



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

BS in Nutrition Science Program
Student Handbook 2023-2024

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 and evidence-based policies to address inequity and create a more welcoming, accessible and inclusive space 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. The SHRS Office of Equity, Diversity, Inclusion and Community Engagement was established in 2020. This office aims to increase the preparation of students and trainees in SHRS to address health disparities and to strengthen schoolwide community engagement efforts. For more information on the SHRS initiative and resources, please go to <https://www.shrs.pitt.edu/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/ndms/about/nutrition-inclusion-initiative>.

BS in Nutrition Science 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 Department of Sports Medicine and Nutrition (SMN) in the School of Health and Rehabilitation Sciences (SHRS). The SMN department offers two nutrition programs (collectively referred to as the Nutrition and Dietetics programs): the [BS in Nutrition Science Program](#) and the [Dietitian Nutritionist Program \(accelerated MS\)](#). 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 Center for Academic Advising and Student Success](#). 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](#).

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, pre-physician assistant, etc.), can also meet with an advisor from the University's [Pre-Health Resource Center](#) for career counseling. The Pre-Health Resource Center also provides educational programs to help prepare students for applying to graduate school and for future health careers. Students interested in Pre-Health careers are encouraged to [self-enroll](#) in the center's Canvas site to receive announcements about these education offerings.

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>.

Faculty and Staff	Office	Phone Number	Email
Dawson Baloga Department Administrator, Department of Sports Medicine and Nutrition	6035 Forbes Tower	412-383-6530	E.Dawson.Baloga@pitt.edu
Britney Beatrice, MS, RDN, LDN Instructor	6041 Forbes Tower	412-383-6534	bbeatrice@pitt.edu
Lori Cherok, PhD, RDN, LDN Assistant Professor and Director, Nutrition Science Program	6038 Forbes Tower	412-383-6566	lcherok@pitt.edu
Kevin Conley, PhD, ATC Chair and Associate Professor, Department of Sports Medicine and Nutrition SHRS Associate Dean for Undergraduate Studies	6036 Forbes Tower	412-383-6737	kconley@pitt.edu
Trisha Cousins, EdD, RDN, LDN Assistant Professor and Director, Dietitian Nutritionist Program	6037 Forbes Tower	412-383-6532	tcousins@pitt.edu
Rhobert Evans, PhD Adjunct Faculty	6035 Forbes Tower	412-383-6530	rwe2@pitt.edu
Tracy Maluchnik, EdD, RDN, LDN Part-time Faculty and Clinical Instructor, Dietitian Nutritionist Program	6046A Forbes Tower	412-383-6530	tab224@pitt.edu
Jenee McGurgan, MS, RDN, LDN, CNSC Instructor and Clinical Coordinator, Dietitian Nutritionist Program	6046A Forbes Tower	TBD	jmcgurgan@pitt.edu
Caroline Passerello, EdD, RDN, LDN Instructor and Community/Public Health Coordinator, Dietitian Nutritionist Program	6040 Forbes Tower	412-383-3542	cwp20@pitt.edu

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. 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.

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, Professor Caroline Passerello, 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 community outreach and service, leadership, networking, 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](#) under "Member Organizations."

C. Academy of Nutrition and Dietetics

Students enrolled in the Nutrition Science 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 and Vision 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. The vision of the program is to advance knowledge, skills and research in the field of nutrition science.

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 research, the food industry, public policy, and public health. The degree's curriculum also offers the flexibility to fulfill prerequisite coursework for graduate education in almost any health-related professional program such as medicine, physician assistant studies, dental medicine, physical therapy, occupational therapy, sports science or public health.

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 taken within the [program curriculum plan](#). The curriculum includes nutrition courses 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 and faculty mentor, 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. Independent Study Experiences

Students interested in gaining experience related to nutrition science and research have the opportunity to complete a NUTR 1699: Independent Study as a program elective. Based on the assigned practice site, the student may gain experience in nutrition-related research, working in a lab, working in the food industry, or working with health professionals. The student will complete learning activities under the direction of a qualified preceptor/site supervisor. An independent study can be completed for 1-3 credits. One credit of independent study requires a minimum of 45 hours of work during the term. Students who are interested in completing an independent study should schedule a meeting with their faculty mentor to discuss their areas of interest. The faculty mentor will then determine if an appropriate independent study experience is available during a future term. Once an experience is determined, the student must complete the “[Proposal for Undergraduate Independent Study](#)” form (provided by the Faculty Mentor) and submit to the faculty mentor for approval. The grade option for NUTR 1699 is Honors/Satisfactory/Unsatisfactory (H/S/U).

Please note, NUTR 1699: Independent Study 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. Some sites may require the completion of criminal record clearances, a physical examination with proof of specific immunizations, drug testing, and/or training modules (e.g., HIPAA, Bloodborne Pathogens, CITI-research). The faculty mentor will provide the students with instructions for the completion of any site-specific requirements. Independent study sites may refuse to precept a student based on the results or inability to comply with these required preparations. 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. Teaching Experience

Students interested in gaining experience in teaching have the opportunity to complete a NUTR 1690: Undergraduate Teaching Experience for 1-3 credits as a program elective typically in the Senior Year of the program. The student would serve as a Teaching Assistant (TA) under the supervision of a NS faculty member for a NS course that they

have already successfully completed as a student. A list of available teaching experiences will be provided to students along with other elective options at the pre-registration academic advising appointment. Students interested in teaching experience should discuss this with their academic advisor and faculty mentor who will provide information on how to apply for a teaching experience for a course with a specific NS faculty member. Once a student has been accepted for a teaching experience with a NS faculty member, the student must complete and submit to their supervising faculty member the "[Undergraduate Teaching Experience Proposal](#)". The grade option for NUTR 1690 is letter grade. Please note, NUTR 1690: Undergraduate Teaching Experience is a for-credit, non-paid learning experience.

F. Program Outcome

Upon successful completion of all 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://www.tuition.pitt.edu/>
2. Office of Financial Aid: <https://financialaid.pitt.edu/>
3. The "Financial Information" section of the [SHRS Undergraduate Student Handbook](#) which includes information on tuition, fees, and available scholarships.
4. Financial aid, student employment, and scholarships: <https://www.shrs.pitt.edu/admissions/financial-information>
5. University-wide scholarships and PittFund\$Me: <https://financialaid.pitt.edu/types-of-aid/scholarships/>

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. Mandatory expenses are those that are associated with curriculum requirements such as textbooks, supplies, and lab fees. An itemized listing of optional additional expenses associated with the NS program is outlined below followed by a description of individual additional expense items.

C. Itemized Additional Expenses While Enrolled in the NS Program

JUNIOR YEAR - Mandatory Expenses*:

For students who take NUTR 1613: Food Application Lab:	
NUTR 1613 Lab Fee	\$95.00
Food Application Lab apron	\$15.00
ServSafe Manager Training & Certification	\$179.00
Total Mandatory Expenses Junior Year	\$289.00

JUNIOR YEAR - Optional Expenses*:

Student Dietetic Association membership	\$12.00
Total Optional Expenses Junior Year	\$12.00

SENIOR YEAR - Optional Expenses*:

For students who choose to do an independent study (NUTR 1699), some of the following expenses <u>may</u> apply depending on the site:	
Transportation and parking expenses	<i>Variable</i>
Criminal and Child Abuse Clearances	\$25.00
Physical Examination and Immunizations	\$95.00 - \$430.00
Health Insurance	<i>Variable</i>
Student Dietetic Association membership	\$12.00
Total Optional Expenses Senior Year	\$132.00 - \$467.00

**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. **Transportation and Parking Expenses**

NS students who elect to complete an independent study (NUTR 1699) are responsible for the transportation and parking costs associated with travel to their site.

5. **Criminal and Child Abuse Clearances**

For students who elect to complete an independent study (NUTR 1699), some sites may require the student to have criminal and child abuse clearances completed prior to beginning at the site. Typically, three clearances must be completed: 1. FBI Criminal History Report (~\$25.00*), 2. Pennsylvania Criminal Record Check (no fee for volunteers*), and 3. Pennsylvania Child Abuse History Clearance (no fee for volunteers – first clearance only). 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/research participants/customers from harm or abuse. This action includes refusing to place the student at a site.

6. **Physical Examination and Immunizations**

For students who elect to complete an independent study (NUTR 1699), some sites may require the student to have a physical examination, including specific immunizations, completed prior to the experience. These sites are typically clinical facilities such as hospitals and outpatient clinics. 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 student is responsible for making the appropriate arrangements to complete the physical exam and immunizations and is responsible for the payment of all costs.

7. **Health Insurance Coverage**

For students who elect to complete an independent study (NUTR 1699) in a clinical facility, SHRS policy requires that students have health insurance coverage for the period of time they are placed in clinical facilities for learning experiences. The purpose of this policy is to protect the student in the event of injury or illness. 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>.

**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 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 Center for Academic Advising and Student Success](#) on file 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 [NS Program Curriculum Plan](#). Any revisions to the POS must be approved by the student's academic advisor and submitted to the SHRS Office of Student Services. 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 Center for Academic Advising and Student Success 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 (6056 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 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 Course 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 Fall Term Add/Drop deadline.

E. 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](#).

F. 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.

G. 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 mentoring 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.

H. **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 if requested. The following procedures must be followed:

1. The student may submit a verbal or written request to their NS faculty mentor or NS Program Director to review their record.
2. The NS faculty mentor or NS Program Director 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 or NS Program Director.
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.

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 the NS [Program Curriculum Plan](#) (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 (6056 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 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.

For information about graduating with honors and honors cords, please refer to the [SHRS Undergraduate Student Handbook](#).

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 Nondiscrimination Policy and Sexual Harassment Policy](#), 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 for Equity, Diversity,](#)

[& Inclusion](#) at 412-648-7860.

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:

- To make a report, contact the Office of Civil Rights and Title IX: 412-648-7860 (M-F; 8:30am-5:00pm) or via the Pitt Concern Connection at: [Make A Report](#).
- The University Counseling Center: 412-648-7930 (8:30 A.M. TO 5 P.M. M-F) and 412-648-7856 (after business hours)
- Pittsburgh Action Against Rape (community resource): 1-866-363-7273 (24/7)
- If you have an immediate safety concern, please contact the University of Pittsburgh Police, 412-624-2121.

Any form of sexual harassment or violence will not be excused or tolerated at the University of Pittsburgh.

C. **SHRS Impaired Student Policy**

The NS Program adheres to the SHRS Impaired Student Policy. Safety is a critical component in the classroom, the clinical setting, and the research setting. The utmost responsibility of the University, the School, and the faculty is the protection and well-being of individuals in the classroom, the clinical setting, and in research, all of which supersedes the educational needs of the student to participate in a degree program. When a student's psychological and/or physical condition has impaired their ability to participate and perform in the classroom, clinical setting, and/or research, the student will be asked to leave the area. The student will be given the opportunity to hear the reasons for the removal, to discuss the incident with a representative from the school and participate in a treatment plan if appropriate. ***Please review the full policy and procedure*** in the [SHRS Undergraduate Student Handbook](#).

D. **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.

E. **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. The online ServSafe Manager Training program and proctored certification examination must be completed by the beginning of the Spring Term, Junior Year by the date specified by the course instructor for NUTR 1613: Food Application Lab. The student is responsible for the cost of the online training and proctored certification examination. Students should discuss with their academic advisor and faculty mentor at the Fall Term, Junior Year advising and mentoring appointments whether or not to take NUTR 1613 based on their professional goals. The NS Program Director will then provide the student with details for taking the online training program and exam prior to the end of the Fall Term, Junior Year.

F. **Transportation to Independent Study or Field Trip Sites**

Students are responsible for providing their own transportation to independent study or field trip sites required for courses. 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](#).

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

Policy

Students in the NS Program must adhere to the following standards of appearance/dress code and when going to independent study sites, recruiting events/representing the NS Program, participating in Student Dietetic Association (SDA) events, or when doing professional presentations in class. 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. 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.

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

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".

You can also specify your personal gender pronouns if you prefer.

- 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. To get started, visit [My Pitt](#) 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.

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
NUTR 1000	Introduction to Research	3
NUTR 1602	Nutrition Assessment	3
NUTR 1620	Nutrient Metabolism	3
REHSCI 1205	Human Physiology	<u>4</u>
	TOTAL	16
<u>Spring Term</u>		
NUTR 1610	Food Application	3
NUTR 1614	Nutrition Critical Thinking	3
NUTR 1625	Nutrition Therapy	4
REHSCI 1235 or NUTR 1613	Medical Terminology or Food Application Lab	1
Elective		<u>3</u>
	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		<u>3</u>
	TOTAL	15
<u>Spring Term</u>		
NUTR 1612	Food and Culture	3
REHSCI 1250	Pathophysiology/Human Disease	4
Writing Intensive Course	ENGCOMP 0400, 0450, 0530, or 0535 are recommended	3
Elective		<u>3</u>
	TOTAL	15
TOTAL CREDITS FOR THE NUTRITION SCIENCE PROGRAM:		60

Appendix B

UNIVERSITY OF PITTSBURGH

School of Health & Rehabilitation Sciences

PROPOSAL FOR UNDERGRADUATE INDEPENDENT STUDY

Student Name:

Email:

Peoplesoft ID:

SHRS Program: Nutrition Science

Subject Code: **NUTR** Catalog Number: **1699**

Class Number:

Credits:

NS Program Faculty Mentor:

Email:

Phone:

Independent Study Site:

Site Supervisor's Name, Title, and Contact Information:

Objectives for Independent Study (*student to complete*):

Methods for Achieving Objectives (*student to complete*):

Method for Evaluating Achievement of Objectives (Determining Course Grade):

Grade Option: **H/S/U**

Student's Signature

Date

Site Supervisor's Signature

Date

NS Program Faculty Mentor's Signature

Date

Kevin Conley, PhD*
Associate Dean for Undergraduate Studies

Date

*To obtain the signature of the Associate Dean for Undergraduate Studies, please see the Department Administrator in the Department of Sports Medicine and Nutrition, 6035 Forbes Tower.

Appendix C

University of Pittsburgh
School of Health and Rehabilitation Sciences
Nutrition and Dietetics

Undergraduate Teaching Experience Proposal

Student Name: _____ Email: _____ Peoplesoft ID: _____

Program: BS in Nutrition Science

Course Number & Title: NUTR 1690: Undergraduate Teaching Experience Class Number: _____

Term: _____ Credits: _____ Grade Option LG

Type of Internship: Teaching

Course the student will be assisting in teaching: _____

Supervising Faculty Member: _____ Email: _____

Phone: _____

Objectives for the Internship (student to complete):

Methods for Achieving Objectives (student to complete):

Method(s) for Evaluating the Internship: Evaluation by the supervising faculty member of the student's performance in completing all required tasks and learning activities. Criteria to be considering include thoroughness, timeliness, initiative, and professionalism.

Agreed upon by:

Student's Signature

Date

Supervising Faculty Member's Signature

Date

Faculty Mentor's Signature

Date

STUDENT: After obtaining all signatures, please submit a copy of the form to: (1) Supervising Faculty Member and the student's (2) Faculty Mentor. The student should also keep a copy.