Graduate Student Handbook

Master of Science in Nutrition

Idaho State University
College of Health Professions
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Welcome from the Faculty and Staff

Dear Student,

Congratulations on being accepted into the Idaho State University (ISU) Master of Science (MS) in Nutrition program. The Dietetic Programs faculty and staff extend a warm welcome to you and wish you success in your academic career.

The faculty and staff are eager to play our part in your education. If you have not already done so, please set up an appointment with your faculty advisor to review your goals before signing up for coursework.

This student handbook provides a wealth of specific program information, as well as policies and procedures. Please read the handbook thoroughly. After reading it, sign the statement on the last page of the handbook indicating that you have read it and you will be responsible for knowing and understanding the content as well as applying and following the policies and expectations. Lastly, email the signed Signature Page to the Director of Dietetic Programs—it will be placed in your student file that is maintained in the Dietetic Programs office in Meridian.

Please also take some time to review the ISU Student Handbook, Academic Integrity Policy, and Academy of Nutrition and Dietetics Ethics Policy.

On behalf of all of the faculty and staff of the Dietetic Programs, thank you for choosing ISU’s MS in Nutrition program as the route to help you advance professional and personal goals.

Sincerely,

Barbara Gordon, MBA, RDN, LD
Director, Dietetic Programs / Clinical Assistant Professor
ISU Meridian 823
(208) 373-1904
gordbarb@isu.edu

We want to make this Handbook as helpful as possible for students. Please let us know your feedback on this Handbook:

- Are there parts that are unclear?
- Did you find a typo?
- Is there information that is missing?

Send an email to Barbara Gordon, MBA, RDN, LD, with your feedback: gordbarb@isu.edu

Thanks!
About Idaho State University

IDAHO STATE UNIVERSITY MISSION STATEMENT

- Advance scholarly and creative endeavors through the creation of new knowledge, cutting-edge research, innovative artistic pursuits and high-quality academic instruction
- Enhance technical, undergraduate, graduate, and professional education, health care, and other services provided to the people of Idaho, the Nation, and the World
- Develop citizens who will learn from the past, think critically about the present, and provide leadership to enrich the future in a diverse, global society

Idaho State University, a Carnegie-classified doctoral research and teaching institution founded in 1901, attracts students from around the world. ISU delivers state-wide comprehensive academic programming, professional continuing education, basic and applied research, and specialized public service in the health sciences. The university is accredited by the Northwest Association of Schools and Colleges.

ISU serves as Idaho’s lead institution for health disciplines and related biological and physical sciences. The Kasiska Division of Health Sciences (KDHS) is home for the vast majority of the health programs offered at ISU. The Division educates caring and competent professionals across all dimensions of health and promotes collaborative research and practice in the health sciences.

Four colleges comprise the KDHS: College of Health Professions (CHP), College of Nursing, College of Pharmacy, and College of Rehabilitation and Communication Sciences. The Master of Science in Nutrition is offered by Dietetic Programs, which is housed within ISU’s CHP.

Campuses

ISU combines exceptional academics amidst the grand natural beauty of the West. The University is at the heart of an outdoor-lover’s paradise and a short drive to some of America’s greatest natural wonders and exciting outdoor recreation opportunities.

More than 12,000 students attend ISU, receiving education and training in those programs. At the main campus in Pocatello, and at locations in Meridian, Idaho Falls and Twin Falls, ISU offers access to high-quality education in more than 250 health programs. Leveraging a robust distance learning program, ISU’s College of Pharmacy also offers program in partnership with the University of Alaska.

Equal Opportunity Statement

ISU subscribes to the principles and laws of the State of Idaho and federal government, including applicable executive orders pertaining to civil rights, and all rights, privileges, and activities of the institution are made available without regard to race, creed, color, sex, age, disability, or national origin. The university is an Equal Opportunity and Affirmative Action employer.

Evidence of practices which are not consistent with such policy should be reported to the Office of the President of the University.
Program Overview

The MS in Nutrition is designed primarily for practicing RDNs interested in the overlap of nutrition and public health. This degree provides the knowledge and skills needed to further RDNs’ passion to improve the lives of others by promoting evidence-based nutrition interventions.

The program prepares graduates with advanced knowledge and skills to:

- Help individuals make behavioral changes to improve their health outcomes
- Spur systemic behavioral changes at the community and population levels
- Address major public health issues across the life span, including but not limited to, obesity, diabetes, and other chronic diseases

The master’s coursework is offered in a hybrid model. Classes are 100% online. Some require students to go to a distance learning classroom; others offer remote access via video conferencing software. In addition, some classes are self-directed, requiring students to work autonomously. Class work employs a variety of learning strategies, including case studies, oral presentations, research projects, exams, and other modalities.

Culminating activities include:

- **Capstone Project**: A scholarly activity, requiring students to write, present and defend their project that may include a range of activities such as:
  - Grant writing and submission.
  - Analysis of a current data set and preparation of a manuscript.
  - Development and execution of a small research study leading to submission of a poster abstract as determined appropriate by the advising faculty member and student.

- **Optional Thesis**: Students may choose to do a thesis in place of the Capstone Project.

Mission

The mission of ISU’s MS in Nutrition is to equip RDNs with the advanced knowledge required to meet professional standards and better leverage the emerging paradigm shift that focuses on patient outcomes and accountable care funding models.

Program Goals

Goal 1: Enhance graduates’ analysis and evaluation of research as it pertains to nutrition for the maintenance of health and prevention in the treatment of disease

Goal 2: Advance nutrition knowledge to formulate appropriate nutrition interventions for specific target populations to address current and emerging public health issues

Goal 3: Graduate students will engage in the use of behavior change theories to improve health outcomes

Admission Requirements

**NOTE: The combined MS in Nutrition / Dietetic Internship admission process is different, please refer to the Dietetic Programs’ website for details on that track.**

To apply for the MS in Nutrition, you must first apply to the ISU Graduate School. On the application, please indicate your program as the Master of Science in Nutrition. Once the application is complete and you meet the requirements for graduate studies at ISU, your application will be forwarded to Dietetic Programs for review and the final admission decision.
The MS in Nutrition employs a rolling admissions process. Thus, students may start either fall, spring or summer semester. Please note the specific admission dates provided by the graduate school for each of these semesters, as well as for international students.

In addition to meeting the general requirements for the ISU Graduate School, admission requirements for the MS in Nutrition, include:

- BS in Dietetics, Food and Nutrition, Consumer and Family Sciences, or other related discipline from a college or university regionally accredited in the United States or its equivalent from a school in another country
- Resume or CV
- GPA: Minimum cumulative of 3.0 (based on 4.0 scale)
- GRE test results: 40th Percentile on at least one area of the GRE
- Three (3) letters of recommendation from individuals who are familiar with your academic or employment performance
- Personal statement on why you want to pursue this MS degree

Financial Aid and Scholarship Information

Graduate students may be eligible for financial aid and scholarships. ISU also participates in the Western Regional Graduate Program (WRGP). Graduate students from several western states are thus eligible to apply for the WRGP. There are also non-resident tuition waivers that are awarded to students on a competitive basis.

Call the financial aid office at (208) 282-2756 or the scholarships office at (208) 282-3315 for more information.
Degree Plan and Schedule

The MS Nutrition is a 30-credit program; eight (8) of those credits are approved electives based on your area of emphasis in dietetics practice. You may complete this flexible program as either a part-time or full-time student. Depending on your pace, it may take you between three semesters to three years to complete the program.

The ISU MS Nutrition follows the ISU academic calendar for class dates and times, final schedules, course registration schedules, vacation breaks, and holidays.

<table>
<thead>
<tr>
<th>Master of Science in Nutrition (Public Health Emphasis)</th>
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<tbody>
<tr>
<td>COURSE NUMBER</td>
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<tr>
<td>----------------</td>
</tr>
<tr>
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Possible Electives

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>DHS 5502</td>
<td>Survey of Aging Issues</td>
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<tr>
<td>DHS 5503</td>
<td>Interprofessional Systems in Geriatric Management</td>
<td>3</td>
</tr>
<tr>
<td>DHS 5504</td>
<td>Geriatric Interprofessional Collaborative Practicum Internship</td>
<td>3</td>
</tr>
<tr>
<td>HE 6623</td>
<td>Curriculum and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>HE 6639</td>
<td>Teaching Strategies in Health</td>
<td>3</td>
</tr>
<tr>
<td>MPH 6601</td>
<td>Applications in Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>MPH 6604</td>
<td>Social and Cultural Perspectives in Public Health</td>
<td>3</td>
</tr>
<tr>
<td>MPH 6605</td>
<td>Leadership Policy and Administration</td>
<td>3</td>
</tr>
<tr>
<td>MPH 6606</td>
<td>Environmental and Occupational Health</td>
<td>3*</td>
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<tr>
<td>NTD 5539</td>
<td>Sports Nutrition</td>
<td>3*</td>
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<tr>
<td>NTD 5557</td>
<td>Experimental Foods</td>
<td>3*</td>
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<td>NTD 5561</td>
<td>Nutritional Biochemistry I</td>
<td>3*</td>
</tr>
<tr>
<td>NTD 5585</td>
<td>Nutritional Biochemistry II</td>
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</tr>
<tr>
<td>NTD 6651</td>
<td>Thesis**</td>
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* Courses cannot be taken for graduate credit if the student has previously taken it at the undergraduate level.
** Students who opt for a thesis project, may find it beneficial to increase the thesis credits and decrease the elective courses. Please discuss this option with your faculty advisor.
Rotation of Courses

Fall 2019

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Research, Writing and Grantsmanship</td>
<td>MPH/HE 6640</td>
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</tr>
<tr>
<td>Nutritional Epidemiology</td>
<td>NTD 6620</td>
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<tr>
<td>Health Behavior Change Theory and Application</td>
<td>MPH 6660</td>
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<td>Approved Electives</td>
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Spring 2020

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Health Program Planning and Evaluation</td>
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</tr>
<tr>
<td>Maternal, Infant, and Child Nutrition</td>
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<tr>
<td>Approved Electives</td>
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Summer 2020

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<tr>
<th>Course</th>
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<td>Nutrition and Aging</td>
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<tr>
<td>Capstone Project (or Thesis)</td>
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<tr>
<td>Approved Electives</td>
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Fall 2020

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<tr>
<th>Course</th>
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<td>Current Topics in Nutrition</td>
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<td>1</td>
</tr>
<tr>
<td>Capstone Project (or Thesis)</td>
<td>NTD 6622</td>
<td>3</td>
</tr>
<tr>
<td>Approved Electives</td>
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A range of electives are available from across the University, allowing the student to leverage specialties in health sciences, health education, public health, and nutrition science.

Waiver and/or transfer credits may be awarded for the electives (maximum 8 credits), but not core courses. Advisor approval is required. Follow the graduate school policy and use the graduate school’s form for transfer credit requests.

Capstone Project / Thesis

To meet graduation requirements, all MS in Nutrition students must complete a Capstone Project or Thesis. Before starting this work, students must meet with their advisor to review their proposed project and projected timeline for completion.

There are two parts to the Capstone Project/Thesis:

- Development of a written paper
- Oral presentation

The ISU “Master of Science in Nutrition Capstone Project / Thesis Handbook” provides detailed instructions about completing a project or thesis. It is available on the Dietetic Programs webpage.

Also of note, before any data collection can occur, permission must be obtained through the ISU Human Subjects Committee. Submissions to the Human Subjects Committee must be completed using the form available from the HSC Web Site.
Program of Study and Checklist

The program of study is your individual plan for completing the MS in Nutrition. When you meet with your faculty advisor at the beginning of your first semester, you’ll sketch out an initial plan. Sometimes a program of study changes as a student advances through the program; that is not atypical. Meet with your advisor to review those shifts in your plan. A final program of study form must be completed the semester prior to graduation.

College of Health Professions

<table>
<thead>
<tr>
<th>MS IN NUTRITION PROGRAM OF STUDY</th>
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<tr>
<td>Student Name</td>
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Initial Meeting with Faculty Advisor

- First month of first semester
- Discuss goals; review program of study form and rotation of courses
- Sketch out program of study and submit to Faculty Advisor
- Discuss with the Faculty Advisor potential Research Advisor(s)

Date of Meeting  Faculty Signature

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Proposed Schedule for Completion of Core Courses and Electives

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SCHOOL</th>
<th>SEMESTER/YEAR</th>
<th>CREDITS</th>
<th>GRADE</th>
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<td>Elective #3</td>
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TOTAL CREDIT HOURS / CUMMULATIVE GRADE POINT AVERAGE
### Select and Submit Topic for Capstone Project / Thesis*

**CAPSTONE PROJECT / THESIS**

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<thead>
<tr>
<th>Task</th>
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<th>Faculty Advisor Signature</th>
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<tr>
<td>Select and submit topic:</td>
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<tr>
<td>• Deadline depends on topic and methods</td>
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<tr>
<td>• Plan on at least 1 semester to complete</td>
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<td>Conduct initial meeting:</td>
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<td>• Prior to data collection</td>
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<td></td>
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<tr>
<td>• Submit proposed timeline</td>
<td></td>
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<tr>
<td>Complete Capstone Project / Thesis:</td>
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<tr>
<td>• At least two weeks prior to oral defense</td>
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<td>Schedule oral defense:</td>
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<td>• No later than two weeks prior to proposed graduation date</td>
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*See MS Nutrition Capstone Project/Thesis Handbook

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**Submit Final Program of Study:** Must be filed the semester prior to graduating semester

<table>
<thead>
<tr>
<th>Date Received</th>
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### Submit Final Program of Study:

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<tr>
<th>Dean, College of Health Prof</th>
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<th>Dean, Graduate School</th>
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</table>
Graduation

Students must apply for graduation through the ISU Graduate School. **Applications are due within two weeks of the beginning of the final semester or June 15th for summer graduation.**

In addition, students must pay an Application for Graduation Diploma Fee prior to the end of their final semester. Students should contact the ISU Graduate School for more detailed information:

Graduate School: 921 S. 8th Ave, Mail Stop 8075
                    Pocatello, ID 83209-8075
Phone: (208) 282-2150
Website: www.isu.edu/graduate

ISU Graduate School Policies

ISU Graduate School policies and procedures apply to all students enrolled in the MS in Nutrition program. Policies of note are detailed below; a comprehensive list is available on the ISU Graduate School website.

Grading

All students must maintain a satisfactory record of scholarship. A 3.0 grade point average (GPA) for the courses listed on the Program of Study is required for any graduate degree or certification at Idaho State University. A grade of C+ or lower is essentially failing at the graduate level. However, the department may accept a C+ grade in one or two courses as long as the minimum overall 3.0 GPA is maintained. Receiving grades of C+ or lower may result in dismissal from the program.

Continuing Registration for Graduate Students

Graduate students who have registered for one or more credits of capstone project or master's thesis must be registered for at least one graduate credit during subsequent semesters, including each summer semester, until they have completed their degrees.

Students who, for compelling reasons, wish to interrupt their work on capstone projects or theses may request, in writing, a leave of absence from the Graduate School.

Graduate students who fail to meet the continuing registration requirement will be judged to have dropped out of their program and will no longer enjoy access to university resources, including the library and computer facilities. In order to regain access to university resources, students must reapply to the ISU Graduate School and be readmitted. A corollary of this requirement is that a graduate student must be registered for at least one graduate credit in order to be processed for graduation. Any student who registers for the required credit and then subsequently drops the credit will be considered in violation of this policy.

Restricted Registration

Any graduate student receiving a grade of C+ or below in two graduate courses on his or her program of study, or whose GPA falls below 3.0, will automatically be blocked from registering for additional courses. For the block to be removed, the student’s department or college/division must communicate to the Graduate School in writing its wish to allow the student to continue in the program.
Withdrawal Procedures

Students may withdraw from a class or from the University. All students are encouraged to contact the Financial Aid Office before withdrawing.

- To initiate a withdrawal from a class, a student must obtain a drop/add card from the Office of Registration and Records.

- To withdraw from the University, the student must obtain a withdrawal permit from the Office of Registration and Records and obtain all appropriate signatures.

When students enrolled in for-credit classes withdraw from ISU or make schedule changes that reduce their total fee obligation, refunds are made on the following basis. General University fees paid without use of a fee reduction program:

- Refunds are calculated and authorized by the Office of Financial Services. The drop/withdrawal date is the actual date the drop or withdrawal form is received by an authorized University office or automated system.

- Refunds of registration charges for full-time fees, part-time credit hour fees, non-resident tuition, professional program fees, and departmental fees are calculated on the total amount of fees paid, using the first official day of the University semester or session as the starting date.
Student Code of Conduct and Ethics

Graduate students are expected to assume responsibility for their own behavior at all times. Please refer to Idaho State University Student Handbook, Student Code of Conduct, and Academic Dishonesty Policy. In addition, RDNs in the MS in Nutrition program are expected to comply with the Academy of Nutrition and Dietetics Code of Ethics.

ISU Student Handbook

The ISU Student Handbook has lots of helpful information. Budget time to review this university-wide student handbook, learn how to be a successful student at Idaho State, and familiarize yourself with ISU Policies and Procedures.

ISU Student Code of Conduct

The Student Conduct Code articulates behavioral standards and procedural guidelines designed to empower ISU community members to live, work, study, recreate, and pursue their goals in a safe, secure, and inclusive environment. Adherence to and enforcement of the Code promote student accountability, community integrity, and mission fidelity.

Academic Integrity

Academic integrity is expected of all individuals in academia. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable. Academic dishonesty includes, but is not limited to cheating and plagiarism. This ISU academic policy applies to all forms of University educational activities, including but not limited to, classroom, lab, and online formats. Students should not assume that any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course syllabus.

Confidentiality

The Health Insurance Portability and Accountability Act (HIPAA) was passed in 1999. ISU is committed to protecting the confidentiality of protected health information and in complying with Federal and State regulations regarding protected health information. Violations of HIPAA policy will result in disciplinary action and may include dismissal from the program.

Students are also expected to respect the confidentiality of faculty, peers, and any other individuals they come in contact with via this academic program. For example, ease dropping on conversations and passing along information gleaned from over hearing that conversation will not be tolerated. Spreading gossip about the personal and private affairs of faculty, fellow students, preceptors and others in the ISU community may result in sanctions.

Social Media

This information comes from the Kasiska Division of Health Sciences (KDHS) Social Media Guidance Document. For the most current version, please access this document on the KDHS website.

This following is intended to assist Kasiska Division of Health Sciences (KDHS) students in using electronic media in a manner that maintains appropriate boundaries and professionalism. While the intent is only to address use of social media associated with University related activities, the line between personal postings on social media and as an employee or student at ISU is easily blurred. Professionalism dictates that one is always cognizant of the potential impact of one’s activities on one’s own reputation and that
of the KDHS and ISU. The ability of ISU students to completely separate themselves from the institution is limited. Use of social media can expose an individual to personal legal liability and the University to legal action from third parties.

There are Legal Responsibilities Associated with Postings

Care should be taken not to infringe upon copyright laws or intellectual property laws. When posting materials owned by others, one should request permission from publishers, content creators or owners of the material prior to posting. Where the original publisher has included on its website a button permitting one to publish a link to the content on a social media site, it is safe to presume that the publisher has given permission to do so. Otherwise, take care not to violate copyrights. Do not copy and post entire articles. Use only small portions, and give proper attribution. Be aware that it can be extremely difficult and time-consuming to identify the copyright owners and obtain permissions, especially for music and video content. Music and video content that is posted on a social media site is likely to be taken down on request of the copyright owner. If it is posted on a private website, the owner could face a copyright infringement lawsuit and significant liability for monetary damages.

Smart Users of Social Media Understand Two Essential Assumptions

Anything that is posted is public, regardless of privacy settings; and everything that is posted can be retrieved forever. Nothing is ever really deleted. KDHS students are personally responsible for the content they post on social media venues. Given that reality, the following guidelines should be kept in mind for social media postings:

- Use care in the language one uses in postings so as not to put oneself in a position to be accused of libel, defamation of character or other legal violations. Language used should avoid abusive, insulting, attacking or threatening messages toward others.
- Never post information, images, videos, etc. about a person other than oneself without his/her specific permission.
- As nothing that is posted on the Internet is truly private, post only content that one is comfortable in sharing with the general public, including current and future employers.
- If you note a breach of confidentiality or privacy in postings that you have access to, you are obligated to report them to the appropriate authorities.
- Anything that exists on a server is there forever and can be reconstructed later, even after deletion. A photograph can always be recovered and may be discoverable in a court of law.
- Information and data presented should be accurate.
- Family Education Rights and Privacy Act (FERPA) ensure the privacy of educational records of students. At no time should information that is considered part of a student’s educational record be submitted, posted or referenced through a social media network.
- The Health Insurance Portability and Accountability Act (HIPAA) requirements, as amended, must be adhered to at all times. References to patients and their health are protected and should remain strictly confidential. At no time should information about a patient be submitted, posted or referenced through a social media network.
- A University email address can be sufficient to identify an individual as associated with the University. Postings on social media which can identify an individual’s association with the KDHS or ISU should include a disclaimer that the opinions expressed are not necessarily coming from the DHS or the University.
- Do not use the name of ISU to endorse products, causes, political parties or candidates.
- Any utilization of ISU logos must comply with the marketing and public affairs standards of ISU.
- Do not post or otherwise speak on behalf of ISU unless authorized to do so on social media sites. When acting as an ISU representative on social media, adherence to the guidelines outlined in this policy is expected. Violating these expectations can result in personnel consequences.

**Professionalism**

Dietetic Program expects all students to act with professionalism. The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner’s roles and conduct. By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

In addition, given that students represent the Idaho State University, Kasiska Division of Health Sciences (KDHS), College of Health Professions (CHP), and ISU Dietetic Programs, as well as the profession, they are expected to act with honor and integrity at all times, including in the classroom, campus settings, clinical practice and experiential learning experiences, and the community at large. These expectations are applied to all written, oral, and non-verbal communication.

**Professional Behavior Includes Dress, Communication, and Actions**

Students are expected to maintain a professional appearance. Any times a student represents ISU, KDHS, CHP or Dietetic Programs, appropriate attire is expected. Furthermore, if a particular experiential learning assignment requires a specific dress code, e.g., no leggings and big sweaters, ISU students are expected to abide by that institution’s dress requirements.

Students are also expected to demonstrate respect towards faculty members, fellow students, and preceptors; thereby, creating an environment conducive to learning. Qualities that constitute professional and ethical behavior that are expected of students include (but are not limited to) being:

- Respectful to students, instructors, staff, clients, and other professionals
- Prepared for, punctual to and attentive during class, team meetings, experiential learning experiences, and other gatherings
- A willing class/practicum/experiential learning participant and good team player
- Receptive and responsive to feedback
- Trustworthy and respectful of the confidentiality of others
- A positive role model
- Accountable for your actions
- Open minded and flexible
- Empathetic to others
- Culturally sensitive
- Familiar with and following all HIPAA regulations

Examples of unprofessional behavior include (but are not limited to):

- Two or more unexcused late assignments
- Two or more unexcused tardiness
- Two or more assignments that continue with mistakes after first being brought to their attention
- Use of profanity, aggressive communication style and/or disrespectful behavior
- Unprofessional, disruptive, and/or inappropriate behavior
- Disrespect towards faculty, preceptors, peers, patients/clients and others
- Academic dishonesty
- Use of personal electronic devices (e.g., laptops, phones, etc.) during class time for activities unrelated to the course

Sanctions for Unprofessional Conduct

Any form of academic or professional misconduct violates the standards expected of Dietetic students. Students will be held accountable for standards regarding professional and ethical behavior specified in this Handbook, as well as the Idaho State University Student Handbook (both are updated regularly).

Consistent with the University policy on disruptive behavior, Dietetic Programs may impose sanctions for unprofessional conduct. Depending on the offense, violations of professional or ethical behavior standards may result in failing grade, written reprimand, academic probation, and/or expulsion.

Dietetic Programs takes seriously all ethical violations and employs the following process to address unprofessional conduct:

1. Meeting with two or more faculty members and the student. During this meeting, the faculty will share with the student the concern about the ethical violation. At this meeting, the student will be given an opportunity to explain their perspective on the situation.

2. If the ethical violation warrants more consideration, the faculty will discuss the situation with the Director of Dietetic Programs. At this time, the student may be asked to respond to questions and again share his or her perspective. A decision will be reached regarding the need for a formal reprimand and potential sanctions to address the violation.

3. If repeated offenses of inappropriate behavior are observed, this will also be taken into consideration in determination of consequences.

4. If the ethical violation is serious enough to warrant dismissal from the program, the entire Dietetic Programs faculty will meet in a closed session to discuss the decision to dismiss or other sanctions to impose at this time.

5. Instances of unprofessional and/or unethical behavior, notes of official meetings addressing these instances, and the ultimate decision regarding consequences for the behavior(s) will be documented in the student’s academic file.

6. If the student is dismissed, university procedures for appealing a dismissal will be followed, including letting students know that they have the option to appeal the decision. Please refer to “Appeal of Grade or Dismissal” at http://www.isu.edu/graduate.

Students Complaints and Grievances

The following information comes from the ISU Student Handbook, dated 1/12/2018. Please check the ISU Student Services website for the most up-to-date information on this topic.

Academic Complaints/Grievances

Students with academic complaints/grievances should first meet with the instructor responsible for the policy, procedure or decision that resulted in the student’s initial compliant/grievance. If the student is still dissatisfied after that meeting, the student should next meet with the instructor’s department head and then with the dean of the college in which the course is offered.

If the complaint/grievance involves an academic policy, the student should first meet with the official responsible for the policy, procedure, implementation or decision. If the student is still dissatisfied after that meeting, the student should next meet with the official’s supervisor.
If, after that meeting, the student is still dissatisfied, the student may appeal the decision, in writing, to the Provost/Vice President for Academic Affairs who shall have ten (10) business days to investigate and render a decision on the student’s complaint/grievance.

The Provost/Vice President for Academic Affairs may elect to meet with the student or may decide the merits of the case based upon the written appeal. This is the final appeal at the University level.

**Non-Academic Complaints and Grievances**

Students with non-academic complaints/grievances should first meet with the University official responsible for the policy, procedure or decision that resulted in the student’s initial complaint/grievance. If the student is still dissatisfied after that meeting, the student should next meet with the University official’s supervisor. If, after that meeting, the student is still dissatisfied, the student may appeal the decision, in writing, to the Vice President for Student Affairs who shall have ten (10) business days to investigate and render a decision on the student’s complaint/grievance.

The Vice President for Student Affairs may elect to meet with the student or may decide the merits of the case based upon the written appeal. This is the final appeal at the University level.

**Further Review**

A student who is dissatisfied with the institution’s response to their complaint/grievance has one further level of review by the Idaho State Board of Education.

The Idaho State Board of Education Policy (Section III. 19.) states that: Institution decisions regarding student complaints/grievances shall be reviewed as follows:

- The Board designates its Executive Director as the Board’s representative for reviewing student complaints/grievances, and authorizes the Executive Director, after such review, to issue the decision of the Board based on such review. The Executive Director may, in his/her discretion, refer any matter to the Board for final action/decision.

- A current or former student at a postsecondary educational institution under the governance of the Board may request that the Executive Director review any final institutional decision relating to a complaint or grievance instituted by such student related to such individual’s attendance at the institution. The student must have exhausted the complaint/grievance resolution procedures that have been established at the institution level. The Executive Director will not review complaints/grievances that have not been reported to the institution, or processed in accordance with the institution’s complaint/grievance resolution procedures.

- A request for review must be submitted in writing to the Board office to the attention of the Chief Academic officer, and must contain a clear and concise statement of the reason(s) for Board review. Such request must be received in the Board office no later than thirty (30) calendar days after the student receives the institution’s final decision on such matter. The student has the burden of establishing that the final decision made by the institution on the grievance/complaint was made in error. A request for review must include a copy of the original grievance and all proposed resolutions and recommended decisions issued by the institution, as well as all other documentation necessary to demonstrate that the student has strictly followed the complaint/grievance resolution procedures of the institution. The institution may be asked to provide information to the Board office related to the student complaint/grievance.

- The Chief Academic Office will review the materials submitted by all parties and make a determination of recommended action, which will be forwarded to the Executive Director for a full determination. A review of a student complaint/grievance will occur as expeditiously as possible.
• The Board office may request that the student and/or institution provide additional information in connection with such review. In such event, the student and/or institution must provide such additional information promptly.

• The Board’s Executive Director will issue a written decision as to whether the institution’s decision with regard to the student’s complaint/grievance was proper or was made in error. The Executive Director may uphold the institution’s decision, overturn the institution’s decision, or the Executive Director may remand the matter back to the institution with instructions for additional review. Unless referred by the Executive Director to the Board for final action/decision, the decision of the Executive Director is final. The Board staff members do not act as negotiators, mediators, or advocates concerning student complaints/grievances.

**Out-of-State Student Complaints and Grievances**

Our out-of-state students are just as important to us as our on-campus students, and we make it a priority to resolve student complaints and concerns in an expeditious, fair and amicable manner. We respect the privacy of all parties involved throughout the process, and encourage all parties to make every reasonable effort to resolve issues before, and during, the complaint process. We are here to help.

Information on student assistance and the complaint process at Idaho State University is available online from the Division of Student Affairs (http://www2.isu.edu/studenta/grievance.shtml) and in our Student Handbook (http://www2.isu.edu/studenta/pdf/StudentHandbook.pdf). This material covers grade appeals, academic and nonacademic complaints and grievances, and information on all other matters of this nature.

Students seeking advocacy or guidance in conflict resolution at any point in the complaint process may contact the Director of Student Life in the Division of Student Affairs at (208) 282-2794. In regards to state authorization matters, students and potential students residing in states extant to Idaho are advised to check with departmental Academic Advisors to ascertain the current status of course offerings in their state. If questions or an issue arises and resolution cannot be reached, a complaint may be filed with the state in which the student resides.

• A list of individual state contacts for this purpose is available from the National Council for State Authorization Reciprocity Agreements, NC-SARA (http://www.nc-sara.org/content/state-portal-entitycontacts).

• Additionally, information on student complaint procedures from Idaho’s State Board of Education can be found at: (https://boardofed.idaho.gov/SARA/Complaint_Procedures.asp).

• To file a formal complaint based on sexual and gender based discrimination, harassment and/or other sexual misconduct, contact us at: (http://www.isu.edu/aaction/title-ix-notice-of-non-discrimination/).

• Complaints regarding allegations of unfair competition or deceptive business practices and the violation of Idaho consumer protection laws may be made to the Office of the Attorney General, Consumer Protection Division of the State of Idaho, at: (http://www.ag.idaho.gov).
Campus Amenities and Services

Disability Services

The Americans with Disabilities Act (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection for individuals from discrimination on the basis of disability. The ADA extends civil rights protection for people with disabilities in matters that include transportation, public accommodations, accessibility, services provided by state and local government, telecommunication relay services, and employment in the private sector.

Idaho State University, in the spirit and letter of the law, makes every effort to make reasonable accommodations, according to section 504 of the Rehabilitation Act of 1973 and the ADA. ISU does not discriminate in the recruitment, admission, or treatment of students or employees with disabilities.

ISU is committed to equal opportunity in education for all students, including those with documented disabilities. If you have a diagnosed disability or if you believe that you have a disability that might require reasonable accommodation in this course, please contact the ADA & Disabilities Resource Center at:

- Pocatello: (208) 282-3599
- Idaho Falls: (208) 282-7840
- Meridian: (208) 373-1723
- Twin Falls: (208) 736-2101

University policy states that it is the responsibility of students to contact instructors during the first week of each semester or as occurrence dictates to discuss appropriate accommodations to ensure equity in grading, experiences and assignments.

Students who feel they have been discriminated against based upon a disability and wish to file a grievance shall file such complaints with the EEO/Affirmative Action Office. The investigation and grievance procedures established for acts of illegal discrimination shall apply.

Computer Centers

Computer labs are located in numerous buildings on the Pocatello, Meridian, and Idaho Falls campuses. To gain access you need to have an ISU computer account. A complete listing of lab hours and hardware at each lab is available on the ISU website.

For more information, call:
- IT Service Desk: (208) 282-4357 (HELP)

Counseling Services

The Counseling and Testing Center at the main campus in Pocatello provides personal counseling and individual assessments. Counselors are also available at the ISU—Meridian campus.

Most services are on an appointment or sign-up basis. Because there are often waiting lists for individual counseling, students are urged to schedule appointments as early as possible. ISU counselors and psychologists have graduate degrees, and annually attend continuing education seminars. They have all passed certification tests set by the National Board of Certified Counselors or the American Psychological Association, and are licensed by the State of Idaho.
Health Centers

The ISU Health Center in Pocatello employs a comprehensive medical staff to provide students with quality health care while they are attending ISU. Office calls are free to all students who pay full ISU fees. Students are seen on a walk-in basis or by appointment for most medical services.

ISU Meridian students can seek health care at Unity Health Center, 745 South Progress Avenue, Meridian, Idaho. And, Idaho Falls students are now eligible to be seen at Sterling Urgent Care located at 740 South Woodruff Avenue in Idaho Falls, Idaho.

For both the Unity Health Center and Sterling Urgent Care, office visits are covered by University Health and will not be charged to the student. Students will be charged for additional services such as laboratory, immunizations and x-rays. Students may be able to bill these services to the student’s private insurance. The student will be responsible for any co-pays, co-insurance, or deductibles for these additional services.

For more information, call:
- Pocatello: (208) 282-2330
- Idaho Falls: (208) 542-9111
- Meridian: (208) 895-6729
- Twin Falls: No health center services available at this time

ID Cards

Graduate students can obtain ID cards by taking their fee payment receipt to the parking office located on the corner of 5th Street and Humbolt on the Pocatello campus or the front information desk on the Meridian campus and the Bennion Student Union Information Desk on the Idaho Falls campus.

For more information, call:
- Pocatello: (208) 282-2618
- Idaho Falls: (208) 282-3618
- Meridian: (208) 373-1700
- Twin Falls: (208) 736-2101

Library

The Eli M. Oboler Library, located in Pocatello, contains nearly 544,000 bound volumes, almost 3,300 subscriptions, over 1.8 million pieces of microform material and over 450,000 printed government documents. Satellite libraries are also in Meridian and Idaho Falls.

All branches of the ISU library provide a full range of services to students and staff. An integral part of library service is the provision of reference and research assistance to patrons. General reference service is provided at the reference desk and is available during most hours that the library is open.
Library instruction for all sites; it can be tailored to address students’ specific needs, from general library orientation to subject-specific bibliographic research. In addition to supplying informational materials from its own collections, the library provides an interlibrary loan facility, which is equipped to locate and deliver books and periodical articles from other libraries’ holdings.

For more information, call:
- Pocatello: (208) 282-2958
- Idaho Falls: (208) 282-7906
- Meridian: (208) 373-1817
- Twin Falls: To learn about CSI Library access, contact (208) 736-2101

Parking

Any person operating or parking a motor vehicle on an ISU campus must pay $100 per year or $70 per semester for an official permit in a general lot. You must register the vehicle(s) you will be parking on campus.

In Pocatello, go to the parking office located on the corner of 5th Street and Humbolt. In Meridian, go to the front information desk and in Idaho Falls, the Parking Office is located on the second floor of the Bennion Student Union building.

For more information, call:
- Pocatello: (208) 282-2625
- Idaho Falls: (208) 282-2665
- Meridian: (208) 373-1700
- Twin Falls: No charge for parking

Student Affairs

For Idaho State University students who encounter challenges or concerns in achieving success, the Office of the Director of Student Life is here to provide support, care, and access to resources. We work with campus partners to support you in your goal of being a successful scholar and citizen.

For more information, call:
- Pocatello: (208) 282-2794
- Meridian: (208) 373-1706
- Idaho Falls: (208) 282-7880
- Twin Falls: Please contact Pocatello office
- Veterans, active duty, and dependents: (208) 282-4245
Signature Page

I understand that I am responsible for the information presented in the Master of Science in Nutrition Graduate Student Handbook. By signing this document, I agree to abide by the policies and procedures described within the Handbook.

___________________________________________________________  ____________________
Student Signature                                              Date

___________________________________________________________  ____________________
Witness Signature                                              Date