



## **Medical Nutrition Education (MNE)**

### **Student Handbook**

**2021-2022**

Medical Nutrition Education Division  
College of Allied Health Professions  
University of Nebraska Medical Center  
Omaha, Nebraska

# Medical Nutrition Education (MNE)

## Student Handbook

Medical Nutrition Education (MNE)  
College of Allied Health Professions (CAHP)  
University of Nebraska Medical Center (UNMC)  
Omaha, Nebraska

2020-2021

Page:

<b>Section A – Overview of Policies</b>	
Master of Medical Nutrition Program Mission, Goals & Objectives	3
Schedules and Program Calendar including Vacations and Holidays	4
Program Evaluation	4
Student Selection	4
<b>Section B – Professional Conduct</b>	
Professional and Ethical Conduct	5
Professional and Personal Appearance	5
<b>Section C – Student Affairs</b>	
Program Cost to Students	6
<b>Section D – Academic Affairs</b>	
Program Curriculum	6
<b>Section E – Admission Policies &amp; Procedures</b>	
Waiver of Coursework/Planned Experiences	7
<b>Section F – Admitted Student Policies &amp; Procedures</b>	
Access to Student Records	7
Student Background Checks and Drug Screening	8
Student Complaints	8
<b>Section G – Academic Policies &amp; Procedures</b>	
Student Discipline/Termination	9
Attendance	9
Clinical Education/Supervised Practice Experiences	10
Student Learning Assessment and Performance Evaluation	10
Student Appeals of Academic Evaluations	11
Academic Probation	11
Leave of Absence	12
Graduation and Program Completion Requirements	12
<b>Section H – Non-Academic Policies &amp; Procedures</b>	
Student Training Agreements	13
Student Travel	14
Student Professional Liability Insurance	14
Student Health Services	14
Student Health Insurance	14
Access to Counseling and Testing Services	15
Access to Financial Aid Resources	15
Withdrawal and Refund of Tuition and Fees	15

# Medical Nutrition Education (MNE)

## Policies & Procedures

### Section A – Overview

#### **UNMC Master of Medical Nutrition Program Mission:**

*The mission of the UNMC Master of Medical Nutrition Program is to prepare competent registered dietitian nutritionists within a premier educational environment and instill values associated with extraordinary patient care and lifelong learning.*

#### **Program Goals and Objectives**

##### **Goal 1: Prepare graduates to be competent registered dietitian nutritionists.**

Objectives for Goal 1:

Over a three-year period:

- 1.1 At least 80% of program graduates complete program/degree requirements within 2.25 years (150% of the program length). (ACEND required objective)
- 1.2 All program graduates (100%) take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. (ACEND required objective)
- 1.3 The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (ACEND required objective)
- 1.4 All employers (100%) who respond to a survey on program graduates in their first year of employment report "strongly agree" or "agree" regarding the graduate's knowledge and skill preparation for entry-level practice. (ACEND required objective)
- 1.5 All graduates (100%) who respond to a survey at one-year post graduation report "strongly agree" or "agree" regarding their knowledge and skill preparation for entry-level practice. (Program objective)

##### **Goal 2: Instill in graduates the desire and skill for career development, scholarly activity and professional growth.**

Objectives for Goal 2:

Over a three-year period:

- 2.1 Of graduates who seek employment, at least 90% are employed in nutrition and dietetics or related fields within 12 months of graduation. (ACEND required objective)
- 2.2 At least 80% of graduates conduct scholarly activity, e.g., presentations, research abstracts/manuscripts that contribute to knowledge acquisition for the profession. (Program objective)
- 2.3 At least 80% of graduates who respond to a survey at one-year post graduation report that they serve as preceptors/mentors for students in nutrition and dietetics. (Program objective)

The UNMC Master of Medical Nutrition Program mission statement is closely aligned with the Nebraska Medicine and UNMC mission and with the CAHP mission while focusing on the scope and unique role of the Medical Nutrition Education Division.

Related to:

Mission and Values for Nebraska Medicine, UNMC and CAHP

<https://unmc.edu/alliedhealth/about/mission.html>

### ***Schedules and Program Calendar including Vacation and Holidays***

The program calendar complies with the University of Nebraska academic calendar semester terms. Students completing the UNMC Master of Medical Nutrition Program requirements are enrolled in clinical and didactic courses that extend through fall, spring, summer and fall terms (4 semesters). These courses provide supervised experiential learning rotations and meet requirements for the Master of Medical Nutrition degree.

Related to:

UNMC 2021-2022 Academic Calendar

<http://catalog.unmc.edu/general-information/academic-calendar2/>

### ***Program Evaluation***

The program director is responsible for guiding program self-analysis and ensuring that students, graduates, adjunct instructors/preceptors, administrators, faculty, health professionals, and other external constituents are included in the process. Much of the program data collection, evaluation, and resulting program adjustment occurs on an annual basis. Program adjustment related to institutional goals or practice changes occurs on a timeline consistent with the organization strategic plan or as needed based on practice changes, i.e., interprofessional education experiences. Program curricula must be submitted to and approved by the CAHP Curriculum Committee.

Related to:

CAHP Academic Affairs > Program Curricula

[https://www.unmc.edu/cahphandbook/index.php/Academic\\_Affairs#Program\\_Curricula](https://www.unmc.edu/cahphandbook/index.php/Academic_Affairs#Program_Curricula)

### ***Student Selection***

Admission requirements for the UNMC Master of Medical Nutrition program includes completion of all required prerequisites; a minimum GPA of 3.0; and a GRE score report. Evaluation of the qualifications of each applicant and the final selections for admission are made by the admissions committee, comprised of program faculty and administration. The Master of Medical Nutrition program accreditation allows acceptance of up to 8 students each academic year.

## **Section B – Professional Conduct**

### **Professional and Ethical Conduct**

UNMC has a code of conduct that applies to all UNMC faculty, staff and students and guides them in carrying out daily activities within appropriate ethical and legal standards.

Professional and ethical conduct must be shown in all relationships. Professionalism is fostered by a supportive climate emphasizing respect and dignity. The UNMC community (faculty, staff and students) should strive to create an environment characterized by

- avoidance of and no tolerance for harassment, threats, intimidations, physical, verbal, or written (including electronic) abuse;
- respect for individual and cultural differences in race, religion, ethnicity, national origin, age, gender, sexual orientation, and disabilities;
- openness in communication;
- honest, respectful and fair dealing within the UNMC community, and with external customers, suppliers, competitors, and other entities;
- truthful and positive feedback with constructive, corrective feedback in a private setting whenever possible;
- assignment of duties and tasks that promote professional development;
- performance of duties and assignments in an exemplary manner;
- an emphasis on solving problems and modifying systems, not blaming people;
- no tolerance for cheating, fabricating, falsifying, plagiarizing, or inappropriately communicating research, academic, or clinical information;
- no tolerance for falsifying signatures includes signing on behalf of another where the person signing does not have delegated authority for such signature under the Board of Regents Memorandum 13 and/or 14 or other appropriately documented authorization.

Related to:

UNMC Code of Conduct

[https://wiki.unmc.edu/index.php/Code\\_of\\_Conduct#Grievance\\_Resolution\\_Procedure](https://wiki.unmc.edu/index.php/Code_of_Conduct#Grievance_Resolution_Procedure)

### **Professional and Personal Appearance**

MNE students are required to maintain a neat, professional appearance in all educational activities. Students who are completing clinical coursework/supervised practice experiences are to adhere to the dress requirements of the host facility. Students whose attire or grooming does not meet the identified standards may be dismissed from the educational activity, resulting in failure to meet requirements of the rotation/ planned experience.

1. The UNMC photo identification (ID) card will be worn in a visible location at all times while on The Nebraska Medical Center/UNMC campus in a student or professional role (see UNMC Policy 6008). Students will wear the UNMC photo ID card while completing rotations at other facilities (non-UNMC/Nebraska Medical Center).
2. MNE students are expected to adhere to the UNMC Dress Code and to the Nebraska Medicine dress policy during all nutrition therapy supervised practice experiences. *See the Nebraska Medicine Human Resource Policy HR09.*
3. MNE students are expected to adhere to the Nebraska Medicine Department of Food Services dress policy during Foodservice Systems Management rotations.
4. MNE students are expected to adhere to dress policies as specified by each affiliating institution/agency as specified during rotations occurring in locations other than Nebraska Medicine facilities.

Related to:  
UNMC Human Resources > Dress Code  
[https://wiki.unmc.edu/index.php/Dress\\_Code](https://wiki.unmc.edu/index.php/Dress_Code)

Nebraska Medicine Human Resource Policy HR09 Dress Policy

Affiliating institution/agency dress policies (provided with specific clinical rotation information)

## ***Section C – Student Affairs***

### ***Program Cost to Students***

In addition to established tuition charges, the University of Nebraska Medical Center is authorized to assess campus and regental approved student and miscellaneous fees for materials or services provided to Medical Center students, applicants and graduates. Estimated cost information for MNE students is provided on the website for prospective students.

The cost of attendance is the estimated cost of completing an academic year as a full-time student and includes tuition, fees, books/equipment, course/loan fees, living expenses and other required costs as approved for the program. The estimates provided are conservative by design and not intended to reflect differences in actual costs incurred by students with differing lifestyle choices. Living expenses estimates are based on academic periods of enrollment, including summer living expenses since students are required to be enrolled.

The CAHP Academic Affairs Office and UNMC Student Services provide updated information to students prior to the program start date and are available to address questions throughout the student's enrollment.

The Office of the Cashier coordinates payment of all tuition, fees, service charges and deposits, and maintains necessary records. Billing statements and payment due dates are distributed to all students.

Related to:  
UNMC Academic Affairs/Academic Services Student Fee Process  
<https://www.unmc.edu/studentservices/documents/aa-and-academic-services-student-fee-process.pdf>

## ***Section D – Academic Affairs***

### ***Program Curriculum***

The UNMC Master of Medical Nutrition Program is 1.5 years in length with a curriculum that includes didactic and clinical courses using varied teaching strategies that support progressive learning and competency development. The curriculum provides approximately 1560 hours of supervised experiential learning within the clinical course structure. Students who complete the program earn a Master of Medical Nutrition degree along with the verification statement that allows graduates to take the Commission on Dietetic Registration (CDR) registration examination for dietitian nutritionists.

Related to:

CAHP Academic Affairs > Program Curricula

[https://www.unmc.edu/cahphandbook/index.php/Academic\\_Affairs#Program\\_Curricula](https://www.unmc.edu/cahphandbook/index.php/Academic_Affairs#Program_Curricula)

## ***Section E – Admission Policies & Procedures***

### ***Waiver of Coursework/Planned Experiences***

The UNMC Master of Medical Nutrition Program will not grant a waiver of coursework in place of planned experiences included in the MMN curriculum. Credit for past experience may be considered within the context of scheduled rotations by adjusting specific assignments or replacing them with different assignments when the MNE student demonstrates competency attainment to the preceptor and program director. MNE students are encouraged to demonstrate a spirit of lifelong learning and take advantage of opportunities to update and expand their breadth and depth of knowledge, skill and competency attainment.

Related to:

CAHP Admission Policies & Procedures>Acceptable Transfer Credit and Course Requirements

[https://www.unmc.edu/cahphandbook/index.php/Admission\\_Policies\\_and\\_Procedures](https://www.unmc.edu/cahphandbook/index.php/Admission_Policies_and_Procedures)

## ***Section F – Admitted Student Policies & Procedures***

### ***Access to Student Records***

In accordance with federal law as established in 1974 by the Family Educational Rights and Privacy Act, the University of Nebraska Medical Center maintains the confidentiality of student records and allows students to inspect and review information in their educational records at the Medical Center. UNMC MNE Program Student Performance Evaluations for supervised experiential learning rotations, secured in the program director's office, are maintained as confidential records and may be inspected by the students in accordance with UNMC policy.

Related to:

CAHP Admitted Student Policies and Procedures >Family Educational Rights and Privacy Act (FERPA)

[https://www.unmc.edu/cahphandbook/index.php/Admitted\\_Student\\_Policies\\_and\\_Procedures#Family\\_Educational\\_Rights\\_and\\_Privacy\\_Act\\_.28FERPA.29](https://www.unmc.edu/cahphandbook/index.php/Admitted_Student_Policies_and_Procedures#Family_Educational_Rights_and_Privacy_Act_.28FERPA.29)

UNMC Policies and Procedures >Family and Education Rights and Privacy Act of 1974 (FERPA)

<https://www.unmc.edu/media/studentservices/docs/ferpa-policy101513.pdf>

## ***Student Background Checks and Drug Screening***

All accepted CAHP students must undergo a background check. Students admitted to the MNED program must also undergo a drug screening. Specific procedural details are provided to students in the CAHP New Student Orientation Course.

Related to:

CAHP Admitted Student Policies & Procedures>Student Background Checks and Drug Screening

[https://www.unmc.edu/cahphandbook/index.php/Admitted Student Policies and Procedures# Student Background Checks and Drug Screening](https://www.unmc.edu/cahphandbook/index.php/Admitted_Student_Policies_and_Procedures#Student_Background_Checks_and_Drug_Screening)

## ***Student Complaints***

MNE students are encouraged to speak to program faculty or the program director regarding any concerns they may have regarding the program. Students who perceive that this is not a viable option or that the issue is not adequately addressed may submit their concerns in writing to the CAHP Assistant Dean for Student Affairs. The Assistant Dean will facilitate necessary follow-through with investigation of concerns in a manner that prevents retaliation. A record of complaints, including resolution of complaints, will be maintained for a period of seven years, including the resolution of complaints.

Students may submit written complaints to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) related to program noncompliance with ACEND accreditation standards after all other options with the program and within UNMC have been exhausted. The ACEND accreditation standards are published on the ACEND website:

<http://www.eatrightpro.org/resources/acend>

Contact information for communication with ACEND, including submission of written complaints is as follows:

- Email: [ACEND@eatright.org](mailto:ACEND@eatright.org)
- Phone: 800/877-1600, ext. 5400
- Mail: 120 South Riverside Plaza  
Suite 2190, Chicago, IL 60606-6995



## **Section G – Academic Policies & Procedures**

### ***Student Discipline/Termination***

Each student in the College of Allied Health Professions (CAHP) shall be afforded due process in matters relating to student discipline. The MNE program is part of an educational institution in which there is an atmosphere of learning, as well as a sense of community. The CAHP prides itself upon the principles of academic integrity, self-respect and individual responsibility. Students enrolled in the CAHP assume an obligation to conduct themselves in a manner compatible with these principles.

The Medical Nutrition Education (MNE) director holds primary responsibility for student discipline and will adhere to CAHP and UNMC related policies in carrying out this responsibility.

Related to:

CAHP Professional Conduct >General Performance & Conduct

[https://www.unmc.edu/cahphandbook/index.php/Professional\\_Conduct#General\\_Performance.26\\_Conduct](https://www.unmc.edu/cahphandbook/index.php/Professional_Conduct#General_Performance.26_Conduct)

UNMC Code of Conduct

[https://www.unmc.edu/student-services/\\_documents/Handbook.pdf](https://www.unmc.edu/student-services/_documents/Handbook.pdf)

### ***Attendance***

MNE students are expected to attend all scheduled classes and clinical (supervised practice) experiences. If the student must be absent, the preceptor/course instructor and program director must be notified (in advance if possible). The program does not include an allocation of sick or personal leave days, and evening and weekends may be required. If a student must miss scheduled days, the rotation/coursework competencies must be addressed through related activities scheduled at alternate times. The alternate scheduling is at the discretion of the program director.

Failure to report to any assigned clinical course experience (supervised experiential learning rotation) without appropriate pre-approval or notification of illness will be considered unexcused. Students who accumulate unexcused absences will not be able to meet the learning objectives or attain the competencies associated with the course.

Students are required to document their Supervised Experiential Learning as defined by the course instructor or program director. Preceptors validate student reports of clinical course hours and submit to the program director on the signed SCAR.

Course instructors document student participation hours in alternative experiences, e.g., simulation, role playing and case studies. The program director, using documentation from SCARs and from course instructors, tracks total student hours of supervised and alternative experiences throughout the duration of the program.

UNMC, as a health sciences center, has a number of activities that must be kept operational regardless of weather conditions. These include activities that directly and indirectly support patient care at the hospital and clinics, as well as many research and educational functions. Because so many employees must report, regardless of the weather, the determination has been made for the entire campus to be considered open and operational, even when other University of Nebraska campuses and area businesses may be closed.

Related to:

CAHP Academic Policies and Procedures >Attendance at Classes and Clerkships

[https://www.unmc.edu/cahphandbook/index.php/Academic\\_Policies\\_and\\_Procedures#Attendance\\_at\\_Classes\\_and\\_Clerkships](https://www.unmc.edu/cahphandbook/index.php/Academic_Policies_and_Procedures#Attendance_at_Classes_and_Clerkships)

CAHP inclement weather policy

<https://www.unmc.edu/cahphandbook/images/a/a3/Cahp-inclement-weather-policy-2020.pdf>

### ***Clinical Education/Supervised Practice Experiences (Replacement of Employees)***

Clinical courses (supervised experiential learning) will adhere to competency attainment as described in the curriculum and work assignments will be for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. MNE students will not replace employees during their rotations except as planned to demonstrate competence/planned learning experiences. Supervisors (preceptors) of supervised practice experience rotations will be informed of the *U.S. Department of Labor Employment Relationship Under the Fair Labor Standards Act*.

Related to:

CAHP Academic Policies and Procedures>Clinical Education Experiences

[https://www.unmc.edu/cahphandbook/index.php/Academic\\_Policies\\_and\\_Procedures#Clinical\\_Education\\_Experiences](https://www.unmc.edu/cahphandbook/index.php/Academic_Policies_and_Procedures#Clinical_Education_Experiences)

### ***Student Learning Assessment and Performance Evaluation***

MNE students are expected to make satisfactory academic progress in all program coursework, including supervised experiential learning. Coursework grades and supervised practice scores are based on an evaluation of professional conduct, knowledge/cognitive learning and skill/application to collectively demonstrate competency attainment. Failure to demonstrate learning progress or to demonstrate professionalism/academic integrity may lead to formal remediation, academic probation or dismissal from the program.

- ***Procedure for Clinical Evaluations (Supervised Practice Rotations)***

Clinical courses are comprised of one or more supervised experiential learning rotations that include demonstration of competency attainment. Student attainment of performance indicators and competencies is evaluated using the Student Competency Assessment Rubric (SCAR) document specific to the rotation. The SCAR identifies minimal passing performance and will be provided to the MNE student at the beginning of the rotation. Preceptors will complete the SCAR and review it with the MNE student on the final day of the rotation, if possible, or during the following week. MNE students conduct a self-appraisal using the same form and review it with the preceptor. The SCAR that is completed by the preceptor will provide the score for the rotation and should be signed by the MNE student and preceptor. The signed SCAR and the MNE student's self-appraisal should be submitted to the program director within one week of completion of the rotation. The program director will retain the SCAR document and any supporting materials or counseling notes for a minimum of 30 days beyond the student's final performance appraisal for the clinical course.

- ***Procedure for Didactic Course Evaluations***

Didactic course grades are determined by the course instructor, based on the course syllabus provided at the beginning of the course. Grades will be assigned using the grading scale published in the CAHP policies and procedures. Students must maintain a cumulative grade point average (GPA) of at least 3.0 for successful completion of the program. The course instructor will retain custody of materials used to determine the student's grade, i.e., exams, papers, portfolio items, for at least 30 days after notice of the student's final course grade OR

make reasonable effort to return such materials to the student's custody. If the course instructor is notified of a student's intent to file a grade appeal while the materials remain in the course instructor's custody, extraordinary care for the materials must be taken until the appeal is resolved.

Related to:

CAHP Academic Policies and Procedures>Evaluation of Student Performance

[https://www.unmc.edu/cahphandbook/index.php/Academic\\_Policies\\_and\\_Procedures#Evaluation\\_of\\_Student\\_Performance](https://www.unmc.edu/cahphandbook/index.php/Academic_Policies_and_Procedures#Evaluation_of_Student_Performance)

### ***Student Appeals of Academic Evaluations***

Student appeals of supervised practice evaluations or academic evaluations will be addressed in accordance with policies of the College of Allied Health Professions and UNMC. This process includes recourse to an administrator other than the program director and prevents retaliation.

Related to:

CAHP Academic Policies and Procedures>Student Appeals of Academic Evaluation

[https://www.unmc.edu/cahphandbook/index.php/Academic\\_Policies\\_and\\_Procedures#Student\\_Appeals\\_of\\_Academic\\_Evaluation](https://www.unmc.edu/cahphandbook/index.php/Academic_Policies_and_Procedures#Student_Appeals_of_Academic_Evaluation)

### ***Student Success and Academic Standing***

Students must complete all supervised practice rotations assigned for each clinical course, maintaining a score of  $\geq 80\%$  for professional conduct,  $\geq 80\%$  for knowledge/cognitive learning, and  $\geq 80\%$  for skill/application for each course. Criteria for scoring is delineated in the Student Competency Assessment Rubric (SCAR) documents for clinical course rotations. Students must maintain a cumulative grade point average (GPA) of at least a B- (80%/Pass) for all program courses. Students must show progress towards competency through the achievement of performance indicators associated with each course and indicated on course rubrics.

Students who do not maintain satisfactory progress may be placed on formal remediation or academic probation. A student with these academic standings must be provided with a remediation plan with a clear timeline to move back to satisfactory academic standing. The remediation plan will include specific learning objectives and activities to be addressed by the student with a preceptor/instructor and will be tailored to address recognized deficiencies in the student's performance. The plan will include a specific timeline, generally expected to extend for no more than 4-6 weeks, and evaluation of the student's performance. The plan may include services, e.g., counseling/ academic tutoring arranged through the UNMC Counseling and Student Development Center.

Probationary status will not appear on the student's transcript. Academic Probation is a temporary status, meaning that a student placed on probation must either:

1. Successfully complete his or her remediation plan in the specified time frame in order to return to "Satisfactory" academic standing;
2. If the remediation plan is not successfully completed in the specified time frame, the student may be subject to further sanction, including a required leave of absence, voluntary withdrawal or dismissal.

If the circumstances suggest the student is unlikely to succeed in the program, the program director may assist the student in identifying and evaluating options for alternative career paths, within nutrition and dietetics, outside of the UNMC Master of Medical Nutrition program.

Related to:

CAHP Student Success and Academic Standing:  
[https://www.unmc.edu/cahphandbook/index.php/Student\\_Success\\_and\\_Academic\\_Standing](https://www.unmc.edu/cahphandbook/index.php/Student_Success_and_Academic_Standing)

CAHP: Academic Policies and Procedures > Academic Probation  
[https://www.unmc.edu/cahphandbook/index.php/Academic\\_Policies\\_and\\_Procedures#Academic\\_Probation](https://www.unmc.edu/cahphandbook/index.php/Academic_Policies_and_Procedures#Academic_Probation)

UNMC Counseling and Student Development Center:  
<https://www.unmc.edu/stucouns/>

### ***Leave of Absence***

A leave of absence request for medical or personal reasons must be submitted in writing to the program director with appropriate supporting documentation. If a leave of absence is approved, the student will agree to re-enter the program at a time designated by the program director to accommodate scheduling of remaining rotations. An extended leave may require that the student repeat designated planned experiences as specified by the program director. Only in rare instances will a leave be approved for more than 15 weeks.

Related to:

CAHP Academic Policies and Procedures > Leave Time  
[https://www.unmc.edu/cahphandbook/index.php/Academic\\_Policies\\_and\\_Procedures#Leave Time](https://www.unmc.edu/cahphandbook/index.php/Academic_Policies_and_Procedures#Leave_Time)

### ***Graduation and Program Completion Requirements***

Completion of the UNMC Master of Medical Nutrition Program will result in issuance of the Verification Statement per the following criteria:

1. The MNE student has demonstrated competence through satisfactory achievement of all performance indicators leading to attainment of all competencies associated with the program. ACEND-defined competencies and performance indicators can be found on the ACEND website: <https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model>; and are provided to the student on syllabi, rubrics, and Canvas courses.
2. The MNE student has passed all required courses in which he or she has been registered, unless a waiver is approved by the program director.

The program director will issue the signed Verification Statement to each student immediately following final grade posting showing that all courses associated with the Master of Medical Nutrition Program curriculum have been successfully completed and all competencies have been attained. The program director will, upon issuing the Verification Statements, submit the required information for each graduate to the Commission on Dietetic Registration (CDR) to support eligibility for the registration examination for dietitian nutritionists.

Students are expected to complete all requirements for the Verification Statement and Master of Medical Nutrition degree within the 1.5 year scheduled timeframe. Students who are not able to meet all curriculum requirements within 2.25 years (150%) of the scheduled timeframe may be dismissed from the program.

All MNE students (degree candidates) must complete an Application for Degree in the Student Records Office. The candidate must have discharged all indebtedness to the University of Nebraska.

Related to:

CAHP Academic Policies and Procedures >Requirements for Graduation

[https://www.unmc.edu/cahphandbook/index.php/Academic\\_Policies\\_and\\_Procedures#Requirements\\_for\\_Graduation](https://www.unmc.edu/cahphandbook/index.php/Academic_Policies_and_Procedures#Requirements_for_Graduation)

UNMC Policies and Procedures >Commencement/Graduation

<https://www.unmc.edu/media/studentservices/docs/commencement-policyAug2013.pdf>

## ***Section H – Non-Academic Policies & Procedures***

### ***Student Training Agreements***

The Bylaws of the Board of Regents require that a written agreement is maintained for affiliations with other institutions for student training. UNMC has an Academic Affiliation Agreement (AAA) with NM that covers clinical teaching experiences for all academic programs. UNMC provides a standard Affiliation Agreement for Clinical Education at other affiliated institutions. The MNE director uses the standard UNMC agreement, with revisions only if required by the affiliating institution, to support student training at agencies/institutions outside of the university system. The term of the standard agreement is three years and renewable with written approval of both parties.

The program director is responsible for ensuring that affiliating agencies/organizations can provide supervised practice/alternate practice experiences that are appropriate for students. The selection process used by the program director when considering academic affiliations includes dialogue with the potential preceptor(s); resume review and verification of credentials, i.e., registration and licensure, if applicable; and a site visit. The selection criteria include: contribution to student learning outcomes; preceptor time and other resource availability; facility considerations; student safety and travel considerations; and administrator support. No international experiences are included in the UNMC Master of Medical Nutrition program.

Once an affiliation agreement is in place, the agency is included in the rotation calendar for the subsequent academic year. The program director meets with preceptors and communicates via email/phone, as needed, to support implementation of specified clinical course experiences. Implementation includes initial training, use of program syllabi, student learning objectives tailored to the supervised practice experience, student performance evaluation rubrics and student evaluation of the rotation(s). The affiliating agency identifies a preceptor coordinator to work with the program director, or designated program faculty, and ensure that other preceptors in the agency receive ongoing training, tools and communication needed to provide high quality learning experiences for students.

Related to:

UNMC Policy 6052: Student Training Agreement

[https://wiki.unmc.edu/index.php/Student\\_Training\\_Agreement](https://wiki.unmc.edu/index.php/Student_Training_Agreement)

## ***Student Travel***

The term “travel” is defined as an absence from the campus during normal work or instructional schedules for the purpose of conducting University business. Travel must be authorized in advance by the program director. A CAHP blanket travel authorization is completed for the MNE students.

Students are responsible for travel expenses and for personal auto insurance.

Related to:

CAHP Non-Academic Policies and Procedures: Student Travel

[https://www.unmc.edu/cahphandbook/index.php/Non-Academic\\_Policies\\_and\\_Procedures#Student\\_Travel](https://www.unmc.edu/cahphandbook/index.php/Non-Academic_Policies_and_Procedures#Student_Travel)

## ***Student Professional Liability Insurance***

MNE students, as students of the University of Nebraska Medical Center, are provided liability insurance within the provisions of the affiliation agreement for clinical education.

“UNMC students engaged in clinical activity associated with their designated course of study are covered under UNMC’s professional liability insurance. UNMC maintains as its own expense professional liability insurance for claims under the Nebraska Hospital-Medical Liability Act for bodily injury or death on account of alleged malpractice, professional negligence, failure to provide care, breach of contract or other claim based upon failure to obtain informed consent for an operation of treatment, and for claims not falling under the Nebraska Hospital-Medical Liability Act for bodily injury or death on account of alleged errors or omissions or negligent acts in the performance of professional services rendered or that should have been rendered.”

Related to:

UNMC Policy 6052: Student Training Agreement

[https://wiki.unmc.edu/index.php/Student\\_Training\\_Agreement](https://wiki.unmc.edu/index.php/Student_Training_Agreement)

## ***Student Health Services***

MNE students, as full-time students, have access to Student Health Services as delineated in the UNMC Student Handbook.

Related to:

UNMC Student Health Services

<https://www.unmc.edu/student-services/documents/Handbook.pdf>

Illness or Injury Away from the UNMC Campus

<https://www.unmc.edu/media/student-services/docs/background-check-policy100313.pdf>

## ***Student Health Insurance***

MNE students are classified as full-time students and are required to have inpatient health insurance. The University contracts with insurance carriers to provide appropriate insurance. Students are required to purchase hospitalization insurance unless a waiver form is completed showing comparable coverage through a parent, spouse or private insurance plan.

Related to:

UNMC Student Health Services

<https://www.unmc.edu/student-services/documents/Handbook.pdf>

### ***Access to Counseling and Testing Services***

MNE students, as UNMC students, have access to a variety of support services as specified in the UNMC Student Handbook. Service descriptions and access information are provided, as follows, in the *UNMC Student Handbook*:

*Academic Success Programs*

*Services for Students with Disabilities*

*Counseling and Student Development Center*

*Ombudsperson for Students*

Related to:

UNMC Counseling and Student Development Center

<https://www.unmc.edu/student-services/documents/Handbook.pdf>

### ***Access to Financial Aid Resources***

The University of Nebraska Medical Center provides several financial aid opportunities to assist students in financing their health professions education. MNE students, as UNMC students, can access financial aid information and assistance as described in the *UNMC Student Handbook*:

Related to:

UNMC Financial Aid

<https://www.unmc.edu/student-services/documents/Handbook.pdf>

### ***Withdrawal and Refund of Tuition and Fees***

Withdrawal and refund of tuition is addressed as delineated in the UNMC Student Handbook. Tuition and fee schedules, tuition refund schedules and drop/add policies are published on the Student Policy Wiki.

Related to:

UNMC Tuition Refund Schedule: <https://www.unmc.edu/student-services/documents/tuition-refund-schedule-policy.pdf>

**NOTE:** MNE students are also responsible for reviewing the CAHP and UNMC Student Handbooks.

**CAHP Student Handbook Wiki**

[https://www.unmc.edu/cahphandbook/index.php/Main\\_Page](https://www.unmc.edu/cahphandbook/index.php/Main_Page)

**UNMC Student Handbook**

<https://www.unmc.edu/student-services/documents/Handbook.pdf>