



**UNIVERSITY OF WISCONSIN-MADISON
MASTER OF SCIENCE IN CLINICAL NUTRITION
HANDBOOK**

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PROGRAM OVERVIEW

Introduction to Handbook

This handbook is intended for graduate students who are pursuing a Master of Science in Clinical Nutrition degree at UW-Madison. The Graduate School is the ultimate authority for granting graduate degrees at the University. The Department of Nutritional Sciences administers the M.S. degree in Clinical Nutrition under the authority of the College of Life Sciences (CALs) and the Graduate School. The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) provide essential information regarding general University requirements. Program authority to set degree requirements beyond the minimum required by the Graduate School lies with the Department of Nutritional Sciences. Specific policies described in this handbook have been approved by the MS in Clinical Nutrition degree faculty as a whole. The degree and course requirements are subject to change over time. However, students must meet the degree and course requirements that were in effect when they entered the program. In addition, administrative procedures and processes may change over time. Students are required to follow the procedures and processes listed in the most current handbook, found in the MS-Clinical Nutrition Community of Practice.

The information in this handbook should be supplemented by individual consultation with your advisor so that individual needs/interests and all degree requirements are met. Additional information is available via the MS in Clinical Nutrition degree webpage (<http://nutrisci.wisc.edu/graduate/online-master-of-science-in-clinical-nutrition/>). Students may also wish to consult the Graduate School's web page (<http://grad.wisc.edu/>) and the CALs Graduate Studies page (<http://www.cals.wisc.edu/academics/graduatestudents/graduate-programs/>).

Mission Statements

University of Wisconsin-Madison

(<http://www.wisc.edu/about/mission/>)

The primary purpose of the University of Wisconsin–Madison is to provide a learning environment in which faculty, staff and students can discover, examine critically, preserve and transmit the knowledge, wisdom and values that will help ensure the survival of this and future generations and improve the quality of life for all. The university seeks to help students to develop an understanding and appreciation for the complex cultural and physical worlds in which they live and to realize their highest potential of intellectual, physical and human development.

College of Agricultural & Life Sciences (CALs)

To advance and share knowledge, discover solutions and promote opportunities in food and agriculture, bioenergy, health, the environment and human well-being.

Department of Nutritional Sciences (DNS)

The mission of the DNS is to generate and disseminate knowledge regarding diet and nutrition to improve the health and economic development of current and future generations and to foster an educated society.

M.S. in Clinical Nutrition Degree Program

The program mission is to provide post-baccalaureate education required to train the next generation of clinical nutrition professionals and promote the development of visionary leaders in professional practice through the translation and application of practice.

Program Description

The M.S. in Clinical Nutrition Degree Program is an online graduate degree program requiring 30 credits. The curriculum design includes four key elements:

1. **Core Courses (9 credits):** This element of the curriculum enhances student understanding of the theories contributing to nutritional science and clinical dietetics practice. Courses provide in-depth knowledge of human energy metabolism, and micronutrients in human physiology and disease. Courses also provide advanced knowledge in emerging areas such as nutrigenomics, in-depth nutritional assessment/prescribing diets, and informatics. The scientific evidence supporting or refuting current practices in clinical and community nutrition is also explored.
2. **Advanced Clinical Nutrition (12 credits):** This element provides the advanced expertise in the specialty area of “Clinical Nutrition”. These courses were developed for the “Capstone Certificate in Clinical Nutrition” and have been taught since January 2014. The content of needed courses for advanced practice in Clinical Nutrition was identified by interviewing advanced level practitioners and employers, as well as reviewing practice audits and competencies scheduled for inclusion in future graduate degree programs for practicing dietitians and nutritionists.
3. **Advanced Professional Development (4 credits):** In this element, students develop advanced professional skills in the areas of communication, leadership and management. **Four credits** of “Professional Literacy Courses”, developed by the Department of Engineering Professional Development (EPD), are required for this element. Students are allowed to choose from a list of 7 one-credit courses that are most appropriate for their professional needs.
4. **Electives (5 credits):** Electives have been chosen to provide breadth and depth in the curriculum, as well as enhance student knowledge and skills in all other elements of the curriculum. Choices include additional professional skills courses, as well as options in the School of Medicine and Public Health, and independent study.

Through team- and problem-based learning strategies, the curriculum will challenge students to engage in collaborative analysis, synthesis, and evaluation of professional case scenarios. Students will bring their varied academic and practice experiences to the virtual classroom, which will enrich the curriculum and provide substance to course content.

Learning Goals

Student Learning Goals for the M.S. – Clinical Nutrition degree program were developed while considering the program goals and identifying the specific set of skills needed by an advanced practice clinical nutritionist.

Briefly, students will develop advanced competencies in:

- Articulating and integrating specialized knowledge in the field of advanced clinical nutrition – including energy metabolism, micronutrient requirements, and nutrigenomics –needed to meet the challenges of future careers and opportunities.

- Articulating and demonstrating advanced skills in nutritional assessment and nutritional care of patients with complicated disorders/diseases in a clinical or community setting.
- Demonstrating advanced skills in nutrition counseling and education needed to precipitate behavior and cognitive change.
- Formulating systems to gather, analyze, and interpret data from a practice setting to develop appropriate protocols and care plans using the nutritional care process.
- Formulating problem statements and writing research proposals using appropriate study design.
- Demonstrating an ability to understand, interpret, evaluate, and design clinical nutrition research.
- Demonstrating high-level problem solving, critical thinking, and use of informatics required in advanced clinical nutrition practice.
- Demonstrating advanced professional skills in communication, information and project management, leadership, and ethics.

Academic Calendar for 2017-2021

Establishment of the academic calendar for the University of Wisconsin-Madison falls within the authority of the faculty as set forth in Faculty Policies and Procedures. Construction of the academic calendar is subject to various rules and guidelines prescribed by the Board of Regents, the Faculty Senate and State of Wisconsin legislation. Approximately every five years, the Faculty Senate approves a new academic calendar which spans a future five-year period. The current calendar was adopted by the Faculty Senate in September 2016 and may be found here: <http://www.secfac.wisc.edu/academic-calendar.htm>

MS-Clinical Nutrition Degree Program Orientation

The MS-Clinical Nutrition Degree Program Orientation is provided by video and should be viewed as soon as you are admitted to the program. The Orientation Video is located in the MS-Clinical Nutrition Community of Practice.

FACULTY

Faculty and Instructional Staff Members

Name/Title	Contact Information
David Eide, PhD Professor, Director of Graduate Studies	eide@nutrisci.wisc.edu 608-263-1613
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Michelle Johnson, MS, RD, CD Faculty Associate	mjohnson@nutrisci.wisc.edu 920-465-2094
Nathan Johnson, PhD Research Associate, Asst. Faculty Associate	nbjohnson@medicine@wisc.edu 608-262-2727
Julie Thurlow, PhD, RD Faculty Associate	thurlow@nutrisci.wisc.edu 608-262-4914
Taiya Bach Assistant Faculty Associate	trbach@wisc.edu

Support Staff

Name/Title	Contact Information
Katie Butzen MS.Ed Graduate Program Coordinator	kbutzen@wisc.edu 608-262-2727
Erika Anna, RD Assoc. Student Services Coordinator	anna@wisc.edu 608-262-1692
Scott Anderson, MS Associate Administrative Program Specialist	swanderson@nutrisci.wisc.edu 608-262-2728

CURRICULUM

Curriculum for M.S. – Clinical Nutrition Degree

	Credits
Core 9 Credits	9 Credits
NS 710 Human Energy Metabolism	2 cr
NS 711 Personalized Nutrition – Genetics, Genomics and Metagenomics	1 cr
NS 715 Micronutrients: Human Physiology and Disease	3 cr
NS 720 Advanced Nutrition Assessment	1 cr
NS 721 Nutrition Informatics	1 cr
NS 725 Advanced Community Nutrition	1 cr
Professional Skills 4 Credits From the Following:	4 Credits
EPD 700: Connected Learning Essentials	1 cr
EPD 701: Writing for Professionals	1 cr
EPD 702: Professional Presentations	1 cr
EPD/LIS 703: Managing Digital Information	1 cr
EPD/Gen Bus 783: Leading Teams	1 cr
EPD/Gen Bus 784: Project Management Essentials	1 cr
EPD 712: Ethics for Professionals	1 cr
EPD/Gen Bus 782: Marketing for Non-Marketing Professionals	1 cr
Clinical Nutrition Courses 12 Credits	12 Credits
NS 650 Advanced Clinical Nutrition: Critical Care and Nutrition Support	3 cr
NS 651 Advanced Clinical Nutrition: Pediatrics	3 cr
NS 652 Advanced Nutrition Counseling and Education	3 cr
NS 653 Clinical Nutrition Research	3 cr
Electives 5 Credits *A maximum of 3 credits from Professional Literacy Courses below may be used.	5 Credits
NS 875: Nutrition and Aging	3 cr
NS 875: Nutrition and Gastrointestinal Health	2 cr
NS 670: Nutrition and Dietetics Practicum 1 (Available only to UWHC Dietetic Interns)	3 cr
NS 671: Nutrition and Dietetics Practicum 2 (Available only to UWHC Dietetic Interns)	3 cr
NS 699: Special Problems	1-3 cr
Nursing 746: Interdisciplinary Care of Children with Special Healthcare Needs	3 cr
*Professional Literacy Courses (maximum 3 credits)	
EPD 704: Organizational Communication and Problem Solving	1 cr
EPD 706: Change Management	1 cr
EPD 708: Creating Breakthrough Innovations	1 cr
EPD 713: Key Legal Concepts for Technical Professions	1 cr
EPD/Gen Bus 781: Financial and Business Acumen	1 cr
EPD/Gen Bus 785: Effective Negotiation Strategies	1 cr
*(Professional Literacy Courses not chosen in “Professional Skills” section above may be used here)	
TOTAL	30 Credits

Note: Students in this program cannot enroll in other graduate programs nor take courses outside the prescribed curriculum.

Recommended Course Maps

Students Without Capstone: Students entering the program (without completing the Capstone Certificate in Clinical Nutrition) will be able to complete the program in 4 semesters.	
Fall	Credits
NS 710: Human Energy Metabolism	2 cr
NS 711: Personalized Nutrition – Genetics, Genomics and Metagenomics	1 cr
NS 650: Advanced Clinical Nutrition – Critical Care & Nutrition Support	3 cr
NS 720: Advanced Nutrition Assessment	1 cr
Professional Skills Courses (EPD/Gen Bus/LIS Courses) or Electives	<u>2 cr</u>
	9 credits
Spring	
NS 715: Micronutrients – Human Physiology and Disease	3 cr
NS 653: Clinical Nutrition Research	3 cr
NS 721: Nutrition Informatics	1 cr
NS 725: Advanced Community Nutrition	1 cr
Professional Skills Course (EPD/Gen Bus/LIS Courses) or Electives	<u>1 cr</u>
	9 credits
Summer	
NS 651: Advanced Clinical Nutrition – Pediatrics	3 cr
NS 652: Advanced Clinical Nutrition – Nutrition Counseling & Education	<u>3 cr</u>
	6 credits
Fall	
Professional Skills Course (EPD/Gen Bus/LIS Courses) or Electives	6 credits
TOTAL CREDITS: 30	

Students with Capstone Certificate in Clinical Nutrition: Students entering the program after completing the 12 credit Capstone Certificate in Clinical Nutrition will be able to complete the program in 2 semesters.	
Fall	Credits
NS 710: Human Energy Metabolism	2 cr
NS 711: Personalized Nutrition – Genetics, Genomics and Metagenomics	1 cr
NS 720: Advanced Nutrition Assessment	1 cr
Professional Skills Courses (EPD/Gen Bus/LIS Courses) or Electives	<u>5 cr</u>
	9 credits
Spring	
NS 715: Micronutrients – Human Physiology and Disease	3 cr
NS 725: Advanced Community Nutrition	1 cr
NS 721: Nutrition Informatics	1 cr
Professional Skills Courses (EPD/Gen Bus/LIS Courses) or Electives	<u>4 cr</u>
	9 credits
TOTAL CREDITS: 30 (18 cr + 12 cr Capstone)	

Students with Capstone Certificate in Clinical Nutrition – Dietetic Internship: Students entering the program after completing the 18 credit Capstone Certificate in Clinical Nutrition – Dietetic Internship would be able to transfer 14 credits to the M.S. – Clinical Nutrition degree program. They should be able to complete the program in 2 semesters.

Fall	Credits
NS 710: Human Energy Metabolism	2 cr
NS 711: Personalized Nutrition – Genetics, Genomics and Metagenomics	1 cr
NS 720: Advanced Nutrition Assessment	1 cr
Professional Skills Courses (EPD/Gen Bus/LIS Courses) or Electives	<u>4 cr</u>
	8 credits
Spring	
NS 715: Micronutrients – Human Physiology and Disease	3 cr
NS 725: Advanced Community Nutrition	1 cr
NS 721: Nutrition Informatics	1 cr
Professional Skills Courses (EPD/Gen Bus/LIS Courses) or Electives	<u>3 cr</u>
	8 credits
TOTAL CREDITS: 30 (16 cr + 14 eligible cr from Capstone)	

Course Descriptions

Course descriptions for all required and elective courses may be found here:

<http://nutrisci.wisc.edu/graduate/online-master-of-science-in-clinical-nutrition/curriculum/>

Program Delivery Method

The MS-Clinical Nutrition degree program is delivered entirely online. Please note that readings, assignments, quizzes, and projects all have specific due dates. In addition, discussions are held at specific times. Although the program is online, students are invited and welcome to visit the UW-Madison campus during their time in the program.

ADVISING AND STUDENT SERVICES

Academic and Career Advising

The MS-Clinical Nutrition Managing Program Coordinator provides academic and career advising for students enrolled in the program. Specifically, this coordinator will:

- Assist you in clarifying your professional values, goals, and academic potential.
- Provide information about educational options, requirements, policies, and procedures.
- Aid in developing a curriculum plan consistent with your professional and career goals, the requirements of the degree program, and your own interests and abilities.
- Assist in the continual monitoring and evaluation of your educational progress.
- Help locate and integrate the online resources of the University to meet your unique needs and aspirations.
- Consult on strategies for managing personal life stressors or challenges that are impacting academic progress and identifying program and University resources available to you.
- Provide information on opportunities for community outreach and professional development

Student progress will be reviewed at the end of each semester. Advising can be done by phone, email, in-person, Skype or similar technology.

The advisor will be able to assist in recommending the types of clinical work, or volunteer experiences you might explore while in the program, based on career goals. The advisor will also be able to assist with application to Dietetic Internships – if needed – as well as career advising.

There are many advising resources available to students. Students can refer to the program’s website (<http://nutrisci.wisc.edu/graduate/online-master-of-science-in-clinical-nutrition/>), the Graduate School’s website (<http://grad.wisc.edu/>) and the Graduate School’s Academic Guidelines (<http://grad.wisc.edu/acadpolicy/>).

The DNS is actively developing a “*Community of Practice*” website for engaging students and alumni through the online environment at UW-Madison. Our Student Services Coordinator is leading this effort by providing appropriate content and suggestions for student, alumni, and instructor involvement in the “*Community of Practice*”.

Included below is a list of Student Support Services available to students enrolled in the Program. Essential resources can be accessed through virtual means.

Student Support Services

Instructional Technology and Resources	DoIT Knowledgebase: https://kb.wisc.edu/ DoIT Help Desk: (Email: help@doit.wisc.edu ; Phone: 608-264-4357; Online & Chat: https://kb.wisc.edu/helpdesk/) DoIT Webpage: http://it.wisc.edu/ Student Technology Training (STS): http://sts.doit.wisc.edu
Libraries	Campus libraries: http://www.library.wisc.edu For access to e-journals, e-article delivery, etc.
Division of Continuing Studies	UW-Madison Continuing Studies 21 N. Park Street, 7th floor Madison, WI 53715 map» Phone: (608) 262-1156; Email: info@dcs.wisc.edu Website: http://continuingstudies.wisc.edu
Communication	Given the online nature of the program, communication will be primarily through email and online postings on course webpages or through the Community of Practice.
McBurney Resource Center	When appropriate, students will be referred to the McBurney Center for support and accommodations: 702 W. Johnson Street, Suite 2104 (phone) 608-263-2741; (text) 608-225-7956 website: mcburney@studentlife.wisc.edu
The Writing Center	6171 Helen C White Hall 608-263-1992 Website: http://www.writing.wisc.edu

NOTE: Students enrolled in the online MS-Clinical Nutrition degree program will not pay segregated fees. Hence, not all campus services will be available to these students – primarily those services designed for “on campus” students (e.g. access to sports facilities, student health, Union activities, Bus pass, etc.)

FINANCIAL INFORMATION

Tuition

Each credit has a flat rate of \$800. The program consists of thirty credits. Thus, the total tuition cost for the program is \$24,000. The tuition rate is the same for all students in the program.

Financial Aid

To be considered for any federal aid, you must be enrolled at least half-time (4 credits during the Fall and Spring semester; 2 credits – for at least 4 weeks - during the Summer Session). You must also be a U.S. citizen or an eligible non-citizen. For certain types of funds, there may be other requirements.

To apply for financial aid, please visit the FAFSA Website (<https://fafsa.ed.gov/>) and complete the online registration. When applying for aid you will need the **University of Wisconsin – Madison Institution Code: 003895**. For more information about Federal Student Aid, please visit the UW Office of Student Financial Aid. (<https://finaid.wisc.edu/>)

PROGRAM POLICIES

Graduate School Academic Policies and Procedures

The Graduate School Office of Admissions and Academic Services developed the Academic Policies and Procedures document (sometimes referred to as “Guidelines” or “Handbook”) to help answer questions about Graduate School academic and administrative policies and procedures. The document is only available online at: <https://grad.wisc.edu/acadpolicy/>. It is continuously updated and the official document of record for Graduate School policies and procedures; changes made to the document are also available online.

In situations where policies have changed during a student’s time of enrollment, the Graduate School and the academic program, together with the student, may elect to enforce requirements that are in the best interest of the student. Please refer to the document or contact Admissions and Academic Services with any questions regarding Graduate School procedures and policies. Academic Policies and Procedures reflects current policies of the Graduate School, the Office of the Registrar, the Office of the Bursar, the Office of International Students Services (ISS), and other university units.

The Graduate School Office of Admissions and Academic Services is the Academic Dean’s Office for all graduate students. All student forms requiring the dean’s signature should be submitted to this office (for example, course change form, audit form, credit overload request form). This office also monitors satisfactory progress toward degree completion.

The topics in Academic Policies and Procedures are listed alphabetically. Entries are cross-referenced. Also included are tables (see the Appendices) to illustrate other important information.

Graduate Assistantship Policy

Students enrolled in this program are not permitted to accept teaching assistantships, project assistantships, research assistantships, or other appointments at the University of Wisconsin that would result in a tuition waiver. Students in this program cannot enroll in other graduate programs nor take courses outside the prescribed curriculum.

Program/Course Enrollment Policy

Students in this program cannot enroll in other graduate programs at the University of Wisconsin-Madison nor take courses outside the prescribed curriculum. If you intend to combine study in this program with study in other academic programs at UW-Madison, please consult with the Program Director who can assist you in transferring to a different program(s) that allows such activity.

Health Services

Students enrolled in the MS-Clinical Nutrition Degree Program are responsible for maintaining their own health care coverage and seeking health care and support services as needed. MS-Clinical Nutrition Degree Program students are not permitted access to University Health Services because Segregated Fees, which cover these services, are not being charged. It is expected that most students will have coverage through their source of employment or that of a family member.

Transfer Credits

TRANSFER CREDIT POLICY

Satisfying Requirements with Prior Graduate Coursework from Other Institutions

A student's program may decide to accept graduate coursework completed at another institution (earned post-baccalaureate) toward fulfillment of minimum degree, minimum graduate coursework, and minor credit requirements. This work will not appear on a UW–Madison transcript nor count towards the graduate career GPA. The Graduate School's minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison. The only exception is graduate-level coursework taken as a Big Ten Academic Alliance Traveling Scholar.

MS-CN Specific Transfer Credit Policy

Once a student is admitted to the MS-CN Clinical Nutrition program they may request the transfer of up to 6 graduate credits from another university. The admissions committee, with the input of program faculty, will review the syllabus and make their recommendations. The final decision of acceptance is that of the Graduate School at the time of e-warrant submission.

Coursework earned five or more years prior to admission to a master's degree or coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements per Graduate School policy. The grade for acceptable credits is B or better.

Transfer Course Equivalencies

Equivalent vs. Elective Credit: Transfer courses with descriptions that closely match the descriptions of courses within the MS-CN required curriculum will generally transfer as direct course equivalent credits. For example, an advanced micronutrients course at the previous institution will likely transfer as NS 715 Micronutrients: Human Physiology and Disease. Transfer courses that do not have direct course equivalents

within the MS-CN curriculum may transfer as elective credits. For example, a course on nutrition management of eating disorders could transfer as an elective. Elective credits count toward a degree in the same way that a direct course equivalent does. A maximum of 5 transfer elective credits will be accepted due to required curriculum.

No transfer credit will be accepted for supervised practice hours in a dietetic internship except those completed through the University of Wisconsin Hospital and Clinics (UWHC) Dietetic Internship and Capstone Certificate program.

TRANSFER POLICY FROM CAPSTONE CERTIFICATE IN CLINICAL NUTRITION

Courses taken as a special student in the Capstone Certificate in Clinical Nutrition may be transferred towards the MS-Clinical Nutrition Master Degree Program. A maximum of 14 credits may be transferred from the UWHC DI + Capstone Certificate program. A student **MUST** take at least 16 credits once admit to the University of Wisconsin- Madison Graduate School.

A student must have an overall GPA of greater than 3.00 from the 14 credits transferred from the Capstone Certificate into the Graduate Program.

The final decision of any transfer credit is the discretion of the MS-CN Executive Committee.

Graduate Transfer Credit Evaluation Requirements

- Official transcript
- Copies of course syllabi OR course outlines
- Review by Admissions Committee

Total Credits

To earn the MS in Clinical Nutrition degree, students must complete a minimum of 30 credits, 16 of which must be completed “in residence” (i.e. while enrolled as a UW-Madison graduate degree program student).

Privacy (HIPPA) and Social Networking Policy

Students shall not present any personal or health information of patients or clients that are discussed during any portion of their program on any course webpages, via email communication or through any social networking site. Removal of an individual’s name does not constitute proper de-identification of protected personal or health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment may still allow the reader to recognize the identity of a specific individual.

In posting information on social networking sites, students may not present themselves as an official representative or spokesperson for UW-Madison’s MS-Clinical Nutrition Degree Program.

Students may not represent themselves as another person, real or fictitious, or otherwise attempt to obscure their identity as a means to circumvent the forbidden actions above.

Students may not record and/or post personal information about faculty, staff or fellow students without their permission.

Further information about UW-Madison’s policies on social media can be found at the following URL:

<http://universityrelations.wisc.edu/policies/social-media.php>

TECHNOLOGY

To successfully engage in learning in the Online MS-Clinical Nutrition Degree Program, students will need to have access to the following minimum required technology:

Required Hardware

- Internet Connection: You should have a high-speed Internet connection via cable, DSL, or network.
- Computer Specifications: 1 GHz processor; 2GB RAM
- Computer Audio: sound card and speakers
- Other: See [the list of hardware supported by DoIT](#) (Division of Information Technology).

Canvas

- Canvas is the learning management system (LMS) for this course.
- Canvas has a number of tools that will facilitate your learning, communication, and activity within your courses. Visit the [Canvas Student Guide](#) to learn more about each of them.
- If you are new to Canvas, learn about [Getting Started with Canvas as a Student](#).
- You can also read about the [Accessibility within Canvas](#).

Required Software and Settings

Operating System: The newest versions of both Windows and Mac OS are fully supported by the DoIT Help Desk. See the [Windows OS](#) and [Mac OS](#) service descriptions for other DoIT supported versions.

Web Browser: [Chrome](#) is the recommended web browser for Canvas. Regardless of which web browser you use, it is best to have the latest version installed for security reasons and to experience full functionality of the course. For additional information and to see what browser versions work best with Canvas, please see the [Canvas support page](#) on this topic.

Settings: Regardless of the web browser you use, the following settings should be selected to experience full functionality. You also might want to seek additional support for Firefox, Chrome, Safari, and Internet Explorer.

Enable cookies: in [Firefox](#), [Chrome](#), [Safari](#), and [Internet Explorer](#)

Enable Javascript: [in multiple web browsers](#)

Clear your cache: in [Firefox](#), [Chrome](#), [Safari](#), and [Internet Explorer](#)

Additional Software

- **Adobe Reader**: Download the [latest version of Adobe Reader](#) to view PDF (portable document format) files. Note: Do not select the optional offer for McAfee Security Scan Plus.
- **Adobe Flash Player**: Download the [latest version of Adobe Flash Player](#) (a browser plug-in) to view any Flash-based media that may be posted in a course.
- **Blackboard Ultra**: Web conferencing tool used in courses for synchronous sessions. There is no specific software that needs to be downloaded to use this tool, but there may be certain plugins and browser settings you will have to adjust. See the [Blackboard support page](#) for browser specific information.
- **Kaltura**: [CaptureSpace Lite](#) - *Screen, Webcam, and Audio Recording*
 - CaptureSpace Lite is a webcam, screen, and audio recorder that is comparable to other software like TechSmith's Camtasia or Telestream's Screenflow. It replaces the screen and webcam recording tools.
 - [Privacy Policy](#)
 - [Accessibility Statement](#)

- **Word Processor, Presentation, and Spreadsheet Software:** Choose from the following options:
 - **Microsoft Office** (for PC or Mac; [free for UW-Madison students](#) through Office 365 portal)
 - **Google Docs** ([free](#); [web browser-based](#))
 - **OpenOffice** ([free download](#); for PC or Mac)
 - **G Suite** (*formally Google Apps*)
 - UW–Madison G Suite is a cloud-based conduit for productivity and collaborative tools such as Google Drive, Google Docs, Google Sheets, Google Sites, Google Keep, Hangouts Meet, and more.
 - [Privacy Policy](#)
 - [Accessibility Statement](#)

COURSE-RELATED MATERIALS

Explore: Reading Materials and Resources

Students are required to purchase or obtain access to all required textbooks. Assigned readings or links to web-based resources will be provided on the Content page of the course learning management system (Canvas). Lectures, notes and transcription of course materials will also be provided, whenever possible.

Engage & Interact: Assignments and Discussions

In general, when students prepare for a class presentation or other distribution of materials, conversion to accessible e-copies is the student’s responsibility. Some software programs (e.g. Adobe Acrobat Professional) can be used to convert documents. Scanning and distribution of e-copies of hard print documents can often be done at local libraries and/or copy centers.

Connect: Community of Practice

The online MS-CN aims to cultivate a thriving online community of learners and instructors by engaging members in collaborative learning and knowledge-sharing activities through the Community of Practice (CoP). The CoP is a platform for community members to engage in idea-sharing, networking and professional opportunities, career exploration, and peer-lead discussion topics. The CoP is dynamic, changing with the need of the community, members include enrolled students and instructors; as well as, UW Alumni and Department of Nutritional Sciences faculty and staff. To facilitate engagement, leaders moderate the CoP platform, building relationships of trust, and inclusivity; leaders are responsible for creating, updating, and monitoring communication channels (news, announcements, calendar of events, newsletters, and integration with face-to-face virtual meetings).

New members are strongly encouraged to view a series of virtual orientations to enhance their online learning experience. Orientations will guide students through course websites, available library resources, and how to access information such as announcements, assignments, quizzes/tests, grades, etc. To ensure continuous quality improvement, Community members will have access to program surveys, course evaluations, and program exits surveys.

PROFESSIONAL DEVELOPMENT AND CAREER PLANNING

UW-Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. Since our alumni thrive not only in academia but also in industry, corporate, government, and non-profit arenas, we strive to be in-tune, holistic, and innovative in our approach to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, you will build the skills needed to succeed academically at UW-Madison and to thrive professionally in your career.

Graduate School Office of Professional Development and Communications (OPDC)

The **Graduate School Office of Professional Development and Communications (OPDC)** provides direct programming in the areas of career development and skill building, and also serves as a clearing house for professional development resources across campus. The best way to stay informed is to watch for the weekly newsletter from OPDC, **GradConnections Weekly**, and to visit the webpage: <http://grad.wisc.edu/pd/events> for an up-to-date list of events.

Discover Professional Development (PD)

Discover PD is an innovative tool for UW-Madison graduate students to advance their academic and professional goals. You will start by reviewing the nine areas (or "facets") of professional development, complete a "Self-Assessment", and get a customized report of your areas of strength and weakness. This report comes with recommendations to help you strengthen your ability within each area. Your use of DiscoverPD will remain private and will not be shared with your faculty advisor or academic program. Aggregate data may be used to analyze and improve the tool, but individual responses will be confidential.

Students are encouraged to consider building on areas of strength as well as weakness, by favoring specific opportunities and to use these activities within Individual Development Plans (IDPs) – see below. The multitude of opportunities in the DiscoverPD database are searchable by keyword, modality (online, in-person, etc.), type (event, webpage/reading, course, applied experience, etc.), and level of time commitment. All UW-Madison community members can login to **Discover PD** with their net ID here: www.grad.wisc.edu/pd

Individual Development Plans (IDPs)

The Graduate School webpage <http://grad.wisc.edu/pd/idp> offers a collection of IDP resources to support graduate students.

As you begin your Graduate School career, an Individual Development Plan (IDP) is an essential tool to help you:

1. Assess your current skills and strengths.
2. Make a plan for developing skills that will help you meet your academic and professional goals.
3. Communicate with your advisors and mentors about your evolving goals and related skills.

The IDP you create is a document you will want to revisit again and again, to update and refine as your goals change and/or come into focus, and to record your progress and accomplishments. It also serves to start – and maintain – the conversation with your advisor about your career goals and professional development needs.

The onus to engage in the IDP process is on you, although your advisor or others may encourage and support you in doing so. The IDP itself remains private to you, and you may decide to identify various mentors to whom you can go for expertise and advice.

We recommend using the UW-Madison IDP template, which includes instructions and examples, is flexible and appropriate for all disciplines: <http://grad.wisc.edu/pd/idp#mentees>. This tool will include a self-assessment of skills, interests, and values; goal-setting guidelines; and reference to skill building and career exploration resources.

Electronic Portfolios

Students are encouraged to build an e-portfolio over the course of their time in the program. The purpose of the portfolio is to demonstrate achievement of the IDP goals and to advance inter-professional communication and collaboration skills. The portfolio may include projects, reports, papers, activities and information from the coursework. Students are encouraged to add materials that demonstrate expanded knowledge and skills and achievement of the learning goals of the MS-Clinical Nutrition degree. Your advisor can periodically review and provide feedback on the portfolio. Upon completion of the program, graduates will be able to share their e-portfolio with Dietetic Internship Directors and potential employers. Check out the following resource: <https://learnUW.wisc.edu/toolbox/eportfolio.html>

The R.D. Credential

Registered Dietitian Nutritionists (RDNs) are food and nutrition experts who have met the following criteria to earn the RDN credential:

- **Completed a minimum of a bachelor's degree** at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics – i.e. Didactic Program in Dietetics (DPD).
- **Completed an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to 12 months in length.
- **Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at www.cdrnet.org.
- **Completed continuing professional educational requirements** to maintain registration.

NOTE: The MS-CN degree program at UW-Madison does NOT include the “course work” or supervised practice mentioned above. The courses provided in this degree program are designed to build upon and enhance knowledge learned in a Didactic Program in Dietetics (DPD).

Some RDNs hold additional certifications in specialized areas of practice. These are awarded through CDR, the credentialing agency for the Academy, and/or other medical and nutrition organizations and are recognized within the profession, but are not required. Some of the certifications include pediatric or renal nutrition, sports dietetics, nutrition support and diabetes education. In addition to RDN credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RDN.

For further information on the RD Credential, please see:

- <http://www.eatrightpro.org/resources/about-us/what-is-an-rdn-and-dtr/what-is-a-registered-dietitian-nutritionist>
- <https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians>

Professional Associations

The Academy of Nutrition and Dietetics (AND)

The AND has as its purpose direction and leadership for quality dietetic practice, education and research and to promote optimal health and improve the nutrition of human beings. Dietetics students are encouraged to join the AND as affiliate members. As a member, students receive the *Journal of the Academy of Nutrition and Dietetics*, published monthly. Other benefits are described in their membership brochure. Further information may be found on the AND Website: <http://www.eatright.org/students/join/>

The Wisconsin Academy of Nutrition and Dietetics (WAND)

Student membership in the national academy results in automatic membership in the state association. Students receive a periodic newsletter and are strongly encouraged to be knowledgeable about association issues and concerns. WAND has an annual spring meeting and students are encouraged to attend. A significant discount on the registration fee for this meeting is given to students. Further information may be obtained on their website at: <http://www.eatrightwisc.org>

Additional Organizations and Businesses Related to Nutrition and Dietetics

Society for Nutrition Education and Behavior	http://www.sne.org
American Society for Parenteral and Enteral Nutrition	http://www.nutritioncare.org
Nutrient Data Laboratory Home Page	http://fnic.nal.usda.gov/food-composition/usda-nutrient-data-laboratory
Food and Drug Administration	http://www.fda.gov
National Heart Lung Blood Institute	http://www.nhlbi.nih.gov
School Nutrition Association	http://www.schoolnutrition.org
US Department of Agriculture	http://www.usda.gov
Centers for Disease Control and Prevention	http://www.cdc.gov/nutrition
US Dept of Health and Human Service (HHS)	http://www.hhs.gov
National Dairy Council	http://www.nationaldairycouncil.org
National Library of Medicine	http://www.nlm.nih.gov

American College of Nutrition	http://www.americancollegeofnutrition.org
American Society for Nutrition	http://www.nutrition.org
Federation of American Societies for Experimental Biology	http://www.faseb.org

STUDENT RIGHTS AND RESPONSIBILITIES

UW-Madison is a community founded around the principles of knowledge, learning, inclusion and citizenship. As we strive to educate and graduate good citizens of our campus, city and the world, our community has standards and expectations for the conduct of its members. These rights and responsibilities are described in detail here: <https://students.wisc.edu/student-conduct>.

Students with Disabilities Policy

Students and accommodation specialists from the McBurney Disability Resource Center (see <https://mcburney.wisc.edu>) complete an intake process in which the student's expressed needs and the disability documentation are reviewed. Eligibility for services is based on a combination of the student's description of need, the thoroughness of the disability documentation, and documentation policies (see <https://mcburney.wisc.edu/information/documentation/disdocpolicies.php>). At the conclusion of the intake, a verified individualized services and accommodations plan (VISA) is written for each student and training in use of the accommodations or services is provided.

Pursuant to the Americans with disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1963, individuals with disabilities are protected from discrimination and assured services and accommodations that provide equal access to the activities and programs of the university. To establish that an individual is covered under the ADA, documentation must indicate that the disability substantially limits a major life activity. If academic or classroom based adjustments and accommodations are requested learning must be one of the major life activities affected. Documentation submitted must:

- Be appropriate to verify eligibility
- Demonstrate a current substantial impact of one or more major life activities, and,
- Support the request for accommodations, academic adjustments and or auxiliary aids.

To qualify for disability services, students are required to provide diagnostic documentation from a licensed clinical professional familiar with the history and functional implications of the impairments. Disability documentation must adequately verify the nature and extent of the disability in accordance with current professional standards and techniques, and it must clearly substantiate the need for all of the student's specific accommodation requests. All documentation must be submitted on the official letterhead of the professional describing the disability. The report should be dated and signed and include the name, title, and professional credentials of the evaluator, including information about license or certification. In general, it is not acceptable for such documentation to include a diagnosis or testing performed by a member of the

student's family. Additionally, students requesting accommodations for the manifestations of multiple disabilities must provide evidence of all such conditions.

Providing documentation of disability is the responsibility of the student. In general, the less obvious the disability, the more information is required to assess a student's needs and make accommodation recommendations. Documentation should be recent, relevant and comprehensive and, where appropriate, contain test scores and interpretation (e.g., learning disability reports, audiograms, etc.). If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation, the University has the discretion to require additional documentation. Any cost incurred in obtaining additional documentation is also borne by the student. If the documentation is complete but the university desires a second professional opinion, the university bears that cost.

Note: Pending the receipt of appropriate documentation, the university reserves the right to deny services or accommodations.

Religious Observances Policy

University policy states that mandatory academic requirements should not be scheduled on days when a religious observance may cause substantial numbers of students to be absent from university functions. Note that Jewish holidays and observances begin at sunset on the evening preceding the given date, and some holidays are celebrated during more than one day. Mark these days on your calendar, and do not schedule mandatory exercises on these days.

Due to the university's multicultural community, there are bound to be conflicts between mandatory academic requirements and religious observances other than those listed. Major religious observances celebrated by Muslim and Buddhist students also occur during the Semester. A listing, though not exhaustive, of religious holidays is available at www.interfaithcalendar.org. Or obtain a copy of the listing from the Office of the Secretary of the Faculty, 130 Bascom Hall, 262-3958.

A student's claim of a religious conflict will be accepted at face value. A variety of valid claims exist for religious groups, and there is no practical, dignified and legal means to assess the validity of individual claims. State law mandates that any student with a conflict between an academic requirement and any religious observance must be given an alternative means of meeting the academic requirement. The law also stipulates that students be given means by which they can conveniently and confidentially notify an instructor of such conflicts.

Please adhere to the following three guidelines that have been developed to provide clarity for both students and instructors: Announce early in the semester that students must notify the instructor within the first two weeks of class of the specific days or dates on which he or she requests relief. Include this information on course syllabi to make sure your students are informed of the policy; make-ups may be scheduled before or after the regularly scheduled requirements; and it is understood that instructors may set reasonable limits on the total number of days claimed by any one student. University policy seeks to be sensitive to the individual needs to students.

Information taken from <https://www.secfac.wisc.edu/academic-calendar.htm>

Sexual Harassment Policies

Information regarding policies on sexual harassment and how to report it is found here:

<https://oed.wisc.edu/sexual-harassment-information.htm>

Equity & Diversity Policies

Information regarding equity and diversity policies is found here:

<https://oed.wisc.edu/>

Reporting and Response to Incidents of Bias/Hate

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. Please find full details at <http://students.wisc.edu/doso/biasreporting.html> and

<http://www.students.wisc.edu/rights/what-if-i-witness-or-experience-a-bias-related-incident>

Professional Conduct

All students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW-Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires. (Please see the Academy of Nutrition and Dietetics “Code of Ethics” below.) Concerns about infractions of Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, the Program Director may be included in the discussion. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

1. Professional Ethics: Students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.
2. Honesty and Integrity: Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits. Students shall follow- through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession as a whole.
3. Interpersonal Relationships: Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to being on time and prepared for class/meetings, contributing collaboratively to the team, keeping

the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.

4. Commitment to Learning: Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every online discussion and always show courtesy during discussions. Students who are unable to attend discussions are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.

This graduate program, the Graduate School, and the Division of Student Life all uphold the UW- System policies and procedures in place for academic and non-academic misconduct. Unprofessional behavior towards faculty, staff, peers and public are significant issues in the evaluation of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

Academy of Nutrition and Dietetics “Code of Ethics”

The Academy of Nutrition and Dietetics (AND) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the Academy Board of Directors, House of Delegates, and the Commission on Dietetic Registration and is found on the following website:

<http://www.eatrightpro.org/~media/eatrightpro%20files/career/code%20of%20ethics/codeofethicsdieteticsresources.ashx>

Academic Integrity

The Dean of Students Office maintains a website that outlines student responsibilities for conduct and community standards. You will find helpful information and links to reporting systems here:

<https://www.students.wisc.edu/doso/academic-integrity>

Student resources for academic integrity is found here:

<https://students.wisc.edu/student-conduct/academic-integrity/student-resources>

It is your responsibility as a student to abide by these academic integrity policies and procedures.

Academic Misconduct

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation
2. uses unauthorized materials or fabricated data in any academic exercise
3. forges or falsifies academic documents or records
4. intentionally impedes or damages the academic work of others
5. engages in conduct aimed at making false representation of a student's academic performance
6. assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation
2. paraphrasing from the Web without crediting the source
3. using notes or a programmable calculator in an exam when such use is not allowed
4. using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator
5. stealing examinations or course materials
6. changing or creating data in a lab experiment
7. altering a transcript
8. signing another person's name to an attendance sheet
9. hiding a book knowing that another student needs it to prepare for an assignment
10. collaboration that is contrary to the stated rules of the course
11. tampering with a lab experiment or computer program of another student

Additional information regarding Academic Misconduct:

Graduate School Policy & Procedure: Misconduct, Academic:

<http://grad.wisc.edu/acadpolicy/#misconductacademic>

Dean of Students Office: Information for Students: How to Avoid Academic Misconduct? What Happens If I engage in Academic Misconduct? What Should I do if I know a Classmate is Cheating?

<http://www.students.wisc.edu/doso/students.html>

Dean of Students Office: Academic Misconduct Flowchart:

<http://students.wisc.edu/doso/misconductflowchart.html>

University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures:

http://students.wisc.edu/doso/docs/uws_chapter_14.pdf

Non-Academic Misconduct

The university may discipline a student in non-academic matters in the following situations:

1. for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest
2. for stalking or harassment
3. for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest
4. for conduct that obstructs or seriously impairs university-run or university-authorized activities, or

that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities

5. for unauthorized possession of university property or property of another member of the university community or guest
6. for acts which violate the provisions of UWS 18, Conduct on University Lands
7. for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent
8. for violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action

Examples of non-academic misconduct include but are not limited to:

1. engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d)
2. attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest
3. attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so
4. selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver
5. removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes
6. preventing or blocking physical entry to or exit from a university building, corridor, or room
7. engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program
8. obstructing a university officer or employee engaged in the lawful performance of duties
9. obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities
10. knowingly disrupting access to university computing resources or misusing university computing resources

Additional information regarding Non-Academic Misconduct

Graduate School Academic Policies & Procedures: Misconduct, Non-Academic:

<http://grad.wisc.edu/acadpolicy/#misconductnonacademic>

Dean of Students Office: Non-Academic Misconduct Standards Statement:

<http://students.wisc.edu/doso/nonacadmisconduct-statement.html>

Dean of Students Office: Non-Academic Misconduct Process

<http://students.wisc.edu/doso/nonacadmisconduct.html>

University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures:

<http://students.wisc.edu/doso/docs/NewUWS%2017.pdf>

DISCIPLINARY ACTION AND DISMISSAL

General Guidelines

Failure to meet the program's academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. If a student is not making satisfactory progress in regards to academic or conduct expectations, the MS-Clinical Nutrition Program Director will consult with the student and their advisor to determine if disciplinary action or dismissal is recommended.

Student progress will be reviewed through periodic advising meetings. If the advisor finds that a student has failed to achieve satisfactory progress with academic or conduct expectations the student may be placed on probation or dismissed from the program following a review by MS-Clinical Nutrition Program Director.

Students placed on probation will develop a plan for remediation to be approved by the Program Director and will have one semester in which to meet the conditions of the remediation plan. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester.

The status of a student at any point in time will be one of the following three options:

1. Good standing (progressing according to standards).
2. Probation (not progressing according to standards but permitted to enroll; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full time enrollment (or 12 credits of enrollment if enrolled part-time), the student may be dismissed from the program or allowed to continue for one additional semester based on advisor appeal to the Graduate School. A cumulative GPA of 3.0 is required to graduate.

See the Graduate School Academic Policies & Procedures: Probation

<http://grad.wisc.edu/acadpolicy/#probation> and Grade Point Average (GPA) Requirement

<http://grad.wisc.edu/acadpolicy/#gparequirement> .

Students may be disciplined or dismissed from the MS-Clinical Nutrition degree program for any type of misconduct (academic, non-academic, or professional) or failure to meet program expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Concerns about infractions of the Professional Conduct may be effectively handled informally between the student and the advisor/faculty member. However, if a resolution is not achieved, the issue may be advanced for further review by the Program Director.

Disciplinary Actions

Depending on the type and nature of misconduct, the M.S.-Clinical Nutrition Degree Program may have grounds to do one or more of the following:

- Written reprimand
- Denial of specified privilege(s)
- Imposition of reasonable terms and conditions on continued student status
- Removal of funding
- Probation
- Restitution
- Removal of the student from the course(s) in progress
- Failure to promote
- Withdrawal of an offer of admission
- Placement on Leave of Absence for a determined amount of time
- Suspension from the program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will be admitted only on a space available basis. See the Graduate School Academic Policies & Procedures: Readmission to Graduate School: <http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#146>
- Suspension from the program. The suspensions may range from one semester to four years.
- Dismissal from the program
- Denial of a degree

Additional Information

Links for additional information regarding Academic Misconduct:

<http://grad.wisc.edu/acadpolicy/#misconductacademic>

<http://www.students.wisc.edu/doso/students.html>

<http://students.wisc.edu/doso/misconductflowchart.html>

http://students.wisc.edu/doso/docs/uws_chapter_14.pdf

Links for additional information regarding Non-Academic Misconduct:

<http://grad.wisc.edu/acadpolicy/#misconductnonacademic>

<http://students.wisc.edu/doso/nonacadmisconduct.html>

<http://students.wisc.edu/doso/docs/NewUWS%2017.pdf>

<http://students.wisc.edu/doso/docs/NewUWS%2018.pdf>

GRIEVANCE PROCEDURES AND REPORTING MISCONDUCT AND CRIME

Grievance Procedures

Grievance Procedures If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge

of the program or course where the action occurred (program or department chair, program coordinator, course instructor, etc.).

Procedures for proper accounting of student grievances:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the Director of the M.S.-Clinical Nutrition Degree Program to facilitate problem resolution through informal channels, and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity website: <http://www.oed.wisc.edu/index.html>.
3. Other campus resources include:
 - McBurney Disability Resource Center – www.mcburney.wisc.edu
 - The Graduate School – www.grad.wisc.edu
 - Ombuds Office – www.ombuds.wisc.edu
 - University Health Services – www.uhs.wisc.edu
 - UW Office of Equity and Diversity - <http://www.oed.wisc.edu/index.html>
4. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Director of Graduate Studies in writing, within 60 calendar days of the alleged unfair treatment.
5. On receipt of a written complaint, the M.S.-Clinical Nutrition Degree Program Executive Committee will be convened by the Program Director to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
6. The committee will determine a decision regarding the grievance. The Program Director will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.
8. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: <https://grad.wisc.edu/acadpolicy/#grievancesandappeals>

Reporting Misconduct and Crime

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If you have a grievance regarding unfair treatment towards yourself, please reference the procedures and resources identified above. If you learn about, observe, or witness misconduct or other wrongdoing you may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with your advisor, Graduate Program Coordinator, Director of Graduate Studies, or other campus resources (such as the UW Office of

Equity and Diversity, Graduate School, Mc Burney Disability Resource Center, Ombuds Office, and University Health Services).

Academic Misconduct Reporting

If you know a classmate is cheating on an exam or other academic exercise, notify your professor, teaching assistant or proctor of the exam. As a part of the university community, you are expected to uphold the standards of the university. Also, consider how your classmate's dishonesty may affect the overall grading curve and integrity of the program.