



Future Graduate Master of Science in Nutrition and Dietetics  
College of Science, Engineering, and Technology

## Graduate Student Handbook

Grand Canyon University  
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Phoenix, AZ 85017

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## Program Accreditation

The Graduate Program in Nutrition and Dietetics is a candidacy program seeking accreditation by: Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
(312) 899-0040 x5400  
acend@eatright.org, <http://www.eatrightpro.org/resources/acend>

## Program Mission

The mission statement for Grand Canyon University is, “Grand Canyon University prepares learners to become global citizens, critical thinkers, effective communicators and responsible leaders by providing an academically challenging, values-based curriculum from the context of our Christian heritage.”

The mission statement for the College of Science, Engineering, and Technology is, “Through robust collaboration and partnership with industry; a challenging, engaging, and inquiry-based learning environment; a faculty focused exclusively on student success; and a deep, rich Christian heritage; the College of Science, Engineering, and Technology exemplifies the preparation of top candidates for graduate study and professional practice in the most rapidly developing and competitive fields of science, technology, engineering, and mathematics.”

The mission statement for the Grand Canyon University Future Graduate Program is, “Grand Canyon University prepares graduates to become entry-level RDNs who are global citizens, critical thinkers, effective communicators, and responsible leaders, prepared for successful careers in food, nutrition, and dietetics.”

## Program Goals

### Goal #1

The program will prepare graduates to take the CDR credentialing exam to become registered dietitian nutritionists.	
<b>Objectives</b>	At least 80% of program graduates complete program/degree requirements within 3 years (150% of the program length).
	80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
	The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
	80% of graduates of this program will rate preparedness level for CDR credentialing exam as a 5 on a 1-5 scale, with a “5” being “very prepared” and a “1” being “not prepared at all.”

### Goal #2

Graduates will meet employer expectations as entry-level practitioners one-year past graduation.	
<b>Objectives</b>	Of graduates who seek employment, 80% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.

	80% or more employers will evaluate graduates as good (score 4) or excellent (score 5) in the overall preparedness for entry-level practice. (Employee Satisfaction Objective).
	80% or more employers will evaluate graduates as good (score 4) or excellent (score 5) in all the following: leadership, communication, and critical thinking.

## Admission Requirements

- Applicants must hold a bachelor’s degree in Nutrition, Nutritional Science, or Dietetics reflecting a cumulative grade point average of 3.0 (on a 4.0 scale) on a degree bearing transcript or letter of intent to graduate.
- OR**
- A bachelor’s degree in another field with transcript reflecting a cumulative grade point average of 3.0 (on a 4.0 scale) on a degree bearing transcript or letter of intent to graduate.
  - The transcript must also show successful completion of the following courses at the college level with a C or above, completed within seven years of applicant’s desired program start date:
    - 2 semesters of General and Organic Chemistry with Lab
    - 1 semester of Biochemistry with Lab
    - 2 semesters of Anatomy and Physiology with Lab
    - 1 semester of Statistics
    - 1 semester of Microbiology
    - 1 semester of Nutrition
  - Applicants must provide contact information for two current/previous instructors or volunteer or employment supervisors who are willing to complete a form of recommendation for the applicant.

Admission into the program is competitive, and CSET stack-ranks previous undergraduate (or graduate) program type, overall undergraduate GPA, prerequisite coursework GPA, and recommender evaluations to determine final admissions decisions. Admission cannot and will not be guaranteed. Applications that do not meet the minimum requirements by the application deadline will be denied without consideration. Final acceptance into the program will be determined by the College of Science, Engineering, and Technology Admissions Committee. If a student has not been fully accepted to this program, they will be denied admittance into the program. University parameters for Accepted with Specifications do not apply to this program and any student who is not fully accepted will not be admitted into the program. Students are encouraged to either meet the parameters for full acceptance or choose a different program for admittance.

An offer of admission will be valid for 12 months. Applicants denied admission may reapply after 180 days.

Students will be admitted on a quarterly basis with start dates on the 3<sup>rd</sup> Thursday in January, April, August, and October.

## Program Requirements

Students must complete all required courses in the MS in Nutrition and Dietetics program (30 credits) and experiential learning (1000 hours) outlined in the course plan and pass all competency assessment assignments with at least an “acceptable” (scale includes unsatisfactory, insufficient, approaching, acceptable, and target on all rubrics) in order to receive a Master of Science in Nutrition and Dietetics and a Verification Statement to sit for the Registered Dietitian Nutritionist credentialing exam. Students are required to complete the courses in the order listed, though exceptions may be made for extenuating circumstances. Graduate students must maintain good academic standing in order to be eligible to continue in or return to the University. Good Academic Standing is demonstrated by:

- a 3.00 grade point average (GPA) for all courses taken including those required in the program of study
- no more than 6 units of “C” course grades\*
- no course grades of “D” or “F”

Students must complete all requirements for their master’s degree within a three-year period, as outlined in the GCU policy: (<https://www.gcu.edu/academics/academic-policies.php#h-university-policy-handbook>). If a student must be absent for an extended period of time due to serious illness, pregnancy, adoption or personal crisis, he/she must meet with the Program Director and sign an agreement for completion of the program. Students will be allowed up to three additional months to complete the assignments and supervised experiences or will be administratively withdrawn from the program.

## Verification Statements

Following completion of all program requirements, and once the degree is officially posted, students will receive a verification statement and become eligible to sit for the Registration Examination for Dietitian Nutritionists through the Commission on Dietetic Registration. Three signed copies of the verification statement will be mailed to the student’s permanent address.

## Academic Program Calendar

The academic calendar for Grand Canyon University can be found here:

<https://www.gcu.edu/academics/calendar>. Online course start dates are offered quarterly. Two credit courses run 4 weeks, while four credit courses will be 8-16 weeks based on content and supervised experiential learning requirements. University holidays may not correspond with the schedule of experiential learning requirements; students are expected to follow the schedule of the site hosting their experiential learning.

## Proposed Course Plan

Proposed FG Classes	Credits	Didactic Content Hours	Alternate Experiential Learning Hours	In-Person Experiential Learning Hours
NSC 507: Introduction to Graduate Studies in Dietetics	2	100	0	0
NSC 510: Behavioral Science and Counseling	4	150	50	0

NSC 550: Advanced Medical Nutrition Therapy	4	150	100	0
NSC 595: Applied Medical Nutrition Therapy	4	0	0	200
NSC 600: Food and Nutrition Management	4	100	100	150
NSC 650: Community Nutrition and Advocacy	4	200	0	100
NSC 675: Leadership in Dietetics	4	100	50	0
NSC 695: Capstone in Nutrition and Dietetics	4	0	0	250
<b>TOTAL</b>	<b>30</b>	<b>800</b>	<b>300</b>	<b>700</b>

\*Online course start dates are offered quarterly. Two credit courses run 4 weeks, while four credit courses will be 8-16 weeks based on content and supervised experiential learning requirements.

### Assessment of Prior Learning

**Supervised Experiential Learning.** Nutrition and dietetics experiences completed prior to the start of the program will not be considered as replacements of the program's required applied experiences.

**Courses.** Due to the nature of competency-based education, nutrition courses taken at other universities that are not accredited under Future Education Model (FEM) standards cannot be used in place of required courses. Syllabi for courses taken through another FEM graduate program can be submitted to the Program Director for review. While students may notice repetition in subjects from previously-completed nutrition courses, this repetition supports solidifying knowledge that is essential for a successful RDN exam pass rate.

### Supervised Experiential Learning

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) requires a minimum of 1,000 hours of experiential learning. Alternate experiential learning is provided throughout the curriculum by way of case studies, simulation, and other course projects. Supervised experiential learning will be established prior to start date of course and in collaboration with the Office of Field Experience (OFE). Students are asked to identify their own supervised experiential learning sites. This information must be submitted to the Office of Field Experience based on their policy timeline. If sites are not able to be identified, the Office of Field Experience will assign student to currently established site. *When students complete supervised experiential learning hours, the preceptor and employer must not use the student to replace an employee.* If the student is employed at the facility, a workplace consent form will be required.

### Identifying an Experiential Learning Preceptor and Site

The Office of Field Experience has found it is best to begin searching for a preceptor and site placement at the early stages of the program. For this reason, as students begin their program, they will be contacted by OFE to discuss the on-site experiential learning hour requirements.

All sites and preceptors will need to be approved in advance of placement. OFE may be able to offer help with known and established sites. However, students are encouraged to reach out to preceptors in their area for possible availability. Students are responsible for maintaining contact with the OFE so that experiential learning placement and all the proper forms are completed in a timely manner.

Please refer to the appropriate program section and course descriptions below for additional information.

### **Time Commitment for Supervised Experiential Learning**

Students should plan ahead to meet the commitments of the supervised experiential learning requirements. Most sites are often limited to daytime and weekdays for providing practicum hours, so it may be necessary to adjust one's schedule accordingly. Students must complete all of their supervised experiential learning hours to the host agency even if they have successfully completed their logged clock hour commitment. They must discuss, and agree upon, their experiential learning start and end dates with their preceptor. It is important for students to confer with the preceptor on how they will be expected to provide closure to their assigned projects. It is important to note that failure to complete the required minimum hours within the timeframe of the practicum course, or failing to properly document completed hours for the practicum experience, will result in failure of the course.

The course curriculum is developed to be taken concurrently as the student is fulfilling their practicum hours. If the student experiences an extenuating circumstance that will require the early completion of hours, the student must receive program director permission before doing so.

### **Requirements for Site and Preceptor**

- Preceptors must have the education and experience needed to provide appropriate guidance for the supervised experiential learning. Preceptors must be licensed, as appropriate, to meet state and federal regulations, or credentialed, as needed, for the area in which they are supervising students.
- Preceptors must adhere to the Graduate Field Experience Manual.
- Preceptors must provide a safe environment for the student to gain experience.
- Preceptors must communicate expectations to the student.
- Preceptors should share educational expertise, tools, and references that will aid the student in role transition.
- Preceptors should provide time to mentor the student's learning by answering questions and reviewing progress on experiential learning work, etc.
- Preceptors must approve student submitted hours through Thunder Time preceptor website.
- Preceptors should objectively review and validate the student's competencies through intermittent observation and discussion.
- Preceptors must provide a copy of their professional credentials and resume/CV or Preceptor Qualification form.

### **Timeline of Securing an Experiential Learning Preceptor and Site**

**20 weeks prior to course start:**

- Read your field experience manual. (Students are required to follow the guidelines of the current manual)
- Begin looking for potential sites near your home.
- Consult local directories for different types of locations such as hospitals, soup kitchens, school districts etc.
- Complete resume and cover letter
- Contact GCU's career services for help with your resume, if needed: 602-639-6606 or careerservices@gcu.edu.
- Contact identified sites. Ask to speak with HR, the director, or intern coordinator.
- If necessary, interview with potential sites.
- Follow up with the Office of Field Experience if you have any questions.

**16 weeks – 12 weeks prior to course start:**

- Continue interviewing with sites, if necessary.
- Complete your required checklist documents listed below.
- Join a professional organization, Academy of Nutrition and Dietetics.

**8 weeks – 4 weeks prior to course start:**

- Submit any remaining items from the required documents into the Office of Field Experience through your student portal.
- Follow up with the Office of Field Experience if you have any questions.
- Obtain professional liability insurance that meets GCU's requirements (1 million/3 million dollars) – 1 month prior to start date.

**Affiliation Agreements**

The College of Science, Engineering, and Technology must have an agreement with the site prior to the student beginning field experiences. It is the student's responsibility to provide OFE their site's education coordinator information, so that the OFE can work directly with the facility to obtain the required paperwork. It is important to remember that the existence of this agreement does not guarantee placement availability, and that arrangements beyond the agreement must be implemented to enable student placement.

If a current agreement is not already in place, the legal contract will be sent directly to the preceptor's site from the OFE. Completing new site agreements can be a lengthy process and the Affiliation Agreement must be in place prior to the course start date. Students should allow at least four to six months for a new agreement to be finalized. Failure to provide site information accurately and entirely can slow this process and may prevent the student from beginning the field experience on time. Once an Affiliation Agreement has been finalized, students will be notified via email.

Some sites may have specific requirements for documentation for a placement. Students are to work with both the site and OFE to ensure all requirements are met (e.g., a hospital may require a background check different from the original background check and has the right to specify their own institutional requirements that are not within the control of the University).



## Evaluation of Supervised Experiential Learning Sites

- Students will complete and submit the Evaluation of Site form in Lopes Tracker within one week of completing their experience.
- The Program Director will review each evaluation and obtain more information as needed.
- Favorable evaluations will be shared immediately with preceptors, while constructive feedback will be discussed personally via email or phone with preceptor.
- The Program Director will use the data obtained from the student feedback to make decisions regarding the continued utilization of each site.

## Responsibilities of an Experiential Learning Student

The staff of the Office of Field Experience is available for consultation and can assist with most issues. Students' primary responsibilities include, but are not limited to:

- Comply with all reporting and documentation requirements.
- Maintain daily time logs using the appropriate record keeping process as outlined within the course.
- Complete the required hours for the courses, complete courses with a passing grade.
- ***If you are in danger of not accumulating the required hours or failing a practicum/internship course, contact the Office of Field Experience immediately to discuss your options. Failure to do so may result in you having to retake the course at your own expense.***
- Always conduct yourself in a professional manner. Experiential learning students must operate according to site guidelines, procedures, and supervision as well as the state and national boards of the profession. If a supervisor gives a directive that appears to conflict with the student's values or ethics, or creates a personal conflict, which cannot be resolved in ordinary communication with the supervisor, the student must immediately contact the Office of Field Experience.
- Arrive on time and work the scheduled times. It is best that the student and Preceptor agree to a set schedule, if possible.
- Discuss with your Preceptor the goals and/or skills you would like to attain.
- Be receptive to guidance and instruction from your Preceptor, that is, be attentive to feedback and suggestions from your Preceptor and follow through on such instructions promptly. It may be necessary to take notes during supervision to execute all instructions identified by your Preceptor.
- Inform your Preceptor of any difficulties you are having in the areas of completing paperwork or coordinating professionally with other staff.
- Students must provide their own, dependable transportation to the sites. GCU, in conjunction with these agencies, makes every attempt to minimize the distance that students travel to their field experience, but sometimes additional travel is unavoidable.

## Lopes Activity Tracker (LAT) Documentation Requirements

Lopes Activity Tracker (LAT) is an application especially designed for students and their record keeping needs. This application will be available to you in your student portal when you start an internship course.

- Record the number of hours you log each day you are at the site in LAT, so you are not dependent on recall.
- If a mistake is made on the logs, make the corrections prior to submitting the hours for approval

- Verify that your entries are accurate in LAT. Once your hours have been verified and approved, any changes will have to go through the approval process again.
- You are encouraged to download your hours as electronic files, for your own records.
- ALL hours must be approved by midnight on the last date of the field experience course. Failure to have hour approval could result in a non-passing grade.
- All hours must be completed on-site and under direct supervision. Time taken to complete assignments for the Practicum course does not count toward completion of the hours.
- All hours must be completed and signed off/approved by their preceptor no later than at mid-term and end of term. Faculty members will provide final validation of all practicum hours.
- Field Experience Counselors are available for questions and assistance with this program if needed.
- Students will not be able to log hours until they have been cleared by the OFE.

- All hours must be completed on-site and under direct supervision. Time taken to complete assignments for the Practicum course does not count toward completion of the hours.
- All hours must be completed and signed off/approved by their preceptor no later than at mid-term and end of term. Faculty members will provide final validation of all practicum hours.
- Field Experience Counselors are available for questions and assistance with this program if needed.
- Students are not to log hours until they have been cleared by the OFE.

### **Student Professional Dispositions**

One important aspect of the experience here at Grand Canyon University is the fulfillment of professional dispositions—ways of working, thinking, and interacting with others—in three areas: Professionalism, Work Ethic, and Communication Skills. In order to support student development and have clear expectations in these areas CSET lists the following key dispositions. When students fail to demonstrate these professional dispositions, they jeopardize their program or employment continuation. The ability to reflect on personal growth, strengths, and challenges is a central characteristic of effective people working in health care. These disposition statements do not replace the University Code of Conduct.

#### **Communication Skills**

- Demonstrate appropriate, professional, respectful verbal communication
- Demonstrate appropriate, professional respectful written communication
- Demonstrate a disposition toward inquiry and problem solving
- Work collaboratively with students, faculty, and professionals
- Demonstrate consistently positive attitudes toward learning and/or teaching
- Accept responsibility for decisions and actions
- Establish maintain mutually respectful interactions
- Demonstrates understanding of university/program organizational chart by communicating “need to know information” to individuals according to the chain of command

#### **Work Ethic**

- Demonstrate regular attendance
- Demonstrate punctuality
- Complete work in a timely manner
- Demonstrate organizational skills

- Know and observe all pertinent policies and procedures
- Demonstrate a disposition toward personal ownership of learning and professional development

### **Professionalism**

- Demonstrate a commitment to work with patients, their families, students, faculty, and staff in appropriate, professional, and respectful ways
- Demonstrate an awareness of community, state, national, and world contexts that have an impact on the profession and the learning process
- Treat everyone fairly, equitably, and respectfully
- Accept constructive criticism and adjusts performance accordingly
- Express and demonstrate interest in and enthusiasm for teaching/learning
- Adapt to new and diverse teaching/learning situations
- Adapt to differences among people including differences of SES, gender, age, ability, sexual orientation, race, ethnicity, religion, language, etc.
- Maintain confidentiality about all student, patient, faculty, and staff records unless disclosure serves a professionally compelling purpose or is required by law
- Demonstrate discretion when discussing colleagues, faculty, experiential learning sites, and personal information
- Respect the points of view of others
- Contribute meaningfully, appropriately, professionally, and respectfully to discussions by asking questions, giving opinions, and listening to others
- Project an appropriate professional appearance in professional settings
- Project an appropriate professional and respectful demeanor
- Be open to leadership and opportunities for growth
- Understand and practice professional ethical standards
- Recognize personal at risk behavior: Behavioral choice that increases risk where risk is not recognized, or is mistakenly believed to be justified
- Recognize personal reckless behavior: Behavioral choice to consciously disregard a substantial and unjustifiable risk
- Acts overall in a manner that furthers the interests of others (enlightened self-interest)
- Utilize social media responsibly, avoiding issues regarding privacy and confidentiality by not communicating information regarding field experiences or documents contained in a client record

### **Field Experience Documentation Checklist**

The following documentation is required and may be scanned and uploaded to one's student file or completed as an electronic document, via the student portal:

- Experiential Learning Site Information Form
- Acknowledgement of Field Experience Manual Guidelines
- Preceptor Resume
- Transportation/Travel Acknowledgement Form
- Proof of Liability Insurance
- Proof of Professional Membership in the Academy of Nutrition and Dietetics
- Workplace Consent Form (if applicable)

### **Insurance Requirements**

Students are **required** by Grand Canyon University to obtain individual liability insurance coverage prior to the beginning of on-site experiential learning. **All students are required to purchase and maintain**

**professional liability insurance before they can enter a class with face-to-face experiential learning- there are no exceptions to this policy.** The minimum coverage specified by GCU for its students is \$1,000,000 per claim and \$3,000,000 aggregate. **No student will be allowed to begin experiential learning without this coverage.** An insurance affidavit or confirmation of coverage must be submitted to the Office of Field Experience to include copies of pages specifying coverage limits, dates of coverage, and limits of liability. These documents are submitted through your student portal.

GCU requires affiliation with an association as part of the Nutrition and Dietetics programs. Membership in The Academy of Nutrition and Dietetics provides support and protection to students working in the field.

Medical insurance is the responsibility of the student. Some sites may require proof of medical insurance based on site requirements.

### **Transportation/Travel to Field Experience Sites**

Students must provide their own, dependable transportation to the sites. GCU, in conjunction with these agencies, makes every attempt to minimize the distance that students travel to their field experience, but sometimes additional travel is unavoidable. All students are required to show proof of current vehicle registration and insurance. Information will be kept on file by program director.

### **Injury/Illness**

During Supervised Experiential Learning rotations, should a student become ill or injured, the student must notify the agency supervisor and Program Director immediately. The student must also obtain documentation for the injury or illness by visiting the health center or healthcare provider. The student must arrange with the agency supervisor how and when to make up missed hours and activities. Make-up opportunities for missed classes due to illness or injury are at the discretion of each instructor and their course policies. If sick leave becomes excessive or is patterned during the supervised experiential learning portion of the program, the student will be counseled by the Program Director and subject to dismissal from the program if warranted.

### **Course Requirements and Experiential Learning**

Experiential learning courses have a classroom component in addition to gaining hours on-site. Students will have participation and assignment requirements. Failure to meet minimum hour requirements for each course will result in a non-passing grade, which will require the repeating of the course. Hours earned during a course that earns a non-passing grade will not be counted towards requirement. Only hours accrued during the start and end date of the course can be counted towards the hour requirement. Incompletes only apply if the student is physically unable to access the site. Experiential learning students, to ensure their full understanding of the experience, must speak the primary language of the facility they choose to complete their hours.

#### NSC 595: Applied Medical Nutrition Therapy

This course applies the fundamentals of medical nutrition therapy, based on physiological and metabolic status, to the clinical patient population. It integrates knowledge of a variety of pathophysiological condition with applied medical nutrition therapy to complete hands-on practice and implementation. Students are required to complete 200 hours of in-person experiential learning at their medical nutrition therapy site.

### NSC 600: Food and Nutrition Management

This course provides an overview of standardized methods of quantity food preparation, menu planning, and management practices in food and nutrition. It provides students with the opportunity to apply didactic skills and knowledge into practice through experiential learning opportunity. Students are required to complete 150 hours of in-person experiential learning at their food and nutrition management site.

### NSC 650: Community Nutrition and Advocacy

This course assesses the nutritional status of communities and populations. It identifies the nutrition professional's role in community-based nutrition intervention, development, and delivery of nutrition related policies, understanding of cultural competence, and effective advocacy skills. Students apply foundational knowledge to complete hands-on practice and implementation. Students are required to complete 100 hours of in-person experiential learning at their community nutrition site.

### NSC 695: Capstone in Nutrition and Dietetics

This course requires students to build on the foundation of knowledge learned in the graduate program and apply evidence-based practice through hands on experiential learning opportunities in a specified area of nutrition and dietetics. Students complete experiential learning hours to give them the hands-on experience they need to successfully enter the nutrition profession. Students are required to complete 250 hours of in-person experiential learning at their capstone site in conjunction with this course.

## **Student Learning and Evaluations**

The curriculum within the MS Nutrition and Dietetics program at GCU is guided by a Competency Based Education Model. This model emphasizes learner-centered teaching. Students will be expected to complete online modules that may include worksheets, readings, video interaction, case studies, and exams to gain foundational knowledge in the course topic. Students will engage with their peers through activities in which students are expected to apply what they have learned in modules to group activities.

Formal evaluation of students occurs at pre-determined times throughout the supervised experiential learning using forms available in GCU's Learning Management System. Evaluations include both assessments of the student's progress as well as assessments of the student's knowledge and performance in supervised experiential learning. Preceptors completing the evaluation do so within GCU's Learning Management System and review with the student prior to submitting to the program director. Students can expect to receive formal evaluations in the following formats:

- Written evaluations from preceptors
- Assignment Rubrics
- Preceptor reviewed assignments, such as case studies. Many opportunities exist for informal feedback about performance. These should be viewed as opportunities to gain insight and adjust performance. Examples of informal evaluation include, but are not limited to, daily feedback and discussions with preceptors and instructors on skill development, clinical documentation, presentations and projects.

In experiential learning, a pre-conference will occur prior to the start of the supervised experiential learning experience. This meeting is intended for the student and preceptor to review course and

student-specific learning objectives as well as the roles, responsibilities, and expectations of student and preceptor during this clinical experience. The preceptor and student will attest to meeting by signing the Preceptor-Faculty-Student Conferences and Evaluations form and submitting to the classroom in the first week for OFE approval of the proposed experiences.

The evaluations are electronic and stored in GCU's Learning Management System. The course faculty will send the evaluation to the preceptor and input evaluation data electronically with input from preceptor on student performance. The final evaluation will be completed by the preceptor and reviewed with the student.

The valuable feedback/input given by the preceptors on the students' performance will then receive a final review and evaluation by the faculty. The student and preceptor will attest to reviewing these evaluations together by again signing the Preceptor-Faculty-Student Conferences and Evaluations form and submitting to the classroom both mid-course and in the final week.

Any student who scores below "acceptable" on rubrics tied to competencies at mid-term will meet with the Program Director to complete a remediation form and plan. GCU has an Early Alert process in place that requires course instructors to submit Early Alert's for Academic Concerns or Academically at Risk.

At the end of clinical/practicum, students will submit an evaluation of the site supervisor, preceptor and site that is reviewed by the faculty. All evaluations that have any "below expectations" will be sent to the Program Director for review and further investigation.

### **Academic Advising & Student Success**

Students enrolled in the MS in Nutrition and Dietetics program will be advised by Program Director, Office of Field Experience Counselor, and Student Services Counselor.

### **Distance Learning and Academic Engagement**

An online week for graduate students is Thursday through Wednesday. Grand Canyon University requires all students enrolled in an online course to attend every week. Attendance is marked each day in which a student participates in activity in the online classroom. If a student is out of attendance for more than fourteen (14) consecutive days, the University will process a withdrawal based on the last day of attendance.

"Class Participation Participating in classroom discussion is paramount to the learning experience. Participating in the weekly discussions allows students and instructors to share experiences, investigate complicated subject matter, share expertise, and examine the content from new perspectives. The qualitative participation requirements are:

- Follow-up responses to classmates' initial answers or responses that integrate course theories with a practical application of the subject, offering a personal observation or experience, or referencing real-world examples, current events, or presenting current research on the topic.
- Classroom interaction demonstrating deeper or broader thoughts beyond rephrasing what the textbook has presented on the topic.
- Responses encouraging further discussion and ongoing dialogue with other students and the instructor in the class.

- Asking additional, relevant questions about the week's topic.
- Communications that are presented in a professional and supportive manner, and with respectful tone.

Online Classrooms (Undergraduate and Graduate) Participation can be earned only by posting substantive, quality messages to fellow classmates and the instructor in the main forum of the classroom. Specific courses may have alternative participation requirements. Students are encouraged to consult with the faculty member prior to the course start.

### **Program Retention & Remediation Procedures**

The College of Science, Engineering, and Technology may take disciplinary action against candidates who demonstrate insufficient performance, inappropriate dispositions, conduct unbecoming, or are terminated by an experiential learning site. The College of Science, Engineering, and Technology Professional Practice Committee reviews all documentation and makes a determination as to whether the alleged violation or deficiency has been substantiated and which college-level penalties may apply. If candidates do not comply with remediation plans and/or sanctions, they may be terminated from their site, complete a corrective action plan and/or may have to undergo the Code of Conduct process for failure to comply with a college directive. See link here for more information:

<https://www.gcu.edu/academics/academic-policies.php#h-university-policy-handbook>

### **Disciplinary & Termination Procedures**

Graduate students must maintain good academic standing in order to be eligible to continue or return to the University. Students are placed on warning if their enrollment cumulative GPA drops below 3.0 or if they have not earned at least 67% of the cumulative credit hours attempted. The warning status will be removed when the minimum enrollment cumulative GPA specified above is regained, and/or student earns 67% of the credit hours attempted. If a student fails to meet the minimum GPA or is not earning at least 67% of attempted credit hours in the subsequent interval, the student will be placed on suspension. If a student is under suspension, they will be required to set up a remedial instruction contract with the program director. If the contract is violated, they will be terminated from the program. If a student is terminated, the student will have a meeting with the Program Director and Student Success Counselor to be counseled into career paths that are appropriate to his/her ability.

Additional information about the disciplinary and termination policies set by the graduate college can be found here: <https://www.gcu.edu/academics/academic-policies.php#h-university-policy-handbook>

### **Grievances**

Most student complaints can be resolved on an informal basis with the instructor or preceptor. Students who believe they are victims of unfair policies or practices should follow the chain of command as necessary without fear of retaliation. Students with concerns regarding the classroom should appropriately and professionally address their faculty. If intervention is needed beyond the faculty, students should address to their Student Services Counselor (SSC). Finally, if the issue needs further

attention, the SSC will notify the Program Director. Further concerns should be taken to the Assistant/Associate Dean.

The program will maintain a record of student complaints for a period of seven years. For program noncompliance issues as well as grievances that cannot be resolved at the university level, Grand Canyon University is a SARA participating institution. The Arizona SARA Council has jurisdiction over Arizona SARA-approved institutions in relation to non-instructional complaints. Instructional complaints, such as grade grievances, are not reviewed by the Council and should not be submitted for review. Distance education students who reside in SARA states (see list of SARA states at [www.nc-sara.org](http://www.nc-sara.org)), may file a non-instructional complaint with the Arizona SARA council. However, non-instructional complaints may only be filed with SARA after student's have first utilized GCU's appeals process and the Arizona State Board for Private Postsecondary Education's complaint process. Non-instructional complaints may be submitted to AZ-SARA via <http://azsara.arizona.edu/complaint-process>.

Concerns regarding non-compliance with accreditation can be reported in written format to the Accreditation Council for Education in Nutrition and Dietetics (ACEND):

Accreditation Council for Education in Nutrition and Dietetics  
120 South Riverside Plaza  
Suite 2190  
Chicago, IL 60606-6995  
800/877-1600, ext. 5400  
312/899-0040  
Fax: 312/899-4817  
[acend@eatright.org](mailto:acend@eatright.org)

### **Drug Testing and Criminal Background Check**

Students may be required to complete drug testing and a criminal background check prior to the start of supervised experiential learning, as requested by the agency. The student will be responsible for all associated fees. If the student fails the drug test or criminal background check, the student will be unable to complete supervised experiential learning at that agency and will need to work with the MPH-Nutrition Coordinator to find an alternative placement.

### **Program Cost**

The cost for online graduate courses is \$557/credit.

Estimated additional costs to students may include:

Liability Insurance	\$35 (approximate)
Academy of Nutrition and Dietetics Membership	\$68
Laptop Computer	\$500-1000
Drug Testing and Background Check	\$100 (approximate)
CPR and First Aid Training	\$110 (approximate)
ServSafe Certification	\$150 (approximate)



## **Withdrawal**

The university withdrawal policy can be found here: <https://www.gcu.edu/academics/academic-policies.php#h-university-policy-handbook>

As stated in the policy, graduate students will be asked to identify the reason for withdrawing from the University. Students are required to meet with their Student Services Counselor, and Program Director prior to withdrawal.

## **Refund of Tuition and Fees**

The university tuition refund policy can be found here:

<https://www.gcu.edu/academics/academic-policies.php#h-university-policy-handbook>

As stated in the policy, Students who drop/withdraw from a course/all courses are eligible for the following refund:

Before Week 1..... 100% tuition refund

During Week 1 ..... 75% tuition refund

During or after Week 2.....No refund

## **Statement of Non-Discrimination**

Grand Canyon University does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, gender identity or any legally protected status. Title IX regulations require non-discrimination on the basis of sex or gender, which includes unlawful discrimination based on pregnancy and/or disability discrimination based upon complications related to pregnancy. As a religious institution, Grand Canyon University expressly reserves its rights, its understandings of, and its commitments to Christian principles, and reserves the legal right to hire and employ individuals who support the values of the University. Inquiries concerning the application of Title IX discrimination or the application of Title IX harassment policies may be submitted to the Title IX coordinator and/or to the Office of Civil Rights for the United States Department of Education:

Title IX Coordinator

Shanna Milonas

Assistant Vice President, Academic Affairs

3300 W Camelback Rd

Phoenix, AZ 85017

(602) 639-6389

[TitleIX@gcu.edu](mailto:TitleIX@gcu.edu)

U.S. Department of Education

Office for Civil Rights

Effective 5/4/2020

Lyndon Baines Johnson, Department of Education Building

400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: 800-421-3481

FAX: 202-453-6012; TDD: 800-877-8339

[OCR@ed.gov](mailto:OCR@ed.gov)

### **Student Files**

Student files will be kept on a password-protected computer, within secure management software systems, and in locked filing cabinets. Students will have access to their own student files upon request. Grand Canyon University annually informs students of the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Academic Records.

### **Access to Student Files**

Students and former students have the right to inspect and review their education records within 45 days from making such a request through the Office of the Registrar. The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of a student's educational record. FERPA grants adult students (18 and older) the following rights:

- The right to inspect and review their educational records
- The right to seek the amendment of their educational records
- The right to consent to the disclosure of their educational records
- The right to obtain a copy of their school's Student Records Policy
- The right to file a complaint with the FERPA Office in Washington, D.C. - Family Policy Compliance Office. U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Students will be required to show proof of identify before receiving access to files. Processes are in place to verify student entry into courses with password protection.

### **Online Student Security**

GCU seeks to protect its integrity so there remains high regard and value of the degree's students earn. Online students must meet guidelines of the Username and Password Policy outlined in the University Handbook of Policies. Initial username and password is developed during the application process, where students must provide a personal phone number or email address. Set up and verification of username and password is completed using a two-step verification process to verify personal identify. As student's progress through application, discrepancies in information may lead to verification through the Office of Financial Aid (OFA) or through Internal Review. University policy prohibits sharing login and passwords. If breached, prospective students are submitted to Internal Review. Current students are submitted to Academic Compliance with possible sanctions from warnings to potential expulsion.

### **Student Support Services**

GCU provides many academic support services to its students to foster achievement of program outcomes and ensure student success throughout their program lifecycle. Academic support services include:

University Counselors (UC) provide prospective students information about programs during the enrollment process including providing students with information about the admission requirements, program requirements, course schedule, cost of attendance, etc.

Student Services Counselors (SSC) provide students on-going academic and financial guidance from the students' first semester through graduation. Students are required to meet with their SSCs at least once per semester.

Field Experience Counselors (FEC) provides support to students to assist with securing an approved clinical site and provide operational support to meet the educational requirements for the field experience within the program.

Learning Management System (LMS) - Halo allows students and faculty to access course content in an asynchronous format, submit assignments, as well as to conduct discussions via discussion question posts. Via 24-hour access to the LMS, students have access to faculty beyond scheduled office hours or class time, as faculty members are expected to return all student inquiries within 24-48 hours.

LEADs - Learning Advocates provide individual tutoring to students as requested.

Explore More Sessions are specific presentations by faculty on identified areas of interest.

Academic and Career Excellence Centers provide employer networking opportunities, employment opportunities (on and offcampus), coaching on interviewing skills, resume review, hosting career fairs, and self-assessment tools.

GCU's Library provides an extensive database that includes both eBooks and physical books. The library offers more than 195,000 eBook titles, 37,000 titles within the physical Library, over 160 databases covering all subjects, and over 108,000 online full-text periodicals, including journals, magazines, conference paper series, and newspapers. Any material not owned in the GCU Library can be ordered via Interlibrary Loan, a free service to students, faculty, and staff. Students, faculty, and staff can ask the Library for on-demand research assistance via phone, email, chat, or in-person. Librarians can help with personalized assistance with creating effective search strategies for research topics, basic database navigation, using the resource tools, including RefWorks & EndNote Web, personalized database accounts, RSS feeds, search alerts, APA formatting, persistent links, and more. This service is offered between 12 and 15 hours each day. For more information, visit <https://library.gcu.edu/>

Math Center assists students to better understand assignment requirements, reviews foundational math concepts needed for projects with students, and guides students to improve their overall problem-solving skills.

Technical Support is available a minimum of 17 hours a day to assist students with accessing LoudCloud LMS, accessing ebooks, account and password support, and issues with hardware or software. More information can be found at <https://support.gcu.edu/hc/en-us#>.

Financial Aid Support All degree-seeking students are eligible to apply for federal aid by submitting the Free Application for Federal Student Aid (FAFSA) form. Information can be accessed at this website: <https://www.gcu.edu/tuition-and-financial-aid>

Health Services is available to students, staff, and faculty by providing top-quality healthcare services. Board-certified nurse practitioners see patients and provide care to the GCU campus community by offering health services such as performing physicals, treating illnesses and delivering holistic, individualized care to all of our campus students and staff.