



**Master of Science  
Coordinated Program in  
Dietetics, Nutrition, and Exercise Physiology  
(MS CPD NEP)**

**Student Handbook**

**REVISED JANUARY 2017**

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**\* Students must read the MS CPD NEP Student handbook in its entirety, including the information on the website links.**

## **PROGRAM ACCREDITATION STATUS**

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The Master's in Science Coordinated Program in Dietetics, Nutrition and Exercise Physiology is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics (AND).

ACEND is recognized by the United States Department of Education and the Council for Higher Education Accreditation.

### ACEND Information:

120 South Riverside Plaza, Suite 2000, Chicago, IL 60606

(312) 899-4876

<http://www.eatright.org/>

## **MS Coordinated Program in Dietetics, Nutrition, and Exercise Physiology**

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### **Program Description**

Washington State University (WSU) offers a Master of Science in the Coordinated Program in Dietetics, Nutrition, and Exercise Physiology (henceforth referred to as MS CPD). This program is an interdisciplinary examination and evaluation of the multiple influences on individuals' health, using benchmarks garnered from several perspectives, including but not limited to, biological, nutritional, social/psychological, environmental, and clinical input. The dietetics program offers a unique perspective on how and why the human body functions and reacts in certain ways to various exercise and nutritional stimuli. Graduates of the MS CPD are expected to function effectively as entry-level practitioners in a clinical, foodservice, or community setting.

### **Mission Statement**

The MS CPD's mission is to prepare competent dietetic practitioners who are capable in promoting optimum health and wellness for individuals and communities through the integration of nutrition and exercise physiology in a variety of dietetic career paths.

### **Program Goals and Measurable Outcomes**

#### ***Program Goal One***

The program will prepare graduates to be credentialed entry-level Registered Dietitian Nutritionists (RDNs).

#### ***Measurable Outcomes***

(1) At least 80% of the Bachelor of Science in Nutrition & Exercise Physiology (BS NEP) students who have met the prerequisite requirements for the master's program and have been admitted into the MS CPD will complete the degree in one academic year or within 150% of the time planned for completion.

(2) Eighty-percent of course evaluations completed by the MS CPD students will rate their courses and instructors at a level of satisfactory "3" or above.

(3) All preceptors who respond to the survey at the end of the practicum will rate the preparation of each dietetic student's knowledge and skills at a level of satisfactory "3" or above.

(4) At the conclusion of the practicum, 80% of the MS CPD students will rate their preceptors and supervised practice experiences at a level of satisfactory "3" or above.

(5) Over a five-year period, the pass-rate for program graduates taking the RDN registration examination will be at least 80% for first-time takers.

(6) At least 80% of the MS CPD graduates who respond to the survey administered one year post graduation will rate their graduate preparation at a level of satisfactory "3" or above for job marketability.

(7) Of those graduates seeking positions in dietetics, 70% or more of MS CPD graduates who sought employment in dietetics will be employed within six months of program completion.

(8) At least 80% of the employers who respond to the survey given to them by the CPD graduate at one year post-graduation will rate the preparation of the graduate at a level of satisfactory "3" or above.

### ***Program Goal Two***

The program will prepare MS CPD graduates to test for the American College of Sports Medicine (ACSM) credentials, such as the Certified Clinical Exercise Physiologist (CEP).

### ***Measurable Outcomes***

(1) At least 80% of the MS CPD graduates who respond to the survey will rate their graduate preparation of the ACSM knowledge, skills, and abilities at a level of satisfactory "3" or above.

(2) At least 80% of MS CPD graduates will rate the exercise internship as advantageous "3" or above in obtaining employment.

(3) Eighty-percent of CPD alumni and clinical preceptors surveyed will rate advantageous "3" or above for those students who have the interdisciplinary knowledge, skills and abilities of nutrition and exercise science disciplines.

(4) At least 80% of all surveyed graduates from the MS CPD will rate having the interdisciplinary training in exercise and nutrition as advantageous "3" or above when working with patients/clients.

(5) Graduates who choose to test for ACSM credentialing will achieve a first-time pass rate of at least 70% within a three-year period.

### ***Program Goal Three***

The program will prepare graduates to demonstrate a commitment to positively contribute to the health of individuals and communities through active participation and/or leadership in community/public service.

### ***Measurable Outcomes***

(1) Fifty-percent of the graduates responding to the alumni survey will participate in one or more volunteer and/or work-related community/public service activities within five years of program completion.

(2) Ten-percent of the graduates responding to the alumni survey will serve in leadership positions in at least one exercise/nutrition/dietetics-related organization within five years of program completion.

## **Commission on Dietetic Registration, RDN Credential**

The MS CPD is designed to prepare graduates to be credentialed as a Registered Dietitian Nutritionist (RDN) through a nationally offered examination process established by the Commission on Dietetic Registration (CDR) who is part of the Academy of Nutrition and Dietetics (AND). WSU is affiliated with AND, formerly known as the American Dietetic Association, the preeminent professional organization for nutrition professionals.

- **AND's Mission:** *Leading the future of dietetics.*
- **AND's Vision:** *AND members are the most valued source of food and nutrition services.*

**\*Students are required to become members of The Academy of Nutrition and Dietetics. This membership is necessary to complete course assignments throughout the MS CPD program.**

## **Affiliated State Associations**

Dietetic chapters in all fifty states, plus the District of Columbia, Puerto Rico and the American Overseas Dietetic Association, are affiliated with AND. Within these groups, there are approximately 230 district associations. WSU Alumni are connected across the globe through this vast professional network.

## **What is a Registered Dietitian Nutritionist (RDN)?**

The RDN is a highly trained food and nutrition expert who meets stringent academic and professional requirements, including:

- Minimum education of a Bachelor's degree with coursework approved by the Accreditation Council in Education of Nutrition and Dietetics (ACEND). Coursework typically includes food and nutrition sciences, foodservice management, business, economics, computer science, sociology, biochemistry, physiology, microbiology and chemistry. A graduate degree will become a requirement for the RDN credential beginning in 2024.
- Completion of an accredited, supervised, 1200-hour experiential practice program at a health-care facility, community agency or foodservice corporation.
- Passing of a national examination administered by the Commission on Dietetic Registration.
- Completion of 75 continuing professional educational (CPE) requirements every 5 years in order to maintain registration.

Some RDNs hold additional certifications in specialized areas of Dietetic Practice Groups (DPGs). Examples include, but are not limited to, pediatric or renal nutrition, nutrition support, and diabetes education.

## Employment Opportunities

RDNs work in areas such as:

- Hospitals, Health Maintenance Organizations (HMOs), or other health care facilities educating patients about nutrition and administering medical nutrition therapy as part of the health care team. They may also manage food service operations in these settings, as well as in schools, child care centers, and correctional facilities, overseeing everything from food purchasing and preparation to managing staff.
- Sports nutrition and corporate wellness programs educating clients about the connection between food and fitness, health, and exercise performance.
- Food and nutrition-related businesses and industries working in communications, consumer affairs, public relations, marketing, or product development.
- Private practice working under contract with health care or food companies, or in their own businesses. RDNs may provide services to food service or restaurant managers, food vendors and distributors, athletes, nursing home residents, or company employees.
- Community and public health settings teaching, monitoring, and advising the public, and helping to improve quality of life through healthy eating habits.
- Universities and medical centers teaching physicians, nurses, dietetics students, and others the sophisticated science of food and nutrition.
- Research areas in food and pharmaceutical companies, universities, and hospitals, directing or conducting experiments to answer critical nutrition questions, developing alternative foods or nutrition recommendations for the public.

### Exercise Internship Academic Requirement

In addition to dietetic supervised practice rotations, students without a background in Exercise Physiology who are admitted into the MS CPD NEP program will be required to complete exercise coursework in the undergraduate program and the exercise internship for supervised practice hours. Ten credits will be awarded for the first 400 hours of the exercise internship. Additional credits may be taken to prepare the student to test for the American College of Sports Medicine Clinical Exercise Physiologist (ACSM CEP) certification. The exercise internship (10 or 11 credits) **and** the MS CPD exercise departmental exam **or** ACSM CEP certification is a program requirement for the exercise emphasis component of the MS CPD.

The student will be responsible for finding an exercise internship, but a list of previous sites will be provided by NEP faculty. The student must complete a clinical exercise internship if they wish to sit for the ACSM Clinical Exercise Physiologist certification exam, or a non-clinical exercise internship if they do not wish to sit for the CEP certification exam.

Details for the MS CPD Exercise Departmental Exam are located in the [Nutrition and Exercise Physiology Department \(CONT-ONLIN-ADV-NEPD-101-NC137591-LEC\)](#) course, within the "MS CPD NEP" folder.

The exercise departmental exam is offered three times per year on the **Thursday of Orientation Week, Fall Semester Finals Week, and Spring Semester Finals Week** from **10:10 AM-12:00 PM**. The student **MUST** email April Davis ([adavis@wsu.edu](mailto:adavis@wsu.edu)) at least 2 weeks prior to the exam administration date to “register” to take the exam. Drop-ins will not be allowed to take the exam.

If a student takes the national ACSM CEP certification exam in lieu of the MS CPD exercise departmental exam, **a copy of the student’s ACSM CEP exam results must be given to the CPD director to be kept on file** for the accreditation requirements of the CPD program.

### **Clinical Exercise Internship: ACSM Clinical Exercise Physiologist Certification**

The MS CPD NEP prepares students to become certified as an American College of Sports Medicine Clinical Exercise Physiologist (ACSM CEP) in addition to the Dietetic coursework. An ACSM CEP is a healthcare professional certified to deliver a variety of clinical exercise assessment, training, rehabilitation, risk factor identification, and lifestyle management services to healthy individuals and those with, or at risk for, cardiovascular, pulmonary, and metabolic disease(s). These services are typically delivered in cardiovascular/pulmonary rehabilitation programs, physicians’ offices, or medical fitness centers. The ACSM Clinical Exercise Physiologist is also competent to provide exercise-related consulting for research, public health, and other clinical and non-clinical services and programs. See <http://certification.acsm.org/acsm-certified-clinical-exercise-physiologist> for more information from the ACSM.

Requirements for ACSM Clinical Exercise Physiologist certification include:

- The student must have a minimum of a bachelor’s degree in Exercise Science, Exercise Physiology, or Kinesiology from a regionally accredited college or university. The student is eligible to take the certification exam if they are in the last term or semester of their program provided they have the required 500 hours of clinical experience.
- A minimum of 500 documented hours of clinical experience must be completed and documented prior to taking the ACSM Clinical Exercise Physiologist certification exam (e.g. cardiac/pulmonary rehabilitation programs, exercise testing, exercise prescription in clinical populations, electrocardiography, patient education and counseling, management of clients with cardiac/pulmonary/metabolic diseases, and emergency management). See below and the NEP Clinical Exercise Internship Manual for more information.

### **Possible Relocation for Exercise Internship**

Students may be required to relocate to a different city or state in order to complete the required NEP 490 exercise internship due to lack of sufficient and/or appropriate internship sites or preceptors available in the Spokane and surrounding regions to place all students. If relocation is required, the student is responsible for the costs associated with relocating and living expenses during the exercise internship unless the internship site provides housing and/or a stipend.

***Most details of the exercise internship requirements can be found in the NEP Exercise Internship Manual found on the NEP page of the WSU Spokane Website***

***[https://spokane.wsu.edu/nep/wp-content/uploads/sites/871/2015/10/Exercise-Internship-Manual\\_final.1416.pdf](https://spokane.wsu.edu/nep/wp-content/uploads/sites/871/2015/10/Exercise-Internship-Manual_final.1416.pdf)***

### **Graduate Student Information**

Graduate admission requirements and important program information are found on the Graduate School website: <https://gradschool.wsu.edu/>.

## **Admission Process Requirements of the Student and MS CPD Program Details**

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### **In order to qualify for admission into the MS CPD, the student must have:**

- A Bachelor of Science degree that satisfies one of the following prerequisite options:
  - BS NEP from WSU
  - BS Exercise Science (or closely related degree) from another university
  - BS Human Nutrition (or closely related degree) from another university
- The following prerequisite undergraduate college courses (in addition to one of the aforementioned BS degrees): General Chemistry I & II, Organic Chemistry I, General Biology, Microbiology, Biochemistry, Human Anatomy, Human Physiology, Human Nutrition for Health Professionals, Exercise Physiology, Strength Training & Conditioning, Psychology, Ethics, Statistics, and Public Speaking
- A minimum cumulative GPA of 3.0 in undergraduate coursework
- A minimum GPA of 3.0 in each of these courses: organic chemistry, math, and microbiology
- Submitted a complete application to the Graduate School by the given deadline. The Graduate School admission cycle begins in July. The MS CPD only admits for fall enrollment. The application must include:
  - Three recommendation letters, two from faculty familiar with the student's academic achievement, and one from an employer.
  - A resume with documentation of volunteer and work experience:
    - A recommended minimum of 100 hours in a clinical-like setting
    - A recommended minimum of 100 hours in a community setting
    - A recommended minimum of 150 hours in a foodservice setting
  - GRE Scores
  - Transcripts
- Documentation of at least 400 clinical exercise internship hours, or demonstrated proficiency of exercise knowledge with an ACSM CEP certification or completion of a departmental exercise exam.
- A mandatory interview with the MS CPD Faculty in March.
- A willingness to relocate to complete the supervised practice experience based on professional fit and availability of dietetic and/or exercise preceptors.

These criteria are weighted and scored by the MS CPD Admissions Committee to determine admission offers for up to 30 candidates, as allowed by accreditation.

Throughout the student's graduate studies, it is their responsibility to familiarize themselves with, and follow, the Graduate School policies and procedures.

The most frequently used links by CPD students are:

- Policies and Procedures: <http://gradschool.wsu.edu/policies-procedures/>
- Graduate School Catalog: <http://gradschool.wsu.edu/graduate-school-catalog-2/>
- Important Forms: <http://gradschool.wsu.edu/facultystaff-resources/18-2/>

### **Prior to Enrolling for Classes**

Once the applicant is matriculated as a student, they will be required to complete the onboarding and advising requirements before beginning classes. These requirements include:

- Preliminary Academic Advising with Program Director/Advisor will occur mid-May.
- New MS CPD Students: Attend New Student Orientation in August before classes commence
- Continuing MS CPD Students: Attend an abbreviated Student Orientation in August before classes commence
- Complete and Submit Required Onboarding Documentation **by Student Orientation** (unless otherwise noted by the Placement Coordinator)

### **Student Orientation for New MS CPD Candidates**

Graduate students **must attend** the orientation to receive current information related to their program of study. This is an on-ground new student orientation that occurs the week before fall semester classes begin. The orientation schedule and onboarding documentation requirements are provided to the student by the Academic Coordinator and Placement Coordinator during the summer prior to the student's matriculation into the MS CPD program.

### **Must Complete and Submit Required Onboarding Documentation by Student Orientation:**

If the student has not completed the required documentation by the first day of classes, they may not be allowed to participate in class experiential learning activities. This may result in a significant grade reduction (please see course syllabi) and possible failure of the course.

The student must collect and submit a copy of all documentation to the Placement Coordinator. Information regarding deadlines for each requirement will be provided to the student over the course of the summer prior to matriculation. The student is required to **keep their own copy of all documentation** because preceptors may request verification from them. The documents required are listed on **Appendix A** on the back of this handbook.

### **Exercise Emphasis Paperwork**

Student coming from the BS NEP Program must provide a Copy of their ACSM CEP certificate, or take the exercise departmental exam needs to be complete no later than the first semester after admission into the MS CPD. Non-BS NEP graduates with a background in exercise science must have the ACSM CEP certificate or take the exercise departmental exam no later than the first semester after admission into the CPD. Non-BS NEP graduates with a background in nutrition must have the ACSM CEP certificate or take the exercise departmental exam after the student has completed NEP 490 Exercise Internship.

- ACSM CEP Certificate or Exercise Exam is to be arranged with the CPD Program Director

### **Costs and Fee Estimates for Students, Undergraduate Course Fees (if applicable)**

All students attending classes on the Health Sciences campus are subject to the tuition and fees described in the WSU Spokane Course Catalog. Books, course materials, housing, and transportation vary depending on individual course requirements and personal needs. These are approximate and subject to change without notice.

<b>Course Fees:</b>	
NEP 340 Foods with Application to Physical Activity	\$35.00
NEP 427 Nutritional Assessment and Lifestyle Counseling	\$28.00
NEP 463 Advanced Exercise Physiology	\$70.00
NEP 435 Exercise, Diet and Disease	\$18.50
NEP 476 Exercise Testing and Prescription	\$25.00
NEP 478 EKG, Medications, and Procedures	\$70.00
NEP 479 Nutrition and Exercise Practicum I	\$70.00
NEP 482 Nutrition and Exercise Practicum II	\$70.00
NEP 480 Cardiac and Pulmonary Rehabilitation	\$70.00

<b>Additional Expenses:</b>	
Housing Costs ( <i>Estimated for modest studio apartment</i> )	Approx. \$650.00/mo
National Criminal Background Check	Variable
WATCH Background Check	\$12.00
Drug Test (may be required for internships)	\$20.00
Health and Wellness Services: <ul style="list-style-type: none"> <li>• <b>Mandatory for students enrolled with at least 7 credits</b> see <a href="http://spokane.wsu.edu/students2/student-life/health-wellness.html">http://spokane.wsu.edu/students2/student-life/health-wellness.html</a> for details</li> </ul>	\$85.00
Medical Insurance ( <i>Insurance may be required for an internship site. Students may purchase the WSU Spokane Student Medical Insurance Plan.</i> )	Variable
Physical Exam ( <i>May be required by an Internship Site</i> )	Variable
Automobile Insurance	Variable
Books ( <i>This will depend on student's resources and individual needs</i> )	Variable
Computer meeting specifications and daily access to the Internet	Variable
Flash/Thumb Drive ( <i>Recommended</i> )	Variable

Turning Technologies Response Card NXT Clickers	Approx. \$ 32.00
Costs Associated with Printing	Variable
Current Food Worker Card ( <i>Washington State</i> )	\$10.00
Professional Portfolio Materials	Variable

AND Student Membership (Required)	\$50.00
Local AND (GSDA) Student Membership (optional)	\$10.00
ACSM Student Membership (optional)	\$10.00

<b>Vaccinations:</b> <ul style="list-style-type: none"> <li>• Please refer to the Immunizations/Health Records in the WSU Handbook</li> </ul>	Variable
<b>Supplies:</b> <ul style="list-style-type: none"> <li>• ECG Calipers</li> <li>• Lab Coat (1)</li> </ul>	\$9.00 \$20.00
<b>Possible Charges from Practicum and/or Internship Sites:</b> <ul style="list-style-type: none"> <li>• Drug Testing (often random)</li> <li>• Site-Specific Criminal Background Check</li> <li>• Relocation and Living Expenses Associated with NEP Internship</li> </ul>	Variable Variable Variable

### **Computer Requirements**

All students are now required to have a laptop computer for academic use. If you have one, or plan to buy a new one, make sure it meets university IT specifications.

### **Insurance Requirements**

#### **Professional Liability Insurance**

NEP students are required to obtain professional liability insurance before they participate in any NEP experiential learning activities. Therefore, this insurance should be obtained and documentation provided to the Placement Coordinator **at the specified deadline.** Professional liability insurance must be maintained current through the entire MS CPD program, including the supervised practice rotations and/or exercise internship. Proof of the liability insurance is submitted to the Academic Coordinator (*See Appendix B*). This type of insurance is designed to protect against harm or injury that you may cause others. Most experiential learning sites require students to have professional liability insurance and will not allow students to be on site without it. Students can obtain professional liability insurance through a private insurance agency, a professional organization, such as the American College of Sports Medicine (ACSM), or for a nominal fee through the WSU Spokane Student Affairs office. To purchase the insurance from WSU Spokane Student Affairs, students can visit the Student Services Office Cashier in the Spokane Academic Center (SAC130) and pay with cash, check, or credit card. Insurance purchased through WSU Spokane Student Affairs is good for only one year, so it will need to be purchased more than once (*See Appendix B*). Specific information regarding student liability insurance purchased. If a student obtains the insurance from any other source, the insurance must meet or exceed the minimum standards set by the insurance available through Student Affairs as specified on the preceding website.

#### **Health and Wellness Services Fee**

A student who is enrolled for 7 credits or more per semester is required by WSU to pay a mandatory health and wellness fee that entitles the student to basic local medical and health care services. (See WSU Spokane Student Health Services website URL: <http://spokane.wsu.edu/students2/student-life/health-wellness.html> for more information.)

### **Medical Insurance**

It is highly recommended that each CPD NEP student maintain health insurance. Exercise practicum, exercise internship sites, and dietetic supervised practice rotations typically require health insurance for participation. A student is eligible to purchase a student health insurance plan through Washington State University Spokane if enrolled in 7 or more credit hours a semester.

### **Automobile Insurance**

Automobile insurance is the responsibility of the individual. Automobile liability insurance is required in the state of Washington.

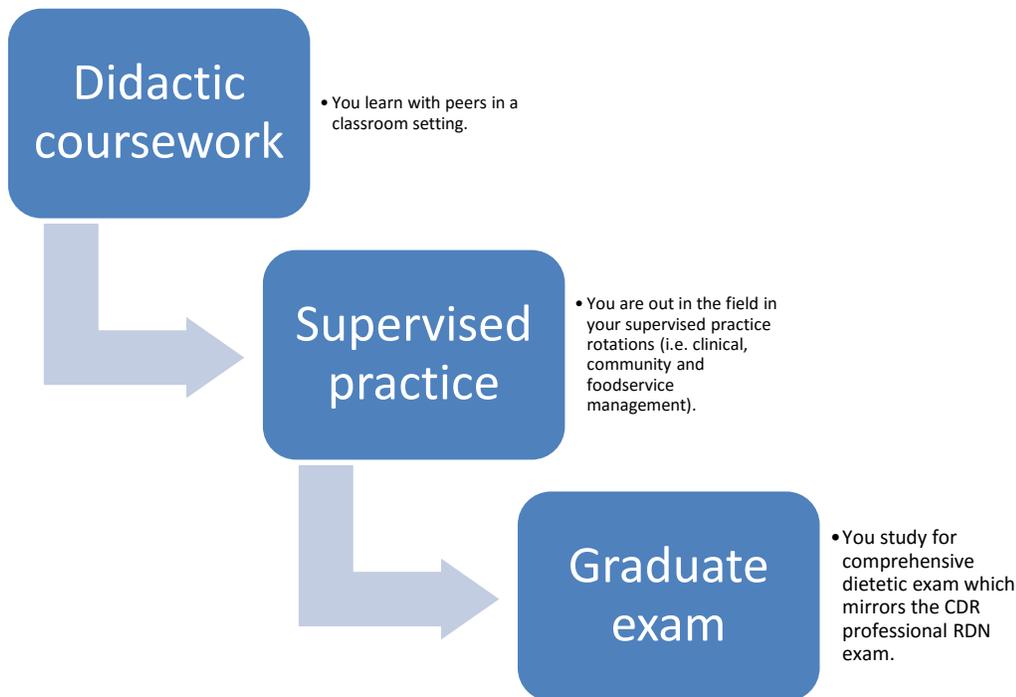
### **Life Cycle of a Student**

Students admitted to the MS CPD Program will be advised by the program director. Generally, student's academic backgrounds hail from three subgroups:

- Graduates of the BS NEP at WSU: This degree serves as the prerequisite to the MS CPD.
- Students with bachelor's degrees in related areas, such as nutrition, exercise science from WSU or other schools: These students will take undergraduate courses from the BS NEP program to complete foundational knowledge areas for the CPD.

Note: Students with bachelor's degrees wholly outside of health sciences should postpone applying to the MS CPD. Students need complete prerequisites required for the BS NEP program and the BS NEP program.

After admission, matriculation, and enrollment; life as a CPD student is divided into three arenas: didactic coursework, supervised practice and independent exam preparation.



## Grades

### Criteria for Receiving an Incomplete

An Incomplete will be issued under the following circumstances:

- The student fails to complete all assigned make-up requirements.
- The student fails to meet the competency requirements during the supervised practice rotation determined by the preceptor, instructor of record and CPD director
- Patient safety is compromised by the actions of a dietetic student. Depending on the severity of the offense the College has the right to reassign the student to another site.
- Breach of professional standards. The NEP program will review the severity of the offense and disciplinary action will be enforced which may result in an incomplete for the course or dismissal from the program.
- The student is unable to meet rotation requirements as a result from an extended excused absence approved only the MS CPD Director, Chair of NEP, or Dean for NEP. This may include personal illness or injury, family crisis, as well as any other circumstance that warrants an extended excused absence.

### Criteria for Receiving a Failing Grade

A failing grade will be issued under the following circumstances;

- The student fails to make up an incomplete grade
- The student does not achieve a grade “B-” (80%) or higher on the final assessment in all learning objectives that apply to each specific rotation experience.
- The student does not achieve an 80% or higher on the final assessment.
- Patient or preceptor safety is compromised. The CPD Director, NEP Chair and Dean will review the severity of the offense and disciplinary action will be based on the

severity of the incident, which may include failure of the course or dismissal from the program.

- Breach of professional standards: The CPD Director and NEP Chair will review the severity of the offense and disciplinary action will be based on the severity of the incident, which may include failure for course or dismissal from the program.

### **MS CPD Supervised Practice Rotation Requirements (minimum of 1200 hours):**

- Minimum of 160 hours in a food service management rotation
- Minimum of 440 hours in clinical rotation
- Minimum of 200 hours in a community rotation (WIC 80 hours; Senior Nutrition 40 hours; Free Choice 80 hours)
- Minimum of 400 hours in an exercise internship (ACSM CEP Certificate or Departmental Exercise Exam is required).
- **Note: Additional hours may be required to demonstrate competency in meeting ACEND and CDR guidelines as determined by the preceptor, instructor and CPD director**

The Placement Coordinator and the CPD Faculty will work with the student to ensure a quality experience during supervised practice rotation(s). To ensure timely placement, submit all required onboarding documents mentioned under “Documentation Checklist”, as well any other site-specific items to the Placement Coordinator by the specified deadlines.

### **Possible Relocation for MS CPD Supervised Practice Rotations**

Students **may be required to relocate to a different city or state in order to complete the required NEP 490 exercise internship and/or the MS CPD NEP supervised practice rotations**, because there may not be sufficient number or appropriate sites or preceptors available in Spokane and the surrounding area to place everyone locally. If relocation is required, the student is responsible for the costs of relocating and living expenses during the supervised practice/exercise internship unless the site provides housing and/or a stipend. (See the NEP 490 Exercise Internship Manual for more details regarding the exercise internship requirements.)

To complete the **dietetics supervised practice placement requirements**, the student must obtain a minimum of 1200 hours of supervised practice experiential training. The student will either be placed in the Spokane area, the Tacoma-Seattle Metro area, or Eastern Washington area in order to meet their experiential hours. The student cannot be guaranteed a choice of location for site placement. The student must be prepared to re-locate from the Spokane area in order to meet specific MS CPD NEP supervised practice requirements.

### **Student Responsibilities in Rotations**

The student’s primary responsibility during each dietetics rotation and the exercise internship is **the care of the clients/patients**. The student must remember that the client’s/patient’s welfare has precedence over personal educational objectives.

## **Attendance**

During the MS CPD supervised practice rotations, the student is required to complete a minimum of 160 hours of foodservice management supervised practice training, minimum of 440 hours of clinical supervised practice training and a minimum of 200 hours of community supervised practice training (80 hours WIC, 40 hours Senior Community Nutrition, and 80 hours of student free choice) and a minimum of 400 hours of exercise internship. The student must actively participate in all dietetic practice activities during the experience and seek guidance from their primary preceptor, other dietetic staff, healthcare professional and the CPD faculty in the Nutrition and Exercise Physiology Program to successfully achieve the assigned objectives.

ACEND requires students to spend a minimum number of 1200 hours total training. Each dietetic rotation has certain competency requirements that must be met by the student. However, if the student completes the learning objectives in fewer hours than the minimum, they are expected to consult with their rotation supervisor, course instructor and/or the CP Director about enrichment experiences in that rotation. If the student takes longer to attain the required competencies, as evaluated by the preceptors, course instructor and/or CPD Director, they may have their supervised practice rotation extended until their performance is satisfactory. A longer rotation may require the payment of additional tuition.

## **Academic Calendar, Vacation, Holiday, Working Hours, Absence Policies**

The student is expected to observe the same holidays as the worksite employees during their rotations. For example, if the staff works the Friday after Thanksgiving Day or on Christmas Eve, the student may be required to be present as well. The assigned supervised practice dates may include days or weeks when WSU is not in session, specifically Memorial Day, Martin Luther King holiday, Presidents' Day, Labor Day, Thanksgiving week, the first week of January, spring break week and the first two weeks of August.

The student is 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 practice site during the same hours as the supervising dietitian. Sometimes students may need to work longer than expected due to the assigned workload to meet the expectations of their preceptor and/or achieve the ACEND competencies as outlined in your course syllabi.

## **Attendance at Professional Meetings**

The student is required to attend at least one professional meeting during their time in the MS CPD program, such as the annual meeting of the Academy of Nutrition and Dietetics, meetings of the Washington State Academy of Nutrition and Dietetics, or local district dietetics meetings. This requirement meets one of the competencies set forth through ACEND and allows the student to meet one of the requirements of their professional portfolio.

## **Absence from Classes or Facility Rotations**

The student is responsible for notifying preceptors, course instructors and facility personnel as early as possible in the semester if absence from classes or facility rotations is anticipated. Provisions must be made to the satisfaction of the faculty and/or supervised practice staff for

coverage of coursework or duties during your absence. If the student is academically “at risk”, they will need to discuss with their instructor whether absence from classes or facilities is in their best interest. The student will need to make up any supervised practice hours missed in order for them to meet their overall required 1200 practice hours.

### **Injury or Illness While in the Facility for Supervised Practice**

If necessary, the student will be taken at their own expense to the Emergency Room for treatment of an injury or emergent illness. 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.

### **Dietetic Student to Preceptor Communication**

The student is required to contact their assigned preceptor and any additional contacts pertaining to onboarding requirements (via E-mail or phone) no later than four weeks prior to the start of your scheduled rotation. Contact information is provided by the placement coordinator. This allows the student time to first introduce themselves to their assigned preceptor and/or site contact to obtain any additional information in preparation for their upcoming rotation such as:

- Parking access
- Computer access
- Orientation information
- Reading assignments
- Dress Code

If the student has difficulty communicating with their assigned preceptor, please notify the placement coordinator no later than two weeks prior to the scheduled rotation so the problem can be resolved prior to the start of the rotation. Failure in this requirement could potentially delay or cancel the scheduled rotation, both of which may impact the student’s graduation date. Site, rotation and pre rotation requirements have specific details concerning special communication or pre rotation requirements and time lines.

### **NEP 702**

This is the catalog description for NEP 702:

**702 Master's Special Problems, Directed Study, and/or Examination** V 1-18 May be repeated for credit. The course includes Independent research in special problems, directed study, and/or examination credit for students in a non-thesis master's degree program. Students must have graduate degree-seeking status and should check with their major advisor/committee chair before enrolling for 702 credit. S/U grading (Satisfactory/Unsatisfactory).

For the MS CPD NEP program the student must include a **minimum of 5 total credits of NEP 702 on their Program of Study Form**. These course credits may be divided into 2 or 3 semesters. **The student must** register for 2 credits of NEP 702 the same semester they plan to take the non-thesis MS CPD exit exam. Prerequisite 400-level courses are not added to the student’s Program of Study.

## Graduate School Paperwork Requirements

Locate at: <https://gradschool.wsu.edu>

- **Program of Study for Master's Degree**- no later than 4 months preceding Final Exam  
All 500 level courses are to be included on your Program of Study Form.
- **Submit Application for Degree to Graduate School**- All students pay a \$50 graduation processing fee (valid for one year only).
- **Submit Non-Thesis Final Examination Scheduling Form**-no later than two full weeks (10 working days) prior to the exam. An earlier submission may be requested by the MS CPD Director or Academic Coordinator to ensure that the deadline is met.

**Other Graduate School Forms must be submitted if changes occur to the student's submitted and approved Program of Study.**

***Examples of changes in the student's program of study include:***

- **Change of Committee Form**-change in committee members
- **Add/Drop Course Form**-change in elective or adding course credits  
If program changes are made, the Change of Program form must be completed, signed and submitted to the Graduate School (through the MS CPD NEP Academic Coordinator) before a student may submit an Application for Degree.
- **Leave of Absence Form**-personal circumstance that you request a semester off from graduate school

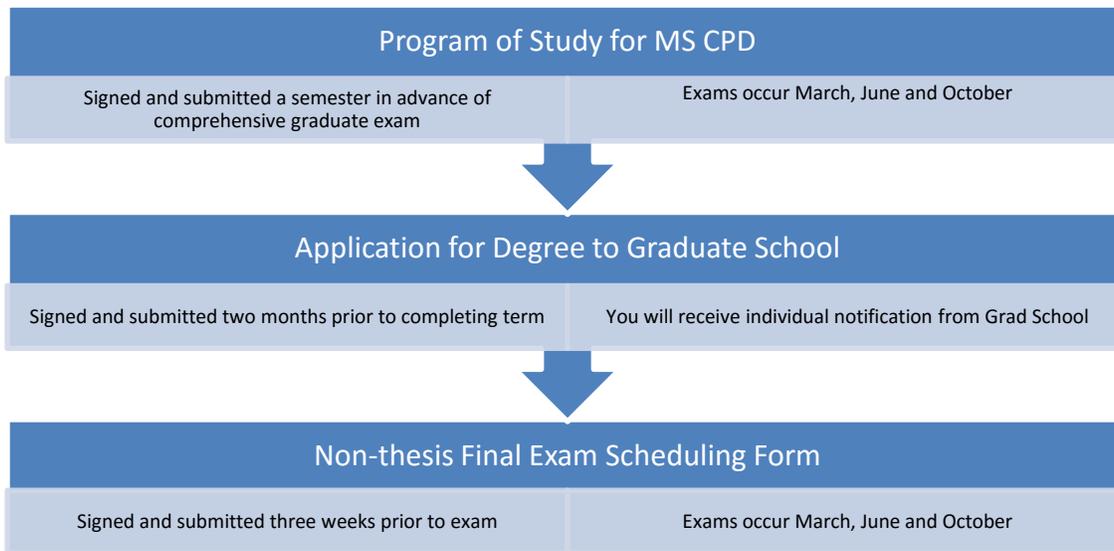
The student's completed forms must have signatures from the MS CPD Director and NEP Chair. All paperwork is submitted to the Graduate Coordinator/Faculty Advisor who will submit the original form to the Graduate School.

### **Selection of MS CPD Exit Exam Committee**

The committee shall consist of a minimum of three faculty members (committee co-chairs and one additional faculty).

**MS CPD Exit Exam Committee Co-Chairs**- Janet Beary, Glen Duncan  
**NEP Graduate Faculty** who have graduate faculty status (choose one) April Davis, Shaekira Niehuser, Judy Knuth, or Susan Kynast-Gales

It is the student's responsibility to contact via email or phone and ask the chair and committee members to serve on their committee. WSU faculty members have the right to decline to serve on any specific student's committee.



## **MS CPD Exit Exam**

All graduate students in the Master of Science Coordinated Program in Dietetics, Nutrition and Exercise Physiology must take and pass the final written comprehensive examination with an **80%** or higher exam score to fulfill the requirements for the Master of Science Coordinated Program in Dietetics, Nutrition and Exercise Physiology graduate degree. Graduate school examination deadlines and requirements must be followed for this exam.

The CPD exit exam covers the coursework taken for graduate credit (i.e. NEP 537, NEP 540, NEP 542, NEP 573, NEP 501, and NEP 551). Keep in mind that foundational nutrition coursework in the NEP undergraduate program provides important concepts to help students understand and apply concepts that are being taught in the MS CPD graduate program.

For first-time test takers, the MS CPD Comprehensive exam will be scheduled on the fourth Wednesday or when faculty are available during the months of June, October and March. Graduate School policy states that **students are allowed no more than two attempts to pass their exam** in order to obtain the MS CPD NEP degree. If the student fails their MS CPD exit exam, they are required to wait three months before taking a second attempt. The student will also be required to register for 2 additional credits of NEP 702.

Examinations are to be held in an academic environment on the Spokane campus. Final examinations shall be held during regular working hours within academic sessions. Exceptions to this policy regarding the examination environment and presence of faculty must be requested well in advance of the exam and will be made by the Dean of the Graduate School only under unusual circumstances.

### **Tips to study for MS CPD Exit Exam**

Exam questions for the MS CPD Degree Final Comprehensive Exit Exam are written by the MS CPD Director and the MS CPD faculty members who teach in the MS CPD NEP curriculum. Exam content covers community nutrition (NEP 573, NEP 501); clinical nutrition

(NEP 537, NEP 540, NEP 542); and foodservice management (NEP 551). You may also find it helpful to purchase RDN review materials such as “Hess and Hunt”, “RD in a Flash” or “The Inman Review”.

### **After the Exam**

The MS CPD Program Director will send you the following paperwork to be completed and submitted at the MS CPD Exit Examination:

- Transcript Release form
- Registered Dietitian/Nutritionist Eligibility form

Also, CDR requires a WSU official transcript that the program director must submit once the WSU Graduate School has certified the degree which occurs in August, December and May. After your degree has been certified by the graduate school then the CPD director will submit electronically the CDR required paperwork.

## **WSU Policies and Procedures**

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### **Liability for Safety in Travel**

Students must assume the responsibility for transportation to and from off-campus activities such as supervised practice rotations, practicum, internship, field trips, and travel to professional meetings. Students in the MS CPD degree will be assigned to off-campus facilities in almost all cases for experiential training. It is highly recommended that students have reliable transportation at that time. Washington State University Spokane will not be liable for student safety in travel to and from assigned off-campus activities.

### **Statement of Equal Opportunity**

WSU’s Equal Employment Opportunity and Affirmative Action policy (Executive Policy 12) is described at:

[http://www.wsu.edu/~forms/HTML/EPM/EP12\\_Equal\\_Employment\\_Opportunity\\_and\\_Affirmative\\_Action\\_Policy.htm](http://www.wsu.edu/~forms/HTML/EPM/EP12_Equal_Employment_Opportunity_and_Affirmative_Action_Policy.htm)

### **WSU Non-Discrimination Policy**

WSU’s Policy Prohibiting Discrimination and Sexual Harassment (Executive Policy 15) is described at:

[http://public.wsu.edu/~forms/HTML/EPM/EP15\\_Discrimination\\_Sexual\\_Harassment\\_and\\_Sexual\\_Misconduct.htm](http://public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_Sexual_Harassment_and_Sexual_Misconduct.htm)

### **Transfer Credits and Course Offerings**

Students who desire to transfer credit for courses from other institutions must consult the MS CPD Program Director to facilitate the transfer process. Courses taken from other universities must meet the WSU and CPD transfer requirements.

Most courses in CPD are only offered once a year. Therefore, planning your full academic program with the faculty advisor is vitally important. Students who elect to drop a course run the risk of lengthening the time required to achieve their academic degree.

### **Financial Aid/Scholarships**

Students enrolled in the MS CPD are eligible to apply for internal scholarships, as well as for the industry scholarships. State and federal financial aid programs are available to those admitted as students. Students may contact WSU Spokane Student Services for specific financial aid information or visit their website at:

<http://spokane.wsu.edu/students2/financial/scholarships.html>

### **Academic Deficiency**

See the following website URL on the WSU Registrar's website for details. (Starts at #35.)

<http://registrar.wsu.edu>

### **Academic Integrity Violations**

All academic integrity (cheating) violations will be handled in accordance with the academic integrity procedures in the WSU Code of Conduct, WAC 504-26-404 found at

<http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26-404>.

### **Sexual Harassment**

Detailed information regarding sexual harassment is available on the WSU website. If a student feels sexually harassed he/she may contact WSU Spokane Student Affairs to help facilitate the appropriate course of action.

### **Request for Reasonable Accommodations**

Reasonable accommodations are available for a student with a documented disability. If a student has a disability and needs accommodations during the internship, please contact Liz West, Assistant Director of Student Affairs, in Academic Center 130 (liz.west@wsu.edu, 509-358-7534).

### **Department Policies and Procedures**

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#### **Expectations with Respect to Electronic Communications**

Faculty and staff are almost exclusively using electronic means to disseminate information in order to communicate with you. This information may be important and/or time-sensitive. For all WSU correspondence, students are required to use their official WSU email address when corresponding with WSU faculty and staff. In addition, students should regularly check their WSU issued email account inbox and spam folder regularly in case email is inadvertently placed there.

#### **Student's responsibility to:**

- Ensure they are connected to email and check it frequently (at least once daily on Mondays through Fridays).

- Each student must maintain a WSU email account. All email from faculty and staff to students will be sent directly to WSU email addresses (example: networkid@wsu.edu).
- Email communications from students to faculty and staff should bear a signature line at the end of the message giving the student's full name and return WSU email address.
- Students using non-WSU email servers (e.g. Yahoo, Hotmail) may check their WSU email from those accounts with proper configuration (i.e. set up a POP account to check WSU server email). Permanent forwarding of the student's WSU email account to a non-WSU email server is not allowed.
- Students may access MyWSU to get a new email name and temporary password, as well as, instructions on how to obtain a WSU email account and how to check their WSU email account via the Internet.
- Electronic communication may be required as part of courses and rotations. The requirements are to be specified in the course syllabus. If these requirements pose a problem for a student, the student must contact the instructor/coordinator to work out a solution. "System problems", however, are not the responsibility of the student.
- Email communications from faculty and staff to students and vice versa should include a concise description of the content of the email in the subject line so that recipients can gauge the urgency and importance of the message. Faculty and staff are expected to provide communications to students in a timely manner that will allow students adequate notice and opportunity to read and/or respond.

***In short, the lack of access to electronic communication is not a valid excuse for failure to respond to a request, perform an assignment, or meet a deadline.***

### **Dietetic Student to NEP Program Communication**

You are required to maintain close communication (via phone or E-mail) with your instructors and the MS CPD Director regarding any issue/concern pertaining to the MS CPD program.

Examples include:

- Extended absence from site (e.g., illness, jury duty, military service)
- Conflict resolution
- Personal issues that will impact learning experience
- Student assessment (mid-term and final)
- Site specific documentation needed
- Course enrollment
- Letters of recommendation
- Graduation

### **Confidentiality**

Students must follow all HIPAA regulations with regard to 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 MS CPD NEP program.

### **Student Standards of Conduct and Standards of Professionalism**

The WSU Standards of Conduct for Students (Student Conduct Code) is in the WSU Student Handbook (<http://handbook.wsu.edu/>) and also available on the Washington State Legislature administrative code website: <http://www.apps.leg.wa.gov/wac/>

### **Code of Professionalism**

Moral or ethical character is an important component of professional behavior and of the overall assessment of a student's fitness to enter a health care profession. Students in the MS CPD NEP are expected to maintain ethical and professional behavior while in the classroom, when interacting with university employees, while completing experiential learning activities during the supervised practice rotations and the exercise internship, when attending university-sponsored functions, and when serving as representatives of the university.

While in clinical, community, or food service practice situations, students' primary responsibility is the care of their patients/clients. Students must recognize that the patient's/client's welfare has precedence over a student's personal educational objectives. Students must respect patients or clients privacy and dignity and must maintain confidentiality with regard to all patient/client information. Students must never compromise patient/client safety through lack of diligence and/or by providing care for which they lack the skills or knowledge or that is not approved by an instructor or preceptor. Students will be held to the standards of conduct and safety expected of employees in the patient/client care areas of the health care facilities or other facilities that are participating in the teaching programs of the MS CPD. Students are also expected to meet all CPD program requirements including the supervised practice rotations and the exercise internship requirements.

A student's continued enrollment depends, in part, on his/her ability to adhere to recognized standards of professional practice and conduct. In the event that a student demonstrates unprofessional behavior, the University's Code of Conduct policies and procedures will be followed. Evidence of unprofessional conduct includes, but shall not be limited to, one or more of the following:

- Conviction of a felony related to the practice of pharmacy.
- Conviction of illegal use, possession, delivery, sale or manufacture of a controlled substance or legend drug.
- A withheld judgment, a probated or deferred sentence or a no contest plea on the illegal use, possession, delivery, sale or manufacture of a controlled substance or legend drug.
- Recreational use of controlled substances or legend drugs.
- Misappropriation or illegal use of drugs or other pharmacologically active agents.
- Attending class or patient care settings while under the influence of alcohol or other drugs.
- Disruptive behavior in the classroom which hinders the learning process of fellow students.

- Unprofessional, inappropriate or threatening behavior or comments made toward faculty, staff, other university employees, rotation preceptors, others involved with teaching, or other students.
- Repeated late arrival or early departures from experiential supervised practice rotations or the exercise internship sites without notifying the primary instructor or preceptor.
- Failure to maintain patient/client confidentiality, treatment of patients/clients, preceptors, or staff.
- Misconduct in patient/client care settings.
- Failure to meet professional expectations set forth by a practice site (such as arrival and departure time, dress code, or similar requirements).
- Suspension or revocation of a clinical, community or foodservice site.

### **Professional Appearance**

The student must exhibit a professional appearance at the practice site both in manner and dress at all times. The dress code will be determined and enforced by the assigned preceptor *as each site may vary in dress code requirements*. Each student is responsible for obtaining and adhering to the site-specific dress code. Each student must always wear a name tag identifying oneself as a Washington State University Nutrition and Exercise Physiology student. Examples of professional attire guidelines include the following:

Men: Dress shirt with buttons/collar, polo, tie (optional), pressed dress pants/khakis with a crease, closed toe shoes, no baseball caps or other hats, or sandals. Appropriate hair style in compliance with the professional expectations of the supervised practice sites is required. No unnecessary jewelry may be worn other than wearing a watch and one ring.

Women: Skirts (not mini-skirts), pressed dress pants/khakis with a crease, dresses (no mini dresses), blouses (not sheer), sweaters, sweater sets, closed toe shoes, no sandals. Appropriate hair style in compliance with the professional expectations of the supervised practice sites is required. No unnecessary jewelry may be worn other than wearing a watch, one ring and earrings (no dangling earrings).

Business professional dress code does NOT include: jeans (blue, black or other colors), denim skirts, shorts, cargo pants, casual twill pants, halter tops, low cut shirts (cleavage or lingerie revealing), skirts shorter than your extended arms, low cut pants revealing skin or underwear, T-shirts, sweats, shorts, sandals, flip-flops, open toed shoes, baseball caps or other hats.

The health care professional and the student must present a professional image to the client/patient and are expected to exhibit a neat appearance at all times. The student should provide an example by practicing good eating habits. Daily hygiene (daily showers/baths, nail care, use of deodorant, hose/socks, hair care, neatly-trimmed beard/moustache, and clean, ironed clothes) is essential. Individual practicum sites have policies regarding appearance and conduct that must be adhered to; however, in addition to such policies, MS CPD expectations include:

1. Students may be requested to wear lab jackets/coats for clinical assignments, depending on the guidelines for the facility. Attire worn under these lab coats must be neat, clean, professional in style, and appropriate to the facility. Evaluations of the student's professional appearance are included in the overall evaluations by the preceptors.
2. Professional dress is expected at all times and for assignments, including presentations, tours, field trips, etc. Professional dress means that the student must not wear denim-type jeans, leggings, casual shorts, sweatshirts, T-shirts, or any clothing that is too tight or revealing. ***It is not acceptable to show cleavage or other revealing body parts on the abdomen, legs, or buttocks. Obviously, revealing clothing/body parts, excess body piercing, and visible extreme body art are not acceptable professional attire, and in many communities will detract from the student's effort to present themselves as a professional student and will thus interfere with establishing successful professional relationships with patients.*** Preceptors are told that they may ask students to change their attire or appearance if preceptors feel it is distracting to patients or detrimental to the professional atmosphere of their office.
3. Only simple earrings may be worn that are approved and in compliance by the facilities dress code. No nose rings are allowed. Visible body rings or piercings must be removed or covered.
4. Closed-toe shoes (no sandals) must be worn in all clinical settings and labs. Running shoes are appropriate only in the exercise physiology labs. Shoes must be kept clean and repaired at all times.
5. Name tags must be worn at all times when on duty in the facilities. It is the student's responsibility to attain a name tag prior to the experiential learning activities. During orientation pictures will be taken so the first name tag will be provided. If you lose your name tag it is the student's responsibility to make arrangements with the NEP Administrative Assistant to create the appropriate name tag.
6. When working in a kitchen area, hair must be worn off the shoulders and securely pinned away from the face, and/or a hairnet or cap may be worn. Men may be asked to wear hairnets or beard nets in food preparation for NEP activities.
7. Nail polish is not allowed when working around or handling food.
8. During experiential learning activities students must not use perfume, cologne or after-shave. Odors are frequently offensive to people undergoing medical treatment. Some facilities are fragrance-free and do not permit perfumes or strong odors.
9. During the experiential learning activities, students must not eat, chew gum, or use tobacco.
10. Use of alcohol or drugs, or impairment from such use while on duty in any facility, is not acceptable and may be grounds for dismissal from the program. Random drug tests may occur at the training facilities.
11. All clinic or hospital-related material and information must be kept confidential. Students must not discuss any patient/client information in any public place, including elevators, lounges, cafeteria, etc. Students must use only initials when referring to patients/clients in

written case studies, reports, or log books. It is unprofessional to repeat gossip or to discuss personality conflicts with co-workers.

12. Germs are more prevalent in the Clinic or hospital setting; therefore, students must avoid mouth contact with fingers, nails, pencils, etc. Hands must be washed frequently and after using the toilet.
13. Telephones, supplies, computer equipment, and FAX machines in any facilities are for business purposes ONLY and are prohibited for a student's personal use.
14. Students must arrive at the facility in sufficient time in order to report for duty as scheduled. Students must not leave before designated departure times. Students must make sure that the preceptor or instructor knows the student's general whereabouts at all times during the experiential learning activity or internship. Students must call as soon as possible the preceptor or instructor if unable to report for the activity. Students must give the course instructor, academic coordinator, and their preceptors a local phone number and a contact person in case of emergencies.
15. Students must attend the experiential learning experiences in order to meet the competencies and the minimum American College of Sports Medicine requirements. If any experiential hours are missed at any time, the student must make up the time lost. Punctuality is a REQUIREMENT so students must arrive to the Clinic or internship facilities on time. Students must communicate with the preceptor or instructor if ill, attending to personal business or a family emergency, etc. ATTENDANCE is mandatory and if any hours are missed, the student must arrange with the preceptor or instructor to make up the hours at another arranged time. Makeup days must be scheduled based upon the availability of supervising personnel. An extended absence due to illness or extenuating circumstances must be discussed with the course instructor and the preceptor.
16. While on duty or in a class situation, staff and instructors must be addressed by their appropriate title. For example: Doctor, Professor, Ms., Mrs., or Mr. However, some instructors and/or preceptors may prefer to be called by their first names so students can adjust to what is preferred.
17. Students must review study notes and reference materials more extensively on their own time. Projects and homework on advanced material must be anticipated as normal activities of a course requirement that may include experiential learning activities or exercise internship and will require additional time outside the normal workday.
18. Student cell phone use is prohibited during classes, labs, dietetic supervised practice rotations or exercise internship. It is unacceptable for students to text or use the cell phone to communicate except during allowable breaks such as lunch or break times.

### **Violation of Student Conduct Code**

Any violation of the Student Conduct Code is a disciplinary issue and is within the jurisdiction of the Office of Student Conduct. Additional information on policies and procedures relating to WSU students can be found at <http://www.conduct.wsu.edu>.

With respect to conduct that violates the program's standards of professionalism, the decision to place students on probation or dismiss them from the program shall be made in consultation with the NEP chair, CPD director and WSU Student Affairs. A student will be notified in writing if he or she has been placed on probationary status or dismissed.

### **Potential Sanctions**

After reviewing and discussing each alleged case, the CPD director, and the NEP chair will respond in writing to the student(s) within one week. The written letter will summarize the alleged incident and outline the action or consequence recommended by the committee. The recommendations of the committee will vary depending on the nature and severity of each case. Possible outcomes include, but are not limited to:

- A written warning to the student.
- Placement of the student on probation with specific conditions that must be met; these conditions will be clearly defined in writing to the student.
- Require the student to enroll in a university-based course on professionalism.
- Referral to a university-based, professional counseling service.
- Failure of a course or experiential rotation.
- Suspension from MS CPD NEP for a specific period.
- Decertification from the MS CPD NEP.

The action recommended by CPD director, and NEP Chair will be communicated to the complainant at the discretion of the committee and in accordance with WSU's policies on student education records WAC Chapter 504-21 ("University policy on student education records"). The student records will be made available to the student upon request in accordance with WAC Chapter 504-21 ("University policy on student education records") from the Chair of the Student Progress and Retention Committee. Records will be retained in accordance with WSU's records retention policy and state law.

In the event the Code of Professionalism violation involves a serious infraction, the Director of Student Affairs will become involved at the onset of the issue and university policies and procedures will be followed.

The student will be provided an opportunity to appeal the decision made about their violation (*see below*).

### **Appeal Process**

Appeals from sanctions issued under the WSU Standards of Conduct for Students and Academic Integrity Violations are handled by the Office of Student Standards and Accountability in accordance with WAC Chapter 504-26-407 ("Review of Decision").

Appeals from sanctions issued due to a violation of the Code of Professionalism may be made to the Senior Vice Chancellor of WSU Spokane. This petition must be completed within 10 calendar days from the date the initial decision letter was issued to the student.

Students may further appeal to other University officers in WSU Spokane Student Affairs if the student believes unfair treatment or action is being taken. See the following link for more details on complaint procedures: <https://provost.wsu.edu/procedures/classrooms/policies-and-reports/complaints/>

### **Dismissal Due to Academic Reasons**

If a student is placed on probation or dismissed from the program for academic reasons, Graduate School policies and procedures will be followed. <https://gradschool.wsu.edu/policies-procedures/> The Graduate School Policy is summarized below or can be accessed at here at <https://gradschool.wsu.edu/chapter-six-c/>.

### **Minimum GPA (Grade Point Average) Policy and Academic Probation**

#### **Minimal Grade Point Average Policy and Academic Probation**

##### **Minimum GPA**

To uphold high academic standards, the Graduate School has established a minimum 3.0 cumulative GPA and a 3.0 program GPA in order for a graduate student to be considered in good academic standing.

No graded course of 'B-' or below may be dropped from a program of study for an advanced degree nor can a course be repeated for a higher grade if the final grade is 'C' or higher. Any course listed on the program of study for which a grade of 'C-' or below is earned must be repeated for a letter grade, not on a Pass/Fail basis.

All grades earned by a graduate student in courses listed on the program of study, except for the first grade for a repeated course, will be averaged in the student's GPA.

The student is expected to earn an S (Satisfactory) grade for all research credits (702, 700, 800). One U (Unsatisfactory) grade for research credits indicated that the student is not making satisfactory progress. The student will be subject to dismissal from the program if he/she earns a U (Unsatisfactory) grade for research credit for two terms (summer term included).

##### **Probationary Continuing Enrollment**

A graduate student who has completed his/her first semester of graduate study and earns a GPA between 2.75 and 2.99 is eligible for one additional semester of continued enrollment on a probationary status. Upon completion of the probationary semester, and thereafter until graduation, a minimum of a 3.0 cumulative GPA is required to continue in Graduate School. Probationary status is only available to students immediately following their first semester of graduate study, and is not available to students who have been provisionally admitted.

##### **Termination of Enrollment**

The enrollment of a graduate student will be terminated under any one of the following conditions:

- If student has a cumulative GPA below 2.75 at the end of the first semester of study.
- If student has been provisionally admitted and has a cumulative GPA below 3.0 at the end of the first semester of study.
- If a student fails to establish and maintain a cumulative GPA of 3.0 or above after more than one semester of study.
- If student has failed a preliminary or final exam for a second time.
- If student has failed a preliminary or final exam for the first time with a Graduate School representative present, and a second examination is not recommended by the faculty committee, program chair, or representative, in such cases, the Dean of the Graduate School will review the case and make the final determination.
- If student has earned a U (Unsatisfactory) grade for research credits (700, 701, 702, 800) for two semesters (including the summer term).

Other reasons for termination might include failure to make normal progress toward degree completion (such as failure to complete coursework on time or multiple incompletes), failure to maintain continuous enrollment, failure to assemble and maintain an approved faculty committee, issues related to academic integrity or student conduct, etc. Only the Dean of the Graduate School or the University Conduct Board has the authority to terminate a student's enrollment.

### **Reinstatement**

Reinstatement of a provisionally admitted graduate student who falls below a 3.00 GPA following completion of one semester or one summer session, or of a graduate student who falls below 2.75 GPA following completion of one semester or one summer session will be considered only through a petition from the graduate student to the program chair. Following a meeting between the graduate student and the program chair, the chair may favorably recommend reinstatement for the student through a petition to the Dean of the Graduate School who has final approval.

Reinstatement procedure for a graduate student who has completed two semesters, one semester and one summer session, or two summer sessions and whose GPA is below 3.0 follows the same procedure. The student must meet with the program chair who, upon favorable recommendation, may petition the Dean of the Graduate School for approval to reinstate the student. If approval to continue is granted, the student will have one semester or summer session to increase the cumulative GPA to 3.0. Failure to do so requires termination of enrollment in the program and in the Graduate School.

If the student becomes academically deficient because of two U (Unsatisfactory) grades for research credits, the student must meet with the program chair, who upon favorable recommendation, may petition the Dean of the Graduate School for approval to reinstate the student. The program chair must identify the conditions for continuation of study in the petition request. If approval to continue is granted, the student will have one semester or summer session to improve his/her research progress.

## **Voluntary Student Resignation**

*Resignation:* If it becomes necessary to resign from the MS CPD NEP program before completion, the student should consult with the Academic Coordinator, and complete the paperwork required from the Graduate School. Refer to the guidelines outlined on the WSU Graduate School Website.

*Reapplication:* If you resign for personal reasons you may reapply along with new applicants for admission into the MS CPD following the process set forth in the Graduate School admissions policies and procedures. If you are dismissed you may not reapply to the MS CPD NEP.

If you elect to interrupt your academic program, you will have to meet new degree requirements if a curriculum change has occurred during your absence. Most courses are only offered one time per year. Because of this, planning your full academic program with the MS CPD NEP faculty advisor is vitally important. If you decide to drop a course you run the risk of lengthening the time required to achieve your academic degree.

## Appendices

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### APPENDIX A

#### MS-CPD ONBOARDING CHECKLIST

**Each checklist item will have a unique deadline during the summer prior to your first enrollment. The Placement Coordinator will distribute a check sheet with deadlines in May. All items will be submitted as required by the Placement Coordinator.**

- Signed Acknowledgement of Understanding Form
- Signed WSU NEP Media Consent Form
- Signed Authorization for Release of Record
- Student Professional Liability Insurance
- Physical Activity Readiness Questionnaire (PAR-Q)
- HIPAA Certification (*Valid 5 years*)
- Blood Borne Pathogens (BBP) Training: Initial Training Quiz & Signed Form
- First Aid Certification
- Food Handlers Permit
- CPR (Adult, Infant, & Child) w/AED Certification  
*Must be designated for healthcare professionals and include hands-on interactive component, preferably AHA BLS Healthcare Providers Certification*
- Criminal Background Check
- Washington State Patrol (WATCH) background Check (annually)
- Office of Inspector General (OIG) Background Check (annually)
- Tetanus & Diphtheria (TDAP/TD)
- Measles, Mumps & Rubella (MMR) series (2) \*or\* Titer test
- Hepatitis B Series (3) \*and\* Titer test \*or\* signed Hepatitis B declination waver
- Varicella Series (2) \*or\* Titer test
- Annual Flu shot \*or\* signed flu declination waver
- Negative 2-step TB test initially, then 1-step TB test annually. If any TB test is positive, refer to handbook.
- Hepatitis A (Optional – some sites may require)
- Drug Test (Optional – some sites may require)
- Academy of Nutrition and Dietetics Student Membership
- eNCPT Student Subscription

## MS-CPD ONBOARDING CHECKLIST- Cont.

### Documentation Descriptions:

#### **Acknowledgement of Understanding:**

A signed *Acknowledgement of Understanding* (AoU) which indicates the student has read the BS NEP Student Handbook and will abide by the policies and procedures of the university, campus, and program.

#### **Media Consent Form**

The media consent form allows NEP to use pictures and/or videos or other multimedia of students in class, at internship sites, and/or engaging in any NEP-related activity.

#### **Authorization for Release of Record**

The release of record allows NEP faculty and staff to share personal information necessary for students to onboard to internship sites.

#### **Professional Liability Insurance:**

To purchase the professional liability insurance, students can visit the WSU Spokane Student Affairs Office Cashier in the Spokane Academic Center (SAC130) and pay with cash, check, or credit card. This requires an additional fee on top of other tuition and fees. This fee is the responsibility of the student in addition to application and tuition fees. Students will be required to renew liability insurance annually. More details about Professional Liability insurance is described above under "Insurance Requirements."

#### **PAR-Q**

The PAR-Q is the Physical Activity Readiness Questionnaire. You will be asked to provide information about your ability to participate in physical activity as a part of course requirements. If you require disability accommodations, information will be provided to you to request such accommodations.

#### **HIPAA Training**

The Health Insurance Portability and Accountability Act (**HIPAA**) training is required of all NEP students. Only HIPAA training completed under the auspices of the WSU Office of Grants and Research Development through the Collaborative IRB Training Initiative (CITI) will be accepted to satisfy this requirement. More information is available at <http://www.irb.wsu.edu/CITI.asp>. Students should complete the Basic/Refresher Required Modules training which can be done online at the previous site and takes 3-4 hours to complete.

#### **Blood Borne Pathogens Training (BBP)**

This training is designed to ensure students can properly handle bodily fluids and other tools in order to prevent the spread of disease. Blood Borne Pathogens training is completed online through WSU Health & Wellness Services at: <http://ehs.wsu.edu/labsafety/bbptraining.html>. Once students complete the training, they take the Initial training quiz at the end and submit results to the NEP Placement Coordinator. Students must also sign the BBP form located in the back of this Handbook.

### **First Aid**

Basic first aid training is required from all incoming NEP students. Certification must be kept active throughout enrollment in the NEP program. Referrals for training programs will be provided by the Placement Coordinator.

### **Food Handler's Permit**

All students are required to have a current Washington State Food Worker Card. For more information about the Washington State Food Worker Permit, students should search WA State website: <http://www.foodworkercard.wa.gov/>.

### **CPR with AED**

Students need to make sure to get the CPR & AED certification **specifically for health care providers**. Training options will be provided by the Placement Coordinator.

### **National Criminal Background Check**

All students are required to submit a nationwide criminal background check **prior to orientation**. Only national background checks obtained through the agency "castlebranch.com" will be accepted. To obtain this background check, students should visit the website <https://www.castlebranch.com> then click on "Place Order" and enter the package code **WA04BG** for student access.

Please note that public institutions such as WSU may not deny admission based upon an applicant's criminal record. However, if a student has a criminal conviction he/she may not be able to complete his/her degree and graduate depending upon the type and/or severity of the crime, irrespective of whether WSU has granted admission to the program. Experiential portions of the curriculum (practical experiences and rotations) are required for completion of the degree and take place in private institutions that typically restrict individuals with criminal convictions from interacting with patients/clients. Since this is a nation-wide background check, it will require a fee in addition to the application and tuition fees.

### **Washington State Patrol Background Check (WATCH)**

Students are required to complete an annual Washington State Patrol Background Check (WATCH) in addition to the criminal Background Check. Students can complete the WATCH at <https://fortress.wa.gov/wsp/watch/>. The fee is \$17.00.

### **Office of Inspector General (OIG) Background Check**

The Office in Inspector General Background check can be completed at <https://exclusions.oig.hhs.gov/>. A screenshot of the results should be provided to the Placement Coordinator.

### **Immunization/Health Records**

Each student must provide evidence to the NEP Placement Coordinator of completed immunizations listed here:

- Diphtheria & Tetanus (TD/TDAP) within the last ten years
- Measles, Mumps & Rubella (MMR) series (2) or titer
- Varicella (chicken pox) series (2) or titer

- Flu Vaccine (annually), or signed declination waver
- Hepatitis B series (3) and titer, or signed declination waver
- Negative 2-step TB skin test initially, and 1-step TB skin test annually

The immunization or test must be renewed if it expires during the year, and that documentation should be provided to the NEP Placement Coordinator 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 MS-CPD Program.

**Notes:**

Diphtheria & Tetanus (TD/TDAP): Documentation of TD or TDAP vaccination within the last 10 years must be submitted to NEP Placement Coordinator prior to Orientation.

MMR (Measles, Mumps & Rubella): Must provide the 2 step series of MMR or titer test proving immunity prior to orientation.

Varicella (chickenpox): A student must get a Varicella immunity titer. If the Student has never had chicken pox or the titer comes out negative, then the student must be immunized for chickenpox instead. Provide record to NEP placement coordinator prior to orientation.

Flu: Documentation of annual flu shot is required by NEP throughout the student’s time in the program. The Student can choose to sign the declination waver instead of being immunized for Flu. **However**, declining vaccination will exclude students from certain internship site experiences and may inhibit students from completing their degree.

Hepatitis B: Students must have at least initiated the Hepatitis B series with the first immunization or submitted titer test proving immunity prior to orientation, and can then provide evidence of the following two Hepatitis B required immunizations at a later date. The Student can choose to sign the declination waver instead of being immunized for Hep B. **However**, declining vaccination will exclude students from certain internship experiences and may inhibit students from completing their degree.

Tuberculosis (TB): Most sites require a 2-step TB test initially, then annual TB test. (If it has been more than 12 months between annual TB tests, then students will need to repeat the 2-step TB again). Documentation of a negative 2-step TB skin test is required by NEP prior to orientation. Students then must provide evidence of **yearly** purified protein derivative (PPD) tuberculosis testing (negative 1-step) throughout their time in the NEP program. If students are PPD-positive or have had Bacilli Calmetti Guerin (BCG), contact the NEP Placement Coordinator for further instruction.

**Drug Testing**

Many internship sites require drug testing, but it is optional for the NEP enrollment. The expense of such a test will be the responsibility of the student. Arrangements have been made with PAML in

Spokane for \$20 drug screen test. Obtain PAML Employee Drug Screen Authorization Form from the Placement Coordinator.

**Academy of Nutrition and Dietetics Student Membership**

Can be obtained at a discounted rate for students for a limited number of years. Continued membership required during student enrollment. More information is available here:

<http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>

**eNCPT Student Subscription**

Can be obtained at a discounted rate for students. Subscription will be needed to access required materials. Continued membership required during student enrollment. More information can be found here: <https://ncpt.webauthor.com/>

**Students who have not completed the required documentation will not be allowed to participate in experiential learning activities. This will likely result in a significant grade reduction (please see course syllabi) and possible graduation restriction.**

**APPENDIX B**

**Advising Checklist Forms**



**Master of Science Coordinated Program in Dietetics, Nutrition & Exercise Physiology**

**Washington State University**

**Student Handbook**

**ACKNOWLEDGEMENT OF UNDERSTANDING**

I, \_\_\_\_\_

have read the current MS CPD NEP Student Handbook and the current WSU Student Handbook in their entirety, including the links provided therein. I fully understand the content of these documents, and agree to abide by the policies and procedures as outlined in the documents and the university website. I agree to assume the student responsibilities provided in these documents.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Program in

# Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY  
SPOKANE

## MEDIA CONSENT FORM

Date:

I, (please print) \_\_\_\_\_, hereby give my consent to be captured on any and all forms of media including but not limited to photography, video, audio etc. recorded by a staff, faculty or student of Washington State University and by its partners. I understand that the footage are to be used for teaching and communications purposes or for informational/marketing publications which may also include distribution over public, commercial, cable television, and/or the website. I release Washington State University, faculty, staff, and students from any responsibility associated with this action whatsoever.

Participant's Signature: \_\_\_\_\_

Email: \_\_\_\_\_



## Completed Blood Borne Pathogens Training

### Washington State University Spokane Nutrition and Exercise Physiology

DUE: After the completion of the BBP video and successfully passing the BBP quiz

I have completed all of the required elements for Blood Borne Pathogens Training:

- \_\_\_\_\_ Watched the Blood Borne Pathogens refresher video in class
- \_\_\_\_\_ Completed and passed (with at least 90%) the Blood Borne Pathogen Refresher Quiz
- \_\_\_\_\_ Read Blood Borne Pathogens Control Plan 2015-2016

I agree to follow appropriate procedures for infection control as outlined in the Blood Borne Pathogens Control Plan, BBP training video, and the provided skill sheets. I understand that the cost of treatment, if I become exposed to an infectious agent, is **my responsibility and is not the responsibility of the University.**

NAME (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### IMPORTANT

Students are required to keep a copy of this document each year. A copy of this may be required by experiential learning sites and rotation or internship site.

Students who have not successfully completed these activities by the end of orientation:

- Will not be allowed to participate in any experiential learning activities or begin their rotation or internship until all activities have been completed and documented by the NEP Academic Coordinator or appropriate faculty member.

**STUDENT MEDICAL PROFESSIONAL LIABILITY INSURANCE**  
**COST: \$15.50 PER YEAR**

Student Name: \_\_\_\_\_ WSU ID #: \_\_\_\_\_

Academic Department: **NURS:** BSN  RN-BSN  MN/DNP  PhD   
**NEP:** UGrd  CPD  **PHARM**  **SHS**

Location: **Spokane**  **TC**  **WW**  **VC**  **Yak**

Student Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Request insurance to begin on:** \_\_\_\_\_

(This policy is renewed annually and once paid, coverage for all related internships are covered for 365 days from this date)

This Student Medical Professional Liability Policy provides liability coverage of \$1,000,000 per occurrence with a \$3,000,000 annual aggregate limits and Commercial General Liability coverage with limits of \$1,000,000 per occurrence with a \$3,000,000 limits.

**NURSING Students:** Professional Liability Insurance is required for each student. Submit this form with payment of \$15.50.

**NEP, SHS, & Pharm Students:** Submit this form if requested by your department with payment of \$15.50.

When authenticated with the cashier's paid stamp and returned to your academic department, this document serves as proof of insurance. **You may process this form in person in the Student Affairs Office (SAC 130) or mail it with payment to:**

Washington State University Spokane  
Office of Student Affairs  
PO Box 1495  
Spokane, WA 99210-1495

**Cashier's Paid Stamp**

**Check made payable to** WSU  MasterCard  Visa

Cardholder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

**Trans Code: SSSPLI**

Card # \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

PLEASE INCLUDE ALL INFORMATION. Omissions may result in your payment not being processed.



# PAR-Q & YOU

## (A Questionnaire for People Aged 15 to 69)

Regular physical activity is fun and healthy, and increasingly more people are starting to become more active every day. Being more active is very safe for most people. However, some people should check with their doctor before they start becoming much more physically active.

If you are planning to become much more physically active than you are now, start by answering the seven questions in the box below. If you are between the ages of 15 and 69, the PAR-Q will tell you if you should check with your doctor before you start. If you are over 69 years of age, and you are not used to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: check YES or NO.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Has your doctor ever said that you have a heart condition <u>and</u> that you should only do physical activity <u>recommended</u> by a doctor?
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you feel pain in your chest when you do physical activity?
<input type="checkbox"/>	<input type="checkbox"/>	3. In the past month, have you had chest pain when you were not doing physical activity?
<input type="checkbox"/>	<input type="checkbox"/>	4. Do you lose your balance because of dizziness or do you ever lose consciousness?
<input type="checkbox"/>	<input type="checkbox"/>	5. Do you have a bone or joint problem (for example, back, knee or hip) that could be made worse by a change in your physical activity?
<input type="checkbox"/>	<input type="checkbox"/>	6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you know of <u>any other reason</u> why you should not do physical activity?

If  
you  
answered

### YES to one or more questions

Talk with your doctor by phone or in person BEFORE you start becoming much more physically active or BEFORE you have a fitness appraisal. Tell your doctor about the PAR-Q and which questions you answered YES.

- You may be able to do any activity you want — as long as you start slowly and build up gradually. Or, you may need to restrict your activities to those which are safe for you. Talk with your doctor about the kinds of activities you wish to participate in and follow his/her advice.
- Find out which community programs are safe and helpful for you.

### NO to all questions

If you answered NO honestly to all PAR-Q questions, you can be reasonably sure that you can:

- start becoming much more physically active — begin slowly and build up gradually. This is the safest and easiest way to go.
- take part in a fitness appraisal — this is an excellent way to determine your basic fitness so that you can plan the best way for you to live actively. It is also highly recommended that you have your blood pressure evaluated. If your reading is over 144/94, talk with your doctor before you start becoming much more physically active.

#### DELAY BECOMING MUCH MORE ACTIVE:

- if you are not feeling well because of a temporary illness such as a cold or a fever — wait until you feel better; or
- if you are or may be pregnant — talk to your doctor before you start becoming more active.

PLEASE NOTE: If your health changes so that you then answer YES to any of the above questions, tell your fitness or health professional. Ask whether you should change your physical activity plan.

Informed Use of the PAR-Q: The Canadian Society for Exercise Physiology, Health Canada, and their agents assume no liability for persons who undertake physical activity, and if in doubt after completing this questionnaire, consult your doctor prior to physical activity.

**No changes permitted. You are encouraged to photocopy the PAR-Q but only if you use the entire form.**

NOTE: If the PAR-Q is being given to a person before he or she participates in a physical activity program or a fitness appraisal, this section may be used for legal or administrative purposes.

"I have read, understood and completed this questionnaire. Any questions I had were answered to my full satisfaction."

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF PARENT \_\_\_\_\_

WITNESS \_\_\_\_\_

or GUARDIAN (for participants under the age of majority)

**Note: This physical activity clearance is valid for a maximum of 12 months from the date it is completed and becomes invalid if your condition changes so that you would answer YES to any of the seven questions.**



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## APPENDIX C

### OPTIONAL IMMUNIZATION DECLINATION FORMS



#### HEPATITIS B VACCINE DECLINATION

I understand that due to my exposure to potentially infectious materials through my Nutrition and Exercise Physiology (NEP) courses, internship, rotations, or other experiential learning activities I may be at risk of acquiring Hepatitis B (HBV) infection.

I understand that by declining to obtain this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and get vaccinated with the Hepatitis B vaccine, I will present notification to the NEP Placement Coordinator.

I understand that by declining to obtain this vaccine I may not be able to complete an internship if the site requires the vaccination

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



Program in

# Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY  
SPOKANE

## INFLUENZA VACCINE DECLINATION

### Did You Know?

- CDC and the Advisory Committee on Immunization Practices (ACIP) recommend that all health care workers get an annual flu vaccine.
- Fewer than half of health care workers report getting an annual flu vaccine.
- As a health care worker, by getting vaccinated, you can help protect your family at home and your patients at work from getting sick.
- Influenza outbreaks in hospitals and long-term care facilities have been attributed to low vaccination rates among health care professionals.
- Studies have shown that higher vaccination rates among health care workers can reduce influenza-like illness, and even deaths, in settings like nursing homes.
- Health care workers play an important role in protecting public health, and your co-workers need you to be healthy and able to cover your shift.
- Getting a yearly flu vaccine can help ensure your time off is spent doing what you want to do, not staying at home sick.

I have read and understand the above facts but elect to decline the Influenza Vaccine.

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## APPENDIX D

### NEP FACULTY CONTACT INFORMATION

#### QUICK CONTACT INFORMATION

Name/Title	Email Address	Phone Number	Office
<b>NEP FACULTY MEMBERS</b>			
<b>Glen Duncan</b> <i>Chair, Nutrition &amp; Exercise Physiology</i>	<a href="mailto:glen.duncan@wsu.edu">glen.duncan@wsu.edu</a>	509-358-7875	SHER 318C
<b>Janet Beary</b> <i>CPD Director</i> <i>Clinical Assistant Professor</i>	<a href="mailto:beary@wsu.edu">beary@wsu.edu</a>	(509) 358-7562	SHER 320B
<b>April Davis</b> <i>Clinical Assistant Professor</i>	<a href="mailto:adavis@wsu.edu">adavis@wsu.edu</a>	(509) 358-7919	SHER 320A
<hr/>			
<b>Judy Knuth</b> <i>Clinical Assistant Professor</i>	<a href="mailto:judyknuth@wsu.edu">judyknuth@wsu.edu</a>	(509) 368-6721	SHER 314A
<b>Susan Kynast-Gales</b> <i>Clinical Assistant Professor</i>	<a href="mailto:kynasts@wsu.edu">kynasts@wsu.edu</a>	(509) 368-6735	SHER 304
<b>Mark McMulkin</b> <i>Instructor</i>	<a href="mailto:mcmulkin@wsu.edu">mcmulkin@wsu.edu</a>	N/A	
<b>Lindsey Miller</b> <i>Clinical Assistant Professor</i>	<a href="mailto:lindsey.e.miller@wsu.edu">lindsey.e.miller@wsu.edu</a>	(509) 358-7766	SHER 314B
<b>Shaekira Niehuser</b> <i>Clinical Assistant Professor</i>	<a href="mailto:shaekira.niehuser@wsu.edu">shaekira.niehuser@wsu.edu</a>	(509) 358-7622	SHER 314C
<hr/>			
<b>STAFF</b>			
<b>Jill Wagner</b> <i>Academic Coordinator</i>	<a href="mailto:jill.wagner@wsu.edu">jill.wagner@wsu.edu</a>	(509) 358-7811	SHER 318B
<i>Placement Coordinator</i>		(509) 358-7626	SHER 318A
<b>Nick Dunn</b> <i>Laboratory Coordinator</i>	<a href="mailto:nicholas.dunn@wsu.edu">nicholas.dunn@wsu.edu</a>		SHER 308
<b>Olivia Oden</b> <i>Office Assistant</i>	<a href="mailto:olivia.oden@wsu.edu">olivia.oden@wsu.edu</a>	(509) 358-7668	SHER 308