



Logan University, College of Health Sciences (CoHS)
Master of Science in Applied Nutrition & Dietetics (MSAND)

MSAND Student Manual

January 2023

Table of Contents

Introduction	4
Mission Statements	4
Program Description/Dietetics Registration Pathway	5
Program Goals & Objectives	5
Admissions Criteria	6
Admission Requirements	6
Completion Requirements	7
<u>The following sections are ordered alphabetically</u> -----	
Accreditation Status	8
Assessment of Prior Learning	9
Assessment of Student Learning	9
Calendar	9
Costs	10
Disciplinary and Termination Procedures	11
Drug Testing and Criminal Background checks	11
Education	11
Exxat	11
Grievance Procedure/Student Complaints	12
Housing	12
Identity Verification for Distance Education	12
Immunizations and Health Records	12
Insurance Requirements	13
Notice of Non-discrimination	13
Program Policies & Requirements – Acknowledgement by Students	14
Retention and Remediation	14
Roles and Responsibilities	14
Student Access to Academic Files/Protection of Privacy (FERPA)	15
Student Services	15

Transportation	16
Verification Statement	16
Weather	16

INTRODUCTION

Welcome to the Master of Science in Applied Nutrition & Dietetics (MSAND) program. The MSAND 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 MSAND program 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 MSAND 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. MSAND students who successfully complete the program and receive a Verification Statement will be eligible to sit for the national dietitian nutritionist registration exam in order to earn the Registered Dietitian Nutritionist (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 MSAND 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 Applied Nutrition & Dietetics Mission Statement

The Graduate Program in Applied Nutrition and Dietetics is dedicated to preparing entry-level registered dietitian nutritionists who are able to meet the challenges of the healthcare environment by providing 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 MSAND 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 program combines 32 credit hours of didactic course content offered completely online and 10 credit hours (over 1000 actual hours) of supervised experiential learning 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 Applied Nutrition & Dietetics and receipt of a Verification Statement. For more information about the Verification Statement, please see p. 16 of this handbook. Upon approval by the Commission on Dietetics Registration (CDR), MSAND 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 MSAND program will prepare graduates to become competent entry-level registered dietitian nutritionists.

Objective 1.1 At least 80% of students complete the program/degree within 3 years (150% of time to planned completion) **[2.3b: program completion]**

Objective 1.2. At least 80% of program graduates will take the Commission on Dietetics Registration (CDR) credentialing exam for dietitian nutritionists within 12 months of program completion. **[2.3b: registration exam]**

Objective 1.3. 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%. **[2.3b: registration exam]**

Objective 1.4. Of graduates who seek employment, at least 90% are employed in nutrition and dietetics or related within 12 months of graduation. **[2.3b: graduate employment]**

Goal 2. Graduates of the MSAND program will be prepared to practice as members of an inter-professional team and provide evidence-informed, culturally competent care.

Objective 2.1. Of employed MSAND graduates who respond to a survey, at least 80% will rate themselves as adequately or very well prepared to practice as part of an inter-professional team.

Objectives 2.2. Of employers responding to a survey, at least 80% will rate their satisfaction as satisfied or highly satisfied with the program graduate demonstrating culturally competent nutrition services.

[2.3b: employer satisfaction]

Objective 2.3. Of employers responding to a survey, at least 80% will rate their satisfaction as satisfied or highly satisfied with the program graduate demonstrating evidenced informed nutrition services.

[2.3b: employer satisfaction]

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

Admissions Criteria

Application deadline for MS in Applied Nutrition and Dietetics is June 15, for Fall admission and October 15 for Spring admission.

The maximum class size for MSAND enrollment 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.
- MSAND application that can be found on the Logan website
- 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 (2.0 on a 4.0 scale) or higher in each course.
- Prerequisites must be completed by the end of the preceding summer semester for a fall entrance, and by the end of the preceding fall for a spring entrance.

Prerequisite Courses	
Anatomy and Physiology I	3 cr hrs
Anatomy and Physiology II	3 cr hrs
General Chemistry	3 cr hrs
Organic Chemistry	3 cr hrs
Biochemistry	3 cr hrs
Microbiology	3 cr hrs
Human Nutrition or equivalent	3 cr hrs

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

To receive the Master of Science degree in Applied Nutrition & Dietetics 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)
- successfully earn a B or better in all courses
- meet all financial responsibility to the university;
- complete all program requirements within five years;
- apply for graduation;
- complete a financial aid exit interview.

**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 Applied Nutrition and Dietetics 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 <https://www.eatrightpro.org/>). The successful completion of all graduate course work and supervised experiential learning will lead to a Master of Science (MS) degree in Applied Nutrition & Dietetics 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
www.eatright.org/ACEND

To learn more, please email Program Director Dr. Theresa DeLorenzo at 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 can be evaluated by the program director for the achievement of the appropriate completion of competencies. The MSAND program 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 9.2]

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 Exxat education management system. 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 in Exxat 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 clinical coordinators. The program director or one of the clinical coordinators meets with each student individually 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 the achievement of competencies in courses.

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

Students accepted into the MSAND program will follow the academic calendar throughout the whole program. 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., President's Day, Spring Break, Memorial Day, Juneteenth Holiday, and Independence Day. The ten hours of graduate course work involving supervised experiential learning are offered in St. Louis, MO and the surrounding areas only.

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

COSTS (Estimated)¹ [ACEND Application Required Element 8.3e]

Tuition ¹	\$450/credit hour (2018-2019)
Application Fee	\$50 (non-refundable)
Tuition Fee	\$100 (non-refundable, applied towards tuition)
Technology Fee ²	\$50/trimester
Textbooks, Learning and Reference Materials	\$Varies (~\$40/credit hour)
Professional Liability Insurance	No cost to student
Health Insurance Auto Insurance ³	Varies by plan Varies
Immunizations	\$200 (flu and TB test renewed annually)

(Tdap, MMR, Chicken pox, Hepatitis A and B, Flu) and TB test ⁴ 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	\$58/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.

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

<https://www.logan.edu/academics/schedules/#academic-catalog>

2022-2023 Catalog Reference Page: 98

2021-2022 Catalog Reference Page: 101

[ACEND Application Required Element 9.2p]

²Reliable 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>

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

⁴Other immunizations may be required by site.

Financial Aid information can be found at:

<https://www.logan.edu/academics/schedules/#academic-catalog>

2022-2023 Catalog Reference Page: 98

2021-2022 Catalog Reference Page: 101

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 MSAND program director and/or the clinical coordinator or Academic Success Coach, 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 MSAND program.

In addition, any student may be suspended or terminated from the MSAND program if:

- a. s/he demonstrates insubordination, unprofessional or unethical behavior at a supervised experiential learning site;
- b. her/his work is deemed unsatisfactory despite attempts at remediation (see Retention and Remediation section of this Handbook)

Suspensions and dismissal recommendations are referred to the Student Advancement Committee. The (SAC) reviews the written appeal by the student, the student academic record, and the course work remaining in the program to form their recommendations to the Program Director. The chair of the committee may choose to interview the student and reserves the right to verify information presented in the student's appeal letter if the information is available through Logan University documentation.

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 MSAND program

EDUCATION

Employment during Supervised Experiential Learning is strongly not recommended due to the full-time demands of the rotations and additional assignments.

EXXAT

Logan University uses Exxat, a web-based education 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, timesheets, 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

Any complaints made to ACEND will be kept on file electronically in a secure file stored with password protection, by the Program Director for the accredited cycle of seven years.

HOUSING

All supervised practice rotations will be located in St. Louis, MO 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 A and B, influenza and COVID-19, which includes a 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 and health reports; students will be notified of such issues by the clinical coordinator. The flu and 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 (I need to check if this is all in the catalog)

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

<https://www.logan.edu/academics/schedules/#academic-catalog>

2022-2023 Catalog Reference Page: 12

2021-2022 Catalog Reference Page: 12

PROGRAM POLICIES AND REQUIREMENTS ACKNOWLEDGEMENT BY STUDENTS

The MSAND program policies and requirements are reviewed as part of the Online Student Orientation. MSAND students must complete the acknowledgement statement indicating s/he has read and is aware of and understands the academic and professional program requirements. The clinical coordinator 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 a 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 below "C;" a course grade below "B," the cumulative GPA below 3.0, or a competency evaluation score below "4" for entry-level practice. **MSAND students may remediate up to two assignments in a course, repeat a course once for up to two courses, and remediate up to one failed rotation. (See "DISCIPLINARY AND TERMINATION PROCEDURES" above)**

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 and clinical coordinator in accordance to the policies and procedures at Logan University to provide supervised experiential learning for students in the MSAND Program. 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 MSAND 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 clinical coordinator 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

<https://www.logan.edu/about/privacy-policy/>

2022-2023 Catalog Reference Page: 82

2021-2022 Catalog Reference Page: 81

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.

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.

For additional information about the full range of student services offered at Logan University, visit

<https://www.logan.edu/academics/schedules/#academic-catalog>

2022-2023 Catalog Reference Page: 105

2021-2022 Catalog Reference Page: 104

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

<https://www.logan.edu/academics/schedules/#academic-catalog>

2022-2023 Catalog Reference Page: 128

2021-2022 Catalog Reference Page: 127

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.