



Online Masters of Clinical Nutrition

Program Handbook

2021-2022

Department of Nutritional Sciences

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the online Clinical Nutrition program.



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Navigating Policy and Resources at UW-Madison

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at UW-Madison:



How to Use This Handbook

This handbook is intended for graduate students who are pursuing a Master of Science in Clinical Nutrition degree at UW-Madison. The Graduate School is the ultimate authority for granting graduate degrees at the University. The Department of Nutritional Sciences administers the M.S. degree in Clinical Nutrition under the authority of the College of Life Sciences (CALs) and the Graduate School. The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) provide essential information regarding general University requirements. Program authority to set degree requirements beyond the minimum required by the Graduate School lies with the Department of Nutritional Sciences. Specific policies described in this handbook have been approved by the MS in Clinical Nutrition degree faculty as a whole. The degree and course requirements are subject to change over time. However, students must meet the degree and course requirements that were in effect when they entered the program. In addition, administrative procedures and processes may change over time. Students are required to follow the procedures and processes listed in the most current handbook, found in the MS-Clinical Nutrition Community of Practice.

The information in this handbook should be supplemented by individual consultation with your advisor so that individual needs/interests and all degree requirements are met. Additional information is available via the MS in Clinical Nutrition degree webpage (<http://nutrisci.wisc.edu/graduate/online-master-of-science-in-clinical-nutrition/>). Students may also wish to consult the Graduate School's web page (<http://grad.wisc.edu/>) and the CALs Graduate Studies page (<http://www.cals.wisc.edu/academics/graduatestudents/graduate-programs/>).

Who to Contact for Questions

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed above. Several key positions in this department and on campus are ready to answer your remaining questions:

Graduate Program Coordinator

Each graduate program will have at least one department staff person typically called a Graduate Program Coordinator who serves as a point person for program policy and procedures. Graduate Program Coordinators are well versed in most elements of graduate education that extend beyond academic instruction in your program and will likely be your first stop for questions related to anything in this handbook.

Director of Graduate Studies

Each graduate program has one faculty member designated to direct its educational vision and structure.

Names and contact information of your Graduate Program Coordinator and Director of Graduate Studies can be found on your program's page in the *Graduate Guide* (guide.wisc.edu/graduate). Simply navigate to the "Major/Degree" tab, click on your program's name, and look for the contact information box on the righthand side.

Faculty Advisor

Each student will be assigned an advisor in each graduate program in which they are enrolled and will work with students individually to ensure they are making satisfactory progress toward a degree. Your advisor(s) will be a key source of guidance for your academic development. Further definition can be found here:

policy.wisc.edu/library/UW-1232.

The name and contact information of your advisor can be found on your Student Center on MyUW (my.wisc.edu) under "Academic Progress" and then "Advisors."

Graduate School Services

For general inquiries and graduate student services from the Graduate School, see the operations and front desk contact information on this contact page:

grad.wisc.edu/contacts.

Department & Program Overview

The M.S. in Clinical Nutrition is focused on core nutrition, clinical nutrition, professional skills, and electives. This is advanced learning at its best, and is ideal for people with a strong background in clinical nutrition, confidence working at the graduate level, and a commitment to become leaders in clinical nutrition and dietetics. The curriculum is designed to prepare students to translate research; recognize and formulate responses to evolving developments in clinical nutrition practice, policy, and research; and lead and manage professional teams to design nutrition-related services.

In achievement and prestige, the University of Wisconsin-Madison has long been recognized as one of America's great universities. As a UW-Madison student, you will be immersed in the latest discoveries and challenged to think critically. Get ready to be inspired by your instructors, challenged by your classmates, and supported in your desire to learn.

University of Wisconsin-Madison

[\(http://www.wisc.edu/about/mission/\)](http://www.wisc.edu/about/mission/)

The primary purpose of the University of Wisconsin–Madison is to provide a learning environment in which faculty, staff and students can discover, examine critically, preserve and transmit the knowledge, wisdom and values that will help ensure the survival of this and future generations and improve the quality of life for all. The university seeks to help students to develop an understanding and appreciation for the complex cultural and physical worlds in which they live and to realize their highest potential of intellectual, physical and human development.

College of Agricultural & Life Sciences (CAL S)

To advance and share knowledge, discover solutions and promote opportunities in food and agriculture, bioenergy, health, the environment and human well-being.

Department of Nutritional Sciences (DNS)

The mission of the DNS is to generate and disseminate knowledge regarding diet and nutrition to improve the health and economic development of current and future generations and to foster an educated society.

M.S. in Clinical Nutrition Degree Program

The program mission is to provide post-baccalaureate education required to train the next generation of clinical nutrition professionals and promote the development of visionary leaders in professional practice through the translation and application of practice.

For more information about the Clinical Nutrition program, you can visit the Guide here:

<https://guide.wisc.edu/graduate/nutritional-sciences/clinical-nutrition-ms/>

Diversity, Equity, and Inclusion

UW-Madison’s MSCN program promotes and values the individuality of all students and work to maintain a positive climate within our department, college, and university.

“Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.” -Institutional Statement of Diversity

The College of Agriculture and Life Sciences recently conducted a Climate Survey in which the Department of Nutritional Sciences participated:

<https://ecals.cals.wisc.edu/2020/11/16/cals-climate-survey-response-rate-and-next-steps/>

Faculty and staff within the MS-CN program endorse the Inclusion, Diversity, Equity and Access (IDEA) Hub of the Academy of Nutrition and Dietetics. We utilize a variety of resources provided to help to move the dietetics profession towards an increasingly welcome and inclusive future. For more information and resources related to the IDEA Action Plan, visit <https://www.eatrightpro.org/practice/practice-resources/diversity-and-inclusion#resource-links>.

Campus Resources for Underrepresented Student Support

- Mentorship Opportunities in Science & Agriculture for Individuals of Color: <https://mosaic.cals.wisc.edu/>
- SciMed GRS Community: <https://scimedgrs.wisc.edu/>
- Office of Diversity, Inclusion, and Funding: <https://grad.wisc.edu/diversity/inclusion-and-engagement/>
- Gender and Sexuality Campus Center: <http://lgbt.wisc.edu/>
- McBurney Disability Resource Center: <http://www.mcburney.wisc.edu/>
- Office of the Vice Provost for Diversity and Climate: <https://diversity.wisc.edu/>
- Multicultural Student Center: <https://msc.wisc.edu/>
- Black Cultural Center: <https://msc.wisc.edu/black-cultural-center/>
- University Veterans Services: <http://www.veterans.wisc.edu/>
- Women in Science and Engineering Leadership Institute (WISELI): <http://wiseli.engr.wisc.edu/>
- Undocumented Student Support: <https://msc.wisc.edu/undocumented-student-resources/>

Students who have questions and /or concerns related to DEI may contact the Graduate Program Coordinator.

For Incident Reporting, please review our Grievances and Appeals page on Guide: <https://guide.wisc.edu/graduate/nutritional-sciences/clinical-nutrition-ms/#policiestext>

Getting Started as a Graduate Student

This section guides you through important steps to take as you begin your journey as a graduate student at UW-Madison.

New Graduate Student Checklist

- [Activate your NetID](#) and [set up multi-factor authentication](#).
- Connect with your program, meet your graduate coordinator and faculty advisor.
- Submit your final official transcript showing your posted degree and conferral date to transcripts@grad.wisc.edu. Transcripts need to be submitted directly by the institution. If your institution does not offer electronic transcripts please send them to the address listed below.
Graduate Admissions
University of Wisconsin – Madison
232 Bascom Hall
500 Lincoln Drive
Madison, WI 53706 USA
- [Enroll in classes](#)
- Use (or forward) your WiscMail account, the university's official method of correspondence. (Your WiscMail account becomes available through [MyUW](#) about two weeks before your enrollment time.)
- [Pay your tuition](#)
 - See the [Bursar's Office policy](#) for more information on dates/deadlines and how to pay.
- If you have a need related to a disability, contact the [McBurney Disability Resource Center](#).
- [Update your mailing address and phone number in MyUW](#) if you moved.
- Complete the online sexual violence prevention program. Newly admitted graduate students will receive an email from University Health Services with instructions on accessing the online program, [Graduate and Professional Students Preventing and Responding to Sexual and Relationship Violence](#), closer to the start of the semester. This program is required for all new graduate students.

Technology Requirements

To successfully engage in learning in the Online MS-Clinical Nutrition Degree Program, students will need to have access to the following minimum required technology:

Required Hardware

- Internet Connection: You should have a high-speed Internet connection via cable, DSL, or network.
- Computer Specifications: 1 GHz processor; 2GB RAM
- Computer Audio: sound card and speakers
- Other: See [the list of hardware supported by DoIT](#) (Division of Information Technology).

Canvas

- Canvas is the learning management system (LMS) for this course.
- Canvas has a number of tools that will facilitate your learning, communication, and activity within your courses. Visit the [Canvas Student Guide](#) to learn more about each of them.
- If you are new to Canvas, learn about [Getting Started with Canvas as a Student](#).
- You can also read about the [Accessibility within Canvas](#).

Required Software and Settings

Operating System: The newest versions of both Windows and Mac OS are fully supported by the DoIT Help Desk. See the [Windows OS](#) and [Mac OS](#) service descriptions for other DoIT supported versions.

Web Browser: [Chrome](#) is the recommended web browser for Canvas. Regardless of which web browser you use, it is best to have the latest version installed for security reasons and to experience full functionality of the course. For additional information and to see what browser versions work best with Canvas, please see the [Canvas support page](#) on this topic.

Settings: Regardless of the web browser you use, the following settings should be selected to experience full functionality. You also might want to seek additional support for Firefox, Chrome, Safari, and Internet Explorer.

Enable cookies: in [Firefox](#), [Chrome](#), [Safari](#), and [Internet Explorer](#)

Enable Javascript: [in multiple web browsers](#)

Clear your cache: in [Firefox](#), [Chrome](#), [Safari](#), and [Internet Explorer](#)

Additional Software

- **Adobe Reader:** Download the [latest version of Adobe Reader](#) to view PDF (portable document format) files. Note: Do not select the optional offer for McAfee Security Scan Plus.
- **Adobe Flash Player:** Download the [latest version of Adobe Flash Player](#) (a browser plug-in) to view any Flash-based media that may be posted in a course.
- **Blackboard Ultra:** Web conferencing tool used in courses for synchronous sessions. There is no specific software that needs to be downloaded to use this tool, but there may be certain plugins and browser settings you will have to adjust. See the [Blackboard support page](#) for browser specific information.
- **Kaltura:** [CaptureSpace Lite](#) - *Screen, Webcam, and Audio Recording*

- CaptureSpace Lite is a webcam, screen, and audio recorder that is comparable to other software like TechSmith's Camtasia or Telestream's Screenflow. It replaces the screen and webcam recording tools.
- [Privacy Policy](#)
- [Accessibility Statement](#)
- **Word Processor, Presentation, and Spreadsheet Software:** Choose from the following options:
 - **Microsoft Office** (for PC or Mac; [free for UW-Madison students](#) through Office 365 portal)
 - **Google Docs** ([free; web browser-based](#))
 - **OpenOffice** ([free download; for PC or Mac](#))
 - **G Suite** (*formally Google Apps*)
 - UW–Madison G Suite is a cloud-based conduit for productivity and collaborative tools such as Google Drive, Google Docs, Google Sheets, Google Sites, Google Keep, Hangouts Meet, and more.
 - [Privacy Policy](#)
 - [Accessibility Statement](#)

Prior Coursework

The Graduate School does not transfer credits for previous coursework. However, a student's program may decide to accept coursework completed outside of the student's graduate career at UW–Madison under the conditions detailed in Graduate School policy UW-1216 (<https://policy.wisc.edu/library/UW-1216>).

Any prior coursework accepted under these parameters must have been rigorous and meet the expectations of a graduate work for the degree. Coursework earned five or more years prior to admission to a master's degree or coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

The Department of Nutritional Sciences will accept a maximum of six credits of graduate coursework completed at another institution (earned post-baccalaureate) toward fulfillment of minimum degree, minimum graduate coursework, and minor credit requirements of the MS-CN degree. This work will not appear on a UW–Madison transcript nor count towards the graduate career GPA. The Graduate School's minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison.

MS-CN Specific Prior Coursework Policies

UW–Madison University Special Student Courses: With program approval, credits taken as a special student in the Capstone Certificate in Clinical Nutrition may be used towards the MS-Clinical Nutrition Master Degree Program. A student **MUST** take at least 16 credits once admit to the University of Wisconsin- Madison Graduate School to meet the minimum graduate residence requirement regardless of how many credits were earned in the Capstone Certificate programs.

Mayo Clinic School of Health Sciences: With program approval, students may count up to six credits of undergraduate coursework, earned post-bachelorette, from the Mayo Clinic Dietetic Internship program toward fulfillment of minimum degree requirements. These credits cannot be counted toward the minimum graduate residence credit requirement. To request evaluation of prior coursework, a student will need to submit an official transcript from the Mayo Clinic School of Health Sciences.

No prior coursework will be accepted if it was earned through supervised practice hours in a dietetic internship except those completed through the University of Wisconsin Hospital and Clinics (UWHC) and the Mayo Clinic Dietetic Internship.

The final decision of accepting any prior coursework is up to the discretion of the MS-CN Executive Committee.

Prior Credit Evaluation Requirements

- Official transcript from University credits were earned
- Copies of course syllabi
- Review by Admissions Committee

In Our Program

The online Master of Science in Clinical Nutrition aims to cultivate a thriving online community of learners and instructors by engaging members in collaborative learning and knowledge-sharing activities through the Community of Practice (CoP).

The online MS-CN aims to cultivate a thriving online community of learners and instructors by engaging members in collaborative learning and knowledge-sharing activities through the Community of Practice (CoP). The CoP is a platform for community members to engage in idea-sharing, networking and professional opportunities, career exploration, and peer-lead discussion topics. The CoP is dynamic, changing with the need of the community, members include enrolled students and instructors; as well as, UW Alumni and Department of Nutritional Sciences faculty and

staff. To facilitate engagement, leaders moderate the CoP platform, building relationships of trust, and inclusivity; leaders are responsible for creating, updating, and monitoring communication channels (news, announcements, calendar of events, newsletters, and integration with face-to-face virtual meetings).

New members are strongly encouraged to view a series of virtual orientations to enhance their online learning experience. Orientations will guide students through course websites, available library resources, and how to access information such as announcements, assignments, quizzes/tests, grades, etc. To ensure continuous quality improvement, Community members will have access to program surveys, course evaluations, and program exits surveys. You will receive an invitation to the Community of Practice once you have activated your WiscMail.

Advising & Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike. The Graduate School's definition of an advisor can be found here: policy.wisc.edu/library/UW-1232.

Your advisor's main role is to assist you in acquiring the highest possible level of knowledge and competence in the field. Other roles of your advisor may include tracking your progress in completing your degree (note: this may include use of the Graduate Student Tracking System at gsts.grad.wisc.edu), assisting with course selection and planning your academic path, and helping you identify possible research mentors, committee members, and research opportunities.

Both the student and advisor are responsible for making their expectations clear to each other. Be sure to discuss this with your advisor.

Other Resources for Student Support

Instructional Technology and Resources	DoIT Knowledgebase: https://kb.wisc.edu/ DoIT Help Desk: (Email: help@doit.wisc.edu ; Phone: 608-264-4357; Online & Chat: https://kb.wisc.edu/helpdesk/)
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	<p>DoIT Webpage: http://it.wisc.edu/</p> <p>Student Technology Training (STS): http://sts.doit.wisc.edu</p>
Libraries	<p>Campus libraries: http://www.library.wisc.edu</p> <p>For access to e-journals, e-article delivery, etc.</p>
Division of Continuing Studies	<p>UW-Madison Continuing Studies 21 N. Park Street, 7th floor Madison, WI 53715 map» Phone: (608) 262-1156; Email: info@dcs.wisc.edu Website: http://continuingstudies.wisc.edu</p>
Communication	<p>Given the online nature of the program, communication will be primarily through email and online postings on course webpages or through the Community of Practice.</p>
McBurney Resource Center	<p>When appropriate, students will be referred to the McBurney Center for support and accommodations: 702 W. Johnson Street, Suite 2104 (phone) 608-263-2741; (text) 608-225-7956 website: mcburney@studentlife.wisc.edu</p>
The Writing Center	<p>6171 Helen C White Hall 608-263-1992 Website: http://www.writing.wisc.edu</p>

NOTE: Students enrolled in the online MS-Clinical Nutrition degree program will not pay segregated fees. Hence, not all campus services will be available to these students – primarily those services designed for “on campus” students (e.g. access to sports facilities, student health, Union activities, Bus pass, etc.)

Master’s Degree

All students in the online Clinical Nutrition program are responsible for keeping aware of the following requirements to complete the degree.

Requirements

For all current requirements to complete your degree (e.g., credits, courses, milestones, learning outcomes/goals, etc.) see your program's page in the *Graduate Guide*.

Navigate to guide.wisc.edu/graduate, then select "Degrees/Majors," your program's name, the "Named Option" of your program (if applicable; found near the bottom of the Requirements tab), and then "Requirements" from the navigation bar on the right side. You will be taken to a subsection of your program's *Guide* page that contains all official requirements for your degree. Similarly, see "Policies" from the navigation bar of your program's page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.).

For prior catalog year policies that may be applicable to you, see the *Guide* Archive at guide.wisc.edu/archive.

The Program Director and Coordinator will authorize your degree completion by submission of a Masters warrant to the UW Madison Graduate School in your final semester of study.

Master's Degree Checklist: Timeline & Deadlines

The Graduate School maintains a list of steps to complete your master's degree, including deadlines and important things to know as you progress toward graduation: grad.wisc.edu/current-students/masters-guide.

Funding

Students enrolled in this program are not permitted to accept teaching assistantships, project assistantships, research assistantships, or other appointments at the University of Wisconsin that would result in a tuition waiver. Students in this program cannot enroll in other graduate programs nor take courses outside the prescribed curriculum.

Enrollment Requirements

You are responsible for following Graduate School policies related to course enrollment requirements and limitations:

Adding / Dropping Courses

grad.wisc.edu/documents/add-drop

Auditing Courses

policy.wisc.edu/library/UW-1224

Canceling Enrollment

grad.wisc.edu/documents/canceling-enrollment

Continuous Enrollment Requirement for Dissertators

policy.wisc.edu/library/UW-1204

Enrollment Accountability

grad.wisc.edu/documents/enrollment-accountability

Minimum Enrollment Requirements

policy.wisc.edu/library/UW-1208

Students in this program cannot enroll in other graduate programs at the University of Wisconsin-Madison nor take courses outside the prescribed curriculum. If you intend to combine study in this program with study in other academic programs at UW-Madison, please consult with the Program Director who can assist you in transferring to a different program(s) that allows such activity.

Please work with your program advisor and/or the Graduate Student coordinator if you have questions about these policies.

Satisfactory Academic Progress

Your continuation as a graduate student at UW-Madison is at the discretion of your program, the Graduate School, and your advisor. Any student may be placed on probation or dismissed from the Graduate School for not maintaining satisfactory academic progress, and this can impact your academic standing (detailed below), financial aid (see this policy page: policy.wisc.edu/library/UW-1040), or funding (consult

your sources of funding, as applicable). Our program has its own definition of satisfactory academic progress and related procedures that supplement Graduate School policy, as described in this section.

Definition

Information about how the Graduate School determines satisfactory academic progress can be found at this policy page: policy.wisc.edu/library/UW-1218.

Not Meeting Academic Expectations

Student progress will be reviewed through coursework. If the advisor find at any other time that a student has failed to achieve satisfactory progress in the academic expectations set in this handbook, the student will be notified and given an opportunity to submit a response within a set time period (typically 2 weeks). The advisor and graduate committee will review the response within 2 weeks and determine if further action is needed. Students may be dismissed from the program. Students may, alternatively, be placed on probation for one semester and then reviewed by the advisory committee following the probationary semester. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester. If a student wishes to appeal any decision stemming from this review process, they can do so within 2 weeks of the date of the decision letter through submitting a letter to the chair and requesting a new hearing with the addition of a faculty member external to the original Steering Committee.

Programs are encouraged to consult with the Graduate School's Director of Academic Services for assistance and consultation in developing their specific dismissal procedures for lack of satisfactory academic progress.

Personal Conduct Expectations

Professional Conduct

The Office of Student Conduct and Community Standards maintains detailed guidance on student rights and responsibilities related to learning in a community that is safe and fosters integrity and accountability. You are responsible for keeping aware of their policies and procedures, found at the following page: conduct.students.wisc.edu

The Academy of Nutrition and Dietetics (AND) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the Academy Board of Directors, House of Delegates, and the Commission on Dietetic Registration and is found on the following website:

<http://www.eatrightpro.org/~media/eatrightpro%20files/career/code%20of%20ethics/codeofethicsdieteticsresources.ashx>

Academic Misconduct

Academic misconduct is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

The Graduate School

Academic Policies & Procedures: Misconduct, Academic
grad.wisc.edu/documents/misconduct-academic

Office of Student Conduct and Community Standards

Academic Misconduct Website
conduct.students.wisc.edu/academic-misconduct

Academic Misconduct Flowchart
conduct.students.wisc.edu/documents/academic-misconduct-flow-chart

Non-Academic Misconduct

Non-academic misconduct is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

The Graduate School

Academic Policies & Procedures: Misconduct, Non-Academic
grad.wisc.edu/documents/misconduct-nonacademic

Office for Student Conduct and Community Standards

Non-Academic Misconduct Website
conduct.students.wisc.edu/nonacademic-misconduct

University of Wisconsin System (UWS)

Chapter 17: Student Non-Academic Disciplinary Procedures
docs.legis.wisconsin.gov/code/admin_code/uws/17

Chapter 18: Conduct on University Lands
docs.legis.wisconsin.gov/code/admin_code/uws/18

Research Misconduct

Graduate students are held to the same standards of responsible conduct of research as faculty and staff. Further information about these standards and related policies and procedures can be found at:

The Graduate School

Academic Policies & Procedures: Responsible Conduct of Research
grad.wisc.edu/documents/responsible-conduct-of-research

Office of the Vice Chancellor for Research and Graduate Education

Research Policies
research.wisc.edu/compliance-policy

Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior (HIB), sometimes referred to as “bullying,” is prohibited by university policy applicable to faculty, academic staff, and university staff. For further definition, policy, and procedures related to HIB see: hr.wisc.edu/hib. Students who feel they have been subject to HIB are encouraged to review the informal and formal options on the “Addressing HIB” tab of this website.

Grievance Process

Each college or program on campus has a grievance process that students can use to address other concerns regarding their experience in the program. This program's grievance process can be found detailed at:

The online MS in Clinical Nutrition follows the College of Agriculture and Life sciences Grievance policy. Student may review the policy here:

<https://guide.wisc.edu/graduate/nutritional-sciences/clinical-nutrition-ms/#policiestext>

Process and Sanctions for Violations of Conduct Standards

In addition to the program's disciplinary actions, the Dean of Students Office may also have grounds to issue one or more of the following:

- Reprimand
- Probation
- Suspension
- Expulsion
- Restitution
- A zero or failing grade on an assignment/exam
- A lower grade or failure in the course
- Removal from course
- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)

The Dean of Students Office maintains a portal to report incidents of hate, bias, sexual assault, hazing, dating/domestic violence, stalking, missing students, and students displaying other concerning behaviors at UW-Madison:

Dean of Students Incident Reporting

doso.students.wisc.edu/report-an-issue

As noted above in “Personal Conduct Expectations,” students who feel they have been subject to hostile and/or intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) at:

Human Resources Hostile and Intimidating Behavior Website

hr.wisc.edu/hib

Additional Policies & Resources

Employee Disability Resources

employeedisabilities.wisc.edu

HIPPA Policy

Students shall not present any personal or health information of patients or clients that are discussed during any portion of their program on any course webpages, via email communication or through any social networking site. Removal of an individual’s name does not constitute proper de-identification of protected personal or health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment may still allow the reader to recognize the identity of a specific individual.

In posting information on social networking sites, students may not present themselves as an official representative or spokesperson for UW-Madison’s MS-Clinical Nutrition Degree Program.

Students may not represent themselves as another person, real or fictitious, or otherwise attempt to obscure their identity as a means to circumvent the forbidden actions above.

Students may not record and/or post personal information about faculty, staff or fellow students without their permission.

Further information about UW-Madison’s policies on social media can be found at the following URL:

<http://universityrelations.wisc.edu/policies/social-media.php>

Professional Development

UW-Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. Since our alumni thrive not only in academia but also in industry, corporate, government, and non-profit arenas, we strive to be in-tune, holistic, and innovative in our approach to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, you will build the skills needed to succeed academically at UW-Madison and to thrive professionally in your career.

On Campus

The Graduate School Office of Professional Development and Communications (OPDC) provides direct programming in the areas of career development and skill building, and also serves as a clearing house for professional development resources across campus.

DiscoverPD helps master's and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet your diverse needs, including in-person, virtual, asynchronous, and synchronous opportunities. All of this can be found at:

Professional Development from the Graduate School

grad.wisc.edu/professional-development

The Graduate School communicates professional development opportunities through an e-newsletter, *GradConnections*, that all graduate students receive at their wisc.edu email. Graduate students in traditional graduate degree programs receive the newsletter weekly during the academic year and every other week in the summer. Graduate students in online degree programs receive the newsletter every other week during the academic year and monthly during the summer.

In Our Discipline

Students are encouraged to build an e-portfolio over the course of their time in the program. The purpose of the portfolio is to demonstrate achievement of the IDP goals

and to advance inter-professional communication and collaboration skills. The portfolio may include projects, reports, papers, activities and information from the coursework. Students are encouraged to add materials that demonstrate expanded knowledge and skills and achievement of the learning goals of the MS-Clinical Nutrition degree. Your advisor can periodically review and provide feedback on the portfolio. Upon completion of the program, graduates will be able to share their e-portfolio with Dietetic Internship Directors and potential employers. Check out the following resource:

<https://learnUW.wisc.edu/toolbox/eportfolio.html>

Professional Associations

The Academy of Nutrition and Dietetics (AND)

The AND has as its purpose direction and leadership for quality dietetic practice, education and research and to promote optimal health and improve the nutrition of human beings. Dietetics students are encouraged to join the AND as affiliate members. As a member, students receive the *Journal of the Academy of Nutrition and Dietetics*, published monthly. Other benefits are described in their membership brochure. Further information may be found on the AND Website:

<http://www.eatright.org/students/join/>

The Wisconsin Academy of Nutrition and Dietetics (WAND)

Student membership in the national academy results in automatic membership in the state association. Students receive a periodic newsletter and are strongly encouraged to be knowledgeable about association issues and concerns. WAND has an annual spring meeting and students are encouraged to attend. A significant discount on the registration fee for this meeting is given to students. Further information may be obtained on their website at: <http://www.eatrightwisc.org>

Additional Organizations and Businesses Related to Nutrition and Dietetics

Society for Nutrition Education and Behavior	http://www.sne.org
American Society for Parenteral and Enteral Nutrition	http://www.nutritioncare.org
Nutrient Data Laboratory Home Page	http://fnic.nal.usda.gov/food-composition/usda-nutrient-data-laboratory
Food and Drug Administration	http://www.fda.gov

National Heart Lung Blood Institute	http://www.nhlbi.nih.gov
School Nutrition Association	http://www.schoolnutrition.org
US Department of Agriculture	http://www.usda.gov
Centers for Disease Control and Prevention	http://www.cdc.gov/nutrition
US Dept of Health and Human Service (HHS)	http://www.hhs.gov
National Dairy Council	http://www.nationaldairycouncil.org
National Library of Medicine	http://www.nlm.nih.gov
American College of Nutrition	http://www.americacollegeofnutrition.org
American Society for Nutrition	http://www.nutrition.org
Federation of American Societies for Experimental Biology	http://www.faseb.org