

UNE Online
UNIVERSITY OF NEW ENGLAND

*University of New England
College of Professional Studies Master of Science in
Applied Nutrition/Dietetics Focus*

*Policies and Procedures
Student Handbook
Spring 2023-2024*

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Section 1: General Overview of the Program

The UNE MS Applied Nutrition (MSAN) Dietetics Focus is designed to be completed in 2 years at full-time (two 3-credit didactic courses paired with two 1-credit lab courses per semester inclusive of summers).

The program is 48 credit hours. College of Professional Studies (CPS) courses are divided over a traditional 16-week semester; each semester has two 8-week terms with A term encompassing the first 8 weeks of the semester and B term encompassing the last 8 weeks. Two 16-week courses, the Capstone and its co-requisite course, are offered over the full semester, or AB term. Each 3-credit course and the 1-credit lab that it is paired with are offered in either A or B terms. Supervised Experiential Learning (SEL)* will be incorporated in every lab course, and the Supervised Experiential Learning hours each student will participate in will total to 1214 hours.

The Supervised Experiential Learning hours will be incorporated in both the didactic course work (164 hours) as well as in the lab courses; the majority (1050 hours) of Supervised Experiential Learning will be attained at the pre-approved precepted site(s) in each 1 credit lab. Lab course work will include submitting documentation of SEL hours; competency assessments and submission of templates that document Supervised Experiential Learning hours and competencies attained, and reflective practice. All lab courses offer the opportunity for the Faculty and Preceptor to interface to assess student learning outcomes.

The student is responsible for securing and completing the Supervised Experiential Learning hours required for each lab, and the preceptor will interface with the lab Faculty to confirm the attainment of competencies. The Faculty will assess additional work within the lab such as simulations, role playing, and reflections to assign a grade after consideration of the preceptor assessment of student achievement and completion of required coursework to demonstrate achievement of the Supervised Experiential Learning competencies. Once matriculated, students will also confirm, in consultation with the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus, the Dietetics Clinical Coordinator and/or the Dietetics Field Coordinator the attainment of second year SEL hour sites and necessary affiliation agreements.

*Supervised Experiential Learning (SEL) gives the students the opportunity to actively apply their knowledge of nutrition and dietetics in nutrition practice settings under the guidance of professional preceptors.

Mission of the Program

The mission of the UNE Master of Science in Applied Nutrition program is to prepare individuals for leadership roles in the field of nutrition, to advance knowledge and expand skills that promote excellence and innovation in all areas of nutrition practice, and to emphasize evidence-based best practices to support the well-being and health outcomes of individuals, families, and communities through education, research, and scholarship.

The Master of Science in Applied Nutrition Dietetics Focus provides a verification statement upon successful completion of program requirements, which prepares graduates for practice as a Registered Dietitian Nutritionist (RDN) after passing the national registration exam.

Administration of the MSAN/Dietetics Focus

The Director, Graduate Program in Applied Nutrition, the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus, the Dean of the College of Professional Studies (CPS), and the Provost determine academic policy.

Admission Requirements

- A bachelor's degree or above from a regionally accredited institution or its equivalent. See [International Admissions](#) for details regarding evaluation of international degrees for grade and degree equivalency
- Undergraduate cumulative GPA of 3.0 or better
- Earned B- or better in prerequisite course work (comparable courses will be considered for transfer credit pursuant to the transfer credit policy) including:
 - Applied Anatomy and Physiology
 - Applied Nutritional Biochemistry
 - Applied Food Innovation
 - **OR** a Verification Statement indicating completion of ACEND Accredited DPD program in the United States (<https://www.eatrightpro.org/acend/accredited-programs/didactic-programs-in-dietetics>)
- 400 hours of the required 1050 total Supervised Experiential Learning Sites and preceptors, equivalent to the first year SEL requirements, and affiliation agreements, approved by the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus via email verification
- Computer with internet connection, including the hardware and software requirements described in our [Technical Requirements](#). Must also possess sufficient computer skills to navigate the internet as all classes are accessed 100% online
- Previous coursework in Nutrition and/or Biology, and Statistics is highly recommended
- If prerequisite coursework OR the Verification Statement are older than 5 years, it is strongly recommended that the applicants consider taking the 3 pre-requisite courses

MSAN/Dietetics Focus Learning Outcomes

Graduates of the Master of Science in Applied Nutrition Program will:

1. Analyze and apply evidence-based nutrition research to nutrition practice
2. Assess, evaluate and implement appropriate recommendations founded in medical nutrition therapy
3. Demonstrate ethical behavior and cultural competency in all areas of nutrition and interprofessional practice
4. Communicate evidence-based research in nutrition to a wide variety of audiences
5. Apply best practices in digital communications and health informatics technologies to interface with patients, peers, administrators and care providers

MSAN/Dietetics Focus Program Goals

Goal #1: Graduates of the Master of Science in Applied Nutrition Program will be competent practitioners that are equipped to pass the RDN exam, that are ethical and skilled in-patient care, and that are competitively employable in the field.

Goal #2: Graduates of the Master of Science in Applied Nutrition Program will use evidence-based knowledge to inform best practices in nutrition professions and Medical Nutrition Therapy.

Program Objectives Supporting the MSAN/Dietetics Focus Program Goal #1:

- At least 80% of graduates who respond to the “Alumni Survey” will select “strongly agree” or “agree” indicating they were adequately prepared to be an effective RDN practitioner in their first post-graduate professional position.

At least 80% of employers who respond to the “Employer Survey” will select “strongly agree” or “agree” indicating the graduates demonstrated ethical behavior and cultural competency in all areas of nutrition and interprofessional practice in their first post-graduate professional position.

Program Objectives Supporting the MSAN/Dietetics Focus Program Goal #2:

- At least 80% of graduates who respond to the “Alumni Survey” will select “strongly agree” or “agree” indicating they were able to communicate evidence-based research in nutrition to a wide variety of audiences in their first post-graduate professional position.
- At least 80% of employers who respond to the “Employer Survey” will select “strongly agree” or “agree” indicating the graduates were able to communicate evidence-based research in nutrition to a wide variety of audiences in their first post-graduate professional position.

ACEND Specific Goals:

1. Program Completion: At least 80% of program graduates complete program/degree requirements within 3 years (150% of the program length). (Goal 1)
2. Graduate Employment: Of graduates who seek employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation. (Goal 1)
3. Employer Satisfaction: At least 80% of employers who respond to the “Employer Survey” will select “strongly agree” or “agree” indicating graduates were adequately prepared to be an effective RDN practitioner in their first post-graduate professional position. (Goals 1, 2)
4. Registration Exam:
 - a. 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. (Goal 2)
 - b. The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (Goal 1)

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Academic Plan of Study

The UNE MS Applied Nutrition (MSAN) Dietetics Focus is designed to be completed in 2 years at full- time (two 3-credit didactic courses paired with two 1-credit lab courses per semester inclusive of summers). The MSAN Dietetics Focus admits students 3 times a year, in Fall A term, Spring A term and Summer A term.

Example MS Applied Nutrition, Dietetics Focus 2-year Full-time plan of study and SEL requirements						
Plan of Study to guide selection of SEL for FT Student seeking admission , Semester_____Year						
Year 1 Semester__Year		Year 1 Semester__Year__		Year 1 Semester_____Year		
Didactic Courses						
[Pre-req]	Spring A	Spring B	Summer A	Summer B	Fall A	Fall B
	APN 600 (3 cr.) Trends and Issues in Nutrition	APN 604 (3 cr.) Nutrition Across the Lifespan	APN 610 (3 cr.) Research Methods [APN 604 (B- or better)]	APN 615 (3 cr.) Nutrition and Metabolism [APN 610 (B- or better)]	APN 620 (3 cr.) Nutrition Education & Health Behav Chg [APN 604 (B- or better)]	APN 734 (3 cr.) Nutrition Leadership, Community Nutrition and Wellness [APN 615 (B- or better)]
Lab courses and required SEL						
	APN 602 (1 cr.) Trends and Issues in Nutrition lab	APN 606 (1 cr.) Nutrition Across the Lifespan lab	APN 611 (1 cr.) Research Methods lab	APN 616 (1 cr.) Nutrition and Metabolism lab	APN 621 (1 cr.) Nutrition Education and Health Behavior Change lab	APN 736 (1 cr.) Nutrition Leadership, Community Nutrition and Wellness lab
	Dates*					
SEL type	Required hours					
Clinical	20	30	30	90		
Community	20	30	30		90# <i>#hours provided by UNE</i>	90
Food Service Mgmt	20	30	30			
Total	510 hours					

**Students participate in SEL hours during weeks 2-7 of each 8-week lab course. The dates provided are not course start/end, but the weeks SEL will need to be logged during. For APN 602 this is equivalent to 10 hours a week of SEL. In APN 606, 611, 616, 621, and 736, this is equivalent to 15 hours a week. In extenuating circumstances and with prior permission of the Faculty and Assistant Director, Graduate Programs in Applied Nutrition Director, Dietetics Focus, different options within the course may be approved based on Preceptor need/availability (ie, APN 602: 20 hr. wk. 2, 0 hr. wk. 3, 10 hr. wk. 4-7). #Hours provided by UNE*

Example MS Applied Nutrition, Dietetics Focus 2-year Full-time plan of study and SEL requirements						
Sample Plan of Study to Guide selection of SEL for FT Student Admitted						
Year 2 Semester ____ Year		Year 2 Semester ____ Year		Year 2 Semester ____ Year		
Didactic Courses						
	Spring A	Spring B	Summer A	Summer B	Fall AB <i>*These courses are run over a 16-week term</i>	
[Pre-req]	APN 730 (3 cr.) Medical Nutrition Therapy [APN 615 (B- or better)]	APN 760 (3 cr.) Micronutrients: Nutrition and Functional Applications [APN 730 (B- or better)]	APN 780 (3 cr.) Food and Nutrition Op Mgmt [APN 615 (B- or better)]	APN 785 (3 cr.) Nutrition Assessment & App in a Clin Set [APN 760 (B- or better)]	APN 775* Applied Nutrition Research (co-req) and APN 755* Applied Nutrition capstone (3 cr. each) Program permission required [(must have completed all previous coursework with B- or better)]	
Lab courses and required SEL						
	APN 731 (1 cr.) Medical Nutrition Therapy lab	APN 761 (1 cr.) Micronutrients: Nutrition and Functional Applications lab	APN 781 (1 cr.) Food and Nutrition Op Mgmt lab	APN 786 (1 cr.) Nutr Assessment & App in a Clin Set lab	APN 776 Applied Nutrition Research co-req lab and APN 756 Applied Nutrition capstone lab (1 cr. each)	
	Dates*					
SEL type	Required hours					
Clinical		90		90	30	30
Community					30	30
Food Service Mgmt			90# <i>#hours provided by UNE</i>	90^ <i>^30 hours provided by UNE</i>	30	30
Total	540 hours					
Date SEL must be confirmed	90 hours for APN 731/761 must be approved by the end of first semester term B of the first year Due:		150 hours for APN 781/786 must be approved by the end of second semester term B of the first year Due:		180 hours for APN 776/756 must be approved by the end third semester term B of the first year Due:	

#Hours provided by UNE; ^ 30 hours provided by UNE (60 hours at SEL)

Section 2: Student Responsibilities

Selection of Supervised Experiential Learning Sites

Facilities where Supervised Experiential Learning hours are completed are selected using specific criteria established by the MSAN/Dietetics Focus and evaluated by the program on a yearly basis.

The site/preceptor must meet the following criteria:

- A desire to be a preceptor to a student and be committed to overseeing the required Supervised Experiential Learning
- Maintenance of current credentials for the profession (i.e., RDN, MD, PharmD, DO, LCSW, SLP, NDTR, CDM, CNS, etc.)
- Provision of experiences related to nutrition scope of practice that meet the required competencies
- Adequate staffing to provide a positive learning experience for the student, including proper supervision and instruction by the preceptor(s)
- Adequate time, supervision and instruction for projects to be completed.
- Completion of a fully executed affiliation agreement with the facility

It is the student's responsibility to locate Supervised Experiential Learning sites and preceptors in the geographic location in which they desire to complete the SEL. It will be important to be flexible and research the geographic location the student wishes to complete the SEL. If it is in an area that is saturated with other dietetics students, you may need to consider other nearby sites in areas that are less likely to receive SEL requests. Students may need to consider dividing clinical hours between a few different facilities or offer to complete SEL hours on the weekends if the site can accommodate them.

Prior to beginning the MSAN/Dietetics Focus core courses, students must have at least 400 hours (equivalent to the first year SEL requirements) lined up. It is recommended that the students begin this search at least six to nine months in advance as this process can be time consuming and it will take time to arrange the Supervised Experiential Learning sites. Students should work with the Dietetics Clinical Coordinator and/or Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus to arrange appropriate SEL sites in their communities. Once the SEL sites are approved by the Dietetics Clinical Coordinator, students may start outreach. Students will send an updated student resume and cover letter describing their interests, skill sets, a brief description of the plan of study and SEL requirements, Prospective Preceptor Letter, and the types of opportunities needed (clinical, community, food service management).

Supervised Experiential Learning sites are mandatory to provide experiences for demonstration of attainment of competencies required to be a qualified entry level dietitian. Placement of students in Supervised Experiential Learning is for educational purposes. Students will not be used to replace facility employees and require preceptor supervision throughout the experience.

Every student placement should be a quality and meaningful Supervised Experiential Learning experience. The Dietetics Clinical Coordinator, Field Coordinator, and/or Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus work with students to arrange appropriate Medical Nutrition Therapy (MNT) placements for their acute care clinical experiences. Typically, private practice, simulations, virtual clinical experiences, and other alternate learning activities are not acceptable substitutions for in-person/live clinical Supervised Experiential Learning.

Affiliation agreements are required for all facilities where students are participating in Supervised Experiential Learning activities. Facilities that can provide the appropriate breadth of experiences, opportunities for students to achieve required competencies, and qualified preceptors will be

approved by the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus. The affiliation agreement must be in place before students start their Supervised Experiential Learning. If there are changes needed during a negotiation of the affiliation agreements between UNE and the facility, be advised this process can take 1 to 6 months to complete.

Procedure for Supervised Experiential Learning (SEL) Sites

Finding SEL sites, prospective and matriculated students:

Because UNE Master of Science in Applied Nutrition (MSAN) students are admitted from all over the US, it is not anticipated that there will be significant overlap in students trying to find SEL sites in regard to geographical location. However, there is a possibility that students may still experience challenges locating appropriate preceptors in pursuit of admission and/or continuation in the MSAN program.

The MSAN program has structures in place to assist both prospective and matriculated students in securing SEL sites, including an internal database the Dietetics Clinical Coordinator and/or Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus can use to help suggest sites in the student's area; this internal database includes pertinent sites (i.e. hospitals, clinics, outpatient practice centers) with previous affiliation agreements from other UNE CPS online distance programs such as the Master in Public Health, Master of Science in Health Informatics, and Master in Social Work programs as well as sites with previous regional affiliation agreements with the on campus College of Osteopathic Medicine, College of Pharmacy, and the Westbrook College of Health Professions programs. This internal database will be maintained to include additional sites that MSAN Dietetics Focus students have utilized successfully as that information becomes available. The MSAN program is also currently working with, and will pursue ongoing contacts in support of, SEL opportunities at national and regional sites, and the program will work with these contacts on behalf of prospective and matriculated students that experience challenges locating adequate sites at which to complete their SEL hours.

Prospective students are encouraged to join the Academy of Nutrition and Dietetics which will allow them to access the list of ACEND preceptors via the 'Find A Preceptor' tool on the Academy website. Once matriculated, students are **required** to join the Academy of Nutrition and Dietetics upon enrollment in their first course, and they can use this tool to assist as they locate the remaining SEL hours required for completion of the program. The students will be monitored closely and continuously throughout the program to ensure that the academic experience is only slightly impacted if attaining sites proves challenging, and students should reach out to the Dietetics Field Coordinator, the Dietetics Clinical Coordinator and/or the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus to ensure any such challenges can be addressed with minimal impact on the plan of study.

The Plan of Study document and Appendix A will be utilized by the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus, the Dietetics Field Coordinator, and/or the Dietetics Clinical Coordinator and prospective and matriculated students to plan in advance the types of SEL sites that will be needed for each lab course. The hours and type of SEL required in each lab are correlated with the co-requisite didactic course.

To provide structure and guidance for arranging the initial and second year SEL hours, the students will adhere to Appendix A (pg. 57) and the Plan of Study (see pgs. 8-9). Once matriculated, as a component of the lab course, students will be required to have 90 SEL hours approved by the end of their first year, first semester term B (APN 606) for APN 731 and 761; 150 SEL hours approved by the end of their first year, second semester term B (APN 616) for APN 781 and 786; and 180 SEL hours approved by the end of first year, third semester term B (APN 736) for APN 776 and 756. In all cases the student will be supported to the extent possible by the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus and/or the Dietetics Clinical Coordinator and/or

the Dietetics Field Coordinator to identify sites and negotiate successful affiliation agreements with these sites, however it remains the student's responsibility to locate appropriate sites. In the event that the student is not able to find suitable sites, the procedures outlined on pgs. 14-15 will be adhered to.

Prospective students:

The Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus and Dietetics Clinical Coordinator will be actively involved with prospective students that have met the pre-requisite requirements and are at the stage where they are required to acquire sites and preceptors, as well as affiliation agreements to begin the program. Students are required to have 400 hours of SEL (equivalent to the first year of courses required SEL hours) planned and approved, with affiliation agreements in place, for program matriculation.

While the student is responsible for finding and securing their own SEL sites, the program will provide suggestions to support all students as they work to locate acceptable sites to achieve their SEL requirements. The program does not require students to move temporarily to accept a site. The program does not require travel at any point to Maine for SEL sites. The program has an internal database the Dietetics Clinical Coordinator and/or Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will work with these contacts on behalf of prospective students as they work to locate and secure SEL sites.

In all cases the student will be supported to the extent possible by the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus, Dietetics Field Coordinator and Dietetics Clinical Coordinator to identify potential SEL sites and negotiate successful affiliation agreements with these sites, however it remains the student's responsibility to locate appropriate sites. In the event that the student is not able to find suitable sites, the following procedures will be adhered to.

If a student has challenges as addressed above, possible alternatives to support the prospective student in attaining the required SEL include:

- approval of off-schedule SEL hours to offset a disruption, for instance completing 20 hours in one week or completing hours during the evening or on weekends
- completing first-year SEL hours at telehealth sites, or other actual SEL sites that offer remote options to attain required competencies
- approval of alternate learning experiences that allow for assessment of the specified competencies based on the plan of study (this option would adhere to current ACEND guidance regarding alternate SEL experiences, and would not exceed the amount allowed by ACEND)

Students may need to consider dividing clinical hours between a few different facilities or offer to complete SEL hours on the weekends or evenings to complete SEL requirements. The Assistant Director, Graduate Programs in Applied Nutrition Director, Dietetics Focus and Dietetics Clinical Coordinator will help as much as possible, but the student is responsible for finding all SEL sites and preceptors in a geographic location suitable to the student if SEL hours are disrupted.

Matriculated students that experience an unexpected disruption to their SEL schedule:

Upon matriculation, there is a required component in subsequent lab courses to meet SEL site and preceptor requirements in support of second-year SEL experiences for 540 total remaining hours. The student works closely with the Dietetics Clinical Coordinator and Dietetics Field Coordinator to ensure that the sites are approved and affiliation agreements are completed.

Should a student encounter a situation where a preceptor or site is unable to continue to accommodate the student, the student must immediately contact the Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus and, if applicable, the Faculty of their current lab course. The Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus and student will discuss and determine the appropriate course of action for the student which could include but is not limited to:

- the Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus will help the student review other potential sites in their geographical area that they might be able to contact for possible SEL hours
- the student and the Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus can discuss with available preceptor(s) approval of off-schedule SEL hours to offset a disruption, for instance completing 20 hours in one week or completing hours during the evening or on weekends
- if additional sites and/or off-schedule SEL hours are not available, the Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus will develop a plan to help the student meet the remaining SEL requirements and competencies assessed at the site
 - these hours and competencies would be met through a combination of alternate learning experiences, not to total to more than 136 hours for the remainder of the program, and actual SEL hours as required to attain competency
- the student will sign an agreement to complete the alternate and actual SEL plans and the Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus will note the plan in the student record
- the Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus will notify Student Support and lab Faculty of the revised plan of study for attainment of SEL
- the lab Faculty (always an RD/with preceptor experience, in the event of such instances) will utilize the appropriate competency assessment forms to determine if the student has successfully demonstrated the required competencies in the SEL experience

Matriculated students that experience the inability to secure additional sites:

In all cases the student will be supported to the extent possible by the Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus to identify potential SEL sites and negotiate successful affiliation agreements with these sites, however it remains the student's responsibility to locate appropriate sites. In the event that the student is not able to find suitable sites, the following procedures will be adhered to.

Should a student have a challenge arranging the remaining sites as required in the lab courses (see Plan of Study pgs. 8-9 and Appendix A pg. 57), the student must immediately contact the Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus and, if applicable, the Faculty of their current lab course. The student and Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus will determine if previous/current sites can meet the needs and remaining Supervised Experiential Learning (SEL) hours and competencies. If this is not possible, the Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus and student will discuss and determine the appropriate course of action for the student which could include but is not limited to:

- the Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus and/or the Dietetics Field Coordinator will help the student review other potential sites in their geographical area that they might be able to contact for possible SEL hours
- the student and the Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus and/or the Dietetics Field Coordinator can discuss with potential

- preceptor(s) in the area if off-schedule SEL hours would be an option, for instance completing 20 hours in one week or completing hours during the evening or on weekends
- if additional sites are not available, the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus and/or the Dietetics Field Coordinator will develop a plan to help the student meet the remaining SEL requirements and competencies assessed at the site
 - these hours and competencies would be met through a combination of alternate learning experiences, not to total to more than 136 hours for the remainder of the program, and actual SEL hours as required to attain competency
 - the student will sign an agreement to complete the alternate and actual SEL plans and the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will note the plan in the student record
 - the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will notify Student Support and lab Faculty of the revised plan of study for attainment of SEL
 - the lab Faculty (always an RDN with preceptor experience, in the event of such instances) will utilize the appropriate competency assessment forms to determine if the student has successfully demonstrated the required competencies
 - if the Supervised Experiential Learning competencies are not met and the student cannot achieve a passing grade in the associated course, the student will be able to retake the lab portion of the course
 - all students are subject to the General Satisfactory Academic Progress Policy (see the student handbook at: <https://success.une.edu/>)

Students may need to consider dividing clinical hours between a few different facilities or offer to complete SEL hours on the weekends or evenings to complete SEL requirements. The Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus and/or the Dietetics Field Coordinator will help as much as possible, but the student is responsible for finding all SEL sites and preceptors in a geographic location suitable to the student if SEL hours are disrupted.

Students Role in Supervised Experiential Learning

Students should not consider themselves as unpaid employees performing work for the facility as they are receiving Supervised Experiential Learning while training with and learning from their preceptor. In the supervised practice, students are not expected to replace the dietitian or clinician.

Supervised Experiential Learning Work Schedule

Supervised Experiential Learning should be completed at the Supervised Experiential Learning facility (or other approved, appropriate professional setting) under the direct supervision of the preceptor. The UNE Supervised Experiential Learning hours are scheduled by the preceptor. The hours you participate in SEL may vary from facility to facility. Students must be flexible with regard to scheduling SEL hours. Weekends and/or evening hours may be required during some experiences. You will be expected to establish the SEL schedule at a particular site with your preceptor. Rearrangement of the SEL schedule without prior approval of the preceptor and the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will be considered an absence. You may not work on didactic assignments (or submit them) on Supervised Experiential Learning time. External employment obligations do not constitute an excused absence or serve as an excuse for not completing the work expected to be successful at the graduate level; SEL hours cannot be completed as part of a student's employment requirements. You may work on didactic assignments during your documented break.

You and your preceptor will determine a schedule that allows you to consistently complete the hours to meet required competencies. If site schedules do not allow for this and/or extenuating

circumstances arise that take away from Supervised Experiential Learning time, it is the student's responsibility to determine a way to meet the required competencies while working with the preceptor and the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus.

Prospective Preceptor Guidelines

(See Appendix B pgs. 58-59)

Affiliation Agreements

Students will only be placed in Supervised Experiential Learning sites that have affiliation agreements with UNE or in sites that are within UNE organization (such as UNE dining services). These affiliation agreements will designate that students are not employees of the facility and are not to replace employees. These agreements also lay forth the expectations of the University, the affiliate site, and address student liability and insurance coverage.

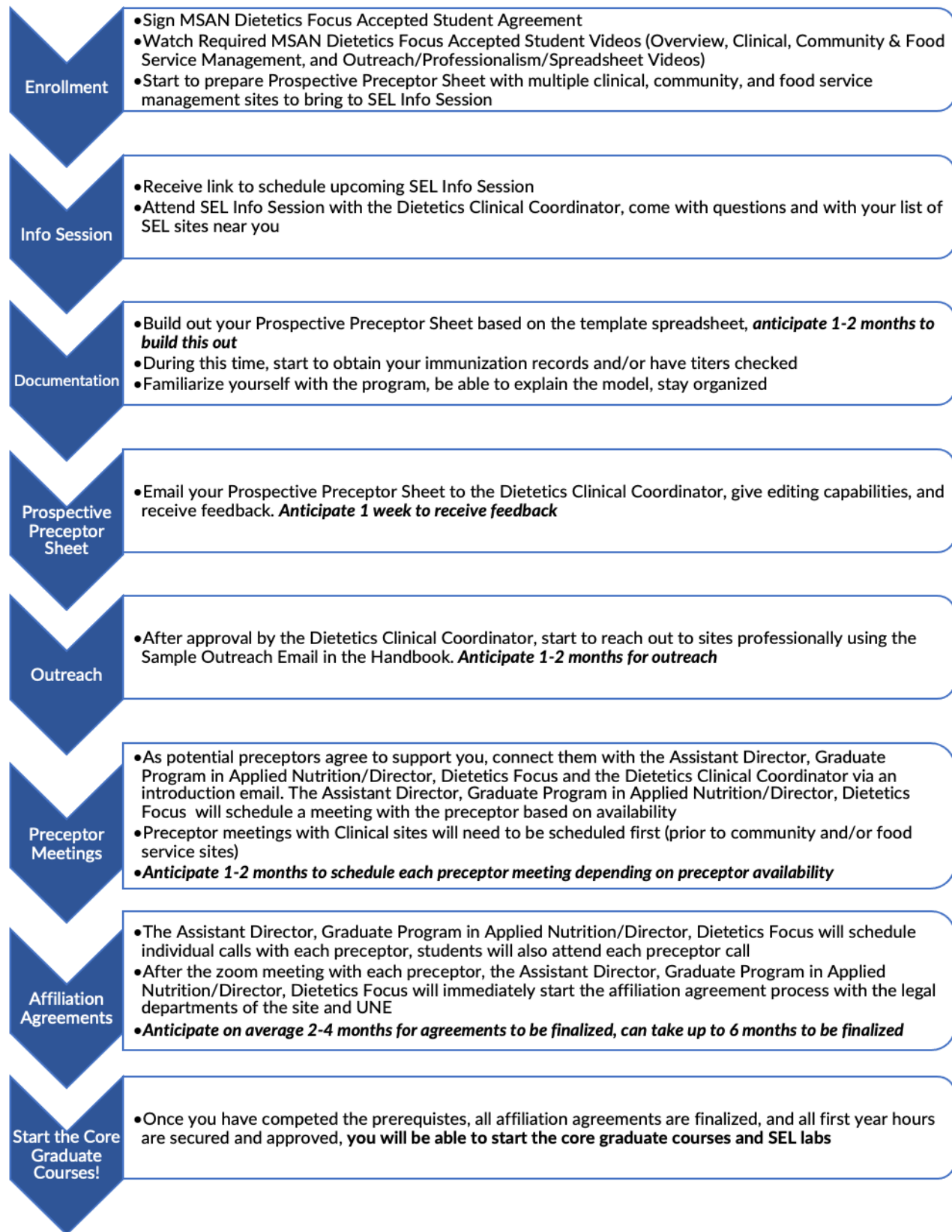
Affiliation agreements will be required for all facilities where students are participating in Supervised Experiential Learning activities that allow students to demonstrate achievement of competency. Facilities that can provide the appropriate breadth of experiences, opportunities for students to achieve required competencies, and qualified preceptors will be approved by the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus. When sites are deemed appropriate for the required SEL hours, the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will share the UNE Affiliation Agreement with the prospective site and ask for a signature. The site administrators will make edits using "track changes" in Microsoft Word. If the site prefers to use their own Affiliation Agreement template, they can contact the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus via email for review and submission to UNE's Contract Administrator. The Contract Administrator then works to achieve a fully executed agreement. The student and preceptor will also be notified that a fully signed agreement has been reached.

A fully signed copy of the final agreement will be kept on file through the UNE contracts office.

All affiliation agreements must be in place before students start their Supervised Experiential Learning. Students should anticipate 2-4 months to finalize agreements, depending on any affiliation agreement changes needed. However, the process can take up to 6 months.

Insurance requirements, including those for professional liability.

All students who are participating in Supervised Experiential Learning hours are covered by the University of New England Comprehensive General Liability and Professional Liability Policy through a signed Clinical Affiliation Agreement. The description of Comprehensive General Liability and Professional Liability coverage is found in the Affiliation Agreement. Additional professional insurance is available through the Academy of Nutrition and Dietetics.



Visual Timeline

Dietetics Focus Student Orientation

Once Dietetics Focus students have completed the prerequisites, all affiliation agreements are finalized, and all first-year hours are secured and approved, students will be enrolled in the Dietetics Focus Orientation by the Dietetics Clinical Coordinator. The Dietetics Focus Orientation is a required orientation that contains various activities, including required trainings, forms and readings, which must be completed prior to beginning your first year courses. By reviewing and completing these modules you will be better prepared when going into your first SEL experiences.

Professional Conduct

Code of Professional Conduct

The College of Professional Studies (CPS) is committed to promoting in all students a sense of professionalism; students are expected to exhibit the highest standards of professional conduct, avoiding impropriety or the appearance of impropriety.

The Code of Professional Conduct exists to promote honorable conduct on the part of all students in the college and instill in students a life-long commitment to the principles embodied within the code. Its purpose is to create an environment where honesty, integrity and respect are rewarded and unethical, dishonest or disrespectful behaviors are prevented, deterred, or do not exist. The credibility of any professional is based on the high degree of trust accorded by the individuals they serve. College work is geared to prepare students to enter their respective professions and have a unique, particular obligation to conduct themselves at all times in a manner that reflects honesty, integrity and respect for others.

Responsibility for the success of the Code of Professional Conduct lies principally with the individual student as well as with the collective academic community of students, faculty, and staff. Ultimately, the value of the code depends on students monitoring their own behavior and discouraging violations of the code.

No set of policies or procedures can anticipate every issue or situation, and circumstances may, at times, require alterations or adaptations. What follows are the general policies that will govern these situations routinely while maintaining the College's commitment to these policies and to applying them fairly. The College of Professional Studies does, however, reserve the right to modify policies and/or procedures at any time as may be necessary.

A student enrolled in the College of Professional Studies is expected to demonstrate professional behavior and conduct by:

- Behaving in a responsible, reliable and dependable manner -- e.g. to manage time well; be on time for assignments, meetings, and appointments; to plan ahead and to follow through with commitments; to cooperate with person(s) in charge of programs; and to take responsibility for absences or missed assignments.
- Demonstrating personal integrity, honesty, and self-discipline – e.g. to be consistent and truthful, to show appropriate personal control, to take on tasks that they can manage; to be honest in reports and self-evaluations.
- Projecting a professional image in manner, interpersonal relationships, and writings, including social media, that is consistent with the profession's accepted contemporary standards.
- Recognizing their personal limitations and biases, whether they are intellectual, physical or

emotional; to strive to correct them (e.g. overcome negative behaviors such as procrastination); to learn to be a team member; to adapt to new situations; and to avoid discriminatory conduct or speech.

- Demonstrating the professional and emotional maturity to manage tensions and conflicts which occur among professional, personal, and family responsibilities. e.g. to meet with supposed antagonists to resolve misunderstandings; to get needed help from faculty, student support, tutors, learning assistance professionals and other qualified persons; to show ability to prioritize appropriately one's personal, professional, and academic expectations and activities; to accept decisions of persons of authority at the CPS and UNE as well as in the professional environment.
- Demonstrating the ability to exercise sound judgment and to function under pressure – e.g. to request help when needed and to avoid endangering others; to remain focused on the task at hand; to remember that as a student they represent CPS to the greater community at large.
- Demonstrating the ability to self-assess, to continually learn and to learn from mistakes and failures and to heed admonitions and warnings from faculty and administrators (or their staff representatives) of CPS and from preceptors – e.g. to be responsive to feedback and constructive criticism regarding professional behavior and attitude; and, to understand the seriousness of academic and disciplinary warnings.
- Demonstrating compassion and respect toward others – e.g. to be respectful of others; to work cooperatively with differences and diversity in personalities and in cultural backgrounds as well as with differences in social and in economic status; and, to respect the privacy, confidentiality and individual choice of others.
- Demonstrating respectful behavior at all times toward the faculty, staff, and students
- Respecting individuals from diverse backgrounds as a part of a university education. Prejudices against individuals because of race, ethnic or cultural background, gender, disability or other personal characteristics will not be tolerated.
- Displaying mature judgment and abiding by the reasonable decisions communicated by faculty and staff. Profane language or disrespectful behavior by students is unacceptable.

Misunderstandings, changes in curricula or mistakes in administrative aspects of the program will occur from time to time. Appropriate mechanisms exist to communicate student concerns about the operation of the college through the program administration, faculty members, and college administrators.

These standards are taken very seriously and evaluated regularly. Failure to abide by these standards may result in academic warning, prescribed or proscribed actions, probation, or dismissal from the student's program.

Professionalism

MSAN/Dietetics Focus students should uphold community standards for professional behavior in all Supervised Experiential Learning facilities and other educational settings throughout their time in the program. Any failure to comply with the Standards of Professional Behavior as outlined in this section will result in the initiation of disciplinary procedures.

Students are expected to maintain a high standard of professionalism and conduct themselves with honesty and integrity. Refer to the Code of Ethics for the Profession of Dietetics.

Students are required to treat all preceptors in each of their Supervised Experiential Learning settings

as valued teachers and respected professionals. Students must consistently interact with all staff at their Supervised Experiential Learning facilities with this same respect; any student concerns regarding interactions with staff members at Supervised Experiential Learning sites should be immediately discussed with the preceptor at that site and/or the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus.

Students must arrive for all Supervised Experiential Learning experiences on time, prepared and ready to begin work at the time scheduled with the preceptor for that experience. Attendance and punctuality will be documented on the weekly timesheets completed by the students and verified by the preceptors.

Students are responsible for being familiar with content relevant to Supervised Experiential Learning requirements for each lab course in order to perform adequately in these experiences. Students should review major concepts related to each Supervised Experiential Learning site before the first day at that site. If, during the course of a Supervised Experiential Learning experience, a preceptor identifies any concepts/terms/resources that a student should review, the student should consider this a requirement for the experience, and should determine a plan in consultation with the preceptor for meeting this requirement.

Students are required to uphold the professional policies and norms of behavior in each Supervised Experiential Learning setting. These policies and norms include, but are not limited to, acceptable dress, lunch and break times, eating and drinking in designated locations, and/or gum chewing. Cell phones must be turned off or to vibrate and calls should not be placed or answered. Similarly, the reading or answering of text messages during SEL hours is prohibited. Cell phones may be used with preceptor permission for professional purposes (such as to access phone-based applications or the internet). Smoking should only occur in designated areas. Swearing or loud boisterous conversations must not occur during Supervised Experiential Learning.

Students should refrain from becoming involved in any conflicts between staff members at their Supervised Experiential Learning sites and must not contribute to any office gossip or clandestine conversations about staff members. If a conflict arises between the student and a staff member at the Supervised Experiential Learning site, address the concerns with the preceptor and/or the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus.

Students should treat any and all tasks assigned by preceptors (unless the tasks are illegal or dangerous) as opportunities for learning. If students are concerned about the tasks assigned to them, or feel that these additional tasks interfere with their ability to take advantage of other meaningful learning opportunities at the facility, they should address these concerns with the preceptor and/or the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus. Students wishing to file a formal complaint regarding a preceptor should follow the process for a complaint regarding a nonacademic matter, as outlined in the section titled Grievance Process.

The Academy of Nutrition and Dietetics Code of Ethics

It is expected that students adhere to the Academy of Nutrition and Dietetics Code of Ethics. <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

Professional Meetings and Associations

Students are strongly encouraged to attend meetings of their local, state, and national dietetic associations. Students may also have opportunities to attend other professional presentations and seminars of interest to them. Attendance at a seminar that affects the scheduled supervised practice hours must be approved by the Assistant Director, Graduate Program in Applied Nutrition/Director,

Dietetics Focus before registering for an event. Tuition for the seminar is the student's responsibility.

Outside Employment

Students are advised that continuing full-time employment, in addition to coursework and required Supervised Experiential Learning hours, can be overwhelming. Students are expected to spend approximately 20-25 hours per week on course work, and a minimum of 10-15 hours a week in supervised experiential practice, so time-management during the program is critical. Working full-time outside the program may result in difficulty completing the requirements of the program in a timely and satisfactory manner. For students needing or choosing to accept employment, they will need to arrange their work, academic, and Supervised Experiential Learning schedules to avoid potential conflicts. Some Supervised Experiential Learning opportunities require students to work daytime and evening hours and there may be some weekend work hours required. External employment obligations do not constitute an excused absence or serve as an excuse for not completing the work expected to be successful at the graduate level; SEL hours cannot be completed as part of a student's employment requirements.

Attendance

Students are expected to complete all Supervised Experiential Learning, classes, and scheduled meetings. Students must seek approval from both the preceptor and the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus for a change in schedule due to circumstances such as illness, bereavement purposes, personal reasons, emergencies, or job interviews.

1. Unplanned Leave/Absence - The student must contact the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus via phone and email and Supervised Experiential Learning preceptor as soon as possible to request leave. The Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will document the information on the student's attendance record kept in the student's file.
2. Planned Leave - The student must submit a written request as far in advance as possible. The Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will either deny or approve the request. The original request will be kept in the student's file. Approved leave will be documented on the student's attendance record kept in their file along with the original written request. Unapproved absences are not acceptable and will be subject to disciplinary action up to and including termination from the program.
3. Tardiness - If the student expects to be late, they will call both the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus and the current supervising preceptor to provide a reason for the tardiness and an approximate time of arrival. It is the responsibility of the student to communicate any changes to both the director and preceptor at all times.
4. Excessive tardiness will be subject to action up to and including termination from the program.
5. Log of Hours - Students are required to maintain daily records of their supervised hours and competency achievement in a tracking sheet provided by the Dietetics Clinical Coordinator. The Dietetics Clinical Coordinator, Dietetics Field Coordinator, Faculty and/or Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will review the tracking sheet upon completion of Supervised Experiential Learning for each lab course.
6. The MSAN/Dietetics Focus follows the UNE academic calendar. While the program does not provide specific holidays outside of the academic calendar, affiliate institutions may offer days off/or require that students schedule around that institution's holiday policies.

Students must be present on time for each day at each Supervised Experiential Learning site or at another professional setting, as determined by the preceptor. If it is necessary for the student to be absent for any reason (including illness) from their Supervised Experiential Learning setting, the preceptor and the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus MUST be notified at least 2 hours of the scheduled arrival time. Personal business, including doctors' appointments, are not acceptable reasons to be absent and should be conducted on off-duty time rather than during hours when students are expected to be in Supervised Experiential Learning. In the event of an emergency, notify the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus and they will notify the preceptor. In all cases, the Supervised Experiential Learning time will need to be made up and this should be coordinated with the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus and your preceptor. If the appointment must occur during Supervised Experiential Learning time, prior approval must be received from the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus.

All Supervised Experiential Learning hours will be documented by the student on a daily timesheet and reviewed after each course by the Dietetics Clinical Coordinator, Faculty, and/or Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus, and verified by the preceptor. The student will document completion of Supervised Experiential Learning hours similarly to the process completed by an "hourly employee" by documenting "clock in" and "clock out" hours down to the minute and include time "clocked out" for lunch breaks. The week's cumulative Supervised Experiential Learning hours and minutes will be totaled by the student. The Dietetics Clinical Coordinator, Faculty and/or Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will review the tracking sheet upon completion of Supervised Experiential Learning for each course.

The student and preceptor may not sign off on hours not yet completed. Submitting hours on a timesheet that have not been completed is an unethical practice and is falsifying documentation. Documenting Supervised Experiential Learning hours when not "on the clock" (including break time or instances in which you leave your site early) on a timesheet is false documentation. Documenting hours worked when not at your Supervised Experiential Learning site or other approved professional setting on the timesheet is also false documentation. These are some of the examples of a breach of the Academy Code of Ethics and can result in dismissal from the studentship (see Code of Ethics, pg. 21).

The primary preceptor will verify/sign off on Supervised Experiential Learning hours when submitting the Preceptor Evaluation on the last day of scheduled Supervised Experiential Learning hours for the course. The preceptor should account for the hours for which he or she was in attendance and designate an approved manager/supervisor/or secondary preceptor to verify any remaining hours in their absence. The student should inform the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus if there is a designated secondary professional.

The Supervised Experiential Learning plan of study will be predetermined by both the student, the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus, the Dietetics Clinical Coordinator, and preceptors prior to acceptance into the program and must be completed according to the submitted schedule. If an extenuating circumstance arises that necessitates altering a Supervised Experiential Learning experience and/or facility, a discussion should be made with the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus immediately followed with a written request. A one month notice of Supervised Experiential Learning alteration is requested but in emergent circumstances it is the student's responsibility to notify the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus of any alterations as soon as possible. See above guidance (Procedure for Supervised Experiential Learning (SEL) Sites) pg.

11 of this handbook for policies and procedures for information on finding appropriate sites.

Social Media Guidelines

The blending of public and private communications is a new reality. While many would like to think that personal accounts are private, it is hard for others to distinguish the difference between online personal and professional opinions. As members of the University of New England community, what students do and say reflects directly on the institution, including activity on social media.

It is important to remember this when posting content online discussing the MSAN program or faculty, either in personal accounts or participating in groups that represent the MSAN program but are not sanctioned by the MSAN program or run by MSAN faculty or staff. Remember that social media is not private; no matter how strict one may be with privacy settings, or if the group they join is private.

Students should maintain the highest level of professionalism and should keep in mind that any post, either on their private/public account or within a private/public group, may eventually be seen by coworkers, bosses, friends, family, faculty, program and university administration, and even future employers. Students should be aware that most graduate programs in the College of Professional Studies are guided by national professional associations that adhere to a specific Code of Ethics. Students should use their program's Code of Ethics to guide their communication on social media sites.

Use of these social networking sites can have legal ramifications. Comments made regarding interaction with patients or clients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings. Anything you write in an e-mail, text, tweet, or on social media sites is stored electronically, out of your control and can be copied or distributed without your prior knowledge, or subpoenaed for legal cause.

Discussion, specifically calling out your peers, instructors, and administrators can be taken out of context, cause confusion, and provide fodder for gossip and misinformation. This, too, is a reflection of how you conduct yourself in the professional arena and is not consistent with college policy. Under no circumstances should photos of patient or clients be displayed online. Remember, even if you have permission, such photos may be downloadable and forwarded by others. Online discussions of specific patients or clients, or descriptions of patient encounters, and information pertaining to activities that occurred at practice sites, should be avoided, even if all identifying information is excluded.

Examples of Prohibited Behavior

- Postings about yourself, your peers, faculty, staff, preceptors, patients or clinical instructors, the College of Professional Studies, or the University of New England that are unprofessional and/or could negatively alter professional reputations. Postings are considered to be information, text, video, photos, music or other online items placed, linked or forwarded via electronic media.
- Starting or administering social media pages or groups that utilize the UNE MSAN program name, logo, or other identifying information that may misrepresent that the program has sanctioned the group or page

- Profane, vulgar and otherwise unprofessional postings do not reflect the values of the College of Professional Studies, UNE, or the Profession and must be avoided if there is even the slightest possibility that the student will be considered to have an affiliation (e.g. the student is otherwise identified as a student elsewhere) with the College of Professional Studies or University.
- Malicious use of online social networking programs. This includes derogatory language directed at UNE and the College of Professional Studies administration, faculty, staff and students; demeaning statements about or threats to any third party; incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other behaviors considered inappropriate and unprofessional for pharmacy students.
- Posting any online materials that could be interpreted as a violation of the Health Insurance Portability and Accountability Act (HIPAA) or Family Educational Rights and Privacy Act (FERPA).
- Clear violations of this College of Professional Studies policy or suspected evidence of such violations in the content of social networks or digital platforms will be subject to investigation and sanction under the Standards for Professional Conduct. Any behaviors considered to be illegal will be referred to the appropriate law enforcement agency for investigation and potential prosecution. If multiple laws and/or policies apply to a particular situation, the most stringent of these laws/policies will take precedence.

Please remember that a student's online activity may be subject to other UNE policies, including but not limited to the following:

- Student Code of Conduct
- Nondiscrimination, harassment, and bullying policies
- Information security policies'
- Acceptable use policies

Etiquette

The College of Professional Studies seeks to foster a positive and supportive learning environment for all students so they may attain their educational goals. Active, yet respectful, discourse is encouraged in all courses and in any other forum. Online learning is a form of social interaction and, as such, has its own rules for interacting with others. This guide is intended to be an overview of appropriate etiquette for interaction in this online environment.

A key distinguishing feature of an online course is that communication occurs primarily via the written word. Because of this, body language, voice intonation, and instantaneous listener feedback of the traditional classroom are absent. These differences need to be taken into consideration both when posting to a discussion and when reading the posts of others. Keep in mind the following points:

- Respect others and their opinions. In online learning, students from various backgrounds come together to learn. It is important to respect their feelings and opinions though they may differ from your own.
- Tone down your language. Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points.
- In general, avoid humor and sarcasm. These frequently depend either on facial or tone-of-voice clues absent in text communication.
- Be aware that the thoughts and ideas that you post on the discussion board are public. Make sure you are sensitive to those who may read your comments when talking about your work

environment or coworkers.

- Use proper spelling, grammar, capitalization, and punctuation. Do not use ALL CAPITAL LETTERS because this is equivalent to SHOUTING! Acronyms and emoticons can make your message difficult to read.
- Cite all references used. Students are required to use proper citations in all contributed work.
- Refer to and follow the Discussion Board Rubric provided by the instructor in the course syllabus for participation and contribution requirements.
- Be concise and ensure that all of your responses remain on topic
- Test for clarity. Messages may appear perfectly clear to you as you compose them, but turn out to be perfectly obtuse to the reader. One way to test for clarity is to read your message aloud to see if it is comprehensible.

Dress Code

Students are expected to dress in a professional manner for all site visits. Attire will vary depending on the site assigned but the student should obtain a copy of the dress policy of the facility prior to the first day of the Supervised Experiential Learning session. The dress code guidelines of that facility must be followed. If a student's dress or physical appearance is considered inappropriate by the facility or the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus, the student will be asked to correct the issue and will not be permitted into the facility until the issue is resolved. Any Supervised Experiential Learning hours missed due to the situation will need to be made up.

Hygiene and neatness are important. Hair must be clean and neatly styled.

Jewelry should meet facility policies. Policies governing piercings will be at the discretion of the facility.

For Supervised Experiential Learning in food production areas, all regulations from the Health Department must be followed. Closed-toed, non-slip shoes must be worn. Hair shoulder-length or longer must be pulled back in a restraint and hairnets or other hair covering which contains all hair must be worn while in production or service areas. Male students with facial hair must follow the facilities policies and be covered while working in food production or service areas. Fingernails must be short, clean, and gloves should be worn if required by the facility.

If assigned to a fitness center or teaching garden, students are to *dress* appropriately, yet professional for the setting. If a lab coat is required by the *site*, a clean and pressed white lab coat should be worn over professional attire. The program will purchase lab coats for students as needed.

Regardless of the facility dress policies, shorts, spaghetti straps, open toe shoes, sweat or yoga pants, leggings, or wrinkled apparel are not permitted as they are not considered professional attire.

Leave of Absence

The College of Professional Studies recognizes that matriculated students in CPS degree and certificate programs are working professionals with many external responsibilities. As such, CPS allows matriculated students to take a leave of absence, not to exceed two semesters, when needed. Student Support Specialists advise students on the leave process and help students

design their course progression plan to meet specific needs. All students considering a leave must contact Student Financial Services to identify any possible financial ramifications of not enrolling in a given term or terms. Students must also contact the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus and preceptors/sites to develop a timeline for completion of coursework and supervised practice as soon as possible after a student decides to initiate a leave of absence.

Vacations and Holidays

MSAN/Dietetics Focus follows the UNE academic calendar. While the program does not provide specific holidays outside of the academic calendar, affiliate institutions may offer days off/or require that students schedule around site-specific holiday policies. Vacations need to be planned around academic programming and SEL hours. If a vacation will impact SEL hours or didactic coursework this will need to be discussed with the Assistant Director, Graduate Programs in Applied Nutrition Director, Dietetics Focus, the Dietetics Clinical Coordinator and/or Dietetics Field Coordinator to determine if there is an impact on the plan of study. If there is, a new plan of study may need to be implemented.

Email

The University of New England provides every student with an e-mail account and a *Brightspace* user ID and password for the delivery of course materials while they are enrolled in CPS courses. *Brightspace* software is used for instruction. While classes are being delivered via *Brightspace*, students should check their *Brightspace* website for course messages or other correspondence on a daily basis. The email account (@une.edu) is recognized as the official means of communicating with student for all UNE correspondence including, but not limited to, announcements, list-servers, course instructor evaluations, online grading, emergency response, and other systems as developed. Students are responsible to review e-mail messages on a regular basis. A student is responsible for all University and CPS information or correspondence provided via their UNE email account. Faculty and staff members will not make provisions or accommodations for a student if they miss University or CPS information because they did not read email messages or the message was forwarded to another e-mail account. E-mail communications are subject to all applicable university policies.

Other people's opinions matter and in the professional world, their perception of you will be critical to your success.

Some basic email rules of etiquette:

- Your subject line must match the message, should be descriptive and concise
- Start with a greeting and the recipient's name
- If you are uncertain whether the recipient recognizes your email address or name, include a simple reminder of who you are in relation to the person you are reaching out to.
- Be concise, but refrain from sending one-liners. "Thanks," and "Oh, OK" do not advance the conversation in any way.
- Avoid using shortcuts to real words, emoticons, jargon or slang. Words from professionals using shortcuts such as "4 u" (instead of "for you"), "Gr8" (for "great") in business-related email is not acceptable. If you wouldn't put a smiley face or emoticon on your business correspondence, you shouldn't put it *in an email* message. Any of the above has the potential to make you look less than professional.
- NEVER USE ALL CAPS or all lowercase. Do not use non-standard fonts and colors.

- Use spell check and punctuation functions and proofread prior to sending. Remember, misspelled words make you look unprofessional.
- Do not send an email when you are angry or emotional. It is best to wait for 24 hours and then revisit and respond.
- Do not try to resolve a conflict in your email. Offer to meet in person, or schedule a phone or video call to work through conflicts.
- Remember - once the email is sent, it is unrecoverable and remains a permanent record of what you have said. Also, be aware that things posted on the internet in places such as Facebook, Twitter, and other social media, even in “closed” groups may make its way to places you don’t expect. Always consider maintaining confidentiality and professionalism in all use of social media.

Policies

Immunization Policy

Immunizations offer safe and effective protection from vaccine-preventable diseases. The University of New England (UNE) strongly supports the use of vaccines to protect the health of our individual students and our campus communities and affiliates.

It is the protocol of the UNE Dietetics Focus that all students matriculating in the MSAN Dietetics Focus will have all of the following immunization requirements met before they begin their first class and SEL lab. Verification of immunizations should be completed as close to beginning affiliation agreements as possible.

All Dietetics Focus students must be up to date on immunization with:

- a type of DPT (diphtheria, pertussis, tetanus) vaccination, such as DTaP, Tdap and Td, within 10 years of the first day of attendance,
- have completed two MMR (measles/rubeola, mumps, and rubella) vaccines if born after 1956,
- have completed administration of a 3-shot series Hepatitis B vaccine with documentation by an appropriate health care provider,
- administration of 2-shot series live varicella vaccine after the student’s first birthday with a minimum of four weeks separating the doses OR must provide evidence of immunity with laboratory titer, and the positive titer must be documented by an appropriate health care provider,
- two-step tuberculin skin test (TST) is defined as a TST on two separate occasions separated by at least two weeks. Proof of administration and results must be documented by an appropriate health care provider within the year in which the student begins matriculation at UNE,
- administration of the polio series
- proof of full Covid-19 vaccination, including boosters as applicable
- additional vaccinations if required by SEL site*

Covid-19

Before beginning their SEL hours, all Dietetics Focus students must be fully vaccinated and boosted in order to protect the safety and well-being of the UNE community and affiliate sites that students will be working in. [Please review the Vaccination section of our FAQ](#) to learn how to request a medical exemption, and which types of medical providers may complete the provider section of the exemption form.

Vaccination Exemptions

UNE does not allow the use of non-medical exemptions for required vaccines. Medical exemptions are allowed but will require appropriate documentation and be limited to those allowed in the references below (State of Maine, US CDC, ACHA). In the case of an actual or threatened outbreak, unvaccinated students may be required to stay out of their placement site.

*Many field, clinical placements and practicum sites have additional vaccine requirements beyond UNE's policies. The entities sponsoring these placements may require the Covid-19 vaccination with no exemptions. Unvaccinated students may not be permitted to participate at external sites. In such cases, progress in program completion and graduation are likely to be affected. Alternate programming for unvaccinated students cannot be guaranteed by the University nor its affiliated organizations. Please reach out to the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus or Dietetics Clinical Coordinator for further information and guidance.

Physical Exam

All students matriculating in the MSAN Dietetics Focus will have a current physical exam on file before they begin their first class and SEL lab. The below form should be completed as close to beginning affiliation agreements as possible.

<https://www.une.edu/sites/default/files/2022-04/PE-Form-2023%20UNE.pdf>

Accident, Injury, or Illness

Option 1: In the event of injury or illness while at an assigned supervised practice site, the student should contact their site supervisor immediately and the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus as soon as possible. If an illness or injury requires the student to leave or miss hours at a facility, it is the student's responsibility to contact the preceptor as soon as possible and arrange a schedule to make up the missed hours. For an injury while at a supervised practice site, the student should contact the preceptor immediately and seek appropriate medical treatment while following the policies and procedures of the facility for on-the-job injuries. The Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus must be notified as soon as possible.

Option 2: In accordance with the affiliation agreement or contract with the site or facility, in the event of an emergency, the clinical facility agrees to provide emergency care and treatment as is reasonably available during the hours the student is engaged in the clinical instruction program. In the case of supervised practice in the non-clinical environment, the student will be assisted by the preceptor to get emergency care during the hours the student is engaged in the supervised experience. In case of illness, the student must follow the rules of the facility which will be provided at the start of each supervised practice. It is the responsibility of the student to discuss attendance and sick leave policy with the preceptor at the start of each supervised practice. Students must work with the preceptor to schedule a time to make-up any hours lost due to illness. The student is liable for all fees and charges incurred.

Drug testing and criminal background checks

Students must comply with the regulations established by the SEL sites, including basic drug

testing and criminal background checks. The Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus or the Dietetics Clinical Coordinator will provide the student with the vendor link to help complete these requirements, and the program will cover the cost for this. If there are additional costs associated with a placement site requiring level-2 checks (such as fingerprinting), that additional cost will be the responsibility of the student.

Student Authentication Process

Consistent with federal regulations pertaining to federal financial aid eligibility, UNE and the MSAN program shall authenticate or verify that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The MSAN program uses secure, multi-factor authentication (MFA) credentialing/login and password protection within applicable record-keeping systems and course management systems, which is specifically referenced in the federal regulation as an appropriate and accepted procedure for verifying a student's identity.

Student Identity Verification

All credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

- a) A secure login and pass code;
- b) Proctored examinations; and/or
- c) New or emerging technologies and practices that are effective in verifying student identification.

All methods of verifying student identity in distance learning must protect the privacy of student information.

Personally identifiable information collected by the university may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting that their learning system password be reset may be asked to provide two or more pieces of information for comparison with data on file.

Liability for safety in travel to or from assigned areas

The location of the facilities will vary, requiring driving or other forms of travel. The travel demands will require each student to have a valid driver's license and/or a dependable mode of transportation, and valid car insurance. The student is responsible for their own liability and safety during travel to and from assigned supervised practice sites, field trips, meetings, and to and from all sites.

Compensation Policy

The MSAN/Dietetics Focus considers all supervised practice experiences as those that the student must participate in and complete as part of both ACEND and program competencies. As the program views these experiences as part of the overall learning experience provided by the program in an academic setting, there is no compensation for any services provided by students. The intent of the supervised practice hours required for completion of the MSAN/Dietetics Focus is to provide relevant learning experiences in the context of the workplace. The student is not placed in a situation where

they are replacing an employee in their absence. Student experiences do not include replacement of an employee as an opportunity to gain responsibility and experience without direct supervision. The preceptor remains available and has oversight and ultimate responsibility for the care or activities delivered by the student.

Technical Requirements

Required:

- Supported operating systems for Microsoft® Windows® and Apple® Mac OS®:
- Students are required to have an application that can output .docx file formats (e.g. Microsoft Word, Google Docs, Apple Pages), and slide presentation (e.g. PowerPoint, Keynote)
- Access to reliable Internet speeds of 1.5 Mbs download and upload; basic broadband (4 Mbs) recommended
- Computer with processor equal or superior to 2008's Intel Core 2 Duo with 2.4 Ghz processing speed. Note: Newer processors can have a slower Ghz speed and still be more powerful than the one listed above; this particular processor is listed more for its date of development than for its speed. A good rule of thumb is that your processor should be less than 6 years old at any point in time during your student experience.
- Minimum 2 GB of RAM
- Internal or external speakers & webcam or camcorder
- Headset with microphone
- Adobe Reader, or another PDF viewer to view PDF files
- Adobe Flash Player to view videos
- QuickTime

Computer Set-up and Important Utilities

- Certified Web Browsers: Most technical problems inside a *Brightspace* (*Brightspace*) course are due to the wrong version of a web browser or not having the latest version of Java installed on your computer. UNE monitors the list of certified browsers on a regular basis. Important:
- Install two (2) different web browsers. Why two? One web browser may not allow a certain function in *Brightspace* to operate properly while another web browser allows that same function to run properly (e. g., link to a journal article, video, discussion thread). We do not recommend Internet Explorer.
- Java: The latest version of Java must be installed; most glitches inside of *Brightspace* are resolved when the latest version of Java is installed. Check for Java updates on a regular basis. For Windows users: Download the latest version of Java: <http://java.com/en/> (remove older versions). Check regularly for the latest version. For Mac users: Apple supplies their own version of Java and will send updates automatically. Check weekly for Java software updates from the Apple icon
- Enable Cookies from third parties (this should already be enabled by default on all supported browsers). Depending on which browser you are using, find the option for "cookies" under Tools/Options or Preferences. This will be especially important for third party content, like SafeAssign and YouTube.
- Disable (turn-off) Pop-up Blockers. Do not turn on the pop-up blocker. *Brightspace* needs pop-up windows to run properly, i.e., threaded discussions, download links, and other tools.
- Required Plug-ins: Third party plug-ins, such as Adobe Flash, Windows Media Player, Realplayer, and others may be required to view certain content within your course. If these

applications are needed, a notification and link should pop-up with a message to install a new plug-in. Only install trusted plug-ins that are necessary for the course work as malicious plug-ins can harm a computer. • Clearing cache (in response to problems, this is often a reliable fix): <https://kb.iu.edu/d/ahic>

Mobile Devices:

- You may use mobile devices with the understanding that certain features are not available through the mobile interface. Some of those features may include uploading files and recording using Video Everywhere. You may be able to read, view documents and watch most videos.
- For *Brightspace* Collaborate on Mobile Devices (not a full-featured app): <http://www.Brightspace.com/Platforms/Collaborate/Products/BrightspaceCollaborate/Mobile-Collaboration.aspx>

Helpdesk

Students should notify their Student Support Specialist and instructor in the event of a problem relating to a course. In addition, the IT Help Desk is available any day and any time you need technical assistance. IT Help Desk staff are available to work on “trouble tickets” during normal business hours (Monday - Friday, 7:30 a.m. - 7:00 p.m. E.S.T.).

Phone: (877) 518-4673 Available 24/7

Internet (ITHelpDesk): <http://www.une.edu/its/> E-mail: helpdesk@une.edu

To access the IT Help Desk, you will use your UNE email address and Password.

When placing calls to the IT Help Desk, students will be asked to answer two from four possible questions to help provide proof of identity. These will include D.O.B., Zip Code, PRN, or last four digits of a student’s social security number. IT Help Desk representatives do not have access to full SSNs.

- Accessing the IT Help Desk via the web self-service now requires the UNE email address as the username and its associated password.
- When submitting self-service tickets please check the contact number is correct and if necessary provide an alternative contact number.

Helpdesk is responsible for:

- Assisting students having difficulties accessing the course, discussion forums, course email, and submitting/posting assignments, and quizzes online
- Providing support for basic hardware, software, ISP, and Internet browser issues
- Providing software/hardware support for both PCs and MACs

The Helpdesk will attempt to resolve issues immediately; however, some of the highly advanced hardware issues may require additional assistance. If this is the case, the Helpdesk may suggest seeking assistance from the student’s local computer repair establishment.

Student Progression

Academy of Nutrition and Dietetics Membership and student representatives

Students **must** become members of the Academy for Nutrition and Dietetics for the duration of enrollment in the MSAN/Dietetics Focus. This will be a graded portion of APN 602. Visit the Academy's website at <http://www.eatright.org/> or call 1-800-877-1600 ext. 4841 to request a membership application.

In order to apply to be a Student Representative for the Academy of Nutrition and Dietetics, you will need to be enrolled in the core graduate courses and have successfully completed the third course (typically APN 610/611, but if a transfer credit was evaluated, the 3rd 600-level UNE course should be successfully completed) before the Assistant Director, Graduate Program in Applied Nutrition/Dietetics Focus will sign off on this role.

State and Local Dietetic Associations

The Academy informs each state's dietetic association of new Academy members who are residing in that state. MSAN/Dietetics Focus students may become members of their local dietetic association. There is a greater opportunity for networking and professional development at the local level. Visit the websites of your state and local dietetic associations for membership details.

Student Progression Standards

General Satisfactory Academic Progress Policy

The University of New England is required by federal law to regularly monitor a student's academic progress. The standards of Satisfactory Academic Progress (SAP) measure a student's performance in three areas:

1. Completion Rate
2. Cumulative Grade Point Average (GPA)
3. Maximum Time Frame

The SAP policies apply to all financial aid programs. Students who are not successfully meeting all SAP requirements risk losing financial aid. SAP is reviewed at the end of each semester, and students failing to meet requirements will be notified and placed on Financial Aid Probation for the following semester. During the probationary semester, students will continue to receive financial aid. At the conclusion of the probationary semester, if students are still not meeting SAP requirements, financial aid will be suspended until all SAP requirements are successfully met.

Maximum Time Frame Warning

When students' academic records indicate that they have attempted more than 125% of their degree or certificate credit hour requirements, they will receive a warning that they are approaching the Maximum Time Frame. Students remain eligible for federal financial aid during that time but may want to plan coursework accordingly to complete their degree within the Maximum 24 Time Frame. Students who exceed the Maximum Time Frame before finishing studies become ineligible for federal financial assistance but may continue studies and complete their programs under their own funding.

1. Completion rate
 - a. A student must pass a minimum of 67% percent of the total attempted credits. This is measured by comparing the number of attempted credit hours to the

- earned credit hours.
2. Cumulative grade point average (GPA)
 - a. Students must maintain a cumulative grade point average of 3.0.
 3. Maximum time frame
 - a. A student cannot attempt more than 150% of the normal credits required for their degree or certificate program.
 - b. The following are considered when evaluating a student's satisfactory academic progress:
 - Withdrawals, incompletes, and failures are considered attempted but not earned hours
 - Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned
 - Repeated courses and courses for which the student has been granted academic amnesty are included in the calculation of both attempted and earned hours
 - Audited courses are not considered credits attempted or earned
 - Remedial courses are included in the calculation of both attempted and earned hours
 - A Leave of Absence (LOA) period is considered as a part of the time allotted to complete an academic program.

Please refer to the University of New England catalog for the published maximum length of each graduate program.

Written Assignments

All written papers for the MSAN Program are required to be formatted in the American Medical Association style. <https://library.une.edu/research-help/help-with-citations/ama-style/>

Disciplinary/Termination procedures

Compliance with the University of New England, CPS, and affiliating institution policies will be required by the student. Failure to comply with these policies may result in the student being placed on probation or being terminated from the program. Infractions of affiliating institution policies will result in the student being notified verbally and in writing by the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus. A formal meeting with the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus and the preceptor in the affiliate institution will be scheduled to address the infraction. Documentation of the infraction and the meeting will be placed in the student file as a permanent record. Depending upon the infraction, and as deemed necessary the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus may consider probation or termination for the student based on policies and guidelines outlined in the University of New England handbook here: https://online.une.edu/wp-content/uploads/2022/04/StudentHandbook_UNEO_2022.pdf

Examples of policy infractions include but are not limited to: failure to meet academic/Supervised Experiential Learning requirements, failure to pay tuition/fees, breach of patient or facility confidentiality, unethical behavior, substance abuse, and violent behavior.

Failure to complete Supervised Experiential Learning experiences satisfactorily as evaluated by Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus and appropriate faculty and preceptor(s) during the assigned time frames will result in remediation or

removal of a student from the program.

If the faculty member and/or preceptor deems the student will learn the competencies with additional hours of Supervised Experiential Learning in order to master the expected competencies of practice for an entry level dietitian, the student should expect to do so until the faculty member and/or preceptor is satisfied with the student's performance and signs off on the competencies. If the student fails the competency requirements, the Director, Graduate Program in Applied Nutrition and Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will counsel the student to find the career path appropriate to their ability.

A student may be terminated from the program for unsatisfactory performance which would include but not be limited to inability or unwillingness to complete assignments or quality of performance below standards set by the affiliating institution. The procedure for termination from the program due to unsatisfactory performance is as follows:

1. The preceptor in the affiliating institution will notify the student and faculty member of their unsatisfactory performance.
2. The preceptor in the affiliating institution shall notify the The Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus of a student's unsatisfactory performance.
3. A conference will be held including the student, the affiliating institution's preceptor, the student's current clinical faculty, SSS, and the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus. At this time a written plan for improvement identifying specific knowledge and skills that must be satisfactorily demonstrated and the expected time frame for completion will be developed and signed by all the parties at the conference.
4. The Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will explore possible tutorial support and remedial instruction available to the student. The student will also be informed of student support services available to them that have the potential to be of assistance.
5. If performance improves to an acceptable level during a time span agreed upon by the involved parties, the student will be allowed to continue in the program.
6. If there is no improvement, the student will be dismissed from the MSAN/Dietetics Focus but may be offered the opportunity to continue on in the program as a Masters student.
7. If there is a second written notification of unsatisfactory performance, in subsequent experiences or settings, the student will be terminated from the MSAN/Dietetics Focus program but may be offered the opportunity to continue on in the program as a master's student.
8. Failure to complete Supervised Experiential Learning experiences satisfactorily as evaluated by the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus and appropriate faculty and preceptor(s) during the assigned time frames will result in remediation or removal of the student from the program.

Performance Evaluations

The preceptor and students will work together to determine what competencies will be met at the Supervised Experiential Learning site based on the competencies provided for the specific lab related SEL hours. Prior to the student arriving at the site to participate in the hours the preceptors will be provided the competencies specific to each course. The preceptor will fill out the preceptor evaluation form to evaluate the specific competencies for that course. The student is responsible for providing that information to the faculty of the lab course along with a reflection of their experiences, as part of the assessment mechanism for the lab course.

To provide structure and guidance for arranging the initial and remaining SEL hours, the students will adhere to their plan of study. Once matriculated, as a component of the lab coursework,

students will be required to have 90 SEL hours approved by the end of their first year, first semester term B (APN 606) for APN 731 and 761; 150 SEL hours approved by the end of their first year, second semester term B (APN 616) for APN 781 and 786; and 180 SEL hours approved by the end of first year, third semester term B (APN 736) for APN 776 and 756. The Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus, the Dietetics Clinical Coordinator, and/or the Dietetics Field Coordinator will monitor and assist the students as they work to secure the remaining 540 SEL hours required for successful program completion.

All students will be evaluated on their performance at specified times throughout the program to assess readiness for entry-level competency:

1. The student will complete all Supervised Experiential Learning preparation materials prior to each experience and develop a plan for meeting the required competencies before beginning at each site
2. The preceptor and student will meet as needed to discuss the student's performance and progress
3. The faculty member will review the student's progress through written reflections in the lab courses and the submitted preceptor forms
4. At the end of each Supervised Experiential Learning experience, students will complete a self-assessment reflection, evaluation of preceptor form and site evaluation form. These will be submitted to the lab faculty and cc'd to the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus
5. Written evaluations will be completed by the primary preceptor for each Supervised Experiential Learning experience including Clinical, Community, and Food and Nutrition Operations Management. Once reviewed with the student, evaluations will be kept in accordance with UNE student file retention policies
6. The following assessment tools will be used:
 - a. Clinical Supervised Experiential Learning Evaluation Form (lab specific)
 - b. Food and Nutrition Management Supervised Experiential Learning Evaluation Form (lab specific)
 - c. Community Supervised Experiential Learning Evaluation Form (lab specific)
7. The student is required to successfully complete all program and SEL requirements to receive a verification statement to sit for the RDN exam

Graduation Requirements

In order to receive the Verification Statement, the MSAN/Dietetics Focus requires that the students complete the required graduate courses and:

1. Complete the required coursework at a grade point average of 3.0 or higher within 3 years of matriculation (150%)
2. Complete all competency-based assessments and 1214 hours of SEL at the required target levels*
3. Complete and submit self-evaluation of performance and experience after each Supervised Experiential Learning experience
4. Submit the final online ePortfolio as a required component of the capstone course
5. Complete and submit final program evaluation upon completion of Supervised Experiential

Learning hours and didactic requirements

*Meet all ACEND® competencies prior to completion of the program. These competencies specify what every registered dietitian nutritionist should be able to do at the beginning of their practice career. The core competency statements build on appropriate knowledge and skills necessary for the entry-level practitioner to perform reliably in the professional practice setting. See course syllabi for a discussion of the course requirements to meet the competencies.

Verification Statement & Certificate

To be considered for RDN exam eligibility, the graduate must first receive a verification statement from the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus. A verification statement is a document confirming the student has successfully completed the program requirements of our ACEND accredited Graduate program. To receive a verification statement the student must:

1. Complete ALL academic requirements of the program
2. Complete ALL SEL requirements of the program

Once completion of all SEL and program requirements are processed and confirmed, the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will complete and distribute 4 copies of the verification statement to the graduate (see Appendix D pgs. 62-63 for additional information).

Program Evaluation

The program standards will be evaluated by the Director, Graduate Program in Applied Nutrition and Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus utilizing established methods to gather information on the quality of the program. Facilities and preceptors will also be evaluated yearly by June 30th and discussed at an annual review meeting at the end of each academic year.

1. The Director, Graduate Program in Applied Nutrition, Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus, faculty, staff, preceptors, nutrition students, and program graduates will be part of the program review
2. The Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will:
 - a. Review, collect, and keep on file student Supervised Experiential Learning evaluations
 - b. Review, collect, and keep on file preceptor and facilities student evaluations
 - c. Review, collect, and keep on file program evaluations
 - d. Work with college research and strategy office to administer a survey of immediate past graduates and their employers to determine entry-level competency of graduates one year following their completion of the program
 - e. Review registration examination scores of program graduates
 - f. Maintain records on file of all evaluations for a five-year period in the student record
 - g. Use information gathered to discuss recommendations for change at the annual review meeting at the end of the academic year
 - h. Make modifications to materials and the program based on the evaluations

Program outcome data is available upon request.

Registration Examination & Examination Preparation

When the student's verification statement is complete and confirmation of the award of the degree from the University is received, the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will register the graduate in the Registration Eligibility Processing System (REPS). The information entered in REPS ultimately goes to the CDR (Commission on Dietetic Registration) to confirm eligibility. The student will need to be in active communication with the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus during this process. This process will require graduates to be checking their emails frequently and completing tasks in a timely manner, (see Appendix D pgs. 62-63 for additional information).

UNE is neither responsible nor liable for a graduate's failure to pass the RDN exam. In order to help students successfully prepare for the RDN exam, the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus and Dietetics Field Coordinator will provide all students with guidance on exam preparation resources.

After completing the MSAN/Dietetics Focus, graduates will be competent to function as entry level dietitians, but must obtain state licensure (if applicable) and pass the national registration examination for dietitians within a certain time period as specified by a new employer.

Fees

Transportation

The location of the facilities will vary, requiring driving or other forms of travel. The travel demands may require each student to have a valid driver's license and/or a dependable mode of transportation, and valid car insurance. The student is responsible for their own liability and safety during travel to and from assigned supervised practice sites, field trips, meetings, and to and from all sites. This site may be useful in calculating estimated gas costs:

<https://www.fueleconomy.gov/trip/>.

Lab Fees and Costs of Program

Please refer to the website (<https://online.une.edu/applied-nutrition/costs/>) for fees and costs associated with the program.

Student health insurance

Students are required to carry their own health insurance. Cost will vary based on student location, employment situation, etc. See <https://www.une.edu/studentlife/handbook> for additional information.

Drug testing and criminal background check

Students must comply with the regulations established by the SEL sites, including basic drug testing and criminal background checks. The Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus or the Dietetics Clinical Coordinator will provide the student with the vendor link to help complete these requirements, and the program will cover the cost for this. If there are additional costs associated with a placement site requiring level-2 checks (such as fingerprinting), that additional cost will be the responsibility of the student.

Section 3: Student Rights

Protection of Privacy

The MSAN program follows the U.S. Department of Education Guidance Issued on Protecting Student Privacy While Using Online Educational Services. UNE will collect and maintain only the data necessary to fulfill its duties in executing affiliation agreements and meeting ACEND standards. The program will de- identify any data used for product development, research, marketing or other purposes. In the event of a security or privacy incident including personally identifiable information, the MSAN program will immediately notify the student or graduate. The program takes precautions to ensure student privacy and positively identify students during distance learning and testing.

Student files will be kept in accordance with UNE file retention policies. All information in the student's file is private. The Director, Graduate Programs in Nutrition, Assistant Director/Director of Dietetics Focus, Dietetics Clinical Coordinator, and Dietetics Field coordinator are the only faculty members to have access to these files. Students have the right to review their personal file upon request.

Student Records and Administrative Policy

Student Academic Records

Student academic records are kept in the Registrar's office on both the Biddeford campus and the Portland campus up to 5 years after separation from the University.

Under the terms of the Buckley/Pell amendment to the Family Educational Rights and Privacy Act (FERPA), students have the right to review and inspect all official records, files, and data, including all material that is incorporated into each student's cumulative record folder. However, the Department of Health, Education, and Welfare has said that clarifying amendments provide that letters of recommendation submitted on the basis of a pledge of confidentiality prior to January 1, 1975 need not be shown to students, and that a student may be allowed but not required to waive their right of access to letters of recommendation received after that date. The amendments also provide that a financial statement submitted by a parent need not be shown to the student. Release of records is allowed only upon written student approval, with noted exceptions listed below.

University students wishing to review their records may do so by providing a written request to the Registrar's office at least 48 hours in advance of the desired appointment.

Student Conduct Records

Student Conduct Records and related files are maintained by the Dean of Students in the Student Affairs offices on each campus. Student conduct records/files are maintained under the Family Educational Rights and Privacy Act (FERPA).

All student conduct and related files are maintained by the Office of the Dean of Students for a period of no less than four years after separation from the University. Records may be destroyed at that time. Disciplinary records may be retained for longer periods of time or permanently if specified in the terms of disciplinary sanctions.

Student Access and Annual Notification

FERPA (see above) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. The student should submit a written request that identifies the records which they wish to inspect to the Registrar's office. The office will notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students should write to the University Registrar, clearly identifying the part of the record they want amended, and explain how it is inaccurate or misleading. If it is determined not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will accompany this notification.
3. The right to consent to disclosure 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 attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her task; or the Veterans Administration for students registered for various GI Bill® programs. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure(s) by The University of New England to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington, DC 20202-4605
5. FERPA rights cease upon death. However, it is the policy of University of New England, that no records of deceased students be released to third parties after the date of death, unless specifically authorized by the executor of the deceased's estate or by the next of kin.

Directory Information and Disclosure

The University normally will not supply non-related organizations with personally identifiable student information, including "directory information." Two exceptions to this policy are:

THE USA PATRIOT ACT

Section 507 of the USA PATRIOT ACT amends FERPA by permitting educational agencies and institutions to disclose - without the consent or knowledge of the student or parent - personally identifiable information from the student's education records to the Attorney General of the United States or to his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. In addition, the school is not required to record such disclosures.

THE SOLOMON AMENDMENT

The Solomon Amendment explicitly states that military recruiters must be given equal access that is provided to other recruiters. UNE is therefore obligated to release data included in the list of "student recruiting information," upon request.

Directory information is defined as:

- Student's Full Name
- Address
- Phone Number
- UNE Email Address
- Date and place of birth
- Classification and level
- Dates of Attendance
- Enrollment Status
- Most Previous educational institution attended
- Participation in sports
- Height/Weight for members of an athletic team
- Major
- Degree Received
- Picture

Active students who wish to have directory information withheld from release must do so in writing on a "per-academic-year" basis. Request forms are available in the Registrar's office and the Student Affairs offices at either campus. Requests must be submitted prior to September 30th (if first-time enrollment for academic year is fall semester) or January 30th (if first-time enrollment for academic year is spring semester) to affect a "withhold" status.

Please remember: active students must renew a request for non-disclosure each year to keep such requests in effect. The University may disclose directory information about former students without meeting notification requirements; however, at the last opportunity as a student (just prior to departure from the University), written requests for nondisclosure will remain in effect until a written request to change non-disclosure status is made by the student.

The University of New England Privacy Notice can also be found at <https://www.une.edu/communications/privacy-policy>.

1. Important notice

This is the Privacy Notice of the University of New England whose principal mailing address is at 11 Hills Beach Road, Biddeford, Maine 04005, United States of America ("UNE", "we", "us" or "our") and sets out how we collect and process your personal data. This Privacy Notice also provides certain information that is legally required and lists your rights in relation to your personal data.

This Privacy Notice relates to personal information that identifies "you" meaning students, prospective students, individuals who browse our website, or individuals outside our organization with whom we interact. If you are an employee, contractor or otherwise engaged in work for us or applying to work for us, a separate privacy notice applies to you instead.

We refer to this information throughout this Privacy Notice as “personal data” and paragraph 3 sets out further detail of what this includes.

Please read this Privacy Notice to understand how we may use your personal data.

This Privacy Notice is not intended for children and we do not knowingly collect personal data relating to children. Additionally, this Privacy Notice is not intended to apply to personal data collection during the recruitment of employees, for which there is a separate privacy policy.

This Privacy Notice may vary from time to time. Each time we update this Privacy Notice, we will post it on our website.

2. How to contact us

a) Data controller and contact details

For the purposes of relevant data protection legislation, we are a controller of your personal data and as a controller we use the personal data we hold about you in accordance with this Privacy Notice.

If you (i) wish to opt out at any time from receiving marketing correspondence from us or to alter your marketing preferences, or (ii) need to contact us in connection with our use or processing of your personal data, or gain access to it, or to correct your personal data held by us, please contact our Data Privacy Manager at the email address set forth in paragraph 2b).

b) Data Privacy Manager

You can contact our Data Privacy Manager at dataprivacymanager@une.edu.

3. Categories of personal data we collect

The categories of personal data about you that we may collect, use, store, share and transfer are:

- **Individual Data.** This includes personal data which relates to your identity, such as your first name, middle name, last name, username or similar identifier, marital status, title, date of birth and gender, your contact details such as your billing address, delivery address, email address and telephone numbers, prior and current education records such as your transcripts, grades and class registrations, and your disciplinary records, Social Security number (or the equivalent (if any) for countries outside of the United States), and your taxpayer ID number;
- **Account and Profile Data,** which includes personal data which relates to your account or profile on our website, such as your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses;
- **Advertising Data.** This includes personal data which relates to your advertising preferences, such as information about your preferences in receiving marketing materials from us and our third parties and your communication preferences as well as your personal interests;
- **Information Technology Data.** This includes personal data which relates to your use of our website, such as your internet protocol (IP) address, login data, traffic data, weblogs and other communication data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access our website;
- **Economic and Financial Data.** This includes personal data which relates to your finances, such as your tax returns and supporting financial information, bank account and payment card details and information which we collect from you for the purposes of the prevention of fraud;
- **Sales Data.** This includes personal data which relates to the transactions you have conducted with us, such as details about payments to and from you, details of subscriptions to our services or publications and other details of products and services you have

purchased from us (which may include, but is not limited to, purchases of food and products, tuition payments and financial aid transactions); and

- **Health Data.** This includes personal data which is gathered for health and safety purposes including any accident report or claim log or any information you provide about allergies or other medical conditions during the booking process or in one of our locations.

We may also create Personal Data about you, for example, if you contact us by telephone to make a complaint, for example about our services or goods, then we may make a written record of key details of the conversation so that we can take steps to address the complaint.

We also obtain and use certain aggregated data such as statistical or demographic data for any purpose (“Aggregated Data”). Aggregated Data may be derived from your personal data but does not directly or indirectly reveal your identity. For example, we may aggregate your Information Technology Data to calculate the percentage of users accessing a specific feature on our website. However, if we re-combine or re-connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this Privacy Notice.

In addition, we may obtain certain special categories of your data (“Special Categories of Data”), and this Privacy Notice specifically sets out how we may process these types of personal data. The Special Categories of Data that we collect are: (i) personal data revealing racial or ethnic origin that we are required to collect pursuant to applicable laws or regulations (“Racial Data”); and (ii) data concerning health, including, but not limited to, prior and current immunizations and other health or medical records (“Medical Data”).

We also collect information about criminal convictions and offenses when required by applicable laws or regulations.

4. The sources from which we obtain your personal data

We obtain your personal data from the following sources:

- Directly from you, either in person (at our locations or otherwise), via our website or by telephone, computing systems or via handheld devices. This could include personal data which you provide when you:
 - place an order for our products or services or enroll in our programs;
 - submit an application for our programs;
 - subscribe to our publications;
 - request information on our programs, products or services or for other marketing to be sent to you;
 - enter into a competition or promotion that we may offer;
 - complete a survey from us or give us feedback; and
 - engage in any event or service offered by us either on or off our premises.
- We may automatically collect Information Technology Data about your equipment, browsing actions and patterns by using cookies, server logs and other similar technologies. We may also receive Information Technology Data about you if you visit other websites employing our cookies. Please see our cookie and log files policy at paragraph 6 for further details.
- Third parties, such as:
 - analytics providers;
 - our provider of customer/student feedback;
 - our provider of online applications and information submissions;
 - advertising networks;

- search information providers;
- providers of technical, payment and delivery services;
- data brokers or aggregators; and
- providers of social media platforms (such as Facebook, Twitter and Instagram) where you share our content through social media, for example, by liking us on Facebook, following or tweeting about us on Twitter;
- Publicly available sources, such as electronic (such as the internet) and hard copy (such as newspapers) mediums.

5. How we use your personal data and our basis for using it

a) Where we are relying on a basis other than consent

We may rely on one or more legal bases when processing your personal data.

We have set out in Appendix A the purposes for which we may process your personal data.

b) Where we may rely on consent

There may be purposes for which we would like to use your personal data where it is appropriate for us to obtain your prior consent. The legal basis of consent is only used by us in relation to processing that is entirely voluntary – it is not used for processing that is necessary or obligatory in any way. You may at any time withdraw the specific consent you give to our processing your personal data. Please note that even if you withdraw consent for us to use your personal data for a particular purpose we may continue to rely on other bases to process your personal data for other purposes.

6. Cookies and log files

Cookies are text files stored on your computer and accessible only to the websites which create them. Our websites or affiliated websites may use cookies to keep you logged into secure areas of the website and/or to keep track of your preferences as you interact with certain services. You may disable cookies in your browser, however, our websites may not work properly or efficiently if you do so.

Our websites automatically gather anonymous information about our visitors including browser types, and the times and dates of webpage visits, referred to as log files. The information collected does not include any personally identifiable details and is used to improve our services and administer our websites. You can manage your ad choices and opt out of advertising networks at these websites (but not limited to):

- The Digital Advertising Alliance (Adroll, Facebook and LinkedIn)
- Pandora
- Semcasting
- Oath (formally Yahoo and AOL)

7. Who receives your personal data

We may disclose your personal data to:

- third party data processors who may process data on our behalf to enable us to carry out our usual business practices. Any such disclosure will only be so that we can process your personal data for the purposes set out in this Privacy Notice;
- legal and other regulators or authorities, including those who request your personal data or to report any potential or actual breach of applicable law or regulation;
- external professional advisers such as accountants, bankers, insurers, auditors and lawyers;
- law enforcement agencies, courts or other relevant parties, to the extent necessary for the establishment, exercise or defense of legal rights;
- third parties where necessary for the purposes of prevention, investigation, detection or prosecution of criminal offenses or the execution of criminal penalties; and

- third party analytics providers.

8. Personal data about other people which you provide to us

If you provide personal data to us about someone else you must ensure that you are entitled to disclose that personal data to us and that, without our taking any further steps, we may collect, use and disclose that personal data as described in this Privacy Notice.

You must ensure the individual concerned is aware of the various matters detailed in this Privacy Notice, as those matters relate to that individual, including our identity, how to contact us, the way in which we collect and use personal data and our personal data disclosure practices, that individual's right to obtain access to the personal data and make complaints about the handling of the personal data, and the consequences if the personal data is not provided.

9. Accuracy of your personal information

It is important that the personal data we hold about you is accurate and current and we take all reasonable precautions to ensure that this is the case but we do not undertake to check or verify the accuracy of personal data provided by you. Please keep us informed if your personal data changes during your relationship with us by contacting our Data Privacy Manager at the email address set forth in paragraph 2b). We will not be responsible for any losses arising from any inaccurate, inauthentic, deficient or incomplete personal data that you provide to us.

10. International transfers of personal data

Personal data we collect from you may be transferred, stored and/or processed outside the European Economic Area, specifically in the United States.

In connection with such transfers, we will apply at least the same level of protection as required by the Privacy Shield Principles under the EU-US Privacy Shield compliance framework.

11. How long will we store your personal data

We will store your personal data for the time period which is necessary for the purposes for which we collected such data. We keep the length of time that we hold your personal data for under review.

12. Contractual or statutory requirements on you to provide personal data

In certain circumstances the provision of personal data by you is a requirement to comply with the law or a contract, or necessary to enter into a contract.

It is your choice as to whether you provide us with your personal data necessary to enter into a contract or as part of a contractual requirement. If you do not provide your personal data then the consequences of failing to provide your personal data are that we may not be able to perform to the level you expect under our contract with you. An example of this would be where we are unable to provide you with certain programs, products or services as we do not have your full details, or where we cannot perform our contract with you at all because we rely on the personal data you provide in order to do so.

13. Your rights in relation to your personal data

Subject to applicable law including relevant data protection laws, in addition to your ability to withdraw any consent you have given to our processing your personal data (see paragraph 0), you may have a number of rights in connection with the processing of your personal data, including:

- the right to request access to your personal data that we process or control;
- the right to request rectification of any inaccuracies in your personal data or, taking into account the purposes of our processing, to request that incomplete data is completed;
- the right to request, on legitimate grounds as specified in law:
 - erasure of your personal data that we process or control; or

- restriction of processing of your personal data that we process or control;
- the right to object, on legitimate grounds as specified in law, to the processing of your personal data;
- the right to receive your personal data in a structured, commonly used and machine-readable format and to have your personal data transferred to another controller, to the extent applicable in law; and
- the right to lodge complaints regarding the processing of your personal data with the relevant supervisory body.

If you would like to exercise any of the rights set out above, please contact us using the contact details set out in paragraph 2b).

Grievance Process

Student Complaints

CPS provides avenues for students to voice their concerns through clearly defined channels depending upon the level and nature of the complaint. Student petitions fall into one of two categories:

- 1.) academic*
- 2.) professional behavior

Petitions are resolved at the program level. Prior to pursuing a complaint, students are required to communicate with the faculty member or other parties involved in an attempt to resolve the issue.

*A petition for a grade change may only be filed in instances where a student disagrees with the faculty evaluation due to:

1. Arithmetic or clerical error
2. Arbitrariness

Barring the above categories, the academic judgment used in determining the merits of the grade is not reviewable.

Petition Process

Students document and communicate their concerns and complaints to their faculty and to the program through the following process:

1. The student must try to resolve the issue with the faculty within five business days of the initial event. If the student is unsatisfied with the result, s/he must contact a Student Support Specialist (SSS) for the matter being petitioned within five business days of the communication with the faculty member.
2. SSS will facilitate the petition process and will provide the student with the necessary petition form to complete. The completed petition must include a clear statement of the student's requested action, a summary of the conversation(s) with faculty or other involved parties, and appropriate supporting materials (including any items that provide relevant history or context of the issue).
3. The student must return the completed petition to SSS no later than five business days after the petition process has been initiated as referenced in step 2 above. The petition will be sent to the Director, Graduate Program in Applied Nutrition by the SSS.
4. Program Leadership will review each petition and may contact the student,

instructor, SSS, or other university personnel should additional information be necessary or helpful before rendering a decision. Depending upon the nature of the petition, students may be prevented from registering for a subsequent session or term until the petition is resolved. Decisions will be communicated to the student and SSS through UNE email by Program Leadership within seven business days of receipt of the petition. The Student Support Specialist will record the decision in the student's record.

Formal Grievance Process

Student disagreement with a Program Leadership decision regarding petitions may be presented in the form of a grievance to the Dean of the CPS. Grievances can only follow a petition and will be accepted **only in cases where there has been a procedural violation or a demonstrable mistake of fact**. A written grievance must be submitted to the Dean of the CPS within five business days of written notification of the program decision. The grievance should succinctly state all facts relevant to **procedural violations or factual errors**.

2. If the student believes there has been a procedural violation or mistake of fact in the rendering of the Program Leadership decision on a student petition, the student should contact an SSS to discuss the grievance process.

3. The SSS will facilitate the grievance process and will provide the student with explanations of what information should be submitted for the Dean of CPS to review in relation to the grievance.

4. As with the petition process discussed above, the student must return the materials related to a grievance Student Support no later than five business days after the academic decision has been rendered. The materials will be sent to the Dean's office by the SSS.

5. Upon receipt of the grievance, the Dean will appoint an Ad Hoc Appeals Committee comprised of the Dean or Designee, an unbiased faculty member from the program, and a member of the executive committee of CPS Faculty. The student will present the grievance to the Appeals Committee via phone or web meeting within 10 business days of the appointment of the Appeals Committee. The Appeals Committee will review the grievance and supporting documentation.

In presenting to the Appeals Committee, the student should provide an overview of the issue and introduce material of a substantiating nature; the Committee may request additional information from specific sources or individuals. Within five business days of the hearing, the Committee will forward to the Dean a summary of the grievance and its recommendations for resolving the grievance.

Depending upon the nature of the grievance, students may be prevented from registering for a subsequent session or term until the grievance is resolved. The Dean, while taking the committee's recommendation into consideration, will render the decision on the grievance. The Dean's decision will be communicated via writing to the student and program within 7 business days of receipt of the Committee's report. The decision by the Dean is final.

These procedures are outlined in the CPS student handbook:

https://online.une.edu/wp-content/uploads/2022/04/StudentHandbook_UNEO_2022.pdf

SSS also communicates these procedures with students when concerns are brought forward to them.

The procedures are outlined in both UNE student handbook (ERF H3-1) and CPS student handbook, and communicated to individual students through SSS. Student Support team members are often the first point of contact for students wishing to file a petition or grievance and guide students through the procedures to submit the petition or grievance along with supporting documents.

As described above, any complaint or petition is handled first at the program level, and then students may file a grievance to the Dean if the student perceives that there has been a procedural violation or demonstrable mistake of fact by the program.

Process for submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all other options with the program and organization have been exhausted.

- Submission of Written Complaints to ACEND

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. This should only occur after the student has exhausted all other options available to them.

Contact information for ACEND:

Accreditation Council for Education in Nutrition and Dietetics Academy
of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

312/899-5400

www.eatrightpro.org/acend

The student is protected from retaliation as a result of filing a complaint related to the program.

Title IX

In addition, UNE has a dedicated office to handle sexual misconduct, discrimination and harassment under Title IX as described below.

UNE, in accordance with federal and state law, and University policy, prohibits any member of the faculty, staff, administration, trustees, student body, vendors, volunteers, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the University community because of that person's race, sex, sexual orientation, gender identity and expression, ethnicity or national origin, religion, age, creed, color genetic information, physical or mental disability, HIV status, or status as a veteran. All substantiated incidents of harassment discrimination and sexual misconduct, including sexual assault, dating violence, domestic violence and stalking will be met with appropriate disciplinary action, up to and including dismissal from the University.

The Title IX Coordinator is the individual designated by the President with responsibility for providing education and training about discrimination, harassment, and sexual misconduct, including sexual assault, dating violence, domestic violence or stalking to the University community and for receiving and investigating reports and complaints of discrimination, harassment and sexual misconduct in accordance with this policy.

All complaints of sexual misconduct, discrimination and/or harassment under this policy should be made to the Title IX Coordinator or a Deputy Title IX Coordinator. This includes complaints concerning administrators, trustees, supervisors, employees, staff, faculty, vendors, volunteers, students, athletes, and visitors.

The Title IX Coordinator/ Deputy Title IX Coordinators will: (1) provide oversight of any

investigation of claims of sexual misconduct, harassment or discrimination in violation of this policy; (2) be available to assist any individual to access the resources of the University or the community in the event of any complaint under this policy; (3) assist anyone who wishes to report a crime to local law enforcement; (4) be responsible for all training and education programs and monitoring the campus climate with regard to sexual misconduct, harassment and discrimination; and (5) complete required annual reports to government agencies.

The MSAN program has a robust student support structure by which the SSS team acts as a liaison between students and the program or faculty when issues arise. Most student complaints (e.g., late grading, unclear feedback, inability to register for a desired class) are brought to the program's attention quickly through SSS so that mediation and resolution can occur in a timely manner.

The MSAN program provides detailed rationales when communicating decisions on students' petition, and it is common practice for either the SSS team or Program Director to speak with the student to ensure accurate and complete information.

Program Withdrawal

If a student decides to withdraw from the program they will need to schedule a meeting with the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus to discuss whether it will be a permanent withdrawal or a temporary leave of absence. Refunds of tuition and fees for the program will be processed according to the UNE policy.

Adding, Dropping, and Withdrawing from Courses

- The last day permissible for matriculating graduate students to add a course is the day before the term starts.
- The last day permissible for matriculating graduate students to drop a course is the second day of class.
- For refund information, contact Student Accounts. <http://www.une.edu/sfs/online>

Email requests for withdrawals must be submitted from a student's UNE e-mail to be considered.

Non-matriculating students who withdraw will receive a grade of "W." Matriculating students who withdraw after completing more than 2/3 of a course will receive a grade of "WF" (withdrawn failing) or "WP" (withdrawn passing), based on the instructor's assessment of the student's current standing in the course. A "WF" is calculated as an "F" in the student's GPA. Upon successful completion of the course, the new grade will be used to calculate the GPA. Students will be dismissed from their program after two failing grades (including a "WF").

University Withdrawal

All matriculated students who wish to withdraw from the University must complete notification documentation available from student support (SSS). Documentation must be signed by designated academic and administrative authorities.

Tuition Refund Policy

For financial aid recipients, withdrawal can affect your financial aid eligibility (“Return to Title IV”), resulting in a balance owed to the University. It is very important to contact us before withdrawing from courses/programs to discuss the impact on your financial aid, if applicable. Please refer to the [Return to Title IV Policy for Online Students](#) for more information. Please consult the [Graduate Academic Catalog](#) for other pertinent financial information.

Before the second class	100%
During the first week	40%
During the second week	20%
After the second week	No refunds

Student Support Services

Student Support Specialists (SSS)

This position reports to the Director of Student Support within CPS. Once applicants are admitted to the program, they are assigned a support specialist, who has a conversation with the student welcoming them to the program and helping them navigate through processes such as financial aid, orientation, and registration. SSS interacts with every student (who is taking a class) via email or phone at least once during the term. SSS are often the first point of contact when a student requires assistance, and they help connect students with other resources such as the Student Academic Success Center (SASC), Financial Aid Office, Registrar, or Career Services. They also facilitate the petition-filing process by ensuring that all appropriate forms and supporting materials are included and complete before forwarding them to the program.

Student Access Center (SAC)

The Student Access Center (formerly Disability Services) works to ensure that the University promotes respect for individual differences and that no person who meets the academic and technical standards needed for admission and continued enrollment at UNE is denied benefits or subjected to discrimination due to a disability. Toward this end, and in conjunction with federal and state laws, the University provides reasonable accommodations for qualified students.

Student Academic Support Center (SASC)

The Student Academic Success Center (SASC) provides a broad array of programming to assist students with meeting the University’s academic standards and attaining their personal educational goals. Services include developmental coursework in writing and mathematics, writing support, and undergraduate content area tutoring by peer and professional tutors. A Learning Specialist is available to meet by phone appointment with students to discuss note-taking skills, active reading skills, time-management skills, and test-taking skills. The Learning Specialist administers and interprets Learning Style Inventories, identifies study skills in accordance with each student’s learning style and their specific course demands, and helps the student develop a personal learning plan. In addition, SASC professionals offer a variety of workshops and classroom presentations, including discipline-specific study strategies and preparation for national exams such as the PRAXIS, CCNA, NCLEX, NBDH, NBCOT, and COMLEX. SASC also maintains a library of exam preparation guides (MCAT, GRE), handouts on preparing bibliographies, and other references for student use.

The Student Academic Success Center is responsible for the following student support activities:

- Helping with writing skill for assigned papers
- Improving reading strategies
- Becoming comfortable with learning in the online environment
- Understanding learning styles
- Preparing for licensing and other kinds of exams

Students should contact the Student Academic Success Center with the following types of questions:

- How can I manage all the reading assigned in this course?
- How do I read for information? To memorize material? To research a paper?
- How do I format an assigned paper?
- How do I get started with a writing assignment?
- How do I participate confidently in online discussions?
- What is my learning style and how does it influence me as a learner and as a professional service provider to my clients?

www.une.edu/studentlife/portland/sasc

Online Learning Specialist (OLS)

An OLS, located in the University's Student Academic Success Center (SASC), provides assistance to online students within areas including but not limited to writing, research, study skills, time management, and communication skills. One full-time OLS is shared among the five graduate programs within CPS.

Online Writing Specialist (OWS)

An OWS, located in the University's Student Academic Success Center (SASC), works exclusively with online students to provide services such as one-on-one synchronous writing support appointments and creation of writing resources. The OWS also collaborates with Program Directors and OLS on the timing and content of writing resources for online students. One full-time OWS is shared among the five graduate programs within CPS.

Online Research and Teaching Librarian (ORTL)

An ORTL, a full-time staff person of the UNE library, is shared among the five graduate programs within CPS. The ORTL provides asynchronous orientation and instruction for online students on the use of the library to access scholarly literature. The ORTL also works closely with the program to ensure that electronic and print versions of textbooks are easily accessible to online students and instructors.

Subject Tutors for Students

Subject tutors are part-time employees of UNE's Student Academic Success Center (SASC), and provide tutoring in various subjects. MSAN shares the course schedules with SASC so that an appropriate number of tutors can be available. SASC provides a summary report of usage after each semester.

All CPS students, including Dietetics Focus students, are required to complete a general orientation before matriculating into the program. The self-paced orientation is designed to prepare students for success and provides an introduction and overview to UNE and MSAN. Activities in the orientation show students how to navigate the online learning environment, locate and access program

resources, and learn about the tools and strategies that ensure a meaningful and collaborative learning experience throughout the program. Orientation also introduces students to the program's academic expectations such as use of AMA citation style, scientific writing, and academic integrity.

Orientation is delivered completely online in *Brightspace*, UNE's LMS. It is estimated that four to six hours are required to complete the orientation. The orientation familiarizes the students to both UNE and CPS policies and serves as a guide to find university resources, such as the library and health services. Students can begin the orientation after their initial conversation with SSS and work through the modules at their own pace. All orientation activities must be completed before the first day of class.

Non-Discrimination Policy

UNE does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, or other educational programs or activities.

Complete Access to Student Services

All UNE provided services are available to all online students and can be found in the UNE Student Handbook: <https://www.une.edu/studentlife/handbook>

Appendix A:

Key: **Green courses** = didactic courses, **Blue courses** = lab courses, **Orange** = required for admission

Term	Course	Clinical SEL	Community SEL	Food Service Management SEL	Alternative Experiences (in-course)	Plan required by
First year, first semester term A	APN 600				20	
	APN 602	20	20	20	20	For admission
First year, first semester term B	APN 604				20	
*90 hours for APN 731/761 must be submitted for approval by the end of first semester term B of the first year	APN 606	30	30	30		For admission
First year, second semester term A	APN 610				7	
	APN 611	30	30	30		For admission
First year, second semester term B	APN 615				15	
**150 hours for APN 781/786 must be submitted for approval by the end of second semester term B of the first year	APN 616	90				For admission
First year, third semester term A	APN 620				15	
	APN 621		90			UNE provides 90 hours
First year, third semester term B	APN 734				15	
***180 hours for APN 776/756 must be submitted for approval by the end third semester term B of the first year	APN 736		90			For admission
Total hours						510
Second year, first semester term A	APN 730				20	
	APN 731	90				
Second year, first semester term B	APN 760				3	
	APN 761			90		UNE provides 90 hours *180 hours must be submitted for approval by the end of first semester term B of the first year (APN 606)
Second year, second semester term A	APN 780				15	
	APN 781			90		UNE provides 30 hours
Second year, second semester term B	APN 785				15	
	APN 786	90				**180 hours must be submitted for approval by second semester term B of the first year (APN 616)
Second year, third semester term AB	APN 775					
	APN 776	30	30	30		***180 hours must be submitted for approval by the third semester term B of the first year (APN 736)
Second year, third semester term AB	APN 755					
	APN 756	30	30	30		
	Total	410	320	320	164	1214

Appendix B: Guidelines for Contacting Potential Preceptors

You can contact preceptors via phone or email once approved by Dietetics Clinical Coordinator or Dietetics Field Coordinator. When you reach out, share the following information:

- Brief introduction to yourself - who you are and why you are reaching out.
 - At a minimum, state that: - You are applying to the UNE MSAN/Dietetics Focus (<https://online.une.edu/applied-nutrition/rdn-focus-area/>)
- You must coordinate your own Supervised Experiential Learning (SEL) sites to complete the ACEND competencies for becoming an RDN; and which SEL type you are hoping to complete at the facility
- Dates you are requesting to be at the facility (see plan of study docs)
- Days and hours you are available to complete the SEL (e.g., all days except for Mondays). Please note the more flexible you are, the more opportunities you may have to secure SEL hours
- Total number of hours you need to be at the facility (see required SEL forms)
- The date by which you need to have a commitment from the preceptor
- The date on which you will learn of your acceptance into the UNE MSAN/Dietetics Focus
- When you will reach out again if you haven't heard from the preceptor
- Attachments to include (be sure to ask the preceptor the email they would like you to use or alert the prospective preceptor to these in the body of the email)
 - Prospective Preceptor Letter
 - Your resume

Other tips:

- Be familiar with the preceptor qualification requirements, preceptor responsibilities should they agree to host you, and paperwork that must be completed. Prospective preceptors will likely have questions about their role, expectations and the overall process.
- Prospective preceptors may request an interview with you. In this case, be sure to dress professionally and approach the interview as if it were a job interview. Arrive prepared to discuss why you would be a great student and well versed in the SEL requirements for that site.
- Always follow-up with a thank you email after the interview
- Remember, this is a new approach to gaining clinical experience in the field of nutrition. If there are questions you cannot answer, document the questions and contact the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus for support. If there are questions regarding the affiliation agreement or accreditation status, please direct the potential Preceptor to contact the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus. Let the preceptor know you will get back to them with answers as soon as possible.

Required Documentation to be completed and submitted by the Preceptor:

- Preceptor Information and Commitment Form
- Affiliation Agreement

Sample Email to Potential Preceptor

Dear Dr./Ms./Mr. [Last Name]:

My name is____and I am a prospective graduate/graduate student in the Master of Science in Applied Nutrition (MSAN) Dietetics Focus at the University of New England. I found your contact information through_____. **OR:** I was referred to you by_____who I met at____. **OR:**

I found your contact information online/etc. while researching your agency. I hope you don't mind my reaching out to you directly as I am sure you must be very busy.

As an ACEND accredited Future Education Model Graduate Program (<https://online.une.edu/applied-nutrition/rdn-focus-area/>), one of the requirements for the MSAN Dietetics Focus is completing Supervised Experiential Learning (SEL), which is an opportunity for students to apply what they are learning in didactic courses in a real world setting and to work alongside experienced professionals such as yourself.

I am interested in doing my SEL with [Name of Organization] because_____. I would be grateful for an opportunity to meet or talk by phone about the program, my schedule for availability, SEL requirements and which ACEND competencies I might be able to meet through experience with you at your facility.

Would you be available to talk further, or is there someone else at your facility who you think would be a better contact for me? I have attached my resume for you to review. In addition, information on the MSAN Dietetics Focus can be found here: (<https://online.une.edu/applied-nutrition/rdn-focus-area/>). I sincerely appreciate your time and consideration and hope that we will be able to talk soon at your convenience.

Respectfully,

[Include your professional email signature in addition to your full name]

Appendix C: Letter to Potential Preceptor

Dear Prospective Preceptor:

The University of New England UNE offers an ACEND accredited, fully-online Master of Science in Applied Science (MSAN) Program with an Dietetics Focus designed to be completed in 2 years based on full-time enrollment. Students have the ability to complete the Supervised Experiential Learning (SEL) in their “home” location. All of the program materials are located on the MSAN/Dietetics Focus website: (<https://online.une.edu/applied-nutrition/rdn-focus-area/>).

The ACEND Future Education Model Accreditation Standards emphasize integration of didactic and experiential learning through competence based education (CBE) as the organizing principle of the curriculum and focus assessment on demonstration of competence. Both formative assessment (during the instruction period to provide feedback for improvement) and summative assessment (at the end of an instruction period) will be used in the Graduate Program in accordance with ACEND FEM accreditation standards. Graduate Programs include Supervised Experiential Learning hours throughout the program rather than after completing a Didactic Program in Dietetics (DPD) program.

Although students will still complete 1200+ hours of SEL experiences, preceptors will have students for shorter periods of time compared to previous models, where the students engaged in full time clinical experiences after completing their didactic courses. Students in the UNE MSAN/Dietetics Focus will be expected to complete 10- 15 hours per week of work in an SEL setting for the duration of the program, based on the course(s) being taken.

If you agree to act as a preceptor, you will be asked to:

- provide the Supervised Experiential Learning opportunities for the student;
- allow the student to shadow and observe you; then-
- supervise the student as they perform as much of your duties as possible to demonstrate achievement of required competencies (forms will be provided for each set of SEL);
- co-sign the student’s notes and,
- complete evaluation forms on the student’s work and professional behavior, and verify hours and the competencies the student has achieved during their time at your facility

Your role as a preceptor is valuable. You are the expert that will provide guidance, practical experience and training to our dietetic focus students. In doing so, you will be contributing to the profession as a role model to future dietitians. Benefits of being a preceptor may include:

- Earning CEUs/CPEUs for your professional registration and/or license
- Engagement with an academic setting
- Supporting both your professional development as well as student professional development
- Contributing to the profession by supporting students
- Access to students as resources to help with specific projects/institutional needs

Please note – All reasonable attempts are made to screen potential Dietetics Focus students for those individuals who will be self-starters, leaders, and self-directed learners.

Please be assured that:

- Professional liability insurance is maintained on our students
- The student is required to carry their own health insurance

- The student will have a completed health/medical examination form, immunization records, proof of 2-step TB testing, background check, drug screening, or any other requirement specified by the facility
- The student will fill out and adhere to any HIPPA forms required for their SEL hours
- Students are expected to adhere to a strict code of professional and ethical behavior at all times, as well as comply with your institutional requirements
 - o The student will have specific competencies that they are to complete throughout their Supervised Experiential Learning. They will provide these to you prior to the start of their time with you

Affiliation agreements are required between the student's Supervised Experiential Learning facilities and UNE prior to the beginning of the student participation in SEL at the facility. UNE has a pre-approved affiliation agreement, though occasionally some facilities prefer to use their own version of an agreement, in that case the legal counsel of UNE and the facility will work together to find mutually acceptable language if possible. Affiliation agreements must be completed between UNE legal counsel and the practice site/facility prior to the student participation in SEL activities.

Please do not hesitate to contact our program if you have any questions or concerns. The best method is an email to Emily Boldrin, the Assistant Director, Graduate Programs in Applied Nutrition; Director, Dietetics Focus, eboldrin@une.edu. Your commitment to the education of future dietetics professionals is greatly appreciated.

Sincerely,



Emily Boldrin PhD, RDN
Assistant Director, Graduate Programs in Applied Nutrition
Director, Dietetics Focus
College of Professional Studies
UNE Online | University of New England
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Appendix D: Verification Statement and Exam Registration

Verification Statement & RDN Exam Registration

OVERVIEW

As you are working your way through the MSAN Dietetics Focus and nearing completion - you may begin thinking about the process of sitting for the RDN exam. There are many items to understand regarding the logistics of receiving your verification statement and registering for the RDN exam - this document is intended to be a simplified guide to help you understand that process. Please reach out to your Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus, Dietetics Clinical Coordinator and/or Field Coordinator if you have further questions about the information discussed below.

*Prior to passing the RDN exam and receiving RDN status, it is important that the student adheres to guidelines set forth by ACEND regarding the proper use of credentials. For example: the student may NOT use any wording that infers they are or will be a RDN and ACEND has not approved use of "Registered Dietitian Eligible" or any other form of indication. Please refer to this document for specific guidelines.

VERIFICATION STATEMENT

To be considered for RDN exam eligibility, the student must first receive a verification statement from the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus. A verification statement is a document confirming the student has successfully completed the program requirements of our ACEND accredited Graduate program. To receive a verification statement the student must:

1. Complete ALL academic requirements of the program
2. Complete ALL SEL requirements of the program

Once completion of all SEL and program requirements are processed and confirmed, the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will complete and distribute the verification statement to the student.

EXAM REGISTRATION

When the student's verification statement is complete and confirmation of the award of the degree from the University is received, the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will register the graduate in the Registration Eligibility Processing System (REPS).

The information entered in REPS ultimately goes to the CDR (Commission on Dietetic Registration) to confirm eligibility.

1. In order for the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus to register the graduate in REPS, the graduate must send an email to the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus following receipt of the verification statement.
2. The email should contain the graduate's first name, last name, middle name/initial (if applicable), from their UNE AND personal email address. *This information MUST match your valid, government-issued, photo ID exactly.* If the graduate sees an error in the spelling of their name in REPS, they will need to contact their Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus to edit their name in REPS so the application can be submitted to CDR.
3. After the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus enters the graduates information, they will receive an email (to the email the student provided) asking for completion of the student application and demographic data in REPS. Graduates **must** complete the

information in order for the Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus to complete the process.

Please view the application/registration steps in more detail here:

How quickly this process moves is dependent on a number of factors. These factors include graduate response time, REPS processing and Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus response time. It is very important that the graduate is actively and frequently checking their email(s) during this time frame. The Assistant Director, Graduate Program in Applied Nutrition/Director, Dietetics Focus will not be able to move forward with the application for exam registration if the graduate does not do their part of the application process. *Be sure that as a graduate, you are not the one holding up the process.*

AFTER EXAM REGISTRATION APPROVAL

Graduates will receive an Authorization to Test email from CDR's testing vendor Pearson VUE after approval. This email contains authorization dates (an initial year), a link to the Handbook for Candidates and information on setting up an account on Pearson VUE's website to schedule the examination. Please refer to CDR's Handbook for Candidates for more information.

A NOTE ON GRADUATION:

The graduation process is different and separate from the award of the verification statement and registration for the exam. You will receive emails from various departments within the University about graduation, commencement, regalia, etc. So be sure to check your UNE email often as there will be important steps you need to take to make sure you graduate on time.