
2. Applicants will apply through [Dietetics Inclusive Centralized Application Service \(DICAS\)](#). This application is due 5:00 p.m. (central time) on December 1 for early decision admission into the MSND or DI for the following year.
3. Applicant must submit a completed application that includes the following:
  - Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics (DPD) by a "Declaration of Intent to Complete Degree."
  - Personal philosophy statement that addresses the applicant's strengths, areas of improvement, professional career goals, and how the MSND or DI will aid in accomplishing career goals.
  - One recommendation letter from an applicant's supervisor or manager at a work, volunteer, or club experience.
  - Resume which includes work and/or volunteer experience and involvement in college and/or community activities
  - Declaration of intent to complete degree form (completed by DPD program director)
  - Applications are to be submitted on DICAS by 5:00 p.m. (central time) on December 1.



**Early Decision Selection Process:**

1. The MSND/DI Application Review Committee will review applications.
2. Qualified applicants will have an on-campus interview.
3. Applicants will receive notification via email from the Dietetics and Nutrition Graduate Program Director of acceptance or rejection into the Early Decision MSND/DI Admission Option by December 20 each academic year.
4. Selection criteria includes participation in professional or community organizations, extracurricular activities, honors and awards, on-campus interview, academic performance, and the applicant review committee's assessment of the individual's ability to successfully complete the MSND or DI. Meeting minimum requirements for the Early Decision MSND/DI Admission Option does not guarantee acceptance into Missouri State's MSND or DI programs.
5. The maximum number of early decision admission positions is 12 annually.
6. Students are accepted into the Missouri State University MSND or DI for the year immediately following completion of their undergraduate requirements.
7. Admittance in Missouri State's MSND or DI is contingent on the student completing the DPD's degree requirements.

**Early Decision Applicant Notification:**

1. Applicants will receive notification via email from the Graduate Program Director of acceptance or rejection into the Early Decision MSND/DI Admission Option by December 20 each academic year.
2. Written confirmation via email to the Graduate Program Director of acceptance or rejection of the position is required by the first day of spring classes.
3. Students admitted into the MSND or DI program must pay a placeholder fee of \$500.00 known as the [confirmation deposit](#).
4. Students admitted into the MSND or DI program will have the Graduate College Application fee waived.
5. [Additional program requirements](#).

**Upon acceptance to the MSND, additional requirements include:**

- 1) Meet technical standards of the program in order to successfully undertake the course of study including evidence of good health. These standards are available upon request from the program.
- 2) Evidence of immunization or vaccination for vaccine-preventable diseases to include MMR, tetanus, TB test, seasonal flu vaccine, Hepatitis A, and a complete Hepatitis B series including a titer demonstrating immunity. Other vaccinations may be required such as a seasonal flu vaccine.
- 3) Evidence of health insurance, including hospitalization.
- 4) Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.
- 5) Hold and maintain infant, child and adult CPR certification valid throughout the MSND program.
- 6) Hold ServSafe Certification valid throughout the first year of the MSND program.
- 7) Students must have reliable transportation and provide evidence of vehicle liability insurance that meets or exceeds the minimum requirements for the State of Missouri.
- 8) Student membership in the Academy of Nutrition and Dietetics

9) Students must enroll on a full-time basis during year-1 and be full-time or part-time students during year-2.

10) Submit a drug screening test and criminal record check\* and receive response that the applicant has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian nutritionist.

\* Students who fail these checks or procedures will be subject to further review by the Department of Biomedical Sciences.

## **COVID-19 vaccination and supervised practice**

Missouri State is not currently requiring COVID vaccination as a prerequisite for admission to the University or any of its academic programs. However, the same is not true for some of our clinical health partners.

The MSND curriculum includes completion of two clinical practicums of supervised practice, for a combined +500 direct patient care contact hours. These clinical experiences are a requirement for completion of the program and these clinical experiences are required for all DI students, as per the Accreditation Council for Education in Nutrition and Dietetics (ACEND) standards.

While we will use reasonable, good faith efforts to secure clinical assignments for all students, we simply cannot promise clinical sites for students who have not undergone COVID vaccination. Some clinical sites do provide COVID-19 vaccine exemption requests for medical and religious exemptions but requesting exemption does not guarantee exemption will be granted. Submitted requests to the clinical site are reviewed by that clinical site's review board.

Thus, any incoming student who is not and does not intend to become vaccinated, will begin the DI program with the risk of not being able to complete clinical hours and, as a result, not being able to complete their degree and receive their ACEND DI Verification Statement

## **Admissions Requirements for the Graduate College**

Following admission to the Master of Science in Nutrition and Dietetics Program, the program director will collaborate with the Graduate College to admit students. There is no additional fee to apply to the Graduate College.

After enrollment in the graduate college, students will submit a completed "Plan of Study" to the Graduate College. Students will work with the certificate program advisor to determine which courses will be taken towards the certificate.

If it becomes necessary to change a course originally listed on the approved Plan of Study, a Change of Certificate Plan of Study Request form should be completed and submitted to the Graduate College.

## **Non-Academic Technical Standards**

If an applicant is accepted into the internship program, the individual will be asked to state that they can meet non-academic technical standards of the program with, or without, accommodations (please refer to

Disability Accommodation Policy on Missouri State University's website: [www.missouristate.edu/disability](http://www.missouristate.edu/disability)). These standards may be found in Appendix C, pages 33-34.

## Prior Learning Assessment

For students admitted to the MSND program who are registered dietitian nutritionists (RDNs), and completed their Dietetic Internship practicum courses in a Bachelor of Science and Dietetic Internship coordinated program, [prior learning assessment](#) may be used to grant course credit for DTN 740, 741, 742, and 743.

PLA will be granted once the student submits their Commission on Dietetic Registration (CDR) Professional Development Portfolio (PDP) logs to the Dietetic Internship Program Director. RDNs are required to complete 75-continuing professional education units (CPEUs) every five years to demonstrate currency in the field of nutrition and dietetics. All logs since the time of becoming credentialed must be submitted for review.

## Transfer Credit

On a case-by-case basis, Missouri State may accept graduate credit earned at other regionally accredited institutions or well-established international institutions. The Missouri State University Graduate transfer policy allows transfer credit to count for up to 30% of the program of study. Students who are RDNs may transfer hours for DTN 740, 741, 742, and 743. A student requesting transfer credit is responsible for providing an official transcript and copy of course syllabus from the school from which the student received the academic credit. Acceptance of transfer credits occurs through recommendation of the student's major advisor and approval of the Graduate College. Grades on transfer courses accepted in the degree program are included in the overall graduate grade point average.

## Work Experience Related Policy

Work experience will not be awarded credits required to graduate from the MSND program.

## Performance Monitoring and Remediation

Students must receive a (3) average or higher rating on all evaluation criterion and earn 80% or higher on all coursework that assess the RDN core competencies (CRDNs) as set forth by ACEND.

- If an assignment does not meet these target measures, the faculty member will provide remedial instruction for the student until the target measure is met.
- If an evaluation criterion is not met, the DI program director will schedule a meeting with the student to discuss this and create an action plan together to address the areas of concern. The experience will need to be repeated until the target measure is met.

At the end of the semester, faculty members will report individual student completion of the CRDNs to the program director.

## Retention Requirements

After admission into a DTN Graduate Program, a student must achieve the following for retention in the program:

1. **MSND:** Maintain a GPA of 3.00, with no more than 9 semester hours of graduate work of "C+" or lower and no hours of graduate work below a "C-". Students who do not meet this criterion will need to retake any graduate course that a grade below a "C-" was earned and retake some of the courses where a "C+" or lower was earned if they exceeded the acceptable amount of hours of graduate work below a grade of "C+" in the Program.
2. **DI-GRCT:** Maintain a GPA of 3.00, with no more than 3 semester hours of graduate work of "C+" or lower and no hours of graduate work below a "C-".
3. Demonstrate acceptable levels of maturity and integrity, as well as behaviors and attitudes normally expected of healthcare professionals.
4. Demonstrate acceptable professional progression in application of skills and knowledge.

Students who do not meet retention criterion 1 and/or 2 above will need to retake any graduate course that a grade below a "C" was earned. Students will also need to retake some of the courses where a "C" was earned if they exceeded the acceptable amount of semester hours of graduate work below a grade of "B" in the DI and/or MSND Program. Students will have access to remedial instruction from the program director and course instructors.

Students will meet with the graduate program director to develop an action plan on what courses to retake. Students who do not meet the retention requirements are not eligible for readmission into the DI or MSND Program. Students have the right to follow the University's appeal process on any disciplinary sanction received.

Students who do not meet retention criterion 3 and 4 above are subject to the Dietetic Internship and Master of Science in Nutrition and Dietetics disciplinary and termination policy.

## Completion Requirements

Receive average (3) or higher rating on all evaluations and earn 80% or higher on all coursework that assess the required competencies as set forth by ACEND. All work must be completed, and competencies met within 150% of the original time of completion or 3 years.

Students must successfully complete all rotations and all coursework in order to receive the verification statement and degree completion.

## Verification Statement

The Program Director will verify with the Graduate College that all requirements are met prior to provision of a verification statement. Additionally, as of August 2023, verification statements are not issued unless the student completed a graduate degree. Upon satisfactory completion of the program requirements the Program Director will submit the required paperwork to the CDR for eligibility application for the Registered Dietitian Examination. The Program Director will keep a copy of all verification statements indefinitely.

# Course Requirements and Descriptions

The following details the courses that are required by all students.

## Degree requirements (Minimum of 39 hours)

### 1. Core Requirements: 27-30 hours

Course Code	Course Title	Credit hours
<u><b>DTN 740</b></u>	Medical Nutrition Therapy I Practicum	3 hrs
<u><b>DTN 741</b></u>	Medical Nutrition Therapy II Practicum	3 hrs
<u><b>DTN 742</b></u>	Population Health Nutrition Practicum	3 hrs
<u><b>DTN 743</b></u>	Foodservice Management Practicum	2 hrs
<u><b>DTN 744</b></u>	Practicum in Area of Concentration	2 hrs
<u><b>DTN 750</b></u>	Advanced Medical Nutrition Therapy	1 hr
<u><b>DTN 752</b></u>	Advanced Population Health Nutrition I	1 hr
<u><b>DTN 753</b></u>	Advanced Food Service Management	1 hr
<u><b>DTN 755</b></u>	Advanced Nutrition Counseling	1 hr
<b>DTN 770</b>	Leadership in Nutrition and Dietetics	2 hrs
<b>RCH 700</b>	Essentials of Statistics	2 hrs
<b>RCH 730 OR PBH 760</b>	Research Methods for the Health Professions	3 hrs
<u><b>DTN 797</b></u> OR <u><b>DTN 799</b></u>	Non-thesis Project OR Thesis	1-3 hrs OR 1-6 hrs

### 2a. MSND population health track: 12 hours

Course Code	Course Title	Credit hours
<u><b>MGT 701</b></u>	Health Services Organization	3 hrs
<u><b>PBH 710</b></u>	Clinical Epidemiology	3 hrs
<u><b>PBH 740</b></u> OR <u><b>HLH 760</b></u>	Health Behavior  Health Promotion Planning	3 hrs
<u><b>PBH 775</b></u>	Principles and Skills of Public Health Administration	3 hrs

### 2b. MSND health promotion track: 6 hours

Course Code	Course Title	Credit hours
<b>HLH 750</b>	Programming Approaches in Wellness and Health Promotion	3 hrs
<u><b>PBH 740</b></u> OR <b>HLH 760</b>	Health Behavior  Health Promotion Planning	3 hrs

Choose two additional courses from the following list: 6 hours

<b>Course Code</b>	<b>Course Title</b>	<b>Credit hours</b>
<b>HLH 682</b>	<b>Motivational Interviewing for Health Professionals</b>	<b>3 hrs</b>
<b>HLH 710</b>	<b>Introduction to Health Promotion and Wellness Management</b>	<b>3 hrs</b>
<b>HLH 752</b>	<b>Health Risk Identification and Management</b>	<b>3 hrs</b>
<b>KIN 650</b>	<b>Organization and Administration for the Kinesiology Professional</b>	<b>3 hrs</b>

### ***Requirements for Supervised Practice***

The program is designed with a minimum of 1,000 hours of supervised practice with 13 credit hours awarded for these practicums.

### ***Supervised Practice Hours Documentation***

Students keep track of their supervised practice hours using eValue, a student tracking software program for health education. Students are encouraged to add their hours daily in eValue. These hours are then reviewed by the student's preceptor and approved or denied.

For alternative supervised practice hours which occur in formats such as simulation, case studies, and role plays, DTN faculty will provide students with the number of hours to log for these experiences.

Students must log a minimum of 1,000 hours by the end of the program, or they will need to extend the program.

# MSU MSND International Opportunities

All students participating in an international academic component must work with the Office of Education Abroad to complete all required processes per Missouri State University Board of Governor's policy.

## ***International Experience Requirements***

Students have the option to participate in a voluntary international dietetics experience designed to allow them further knowledge and skills in a specific area of dietetics, unique to their interests in a specific country. *This experience is contingent upon the student having met the following conditions:*

- 1) Student has satisfactorily completed all assignments and experiences for each internship rotation. Satisfactory completion is based on performance appraisal which meets standards identified in appraisal rating criteria.
- 2) Student has completed designing their practicum in area of concentration and has submitted it to the program director for review.
- 3) Student has had positive attendance, reporting on time to each supervised practice day, didactic classes, and other events as scheduled.
- 4) Student has not requested a leave of absence.
- 5) Student has displayed professionalism, and shown leadership, assertiveness, and positive group dynamic skills for each internship rotation.

Currently the program offers experiences in Australia, Ireland, Chile, Japan, New Zealand, Spain, Vietnam, Singapore, and Hong Kong. Experiences can range in length anywhere from one to 12 weeks. All students participating in an international academic component must work with Education Abroad to complete all required processes per Board of Governor's policy. Students will work with Education Abroad to develop a course plan that will include:

- Name of country/countries and agency with which you will work.
- Contact person who will verify appropriate placement is available.
- Schedule of activities and their relationship to dietetics.
- Goals of the placement and assessment plan.

Your course plan must be approved by the [program director](#) and the [Office of Education Abroad](#).

The Program Director will be responsible for assuring that the student works with the Office of Education Abroad to register their experience and that a placement, contact person, and curricular plan are in place prior to the student beginning the international experience.

For the MSND there is an optional international experience from one week to eight weeks for a maximum of 256 practice hours. This allots for students to complete the required amount of at least 700 supervised practice hours being conducted in a work setting in the United States.

## ***Internship Opportunities***

Our international experience is offered to provide a maximum of 256 internship hours with an approved partner and will be promoted as follows:

***ISA Internship Various Locations:*** International Studies Abroad (ISA) is an affiliate partner of Missouri State University Office of Education Abroad. ISA works closely with Missouri State students to align a student's professional and academic goals with an internship. ISA has strong internship placements for

dietetics in Australia, Ireland, Chile, Japan, New Zealand, Spain, Vietnam, Singapore, and Hong Kong. Students who participate in ISA internships have the opportunity to receive hands-on experience while receiving well-rounded international professional development opportunities. Standard internships are 8 or 12 weeks in length. All internships are organized on a full-time basis, as defined by the host country—generally 32 - 35 hours/week.

***Independent with Convoy of Hope:*** Depending on Convoy of Hope’s operations, students may be able to arrange an experience in another country, depending upon the following conditions:

- There is an appropriate international agency that provides nutrition services that will allow activities and learning experiences to meet identified competencies in that country
- There is an appropriate preceptor in that location to supervise the experience
- Education Abroad approves the program through their [Independent Academic Experience application](#)
- Facility preceptors speak and read English or student speaks the language of the country fluently
- Communication between the Internship Director and preceptor can be easily arranged

***Independent Internships:*** Students may arrange an alternative internship either directly with an employer or through an approved Education Abroad affiliate partner. Students are encouraged to discuss alternative internship options with their Dietetic Internship Director and the Education Abroad Advisor.

## ***Financial Considerations***

Students choosing to participate in an international internship will work closely with Education Abroad to determine the overall program costs. After program costs have been determined, students may meet with Financial Aid to develop a financial plan for their internship abroad.

Scholarship opportunities are available for MSND students participating in an international internship. [Education Abroad](#) has a robust list of scholarships available, both Missouri State specific and outside scholarships.



## Distance Education Components

We use some supervised practice sites that are over 100-miles away from Missouri State University. At some of these sites the program has temporary housing for the student while other sites the program uses only if the student has housing. If a student has housing, then the clinical coordinator meets with the student to determine what sites to use based upon where the student will be residing.

Students who are at sites over 100-miles away from Missouri State campus will meet via Zoom for didactic courses that are scheduled to meet in-person.

Regardless of where the students supervised practice occurs, all students are required to attend an 8-day orientation in August, at Missouri State campus in Springfield, MO. Additionally, all students are required to attend a 5-day review week in early January and a 4-day capstone week in May.

## Verification of Student Identify for Distance Learning

All students at Missouri State are given a unique username and password to log into Brightspace, a learning management system (LMS). Online courses are structured using this LMS. Students are not to share their password or access with others as part of the Academic Integrity Policy. When classes meet via Zoom, video cameras are to be turned on and participation is expected.

## Prospective Supervised Practice Sites

<b>Medical Nutrition Therapy</b>
Cox Hospital – Springfield & Branson, MO
Citizens Memorial Healthcare (CMH) hospital in Bolivar, MO, 30 miles north of Springfield <a href="http://www.citizensmemorial.com/index.html">http://www.citizensmemorial.com/index.html</a>
Freeman Health Systems in Joplin, MO, 80 miles west of Springfield <a href="http://www.freemanhealth.com/">http://www.freemanhealth.com/</a>
Mercy Hospital in Springfield, Lebanon (60 miles east of Springfield), Carthage (66 miles west of Springfield), Rogers, AR <a href="http://www.mercy.net/springfieldmo/">http://www.mercy.net/springfieldmo/</a>
Ozarks Healthcare in West Plains, MO, 106 miles east of Springfield <a href="http://www.ozarksmedicalcenter.com/">http://www.ozarksmedicalcenter.com/</a>
Phelps Health Medical Center in Rolla, MO, 110 miles east of Springfield <a href="http://www.pcrmc.com/">http://www.pcrmc.com/</a>
Mercy Nutrition Clinic in Springfield, MO
Children’s Mercy Hospital in Kansas City, MO
Long-term care: Citizens Memorial Hospital LTC – Bolivar, MO, 30 miles north of Springfield

<b>Population Health Nutrition</b>
Bass Pro Shops Employee Wellness <a href="http://www.basspro.com/">http://www.basspro.com/</a>
Hy-Vee, Springfield <a href="http://www.hy-vee.com/">http://www.hy-vee.com/</a>
Jordan Valley Community Health Center <a href="http://jordanvalley.org/">http://jordanvalley.org/</a>
MSU Care, MSU Campus <a href="https://msucare.missouristate.edu/">https://msucare.missouristate.edu/</a>
Missouri State Sports Nutrition <a href="http://www.missouristatebears.com/athleticmedicalservices/amrs-intro.html">http://www.missouristatebears.com/athleticmedicalservices/amrs-intro.html</a>
Prime Inc. <a href="https://driverhealthandfitness.com/">https://driverhealthandfitness.com/</a>
WIC Centers

<b>Food Service Management</b>
Chartwells, Missouri State University <a href="http://www.dineoncampus.com/missouristate/">http://www.dineoncampus.com/missouristate/</a>
Citizens Memorial Healthcare (CMH) hospital is located in Bolivar, MO, 30 miles north of Springfield <a href="http://www.citizensmemorial.com/index.html">http://www.citizensmemorial.com/index.html</a>
Freeman Health Systems in Joplin and Neosho, MO, 80 miles west of Springfield <a href="http://www.freemanhealth.com/">http://www.freemanhealth.com/</a>
Mercy in Springfield, Joplin, and Lebanon (60 miles east of Springfield), <a href="http://www.mercy.net/springfieldmo/">http://www.mercy.net/springfieldmo/</a>
Fort Zumwalt School District in O'Fallon, MO, 211 miles east of Springfield <a href="http://www.fz.k12.mo.us/pages/FortZumwaltSD">http://www.fz.k12.mo.us/pages/FortZumwaltSD</a> (site utilized if student lives in the St. Louis area)
Southwest Missouri Public Schools <ul style="list-style-type: none"> <li>• Springfield Public Schools <a href="http://springfieldpublicschools.org/index.aspx">http://springfieldpublicschools.org/index.aspx</a></li> <li>• Carthage R-9 Public Schools in Carthage, MO, 66 miles west of Springfield <a href="http://www.carthagetigers.org/">http://www.carthagetigers.org/</a></li> </ul>

## Summary of Supervised Practice

<b>Rotation</b>	<b>Practice Hours</b>
<p><b>Clinical</b></p> <p><b>DTN 740: Medical Nutrition Therapy I Practicum</b></p> <p><b>DTN 741: Medical Nutrition Therapy II Practicum</b></p> <p>Rotations will take place at rural hospitals in Southwest Missouri.</p>	<p>192</p> <p>6 weeks x 32 hr/wk</p> <p>320</p> <p>8 weeks x 40 hr/wk (includes 2 weeks of staff relief)</p>
<p><b>Food Service Management</b></p> <p><b>DTN 743: Food Service Management Practicum</b></p>	<p>160</p> <p>5 weeks x 32 hr/wk</p>
<p><b>Community</b></p> <p><b>DTN 742: Population Health Nutrition Practicum</b></p>	<p>192</p> <p>6 weeks x 32 hr/wk</p>
<p><b>DTN 744: Practicum in Area of Concentration</b></p> <p><b>Rural Health</b> Field placements and experiences will be developed by each student with the program director.</p> <p><b>Public Affairs</b> Field placements and experiences will be developed by each student with the program director.</p>	<p>200</p> <p>5 weeks x 40 hr/wk</p>
<p><b>Optional Studentational Experience</b></p> <p>Students may have a maximum of 256 practice hours from this studentational experience.</p>	<p><i>Optional</i></p> <p>40-256</p>
<b>Total</b>	<b>1,064-1,120 hours</b>

# MSND Academic and Program Calendar

The MSND program 2024-25 Practicum Calendar follows the University academic year, but not the University academic calendar. All didactic classes follow the University academic calendar, while the supervised practice practicums do not. Practicums occur in year-1 of the program. Graduate students who are on track and have satisfactorily completed the requirements of the program will not have supervised practice hours on the designated dates listed below:

- Thanksgiving Holiday: 1-week
- Winter Break: Approximately 2-weeks in December and January
- Spring Break: 1-week in March

Schedules are subject to change year to year. Detailed rotation schedules, which are individualized per student, are provided during orientation. Graduate students need to be flexible because practicum hours can start early in the morning and go into the evening hours and vary from week to week.

First-year students have a mandatory 2-week orientation that will begin one week before University classes resume each fall. Supervised practice hours will begin the Monday immediately following the last day of orientation. First-year students also have a mandatory 5-day intersession, or orientation II, to DTN 741 and DTN 744, the week before university classes resume each spring.

# Program Expenses and Housing

## *Estimated Costs of the Program (Actual costs may vary.)*

In-State: \$18,861

Out-Of-State: \$32,355

Please see [Estimated Costs](#) on our website for itemized table to program costs and expenses.

Students are responsible for transportation costs, housing, meals, and any additional expenses. Students do need a car to travel to rotation sites.

## ***Housing***

- 1) Housing arrangements are the responsibility of the student.
- 2) Students are responsible for housing and costs while attending professional meetings.

## ***Travel***

- 1) A car is necessary to travel to different sites. Some sites may require travel time of 1 to 1.5 hours from the student's living location.
- 2) Students are responsible for travel costs to attend professional meetings.

# Financial Aid

## Scholarships and Financial Aid

You may qualify for [University scholarships](#). The Office of Financial Aid provides information about university scholarships, grants and loans. For more information concerning tuition and costs visit the [Tuition, Costs and Fees](#) page. The [financial aid website](#) can also offer students convenient payment options.

### ***Midwest Student Exchange Program scholarship***

Graduate students whose legal residence is Indiana, Kansas, Minnesota, Nebraska, North Dakota, Ohio or Wisconsin may qualify if they have an undergraduate cumulative GPA of 3.25 and are formally admitted to the Missouri State MSND Program.

### ***Missouri Outreach Graduate Opportunity (MOGO) Scholarship.***

Additionally, you may qualify for the Missouri Outreach Graduate Opportunity (MOGO) Scholarship. The MOGO Scholarship has a value of three-fourths of the non-resident differential (the difference between in-state and out-of-state tuition) graduate student tuition for 9 credit hours (5 credits hours in the summer). The scholarship amount will be adjusted annually when the Missouri State University Board of Governors approves changes to the student fee schedule.

No application is required. Once a student meets the eligibility criteria, the scholarship will automatically be offered.

The MOGO Scholarship cannot be combined with other forms of university aid, including scholarships, graduate assistantships, or fee waivers.

### **Eligibility requirements**

To be eligible, a student must:

- be considered a non-resident of Missouri for fee purposes
- have an undergraduate GPA of at least 3.25
- be a first-time, degree-seeking graduate student admitted into the MSND program
- enroll as a full-time graduate student, taking at least 9 graduate credit hours during the fall and during the spring semester or 5 graduate credit hours during the summer.

### **Graduate Assistantships**

A graduate assistantship covers your tuition costs for a master's degree. You'll also receive a stipend for living expenses. Students in the MSND program may apply for graduate assistantships in the 2<sup>nd</sup> year of the program.

## **Professional Memberships**

### ***Academy of Nutrition and Dietetics***

Students in the Dietetic Internship Certificate Program are eligible for student membership in the Academy of Nutrition and Dietetics. Fees provide for a subscription to the Journal of the Academy of Nutrition and Dietetics. Benefits of student membership include eligibility for liability insurance, the Journal of the Academy of Nutrition and Dietetics, and member rates for products and meeting fees. All students must be members of the Academy.

### ***Missouri Academy of Nutrition and Dietetics and Southwest Region of Missouri Academy of Nutrition and Dietetics***

Membership in the Academy automatically grants membership to the Missouri Academy of Nutrition and Dietetics (MOAND) and the Southwest Region of the Missouri Academy of Nutrition and Dietetics (SWMOAND). MOAND holds its annual meeting in the spring. Visit their website at <http://www.eatrightmissouri.org/>. SWMOAND meets virtually or in-person several times per year. Students are encouraged to attend SWMOAND regional meetings when time permits.

## **Performance Evaluation**

Graduate students shall receive regular and timely feedback regarding their performance in didactic assignments and supervised practice experiences. Preceptors shall provide a summative online rotation assessment for the competencies associated with each individual supervised practice experience. Preceptors are encouraged to provide formative oral rotation assessments throughout the rotation. For MNT II supervised practice rotation, preceptors also complete a mid-point written evaluation. Didactic instructor shall provide written evaluation of assignments and projects.

## **Professional Liability and Health Insurance Requirements**

The program will purchase professional liability insurance for students prior to the beginning of the supervised professional practice experience

Students must be covered by personal health insurance for the entirety of the internship experience. Evidence of health insurance, including hospitalization, is required.

## **Drug Screening and Criminal Background Check**

Submit a drug screening test and criminal record check\* and receive response that the applicant has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian nutritionist.

*\*Students who fail these checks or procedures will be subject to further review by the Department of Public Health and Sports Medicine.*

## **Health and Immunization Requirements**

Evidence of immunization or vaccination for vaccine-preventable diseases to include but not limited to MMR, tetanus, seasonal flu vaccine, Hepatitis A series, and a complete Hepatitis B series (including a titer demonstrating immunity) is required. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.

## **On-Site Injury or Illness**

If a student is injured or becomes ill during a rotation, they are advised to obtain immediate medical assistance or leave the facility to recover. The student should report the injury/illness to their preceptor and to the Program Director. The student should confer with the preceptor to reschedule any missed time.

## **Attendance**

Graduate students are expected to report to each supervised practice day, didactic classes, and other events as scheduled. Attendance means arriving on time and staying for the duration of all supervised practice, didactic classes, and other events. For the didactic component, there are no excused absences for class nonattendance. Students who are ill or injured may present a dated bill or receipt from their health care provider but are responsible for all class work missed due to absence.

- Lateness will not be tolerated. The Program Director will counsel the student for any lateness.
  - If the student expects to be late, they are to email the Program Director and then contact the preceptor or instructor to inform them of lateness and expected time of arrival.
  - The Program Director documents the lateness and places the information in the student's file.
  - As soon as possible the Program Director counsels the student.

All absences (hours and days) related to supervised practice need to be rescheduled at a time that is mutually agreed upon by the preceptor and the student. This may involve extending a scheduled day or working on a day that is not usually scheduled. The Program Director must also be informed of all

absences and mutually agreed upon plans between the site and the student for rescheduled hours or days. Students who fail to achieve competencies in a particular practice area may be required to utilize vacation time to meet performance requirements as determined by the Program Director in correlation with the site and the student.

- Absence due to illness or bereavement must be validated with documentation. i.e. Medical receipt
  - For absence due to illness the student is to contact the preceptor or instructor and program director at least two hours before the start of the scheduled shift or class.
  - For absence due to bereavement the student is to immediately contact the Program Director and preceptor when there is a death of an immediate family member.
  - All absences are documented in the student's file.

### ***Leave of Absence***

A leave of absence will be granted by the Program Director only in extenuating circumstances not to exceed four months. Requests must be submitted in writing with supporting documentation.

### ***Inclement Weather***

Each graduate student is expected to attend rotations at facilities as scheduled. Precaution should be exercised when driving in inclement weather and the students should anticipate delays and plan accordingly. If the inclement weather has been predicted the program director will notify preceptors and students of this and ask the preceptors to speak with the students about projects that could be worked on at home if the student is unable to drive to the facility. In the case that the student is not able to drive to the facility due to hazardous weather conditions, the students should email the preceptor and the program director. Students are expected to make up any missed hours. Individual facilities may have differing policies regarding inclement weather, and this should be discussed with the preceptor by the student.

## **Vacation and Holidays**

Practicums in the MSND program follow the university academic year, but not the academic calendar. Thanksgiving, Christmas, and New Year's holidays will be observed, as well as spring break. If the student has not met the required competencies of the practicums, they may be asked to schedule supervised practice hours or redo assignments over spring break.

## **Withdrawal and Refund of Tuition and Fees**

Students may withdraw from one or more of their courses [online](#), or in person at the Office of the Registrar (Carrington 320 or by fax to 417-836-8776). Students who drop *all* their courses for a given semester who wish to return the following semester do not need to apply for readmission. The date the withdrawal is completed online or the date the official withdrawal request form is submitted to the Office of the Registrar (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees and the assignment of grades. Withdrawals are not allowed after the last day to drop or withdraw deadline for the course. See the "Academic Calendar" on the web for specific deadline dates.

Students who withdraw from the University or drop a course may receive a partial refund of tuition (or a change in their fee assessment if all fees have not been paid) provided they complete the formal drop or withdrawal process by the established deadlines appropriate to the length or delivery method of the class. Students who are enrolled in the My Payment Plan are responsible for the amount of unpaid fees after the refund or re-assessment. For students who are recipients of Federal Title IV student aid, refunds will be



made in accordance with all applicable federal regulations.

The date used in determining the refund of fees shall be the date the student completes the transaction online or submits an official withdrawal request to the Office of the Registrar or the postmark date of withdrawal requests submitted by mail. Refer to the [Fee Refund Schedule](#) for specific dates on refund amounts.

Student Services Fees are not refunded based on a percentage of the amount paid. Rather, students are responsible for the liable billing hours (i.e., the hours in which they remain enrolled).

Students who drop courses during the Change of Schedule period will receive a credit on their account in accordance with the Required Student Fee Refund Schedule. Because courses are not supposed to be added after the Change of Schedule period, dropped courses and added courses (including section changes) will result in an additional financial obligation for the student. Exceptions may be granted when the department of the course(s) dropped and added provides written verification to the Office of the Registrar stating that the change was required or recommended by the department.

## Grade Policy

MSND will adhere to the Missouri State University [grading and credit point system](#) published in the 2024-2025 [Graduate Catalog](#).

An incomplete grade will be awarded only in extenuating circumstances with the written approval of the Program Director. All incomplete work must be completed within four months of the original deadline.

## Academic Integrity

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's academic integrity policy plus additional more-specific policies for each class. The university policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at [Academic Integrity Policies and Procedures \(Students\)](#) and also at the Reserves Desk in Meyer Library.

Examples of academic integrity violations include allowing someone else to copy or use your assignments or exams, turning in papers used in other courses or from the student, and/or using notes or your book for a closed-book exam. Plagiarism means presenting someone else's work as your own (e.g., copying or paraphrasing someone else's work without appropriate citations). Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

## Disciplinary and Termination Policy

The student is subject to disciplinary action by the program director at any time during the program when the student does not abide by the Missouri State MSND policies, affiliating facility policies, or Missouri State University policies and procedures. Disciplinary action will be appropriate for the policy or procedure violated and may include warnings, counseling, suspension, or termination. Examples of policy infractions include but are not limited to, failure to meet academic requirements, unsatisfactory rotation performance, failure to pay tuition and fees, breach of patient confidentiality, acts of discrimination, excessive tardiness, substance abuse, and disruptive behavior.

## Procedure

1. All concerns about inappropriate behavior of a student should be directed to the program director.
2. If a MSU MSND or MSU policy is violated, the program director will discuss the occurrence with the student subject to disciplinary action. The program director determines what disciplinary action is warranted. If an affiliating facility policy is violated, the student will meet with the program director and the preceptor in the affiliating facility. The program director and preceptor will determine what disciplinary action is warranted.
3. Documentation of the infraction will be placed in the student's file as a permanent record and sent to the student.
4. Depending on the infraction, and as deemed necessary, the program director may consider probation or termination for the student based on the polices and guidelines outlined in the Missouri State University [Code of Student Rights and Responsibilities and Clinical Field Placements policies](#).
5. In the case of probation, the documentation will include the deficiencies, a plan for improvement, and a timeline by which the improvement must be made.
6. If the plan for correcting deficiencies does not lead to satisfactory completion of performance requirements, the student may have to repeat a practicum or be terminated from the MSU MSND program.
7. students will be notified in writing if they are being dismissed from the program.
8. students who have been terminated from the program may not be readmitted for a subsequent cohort.
9. Final decisions regarding disciplinary action or termination are made by the program director.
10. Students have the right to appeal the decision according to the Missouri State program dismissal due to failure in [clinical or field placement policy](#).

## Readmission Policy

Students who have withdrawn from the program may be considered for readmission for a subsequent cohort. They will be required to complete the application process and will receive the same consideration as other applicants.

## Grade Appeal Policy and Procedure

Any academic grievance regarding grades should first be made to the instructor in writing. If this is not successful, then a student may request that an assigned grade be changed in accordance with the procedures set forth in the 2023-24 Missouri State Graduate Catalog under [Grade Appeals and Academic Grievances](#). The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned. This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to the [Academic Integrity Policies and Procedures for Students](#).

## Filing and Handling of Complaints Policy and Procedure

Grievances not covered under the above policies and procedures or in [The Code of Student Rights and Responsibilities](#), should be first addressed to the instructor and every attempt be made to be resolved at that level. Should that not be successful, the student should contact the following in this order: Hillary Roberts, Dietetic Internship Director; Tona Hetzler, Director of the School of Health Sciences; Mark Smith, Dean of the McQueary College of Health and Human Services; and if not yet resolved, [Office of Student Conduct](#) at [StudentConduct@MissouriState.edu](mailto:StudentConduct@MissouriState.edu) phone 417-836-6937 or John Jasinski, Provost, [JohnJasinski@missouristate.edu](mailto:JohnJasinski@missouristate.edu).

After the Dietetic Internship Director receives the complaint they will meet with the student. If the complaint is not resolved to the student's satisfaction, the student will be provided with the School of Health Sciences student concern form. The student may complete this form and then meet with the Director of the School of Health Sciences. If the complaint is not resolved, the student will be provided with the McQueary College of Health and Human Services student concern form. The student may complete this form and meet with the Dean of the McQueary College of Health and Human Services. If the concern is not yet resolved the student may contact John Jasinski, Provost, [JohnJasinski@missouristate.edu](mailto:JohnJasinski@missouristate.edu).

Complaints against the program director should first try to be resolved by speaking with the program director and if that is not successful the student should contact the following in this order: Tona Hetzler, Director of the School of Health Sciences; Mark Smith, Dean of the McQueary College of Health and Human Services; and if not yet resolved, John Jasinski, Provost, [JohnJasinski@missouristate.edu](mailto:JohnJasinski@missouristate.edu).

# Student Rights, Responsibilities, Policies & Procedures

## Health Insurance Portability and Accountability Act (HIPAA)

Students are required to complete the [HIPAA privacy training](#) if research is conducted.

## Access to Personal Files

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA, from the Office of Student Affairs, Carrington 200.

## Travel

Students must assume responsibility for transportation to and from any off-campus activities such as supervised practice assignments, field trips and travel to professional meetings. It is recommended that students have reliable transportation of their own as most locations do not have public transportation readily available. Each student is responsible for purchasing their own automobile insurance and will be required to present proof of insurance at the beginning of the internship.

## Dress Code and Professionalism

- Dress Code
  - Acceptable styles include business/business-casual attire in addition to hospital scrubs if permitted by the preceptor and supervised practice site dress code.
  - Sleeveless shirts may be worn only with a jacket. Polo/golf shirts, blouses, conservative sweaters, and vests are also acceptable.
  - Dresses and skirts of moderate length and modest exposure (including buttons and slits) are appropriate.
  - Sweatshirts, t-shirts with logos, jeans, leggings, athletic wear, and form fitting clothing are not acceptable.
  - Closed toed shoes are required. Athletic shoes may be allowed in some rotations based upon the work assignment. No open toe shoes, open back shoes or heels may be worn. \*For Food Service rotation check with preceptor on appropriate shoes.
  - Hosiery or socks must be worn at all times.
  - Undergarments must not be visible while seated or standing.
- Professionalism
  - Earrings should be small and conservative – typically no larger than a dime. No dangling earrings are acceptable. Wedding rings or one other ring is allowed. No wrist or ankle jewelry is allowed except for a watch.
  - Visible body stud jewelry (rings or studs in nose, tongue, lips, eyebrow) is not acceptable.
  - Conspicuous tattoos are not considered part of a professional image. All efforts should be made to conceal or cover tattoos while working.
  - Make-up, hair style and color, and perfume should be conservative. Hair must be of natural color and perfume scent must be light if worn at all.

- You should not chew gum when speaking with clients.
- Dress requirements may vary from rotation to rotation. Be certain to consult your preceptor as to what is expected. The most conservative of the policies must be maintained.
- For orientation and didactic days students will wear business casual dress unless otherwise advised by the Program Director or instructor of the course.

## **Housing**

Each student must secure housing prior to beginning the program. Students are responsible for the costs associated with housing throughout the duration of the program.

## **Technology**

It is recommended that students have reliable access to a computer with student access. All computers must have active and up-to-date anti-virus software to prevent the spread of computer viruses.

When communicating with faculty and preceptors via email, students are required to use University email addresses.

## **Employment during the MSND Program**

Students are not permitted to work during year-1 of the MSND program. The practicums require 32-40 hours per week of supervised experiences and there are additional didactic classes and assignments.

# Student Support Services

## Health Services

### [Magers Health and Wellness Center](#)

417-836-4000

Students enrolled at the university are provided the following health services, Monday through Friday except during university holidays: primary clinic for diagnosis and treatment of illnesses and injuries, women's health care, nursing treatment (including allergy injections, travel medicine, and immunizations), a full-service pharmacy with both prescribed and over-the-counter medications, diagnostic laboratory testing, radiological procedures and interpretations, and wellness programming which emphasizes positive life-style choices. Consultation services also are provided in orthopedics, student medicine, gynecology, dietetics, diabetic education, headache care, radiology and psychiatric care. Health services are provided by a staff of physicians, nurses, pharmacists, technicians and support staff.

Included in the university required fees is a health fee. Students receive unlimited prepaid basic office visits each semester when seeing a clinic physician. [Charges](#) are incurred for extended office visits, consulting physician office visits, laboratory tests, x-rays, pharmacy and certain other procedures. There also is a charge for seeing a consulting physician. Services may be paid by cash, credit card, debit card, or charged to the student's university account.

If you do not have health insurance, information is available on the [Student Health Insurance Plan](#) page.

## Counseling Center

The primary goal of the [Counseling Center](#) is to promote personal development and psychological well-being. Services are provided for individuals with personal-social concerns. Experienced mental health clinicians and qualified graduate students assist clients in resolving conflicts which may interfere with their progress in the University. For more information, call (417) 836-5116.

The Counseling Center adheres to the American Counseling Association (ACA), the American Psychological Association (APA), and the National Association of Social Workers (NASW) professional codes of ethics in providing all services. Such services are strictly confidential, in accordance with state and federal laws. No information, including whether an individual has received counseling, will be released without the informed written consent of the client except in certain emergency situations.

**Assessment:** An initial screening is provided immediately after an individual completes an information form. The purpose of this first meeting is to explore the client's concerns and to make decisions about the types of resources that may be most helpful. For an initial interview, students may come to the Counseling Center in Carrington Hall, Room 311 between 8:00 a.m. and 4:00 p.m., Monday through Friday.

**Individual/Couple:** Individuals or couples may work with a clinician in order to identify, understand, and resolve personal and relationship difficulties.

**Group:** At times, issues are most effectively dealt with in a supportive environment where interaction with others occurs. Groups are structured to promote personal growth and skill

development by focusing on particular concerns such as adjustment to university life; balancing work, family, and academics; and establishing and maintaining meaningful relationships.

***Emergency:*** Crisis intervention is provided to deal with situations which require immediate attention.

***Outreach:*** Special programs and workshops designed to define and/or prevent problems and improve the quality of the University experience are presented on a regular basis as well as by request. These offerings provide information, techniques, and strategies relevant to specific topics of interest such as stress management and communication skills.

***Consultation and Referral:*** The Counseling Center's staff is willing to share its expertise with University administration, faculty, staff, and students. If assistance from other departments, professionals, or agencies is indicated, the staff will facilitate such contacts.

## Mental Health and Stress Management

As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at <https://counselingcenter.missouristate.edu/>.

## Financial Assistance

Various financial sources, such as grants and loans, are available to qualified graduate students in the Dietetic Internship. Refer to the [Graduate College financial assistance options](#).

## Disability Accommodations

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) at the [Disability Resource Center website](#), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive your approved accommodation plan until you request faculty notification be sent through the Bear Access portal. Please note, instructors are not required to apply approved accommodations retroactively.



## Religious Accommodation

The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

## Suicide Prevention

In accordance with Missouri law (Mo. Rev. Stat. §173.1200), the University has established a policy regarding Suicide Prevention, available Suicide Programs and Related Procedures. You can read the policy as well as view a list of national, state and local resources on the [Suicide Prevention, Available Suicide Programs and Related Procedures](#) section of the Missouri State University website.

## Library Services

Meyer Library is between Kings Street and John Q. Hammons Parkway, call at 836-4535 or 836-4525, or visit <http://library.missouristate.edu/meyer/index.htm>.

Meyer Library is a member of the Center for Research Libraries, with a collection of over 3.5 million available. It houses books, periodicals, videos, and microfilm collections. Online Catalog and Interlibrary loans are available.

## Testing Center

The Testing Center provides testing services in compliance with the National College Testing Association (NCTA). Contact the [Testing Center](#) at 417-836-6417 for more information.

Interest tests and personality inventories are used to clarify personal strengths and concerns. In addition, more than 30 testing programs are available including the American College Testing Program (ACT), Miller Analogy Test (MAT), Graduate Record Examination (GRE), the Scholastic Aptitude Test (SAT), and the Law School Admission Test (LSAT).

## Legal Protections

### Non-Discrimination Policy Statement

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national

origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America.

## Prohibition of Discrimination

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action/Minority/Female/Veterans/Disability/Sexual Orientation/Gender Identity employer. Inquiries concerning the complaint/grievance procedure related to sex discrimination, including sexual harassment and sexual assault, should be addressed to the [Title IX Coordinator](#), Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, [TitleIX@MissouriState.edu](mailto:TitleIX@MissouriState.edu), 417-836-8506, or to the Office for Civil Rights. All other inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to the Equal Opportunity Officer, [Office for Institutional Equity and Compliance](#), Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, [Equity@MissouriState.edu](mailto:Equity@MissouriState.edu), 417-836-4252, or to the Office for Civil Rights. (Res. Board Policies No. 70-11; Bd. Min. 10-28-11.)

## Inclusivity Principles

The MSND program follows the University's [inclusivity principles](#) of:

1. We are committed to carrying out our public affairs mission which calls on us to develop successful students who excel academically and within the three pillars of ethical leadership, cultural competence and community engagement.
2. We believe in and support inclusive excellence. This includes creating welcoming environments within our university and the communities we serve.
3. We value diversity because people from all backgrounds should feel valued, respected and empowered.
4. We define diversity broadly to include people of all races and ethnicities, religions, ages, sexes, genders, sexual orientations, disabilities, and socioeconomic and veteran statuses.
5. We recognize and support a student's unique background as an important influence on the teaching and learning process, as all students should have equal opportunities for success. We strive to eliminate attainment gaps.
6. We work to attract, retain and ensure the success of all students, faculty and staff.
7. We believe in and support our faculty's freedom to deliver curriculum based on their academic disciplines.
8. We create and support policies and practices of inclusive excellence and cultural competence.
9. We provide equal opportunities for everyone and actively respond to complaints of bias or discrimination.

# Title IX Policy

Missouri State University does not discriminate on the basis of sex in the education program or activity that it operates, including in admission and employment. Concerns regarding discrimination on the basis of sex, including sexual harassment, should be referred to Jill Patterson, Title IX Coordinator, Carrington 205, 901 S. National Ave., Springfield, MO 65897, 417-836-8506, or [TitleIX@MissouriState.edu](mailto:TitleIX@MissouriState.edu). MSU has adopted a grievance procedure policy for the prompt and equitable resolution of allegations of sexual discrimination, including sexual harassment. This policy is available at the [Title IX website](#). Individuals may report an allegation of sex discrimination, file a complaint of sexual discrimination, or file a formal complaint of sexual harassment by contacting MSU's Title IX Coordinator at Carrington 205, 901 S. National Ave., Springfield, MO 65897, 417-836-8506, [TitleIX@MissouriState.edu](mailto:TitleIX@MissouriState.edu), or visiting the [Title IX website](#).

## Protection of Privacy/Information (FERPA)

Missouri State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). 20 U.S.C.1232g. Eligible students have four primary rights under FERPA including the right to: (1) inspect their education records, (2) consent to disclosure of personally identifiable information except to the extent that FERPA authorizes disclosure without consent, (3) seek correction of their records, to prevent inaccurate or misleading information, and (4) file a complaint with the U.S. Department of Education if they feel their rights are being violated.

Directory information may appear in public documents and may otherwise be disclosed by the University for any purpose in its discretion, without the student's consent. The following categories of information have been designated as directory information at Missouri State University:

- Name
- Address\*
- Telephone number\*
- Campus email address
- Field of study, including majors, minors, certifications, and pre-professional areas of study
- Classification (e.g. sophomore)
- Enrollment status (full-time, part-time, or less than part-time)
- Participation in officially recognized activities and sports, including photographs of athletes
- Dates of attendance, including matriculation, drop, and withdrawal dates
- Degrees and certificates received including date awarded
- Awards received, including dean's list, scholastic honors, departmental honors, memberships in national honor societies, athletic letters, and University-funded scholarships (excluding those that are need-based)
- Previous education institutions attended

\*The University maintains a number of different address and telephone types for students. Three (residence hall, current mailing, and primary/permanent) are considered directory information. General requests for student addresses (e.g., requests for an "address directory of current students") will be

fulfilled by providing one address for each student based on availability according to the following hierarchy: (1) residence hall; (2) current mailing, and (3) primary/permanent. General requests for student telephone numbers will be generated in similar fashion.

All non-University contact information provided for purposes of the emergency notification system is not considered directory information. Cell phone numbers, unless provided as a residence hall, current, or primary/permanent telephone number, are not considered directory information.

The Missouri State policy in compliance with FERPA, *Policy Regarding Personally Identifiable Student Records, Missouri State* can be found at <http://www.missouristate.edu/registrar/FERPA.html>.

## **Chosen Name Policy**

A student may choose a name other than their legal name to identify themselves at Missouri State University. A chosen name is different than the student's legal name. Refer to the [Chosen Name policy](#) for more information. Students can provide their chosen first and middle names in the *Profile* tab of [My Missouri State](#).

## **Fair Labor Standards Act**

Students are not employees within the meanings of the Fair Labor Standards Act. The educational training given to the Dietetic Student during supervised practice rotations is for the benefit of the Student, who works under the close supervision of the preceptor and does not replace regular employees. The Student is aware that he/she is not entitled to wages for the time spent in training nor to a job at the conclusion of the program.

Read complete list of [Missouri State University Policy Statements](#).

# Work and Payments for Service Provided by MSND Students

**SUBJECT:** Work and Payments for Services Provided by MSND Students

**EFFECTIVE DATE:** December 2012

**REVIEW DATE:** August 2026

**REVISED:** August 2022

## **PURPOSE**

To define how students who are learning in the workplace for the purpose of attaining course credit are compensated.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has accreditation standards that require dietetic internships to define how students qualify for compensation of services.

Standard 8.2.e states:

*Requirement that students doing supervised practice must not be used to replace employees.*

The U.S. Department of Labor (DOL) has standards to determine whether students must be paid the minimum wage and overtime under the Fair Labor Standards Act (FLSA) for the students' services.

## **POLICY**

Compensation for services provided by students is only applicable during the optional Camp Wakonda summer foodservice management rotation and Dietetics and Nutrition course DTN 744, Practicum in Area of Concentration (PAC), a rotation the student designs with the assistance of the Program Director. Missouri State's Dietetic Internship does not encourage, sponsor work opportunities, or offer work opportunities to any students, but if an opportunity arises while designing the DTN 744 rotation that opportunity will be discussed.

## **PROCEDURE FOR DTN 744**

1. The DTN 744 rotation must provide an educational benefit to the student; therefore, the student must clearly outline in the Final PAC proposal the learning experience(s) that will be attained from time spent with the potential employer.
2. The student must confirm that supervision by a qualified preceptor will be provided.
3. The Program Director asks the potential employer if the student is replacing an employee, or if the student was not available would someone be hired.
4. If the employer responds affirmatively, the Program Director discusses with the potential employer payment to the for the student's services.

# Appendix A

## Student Acceptance of MSND Policies and Procedures

### Missouri State University

By signing this form, I acknowledge that I have read and understand the information contained in the Student MSND Handbook.

I agree to adhere to the policies and procedures outlined in the MSND Handbook and understand the consequences of non-compliance.

I understand that if I do not complete all MSND program requirements satisfactorily, I will not receive a verification statement and I will be ineligible for the national examination for Registered Dietitians.

I have spoken with the Program Director to discuss any questions or concerns I have regarding the contents of the MSND Student Handbook.

Signature:

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Printed Name:

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Date: \_\_\_\_\_

# Appendix B

## Student Likeness Release

### Likeness Release Policy

The undersigned hereby irrevocably consents to and authorizes the use by Missouri State University, its officers and employees, ("University") of the undersigned's image, voice and/or likeness as follows: The University shall have the right to photograph, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display, or otherwise use or reuse the undersigned's image, voice and/or likeness in connection with any product or service in all markets, media or technology now known or hereafter developed in University's products or services, as long as there is no intent to use the image, voice and/or likeness in a disparaging manner. University may exercise any of these rights itself or through any successors, transferees, licensees, distributors or other parties, commercial or nonprofit. The undersigned acknowledges receipt of good and valuable consideration in exchange for this Release, which may simply be the opportunity to represent the University in its promotional and advertising materials as described above.

Please indicate your agreement to the foregoing by signing below.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Address, Telephone \_\_\_\_\_

Date \_\_\_\_\_

# Appendix C

## Non-Academic Technical Standards

**Missouri State University  
Master of Science in Nutrition and Dietetics Program**

**NON-ACADEMIC TECHNICAL STANDARDS**

The Non-Academic Technical Standards indicate the expectations and requisite abilities considered necessary for successful employment as a Dietitian.

Students in MSNSD Program are to achieve the level of competency required for program completion and practice. It is recognized that degrees of ability vary widely among individuals. Admitted students who believe they do not possess or may not be able to acquire the essential functions set forth are encouraged to contact the Program Director, Hillary Roberts. Any admitted student who may require academic accommodations to fulfill the Non-Academic Technical Standards due to a disability are encouraged to contact the Office of Disability Support Services, <http://www.missouristate.edu/disability/>.

The MSND Program seeks to ensure that qualified persons with disabilities are not denied admission or subject to discrimination in admissions. The Program is committed to enabling students by any reasonable means or accommodations to complete their course of study.

### ***Sensory***

The admitted student must have:

- Normal or corrected vision within the range of 20/20 – 20/80.
- The ability to distinguish color shades and/or changes.
- Normal or corrected hearing ability within the 0-45 decibel range.
- In at least one hand, the ability to perceive temperature changes and pulsations and to differentiate different structures and textures.
- Read and comprehend text, numbers and graphs.
- Visually monitor patient responses and materials.

### ***Communication***

The admitted student must be able to:

- Communicate effectively and efficiently in oral and written form with students, faculty, health providers and clients.
- Follow verbal and written instructions.
- Present information verbally and in writing.

### ***Physical and Motor Capabilities*** (Endurance, strength, coordination)



The admitted student must be able to:

- Participate in professional responsibilities/activities for up to four-hour blocks of time with one or two breaks.
- Move independently to, from, and within the work setting.
- Provide for one's own personal hygiene.
- Manipulate nutrition/diagnostic materials, including completion of screening/evaluation protocols.
- Provide a safe environment for others in responding quickly to emergency situations including fire, choking, etc., and in application of universal precautions (standardized approach to infection control).
- Use a computer
- Prepare both online and written assignments
- Collect specimens and perform basic tests and physical assessments on individuals,
  - e.g., finger sticks for blood glucose testing, using glucometers, skin fold thickness, blood pressure, placing feeding tubes, etc.
- Ability to move and lift objects weighing up to 50lbs.

### ***Intellectual Abilities***

The admitted student must be able to:

- Understand and perform measurements, calculations, synthesis, analysis, reasoning, and problem solving.
- Demonstrate the mental capacity to learn and assimilate professional information, including the ability to read and comprehend professional literature and reports.
- Seek relevant case information, synthesize, and apply concepts and information from various sources and disciplines.
- Write discipline-specific papers and reports in English.
- Analyze, synthesize, and interpret ideas and concepts in academic and diagnostic/treatment settings.
- Maintain attention and concentration for sufficient time to complete clinical activities for up to four-hour blocks of time with one or two breaks.
- Schedule and prioritize activities and provide documentation in a timely manner.
- Comply with administrative, legal, and regulatory policies.

### ***Behavioral and Social Skills***

The admitted student must have the ability to:

- Maintain emotional and mental health required for use of intellectual abilities, prompt completion of responsibilities, and development of appropriate relationships with patients and colleagues.
- Maintain composure and emotional stability in demanding situations.
- Adapt to changing environments and situations.
- Communicate effectively with people in person, by phone, and in written form by considering the communication needs and cultural values of the listener.
- Understand and respect supervisory authority.
- Maintain appropriate professional behavior, including punctuality and regular attendance.
- Demonstrate compassion, integrity, interest, and motivation in delivering professional services to other individuals.
- Participate in collaboration with other professionals.
- The emotional health required to fully utilize intellectual abilities, to exercise good judgment, to act ethically, and to complete projects in a timely manner.
- Demonstrate reliability and responsibility to complete assigned tasks in a timely manner without constant supervision.
- Adapt to the fast pace of change in the medical sciences.

# Non-Academic Technical Standards Signature Page

## Missouri State University Master of Science in Nutrition and Dietetics Program

Are you capable of meeting Missouri State's MSND Non-Academic Technical Standards?

Yes \_\_\_\_\_

No \_\_\_\_\_

*Admitted students who believe they do not possess or may not be able to acquire the essential functions set forth are encouraged to contact the Program Director, Hillary Roberts. Any admitted student who may require academic accommodations to fulfill the Non-Academic Technical Standards due to a disability are encouraged to contact the Office of Disability Support Services, <http://www.missouristate.edu/disability/>.*

*The MSND Program seeks to ensure that qualified persons with disabilities are not denied admission or subject to discrimination in admissions. The Program is committed to enabling students by any reasonable means or accommodations to complete their course of study.*

By signing this form, I acknowledge that I have read and understand these standards and have answered the above question correctly.

Signature:

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Printed Name:

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Date: \_\_\_\_\_