



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 2026-2027

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.

Empathy, Belonging, and Wellness/Well-Being

The School of Health and Rehabilitation Sciences is committed to action-oriented policies to address health and wellness by creating an empathetic, accessible, and welcoming learning environment 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 to create not only a more equitable academic environment but also a health care system that encompasses empathy and belonging to better the lives of our patients, clients and community, which we believe can be done through the education of the next generation of health care leaders. Our aim is to educate and empower faculty and students to cultivate an empathetic profession that integrates science into the social and cultural environment of all individuals and groups they engage in, leading to a more integrated approach to eating and health.

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 NS 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 SHRS 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 from NS program faculty at the beginning of the Fall Term of the Junior Year. The role of the faculty mentor is to provide guidance concerning the student's 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 annually during the fall term. Students are also encouraged to schedule appointments with their faculty mentor or SHRS academic advisor as needed.

Students pursuing health careers (e.g., pre-med, pre-dental, pre-physician assistant), 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 the SMN department, suite 6192 of the Fifth and Halket Building located at 3396 Fifth Avenue. The name and contact information for faculty and staff are presented below. For a full list of all SMN faculty and staff, please see [Department of Sports Medicine and Nutrition | Pitt SHRS](#).

Faculty and Staff	Office	Phone Number	Email
Britney Beatrice, MS, RDN, LDN Assistant Professor	6186 Fifth & Halket Bldg.	412-383-6534	bbeatrice@pitt.edu
Lori Cherok, PhD, RDN, LDN Assistant Professor and Director, Nutrition Science Program	6188 Fifth & Halket Bldg.	412-383-6566	lcherok@pitt.edu
Kevin Conley, PhD, ATC Chair and Professor, Department of Sports Medicine and Nutrition SHRS Associate Dean for Undergraduate Studies	6189 Fifth & Halket Bldg.	412-383-6737	kconley@pitt.edu
Trisha Cousins, EdD, RDN, LDN Associate Professor and Director, Dietitian Nutritionist Program	6177 Fifth & Halket Bldg.	412-383-6532	tcousins@pitt.edu
Shelby E. Love - Gilpin Department Administrator	6161 Fifth & Halket Bldg.	412-383-6530	sel343@pitt.edu
Tracy Maluchnik, EdD, RDN, LDN Assistant Professor and Clinical Instructor	6184 Fifth & Halket Bldg.	N/A	tab224@pitt.edu
Jenee McGurgan, MS, RDN, LDN, CNSC Instructor and Clinical Coordinator, Dietitian Nutritionist Program	6175 Fifth & Halket Bldg.	412-383-4902	jmcgurgan@pitt.edu
Caroline Passerello, EdD, RDN, LDN, FAND Assistant Professor and Community Coordinator, Dietitian Nutritionist Program	6173 Fifth & Halket Bldg.	412-383-3542	cwp20@pitt.edu

D. Office Hours

Department Office Hours

The Sports Medicine and Nutrition Department office (6192 Fifth & Halket Bldg.) is typically open from 8:00 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) 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 or announced on Canvas. 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 only used in urgent situations.

E. **Printing and Copying**

Students cannot use the department copier or printer for any reason. Department staff and faculty should not be asked to make photocopies or print items for students. Printing stations for student use are located in rooms 4605, 6605, and 8605 in the Fifth & Halket Building. For more information on the printing process, visit [Pitt Print General Information](#) and [Pitt Print Touchless Printing](#).

F. **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 contact information 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 Nutrition Organization (SNO)

Students enrolled in the NS program are invited to join the Student Nutrition Organization (SNO) [formerly known as the Student Dietetics Association (SDA)]. The SNO is organized and managed by student members with a member of the Nutrition and Dietetics faculty, Dr. Caroline Passerello, serving as the advisor to the organization. Officers of the SNO are elected by the members in accordance with the SNO bylaws. There is a \$12.00* annual membership fee which can be paid in full at the beginning of the academic year or split into two payments of \$6 per semester. Benefits of SNO membership include opportunities for community outreach and service, leadership, networking, and social activities. Further details about the SNO 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, send an email to sdaatpitt@groups.pitt.edu.

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) are listed on the [Student Organizations | Pre-Health Resource Center | University of Pittsburgh](#) webpage.

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 visit [Academy Membership](#).

*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 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, sports science, chiropractic, 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](#) in Appendix A. 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 SHRS academic advisor and faculty mentor, to select elective courses that best address their professional goals (e.g., prerequisite coursework for graduate school, completion of a minor).

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 graduation.

Students may be granted “advanced standing” for courses taken prior to enrolling in SHRS at the University of Pittsburgh or 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. Students must contact the NS Program Director to have a course considered for advanced standing.

D. Independent Study Experiences

Students interested in gaining experience related to nutrition science and research have the opportunity to complete 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 healthcare 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 independent study 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 student 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 an NS faculty member for a NS course that they have already successfully completed. Students interested in gaining teaching experience should discuss this with their faculty mentor. A list of available teaching experiences and the application process will be provided to students via email prior to the registration deadline each term. Once a student has been accepted for a teaching experience, 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 for 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](#)
2. [Office of Financial Aid](#)
3. The "Financial Information" section of the [SHRS Undergraduate Student Handbook](#)
4. [SHRS Student Resources – Financial Resources SharePoint site](#)
5. [University-wide scholarships and PittFunds\\$Me](#)

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 lab fees. An itemized listing of 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 1045: Food Application Lab, Lab Fee	\$200.00
Total Mandatory Expenses Junior Year	\$200.00

JUNIOR YEAR - Optional Expenses*:

Student Nutrition Organization membership	\$12.00
Total Optional Expenses Junior Year	\$12.00

SENIOR YEAR - Mandatory Expenses*:

BIOSC 1850 Course Fee	\$85.00
NUTR 1090 Course Fee	\$25.00
Total Mandatory Expenses Junior Year	\$110.00

SENIOR YEAR - Optional Expenses*:

Student Nutrition Organization membership	\$12.00
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	\$150.00 - \$220.00
Health Insurance	<i>Variable</i>
Total Optional Expenses Senior Year	\$187.00 - \$257.00

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

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

1. Course and Lab Fees

The course fee for some BIOSC lecture courses are for electronic course materials. These fees will be added to the student's tuition bill for the appropriate term.

NS students who elect to take NUTR 1045: Food Application Lab in the Spring Term of the Junior Year will be charged a lab fee that will be used to defray the cost of expendable supplies and equipment and to cover the costs associated with taking the ServSafe Manager Training and Certification examination. The lab fee will be added to the student's tuition bill for that term.

Students will be charged a course fee for NUTR 1090: Cultural Influences in Food and Nutrition in the Spring Term of the Senior Year to defray the cost of expendable supplies required for the course. The lab fee will be added to the student's tuition bill for that term.

2. 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.

3. **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: the FBI Criminal History Report (~\$25.00*), the Pennsylvania Criminal Record Check (no fee for volunteers*), and the Pennsylvania Child Abuse History Clearance (no fee for volunteers* – first clearance only). The student 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 an independent study site.

4. **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 other medical testing and/or drug screening. The student is responsible for the payment of all costs.

5. **Health Insurance Coverage**

For students who elect to complete an independent study (NUTR 1699), SHRS policy requires that students have health insurance coverage for the period of time they are placed in a facility 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 [student health plans](#).

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

V. Academic and General Policies and Procedures

In matters pertaining to 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. University of Pittsburgh Nondiscrimination Policy

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

B. Sexual Misconduct, Required Reporting, and Title IX

The University is committed to combatting sexual misconduct. University faculty and staff members are required to report all instances of sexual misconduct, including harassment and sexual violence to the Office of Civil Rights and Title IX. If you have experienced sexual misconduct, Pitt encourages you to reach out to these resources:

- To make a report, contact the [Civil Rights and Title IX team](#): 412-648-7860 or online via the [Pitt Concern Connection](#).
- The [University Counseling Center](#): 412-648-7930
- 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. Academic Calendar and Schedule

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 varied durations. 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.

D. 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 SHRS courses (NUTR or REHSCI courses) is typically held during the Final Examination Period on the same day and time that the class is usually held. For non-SHRS courses (e.g., BIOSC courses), the student should speak to the course instructor to determine when the final exam will be held. Students

who have either two final exams scheduled at the same time, or three or more final exams within a rolling 24-hour period, may request accommodation following the [Final Exam Conflict Accommodation Guidelines and Procedures](#).

E. **Plan of Study**

The purpose of the Plan of Study (POS) is to provide documentation of the courses a student is required to take to fulfill the requirements of the program. The POS is a contract between the program, academic advisor, and student for the plan to meet graduation requirements. The POS is used to cross-check with your transcript and Academic Advisement Report in PeopleSoft prior to graduation to verify that you have satisfactorily completed all course requirements. The [SHRS Center for Academic Advising and Student Success](#) will keep a record of the POS, and it will be reviewed in each advising appointment to ensure degree progress.

Students in the NS program will meet with their academic advisor every semester. After each advising appointment, the academic advisor will send the student a new copy of the POS to reflect any updates or changes. The student should retain the POS for their personal files and be prepared to review the POS with their faculty mentor if necessary. A final and signed copy will be submitted by the advisor to the SHRS Registrar in the student's graduating semester.

Most students who enter the NS program will take and complete the required courses in the standard sequence presented on the [NS Program Curriculum Plan](#). However, it may be necessary for some students to deviate from this standard sequence of courses. In some cases, this may be predictable, such as students who enter the NS program with advanced standing; in other cases, it may be the result of unanticipated events such as failing to satisfactorily meet course requirements or withdrawing from a required course. Students who experience an interruption in the normal progression through the curriculum are required to revise their original POS to reflect the resultant changes. The POS revision must be initiated by the student and completed with the student's academic advisor's help in consultation with the faculty mentor. With any changes, the POS must be signed by the student and the student's academic advisor, and the updated copy will be housed in the SHRS Center for Academic Advising and Student Success.

F. **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 the 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.

G. **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.

As a requirement of the NS Program, students must complete the University of Pittsburgh's "Academic Integrity Canvas Course" at the beginning of the Fall Term, Junior Year. The online course can be accessed at the following link:

<https://pitt.libguides.com/academicintegrity> 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 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 by August 28th.

H. **SHRS Grade Appeal Process**

If a student feels a grade had been assigned incorrectly or improperly, the student must follow the [SHRS Grade Appeal Process](#). Please note, before beginning this process, every effort should be made with the course instructor to come to a mutually agreed upon resolution.

I. **Academic Standing**

The NS program adheres to the University's policy on [Academic Standing for Undergraduate Students](#). This regulation establishes the criteria for determining academic standing for undergraduate students, and includes the designations of Academic Review, Academic Notice, Academic Leave, Academic Program Change, and Academic Dismissal.

J. **SHRS Policy on Failure to Communicate**

The NS program adheres to the [SHRS Policy on Failure to Communicate](#). Failure to communicate is defined as not responding to three requests for communication from faculty or staff or failure to attend two required meetings with faculty or staff. This policy applies to students who are enrolled or have not enrolled in a required term by the add/drop deadline.

K. **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 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.

L. **Fifth and Halket Building Evacuation Plan**

Evacuate using the nearest stairwell upon any activation of the emergency alarm on your floor. Do not take the elevator. The short-term assembly area for Fifth and Halket is the Eureka Building, 3400 Forbes Avenue, located at the intersection of Forbes Avenue and Halket Street. In the event of a major emergency, the long-term assembly area for Fifth and Halket is the Petersen Events Center. If you cannot follow the University's Building Evacuation Procedures due to temporary or permanent physical impairment, please contact Pitt EH&S 412-624-9505 and request development of an Individualized Evacuation Plan. For more information, see the [Fifth & Halket Occupant Information Handbook](#) which is posted on the [Office of Public Safety & Emergency Management website](#).

M. **Graduation**

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 the NS Program and SHRS (60 credits).
2. Credit hours necessary to meet the program requirements as outlined in the NS [Program Curriculum Plan](#) (60 credits).

Students should thoroughly review the graduation requirements for a bachelor's degree from SHRS as specified in the [SHRS Undergraduate Student Handbook](#). For information about graduating with honors and honors cords, please refer to the [SHRS Undergraduate Student Handbook](#).

VI. Program Policies and Procedures

A. 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.

B. Required Curriculum Courses Must be Taken at the University

The NS program does not allow students already enrolled in the program to take required curriculum courses outside of the University of Pittsburgh. These courses must be taken at the University, and students must take the specific courses listed in the program curriculum. This policy does not apply to prior approved advanced standing courses.

Students are permitted to take prerequisite courses at other colleges/universities prior to beginning the program as long as the course has been prior approved by the program director.

C. Taking Exams as Scheduled

Students in the NS program are expected to take exams on the date and time as scheduled by their course instructor. An instructor may choose to make an exception based on extenuating circumstances (e.g., illness, emergencies). Missing an exam or requesting to reschedule an exam to accommodate the student's work, travel, or personal life schedule is not acceptable and will not be approved.

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, 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 1045: 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 to ensure they will be properly prepared to participate in course learning activities for NUTR 1045: Food Application Lab. Students will be provided with study materials prior to the University's Winter Recess by the course instructor for self-study. Students will take the certification exam during a specified Food Application Lab class session at the beginning of the Spring Term. The student is responsible for the costs associated with the training and certification. These costs will be included in the course lab fee. Students should discuss with their faculty mentor at their Fall Term, Junior Year

mentoring appointments whether or not to take NUTR 1045 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 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 Regional Transit buses. University of Pittsburgh students can ride Pittsburgh Regional Transit vehicles for free using the [Ready2Ride app](#). Bus routes and schedules are available on the [Pittsburgh Regional Transit website](#).

G. **Gender-Specific Language Policy**

It is important to recognize that communication in discussions and questions during class represents an important avenue for collaborative learning and problem solving. Additionally, it is important to share that didactic presentations typically use gender-specific language as reflected in the referenced publications. We also understand that the gender-specific language used may not inclusively represent all and that some individuals may identify themselves differently than the gender and pronouns used in presentations. Therefore, we ask for consideration and respect in your comments as some members of our course will have different levels of experience and backgrounds in health sciences. Healthy and respectful discourse from the lens of all your diverse backgrounds and experiences will contribute to an inclusive learning environment that will benefit your future patients and clients.

Lastly, please understand that written (or spoken) words may not always accurately portray what a person is trying to communicate. Be thoughtful, kind, flexible and considerate when having these conversations with each other. More importantly, please regard the questions and comments provided as representing a sincere effort on the part of the individual involved.

H. **Confidentiality of Student Records**

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.

I. **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 NS faculty mentor or the 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.

J. **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 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 to

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 in the 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 assignments, 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.

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

Policy

Students in the NS program must adhere to the following standards of appearance/dress code when going to independent study sites, recruiting events/representing the NS program, 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 accounts 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 an independent study site, field trip site, or is representing the NS program at an 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 accommodation will be considered on an individual basis.

VII. Appendices

Appendix A

UNIVERSITY OF PITTSBURGH
School of Health and Rehabilitation Sciences
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 1020	Nutrition Assessment	2
NUTR 1030	Nutrient Metabolism	4
REHSCI 1205	Human Physiology	4
	TOTAL	16
<u>Spring Term</u>		
NUTR 1610	Food Application	3
NUTR 1614	Nutrition Critical Thinking	3
NUTR 1625	Nutrition Therapy	4
REHSCI 1235 <u>or</u> NUTR 1045	Medical Terminology (1 cr) <u>or</u> Food Application Lab (2 cr)	1 <u>or</u> 2
Elective		3
	TOTAL	14
	<u>SENIOR YEAR</u>	
<u>Fall Term</u>		
BIOSC 0350 <u>or</u> REHSCI 1200 & 1201	Genetics (3 cr) <u>or</u> Human Anatomy (3 cr) & Human Anatomy Lab (1 cr)	3 <u>or</u> 4
BIOSC 1850	Microbiology	3
NUTR 1622	Life Cycle Nutrition	3
NUTR 1626	Public Health Nutrition	3
Elective		3
	TOTAL	15
<u>Spring Term</u>		
NUTR 1090	Cultural Influences in Food and Nutrition	2
NUTR 1120	Nutrition Science Assessment Techniques Lab	2
REHSCI 1250	Pathophysiology/Human Disease	4
Writing Intensive Course	ENGCOMP 0400, 0450, 0530, or 0535 recommended	3
Electives		4
	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:

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

Class Number:

Credits:

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

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, 6161 Fifth and Halket Building.

Appendix C

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

Undergraduate Teaching Experience Proposal

Student Name: _____ Email: _____ PeopleSoft ID: _____

Program: _____

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 considered 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.