



Logan University, College of Health Sciences (CoHS)  
Master of Science in Nutrition & Human Performance  
**Dietetics Track Student Handbook**  
June 2020

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## **INTRODUCTION**

Welcome to the Master of Science in Nutrition & Human Performance (MS-NHP) program, dietetics track. The MSNHP degree is an interdisciplinary, comprehensive graduate program designed to analyze diet and health status, assess nutrition deficiencies and offer clients evidence-based nutrition and lifestyle recommendations. Students who successfully complete the Dietetics track will be prepared to assess and design nutrition plans to maximize human performance, manage nutrition programs, and provide clinical nutrition expertise as an integral member of a collaborative healthcare team.

The recipient of the MSNHP degree will have advanced knowledge of nutrition and how to maximize human performance through the holistic integration of nutrition biochemistry, human metabolism and metabolic processes, health promotion and wellness, as well as the research methodologies used in nutrition. Graduates find careers in public health, education, nutrition and health communications, as well as consulting positions in nutrition-specific industries and businesses in private and public sectors designed to maximize human performance.

The program provides the academic background necessary to complete several outside certifications. MSNHP students who successfully complete the Dietetics track and receive a Verification Statement will be eligible to sit for the national dietitian nutritionist registration exam in order to earn the RDN credential. Emphasis is placed on the development of practical knowledge, understandings, and skills for a holistic and personalized approach to providing meaningful client-centered consultations.

### **MISSION STATEMENTS [ACEND Application Required Element 8.3b]**

The MSNHP program at Logan University established its own mission, separate from the College of Health Sciences and Logan University mission statements, but one that is congruent and compatible with the philosophy of Logan University and specifically addresses the preparation of entry-level registered dietitian nutritionists.

#### University Mission Statement

Logan University is a diverse and engaging community committed to excellence in health science, education and service, guided by integrity, commitment and passion.

#### College of Health Sciences Mission Statement

The Logan College of Health Sciences is committed to excellence in healthcare education and preparing students to become leaders in their profession in integrative healthcare.

#### Logan University Graduate Program in Nutrition & Human Performance Mission Statement

The Graduate Program in Nutrition and Human Performance is dedicated to preparing entry-level nutrition professionals including, but not limited to registered dietitian nutritionists who are able to meet the challenges of the healthcare environment by providing person-centered care, using evidence-informed practice delivered as an inter-professional team approach, with cultural competence.

**PROGRAM DESCRIPTION/DIETETIC REGISTRATION PATHWAY [ACEND Application Required Element 8.3d; 8.3j; 8.3j]**

The Logan University MSNHP provides experience in a variety of settings (e.g., clinical, community, management, and health promotion/disease prevention) to prepare competent entry-level registered dietitian nutritionists. The dietetics track combines 39 hours of didactic course content offered completely online and supervised experiential learning (1200 hours equivalent to 6 hours of graduate course work) offered in St. Louis only. Students will not have to locate their own preceptors.

The successful completion of all graduate course work and supervised experiential learning will lead to a Master of Science (MS) degree in Nutrition & Human Performance and receipt of a Verification Statement. For more information about the Verification Statement, please see p. 13 of this handbook. Upon approval by the Commission on Dietetics Registration (CDR), MS-NHP graduates are eligible to sit for the national registration exam for dietitian nutritionists to earn the RDN credential. Program graduates should check licensing laws in the state in which they intend to practice. For the State of Missouri, passing the CDR Registration Exam for Registered Dietitian Nutritionists and successful submission of a licensing application and fee will result in licensure (LD) in the State of Missouri.

**PROGRAM GOALS/OBJECTIVES\* [ACEND Application Required Element 8.3b]**

**Goal 1. The MS NHP program, dietetics track will prepare students to become competent entry-level registered dietitian nutritionists.**

Objective 1.1a. At least 80% of MSNHP Dietetics track students will complete the program within 3 years (150% of time to planned completion) **[2.4a: program completion]**

Objective 1.1b. At least 80% of part-time MSNHP Dietetics track students will complete the program within 5 years (150% of time to planned completion) **[2.4a: program completion]**

Objective 1.2. Over a five-year period, at least 80% of program graduates in the Dietetics track will take the Commission on Dietetics Registration (CDR) credentialing exam for dietitian nutritionists within 12 months of program completion. **[2.4d.1: registration exam]**

Objective 1.3. Over a five-year period, the pass rate for program graduates in the Dietetics track taking the registration examination for dietitian nutritionists will be  $\geq 80\%$ . **[2.4d.2: registration exam]**

**Goal 2. The MS NHP program, dietetics track will prepare graduates with the skills necessary to effectively practice in nutrition-specific industries and businesses in private and public sectors designed to maximize human performance.**

Objective 2.1. At least 80% of employed MSNHP Dietetics track graduates who respond to a survey will rate themselves as prepared or very well prepared ( $\geq 3$  on a 4-point scale) for their first dietetics-related position.

Objectives 2.2. Over a five-year period, at least 90% of program graduates in the Dietetics track who seek employment will be employed within 12 months of program completion [**2.4b: graduate employment**]

Objective 2.3. Over a five-year period, at least 80% of employers responding to a survey will rate their satisfaction as satisfied or highly satisfied ( $\geq 3$  on a 4-point scale) with the preparation of program graduates in the Dietetics track for entry-level practice. [**2.4c: employer satisfaction**]

**Goal 3. The MS NHP program, dietetics track will produce graduates who recognize the importance of ongoing professional development as a means to benefit and serve society.**

Objective 3.1. Over a five-year period, at least 80% of program graduates who respond to an alumni survey will report being a member of a professional organization.

Objective 3.2. Over a five-year period, at least 90% of program graduates who respond to an alumni survey will report actively seeking current research findings for application in their practice.

Objective 3.3. Over a five-year period, at least 50% of program graduates who respond to an alumni survey will report actively seeking specialty certification in nutrition/dietetics or a related field.

\* Program outcomes data are available upon request. [**ACEND Application Required Element 8.3c**]

### **Admissions Criteria**

**Application deadline for MS in Nutrition and Human Performance RD track is June 15, for Fall admission and October 15 for Spring admission.**

Applicants for the MS Nutrition and Human Performance program's other tracks can apply on a rolling admission. The admission deadline for the other tracks can be found [here](#).

The maximum class size for the RD track is 15 for each entrance (Fall and Spring). All applicants who submit the requisite application materials and meet the admission criteria will be reviewed by the Selection Committee. The candidates chosen by the Selection Committee with the highest scores on a point based entrance rubric will be required to participate in a virtual interview via a video conferencing platform.

### **Admissions Requirements**

An applicant must have:

- Earned a baccalaureate degree or higher from an accredited college or university recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). If the baccalaureate degree was earned at an unaccredited institution, an accredited post-baccalaureate degree is an acceptable alternative.

- Requested that an official transcript be sent directly to Logan University from the institution awarding the qualifying entrance degree. If the applicant attended multiple institutions, an official transcript must be sent from each institution directly to Logan.
  - Earned a minimum cumulative grade point average of a 3.0 on a 4.0 scale in his or her qualifying bachelor’s degree.
  - An applicant with qualifying post undergraduate coursework may have those courses and cumulative GPA re-evaluated by the Admissions Committee.
  - Completion of a personal statement (up to 750 words) to include:
    - Why do you want to be an RD?
    - Why Logan?
    - Any experience in the nutrition field?
    - Short-term and Long-term goals
  - Two letters of recommendation: One letter of recommendation from a current or former employer, and one letter of recommendation from a current or former instructor.
  - MS NHP RD track application that can be found [here](#)
  - Resume or CV
- \* An international student seeking admission to Logan must provide the following documentation in addition to other admissions requirements:
- Proficiency in English. Students who have not earned the equivalent of a baccalaureate degree taught in English are required to submit a Test of English as a Foreign Language (TOEFL) score. TOEFL scores of 500 or higher on paper- based exams or 79 on the iBT Test are acceptable. A breakdown of the sub-scores for the iBT Test can be found [here](#).

**Prerequisites**

- Completed the pre-requisite coursework listed below from an accredited institution with grades of C (2.5 on a 4.0 scale) or higher in each course.
- Prerequisites must be completed by the end of the prior spring semester for a fall entrance, and by the end of the summer prior for a spring entrance.

<b>Prerequisite Courses</b>
Anatomy and Physiology
General Chemistry
Organic Chemistry
Biochemistry
Microbiology
Human Nutrition or equivalent

**COMPLETION REQUIREMENTS [ACEND Application Required Element 8.3h; 9.2m]**

To receive the Master of Science degree in Nutrition & Human Performance and a Verification Statement in order to sit for the national dietitian registration exam, students must do the following:

- successfully complete all required coursework with a cumulative grade point average (CGPA) of 3.0 or higher on a 4.0 scale.
- successfully complete supervised experiential learning rotations, hours, and competencies (students must earn a C or better on assignments within courses to demonstrate competency)
- meet all financial responsibility to the university;
- complete all program requirements within five years;
- apply for graduation;
- complete the graduation checkout process.

**The remainder of the information in the  
Student Handbook is ordered alphabetically.**

**ACCREDITATION STATUS [ACEND Application Required Element 8.3a]**

Logan University is accredited by The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. Logan University is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 800-621-7440.

Logan University, College of Health Sciences MS in Nutrition and Health Sciences RD track is an accredited demonstration program under the Future Education Model Accreditation Standards.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) released the *Future Education Model Accreditation Standards* for programs in nutrition and dietetics (see [www.eatrightpro.org/FutureModel](http://www.eatrightpro.org/FutureModel)). The successful completion of all graduate course work and supervised experiential learning will lead to a Master of Science (MS) degree in Nutrition & Human Performance and receipt of a Verification Statement. Program graduates will be eligible to take the Commission on Dietetic Registration (CDR) credentialing exam to become a Registered Dietitian Nutritionist.

Program graduates should check licensing laws in the state in which they intend to practice. For the State of Missouri, passing the CDR Registration Exam for Registered Dietitian Nutritionists and successful submission of a licensing application and fee will result in licensure (LD) in the State of Missouri. For further information on ACEND accreditation, contact:

**Accreditation Council for Education in Nutrition and Dietetics**  
**120 South Riverside Plaza**  
**Suite 2190**  
**Chicago, Illinois 60606-6995**  
**Phone (800)-877-1600 ext. 5400**  
**E-mail: [acend@eatright.org](mailto:acend@eatright.org)**  
**[www.eatright.org/ACEND](http://www.eatright.org/ACEND)**

To learn more, please email Program Director Dr. Theresa DeLorenzo at [Theresa.delorenzo@logan.edu](mailto:Theresa.delorenzo@logan.edu).

ACEND is recognized by the United States Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. ACEND is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its code of good practice.



ACEND will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty or students.

### **ASSESSMENT OF PRIOR LEARNING [ACEND Application Required Element 9.2i]**

Students who have taken courses in the MSNHP program in another track can be evaluated by the program director for the achievement of the appropriate completion of competencies. The MSNHP, Dietetics Track does not offer the opportunity to earn graduate credit nor supervised experiential learning for non-collegiate sponsored learning (also referred to as prior learning) at this time.

### **ASSESSMENT OF STUDENT LEARNING [ACEND Application Required Element 9.2j]**

Competencies are noted on rotation syllabi and assessed by the appropriate preceptor as well as individually by each student using the Competency-based Rotation Evaluation Forms located on the program site in the Canvas learning management system (LMS). At the end of each rotation, the preceptor will make the appropriate rating and complete the form; students will do the same on their own form. During the evaluation conference, the preceptor and student will review the completed forms and sign/date the forms as instructed.

Students will keep track of the time spent during each rotation on a time record. Time records are located on the Canvas course associated with the SEL they are completing and are submitted to the instructor of the course at the end of each rotation.

Competencies acquired in class/graduate course work are assessed by graduate instructors and the data are summarized for each by the program director. The program director or clinical coordinator meets with each student individually at the end of the fall semester and then throughout supervised practice. A remediation plan will be initiated when needed (see Remediation Plan section of this handbook). See Retention and Remediation on page 11 for specific details regarding achievement of competencies in courses.

### **CALENDAR [ACEND Application Required Element 8.3g; 9.2q]**

Students accepted into the MS-NHP, dietetics track will complete graduate course work for the first three trimesters (SU, FL, SP) and will follow the academic calendar during this time frame. With the exception of the Supervised Experiential Learning courses, graduate course work is offered completely online. Scheduled holidays during the academic year include Labor Day, Thanksgiving Break, and Winter Break, Dr. Martin Luther King, Jr., Spring Break, Memorial Day, and Independence Day. The six hours of graduate course work involving supervised experiential learning are offered in St. Louis and the surrounding areas only.

For additional information about the university calendar, visit <https://www.logan.edu/academics/schedules>

**COSTS (Estimated)<sup>1</sup> [ACEND Application Required Element 8.3e]**

Tuition <sup>1</sup>	\$450/credit hour (2018-2019)
Application Fee	\$ 50 (non-refundable)
Tuition Fee	\$100 (non-refundable, applied towards tuition)
Technology Fee <sup>2</sup>	\$ 50/trimester
Textbooks, Learning and Reference Materials	\$ Varies (~\$40/credit hour)
Professional Liability Insurance	No cost to student
Health Insurance	Varies by plan
Auto Insurance <sup>3</sup>	Varies
Immunizations (Tdap, MMR, Chicken pox, Hepatitis B, Flu) and TB test <sup>4</sup>	\$200 (flu and TB test renewed annually)
Background check, drug screen, and processing fee	\$110
Housing/Meals/Transportation	\$1,000/month (depends upon location and if accommodations are shared)
Academy of Nutrition and Dietetics Student Membership/MOAND Student Membership/eNCPT	\$60/year (MOAND free for student Academy members)
MOAND – St. Louis Chapter membership Professional Development/Conference Attendance (FNCE/MOAND or similar)	\$ 11/year \$800 - \$1,200
ServSafe exam voucher	\$38
RDN exam review course	\$400
Parking	There is no cost for parking on the Logan University campus or its affiliated supervised experiential learning sites.
Graduation Fee	There is no graduation fee.

<sup>1</sup>For information about refund of tuition and fees and/or program withdrawal, refer to the Logan University Academic Catalog Financial Policies:

[http://catalog.logan.edu/content.php?catoid=14&navoid=837#refunds\\_all\\_students](http://catalog.logan.edu/content.php?catoid=14&navoid=837#refunds_all_students)

**[ACEND Application Required Element 9.2p]**

<sup>2</sup>Reliable computer and internet access are required; technology requirements are noted on the Logan University web site: <https://www.logan.edu/student-life/campus-resources/information-technology>

<sup>3</sup>Students must have a reliable automobile to travel to and from supervised experiential learning sites.

<sup>4</sup>Other immunizations may be required by site.

Financial Aid information can be found at:

[http://catalog.logan.edu/content.php?catoid=14&navoid=837#financial\\_aid](http://catalog.logan.edu/content.php?catoid=14&navoid=837#financial_aid)

## **DISCIPLINARY AND TERMINATION PROCEDURES [ACEND Application Required Element 9.2i]**

Students must adhere to all policies and procedures (graduate program and those of the supervised experiential learning sites) at all times. The MSNHP program director and/or the site preceptor will issue a written warning to any student who fails to comply with stated policies and procedures of the program. These written warnings will be retained in the student's academic file. Receipt of three written warnings will lead to termination from the MSNHP, dietetics track.

In addition, any student may be suspended or terminated from the MSNHP, dietetics track if:

- a. s/he demonstrate insubordination at a supervised experiential experience site;
- b. her/his work is deemed unsatisfactory despite attempts at remediation (see Retention and Remediation section of this Handbook)

## **DRUG TESTING AND CRIMINAL BACKGROUND CHECKS [ACEND Application Required Element 9.2d]**

All students must submit a drug- screening test and criminal record check at least four weeks prior to the start of any supervised experiential learning. The program must receive response that the applicant has a negative drug screen and has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian nutritionist.

Further information about Section 324.217 and Missouri Licensure can be found at:

<https://revisor.mo.gov/main/OneSection.aspx?section=324.217>

<https://www.eatrightmissouri.org/page/missouri-licensure>

\* Students who fail these checks or procedures will be subject to release from the MSNHP, dietetic track

## **EXXAT**

Logan University uses Exxat, a web-based program management platform, for the Supervised Experiential Learning courses, in addition to Canvas. Students will receive an email through Exxat with instructions on how to log in, set up a student profile, and submit program required documents. Preceptors will receive a link to view the student profile, which will include a photo ID, resume, student bio, and select documents required by Logan University and affiliated sites. Exxat will be used to track rotation assignments and evaluations. Training on how to utilize Exxat will be provided during orientation.

## **GRIEVANCE PROCEDURE/STUDENT COMPLAINT [ACEND Application Required Element 9.2g; 9.2h]**

The faculty is here to guide you in the completion of your program area of study. If problems arise, the following procedure should be followed to achieve problem resolution.

1. Talk directly and privately to the individual involved (student, faculty, preceptor, etc.)
2. If the problem cannot be resolved at the individual level, and it is related to graduate course work, discuss your concerns with your Academic Success Coach (ASC) and the program director. If the problem is related only to supervised experiential learning, discuss your concerns with the program director or clinical coordinator.

3. If the problem is still not resolved at this level, the program director will notify the Dean of the College of Health Sciences for assistance.

If the problem is not solved at the institutional level, students who wish to report the grievance to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) may do so using one or more of the following methods:

- a. postal address: 120 S. Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995
- b. phone number: 312-877-1600, ext. 5400
- c. email address: [acend@eatright.org](mailto:acend@eatright.org)

## **HOUSING**

All supervised practice rotations will be located in St. Louis and surrounding area. A list of local apartment complexes is available on the Logan University web site:

<https://www.logan.edu/admissions/student-life/housing/>

Students may also request and be added to a Roommate Share list and Housing Classifieds list.

## **IDENTITY VERIFICATION FOR DISTANCE EDUCATION (ACEND Application Required Element 9.2o)**

Logan University provides students with individual user ID and password for authentication of identity; they are inherently secured by the user.

## **IMMUNIZATION AND HEALTH RECORDS**

To meet Federal and State health code requirements, each student must provide proof of current immunizations for a minimum of measles, mumps, rubella, chicken pox, tetanus/diphtheria, Hepatitis B and influenza and submit a health report, which includes a 2-step tuberculin test completed a minimum of four weeks prior to the start of any supervised experiential learning. Note that individual sites may require additional immunizations; students will be notified of such issues by the program director. The flu and 2-step tuberculin tests must be repeated annually. It is the student's responsibility to comply with all immunization and health requirements of the sites to which they are assigned. This information will be held in the student file.

## **INSURANCE REQUIREMENTS [ACEND Required Element 9.2a; 9.2c]**

*Medical insurance* is the student's responsibility while participating in supervised experiential learning. Supervised experiential learning sites must make emergency medical care available to students who may become ill or injured while at the site. There may be fees for this service dependent upon the nature of the illness or injury. These fees are the sole responsibility of the student.

Information is available through the Office of Student Affairs on policies currently available for student purchase. The Office of Student Affairs will provide the pamphlets and requested information but assumes no other responsibility. For more information on insurance, please visit the Logan website within the Student Affairs section as well as a quick link on the main website page. Reports of claims are made directly to the insurance company.

*Professional liability insurance* is required and is provided by Logan University for all students at no cost. Professional liability must be renewed annually. The purpose is to protect the student against liability for any damages arising out of negligent acts, errors, or omissions in connection with the student's performance to meet supervised experiential learning requirements.

*Uninterrupted automobile insurance coverage* is required. The program assumes no liability in this area. Students must provide proof of automobile insurance coverage at least four weeks prior to the start of any supervised practice experience/rotation. Failure to maintain uninterrupted automobile insurance will result in program suspension; no supervised practice experiences/rotations can be completed without proof of automobile insurance.

## **NOTICE OF NON-DISCRIMINATION**

Logan admits students of any gender, race, color, veteran status and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, veteran status and national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan program, and athletic and other school-related programs. Any person having inquiries concerning Logan's compliance with the regulations implementing Title VI, Title IX, and Section 504 is directed to the Dean of Students, 1851 Schoettler Road, Chesterfield, MO 63017, telephone number 636-227-2100 or 1-800-782-3344. The Dean of Students has been designated by Logan to coordinate the institution's efforts to comply with regulations implementing Title VI, IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Dept. of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Logan does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Logan will work with each student on an individualized plan for making up missed work. As part of the individualized plan, Logan will not require the student to complete missed work during her medically necessary leave period unless the student so chooses. As part of this plan, Logan may offer students an alternative to making up missed work, such as the ability to retake a course at no additional expense to the student. Students needing assistance can seek reasonable accommodations from the Office of Student Affairs or Logan's Title IX Coordinator, the Dean of Students, 1851 Schoettler Road, Chesterfield, MO 63017, telephone number 636-227-2100 or 1-800-782-3344. Please note that Title IX prohibits retaliation against any individual who files a complaint under Title IX and against anyone who participates in a complaint investigation. All allegations of retaliation will be investigated and handled promptly and equitably.

For additional information, visit

[http://catalog.logan.edu/content.php?catoid=15&navoid=885#Notice of Nondiscrimination](http://catalog.logan.edu/content.php?catoid=15&navoid=885#Notice_of_Nondiscrimination)

## **PROGRAM POLICIES AND REQUIREMENTS ACKNOWLEDGEMENT BY STUDENTS**

The MSNHP, dietetics track policies and requirements are reviewed as part of the Online Student Orientation. MSNHP dietetics track students must complete the acknowledgement statement indicating s/he has read and is aware of and understands the academic and professional program requirements. The program director will review program policies and requirements with each student again prior to the start of supervised experiential learning.

### **RETENTION AND REMEDIATION [ACEND Application Required Element 9.2k]**

The program director, clinical coordinator, graduate faculty, and preceptors make every effort to support graduate student success. The evaluation process allows for ongoing feedback by the faculty to each student. Students will receive formal feedback for graduate course work following each assignment and at the end of each course in the form of grades. Students will receive formal evaluations at the completion of each supervised experiential learning rotation. Students will also meet with the clinical coordinator at the mid-point of each trimester in which the student is enrolled in supervised experiential learning experiences for feedback related to progress made.

To support the successful completion of each ACEND competency, the program director reserves the right to require that an student repeat course work, courses and/or rotations where competencies have not been met; this includes when course assignments related to ACEND competencies receive a grade is below "C;" a course grade is below "B:" or the cumulative GPA is below 3.0.

**If a student receives a C in a graduate course in the spring, they will not be scheduled for rotations in the summer to ensure adequate academic progress that will allow them to complete supervised experiential learning. Students struggling in their program should work with their Academic Success Coach.**

### **ROLE AND RESPONSIBILITIES [ACEND Application Required Element 8.3k; 9.2e; 9.2f]**

It is the responsibility of the program director in accordance to the policies and procedures at Logan University to provide supervised experiential learning for students in the MSNHP program/dietetics track. Students are not responsible for securing supervised experiential learning sites nor preceptors.

A student is not considered an employee by the institutional affiliates (sites outside of Logan University in which supervised experiential learning occurs). Students may not be used to replace employees at the supervised experiential learning sites during regular rotations (exception – staff relief). If a student feels he/she is being asked to serve in the capacity of employee, he/she should contact the program director immediately.

The student functions in a learning capacity with the direct guidance and supervision of a professional preceptor. Therefore, a student is expected to work closely with their assigned preceptor(s), clinical coordinator and program director, keep them informed of their daily activities and whereabouts, and present him/herself in a professional manner at all times.

Students will never receive paid compensation as part of the MSNHP graduate program/supervised experiential learning.

## **STUDENT ACCESS TO ACADEMIC FILES & PROTECTION OF PRIVACY - FERPA [ACEND Application Required Element 9.2r]**

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a federal law that protects the privacy of student education records.

The Academic Success Coach (ASC) maintains student files for graduate course work. Student files are maintained by the program director while students are completing supervised experiential learning.

Students should read the policy to know their rights and responsibilities as they pertain to their academic records. To view the Student Access to Academic records policy in its entirety, visit [http://catalog.logan.edu/content.php?catoid=15&navoid=885#Student\\_Access\\_to\\_Academic\\_Records](http://catalog.logan.edu/content.php?catoid=15&navoid=885#Student_Access_to_Academic_Records)

## **STUDENT SERVICES [ACEND Application Required Element 9.2t]**

Entrance to the Administration Building as well as the Science and Research Building can be accomplished without the use of stairs. Both buildings are readily accessible by elevators. In addition, both buildings have restrooms that can accommodate individuals with disabilities. Questions or individual requests should be addressed to the Dean of Students, Room 147, 636-230-1731.

Logan makes reasonable academic adjustments for qualified individuals with disabilities, as required by law. Any qualified applicant or student with a disability may request a reasonable academic adjustment in order to perform the academic and technical standards requisite to admissions and/or participation in the educational program and activities. Such requests may be made to the disabilities services coordinator in Student Affairs. Questions concerning accommodations made be addressed by email to [student.affairs@logan.edu](mailto:student.affairs@logan.edu).

Logan students receive free counseling services through H&H Health Associates. H&H Health Associates, Inc. is located in St. Louis at 11132 South Towne Square, Suite 107. They can be reached by phone at 314-845-8302 or 800-832-8302 and by email at [info@hhhealthassociates.com](mailto:info@hhhealthassociates.com).

For additional information about the full range of student services offered at Logan University, visit <http://catalog.logan.edu/content.php?catoid=15&navoid=886>

## **TRANSPORTATION [ACEND Application Required Element 9.2b]**

Each student must have his/her own car and valid driver's license as travel to off-campus supervised experiential learning sites is required (see Insurance section of this Handbook). Students are responsible for safe travel to and from the assigned sites, as well as any expenses incurred for gas, tolls, meals, and housing to and from assigned supervised experiential learning sites, and professional meetings/conferences.

Parking is available on the Logan University campus; there is no cost for on-campus parking. The parking permit/tag is only valid on the Logan University campus. Details about on-campus parking are located at <http://catalog.logan.edu/content.php?catoid=15&navoid=884>

### **VERIFICATION STATEMENT [ACEND Application Required Element 9.2n]**

Upon the successful completion of all graduate course work, supervised experiential learning assignments, rotations/competencies, and exit interview with the clinical coordinator, the program director signs the Verification Statement substantiating program completion. Each student is provided with four Verification Statements, each with an original signature. One original Verification Statement is maintained indefinitely by the program director. The program director completes and submits the registration eligibility application to the Commission on Dietetic Registration (CDR) via the online Credential Registration Management System (CRMS) within one week of the program completion date.

### **WEATHER**

Online courses are not cancelled when the Logan University campus is closed due to inclement weather. Students are expected to report to their supervised experiential learning sites on all scheduled days, despite winter weather conditions. If the site should close due to inclement conditions, then the student will not report to that site.