



University of
Pittsburgh

Nutrition Science
School of Health and
Rehabilitation Sciences

University of Pittsburgh
School of Health and Rehabilitation Sciences
Department of Sports Medicine and Nutrition
Nutrition and Dietetics

BS in Nutrition Science Program
Student Handbook 2022-2023

Preface

The Department of Sports Medicine and Nutrition (SMN) faculty and staff join in welcoming you! We are pleased that you have selected the BS in Nutrition Science (NS) program at the University of Pittsburgh School of Health and Rehabilitation Sciences (SHRS) to pursue your education.

This handbook was developed to familiarize you with the program policies and procedures that are required for students enrolled in the program. This handbook is not intended to be all-inclusive, but rather is to be used as a supplement to the [University of Pittsburgh Undergraduate Catalog](#) and the [SHRS Undergraduate Student Handbook](#). All SHRS policies and procedures apply to NS students. It is important that you read and become knowledgeable about the information presented in both this and the [SHRS Undergraduate Student Handbook](#) and use both handbooks as references while enrolled in the program.

Equity, Diversity, and Inclusion:

The School of Health and Rehabilitation Sciences (SHRS) is committed to action-oriented policies to address inequity and create a more welcoming, accessible, and inclusive school for our students, faculty, staff, and friends in the community. We believe that there are systemic problems that require complex solutions, and we are dedicated to developing and implementing those solutions in order to create not only a more equitable academic environment but also a more equitable health care system, which we believe can be done through the education of the next generation of health care leaders. For more information on the SHRS initiative and resources, please go to <https://www.shrs.pitt.edu/about/shrs-diversity-equity-and-inclusion>.

The Nutrition Programs' aims are to educate and empower faculty and students to cultivate a diverse profession that integrates science into the social and cultural environment of all individuals and groups they engage, leading to a more holistic approach to eating and overall health. For more information on Pitt Nutrition's Diversity and Inclusion Initiative, please go to <https://www.shrs.pitt.edu/ndbs/about/nutrition-inclusion-initiative>.

BS in Nutrition Science (NS) Program Student Handbook

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I. Program Administration and Faculty

A. Program Administration

The BS in Nutrition Science (NS) is an undergraduate degree offered by the Nutrition and Dietetics program in the Department of Sports Medicine and Nutrition (SMN) in the School of Health and Rehabilitation Sciences (SHRS). The NS Program Director is ultimately responsible for determining whether each student has successfully met the knowledge and skill requirements for the program.

B. Academic Advisors and Faculty Mentors

Prior to beginning the Fall Term of the Junior Year, each student enrolled in the NS program will be assigned an academic advisor from the SHRS Academic Advising and Student Success Center. The role of the academic advisor is to assist students with course registration and completing their Plan of Study, provide guidance in meeting academic and professional goals, and connect students with University resources. For additional information on advising, please see the [SHRS Undergraduate Student Handbook](#).

If either the student or the assigned academic advisor prefers, the student can choose another advisor. The student must complete the *Change of Academic Advisor* form (located on the SHRS website at <https://www.shrs.pitt.edu/student-services/forms/>), obtain the required signatures, and submit the form to the Office of Student Services (4050 Forbes Tower).

Each student will also be assigned a faculty mentor at the beginning of the Fall Term of the Junior Year. The faculty mentor will be a member of the NS program faculty. The role of the faculty mentor is to provide guidance to the student concerning their professional goals. The student should also meet with the faculty mentor to discuss any academic issues occurring while enrolled in the program. The faculty mentor will initiate an appointment with the student at least once each term. Students are also encouraged to schedule appointments with their faculty mentor or academic advisor on an "as needed" basis.

Students pursuing health careers (e.g., pre-med, pre-dental, etc.), can also meet with an advisor from the Pitt Pre-Health Resource Center for career counseling: <https://www.prehealth.pitt.edu/>.

C. Faculty and Staff Directory

The Nutrition and Dietetics faculty and staff offices are located in 6035 Forbes Tower. The name and contact information for faculty and staff are presented below. A mailbox for each faculty member is located in 6035 Forbes Tower. For a full list of all SMN faculty and staff, please see <https://www.shrs.pitt.edu/smn/people>.

Dawson Baloga
Department Administrator, Sports Medicine and Nutrition
6035 Forbes Tower E.Dawson.Baloga@pitt.edu Phone: 412-383-6530

Britney Beatrice, MS, RDN, LDN
Instructor
6041 Forbes Tower bbeatrice@pitt.edu Phone: 412-383-6534

Tracy Bowman, EdD, RDN, LDN
Adjunct Instructor
tab224@pitt.edu Phone: 412-383-6530

Lori Cherok, PhD, RDN, LDN
Assistant Professor and Interim Director, Nutrition Science Program
6076 Forbes Tower lcherok@pitt.edu Phone: 412-383-6566

Kevin Conley, PhD, ATC
Chair and Associate Professor, Department of Sports Medicine and Nutrition
SHRS Associate Dean for Undergraduate Studies
6036 Forbes Tower kconley@pitt.edu Phone: 412-383-6737

Trisha Cousins, EdD, RDN, LDN
Assistant Professor and Clinical Coordinator, Dietitian Nutritionist Program
6037 Forbes Tower tcousins@pitt.edu Phone: 412-383-6532

Rhobert Evans, PhD
Adjunct Faculty
rwe2@pitt.edu Phone: 412-383-6530

Deborah Hutcheson, DCN, RDN, LDN
Vice Chair and Assistant Professor, Department of Sports Medicine and Nutrition
Program Director, Dietitian Nutritionist Program
6038 Forbes Tower dhutches@pitt.edu Phone: 412-383-6747

Caroline Passerrello, MS, RDN, LDN
Instructor
6040 Forbes Tower cwp20@pitt.edu Phone: 412-383-3542

D. Office Hours

Department Office Hours

The Sports Medicine and Nutrition Department office (6035 Forbes Tower) is typically open from 7:30 am - 4:00 pm on weekdays.

Faculty Office Hours

Students may meet with individual faculty members for a variety of reasons that may require either scheduled or unscheduled appointments. Appointments may be held face-to-face or virtually (via Zoom, etc.) based on the preference of the faculty member and student. Regardless of the purpose of the meeting, each student has the right to privacy while meeting with the faculty member.

1. Unscheduled Appointments During “Office Hours”

Faculty members may maintain “office hours” related to the course they teach. These “office hours” are stated on the course syllabus. Students are not required to schedule appointments to meet with the faculty member during these times. Office

hours may be conducted face-to-face or virtually and can be group or individual sessions.

2. **Scheduled Appointments**

Appointments with individual faculty members at times other than those identified as “office hours” are arranged by appointment only. These appointments should be scheduled directly with the faculty member. Walk-in, unscheduled appointments should be used only in urgent situations.

E. **Department Announcements and Student Mail**

Student Mailboxes

Each student enrolled in the NS program has an assigned mailbox located on the fourth floor of Forbes Tower near the restrooms. Program faculty and SHRS staff will use these mailboxes to provide important information to the students; therefore, students should check their mailbox daily.

Bulletin Boards

The SMN department bulletin board, located outside room 6035 Forbes Tower, is for official department postings. Students must receive approval from a Nutrition and Dietetics faculty member before posting any item on the bulletin board.

F. **Photocopying, Printing, and Telephone Usage**

Students cannot use the department photocopier, printer, or fax machine for any reason. There is a scanner and printer for student use in the Learning Resource Center (4011 Forbes Tower). Department staff and faculty should not be asked to make photocopies for students. The department telephone can only be used by students in emergency situations.

G. **Unofficial Requests for Student Telephone Numbers or Addresses**

Consistent with University policy, unofficial requests for the telephone numbers or mailing addresses of students will not be given out to individuals who request this information. The Department Administrator will take the name and phone number of the individual requesting the student’s phone number or address and will relay that information to the student.

II. Student Professional Organizations

A. Student Dietetic Association

Students enrolled in the Nutrition Science program are invited to join the Student Dietetic Association (SDA). The SDA is organized and managed by student members with a member of the Nutrition and Dietetics faculty, Dr. Trisha Cousins, serving as the advisor to the organization. Officers of the SDA are elected from the membership in accordance with the SDA bylaws. There is a \$12.00* annual membership fee. Benefits of SDA membership include opportunities for leadership, networking, volunteer experiences, and social activities. Further details about the SDA and procedures for joining will be presented at the first meeting, which all incoming students are invited to attend. The date of the first meeting will be announced in an email sent to all students. For additional information, email SDAatPITT@gmail.com.

B. Pre-Health Student Organizations

Students should also consider joining other student organizations that align with their post-baccalaureate professional goals. Many pre-health student organizations (e.g., pre-physician assistant, pre-med, pre-dental) can be viewed on the Pitt Coalition of Pre-Health Students' website: <https://www.cphs.pitt.edu/> under "Member Organizations".

C. Academy of Nutrition and Dietetics

Students in the NS program are welcome to join the Academy of Nutrition and Dietetics, which is the national professional organization for Registered Dietitian Nutritionists. There is a \$58.00* annual fee for student membership. Benefits of being an Academy member include a free subscription to the *Journal of the Academy of Nutrition and Dietetics*, free access to the Evidence Analysis Library, a discounted price for Academy resources, and discounted registration to the annual Food & Nutrition Conference & Expo. For more information and to join, please go to: <http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>.

*Note: *All fees are subject to change.*

III. Curriculum Overview

A. Mission of the Nutrition Science Program

The BS in Nutrition Science program will prepare students to implement the knowledge and skills learned in industry, government, academia, and non-government organizations. Graduates will be able to apply the science of food and nutrition to the well-being and health of all people. BS in Nutrition Science graduates will be prepared to further their education in the health professions including professional graduate programs in nutrition, medicine, and dentistry among others.

B. Program Description

The Nutrition Science (NS) program at the University of Pittsburgh School of Health and Rehabilitation Sciences (SHRS) is an upper division program. Students are admitted to the program at the start of their junior year after having completed a minimum of 60 credits that includes the general education requirements of the University and SHRS and the [prerequisite courses](#) for the NS program.

Nutrition Science involves the study of how food and nutrients affect the human body and requires knowledge of biology, biochemistry, nutrient metabolism, physiology, and genetics. Nutrition Science also studies how nutrition can play a role in health and disease prevention. The ultimate objective of Nutrition Science is to understand how nutrition can contribute to overall health.

A BS in Nutrition Science can be the foundation for career opportunities in the food industry, research, public policy, and public health. The degree can also provide skills and the prerequisites for graduate education for health-related professional degrees (e.g., physicians, physician assistants, dentists, occupational therapists, physical therapists, and public health officials).

Please note the NS Program does not meet the eligibility requirements for Registered Dietitian/Nutritionists (RDNs). For students desiring to become RDNs, please see the information on the [Dietitian Nutritionist Program](#).

C. Curriculum

The NS curriculum requires the successful completion of 120 credits including 60 credits within the program ([Appendix A](#)). The curriculum includes nutrition courses (taken with students in the Dietitian Nutritionist program) with an emphasis on science, evidence-based research, and improving human health. The program supports a more personalized education approach allowing students, in consultation with their academic advisor, to select elective courses that best address their professional goals (e.g., prerequisite coursework for graduate school).

The major portion of the NS curriculum consists of required courses offered in a planned sequence. Included are courses that are offered only once during the academic year. Any deviation from completing the courses in the planned sequence may cause a delay in progressing to higher-level required courses and therefore, graduation.

Students may be granted “advanced standing” for courses taken prior to enrolling in SHRS at another accredited college/university if the course is determined to be an appropriate substitute for a NS curriculum course by the Program Director. Students must have earned a C or better in the course to receive advanced standing.

D. Practical Experience

Students in the NS Program will be provided with the opportunity to gain real world experience related to nutrition science through the NUTR 1628: Practical Experience course in the Senior Year of the program. The student will spend approximately 6 hours per week for one term under the supervision of a preceptor at a site assigned by the NS Program Director. Based on the assigned practice site, the student may gain experience in nutrition-related research, working in a lab, working in the food industry, teaching, or working with health professionals.

Please note the practical experience course is a for-credit, non-paid learning experience. Students must adhere to all program and site-specific policies including adherence to dress code specifications and completion of any preparation requirements (e.g., physical examination, proof of specific immunizations, criminal record checks, required training modules, etc.). Students are responsible for providing their own transportation to the site and any costs associated with the experience (e.g., parking, immunizations, criminal record checks).

E. Program Outcome

Upon successful completion of the program requirements, the student will be awarded a Bachelor of Science degree from the University of Pittsburgh.

IV. The Student's Financial Responsibilities

A. Basic Tuition and Fees

After admission to the NS Program, the student is responsible for paying tuition and fees as well as other educational expenses such as for textbooks and supplies. The University tuition rates for the School of Health and Rehabilitation Sciences change on an annual basis. For information regarding tuition, fees, scholarships, and financial aid, refer to the following resources:

1. Tuition and Fees: <https://payments.pitt.edu/tuition-rates-fees/>
2. Office of Financial Aid: <https://financialaid.pitt.edu/>
3. The "Financial Information" section of the [SHRS Undergraduate Student Handbook](#)
4. The SHRS website: <https://www.shrs.pitt.edu/current-students/scholarships-funding>

B. Additional Expenses While Enrolled in the NS Program

While enrolled in the NS program, the student will incur additional expenses that include mandatory expenses and optional expenses. The mandatory expenses are those that are associated with curriculum requirements. An itemized listing of the additional expenses associated with the NS program is outlined on the next two pages followed by a description of individual additional expense items.

C. Itemized Additional Expenses While Enrolled in the NS Program

JUNIOR YEAR

OPTIONAL EXPENSES*:

Student Dietetic Association membership	\$12.00
Academy of Nutrition and Dietetics Student membership	\$58.00
Lab Fee (NUTR 1613)	\$75.00
Food Application Lab apron (NUTR 1613)	\$15.00
ServSafe Manager Training & Certification (NUTR 1613)	\$179.00
Total Optional Expenses Junior Year	\$339.00

**Note: All dollar amounts are subject to change.*

SENIOR YEAR

MANDATORY CURRICULUM-RELATED EXPENSES*:

Physical Examination and Immunizations (NUTR 1628)	\$135.00 - \$370.00
Health Insurance (NUTR 1628)	<i>Variable</i>
Criminal and Child Abuse Clearances (NUTR 1628)	\$23.00
Transportation and parking expenses associated with the practical experience course (NUTR 1628)	<i>Variable</i>
Total Mandatory Expenses Senior Year	\$158.00 - \$393.00

OPTIONAL EXPENSES*:

Student Dietetic Association membership	\$12.00
Academy of Nutrition and Dietetics Student membership	\$58.00
Total Optional Expenses Senior Year	\$70.00

*Note: All dollar amounts are subject to change.

D. Explanation of Additional Expenses While Enrolled in the NS Program

1. **Lab Fees**
NS students who elect to take NUTR 1613: Food Application Lab in the Spring Term, Junior Year will be charged a fee associated with the laboratory expenses that will be used to defray the cost of expendable supplies and equipment. This fee will be charged to the student directly each term and will appear on the invoice generated by Student Accounts in addition to tuition and other fees.
2. **Food Application Lab Apron**
NS students who elect to take NUTR 1613: Food Application Lab in the Spring Term, Junior Year are required to wear an apron during the lab. Purchasing details will be provided by the course instructor prior to the beginning of the Spring Term, Junior Year.
3. **ServSafe Manager Training & Certification**
NS students who elect to take NUTR 1613: Food Application Lab in the Spring Term, Junior Year must complete an online training program and proctored

certification examination in food safety. The details concerning this training and certification are provided in [Section VI: Additional Policies](#).

4. **Physical Examination and Immunizations**

Depending on the assigned practice site, NS students may be required to have a physical examination, including specific immunizations, completed prior to beginning NUTR 1628: Practical Experience. The purpose of the physical exam is to determine that the student's state of health is appropriate to work with patients/clients and protect them from illness. The cost of the physical examination will vary depending on the student's health insurance coverage, immunizations required, and any follow-up medical testing required. In addition, some practice sites may require additional medical testing and/or drug screening. The NS Program Director will provide a physical examination form and details for completion during the Fall Term, Senior Year for those students. The student is responsible for making the appropriate arrangements to complete the physical exam and immunizations and is responsible for the payment of all costs.

5. **Health Insurance Coverage**

SHRS policy requires that all SHRS students have health insurance coverage for the period of time they are placed in clinical facilities for practical experiences. The purpose of this policy is to protect the student in the event of injury or illness. Students must maintain coverage for the entire time they are participating in practical experiences. For those interested, the University has joined with UPMC Health Plan, to provide the UPMC Health Plan for Pitt Students. For information on this insurance plan please go to: <https://www.hr.pitt.edu/students/medical-coverage>.

6. **Criminal and Child Abuse Clearances**

Depending on the assigned practice site, NS students may be required to have criminal and child abuse clearances completed prior to beginning NUTR 1628: Practical Experience. Three clearances must be completed: 1. FBI Criminal History Report (~\$23.00*), 2. Pennsylvania Criminal Record Check (no current fee for volunteers*), and 3. Pennsylvania Child Abuse History Clearance (no current fee for volunteers – first clearance only*). The NS Program Director will provide details for obtaining these clearances during the Fall Term, Senior Year to those students. The student is responsible for making the appropriate arrangements to complete all of the requirements by the due date and is responsible for the payment of all costs. The NS Program Director will review each report and take appropriate action if needed to protect patients/clients/subjects/customers from harm or abuse. This action includes refusing to place the student at an assigned practical experience site.

7. **Transportation and Parking Expenses**

Students are responsible for the transportation and parking costs associated with travel to their assigned practical experience site for NUTR 1628.

**Note: All dollar amounts are subject to change.*

V. Academic Policies and Procedures for NS Students

In matters pertaining to the academic policies and procedures, the NS Program adheres to University policies as presented in the [University of Pittsburgh Undergraduate Catalog](#) and SHRS academic policies as presented in the [SHRS Undergraduate Student Handbook](#). It is the responsibility of the student to review and be familiar with all academic policies. The policies below provide specific information for NS students.

A. Academic Calendar and Schedule

General Information

The academic year at the University of Pittsburgh is divided into three consecutive terms: Fall Term, Spring Term, and Summer Term, each of which is 15 weeks long. In addition, there are "Summer Sessions" of varying duration. All official academic events and important dates (e.g., beginning and end of the term, Final Exam week, course registration deadlines, and holidays) for the academic year are published in the [University Academic Calendar](#). The NS academic schedules are developed in accordance with the University Academic Calendar. During the Junior Year and Senior Year, students are required to take courses during the Fall and Spring Terms.

Final Exam Schedule

Final Exams are scheduled for the week following the scheduled last day of class. The dates of the Final Examination Period are identified in the [University Academic Calendar](#). The student will be advised of the date of the Final Exam for each course by the course instructor. The Final Exam for most NS program courses (NUTR, HRS, or REHSCI courses) is held during the Final Examination Period on the same day and time that the class is usually held.

B. Plan of Study

Policy:

Every student in SHRS must have a Plan of Study (POS), signed by their academic advisor from the SHRS Academic Advising and Student Success Center on file with their department by the end of the first term. The purpose of the POS is to provide documentation of the courses a student is required to take in order to fulfill program and graduation course requirements as well as documentation of the term in which each course must be taken. The required sequence of courses is presented in the program curriculum plan ([Appendix A](#)). Any revisions to the POS must be approved by the student's academic advisor and submitted to the SHRS Office of Student Services (4050 Forbes Tower). To be certified for graduation, students must have successfully completed all courses outlined in their final POS as well as any other requirements for the degree. A final POS must be forwarded to SHRS Office of Student Services at the beginning of the term of graduation.

Procedure

Every student enrolled in the NS Program will complete a POS form with the assistance of their academic advisor from the SHRS Academic Advising and Student Success Center during the first term of study in the program. The POS must be completed using the SHRS POS Form and must be signed by the student and the student's academic advisor. The academic advisor and the student will both retain a copy of the POS form. The POS will be updated each term as the student progresses through the program and will be reviewed at subsequent advising appointments. A final POS signed by both the academic advisor and student must be submitted to SHRS Office of Student Services (4050 Forbes Tower) at the beginning of the term of graduation.

Students who experience an interruption in the normal progression through the curriculum are required to revise the original POS to reflect the resultant changes. The POS revision must be initiated by the student and completed with the assistance of the student's academic advisor. The revised POS must be signed by the student and the student's academic advisor. The academic advisor and the student will both retain a copy of the POS form.

C. Minimum Academic Standard

The NS Program adheres to the SHRS policy for minimum academic standard as presented in the [SHRS Undergraduate Student Handbook](#) which includes the following standards:

- All required and prerequisite coursework must be taken for a grade, when letter grade option is available, unless approved by the Program Director.
- Students must receive a C- or better in each required course and SHRS elective course to earn credit.
- Students who receive a grade below a C- in a required course must repeat that course and attain a grade of C- or better. Students will not be permitted to register for a course until they attain a C- or better in its prerequisite.
- Failure to receive an acceptable grade after the second repeat of a required course may result in the student being dismissed from the program and SHRS.

D. Academic Probation and Dismissal Policy

The NS Program adheres to the SHRS policy for academic probation and dismissal as presented in the [SHRS Undergraduate Student Handbook](#).

E. Class Attendance

Many courses in the NS Program require mandatory attendance. It is the student's responsibility to review the syllabus for each course and to be familiar with and adhere to the class attendance policy for each individual course.

F. Confidentiality of Student Records

In addition to the student records maintained in the SHRS Office of Student Services, the NS Program maintains confidential records/files on all enrolled students. Included are files maintained in the Department of Sports Medicine and Nutrition used for advising and other routine academic purposes.

It is the policy of the NS Program to maintain the confidentiality of student records/files in accordance with federal legislation. Only ethical and lawful means will be used to gather information from or about the student. Protection of the confidentiality of student records/files refers to the collection and use of, access to, and dissemination and retention of information maintained in the student record/file. Student records/files maintained by the department are secured in locked file drawers. Access to these files is limited to program faculty and staff.

G. Student Access to Personal Records/Files Maintained by the NS Program

It is the policy of the NS Program to provide each student enrolled in the program with access to their record/file maintained in the SMN Department for review. The following procedures must be followed:

1. The student may submit a verbal or written request to their NS faculty mentor to review their record.
2. The NS faculty mentor will promptly schedule a mutually convenient time to meet with the student for the purpose of the review.
3. The student's review of the record will take place in the presence of the faculty mentor.
4. The student may take notes while reviewing the record/file contents.
5. The student **may not remove** any material from their personal record; however, they may make a request to correct information or to insert a statement of disagreement in the file by writing to the NS Program Director. If the student's correction is not accepted, the NS Program Director will notify the student and include an explanation for the denial of the correction. If the correction is accepted, the NS Program Director will add it to the record with appropriate documentation. The student can request, in writing, that copies of the change be sent, for academic or professional reasons, to individuals designated by the student.

H. Academic Integrity and Grievance Procedure

The NS Program adheres to the policies and procedures for academic integrity and the grievance procedure as stated in the [SHRS Guidelines on Academic Integrity](#). All students must read these guidelines in entirety and comply while enrolled in the program.

Note, this policy also outlines the procedure for students to submit a grievance against a faculty member for perceived academic injury. It is the responsibility of the student, before seeking to have a grievance adjudicated, to first attempt to resolve the matter by personal conference with the faculty member concerned.

As a requirement of the NS Program, students must complete the University of Pittsburgh's "Academic Integrity Modules" at the beginning of the Fall Term, Junior Year. The modules can be accessed at the following link: <https://pitt.libguides.com/academicintegrity/plagiarism> which will then direct the student to the modules posted on Canvas. The student must click on "enroll" and then "go to the course". After completing the three modules and passing the quiz, the student will receive an Acclaim Badge. A copy of the badge must be submitted to Dr. Lori Cherok

via email lcherok@pitt.edu or printed and placed in her faculty mailbox in room 6035 by the Add/Drop deadline.

I. Graduation

Requirements for Graduation from the NS Program

To qualify for graduation from the NS Program, the student must have completed all required courses and other degree requirements for the program. Graduation requires completion of 120 credits as a result of:

1. Credit hour requirements for admission to SHRS and the NS Program (60 credits).
2. Credit hours necessary to meet the program requirements as outlined in [Appendix A](#) (60 credits).

Requirements for Graduation from SHRS

Graduation Requirements for a bachelor's degree from SHRS are as follows:

- Satisfactory completion of a minimum of 120 approved credits (including advanced standing).
- Minimum of 30 SHRS credits taken once admitted and enrolled in a SHRS department or program.
- Minimum cumulative GPA 2.000. The GPA will be calculated as a composite of all courses taken at the University of Pittsburgh and counting toward completion of the degree.
- Completion of all requirements for the program in which student has enrolled.
- No outstanding D, F or G grades in a required course.
- Updated and approved Plan of Study on file in the SHRS Office of Student Services (4050 Forbes Tower).
- Student must be considered an "active student" at time of graduation. The student must have been registered for at least one credit at the University of Pittsburgh within the last three terms or sessions.
- Students may not enroll in courses outside the University of Pittsburgh in the semester they are graduating.
- An *Application for Graduation* must be filed in the SHRS Office of Student Services, based on the deadlines determined for that term. Email notification of these deadlines will be sent to students in the prior term and will be posted on the [SHRS Graduation website](#).
- A student with outstanding financial obligations to the University is not eligible to receive a diploma, official academic transcripts, or any certification of completion of the academic program.

VI. Additional Policies

A. University of Pittsburgh Nondiscrimination Policy

The NS Program adheres to the [University of Pittsburgh Nondiscrimination Policy](#).

B. University of Pittsburgh Anti-Harassment Policy Statement

No University employee, University student, or individual on University property may harass or abuse a person (physically, verbally, or electronically) when the conduct is severe or pervasive and objectively and subjectively has the effect of: (1) unreasonably interfering with such person's work or equal access to education, or (2) creating an intimidating, hostile, or offensive work or academic environment. Consistent with the University's respective Community Standards, harassment on the basis of a legally protected classification, such as racial harassment or sexual harassment, is prohibited. This policy statement will be applied with due respect for the University's commitment to equality of opportunity, human dignity, diversity, and academic freedom, and, when constitutionally protected speech is implicated, only to the extent consistent with the First Amendment. For more information, contact the [Office of Equity, Diversity, and Inclusion](#).

Sexual Misconduct, Required Reporting, and Title IX

The University is committed to combatting sexual misconduct. University faculty and staff members are required to report any instances of sexual misconduct, including harassment and sexual violence, to the University's Title IX office so that the victim may be provided appropriate resources and support options. If you are the victim of sexual misconduct, Pitt encourages you to reach out to these resources:

- Title IX Office: 412-648-7860
- University Counseling Center: 412-648-7930 (8:30 A.M. TO 5 P.M. M-F) and 412-648-7856 (AFTER BUSINESS HOURS). This is a confidential resource.
- If you have a safety concern, please contact the University of Pittsburgh Police, 412-624-2121.
- Other reporting information is available: <https://www.diversity.pitt.edu/civil-rights-title-ix/make-report>.

C. Required Referencing Style

For all courses taught by Nutrition and Dietetics faculty ("NUTR" courses), students must use the referencing style of the Journal of the Academy of Nutrition and Dietetics: <http://www.andjrn.org/content/authorinfo#ref>, which follows the *AMA Manual of Style, 11th ed.*, for writing assignments that require citation and referencing of resources used. For all other courses, the student should use the referencing style specified by the course instructor.

D. ServSafe Manager Training and Certification

Students who elect to take NUTR 1613: Food Application Lab in the Spring Term of the Junior Year will need to complete the National Restaurant Association's ServSafe Manager Training and successfully pass the certification examination. The purpose of this training is to provide students with knowledge and expertise in food safety and safe food handling practices. The training is required for students to be properly prepared to

participate in course learning activities for NUTR 1613: Food Application Lab. Students should discuss with their faculty mentor at the Fall Term, Junior Year advising appointment whether or not to take NUTR 1613 based on their professional goals.

The online ServSafe Manager Training program must be completed by the beginning of the Spring Term, Junior Year. The online training will take approximately 16 hours. Students will then take a proctored certification examination at the beginning of the Spring Term, Junior Year in NUTR 1613: Food Application Lab. The NS Program Director will provide detailed information about the ServSafe Manager Training and Certification process to juniors interested in taking NUTR 1613 after the Fall Term, Junior Year advising appointment. The student is responsible for the cost of the online training and proctored certification examination.

E. **Transportation to the Practical Experience or Field Trip Sites**

Students are responsible for providing their own transportation to NUTR 1628: Practical Experience sites or field trip sites required for courses (e.g., NUTR 1610: Food Application). Students are also responsible for all expenses involved in the transportation and parking. If students choose to use their private automobiles, they must have adequate automobile insurance coverage. The student is responsible for making appropriate arrangements for this insurance coverage. Some sites may be accessible by Pittsburgh's Port Authority of Allegheny County buses. University of Pittsburgh students can ride for free on the city of Pittsburgh's Port Authority of Allegheny County buses using their University ID card. Bus routes and schedules are available on the Port Authority website: <https://www.portauthority.org>.

F. **Standards of Appearance/Dress Code**

Policy

Students in the NS Program must adhere to the following standards of appearance/dress code when going to practical experience sites, field trip sites, independent study sites, professional meetings, participating in Student Dietetic Association (SDA) events, or serving as a representative of the Nutrition Science program. It is essential that the appearance of the student reflect a professional image when representing the NS Program. *The dress code of most clinical or food service facilities account for guidelines requiring strict standards of personal hygiene and cleanliness to prevent the spread of infection and contamination of food.* Any student in violation of the dress code may be excluded from these activities and subject to a reduction in the professionalism component of a course grade. Further action may be necessary if recurrent violations occur.

Standards of Appearance

The student must comply with the standards of appearance outlined below. If a site maintains additional or stricter standards of appearance, the student must comply with that site's standards.

Attire

Professional, business attire must be worn to practical experience sites, field trip sites, independent study sites, professional meetings, and SDA events. Business attire includes dresses or skirts (of appropriate length—no shorter than 2 inches above the knee) or dress pants (no jeans, leggings, or shorts) with a blouse/shirt/sweater or shirt and tie. Shirts should cover the entire midriff and should not show cleavage. No sleeveless shirts may be worn. Clinical/patient environments may require that a clean, pressed, white lab coat be worn over business attire.

Footwear

Clean, professional shoes should be worn. No open-toed or open-heeled shoes, clogs, or sandals should be worn. No athletic shoes should be worn. No cloth shoes should be worn in food production/kitchen areas. Shoes should be kept in good condition. Socks or stockings must be worn at all times.

Jewelry

In food production/kitchen areas, with the exception of a wedding band, no jewelry should be worn on the arms or hands. Earrings should not be worn. Conservative jewelry may be worn in other practice sites. Facial piercings are prohibited. The program reserves the right to decide whether a student's facial/oral jewelry is appropriate.

Fingernails

Fingernails must be kept short and clean. Nail polish should not be worn in food production/kitchen or food service areas. No artificial nails can be worn in the food production/kitchen or food service areas.

Hair

Hair should be clean and neatly groomed. In food production/kitchen or food service areas, hair (including facial hair) must be covered with a suitable hair restraint.

Tattoos

Any exposed tattoos must be small, minimally noticeable, and must not be offensive or potentially offensive to patients, clients, families, or fellow employees. Any large or controversial tattoos must be covered at all times when the student is at a practical experience site, field trip site, independent study site, professional meeting, or SDA event. The program reserves the right to decide whether a student's visible tattoo is appropriate.

Identification Tags

Students must be appropriately identified at their practical experience site for NUTR 1628 and are required to wear a nametag provided by the department identifying them as a University of Pittsburgh student.

Please contact the NS Program Director to discuss any concerns with the dress code. Reasonable accommodations will be considered on an individual basis.

G. **Preparation Requirements for NUTR 1628: Practical Experience**

To be eligible to begin the practical experience in NUTR 1628, the student must complete the preparation requirements specified by the program, SHRS, and any additional requirements specific to the practical experience site. The preparation requirements will vary based on the assigned practical experience site and may include child abuse and criminal record clearances, a physical examination with proof of specific immunizations, training modules, etc. The purpose of these requirements is to protect the student, preceptors, patients, clients, staff, customers, and peers from harm. The NS Program Director will provide a list of these requirements and details for completion during the Fall Term, Senior Year. The student is responsible for making the appropriate arrangements to complete all of the requirements by the due date and is responsible for the payment of all costs associated with completion of the requirements.

H. **Email Communication Guidelines**

All written correspondence related to the program must be professionally presented. Students in the NS program must follow the guidelines for email use presented below:

1. All students are to use their Pitt email account for any class, activity and/or faculty correspondence. The faculty can only communicate with you through this account.
2. Please set your email replies to include the following:
 - a) Please create your signature on all emails to include:
Your first and last name
Nutrition Science program
School of Health and Rehabilitation Sciences
University of Pittsburgh | Class of _____
Email address | Phone #
It looks professional and it makes it easier for all faculty to remember your name or to contact you without searching through emails. Plus, it is not uncommon to have multiple students with the same first names in the same class.
To create a signature using Outlook, go to File=> Options=> Mail=> Signatures and then type your signature information in the box and click on "OK".
 - b) Please include past email exchanges, especially when there are dates, times, etc. noted.
 - c) Optional: Students may use NameCoach to record and share the pronunciation of your name with others in your email signature. The faculty would like students do this to help us pronounce names correctly. NameCoach also gives you the option to specify your personal gender pronouns. If you choose to use this feature, your pronouns will be visible to all students and instructors in your Canvas courses. To get started, visit My Pitt (<http://my.pitt.edu>) and search for NameCoach.
3. Please start your email with a proper and formal salutation, e.g., Professor, Dr., Ms., Mr., etc. and end with an appropriate closing phrase, e.g., Thank you or Sincerely, etc.
4. Be respectful, at all times. Do not put anything into writing that you would not say in person. Also, consider the possibility that your intended message may be misinterpreted by the reader without the benefit of direct person-to-person verbal and non-verbal inflections.
5. All correspondence should be grammatically correct. Edit, proofread and use spell/grammar check before hitting "send". You can set your email for automatic

spelling/grammar check. *If using Outlook, go to the File=> Options=> Mail => Spelling and Autocorrect to set preferences.*

6. Read all emails before you send and be mindful of all individuals included on original email prior to responding.
7. You may use email to correspond with professors:
 - to set up appointments
 - to alert them to a problem that may cause you to be late or to miss class
 - to clarify an assignment, course content, etc.
8. **You may not use email correspondence to discuss/debate exams, grades or assignment outcomes.** If you have questions/concerns regarding these items, please set up an appointment to meet with the professor in person.

I. **COVID-19 Standards and Guidelines**

In the midst of this pandemic, it is extremely important that all students abide by public health regulations and University of Pittsburgh health standards and guidelines. These rules have been developed to protect the health and safety of all community members. Failure to comply with these requirements will result in the student not being permitted to attend class and could result in a Student Conduct violation. For the most up-to-date information and guidance, please visit <http://www.coronavirus.pitt.edu>.

The University of Pittsburgh requires all students to be vaccinated against COVID-19 or have an approved exemption. To be fully vaccinated an individual must have completed a primary COVID-19 series of vaccine doses as authorized or approved by the Food and Drug Administration (FDA) or World Health Organization (WHO). If added vaccine doses are later designated a part of any vaccine sequence by the Centers for Disease Control and Prevention (CDC), FDA or WHO, each student, staff and faculty member must be compliant with that change. Proof of vaccination must be uploaded to the Pitt Student Health Service Portal: <https://www.studentaffairs.pitt.edu/shs/>. For more information about the University's COVID-19 vaccination policy, please visit <https://www.coronavirus.pitt.edu/covid-19-vaccines/vaccine-requirement>.

VII. Appendices

Appendix A

UNIVERSITY OF PITTSBURGH
 School of Health and Rehabilitation Sciences
 Nutrition & Dietetics

**BACHELOR OF SCIENCE IN NUTRITION SCIENCE
 PROGRAM CURRICULUM PLAN**

<u>JUNIOR YEAR</u>		
<u>Fall Term</u>		<u>Credits</u>
BIOSC 1000	Biochemistry	3
HRS 1023	Human Physiology	4
NUTR 1000	Introduction to Research	3
NUTR 1602	Nutrition Assessment	3
NUTR 1620	Nutrient Metabolism	3
	TOTAL	16
<u>Spring Term</u>		
NUTR 1610	Food Application	3
REHSCI 1235 or NUTR 1613	Medical Terminology or Food Application Lab	1
NUTR 1614	Nutrition Critical Thinking	3
NUTR 1625	Nutrition Therapy	4
Elective		3
	TOTAL	14
<u>SENIOR YEAR</u>		
<u>Fall Term</u>		
BIOSC 0350	Genetics	3
BIOSC 1850	Microbiology	3
NUTR 1622	Life Cycle Nutrition	3
NUTR 1626	Public Health Nutrition	3
Elective		3
	TOTAL	15
<u>Spring Term</u>		
NUTR 1612	Food and Culture	3
NUTR 1628	Practical Experience	2
REHSCI 1250	Pathophysiology/Human Disease	4
Writing Intensive Course	ENGCOMP 0400, 0450, 0530, or 0535 are recommended	3
Elective		3
	TOTAL	15
TOTAL CREDITS FOR THE NUTRITION SCIENCE PROGRAM:		60