



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 2021-2022

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 of the 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.

Diversity, Equity, 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 diversity, equity and inclusion 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

Table of Contents

Preface	2
Diversity, Equity, and Inclusion	2
I. Program Administration and Faculty	
A. Program Administration	5
B. Faculty Advisors	5
C. Faculty and Staff Directory	5
D. Office Hours	6
E. Department Announcements and Student Mail	7
F. Photocopying, Printing, and Telephone Usage	7
G. Unofficial Requests for Student Telephone Numbers or Addresses	7
II. Student Professional Organizations	
A. Student Dietetic Association	8
B. Pre-Health Student Organizations	8
C. Academy of Nutrition and Dietetics	8
III. Curriculum Overview	
A. Mission of the NS Program	9
B. Program Description	9
C. Curriculum	9
D. Practical Experience	10
E. Program Outcome	10
IV. The Student's Financial Responsibilities	
A. Basic Tuition and Fees	11
B. Additional Expenses While Enrolled in the NS Program	11
C. Itemized Additional Expenses While Enrolled in the NS Program	11
D. Explanation of Additional Expenses While Enrolled in the NS Program	12
V. Academic Policies and Procedures for NS Students	
A. Academic Calendar and Schedule	14
B. Plan of Study	14
C. Minimum Academic Standard	15
D. Academic Probation and Dismissal Policy	15
E. Class Attendance	15
F. Confidentiality of Student Records	15
G. Student Access to Personal Files Maintained by the NS Program	16
H. Academic Integrity and Grievance Procedure	16
I. Graduation	17

VI. Additional Policies for NS Students	
A. University of Pittsburgh Nondiscrimination Policy	18
B. University of Pittsburgh Anti-Harassment Policy Statement	18
C. Required Referencing Style	18
D. ServSafe Training and Certification	18
E. Transportation to Practical Experience or Field Trip Sites	19
F. Standards of Appearance/Dress Code	19
G. Preparation Requirements for NUTR 1628: Practical Experience	21
H. COVID-19 Standards and Guidelines	21
VII. Appendices	
A. Recommended Sequence for NS Prerequisite Courses	22
B. Nutrition Science Program Curriculum Plan	23

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. Faculty Advisors

Prior to beginning the Fall Term of the Junior Year, each student enrolled in the NS program will be assigned an advisor who is a member of the program faculty. The role of the faculty advisor is to provide guidance to the student on decisions regarding course registration, changes in the Plan of Study, academic goals and progress, and career planning and development. Faculty advisors will initiate appointments with their advisees at least once each term. Students are also encouraged to schedule appointments with their advisors on an "as needed" basis. For additional information on advising, please see the [SHRS Undergraduate Student Handbook](#).

If either the student or the assigned 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).

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

C. Faculty and Staff Directory

The Nutrition and Dietetics faculty and staff offices are located in 4033 Forbes Tower. The name and contact information for faculty and staff are presented below. A mailbox for each faculty member is located in 4033 Forbes Tower. For a full list of all SMN faculty and staff, please see <https://www.shrs.pitt.edu/smn/people>. *Please note, during the Fall Term of 2021, the faculty offices will be moving to suite 6035 Forbes Tower. Updated office location information will be provided to students at that time.*

Kevin Conley, PhD, ATC

Chair and Associate Professor, Department of Sports Medicine and Nutrition

SHRS Associate Dean for Undergraduate Study

4032A Forbes Tower

kconley@pitt.edu

Phone: 412-383-6737

Lori Cherok, PhD, RDN, LDN

Assistant Professor and Interim Director, Nutrition Science Program

4042 Forbes Tower

lcherok@pitt.edu

Phone: 412-383-6566

Britney Beatrice, MS, RDN, LDN
Instructor
4039 Forbes Tower bbeatrice@pitt.edu Phone: 412-383-6534

Trisha Cousins, EdD, RDN, LDN
Assistant Professor and Clinical Coordinator, Dietitian Nutritionist Program
4041 Forbes Tower tcousins@pitt.edu Phone: 412-383-6532

Deborah Hutcheson, DCN, RDN, LDN
Vice Chair and Assistant Professor, Department of Sports Medicine and Nutrition
Program Director, Dietitian Nutritionist Program
4036 Forbes Tower dhutches@pitt.edu Phone: 412-383-6747

Caroline Passerrello, MS, RDN, LDN
Instructor
4035 Forbes Tower cwp20@pitt.edu Phone: 412-383-3542

Rhobert Evans, PhD
Adjunct Faculty
4034 Forbes Tower rwe2@pitt.edu Phone: 412-383-6530

TBD - Department Administrator, Sports Medicine and Nutrition
4033 Forbes Tower Phone: 412-383-6530

D. Office Hours

Department Office Hours

The Sports Medicine and Nutrition Department office (4033 Forbes Tower) is open from 8:30 am to 5:00 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

Bulletin Boards

Official department announcements are posted on the bulletin board located on the wall outside of room 4033 in Forbes Tower. This bulletin board is reserved for official announcements and students must receive approval from a Nutrition and Dietetics faculty member before posting items on the bulletin board.

Student Mailboxes

Each student enrolled in SHRS has an assigned mailbox. The mailboxes for Nutrition Science students are 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 a 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 Fall Term 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-med, pre-dental, and pre-physician assistant) 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 (AKA the Academy), 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 ([Appendix A](#)) for the 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 business and industry, food and nutrition management, government, public policy, and public health positions. 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 ([Appendix B](#)) requires the successful completion of 120 credits including 60 credits within the program. 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 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 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)	\$140.00 - \$425.00
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	\$163.00 - \$448.00

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 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 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 Training & Certification**
NS students who elect to take NUTR 1613: Food Application Lab 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 for NS Students](#).

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. 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. 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, holidays, and course registration deadlines) 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 on 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 courses ("NUTR" or "HRS" 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 academic/faculty advisor, on file with their department by the end of the first semester. 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 B](#)). Any revisions to the POS must be approved by the academic/faculty 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, the term prior to graduation.

Procedure

Every student enrolled in the NS Program will complete the POS with the assistance of the faculty advisor 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 faculty advisor. The student must submit the original copy of the POS to the SHRS Office of Student Services (4050 Forbes Tower). The student should also submit a copy to the faculty advisor as well as retain a copy for their personal files.

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 faculty advisor. The revised POS must be signed by the student and the student's faculty advisor, and copies must be submitted to the faculty advisor and the Office of Student Services (4050 Forbes Tower).

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.
- For non-SHRS, non-required coursework, students must earn a grade of D or better (C required for transfer credits).
- 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. Students should adhere to the class attendance policy for each individual course as specified on the course syllabus.

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 are to be followed:

1. The student may submit a verbal or written request to their NS faculty advisor to review their record.
2. The NS faculty advisor 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 advisor.
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 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 printed and submitted to the SMN Department front desk (4033 Forbes Tower) 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 B](#) (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 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 for NS Program Students

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.

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
- SHARE @ the University Counseling Center: 412-648-7930 (8:30 am - 5:00 pm M-F) and 412-648-7856 (after business hours)
- 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 advisor 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 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/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, 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. **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>.

All students are strongly encouraged to receive the COVID-19 vaccine: <https://www.coronavirus.pitt.edu/covid-19-vaccines/vaccine-clinics> and to upload your proof of vaccination to the Pitt Student Health Service Portal: <https://www.studentaffairs.pitt.edu/shs/>.

VII. Appendices

Appendix A

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

Recommended Sequence for the Nutrition Science Program Prerequisite Courses **(60 credits total required)**

FRESHMAN YEAR

Fall Term

CHEM 0110 – General Chemistry 1 with Lab	4 cr
BIOSC 0150 - Foundations of Biology 1	3 cr
MATH 0031 - Algebra or Higher Math	3 cr
ENGCOMP 0200 - Seminar in Composition	3 cr
Elective	<u>3 cr</u>
	16 cr

Spring Term

CHEM 0120 - General Chemistry 2 with Lab	4 cr
BIOSC 0160 - Foundations of Biology 2	3 cr
STAT 0200 or 1000 - Statistics	4 cr
PSY 0010 - Introduction to Psychology	<u>3 cr</u>
	14 cr

SOPHOMORE YEAR

Fall Term

CHEM 0310 – Organic Chemistry 1*	3 cr
BIOSC 0057 or 0058 - Biology Lab	1 cr
NUTR 1006 or HRS 1006 – Introduction to Human Nutrition	3 cr
ENGCOMP 0450 – Research Writing or Intensive Writing (W) Course	3 cr
Humanities or Social Sciences course (any)	3 cr
Elective	<u>3 cr</u>
	16 cr

Spring Term

CHEM 0320 - Organic Chemistry 2*	3 cr
BIOSC 1850 or HRS 1025 – Introduction to Microbiology	3 cr
Humanities or Social Sciences course (any)	3 cr
Electives	<u>6 cr</u>
	15 cr

* CHEM 0350: Principles of Organic Chemistry, taught at the University of Pittsburgh in the Fall Term, may be taken in place of Organic Chemistry 1 and 2; however, students should first investigate organic chemistry requirements of graduate programs specific to their professional goals.

Appendix B

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	<u>3</u>
	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		<u>3</u>
	TOTAL	14
	<u>SENIOR YEAR</u>	
<u>Fall Term</u>		
BIOSC 0350	Genetics	3
NUTR 1622	Life Cycle Nutrition	3
NUTR 1626	Public Health Nutrition	3
Electives		<u>6</u>
	TOTAL	15
<u>Spring Term</u>		
NUTR 1612	Food and Culture	3
NUTR 1628	Practical Experience	2
REHSCI 1250	Pathophysiology/Human Disease	4
Health/Public Health Course		3
Elective		<u>3</u>
	TOTAL	15
TOTAL CREDITS FOR THE NUTRITION SCIENCE PROGRAM:		60