

**Department of Health Professions
Master of Science in Applied Nutrition
Graduate Program**

Student Handbook and Policy Manual

Edition: 2024-2025 Academic Year
Updated 1/24/2025



Disclaimers

Portions of this Student Handbook and Policy Manual have been copied and are gratefully acknowledged from James Madison University [Graduate School](#), the [Academy of Nutrition and Dietetics](#), and the [Accreditation Council for Education in Nutrition and Dietetics](#).

Please note that this handbook is a working draft. As administration, faculty, and students implement the policies and practices herein, changes will be made to improve the program and enhance student learning and outcomes. For clarification, please contact the Applied Nutrition Graduate Director.

Welcome

The James Madison University Dietetics faculty and staff welcome you to the JMU Master of Science in Applied Nutrition Graduate Program (MSANP). We are excited that you have decided to pursue your nutrition passion with us. We are part of the JMU Graduate School and Department of Health Professions within the College of Health and Behavioral Studies. The MSANP program is a full-time graduate program that will require four academic semesters, including two summers, to complete the 50 credit hours.

This handbook is a guidance document to provide information about the MSANP, Department of Health Professions, and JMU Graduate School. This handbook is not intended to be all-inclusive, but rather to be used as a supplement to the [JMU Graduate Handbook](#). This handbook outlines accepted policy, based on the program's compliance to the Accreditation Council for Education in Nutrition and Dietetics, Standards of Education and provides the framework within which the MSANP Program Director, faculty and staff, and students can work together effectively.

Please read this handbook carefully in its entirety. Once you have thoroughly read the JMU MSANP Student Handbook and Policy Manual, please sign and return the form on the last page acknowledging your receipt and review of this handbook. Your signature also denotes your understanding and agreement with the handbook content and policies.

The next two years will be challenging but extremely rewarding. We are looking forward to growing with you and sharing our "appetite" of nutrition with you.

Sincerely,

The Dietetics Program Faculty and Staff

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Program Accreditation Status

James Madison University's MSANP has been granted candidate status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. ACEND is recognized by the United States Department of Education and the Council for Higher Education Accreditation.

Who is ACEND?

The ACEND is the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered.

Contact ACEND

Address: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995
Phone: (800) 877-1600 ext. 5400.
Web address: <https://www.eatrightpro.org/acend>
Email: ACEND@eatright.org

The Dietetics Profession

What is an RDN?

"A Registered Dietitian Nutritionist (RDN) is a food and nutrition expert who has met the criteria to earn the RDN credential. RDNs translate the science of nutrition into practical solutions for healthy living. RDNs use their nutrition expertise to help individuals make unique, positive lifestyle changes. They work throughout the community in hospitals, schools, public health clinics, nursing homes, fitness centers, food management, food industry, universities, research, and private practice. RDNs are advocates for advancing the nutritional status of Americans and people around the world." –See more at www.eatright.org

What are the different jobs for a Master's prepared RDN?

Successful graduates from James Madison University's MSANP may find work or continued education in a variety of fields. These include but not limited to:

- Hospitals, HMO's or other health-care facilities
- Food and nutrition-related business and industries
- Universities and medical centers
- Sports nutrition and corporate wellness programs
- Bariatric surgery clinics
- Private practice
- Community and public health settings
- Research areas
- Doctoral programs

MSANP Program Overview and Design

Description:

The MSANP provides nutrition and dietetics work and supervised experiential learning in Clinical Nutrition, Food Service Management, Food Science and Product Development, Policy and Leadership, and Sports and Wellness. The MSANP blends a high-level graduate degree and supervised experiential learning to offer the student an opportunity to study and develop exceptional skills to provide nutrition care to a variety of populations. This graduate program has been planned for people with a passion for helping people live healthier and more productive lives through nutrition and physical activity. Courses in nutrition, microbiology, organic chemistry, biochemistry, human anatomy, human physiology, psychology, and statistics are prerequisites for admission to the program.

The MSANP is a full-time Nutrition Graduate Program that will require four academic semesters, including two summers to complete the program requirements. Requirements for the MSANP degree include successful completion of the 50 graduate-level credits, which include a successful:

1. defense of a major research project (thesis or capstone),
2. completion of a comprehensive exam,
3. completion of all ACEND Future Education Model Graduate Program competences, and
4. a minimum completion of 1,000 approved hours

Students will have supervised experiential learning experiences both in a classroom and off-campus site. Experiential learning experiences will include the following clinical nutrition setting which includes a diverse population with a variety of chronic and acute diseases including but not limited to general clinical practice, cancer, diabetes, cardiovascular disease, HIV/AIDS, gastrointestinal diseases, intensive care unit, long-term care, bariatric surgery, and outpatient. Students will also participate in a food service setting with a focus on the management area of dietetics. We believe that our program is unique in that we have learning opportunities in community nutrition, school foodservice, and sports/wellness.

After successful completion of the MSANP, students can take the national credentialing examination. Upon passing the national credentialing examination administered under the direction of the Commission on Dietetic Registration (CDR) graduates are recognized as Registered Dietitian/ Registered Dietitian Nutritionists (RD/RDN).

Program Mission:

We equip master's prepared entry-level Registered Dietitian Nutritionists with the knowledge, skills, and abilities necessary for exceptional practice in dietetics and an interprofessional healthcare team.

Program Vision:

Graduates from the JMU Master of Science in Applied Nutrition are uniquely skilled future Registered Dietitian Nutritionists who will work as effective members of health care teams within a global society.

Program Goals and Outcomes:

Goal 1: Graduates of the Master of Science in Applied Nutrition will be employed in dietetics positions or pursuing advanced study that will utilize their knowledge, skills, and competencies in dietetics, as well as their critical thinking and problem-solving skills.

- Objective 1: At least 80 percent of program graduates will complete program/degree requirements within three years (150% of the program length).
- Objective 2: Of graduates who seek employment, 85 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Objective 3: Eighty-five percent of employers who respond to an employer survey of program graduates at the end of their first year of employment will rate them as "Meets Entry-Level Expectations" or higher in overall performance.
- Objective 4: Eighty-five percent of program graduates will take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- Objective 5: The program's one-year pass rates (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80 percent.
- Objective 6: Eighty-five percent of employers who respond to an employer survey of program graduates at the end of their first year of employment will rate them as "Exceeds Entry-Level Expectations" or higher in professional knowledge, skills, and problem-solving.

Goal 2: Graduates of the Master of Science in Applied Nutrition will participate in and/or lead interprofessional teams in a variety of settings.

- Objective 1: Ninety percent of employers who respond to a survey on program graduates in their first year of employment will rate them as "Meets Entry-Level Expectations" or higher in interprofessional skills (i.e., working within and among other professions within a facility).

Goal 3: Graduates of the Master of Science in Applied Nutrition will be actively engaged in planning, conducting, analyzing, and disseminating scholarly products.

- Objective 1: Eighty-five percent of students will submit an abstract of their thesis or project for presentation at a state, regional, or national meeting, or submit a manuscript of their thesis or project to a peer-reviewed journal, within one-year post-graduation.
- Objective 2: Eighty-five percent of employers who respond to a survey on program graduates in their first year of employment will rate them as “Exceeds Entry-Level Expectations” or higher in research knowledge and application to the dietetics field.

Outcomes data are available upon request

Program Faculty and Staff:

The MSANP program faculty is composed of doctoral-level professionals with diverse disciplinary affiliations.

Jeremy Akers, PhD, RDN – Professor, MSANP Director

Jennifer Walsh, PhD, RDN – Associate Professor, Dietetics Undergraduate Program Director

Danielle Torisky, PhD, RDN – Professor

Ana Laura Dengo, PhD – Associate Professor

Michelle Hesse, PhD, RDN – Associate Professor

Ana Abad-Jorge, PhD, RDN, FAND- Associate Professor

Stephanie Lewis – Administrative Assistant

Tess O’Shea – Dietetics Laboratory Manager

Program Progression:

The MSANP is designed to be a cohort program that starts in May each year. Most students will complete the program in 2 years. Within that timeframe, students should complete the 35 required dietetics coursework credits, 6 research credits, and 9 practicum credits. Within the dietetics coursework, research, and practicums, students should expect to have 1400+ hours of supervised experiential learning experiences.

Core Courses: 35 credit hours

Summer 1

NUTR 601 Research and Professional Seminar (2 credits)

Fall 1

NUTR 603 Advanced Food Service Management (3 credits)

NUTR 604 Integrated Nutrition (3 credits)

NUTR 605 Research Methods in Dietetics (3 credits)

NUTR 606 Advanced Medical Nutrition Therapy I (3 credits)

Spring 1

NUTR 602 Global Nutrition (3 credits)

NUTR 607 Advanced Medical Nutrition Therapy II (3 credits)

NUTR 608 Nutrition in Disease Development, Progress and Prevention (3 credits)

Summer 2

NUTR 609 Population Nutrition and Policy (3 credits)

Fall 2

NUTR 610 Maternal, Infant and Child Nutrition (3 credits)

NUTR 611 Nutrition Education and Counseling (3 credits)

Spring 2

NUTR 612 Food Science and Product Development (3 credits)

Experiential Learning Courses: 9 credit hours

Spring 1

NUTR 690 Supervised Experiential Learning in Community Nutrition (3 credits)

Fall 2 or Spring 2

NUTR 691 Supervised Experiential Learning in Medical Nutrition Therapy (3 credits)

NUTR 692 Supervised Experiential Learning in Food Service Management (3 credits)

Capstone or Thesis: 6 credit hours

Students will be required to select a culminating research project experience. Students must choose to complete a capstone project or a thesis.

Capstone Project

NUTR 693 Capstone I (3 credits) Summer 2

NUTR 694 Capstone II (3 credits) Spring 2

Thesis

NUTR 700 Thesis I (3 credits) Summer 2

NUTR 701 Thesis II (3 credits) Spring 2

Total: 50 credit hours

This document is provided as an advising resource only. Official curriculum requirements are listed in the [JMU Graduate Catalog](#). In the case of discrepancies, the University Catalog is the

official curriculum students must follow. This document was reviewed by Drs. Jeremy Akers and Kirk Armstrong on August 12, 2024.

Future Education Model Graduate Program Accreditation Standards

The MSANP dietetic coursework and supervised experiential learning experiences are the basis on which the program curriculum and learning activities are built, all within the context of the mission and goals. These are described by competencies and performance indicators required for graduate-level dietetic practice established by the ACEND, using Future Education Model Graduate Degree standards.

The seven knowledge and competency domains include:

- Foundational Knowledge
- Client/ Patient Services
- Food Systems Management
- Community and Population Health Nutrition
- Leadership, Business, Management, and Organization
- Critical Thinking, Research, and Evidence Informed-Practice
- Core Professional Behaviors

ACEND's competencies for dietitians specify what every dietitian should be able to do at the beginning of their practice career. They are assessed by using performance indicators. Performance indicators are at the "Knows, Shows, and Does" levels. **Students cannot obtain a verification statement until every ACEND competency is met.** The MSANP curriculum translates the "Knows, Shows, and Does" performance indicators into a sequence of didactic (classroom/lecture) courses, and supervised experiential learning experiences in the classroom and at learning sites. The MSANP incorporates ACEND's competencies into all didactic and supervised experiential learning content to ensure that program graduates meet the Academy's requirements for dietetic practice as entry-level dietitians. Appendix A lists the competencies and performance indicators required from ACEND.

Formal Evaluation for Program Standards

The MSANP faculty and staff are dedicated to continuous quality program improvement and exceeding ACEND accreditation standards. The following are ways the MSANP is ensuring the education and skill set for students to become highly qualified Master's-prepared entry-level dietitians:

- Continuing education and training for program faculty.
- Yearly training for supervised experiential learning preceptors.
- Yearly review of the program's curriculum. This is required by [the JMU Center for Assessment Research Studies](#). The yearly review will involve faculty and staff and include feedback from preceptors and students.
- Changes to the curriculum will be approved through the JMU Graduate School and major changes will be approved through ACEND. These changes will be conducted in a timely manner and will be consistent with the ACEND standards and JMU Graduate Policies.

- The MSANP Advisory Committee will meet at least once every two years to provide a comprehensive review and evaluation of the MSANP program. Current and former students will be invited to participate and provide feedback.

Formal Evaluation and Monitoring of Student Progress

Students are expected to keep track of their academic performance and supervised experiential learning hours. Students will receive formal feedback during each didactic course they are required to take and during conducting research and comprehensive exams. The MSANP Program Director will evaluate each student's progress at the end of every semester. The MSANP Program Director will meet with students and preceptors at the midpoint of each practicum to monitor student progress. If a student falls below the Graduate School's academic requirements the student will receive a verbal and written warning of their unsatisfactory progress.

Unsatisfactory competency or behavior can lead to dismissal from the program. All students are expected to abide by all university and organization policies and procedures. Each student will receive the *Master of Science in Applied Nutrition Handbook* that outlines the policies and procedures of the program at orientation for the program begins. Students are also required to abide by the JMU Honor Code. This is outlined in the [Graduate School Handbook](#). Infractions may result in the removal of the student from the MSANP or the university. That student will be required to meet with the MSANP Program Director. Remediation procedures will be discussed and a plan for academic success will be discussed and added to the student's file.

Students that have been identified as those who are struggling in the program, their Program Director will assist the student to help navigate the program's course work or supervised experiential learning. Students who fail to successfully progress through the program will be referred to [Career and Academic Planning](#) for assistance.

Assignment of an advisor and faculty research chair

The Program Director will be the academic advisor for all students. During Fall 1 students will choose or be assigned a faculty research chair based on their research interest and the availability of MSANP professors. The student is advised to meet with the Program Director to discuss their course enrollments and supervised experiential learning site experiences. The faculty research chair will work with and advise the student throughout the research experience (Thesis or Capstone).

Supervised Experiential Learning Courses

The supervised experiential learning courses include a field-based experience in a current dietetics practice setting (e.g., community setting, food service management, clinical nutrition) under the supervision of a registered dietitian nutritionist. Each experiential learning course will provide students with opportunities to demonstrate competency in specific skill and knowledge areas. Students will be required to complete a minimum of 250 contact hours for community and 400 for both clinical and food service management supervised experiential learning course for a

minimum of 1050 contact hours. Each of the three (3) supervised experiential learning courses will be embedded within the curriculum concurrent with didactic courses during the curriculum.

The supervised experiential learning courses will be coordinated by the Program Director. The Program Director will facilitate experiential learning placements, guiding and supporting students through experiential learning experiences. At each experiential learning site, a site supervisor will be identified to serve as the primary contact with faculty for the proposed degree program. The site supervisor will also serve as the direct supervisor for students during experiential learning. Students will be responsible for completing patient logs, completing nutritional assessments, developing, and implementing medical nutrition therapies, providing nutritional counseling related to disease prevention and wellness promotion, implementing community-based nutrition programs, and providing food systems management (such as personnel management, procurement, and cost control). **The site supervisor will be responsible for the student's evaluation and assessment. The instructor on record for the courses will be responsible for the final course grade.** Each supervised experiential learning course is graded based on an A to F grading scale. If a student does not earn a passing grade in any supervised experiential learning course, they will be dismissed from the degree program.

Major Research Project

Each student must complete a major research project during the MSANP. The student should discuss the major research project with their faculty research chair while planning coursework throughout the program. The faculty research chair must approve the idea for the major research project, whether it is a: 1) Thesis (research-based) or 2) Capstone (application-based), before the student progresses with the idea. It is the decision of the student and faculty research chair to continue with a thesis or capstone project; therefore, students are encouraged to begin a discussion of their major research project early in their program. For the topic and proposal to be approved, it must include a nutrition component. Appendix B, C, and D have guidelines for major research project expectations.

After taking the Research Methods course in Fall 1, students will enroll in either Thesis I or Capstone 1 course during Summer II, depending on the format of the major research project:

Thesis - The thesis will provide a research opportunity for students who want to prepare for research careers in nutrition or for doctoral studies. The students will be expected to conduct research and test a hypothesis.

The thesis will require prospective or retrospective data collection or secondary data and its appropriate analysis. Research study projects will require submission to JMU's Institutional Review Board (IRB), especially if the research involves research participants or if the student and chair wish to submit the manuscript for publication or presentation. With faculty research chair guidance, the JMU IRB submission will be accomplished using JMU's online IRB submission process and system.

The research study may be classified as one of the following:

- A. Quantitative Research: Quantitative research with primary prospective or retrospective data or secondary data analysis. Quantitative research designs may involve:
- Nutrition/diet/ exercise/ physical activity focused experimental research (clinical trial)
 - Survey-based
 - Meta-Analysis
 - Systematic Review
- B. Qualitative Research: Qualitative research within the context of our program involves a process of naturalistic inquiry in public health, university, community, or healthcare settings that seeks an in-depth understanding of nutrition and dietetics phenomena. Qualitative research methods may involve:
- Case Study or Case Series
 - Ethnography
 - Grounded theory
 - Phenomenology
- C. Mixed Methods Research: This type of research uses a combination of both quantitative and qualitative methods and designs.

Capstone Project - The capstone will provide an opportunity for students to apply their skills and knowledge to a real-life, identified problem in clinical, community or managed practice.

A practice-based capstone project involves the completion of a clinical, community, education, or management project within an area of food, nutrition, and dietetics. It is intended that the topic is of interest to the student and within the expertise, research and/or interest area of the faculty research chair.

General characteristics of Capstone Projects:

- Demonstrates the culmination of knowledge acquired during the graduate program.
- Integrates and applies knowledge and skills that contribute to addressing or mitigating a real-world problem.
- Results in a tangible “work product” for the program, department, community, or profession. Some ideas could include the following:
 - Evidence Analysis Project
 - Position paper for a professional organization or publication
 - Nutrition Protocol: Either in the clinical or community setting
 - “Best Practices” document
 - Training Manual and/or a Training Video
 - Nutrition Education Tools and Resources with Implementation Plan
 - Community Needs Assessment
 - Process Evaluation
 - Grant application
 - Program review
 - Professional Journal reviews (narrative review, clinical review, etc.)

Regardless of the format, the major research project will be directed by a faculty chair and

include a committee of other faculty members and/or subject matter experts with a specific makeup that is dependent on the project format. At the conclusion of the written Thesis or Capstone Project, students will present in a research defense and a research symposium. The symposiums are open to the university and will be advertised to faculty, staff, and students. Students must submit their written research project to their committee at least two weeks prior to the presentation, which will occur during the Thesis II or Capstone II course, depending on project format. These courses are graded on a Satisfactory or Unsatisfactory basis. In the event a student earns an Unsatisfactory grade, they will be allowed one additional opportunity to successfully present their major research project. If the student fails to earn a Satisfactory grade on their second attempt, they will be dismissed from the program.

Comprehensive Exam

A formal assessment of mastery designed to appraise the student's competence is required of all JMU students to complete his or her program of graduate study. The MSANP program administers a comprehensive exam during spring semester 2. The exam is used to assess the student's synthesis of didactic knowledge. The exam will consist of a mock RDN exam from [EatRightPREP](#).

Below are details of the comprehensive exam:

- The student must notify the MSANP Program Director by the end of exam week in the preceding semester of the date and time they request to take the comprehensive exam.
- The student is responsible for the purchase the EatRightPREP exam material.
- The student will use the JMU code to take the EatRightPREP exam and submit a completion date to the Program Director. The Program Director has access to the exam scores.
- Students will be notified in writing within one week of taking the comprehensive exam whether they passed or failed.
- The student must record an 80% or higher on the mock RDN exam to pass.
- If a student fails the exam, they must request a re-examination. Unless there are extenuating circumstances, the re-examination must occur within six months of the date of failure.
- The student will only be allowed one re-examination.

If the student does not successfully pass the re-examination, they will be dismissed from the MSANP. The MSANP will use guidelines highlighted in the [Graduate Handbook](#).

Supervised Experiential Learning Experiences

Students will have many supervised experiential learning experiences during their two years. Some of these experiences will be part of the dietetic coursework (case studies, simulations, standardized patients, etc.); however, the bulk of these experiences will be offsite during practicums. These hours are a unique experience that allows students to develop the skills and competence to be a successful member of the nutrition and dietetics profession. At no point in the supervised experiential learning experience should a student view themselves or be viewed as a Registered Dietitian Nutritionist (RDN). A student's role is to be a student, not an employee and not an employee replacement. A student may be asked to provide staff relief; this is not the same as being an employee. If at any time a student feels that they are being asked to replace an employee, they should discuss the situation with the MSANP Program Director.

Please note that additional hours may be required to demonstrate competency in meeting ACEND and CDR guidelines as determined by the preceptor, instructor, and MSANP Program Director.

The MSANP Program Director, faculty, and preceptors will work with students to ensure a quality experience is achieved during all experiences. Students are required to have all satisfactory course work and documentation completed prior to starting experiences. Some of the sites may require significant drive time (> one hour) and possible relocation. If relocation is required, the student is responsible for the costs of relocating and living expenses and travel during the supervised experiential learning opportunity. Students may be required to attend mandatory didactic components at JMU during their experiences. The MSANP Program Director will work with each student to determine the best “fit” for their opportunity. The “fit” will include an interview with the Program Director and student, professional interest, location, and need. ***Upon accepting admission to the JMU MSANP, students acknowledge that they may be assigned to any of our supervised experiential sites based on programmatic need and site availability.***

Student progress will be monitored through a tracking software system. The MSANP Program Director will meet at the midpoint of each opportunity with the preceptors and students to evaluate progress. If a student’s progress is rated unsatisfactory by a preceptor, the student, MSANP Program Director, and preceptor will meet to determine how the student can achieve a satisfactory rating.

We recognize that students may engage in various extracurricular activities outside the classroom, such as work commitments, assistantships, club involvements, or sports; however, it's essential to underscore that your foremost commitment within the program is to your supervised experiential learning site. This includes supervised experiential learning that is part of course offerings; therefore, we strongly advise all students to prioritize their supervised experiential learning commitments above all other extracurricular engagements to ensure successful completion of the program.

The student’s primary responsibility during each opportunity is the care of the clients/patients. The student must remember that the client’s/patient’s welfare has precedence over personal educational objectives. Students are required to abide by all [HIPAA](#) regulations when working with clients/patients. Students are required to adhere to all policies and procedures reviewed by the supervised experiential learning site and JMU Graduate School and the MSANP. Any disciplinary actions will be addressed by the MSANP Academic & Professionalism Review Committee (MSANP and one outside program Health Professions faculty member) and preceptors involved. The student will receive a written and verbal warning for any disciplinary actions and the second will be dismissal from the MSANP. Any disciplinary action that causes harm or detrimental effects to a client or patient can lead to an automatic dismissal from the MSANP and judicial consequences.

Graduation Requirements

Students are required to follow all guidelines for graduation that are set forth in [the Graduate School Student Handbook](#). In addition, students are required to successfully complete all competencies. The MSANP Program Director will routinely monitor and provide feedback on student progress. Unsuccessful completion of course work, major culminating project, supervised experiential learning hours, or competencies may delay graduation. Any fees occurred due to failure of completion are the responsibility of the student.

Student Records

All documents regarding student progress, discipline, Verification Statements, etc., will be kept for each student in a locked filing cabinet and/or password protected computer for seven years in the MSANP Program Director's office. Students requiring access to their records will send a written request to the Program Director.

Completion Timeframe

Students must complete all degree requirements within six years. Students may submit a written petition through their adviser, Program Director, and Academic Unit Head to the Dean of The Graduate School to receive extensions of time in the event of extenuating circumstances. Such requests must be received at least one month prior to the end of the student's original six-year time limit.

Assignment of Verification Statement

Verification Statements required by ACEND will be issued to all students who successfully complete all MSANP requirements, in addition to earning a master's degree. Forms will be processed promptly following the Registrar's confirmation of the student's degree to the student's record, typically within one month following graduation. Four signed copies of the Verification Statement will be sent to the home address listed in the student's official record. The student will be required to add their birthdate and mother's maiden name to the form before it is provided to the Academy or a state licensing board.

In addition to the Verification Statements, all documentation will be sent to the Commission on Dietetic Registration (CDR) after confirmation of the degree, typically within one month following graduation.

9.1b "Student Performance Monitoring: The program's system of monitoring performance must provide for the early deduction of academic difficulty and must take into consideration professional and ethical behaviors and academic integrity of the student"

9.1c "Student Retention: Students with minimal chances of success in the program must be counseled into career paths that are appropriate to their ability."

9.2e "Requirement that students doing supervised learning experiences must not be used to replace employees"

9.2j "Annual formative and/or summative assessment of student learning and regular reports of performance and progress."

9.2m *"Graduation and/or program completion requirements for all tracks including the maximum amount of time allowed for completing program requirements in place at the time student enrolls"*

9.2n *"Verification statement requirements and procedures ensuring that all students completing requirements established by the program receive verification statements"*

9.2r *"Protection of privacy of student information, including information used for identifying students in distance learning"*

9.2s *"Student access to their own student files."*

Program Requirements and Policies

Absence, Illness, Injury:

Absence from Courses and Supervised Experiential Learning

Students are responsible for notifying preceptors, course instructors, and the MSANP Program Director at the beginning of the course or supervised experiential learning opportunity if absence from classes or rotations is anticipated. Students should work out the details of making up missed work with their course instructor and/or preceptor and report a written plan for making up missed work to the preceptor and the MSANP Program Director. When unexcused absences become problematic, the preceptor and/or the MSANP Program Director will provide a verbal and written warning to the student. Following a warning, a student will receive a grade of F and be dismissed from the MSANP if unexcused absences exceed $\geq 20\%$ of work time.

Students, who are chronically tardy (\geq one day/week), will receive a verbal and written warning from the preceptor, course instructor, and/or the MSANP Program Director. If chronic tardiness continues the student may receive a grade of F and be dismissed from the MSANP.

Provisions must be made to the satisfaction of the faculty and/or preceptor for coverage of coursework or duties during the students' absence. Students will need to make up any Supervised experiential learning hours missed for them to meet their required competency. Each learning opportunity has certain competency requirements that must be met by the student.

Injury or Illness While in the Facility for Supervised Experiential Learning

James Madison University or the supervised experiential learning sites are not responsible for injuries or illness occurring to students during their rotations. If the illness or injury is due to negligence on the part of the facility, the student may file a personal injury claim against the facility. If an illness occurs while the student is at the facility, they will be directed to go to the nearest health clinic at their own expense. Students should use safe health precautions when ill and/or injured and discuss their signs and symptoms with the preceptor. It is the student's responsibility to ensure the safety and health of themselves and the individuals with whom they work.

**This policy is in accordance with ACEND Accreditation Required Element 9.2c "Injury or illness while in a facility for Supervised experiential learning"*

Attendance

Each supervised experiential learning opportunity has certain competency requirements that must be met by the student as outlined in the course syllabi. Students are required to have preceptors complete and sign the *SEL Hours Tracking Sheet* **and** NUTR 691 Clinical Preceptor Rubric/ NUTR 692 FSM Preceptor Rubric verifying all hours and competencies are met. They will submit to the Program Director. Students must be actively engaged in each supervised

experiential learning opportunity and seek guidance from their preceptors, MSANP faculty, and healthcare staff to successfully complete assignments. This expectation requires active attendance in all courses and all supervised experiential learning experiences. If a student takes longer to attain the required competencies or required to repeat an unsatisfactory competency, as evaluated by the preceptor, faculty member, or Program Director, they will have their supervised experiential learning opportunity extended until their performance is satisfactory. A longer rotation may require the payment of additional tuition.

The MSANP Program Director will collaborate with students, faculty, and preceptors to collect all documentation regarding tracking supervised experiential learning hours and competencies per ACEND standards. These records will be stored with the student's records.

Attendance at Professional Meetings

Students are required to attend at least one professional meeting during their time in the MSANP (annual Academy of Nutrition and Dietetics Meeting, State and/or Local dietetic affiliate meetings, SCAN, Weight Management, ACSM, etc.) Students will be able to apply for competitive grants, but all costs incurred for these meetings are the responsibility of the student.

Attendance at Legislative Day

Students are required to attend at least one Legislative Day during their time in the MSANP. Students will be responsible for all costs incurred for this meeting.

Participation in Mentoring

Each student is required to serve as a mentor to a new student for a minimum of one semester, providing guidance on academic, social, and logistical aspects of school life (2nd fall). Mentors must be available for additional support as needed to ensure a smooth transition.

Compensation Policy:

Students will not be paid compensation as part of the MSANP. This does not include graduate assistantships, grants, scholarships, or financial aid.

**This policy is in accordance with ACEND Accreditation Required Element 9.2f "When students are paid compensation as part of the program, policies must be in place to define the compensation practices."*

Criminal Background Checks, Drug Testing, and Health Records:

Criminal Background Check

Students may be required to provide Criminal Background Checks to their supervised experiential learning sites prior to their start date. The MSANP recommends students to use the agency "CastleBranch.com" for national background checks. To complete your criminal history

background check, please go to the [CastleBranch](#) website. In the top right-hand corner of the page, you will see a place to enter your package code. Use the Code: **JA97us** and press “Go”. You will then be directed to a new page. Follow the directions given. Once you have completed the process, please email the Program Director of your completion. The program will receive documentation from CastleBranch directly and send the information to your supervised experiential site.

If a student has a criminal conviction, they may be unable to participate at certain supervised experiential learning locations. These supervised experiential learning rotations are required for graduation and the Verification Statement. Students are responsible for the background check fee. Appendix E has a list of supervised experiential learning sites and their current requirements. Supervised experiential learning sites may require additional information that is not listed in this table. It is the responsibility of the student to fulfill the requirements of the site before starting their supervised experiential learning.

Drug Test:

Students may be required to provide a completed “Employee Drug Testing Authorization” to their supervised experiential learning sites prior to their start date. If a student has a positive drug test, they may be unable to participate at certain supervised experiential learning locations. These supervised experiential learning rotations are required for graduation and the Verification Statement. EmergiCare, Valley Urgent Care, and Velocity Care of Harrisonburg offer drug screening tests. Students are responsible for the drug test fee. Please see [Appendix I](#) for the drug screening form. Appendix E has a list of supervised experiential learning sites and their current requirements. Supervised experiential learning sites may require additional information that is not listed in this table. It is the responsibility of the student to fulfill the requirements of the site before starting their supervised experiential learning.

Immunization/Health Records

It is JMU policy that the University Health Center (UHC) must have a completed Health Record and Immunization Certification form on file before students register for classes. The forms are available from the UHC. The forms must be sent to the UHC and will be stored there and remain confidential.

The MSANP faculty and staff do not have access to student's medical records. However, each student is required to sign a release of information that permits the UHC to provide written assurance to the MSANP Program Director that the student's health record includes proof of required immunizations/exposures and appropriate TB testing results. The MSANP Program Director forwards such assurances to clinical experiential learning sites, agencies, and preceptors, when necessary.

Below, numbers 1-4 are required of all JMU students and numbers 5-7 are additional requirements that may be for MSANP students. All records are to be sent to the UHC.

1. **Tetanus and Diphtheria Vaccine (Td):** last booster within 10 years **OR** a single dose of Tetanus/Diphtheria/Pertussis (TdaP)

2. **Hepatitis B Vaccine:** must receive 3 doses or provide titer report indicating positive immunity.
3. **Two (2) MMR Vaccines (Measles, Mumps, and Rubella)** administered after your first birthday AND after 1967.
 - a. **OR** Two (2) Measles vaccines plus one (1) Rubella plus one (1) Mumps vaccine. All must have been administered after your first birthday AND after 1967.
 - b. **OR** Titer report indicating MMR immunity is acceptable in place of vaccine documentation.
4. **Meningococcal Vaccines:** must receive a vaccine or sign waiver on Health Record.
5. **Tuberculosis Screening:** prior to admission, each student must document current TB screening in one of the following manners:
 - a. A two-step TB test
 - i. OR
 - b. A previous 2-step TB test AND a recent single test
 - i. OR
 - c. If previous or new test result was positive, documentation of prior treatment AND a negative chest x-ray, and an annual negative symptom screen.
Students must document current TB screening status while in the MSANP and are required to update their immunization TB screening record annually.
6. **Influenza:** 1 dose of TIV or LAIV annually
7. **Varicella (chickenpox):** proof by titer

The immunization or test must be renewed if it expires anytime during your academic tenure. That documentation must be provided to the MSANP Program Director on or before the expiration date of the immunization or tuberculosis test. These requirements must be maintained and current during the entire time while enrolled in the MSANP. Students are responsible for the immunization fee. Appendix E has a list of supervised experiential learning sites and their current requirements. Supervised experiential learning sites may require additional information that is not listed in this table. It is the responsibility of the student to fulfill the requirements of the site before starting their supervised experiential learning.

**This policy is in accordance with ACEND Accreditation Required Element 9.2d “Drug testing and criminal background checks if required by Supervised experiential learning facilities”*

Disciplinary Action and Termination from the MSANP:

MSANP Academic and Professionalism Review Committee

The MSANP Academic and Professionalism Review Committee is comprised of the MSANP faculty members and one faculty member outside of the MSANP program within the Department

of Health Professions. The purpose of the Committee is to ensure that the academic and professionalism standards of the MSANP and The Graduate School are being met, and to assist students in meeting those standards. Therefore, the Committee may act whenever a student is in academic jeopardy or exhibiting signs of poor professionalism, conduct, or behavior. Examples can include but are not limited to course grades lower than a “C”, honor code violations, known or suspected professionalism/behavior problems, or impending academic problems that may arise before or after a grade is posted. The Academic & Professional Review Committee will abide by JMU's [Satisfactory Progress policies](#) found in the Graduate Handbook. Violations which are issues with [Student Standards of Conduct](#) will be reported to the Office of Student Accountability and Restorative Practices.

Disciplinary Process

When a known problem has been conveyed to the committee, they will convene a meeting. The purpose of the meetings is:

- To identify the source of the student’s academic or professionalism/behavioral difficulty.
- To recommend remediation strategies by which the student can overcome the difficulties and succeed in the program. Recommendations of the Academic & Professionalism Review Committee for remediation will be submitted by the MSANP Program Director to the Department Head for decision.

If the committee is unable to identify a reasonable solution in the remediation of the problem/s, it may be recommended to the Academic Unit Head of the Department of Health Professions. If a reasonable solution is not achieved from the Academic Unit Head, referral to the Dean of the Graduate School (TGS) or the Dean of the College of Health and Behavioral Studies (CHBS). The decisions of the Dean of TGS and/or the Dean of CHBS are final.

- Once the Committee has come to a consensus, the MSANP Program Director will inform the student, in writing, of the recommendations, conclusions, and/or courses of action of the committee.
- A letter accompanying the written course of action must be signed and returned by the student to the MSANP Program Director within seven days of receipt. A copy of this letter will be placed in the student’s academic file.
- Such conduct may result in disciplinary action, including, but not limited to, the following:
 - Written reprimand/warning in student’s academic record with expectations for improvement
 - Program probation with remediation, including retaking exams, completing assignments, repeating supervised experiential learning experiences, or other educational activities (written paper, oral presentation, watching a video, journaling, or self-reflection)
 - Grade adjustment
 - Program dismissal
- If disciplinary action has been taken while the student was at a supervised experiential learning facility may be required to complete all competencies again. This may include placement at a different supervised experiential learning facility.
- Any repeated courses will be the financial responsibility of the student.

- The policies and procedures of TGS take precedence over those of the Academic & Professionalism Review Committee - they do not replace or conflict with the policies of TGS.

Appeal Process

After the student returns the signed course of action, the student may file an appeal. The procedures include:

- The student must submit his/her formal appeal/grievance in writing to the MSANP Program Director within one week of being notified of disciplinary action. The student must state the basis for the appeal and include all materials that may substantiate the appeal.
- Once an appeal is received by the MSANP Program Director, the MSANP Academic & Professionalism Review Committee will review the appeal within two weeks from the date of receiving the appeal/grievance and will notify the student of their decision in writing within one week of the meeting date.
- If the student disagrees with the committee's decision and wishes to take further action, the student must then appeal, in writing, to the Academic Unit Head within five days of receiving the MSANP Academic & Professionalism Review Committee's decision. The Academic Unit Head will issue a decision within five days of receiving the student's appeal.

**This policy is in accordance with ACEND Accreditation Required Element 9.21 "Disciplinary/termination procedures"*

Estimated Expenses:

Tuition: After admission to the MSANP, the student is responsible for paying tuition and fees as well as other educational expenses. The JMU tuition rates, Financial Aid, and Scholarships can be found [here](#). Please note that these rates may change yearly.

Current 2024-2025: Rates In-state: \$561 per credit hour, Out-of-state: \$1,126 per credit hour

Based on 2024-2025 tuition rates in-state would expect to pay \$28,050 and out of state \$56,030 for an MS in Applied Nutrition degree AND the required supervised experiential learning experiences to become an RDN.

Additional Expenses: Students are responsible for all other additional expenses that occurred during the MSANP. These expenses include but are not limited to housing (please note that supervised experiential learning sites may require more than an hour drive from Harrisonburg), nourishment, transportation, insurance (health & car), textbooks, lab coats, lab fees, personal computer, computer software, drug test, criminal background checks, immunizations, attendance at professional meetings, etc. Below are estimates of potential additional costs:

- Criminal Background Check: \$150/ onetime fee
- Drug Test: \$50/ onetime fee
- Immunization/ Health Records: Varies ~ \$150-\$300/ onetime fee
- Rent: \$500-\$850/ month. Check out JMU's "[Off Campus Life](#)"

- Utilities (water, electric, washer/dryer, cable/Internet/Apps, phone, etc.): Varies ~ \$125-\$600/month
- Gas: Varies ~ \$10-\$100/week; this depends on Supervised experiential learning site location and living distance to them and JMU
- Automobile Insurance: varies ~ you will need a reliable source of transportation for Supervised experiential learning sites, classes, etc. [Harrisonburg Transit](#) is a great transportation service that is free to JMU students.
- Parking: Varies ~ \$44-\$260 see more at [JMU Parking Services](#)
- Nourishment: Varies ~ \$220/month
- Health Insurance: Varies ~ \$220/month
- Textbook and class-related items: Varies ~ \$500-\$1,200/ program
- Personal Computer: Varies ~ \$120-\$1,500/ onetime fee. *A personal computer is not required but is recommended. JMU has excellent computer labs, however, most supervised experiential learning sites do not.*
- Conference Attendance: Varies - \$125-\$1,500/ year
- Personal Budget (entertainment, clothing, etc.): Varies ~ \$50/ week
- Estimated Monthly Living Expenses: ~\$1,500/ month
- MSANP polo shirt ~ \$30
- EatrightPREP course ~\$199
- Professional attire ~\$100 (JMU has professional attire through the [Career Closet](#))
- Please visit JMU's "[Paying for Graduate School](#)" website for assistantships, employment, scholarships, and student loan information.

Non-Discrimination and Equal Opportunity Statement:

James Madison University does not discriminate based on age, disability, race or color, height, or weight, national or ethnic origin, political affiliation or belief, religion, sex, sexual orientation, gender identity or expression, veteran status, parental status (including pregnancy), marital status, family medical or genetic information, in its employment, educational programs, activities, and admissions. JMU complies with all applicable federal and state laws regarding nondiscrimination, affirmative action, and anti-harassment. The responsibility for overall coordination, monitoring, and information dissemination about JMU's program of equal opportunity, non-discrimination, and affirmative action is assigned to the [Office of Equal Opportunity](#). Inquiries or complaints may be directed to the Office of Equal Opportunity, (540)568-6991, oeo@jmu.edu.

Orientation:

New students will attend an orientation that will be part of their first summer course. Current students will provide mentoring to new students during orientation and the first semester. Students will be informed of the date after acceptance to the program.

Before or during orientation students are required to:

- Complete Requirements for Immunization/Health Records

- Read the *Student Handbook and Policy Manual*
- Sign the MSANP Acknowledgement of Understanding (Appendix E)
- Sign the Media Release (Appendix F)
- Sign the Student Authorization of Student Record Release (Appendix G)
- **Technical Standards (Appendix H)**

Professional Expectations:

By accepting admission to JMU and the MSANP you will hold to a high standard. Professional behavior is expected in the classroom, on campus, and in supervised experiential learning experiences always. Respect for instructors, preceptors, patients, and peers are to be always demonstrated. The development of ethical conduct and professional behavior is an essential part of becoming a Registered Dietitian Nutritionist. The MSANP emphasizes that the student utilizes self-monitoring and self-reflection as strategies to further develop growth in professionalism and ethics.

Should a student's personal conduct adversely affect other students, the Program, the University, or under certain conditions, the student himself or herself, the MSANP Academic & Professionalism Review Committee will investigate the circumstances surrounding the conduct. Such conduct may result in disciplinary action, including, but not limited to, the following:

- Written reprimand/warning in student's academic record with expectations for improvement
- Program probation with remediation, including educational activities (written paper, oral presentation, watching a video, journaling, or self-reflection)
- Grade adjustment
- Program dismissal

The following are just a few of the professional qualities that are expected of students.

Class Conduct

Students are expected to act in a professional manner in ALL classes. This includes following faculty syllabi procedures and policy, appropriate technology usage, and no disruptive behavior. JMU defines disruptive behavior as inappropriate student behavior that a reasonable faculty member would view as interfering with the ability of instructors to teach and students to learn. It may constitute a violation of the law, a violation of the student conduct code or a violation of an instructor's established rules of conduct for a particular class. A review of disruptive behavior and consequences are highlighted in [Academic Affairs Policy #12](#). Examples include, but are not limited to:

- Verbal or physical threats or harassment
- Physical violence
- Refusal to comply with reasonable faculty member instructions
- Interrupting other speakers, speaking out without being recognized or engaging in personal insults

- Unruly or disorderly behavior that distracts other students or obstructs the learning environment

The faculty member has the right to ask a disruptive and/or noncompliant student to leave their class. Continuous disruptive behavior can lead to verbal and written warnings from the MSANP Program Director and removal from the MSANP.

Communication

Students are expected to uphold regular communication (via phone or email) with their instructors, preceptors, and the MSANP Program Director concerning any matters related to the MSANP. This includes academic queries, scheduling conflicts/ absence, student assessment, graduation, conflict resolution, or personal issues that may affect coursework. Timely responsiveness is crucial; students are expected to acknowledge and reply to messages from faculty, preceptors, and program administration within 48 hours on weekdays, excluding weekends.

Technical Standards

Students are expected to meet all technical standards of the MSANP. Technical standards are the physical, cognitive and behavioral abilities required for students to successfully complete the Master of Science on Dietetics Program. These requirements must be met by all students, with or without reasonable accommodations, entering the program. (See Appendix H)

Ethical Practices

Students are expected to abide by the Academy of Nutrition and Dietetics [Code of Ethics for the Profession of Dietetics](#) as well as the [JMU Honor Code](#).

Integrity

Students are expected to follow their moral or ethical convictions by doing the right thing in all circumstances. Students should be true to themselves and not involve themselves in unethical or dishonest behavior that demeans or dishonors themselves, JMU, or the MSANP.

Mentoring

Students are encouraged to develop peer mentoring relationships with current students and incoming students. Peer mentoring is an effective avenue to provide guidance and support to vulnerable students to enable them to navigate through their education effectively. Students are encouraged to work with undergraduate students through the JMU Dietetic Student Association.

Professional Dress

- Students must maintain a professional appearance that consistently reflects the high standards of JMU during class presentations and supervised experiential learning activities.

- For all class presentations, standardized patients, guest speakers, and out of class experiences students are required to adhere to a business casual dress code. Attire such as hats, sweatshirts, t-shirts, flip flops, athletic sneakers, shorts, and distressed jeans are not permitted.
- At supervised experiential sites, the dress code will be determined and enforced by the assigned preceptor, as requirements may vary between sites. It is the responsibility of each student to obtain and comply with the specific dress code of the site. If the site does not address professional dress with the student, it is expected that the student will dress in business casual. (Learn more about profession attire through the [JMU Career Center](#))
- Students must prominently always display the JMU-appointed name tag while at supervised experiential sites, identifying themselves as JMU students.
- Students will be required to purchase a MSANP polo shirt (~\$30) to wear during events such as conferences, legislative day, volunteer events, and some supervised experiential learning sites.
- During laboratory activities (ex. INAP, Quantity, Experimental labs) appropriate attire is required (lab coats, goggles, closed toe shoes, removal of piercings, hair back, hair net, etc.)
- If students are uncertain about the acceptability of their attire, they are encouraged to seek guidance from the MSANP Program Director, course instructor, or preceptor.

ServSafe:

Students are required to have an active [ServSafe](#) Food Protection Manager Certification (*not* the same as ServSafe Food Handler) before starting the first fall in the program. Students must remain certified during their entire time with the MSANP. If you want to take the online Food Protection Manager Certification, choose the [ServSafe Manager Online Course and Exam \(Online Proctor\)](#) option. The undergraduate Dietetics program has biyearly training that students can participate in. Students are responsible for the ServSafe fee.

University/ Graduate School Policies: Academics Standards

The MSANP will follow guidance and policy from the JMU Graduate School. The following policies adhere to the current academic standards brought forth from the University and Graduate School. Current regulations and policies are updated annually and published in [JMU Student Accountability Processes and Standards of Conduct Handbook \(Student Handbook\)](#) and the [Graduate School Handbook](#). Policies and procedures are listed in alphabetical order.

Academic Calendar:

The MSANP didactic components are scheduled in compliance with the [JMU Academic Calendar](#). The MSANP will abide by all scheduled holidays, breaks, and closings. In general, the semester lengths follow fall and spring 16 weeks and summer 12 weeks. Certain courses require attendance for related activities, so not all unscheduled time is "free time". These expectations may include occasional weekends and evenings, as well as travel time. Schedules for these activities will be prepared and presented at the start of each course. If students have a schedule conflict, they need to notify the instructor as soon as possible! However, the course work must take priority. The instructor has sole authority to grant or not grant excused absences.

Supervised experiential learning sites may not always follow the JMU Academic Calendar. This may include holidays, campus closings, academic weeks, hours, etc. Students are expected to observe the same holidays as the worksite employees during their supervised experiential learning experiences. These days may include the day after Thanksgiving, Spring Break, 4th of July, Memorial Day, etc. The assigned supervised experiential learning dates may include days or weeks when JMU is not in session. Students are expected to observe the same regulations regarding working hours as employees of the institution/agency where they are assigned. The student is required to be at the assigned supervised experiential learning facility during the same hours as the preceptor. If the student has a scheduling conflict with the supervised experiential learning opportunity, they will need to discuss it with their preceptor. If they cannot agree with their preceptor, contact the MSANP Program Director. Students should review the course sequencing and plan their vacations accordingly.

**This policy is in accordance with ACEND Accreditation Required Element 9.2q "Program schedule, vacations and leaves of absence".*

Academic Standards and Progress:

The MSANP will follow JMU Graduate School policies and procedures for Satisfactory Progress found [here](#).

Satisfactory academic progress is defined as achieving at least a "B" or a "3.0" grade in each course. If at any time, a student fails to make satisfactory progress toward the degree, the student may be denied permission to continue in the program. Such a decision may be based on grades,

grade point average, comprehensive examination, thesis or dissertation performance, or other factors relevant to the student's academic program. Recommendations regarding satisfactory progress may be made by the student's adviser, graduate MSANP Program Director, Academic Unit Head or The Graduate School. Recommendations are referred to The Graduate School for final action.

Academic Warning

A student will receive a notice of academic warning upon receiving a grade of "C" in any two graduate courses or if the student's grade point average falls below 3.0. This academic warning will be noted on the student's transcript. All credits attempted and all grades earned, whether passing or failing, will be used to calculate a student's grade point average.

Academic Dismissal

A student will be dismissed from the degree program if the student receives an "F" or "U" in any graduate course or the student receives a total of three "C" grades. A student dismissed from the degree program may not enroll in any graduate-level courses for a period of one year. Students who want to return to the university must re-apply and be re-accepted in the usual manner.

Remediation

A student that has received an "Academic Warning" will work with the Program Director to select the most [appropriate student services](#) to be successful in the program. The MSANP will follow the JMU Graduate School policies on Academic Dismissal. The Academic Dismissal will also apply to supervised experiential learning experiences. If a student receives an unsatisfactory in a practicum course this is viewed as a failed course and the student will be dismissed from the program. If a midpoint supervised experiential learning opportunity review identifies weaknesses in a student's performance, they will be advised to participate in the appropriate services (this will be documented and in the student's file). The preceptor will be required to notify the Program Director if they are going to grade a student as unsatisfactory at the completion of the opportunity. At that time the Program Director, preceptor, and the student will meet to determine the course of action. The supervised experiential learning facility's policies and procedures supersede JMU's policy and procedures. At the conclusion of the meeting, the course of action can be an unsatisfactory grade, which means dismissal from the program, or an incomplete. If an incomplete is awarded, a strategic plan is developed for the student to successfully complete their supervised experiential learning opportunity. The student will have four weeks to complete their competencies. A student can only have one incomplete in a course and will be granted only two incompletes during their graduate work at JMU.

**This policy is in accordance with ACEND Accreditation Required and 9.2I "Disciplinary/termination procedures Element and 9.2k "Program retention and remediation procedures; students must have access to remedial instruction such as tutorial support".*

Confidentiality:

Students must follow all HIPAA regulations regarding all patient/client information and all confidential information learned during their experiential learning activities and rotations, including health conditions, social information, medical records, fee systems, trade secrets, and professional policies. Failure to do so may result in disciplinary action and dismissal from the MSANP.

Continuous Enrollment:

All students enrolled in graduate degree programs must enroll each regular semester for a minimum of one graduate credit hour. This registration must continue with no breaks from enrollment in the first graduate program course to graduation. This policy does not include summer sessions. See the [Graduate School Handbook](#) for exemptions for illness, leaves of absences, etc.

It is preferable that students enroll in courses relevant to their graduate program to facilitate timely completion. If it is not possible to do so, however, [The Graduate School](#) has established a one-credit continuous enrollment course, GRAD 597. The tuition for this course is \$50.00. No grade will be assigned for this course.

GRAD 597. Continuance. 1 credit.

To remain in good standing in their program, all graduate students must maintain continuous enrollment each semester in their program from entry until graduation. This course allows those students who are not intending to register for any other courses during the current semester to continue in their program in good standing. The course may be repeated as needed.

The following are circumstances for which GRAD 597 is not appropriate:

- During the graduation semester. A student cannot use GRAD 597 as the enrollment requirement during the semester he or she is scheduled to graduate. All graduate students must be enrolled in a course required for their program of study during the semester they are scheduled to graduate.
- If a student's graduation must be delayed while he or she completes a dissertation or thesis, the student should register for a thesis or dissertation continuance rather than GRAD 597.
- If a student's graduation must be delayed because he or she received an "I" in a course, the student will not officially graduate until the course is completed. Because all course work must be completed by the final date of the student's graduation semester, a student failing to meet the deadline will not officially graduate until the following semester. The solution existing in the first example applies. Students must register for at least one hour of thesis or dissertation continuance, comprehensive continuance, reading, and research, or other course option appropriate to their program of study.

Graduation Requirements

To graduate with a MS in Applied Nutrition, students must:

- Successfully complete the requirements of a graduate degree:
 - Successful completion of all academic course work
 - Maintain a 3.0 or better GPA
 - Successful completion of a Thesis or Capstone Project
 - Successful completion of the MSANP Comprehensive Exam
 - Finish program requirements within six years
- Successfully complete the ACEND requirements of all competencies

**This policy is in accordance with ACEND Accreditation Required Element 9.2m "Graduation and/or program completion requirements for all tracks including the maximum amount of time allowed for completing program requirements in place at the time of student enrolls.".*

Course Load:

The university defines academic load for graduate students as:

<u>Status</u>	<u>Credit Hours</u>
Full time	9 or more
Three-quarter time	6 or more
Half time	5
Less than half time	4 or less

The MSANP curriculum is designed that students will be considered fulltime. MSANP students are required to register for and complete the MSANP curriculum in sequence, as courses are offered.

Family Educational Rights & Privacy Act (FERPA):

James Madison University adheres to and annually informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This act, with which the institution intends to fully comply, was designated to protect the privacy of educational records. Under the [Family Educational Rights and Privacy Act \(FERPA\)](#) students have certain rights with respect to their education records.

For more detailed information concerning JMU's records policy see [Policies and Procedures, Policy 2112, The Family Educational Rights and Privacy Act.](#)

If classes move to a remote teaching and learning platform, the MSANP will adhere strictly to JMU's privacy considerations located [here](#). All students who participate in online courses will use the JMU learning management system, which requires secure username and password. Once in the course the classroom will use JMU supported video conferencing technologies, which will

require their secure username and password as well as visual and name recognition before being admitted to the class.

**This policy is in accordance with ACEND Accreditation Required Element 9.2o “Programs using distance instruction and/or online testing must employ strategies to verify the identity of a student”, 9.2r “Protection of privacy of student information, including information used to identifying students in distance learning”, and 9.2s which states, “Student access to their own student file”.*

Honor Code:

The academic program at JMU operates under an Honor System that dates to the 1909-10 academic session. Students adopted the present Honor System to uphold individual and community integrity. Each student is expected to observe complete honesty in all academic matters and to report instances where another student has violated the Honor System.

A student Honor Council administers the Honor System and every student who matriculates at the university, whether graduate or undergraduate, becomes a member of the Honor System. The university expects the cooperation of faculty members and administrators in upholding this Honor System. The Student Handbook provides full information on the Honor System, and the Honor Council office provides students with assistance in understanding the Honor System policy. All incoming JMU students are required to complete an online Honor System Tutorial and test during their first semester. The Honor Code Tutorial video, test information, and test are available at [Honor Code and Testing](#).

Submitting work or ideas previously submitted as an undergraduate constitutes a violation of the honor code. All academic submissions must be original and produced solely for the current academic endeavor. Any reuse or replication of prior academic work without explicit acknowledgment and authorization is strictly prohibited and will result in disciplinary action.

Using AI software to complete assignments without prior faculty approval or without including a written reference justifying its use is considered an honor code violation. Students must seek explicit permission from their instructors and document the AI's contribution to maintain academic integrity.

The [Honor Council](#) encourages ALL members of the JMU community to familiarize themselves with the Honor Code and [Honor System procedures](#).

**This policy is in accordance with ACEND Accreditation Required Element 9.2I “Disciplinary/termination procedures”.*

Liability and Health Insurance:

Health Insurance

Students are required to maintain health insurance coverage while enrolled in the MSANP. Most Supervised experiential learning sites require this of students. Students must complete a verification of insurance before starting Supervised experiential learning experiences. Students must notify the MSANP Program Director if he or she discontinues health insurance coverage. More information about JMU's Health Insurance Options is available on the [University Health Care's](#) website. Students are responsible for all costs.

Liability Insurance

JMU through the Commonwealth of Virginia provides malpractice coverage to the amount required in The Code of Virginia. Coverage is per occurrence for each graduate student and covers student practice that is an assigned course-related activity. It will not cover student work outside course experiences and supervised experiential learning experiences. Some supervised experiential learning sites may require students to purchase additional liability insurance. Students can obtain professional liability insurance through a private insurance agency, a professional organization, such as the Academy of Nutrition and Dietetics' Member Advantage Program. Students are responsible for all costs.

Travel Insurance

Course experiences and supervised experiential learning sites will require travel. Students must assume the responsibility for transportation to and from off-campus activities such as supervised experiential learning experiences, field trips, and travel to professional meetings. It is highly recommended that students have reliable transportation at that time. Students are required to have automobile insurance on their mode of transportation. Automobile liability insurance is required in the state of Virginia. James Madison University, Department of Health Professions, and supervised experiential learning sites or any other location required by the MSANP or supervised experiential learning sites will not be liable for student safety in travel to and from assigned off-campus activities. Students are responsible for all costs.

**These policies are in accordance with ACEND Accreditation Required Element 9.2a "Insurance requirements, including those for professional liability", and 9.2b "Liability for safety in travel to and from assigned areas".*

Complaints, Grievances, Discrimination, & Harassment:

The MSANP Program Director will manage complaints, grievances, discrimination, and harassment charges. These records along with the resolution and action will be filed for a period of seven years. Students are encouraged to discuss all issues with the MSANP Program Director first.

Student grievances should be directed to the appropriate area as listed below:

- Student complaints about other students should be discussed with the MSANP Program Director first. If these issues are not resolved or handled in a way that is satisfactory to the students, then students can file a complaint with the Academic Unit Head of the Department of Health Professions.
- Student complaints about preceptors should be discussed with the MSANP Program Director first. If these issues are not resolved or handled in a way that is satisfactory to the students, then students can file a complaint with the Academic Unit Head of the Department of Health Professions.
- Student complaints about the MSANP Program Director should be addressed with the Academic Unit Head of the Department of Health Professions. If the issues are not resolved promptly or in a satisfactory manner to the student, then students can file a complaint with ACEND.
- Preceptor complaints about the MSANP Program Director should be addressed with the Academic Unit Head of the Department of Health Professions.
- If students observe the MSANP or supervised experiential learning experiences are in noncompliance with ACEND accreditation standards, then students should address their complaints with the MSANP Program Director. If the noncompliance issues are not resolved promptly or in a satisfactory manner to the students, then students can file a complaint with the Academic Unit Head, Dean of the College of Health and Behavioral Students, and/or the Provost. If the noncompliance issues are not resolved promptly or in a satisfactory manner to the students, then students can file a complaint with ACEND.
- Grades: [The Graduate School Catalog](#)
- [Discrimination and Harassment](#): The [JMU Student Handbook](#) contains additional information on student rights.
- [Policies and Procedures](#) of The Graduate School can also be helpful for rules that govern all graduate faculty & graduate students.
- For student grievances against faculty that do not concern grades, discrimination or harassment the MSANP follows the general university policy stated in the [Graduate Catalog](#).

Contact information for ACEND

Address: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995

Phone: (800) 877-1600 ext. 5400.

Web address: <https://www.eatrightpro.org/acend>

Email: ACEND@eatright.org

**This policy is in accordance with ACEND Accreditation Required Element 9.2g “The process for filing and handling complaints about the program from students and preceptors that includes recourse to an administrator other than the Program Director and prevents retaliation. The program must maintain a record of student complaints for a period of seven years, including the resolution of complaints” and 9.2h “Process for submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all other options with the program and institution have been exhausted”.*

Student Services:

JMU has many student services and learning resources for students. Within their scope and capacity, faculty accommodate students with specific learning needs although students are advised to seek the assistance of services and learning resources available through JMU. Below are a few select services for students. More information can be found on the [Student Services and Learning Resources](#) webpage.

Career and Academic Planning

Students that faculty and/or preceptors have identified who have minimal chances of successfully completing the program will be advised to seek counsel with JMU's Career and Academic Planning services. [Career and Academic Planning](#) coordinates academic advising for all first-year students and undeclared students; assists students in choosing or changing their major and deciding upon a career direction; and provides a variety of job search programs and graduate school application services.

Center for Multicultural Student Services

The [Center for Multicultural Student Services](#) celebrates the diversity of JMU students by fostering student growth and development, heightening awareness, and educating its constituents regarding ethnic and cultural diversity.

Communication Center

The [Communication Center](#) provides resources and assistance with digital and oral communication projects and promotes students' communication excellence through attention to process, innovation, and audience-centered design. The center offers consultations, class workshops, and online resources for faculty and students across campus.

Counseling Center

The [Counseling Center](#) provides free, confidential personal counseling services to all full-time JMU students. Appointments can be made in person or over the phone (540-568-6552). After-hours crisis services may be accessed by contacting the [Office of Public Safety](#) (540-568-6911).

Disability Services

JMU abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which mandates reasonable accommodations be provided for students with documented disabilities. If you have not already done so, you will need to register with the Office of Disability Services, the designated office on campus to provide services for students with disabilities. The office is located on the ground floor of the Student Success Center. You may call (540) 568-6705 for more information, or visit: <https://www.jmu.edu/ods/>

If you have a disability and may require some type of instructional and/or examination accommodations, please contact your instructor early in the semester so that he/she can provide or facilitate the provision of accommodations you may need. Please also notify the MSANP Program Director.

JMU Libraries

The [JMU Libraries](#) provide collections, technology, knowledgeable staff, and comfortable spaces where people connect with ideas and each other to discover, create and share knowledge.

Librarians collaborate closely with instructional faculty to help students develop information literacy skills. Liaison librarians are linked with each academic program to provide a variety of services such as library instruction for course-related activities, collection development and research consultations with students and faculty.

Science and Math Learning Center

The [Science and Math Learning Center](#) (SMLC) provides support to JMU students enrolled in first and second-year science and mathematics courses by providing a secure, supportive learning environment that fosters independent thinking. The center provides a free, walk-in tutoring service by both faculty and trained peer tutors in the following subject areas: physics, chemistry, mathematics, and statistics. Consult the website for a current list of supported courses.

Title IX Coordinator

The [Title IX Office](#) is responsible for receiving and responding to reports of sexual misconduct and other discrimination on the basis of sex or gender such as sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. The Title IX Office also provides support for [students experiencing pregnancy and other pregnancy related conditions](#).

University Health Center

The [University Health Center](#) consists of clinical services, Student Wellness and Outreach, and Substance Abuse Prevention. Our staff partners with students to empower them to make informed choices by providing a holistic approach to student health, education, wellness, and outreach services in a confidential, inclusive, and respectful environment. The center is staffed by qualified healthcare professionals who administer care confidentially and professionally.

University Writing Center

The [University Writing Center](#) works directly with student and faculty writers, provides resources on writing strategies, and supports writing across campus.

**This policy is in accordance with ACEND Accreditation Required Element 9.1c “Student Retention: Students with minimal chances of success in the program must be counseled into career paths that are appropriate to their ability”, 9.2k “Program retention and remediation procedures; students must have access to remedial instruction such as tutorial support” and 9.2t “Access to student support services, including health services, counseling and testing, and financial aid services”.*

Grade Review Procedures:

Grade Change Review Procedure: If a student disputes a grade for any other reason than an error in grade assignment or calculation, the student can initiate a formal grade review process. The grade review process described in the Graduate Handbook can also be initiated to dispute a failing assessment of any comprehensive activity, including but not limited to comprehensive examinations and thesis/dissertation defenses. To activate the grade review process, the student must follow the steps outlined in the [Graduate Handbook](#).

**This policy is in accordance with ACEND Accreditation Required Element 10.2g “The process for filing and handling complaints about the program from students and preceptors that includes recourse to an administrator other than the MSANP Program Director and prevents retaliation. The program must maintain a record of student complaints for a period of seven years, including the resolution of complaints.”*

Withdrawal Policy:

The Office of the Dean of Students must approve withdrawal requests after the first three weeks of the semester, set the official withdrawal date and notify other university offices of the withdrawal. Strict compliance with this requirement is mandatory. Students who withdraw without receiving official approval will receive a grade of "F" for all courses in which they are enrolled.

More information on withdrawal policies and procedures can be found on the Office of the Dean of Students [Withdrawals/Leaves of Absence](#) webpage.

More information on withdrawal refunds can be found on the JMU Graduate School Handbook [Withdrawal Refunds](#) webpage.

Withdrawal from a graduate program is the equivalent of withdrawal from the university.

Withdrawal from a practicum course means that those competencies are not met. A student who withdraws from a practicum course and wishes to continue in the program must meet with the MSANP Academic & Professionalism Review Committee to determine the appropriate course of action. If the Committee agrees that a student can continue in the program the student will work with the Program Director to schedule the next supervised experiential learning opportunity. This will delay the completion of the program.

**This policy is in accordance with ACEND Accreditation Required Element 9.2p “Withdrawal and refund of tuition and fees, if applicable”.*

Appendices

Appendix A: 2022 Future Education Model Graduate Degree Competencies

Appendix B: MSANP Thesis Guidelines

Appendix C: MSANP Capstone Guidelines

Appendix D: Major Research Project Timeline and Checklist

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Appendix A: 2022 Future Education Model Graduate Degree Competencies

Unit 1. Foundational Knowledge: Applies foundational sciences to food and nutrition knowledge to meet the needs of individuals groups, and organizations.

- 1.1 Applies an understanding of environmental, molecular factors (e.g. genes, proteins, metabolites) and food in the development and management of disease.
- 1.2 Applies an understanding of anatomy, physiology, and biochemistry.
- 1.3 Applies knowledge of microbiology and food safety.
- 1.4 Integrates knowledge of chemistry and food science as it pertains to food and nutrition product development and when making modifications to food
- 1.5 Applies knowledge of patho-physiology and nutritional biochemistry to physiology, health
1.5.4 Analyzes the correlation between mental health conditions and nutritional and disease.
- 1.6 Applies knowledge of social, psychological and environmental aspects of eating and food.
- 1.7 Integrates the principles of cultural competence within own practice and when directing services.
- 1.8 Applies knowledge of pharmacology to recommend, prescribe and administer medical nutrition therapy.
- 1.9 Applies an understanding of the impact of complementary and integrative nutrition on drugs, disease, health and wellness.
- 1.10 Applies knowledge of math and statistics.
- 1.11 Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals.
- 1.12 Demonstrates knowledge of and is able to manage food preparation techniques.
- 1.13 Demonstrates computer skills and uses nutrition informatics in the decision-making process.
- 1.14 Integrates knowledge of nutrition and physical activity in the provision of nutrition care across the life cycle.
- 1.15 Applies knowledge of nutritional health promotion and disease prevention for individuals, groups and populations.
- 1.16 Gains a foundational knowledge on public and global health issues and nutritional needs.

Unit 2: Client/Patient Services: Applies and integrates client/patient-centered principles and competent nutrition and dietetics practice to ensure positive outcomes.

- 2.1 Applies a framework to assess, develop, implement and evaluate products, programs and services.
- 2.2 Selects, develops and/or implements nutritional screening tools for individuals, groups or populations.
- 2.3 Utilizes the nutrition care process with individuals, groups or populations in a variety of practice settings
- 2.4 Implements or coordinates nutritional interventions for individuals, groups or populations.
- 2.5 Prescribes, recommends and administers nutrition-related pharmacotherapy.

Unit 3: Food Systems Management: Applies food systems principles and management skills to ensure safe and efficient delivery of food and water.

- 3.1 Directs the production and distribution of quantity and quality food products.
- 3.2 Oversees the purchasing, receipt and storage of products used in food production and services.
- 3.3 Applies principles of food safety and sanitation to the storage, production and service of food.
- 3.4 Applies and demonstrates an understanding of agricultural practices and processes.

Unit 4: Community and Population Health Nutrition: Applies community and population nutrition health theories when providing support to community or population nutrition programs.

- 4.1 Utilizes program planning steps to develop, implement, monitor and evaluate community and population programs.
- 4.2 Engages in legislative and regulatory activities that address community, population and global nutrition health and nutrition policy.

Unit 5: Leadership, Business, Management and Organization: Demonstrates leadership, business and management principles to guide practice and achieve operational goals.

- 5.1 Demonstrates leadership skills to guide practice.
- 5.2 Applies principles of organization management.
- 5.3 Applies project management principles to achieve project goals and objectives.
- 5.4 Leads quality and performance improvement activities to measure, evaluate and improve a program's services, products and initiatives.
- 5.5 Develops and leads implementation of risk management strategies and programs.

Unit 6: Critical Thinking, Research and Evidence-Informed Practice: Integrates evidence-informed practice, research principles and critical thinking into practice.

- 6.1 Incorporates critical thinking skills in practice.
- 6.2 Applies scientific methods utilizing ethical research practices when reviewing, evaluating and conducting research.
- 6.3 Applies current research and evidence-informed practice to services.

Unit 7: Core Professional Behaviors: Demonstrates professional behaviors and effective communication in all nutrition and dietetics interactions.

- 7.1 Assumes professional responsibilities to provide safe, ethical and effective nutrition services.
- 7.2 Uses effective communication, collaboration and advocacy skills.

Appendix B: MSANP Thesis Guidelines

Students choosing to complete a thesis must adhere to the Graduate School guidelines for completing a thesis. You should frequently visit the [website](#) for guidelines and due dates and review the [Scholarly Document Manual](#).

There must be at least three graduate faculty members on the committee, at least two of those must be from the MSANP faculty. The faculty research chair must be a member of the MSANP. In addition to the three required committee members, a graduate instructor, when their expertise qualifies them, may be appointed to a research committee with the approval of the Dean of TGS. There may also be additional committee members external to the university, but they may make up no more than one-third of the total committee membership and must be approved by the Dean of TGS.

The student will contact prospective committee members, either by scheduled face-to-face meeting, scheduled virtual meeting, email, or telephone. After briefly describing the research project and proposal timeline, the student will ask the faculty member if they will serve on the committee. Upon agreement from a faculty member to serve on the research committee, the student should send an email with a copy to their faculty research chair, acknowledging the faculty member on the committee, and thanking them for agreeing to serve.

Students choosing to complete an Evidence Analysis project will be working with their faculty research chair. Due to the intense nature of the evidence analysis reviews and the requirements for weekly meetings to conduct article reviews, the committee for evidence analysis research will be made up of the student and faculty research chair. A student who wishes to write the project as a thesis, but who wants to conduct an Evidence Analysis project, must use TGS guidelines for selecting the thesis committee and should choose committee members who agree to the workload, including requirements for article reviews and weekly meetings.

Students will work with their faculty research chair to prepare a proposal, which must be successfully “defended” before they start their research thesis and submit to the University’s Institutional Review Board (IRB). Students must submit their papers to their committee at least two weeks prior to their proposal. This usually will be completed in the Thesis I course. This course is graded on a Satisfactory or Unsatisfactory basis. In the event a student receives an Unsatisfactory on their proposal they will be allowed one additional opportunity to successfully “defend” their research proposal. If the student fails to receive a Satisfactory on their second attempt, they will be dismissed from the program.

MSANP Thesis Guidelines must adhere to the [guidelines](#) and due dates set forth by JMU Graduate School.

1. **Proposal:** Submission of a written Introduction (chapter I) and Methods (chapter II) to the thesis committee* and a successful defense of the proposal.
 - a. Detailed introduction inclusive of at least a background, the rationale for the study, purpose statement, hypotheses, and references.

- i. The Introduction should incorporate a review of the most relevant literature. The student should demonstrate a clear understanding of the relevant literature and use it to provide a rationale for their study. The number of pages will vary depending on the topic, but the length will likely be less than a traditional full-length literature review. Tables that summarize the literature may be included.
 - b. Detailed Methods inclusive of subjects, procedures, and statistics.
 - c. Submission and editing to faculty research chair. Please allow 2 weeks for revisions.
 - d. Once the faculty research chair has approved the proposal, the student will contact the committee for dates for the proposal. The student needs to send their final proposal to all committee members 2 weeks prior to proposal defense.
 - e. A formal 20-minute proposal to the committee and successful defense.
2. Revise Introduction and Methods as agreed upon by the committee.
3. Carry out the research and data analysis with the assistance of the faculty research chair.
4. **Defense:** Prepare a “defense” draft of the thesis under the advisement of the faculty research chair.
 - a. Thesis draft to include the following:
 - i. Signature sheet
 - ii. Title page
 - iii. Dedication
 - iv. Acknowledgments
 - v. Table of contents
 - vi. List of tables
 - vii. List of figures
 - viii. Abstract
 - ix. Original Introduction (Chapter I) and Methods (Chapter II)
 - x. Manuscript (Chapter III) either
 1. conforming with author guidelines for the targeted journal, less line numbering or
 2. “generic” manuscript format if a specific journal has not been targeted at the time of the defense**
 3. References specific to the manuscript to be entitled “Manuscript References”
 - xi. Appendices (IRB docs, forms, datasheets, etc.)
 - xii. References (References for Chapters I and II, but not the Manuscript; Required by the Graduate School)
5. Once the faculty research chair has approved the final thesis, the student will contact the committee for dates for the thesis defense. The student needs to send their final thesis to all committee members 2 weeks prior to thesis defense.
6. A formal 20-minute defense to the committee and successful defense.
8. Revise final thesis as agreed upon by the committee.
9. Submit final thesis to the Graduate School by the dates indicated.

*IRB documents must be submitted and approved before data collection. The actual timing of the submission will be determined by the thesis chair.

**JMU thesis formatting (e.g., page margins) has precedent over manuscript formatting for the thesis document. Please review [JMU's Scholarly Document Manual](#), for a more in-depth review of preparing a thesis.

Appendix C: MSANP Capstone Project Guidelines

The Capstone Project must demonstrate the student's mastery of nutrition skills and concepts. Project topics and formats allow students the flexibility to investigate relevant nutrition topics under the guidance of a faculty research chair. Therefore, project topics should align with the faculty research chair's interest and expertise.

The Capstone Project topic requires approval from the student's faculty research chair. In addition to the student's faculty research chair, the project will require at least one other professional subject matter expert, either another faculty member or an experienced RDN with expertise in the Capstone Project subject area to serve as a committee member. Committee members do not have to have JMU graduate faculty status.

The student will contact prospective committee members, either by scheduled face-to-face meeting, scheduled virtual meeting, email, or telephone. After briefly describing the Capstone Project and timeline, the student will ask the faculty member if they will serve on the committee. Upon agreement from members to serve on the committee, the student should send an email with a copy to their faculty research chair, acknowledging the member on the committee, and thanking them for agreeing to serve.

Expectations for students completing a Capstone Project are to:

1. Work with the faculty research chair to develop a project concept with mutually agreeable timeline for development of each of the project sections. Due dates for each component should be agreeable to the faculty research chair and committee.
2. Federal regulations and JMU policy require that ALL research involving intervention or interaction with human participants, regardless of whether identifying information is being collected, must be submitted for review prior to beginning the research study. Work with the faculty research chair and Office of Research Integrity to determine if there needs to be an IRB submission. The student may be required to submit a protocol through JMU'S IRB submission portal. Once they receive the submission and they deemed it does not classify as "Human Research", they will issue a Letter of Determination that the project does not classify as human subject's research.
3. **Proposal:** Submission of the Introduction and Procedures of the Capstone Project Report to the committee and a successful defense of the proposal.
 - a. Detailed introduction inclusive of at least a background, the rationale for the project, purpose statement, objectives and references.
 - i. The Introduction should incorporate a review of the most relevant literature. The student should demonstrate a clear understanding of the relevant literature and use it to provide a rationale for their project.
 - b. Detailed procedures and timeline of the project.
 - c. Submission and editing to faculty research chair. Please allow 2 weeks for revisions.
 - d. Once the faculty research chair has approved the proposal, the student will contact the committee for dates for the proposal. The student needs to send their final

Capstone Project Report proposal to all committee members 2 weeks prior to proposal defense.

- e. A formal 20-minute proposal to the committee and successful defense.
4. Revise Capstone Project Report proposal as agreed upon by the committee.
5. With the guidance of the faculty research chair, conduct/ implement/ evaluate/ complete the Capstone Project.
6. Establish regular communication with the faculty research chair to apprise them of progress and/or obstacles.
7. Ensure adequate progress to complete the Capstone Project prior to the April Graduate Program Project Symposium.
8. **Defense:** Prepare a “defense” draft of the Capstone Project under the advisement of the faculty research chair.
 - a. Capstone Project Reports **may** include the following sections (*due to the nature of Capstone projects there may be either more or fewer sections in the final project*):
 - i. Summary
 - ii. Introduction
 - iii. Background to conclude with project rationale, purpose, goal(s), and objectives.
 - iv. Procedures
 - v. Outcome(s) and/or “work product”
 - vi. Discussion to include project process and outcome evaluation
 - vii. Reflection
 - viii. References
9. Once the faculty research chair has approved the capstone final project document, the student will contact the committee for dates for the capstone defense. The student needs to send their final capstone project to all committee members 2 weeks prior to the defense.
10. A formal 20-minute defense to the committee and successful defense.
11. Revise final Capstone Project as agreed upon by the committee and provide it to the faculty research chair before final grades are due.

Appendix D: Suggested Major Research Project Timeline and Checklist

1st Year

October 1 – Selection of a faculty research chair. (If you have not selected a faculty research chair, then one will be appointed to you.)

October – Selection of your committee

November – Draft of introduction and materials and methods to your faculty research chair.

November-December – Final introductions and materials and methods submitted to your committee at least two weeks prior to research proposal

December – Research Proposal. As part of NUTR 605, you will develop a formal research proposal and present it to the class and your committee. The committee will provide a critical evaluation of the proposal.

January-February – Revise introduction and materials and methods. Submit to faculty research chair for final approval.

January-February (Thesis Only) – [Submit Committee Approval Form](#) to the JMU Graduate School

March-April – Completion of IRB

April-August – Data Collection

2nd Year

Fall (before Thanksgiving) – Finish data collection and start data analysis

January – First draft of scholarly document to faculty research chair

January (Optional) – Submission of research for the 3-minute thesis competition at JMU

February – Submit abstract to VAND

March – Finalize scholarly document

March – Schedule defense with committee

March-April – Submit final scholarly document to committee at least two weeks before defense

March – Submission of abstract to JMU Graduate Showcase

April – JMU Graduate Symposium (Posters)

April – VAND (Posters)

April (2nd week) – Thesis Defense

April (3rd week) – Thesis: submit all signatures and research documents to JMU Graduate School

April-May – Capstone Defense

April-May – Research Symposium

May – Graduation

Appendix E: Supervised Experiential Site Requirements

SEL Site	Requirements
Augusta Medical Center	Background Check, Drug Screening, Attestation form
Bridgewater Retirement Community	N/A
Central Shenandoah WIC	N/A
Cooperative Extension	N/A
Green Spring by Erickson Senior Living	Background Check
Hampton VA Medical Center	Background Check, Drug Screening
Harrisonburg SFS	N/A
INOVA Fairfax	Background Check, Immunization Records
JMU Dining Services	N/A
JMU Sports Nutrition Services	N/A
Lord Fairfax WIC	N/A
Martinsburg VA Medical Center	Background Check, Drug Screening
Prince William SFS	Application
Prince William Medical Center	Background Check, Drug Screening, Immunizations, Flu Shot
Rockingham County SFS	N/A
Sentara Health Hampton Roads	Background, Immunizations (COVID-19), Basic Lifesaving
Sentara RMH MC Bariatric Surgery	Background, Application, Immunizations (COVID-19), Basic Lifesaving
Sentara RMH Medical Center	Background, Immunizations (COVID-19), Basic Lifesaving
Summit Square Retirement Community	N/A
Sunnyside Retirement Community	N/A
UVA	Background Check, Drug Screening, Immunizations
UVA Sports Nutrition Services	N/A
Virginia Hospital Center	N/A
Virginia Mennonite Retirement Community	1-day Onboarding
Waynesboro Public School SFS	Application
Western State Dining Services	N/A
Winchester Medical Center	Application & Onboarding

Appendix F: MSANP Acknowledgement of Understanding

I, _____ have read the current James Madison University Master of Science in Applied Nutrition Handbook Policy Manual, Graduate School Handbook in their entirety, including the links provided therein. I fully understand the content of ALL these documents and agree to abide by these policies and procedures as outlined. I fully understand that by not fully following these policies and procedures in their entirety may lead to dismissal from the Master of Science in Applied Nutrition program, affiliated Supervised experiential learning locations, and James Madison University. I agree to assume the student responsibilities put forth in these documents.

Student Name

Signature

Date

MSANP Program Director

Signature

Date

Appendix G: Media Release

I, _____, hereby give my consent to be captured on any forms of media including but not limited to photography, video, audio, etc. recorded by staff, faculty, or student at James Madison University. I understand that the images or recordings are to be used for teaching and informational/marketing publications which may also include usage for public or commercial communication, website, and/or social media. Social media usage will only be used for the purpose of highlighting student and program achievements and will be monitored by the Applied Nutrition Program. I release faculty, staff, students, and programs within James Madison University from any responsibility associated with usage described above.

Student Name

Signature

Date

MSANP Program Director

Signature

Date

Appendix H: Student Authorization of Student Record Release

I _____, hereby authorized the Department of Health Professions Master of Science in Applied Nutrition Program to release information, including but not limited to educational records, immunizations, drug test results, criminal record check, disciplinary actions and remediation, etc. as requested by supervised experiential learning sites in order to secure placement for supervised experiential learning experiences.

I understand that supervised experiential learning sites may request additional information beyond what is contained in my James Madison University and Applied Nutrition records.

I acknowledge that I will not be placed at a supervised experiential learning facility if I cannot meet the agency's requirements.

I understand that I can be removed from a supervised experiential learning facility for reasons including but not limited to not following policy and procedures of site and JMU, disciplinary actions, unsatisfactory performance, insubordination, and inappropriate code of conduct.

This authorization is valid for a period of five years from the date of signature. I understand I may revoke this authorization at any time by providing written notice to the MSANP Program Director.

Student Name	Signature	Date
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MSANP Program Director	Signature	Date
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Appendix I: Memberships

Required Memberships:

Academy of Nutrition and Dietetics Student Membership
JMU Dietetics Association

Suggested Memberships:

JMU Graduate Student Association
Virginia Academy of Nutrition and Dietetics
Blue Ridge Academy of Nutrition and Dietetics

Others:

Academy of Nutrition and Dietetics Dietetic Practice Groups
Academy of Nutrition and Dietetics Member Interest Groups
American College of Sports Medicine
American Sports and Performance Dietitians Association
Society for Nutrition Education and Behavior
The Obesity Society

Appendix J. Drug Screening Form

TREATMENT AUTHORIZATION FORM

James Madison University Applied Nutrition Program
Student Name: _____
SSN: ___ - ___ - ___ Phone: _____ Date: _____

Service Needed:
Drug Screen (non-DOT, Alere panel #1204; 10 panel) or (xCup 10 panel)

Reason:
Pre-Supervised Experiential Learning Drug Screen

Charges to be paid by:
Student

Please email results to:
Dr. Jeremy Akers
Program Director JMU MS in Applied Nutrition
akersjd@jmu.edu
540-568-8974 phone
540-568-3336 fax
235 MLK Jr Way, MSC 4315
Harrisonburg, VA 22807

I authorize the results of my drug screen to be sent to the JMU Applied Nutrition Program noted above.
Student Signature: _____ Date: _____

Appendix K: Technical Standards

The Master of Science in Applied Nutrition and Bachelor of Science in Dietetics at James Madison University equips master's prepared entry-level Registered Dietitian Nutritionists with the knowledge, skills, and abilities necessary for exceptional practice in nutrition and dietetics and an interprofessional healthcare team. This document outlines the essential abilities required for admission, continuation, and graduation from the program. These standards ensure that students can meet the demands of the nutrition and dietetics profession and comply with the Academy of Nutrition and Dietetics' Standards of Practice, Scope of Practice, and Code of Ethics. All students must verify they understand the demands of the program and will be required to complete these tasks, with or without reasonable accommodations, entering the program. Reasonable accommodations will be made to support students in fulfilling the program requirements. Students who require accommodation to meet these technical standards should contact James Madison University's Office of Disability Services. They can be reached by email at disability-svcs@jmu.edu or by phoning (540) 568-6705 (Voice/TDD), (540) 568-7099 (FAX). Additional information can be found on their website at <https://www.jmu.edu/ods/>.

Essential Functions

Students must demonstrate the following with or without reasonable accommodations to succeed in the program and the profession:

1. Cognitive and Intellectual Abilities

1.1. Comprehension and Application: Students must be able to understand and apply complex scientific concepts and information relevant to nutrition and dietetics. This includes the ability to engage in critical thinking and problem-solving to make sound evidence-based decisions.

1.2. Learning and Integration: Students must have the ability to integrate new information from various peer-reviewed resources to form a comprehensive understanding of nutrition science and its application across our scope of practice or professional areas of practice.

2. Communication Skills

2.1. Verbal and Written Communication: Students must effectively communicate with patients, clients, and other healthcare professionals. This includes the ability to document nutritional assessments, care plans, and other essential records clearly and accurately.

2.2. Interpersonal Skills: Students must have the ability to interact professionally and empathetically with diverse populations, recognizing cultural sensitivities and ethical considerations in communication. Students must have the ability to communicate effectively with both medical professionals and management staff across different practice settings.

3. Motor Skills

3.1. Nutritional Assessment: Students must have the ability to perform tasks such as anthropometric, blood pressure, and blood measurements, dietary assessments, and other physical tasks associated with patient care.

3.2. Food Service Operations: Students must have the physical and intellectual abilities to engage in tasks required in food service management, such as operating kitchen

equipment safely and effectively, adherence to food safety, and ability to lift objects over 15 pounds.

4. Behavioral and Social Attributes

4.1. Professionalism: Students must display a professional demeanor, including reliability, integrity, and a commitment to ethical practice as outlined in the Code of Ethics of the Academy of Nutrition and Dietetics.

4.2. Stress Management: Students must have the ability to manage stress effectively, maintain emotional stability, and function effectively under pressure in academic and practice settings.

4.3. Commitment to Diversity: Students must demonstrate respect and sensitivity toward people from diverse backgrounds, and a commitment to providing culturally competent care.

Scope of Practice¹

The program aligns with the Academy of Nutrition and Dietetics' Scope of Practice, which defines the roles and responsibilities of RDNs across various settings. Students are trained to:

- Conduct comprehensive nutritional assessments and develop individualized care plans.
- Implement evidence-based interventions to promote health and manage disease.
- Collaborate with healthcare teams and contribute to community and public health initiatives.
- Advocate for the nutrition profession and the health of the population through research, policy, and education.

Standards of Practice¹

The Standards of Practice reflect the minimum competency level of nutrition and dietetics practice and professional performance. Students must adhere to the Academy of Nutrition and Dietetics' Standards of Practice. Students are expected to meet the Standards of Practice by:

- Conducting thorough nutritional assessments, diagnosing nutritional problems, and implementing appropriate interventions.
- Monitoring and evaluating patient progress, adjusting care plans as necessary.
- Providing evidence-based care using the Nutrition Care Process.
- Committing to continuous learning and professional development.
- Providing leadership in nutrition, including participating in professional organizations, advocacy, and research contribution.

Code of Ethics²

The Academy of Nutrition and Dietetics Code of Ethics reflects the values and ethical principles guiding the nutrition and dietetics profession and are commitments and obligations of the practitioner to the public, clients, the profession, colleagues, and other professionals. Students must adhere to the Academy of Nutrition and Dietetics' Code of Ethics, which includes:

- Non-Maleficence: Avoiding harm to patients and clients in all aspects of care.
- Autonomy: Respecting the rights of patients and clients to make informed decisions about their care.
- Beneficence: Acting in the best interest of patients and clients, promoting their well-being.
- Justice: Treating all patients and clients fairly and equitably, regardless of background.

¹. Academy of Nutrition and Dietetics/Commission on Dietetic Registration (CDR) Scope and Standards of Practice Task Force. Revised 2024 Scope and Standards of Practice for the Registered Dietitian Nutritionist. January 2024. Accessed August 21, 2024. <https://www.cdrnet.org/scope>

- ² Academy of Nutrition and Dietetics/Commission on Dietetic Registration. 2018 Code of Ethics for the Nutrition and Dietetics Profession. June 2018. Accessed August 21, 2024. <https://www.cdrnet.org/codeofethics>

I certify that I have read and understand the Dietetics/Applied Nutrition Technical Standards, and I attest to the best of my knowledge that I can meet each of these standards with or without accommodation. I also understand that if I am unable, or become unable, to meet the standards with or without accommodation, I cannot continue enrollment in the program.

If the need for accommodations for arises, I must contact the Office of Disability Services (Student Success Center, Suite 1202) to submit documentation and have my need for accommodation reviewed. To have requests for accommodations considered, I understand I will need to work with the Program Director and the Office of Disability Services to determine potentially reasonable and appropriate accommodation options.

Student Printed Name

Date

Student Signature