



**Doctorate in Clinical Nutrition  
Student Handbook**

Department of Dietetics and Nutrition

August 2022

August 19th, 2022

Dear Graduate Student:

Please read the Student Handbook for the Doctor of Clinical Nutrition. Sign the statement provided and return it to the department Administrator. The statement will be placed in your student file in the department. Please sign the statement below to indicate your comprehension of the contents and that you agree to abide by the policies. This handbook is updated annually.

Sincerely,

Swarna L. Mandali, PhD, RD, CSSD, LD  
Doctorate in Clinical Nutrition Program Director  
[smandali@kumc.edu](mailto:smandali@kumc.edu)

I have read the Doctorate in Clinical Nutrition Student Handbook and understand the policies. I agree to refer to this handbook as needed and to abide by the policies presented in the handbook during my program.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Contents

References Concerning KUMC Graduate School.....	6
KU Medical Center Student Handbooks .....	6
Kansas Residency .....	7
Photo Identification Card – Required if KUMC is selected as a site for completing the Advanced Clinical Nutrition Residency .....	7
KU Medical Center Maps.....	7
Background Checks .....	9
Health Information .....	9
Health Insurance.....	9
Compliance Training and Confidentiality Agreement.....	10
Email Operational Protocol .....	10
Hazardous Weather and/or Emergency Communications on Campus .....	10
Academic Accommodation Services .....	10
Student Counseling & Educational Support Services .....	11
Office of Financial Aid.....	11
Student Community Involvement.....	11
Parking.....	11
Description of Programs.....	12
Mission Statements.....	12
Doctor of Clinical Nutrition Program Goals.....	12
Department Faculty and Staff.....	12
Department Address .....	13
Professional Conduct .....	14
Integrity in Graduate Study .....	14
Fraud .....	15
Plagiarism.....	15
Cheating .....	16
Attendance .....	16
Computer Skills and Recommended Devices.....	16
Library Skills.....	20
Departmental Communication System.....	20

Program Requirements.....	20
In-Person Orientation.....	20
DN 992: Advanced Clinical Nutrition Residency .....	20
DN 991: Applied Research Project .....	21
Oral Exam/ Findings of the Applied Research Project Presentation .....	22
Doctorate in Clinical Nutrition Program Competencies .....	23
Advanced Clinical Nutrition Residency and Applied Research Project: Student and Mentor .....	24
DCN Degree Requirements Checklist.....	25
DCN Plan of Study Example -Part-time .....	26
DCN Plan of Study Example -Full-time .....	27
Other Requirements for Doctorate in Clinical Nutrition Students and Candidates .....	28
Documentation of Doctorate in Clinical Nutrition Student Progress.. <b>Error! Bookmark not defined.</b>	
Acceptable Grades Required for Continuation.....	28
Departmental Review of Student Progress.....	28
Withdrawal From Courses.....	29
Leave of Absence .....	29
Nonacademic Technical Standards .....	29
Reasonable Accommodation for Technical Standards.....	29
Notification of Academic Difficulties .....	30
Definition of Academic/Professional Problematic Behavior .....	30
Grievance and Appeals Procedures .....	30
Student Ombudsman.....	31
Application for Degree .....	32
Assistantships .....	32
Employment Opportunities.....	32
Life-long Learning .....	32
Professional Meetings.....	33
Scholarships/Awards.....	33
Appendix A. ....	35
Appendix B. ....	41
Technical Standards Acknowledgement Statement.....	41
Appendix C Clinical Residency .....	41



# Information Pertinent to All KUMC Students

---

## References Concerning KUMC Graduate School

- **Office of Graduate Studies:** <http://www.kumc.edu/academic-affairs/graduate-studies.html>
- **Graduate School Catalog, University of Kansas:** <http://www.ku.edu/academics/catalogs/?q=graduate/>
- **KUMC Student Services:** <https://www.kumc.edu/academic-and-student-affairs/student-resources.html>

Links provided from KUMC Student Services to the following:

- Associate Vice Chancellor of Student Affairs
- Office of the Student Ombudsman
- Registrar's Office
- Office of Admissions
- Office of Financial Aid
- Student Health Services
- Student Counseling & Educational Support Services
- Office of Student Life
- Kirmayer Fitness Center
- Student Health Insurance
- Academic Accommodation Services

## KU Medical Center Student Handbooks

**The University of Kansas Medical Center Online Student Handbook** is separated into different sections; one for each of the different schools and one general guide for the Medical Center. This handbook is available only online: <http://www.kumc.edu/studenthandbook/>

Students in Dietetics and Nutrition are responsible for information contained in the **School of Health Professions Handbook** found at: <https://www.kumc.edu/school-of-health-professions/academics/student-handbook.html>

Contained within the handbook are the following sections:

- Administrative Offices and School Directory
- Letter to Students from the Dean
- Diversity, Equity, and Inclusion Core Value Statement

- Honors and Awards
- School-Related Organizations
- Academic Policies
- Institutional Policy Information
- Departmental Policy Information
- Performance Standards and Policies
- Actions related to academic and nonacademic misconduct
- School Appeals Procedure for Academic and Non-academic misconduct

## **Kansas Residency**

For full information about requirements for Kansas residency and for the Kansas residency application form, see the Office of Registrar at the following website:

<http://www.registrar.ku.edu/~registr/residency/residency.shtml> . A summary of the requirements to be considered a Kansas resident includes:

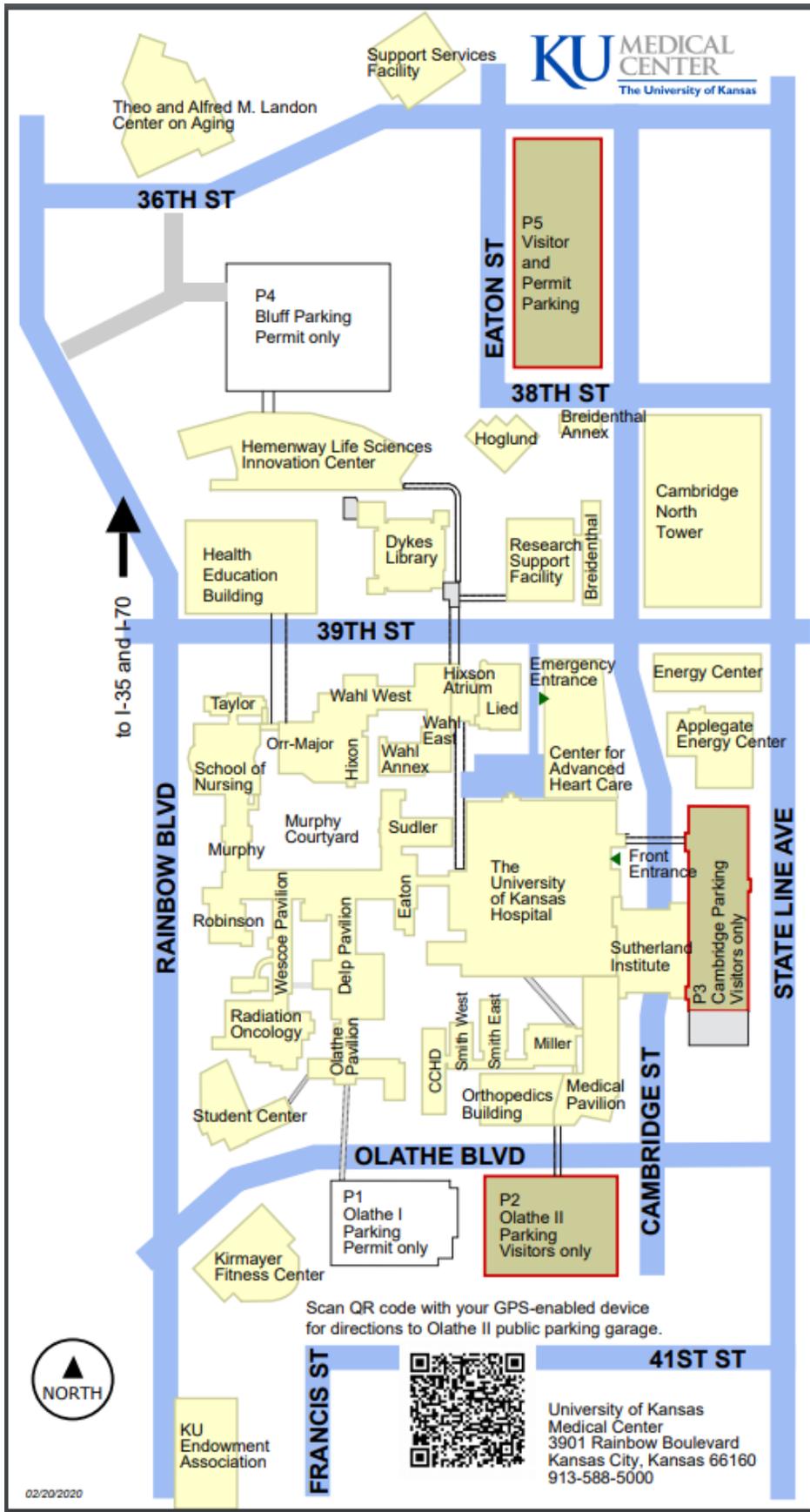
- Continuous physical residence in Kansas for 365 days. These days must be prior to the first day of classes for which you are applying for residency.
- Sources of financial support to meet your living expenses must come from Kansas sources. The student has to show Kansas sources of income that meet or exceed expenses.
- Your intent must be to stay in Kansas indefinitely. You must be residing in Kansas for reasons other than educational purposes.

## **Photo Identification Card – Required if KUMC is selected as a site for completing the Advanced Clinical Nutrition Residency**

The KUMC police require that all students have a photo identification card, which serves as your key to enter the Medical Center campus when buildings are closed to the public. For students who do not receive the card as part of a group enrollment activity, a time to have the photo taken and the card made must be scheduled with the academic advisor or department representative who must accompany the student to the badge office. Photos are taken in the Badge Office, located in Delp G060. The days and times are M-Fri, 7:30 am-4:00 pm. KUMC Police policies regarding use of the identification card are found here: <https://www.kumc.edu/public-safety/campus-safety/card-access-info.html>

## **KU Medical Center Maps**

Navigating the University of Kansas Medical Center campus can be a challenge for us all! You can find several maps of the campus here: <http://www.kumc.edu/about-us/maps-and-contact-information.html>. A campus map is found on the next page of this handbook.



## Background Checks

Criminal background checks are required of all KUMC students through Validity Screening Solutions. Students admitted into the department are provided instructions for background checks with their notification of admittance to the department. Instructions for background checks can also be found here: <http://www.kumc.edu/school-of-health-professions/background-checks-and-drug-screening-for-students.html>

Acceptance into the School of Health Professions academic programs is conditional, pending the results of a criminal/healthcare-related background check. Your acceptance into the School's program will not be final until we have received your background check information from Validity Screening Solutions, so do this as quickly as possible.

Please be aware that while most health care facilities with whom we have affiliation contracts will accept our verification that a background check has been performed on a student, some may require a more current or different report. However, the School of Health Professions requires only one background check prior to final acceptance and subsequent enrollment.

The School of Health Professions may also run an Employment Disqualified List (EDL) check for enrolled students if required by an affiliation site. This check reviews Missouri records for any individuals who have been disqualified from working in a health care facility in that state. You need not provide additional information for this check, nor is there any cost to you. However, should this be required by your affiliation site, we will need your signed permission to release your Social Security Number to the MO Department of Health and Senior Services, the agency that provides the EDL check.

Should a background check/EDL check come back with an unacceptable conviction, the applicant/student will be notified by the School of Health Professions. If there is a conviction that does not disqualify the applicant/student from a program and subsequent affiliation, the student should be aware that this may not be the case for the professional certifying agency. It is the student's responsibility to confirm whether or not the conviction will prevent them from taking a certification/qualifying examination upon completion of the program.

## Health Information

Health requirements, including vaccine policies, can be found at [Health Requirements for Enrollment \(kumc.edu\)](http://www.kumc.edu/health-requirements-for-enrollment). Students will need to meet KUMC Health requirements for enrollment and for continuation in the program. Student Health will perform all necessary tests, examinations, and blood work and assist you in filling out all required forms. Please contact 913.588.1941 to make an appointment. Plan to bring all immunization records to your appointment. ***Because you cannot enroll in classes until your health information is complete, please do not delay.***

## Health Insurance

The University requires all students taking courses at KUMC to maintain current health insurance throughout their enrollment. You may choose any health insurance plan. Information about student health insurance can be found here: <http://www.kumc.edu/student-affairs/student-health->

[insurance.html](#) . The University of Kansas Medical Center offers a health insurance policy for eligible students. This plan is offered through Student Resources and is underwritten by UnitedHealthCare Student Resources. More information is found at the above link.

## Compliance Training and Confidentiality Agreement

All students must complete **Student Compliance Training** and sign the **Student Confidentiality Agreement**.

Additionally, students involved in health care or with access to health care information as a part of coursework or student employment must complete confidentiality training. Students must complete “The Health Insurance Portability and Accountability Act” (HIPAA) training tutorials by the first week of school. Compliance training is available on line from the myKUMC portal.

Once you have logged into myKUMC, navigate to “Tools & Services” > “Research” > “Compliance Services” > “Training Program”. Trainings are provided through the KUMC Learning Management System, Saba. Speak with your supervisor about which trainings are needed.

## Email Operational Protocol

Each new student, upon enrolling, is issued a KUMC email account with an address on the kumc.edu domain. This account is used for the University business and official University communications to students. Students are expected to check their KUMC e-mail account regularly for University/Departmental communications. **Please see the related policy on email under Dietetics and Nutrition Departmental Policies later in this handbook.**

## Hazardous Weather and/or Emergency Communications on Campus

The campus utilizes the Rave Text Messaging system to send updated information in emergency situations. Students should be automatically opted in to receive messages, but confirmation or changes can be made through the Enroll & Pay system.

When the Chancellor or Executive Vice Chancellor determine that weather conditions will make travel to and from campus excessively difficult, time consuming, or hazardous, he/she may make a declaration of "inclement weather." In this case, the university will make every effort to inform students as soon as possible.

In emergency situations, an “Emergency Alert” or “Critical Information” email will be sent to all students. Media outlets that will be used in the case of campus closure include Fox 4, KCTV 5 and KMBC 9.

## Academic Accommodation Services

Academic accommodations are provided for students and residents who have disabilities as defined under the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act

of 2008, and the Federal Rehabilitation Act of 1973. Academic Accommodation Services are located in G020 Dykes, and their hours are Monday through Friday 7 AM to 4 PM. Students who think they may qualify for academic accommodations are encouraged to schedule an appointment at 913.945-7035 or by contacting Cynthia Ukoko at [cukoko@kumc.edu](mailto:cukoko@kumc.edu) . More information about these services can be found here: [Academic Accommodation Services \(kumc.edu\)](#) .

## **Student Counseling & Educational Support Services**

These services are available for students who desire educational support, writing, psychological and psychiatric services. The Department of Dietetics & Nutrition encourages graduate students to not delay in seeking out these services when a related concern presents. Life can present challenges, and these services are here to assist students in navigating these challenges. Students should reach out by phone at 913.588.6580 or online [Make an Appointment \(kumc.edu\)](#) to schedule an appointment. The Counseling Services office is located in Room G116 of the Student Center, located on the corner of Olathe & Rainbow Blvd. Educational Support Services is located in G012 Dykes Library, and the Writing Center is in G011 Dykes. More information is found at [Counseling and Educational Support Services \(kumc.edu\)](#) .

## **Office of Financial Aid**

The Office of Financial Aid is located on the 1<sup>st</sup> floor of Dykes Library, Room G035. Additional information about their services can be found at <http://www.kumc.edu/student-services/student-financial-aid.html> . Please note that the priority deadline is March 1 for submitting the FAFSA (Free Application for Federal Student Aid) if you are interested in receiving aid for the following Summer, Fall and Spring semesters. A number of options exist for financial aid, so please do not hesitate to contact this office for student financial service questions or needs.

## **Student Community Involvement**

A number of interdisciplinary student organizations exist at KUMC. Information about these organizations and their events are advertised via e-mail, bulletin boards, etc. These events and organizations provide students with the opportunity to network with other student health professionals and to develop leadership skills. For more information about student organizations, go to [Student Organizations \(kumc.edu\)](#).

## **Parking**

Parking can be a challenge, so please plan accordingly. Students can obtain permit parking and find more information about parking services by visiting the website at <https://www.kumc.edu/public-safety/parking.html> . Parking and Transportation Services is located on the second level of the P5 parking garage at 3724 Cambridge and can be reached at 913-588-5175.

# DEPARTMENTAL GUIDELINES & POLICIES FOR GRADUATE STUDENTS

---

## Description of Programs

The graduate programs offered by the Department of Dietetics and Nutrition include:

- Master of Science Degree (MS) - Non-thesis or Thesis Options
- Doctorate of Philosophy (PhD) in Medical Nutrition Science
- Dietetic Internship Graduate Certificate Program (DI)
- Dietetics in Integrative Medicine Graduate Certificate Program (DIM)
- Distance Master of Science thru the Great Plains Interactive Distance Education Alliance (GPIDEA)
- Doctor of Clinical Nutrition (DCN)\*

\*This handbook provides student policies and procedures concerning the Doctor of Clinical Nutrition program only. Students in other programs should contact their respective program director for information specific to their program.

## Mission Statements

The mission of the School of Health Professions is “to serve the citizens of Kansas, the region, and the nation and to develop tomorrow’s leaders through exemplary education, research and service”.

The mission of the Doctor of Clinical Nutrition program is “to serve the citizens of Kansas, the region, and the nation by producing advanced-level nutrition and dietetic practitioners, transformational leaders and researchers”.

## Doctor of Clinical Nutrition Program Goals

- **Advanced Practice Skills:** To graduate students with mastery of applied medical nutrition science for advanced-level practice.
- **Research and Communication:** To produce graduates who apply existing knowledge and research to clinical settings and disseminate findings to advance clinical practice.
- **Leadership:** To produce graduates with mastery of interprofessional collaboration, critical thinking, communication, management and leadership skills.

## Department Faculty and Staff

Debra Sullivan, PhD, RD  
Department Chair  
Midwest Dairy Council Professor in Clinical  
Nutrition  
[dsulliva@kumc.edu](mailto:dsulliva@kumc.edu)  
913.588-5357

Anna Arthur PhD, RD  
Assistant Professor  
[aarthur4@kumc.edu](mailto:aarthur4@kumc.edu)

Susan Carlson, PhD  
AJ Rice Professor of Nutrition  
[scarlson@kumc.edu](mailto:scarlson@kumc.edu)  
913.588.5359

Aaron Carbuhn, PhD, RD, CSSD  
Assistant Professor  
[acarbuhn2@kumc.edu](mailto:acarbuhn2@kumc.edu)  
913-945-9601

Danielle Christifano, PhD  
Assistant Professor  
[dchristifano@kumc.edu](mailto:dchristifano@kumc.edu)  
913.588.3140

Heather Gibbs, PhD, RD, LD  
MS & PhD Program Director  
Associate Professor  
[hgibbs@kumc.edu](mailto:hgibbs@kumc.edu)  
913.945.9138

Jeannine Goetz, PhD, RD, LD  
Dietetic Internship Program Director  
GP IDEA Faculty Advisor  
Associate Professor  
[jgoetz@kumc.edu](mailto:jgoetz@kumc.edu)  
913.588.1449

Holly Hull, PhD  
Associate Professor  
[hhull@kumc.edu](mailto:hhull@kumc.edu)  
913.588.5358

Felicia L. Steger, PhD, MS, RD  
Assistant Research Professor, Endocrinology,  
Metabolism, & Genetics  
Assistant Research Professor, Department of  
Dietetics & Nutrition  
[fsteger@kumc.edu](mailto:fsteger@kumc.edu)  
913.945.8182

Matthew Taylor, PhD, RD, LD  
Assistant Professor  
[mtaylor3@kumc.edu](mailto:mtaylor3@kumc.edu)  
913.588.5363

Lindsey Thompson, PhD, RD  
Clinical Assistant Professor  
[sthompson@kumc.edu](mailto:sthompson@kumc.edu)

Swarna Mandali, PhD, RD  
Clinical Professor  
[smandali@kumc.edu](mailto:smandali@kumc.edu)  
913.945.6635

Bonny Murrell  
Administrative Officer  
[bmurrell@kumc.edu](mailto:bmurrell@kumc.edu)  
913.588.5355

### **Department Address**

KU Department of Dietetics & Nutrition  
Mail Stop 4013  
3901 Rainbow Boulevard  
Kansas City, KS 66160

## Professional Conduct

All Dietetics & Nutrition students are expected to act with respect toward others, whether interacting with patients, research subjects, peers, staff, faculty, or other professionals. The following list provides specific guidance for conveying respect and professionalism with others.

- Cell Phones: Please turn cell phones to silent mode while in clinics, meetings, or while interacting with patients or research subjects. Unless an instructor notes otherwise in his/her syllabus, cell phones should be turned off during class (synchronous online course) and put away.
- Dress Code: Dress appropriately for the occasion. Dress should be professional if giving a presentation in or outside of class. Consider the clientele's perspective if working with patients or research subjects.
- Email Communications: Make every effort to check and respond to emails in a timely fashion. Check KUMC email daily, and never delete department messages without reading. It is strongly suggested that you read your emails carefully before sending to be sure that you are communicating professionally.
- Titles: Take cues from your instructors and other professionals about how they should be addressed. It is most respectful to address individuals by their title (i.e. Dr., Prof. Mr., Mrs. or Ms.) and last name until informed by the individual otherwise.
- Face-to-face Virtual Interactions: Consider your thoughts before you speak them, and keep in mind that non-verbal communication cues (tone of voice, eye contact, posture, etc.) also contribute to face-to-face interactions. Speak assertively but not with aggression. It is not acceptable to use swear words or raise your voice in anger toward another individual. Practice emotional maturity and minimize drama in the workplace.
- Timeliness of Communication: Allow one week or more to make appointments with heavily scheduled professionals and expect email responses to your inquiries to take 24 hours or more. An emergency due to lack of planning on your part does not constitute an emergency for faculty, staff, preceptors, or others.
- Grievances: Honor the chain of authority unless you have a true reason to distrust it. Work first with the person with whom you have the grievance; if there is no resolution, it is appropriate to go to the next immediate supervisor.

## Integrity in Graduate Study

The following text is modified from a previous version of the KUMC Graduate Studies Student Handbook and is included here to ensure all DCN students are well-aware of the importance, terminology, and policies concerning integrity for graduate study. Although the ethical decisions involved in maintaining integrity may seem very clear to some graduate students, they may not appear to be clear to others. Some may not even be aware that there is potential for problems with integrity in research. For these reasons and to help in the event that fraud, plagiarism, cheating, abuses of confidentiality, or conflict of interest should arise, these guidelines have been prepared.

## Fraud

Fraud usually involves the student's intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence. Falsification of results generally takes one of two forms:

1. the sheer fabrication of data, or
2. the fraudulent omission or concealment of conflicting data for the purpose of misleading other scholars. An intermediate form occurs when students are sloppy about categorization. All researchers, irrespective of discipline, can agree that the sheer fabrication of data is fraudulent, and all scientists can agree that the deliberate omission of conflicting data is also fraudulent. A few might argue that one person's conflicting data is another person's irrelevant data. In general, the best researchers are those who come to terms with any piece of evidence that others may regard as conflicting. Strong support for a given hypothesis involves dealing with alternative hypotheses. The best insurance against fraud in graduate student research is awareness on the part of the student on the importance of following the discipline of the scientific method, the careful and close supervision of the faculty advisor and the examples of other members of the academic community. The student should communicate regularly and frequently with his or her major professor. He or she can do so in a variety of ways--by submitting laboratory notebooks for frequent review by faculty, by having faculty monitor the student's reading in the field, by regular updating of the faculty advisor on one's progress or a combination of these or some other. Such communication will help the student develop intellectually and lessen the possibility of fraud. If a student is suspected of fraud, the academic community should handle the matter forthrightly but always with a clear regard to the rights of the graduate student so that the career of a student researcher who may be innocent is not damaged. Similarly, if graduate student fraud is verified, it must be adjudicated in accordance with those procedures outlined in the Graduate Student Handbook.

## Plagiarism

Plagiarism is the use of another's words, ideas, or creative productions which are then passed off as one's own without proper attribution (not giving due credit to the original source). Flagrant cases of plagiarism may involve the extensive use of others' articles, books, or creative productions with perhaps only slight modifications. The penalties here are usually very severe for the student and would likely result in expulsion from the degree program and Graduate Studies or, if a degree has already been earned, rescinding of that degree.

Less extensive cases of plagiarism can be either intentional or unintentional (just plain carelessness or ignorance of the commonly accepted rules). In general, one must cite one's authorities in the text or, more commonly, in the references and use either direct quotations or skillful paraphrasing, with citations, for all ideas that are not one's own. Since much of the basic information about our disciplines comes from outside ourselves through a variety of sources common to all who work in a discipline, it is unnecessary to footnote those facts and ideas which are in the common domain of that discipline. Otherwise, we would be citing everything we know. But an intimate familiarity with the literature of the

discipline, or a subdiscipline thereof, lets one know when the distinctive words or ideas of another researcher should be given proper attribution.

The fairly common practice of citing the previous significant literature relating to the subjects of their articles or books serves as a safeguard against plagiarism. Ignorance of the concept of plagiarism on the part of the student is no excuse for resorting to it at the graduate level. Graduate students, if in any doubt about the concept, should discuss plagiarism with faculty members. As with cases of fraud, the University should handle any suspicion of plagiarism in accordance with procedures used for cases involving alleged fraud and misconduct.

## Cheating

Academic dishonesty in one whose presence in graduate school declares s/he has opted for the intellectual life is a serious matter indeed. While cheating in the classroom is covered by regulations from other parts of the university, cheating on qualifying or preliminary examinations is not. At the very least such dishonesty, once proven, should result in failure of the examination.

## Attendance

Each faculty member will set attendance policies for the courses s/he teaches or directs and publish them in the course syllabus. In general, students should treat scheduled classes and meetings with faculty as they would employment. Therefore, for planned absences, notice needs to be given as early as possible with assignments submitted prior to the absence. For unexpected, unavoidable absences, notification should be made and assignments submitted as soon as possible.

## Computer Skills and Recommended Devices

Students are expected to properly use e-mail and software programs for word processing, presentations, searches of biomedical literature and data management. Both instructor-led and web-based courses are offered at KUMC without charge to employees and students. Students who need a computer class on a particular topic will be expected to search out the appropriate computer training. More information can be found here: <http://www.kumc.edu/information-resources.html>

The School of Health Professions supports either Windows 10-based computers or Apple/Mac computers. **You will not be able to complete your coursework using any of the following as your primary computing device: iPad, Chromebook, Netbook, Linux-based computer, Android tablet, or any type of smartphone. These non-computer devices will not be allowed for non-proctored remote or online testing.**

Students will be responsible for having a working device that meets the minimum requirements. Our curriculum incorporates the following tasks:

- *Accessing and downloading course files (e.g., documents, presentations, videos, etc.)*
- *Uploading assignment files (e.g., documents, presentations, videos, etc.)*
- *Taking Quizzes and Exams*

- *Posting to Discussion Boards*
- *Accessing resources through different browsers*
- *Taking notes/annotating resources*
- *Presenting student created files/media through a data projector. Our lecture halls and classrooms are equipped with Windows PCs for use by presenters.*
- *Live Blackboard Collaborate sessions*
- *Use of non-KUMC online learning resources*
- *Accessing the internet*

It is the student's responsibility to maintain a backup of all work. We strongly suggest an online backup service (i.e., OneDrive) or, at a minimum, utilizing an external hard drive.

Below is a guide to assist you with deciding what type of computer to use as a student along with suggestions for software that will be used.

<b>Windows-based (PC) System Hardware</b>		
<b>Hardware Component</b>	<b>Minimum</b>	<b>Recommended</b>
<b>Processor</b>	Intel Core i5 or AMD Ryzen R5	Intel Core i7 or AMD Ryzen R7
<b>Style</b>	Laptop (Windows 10 Home or Pro Edition)  (Not sufficient: Linux Distros, Chrome books, iPad, Android tablet)	Laptop (Windows 10 Home Edition or higher) Microsoft Surface Pro or Surface Book
<b>Protective Case</b>	N/A	Device compatible case or backpack
<b>RAM</b>	8 GB	16 GB
<b>Hard Disk</b>	256 GB or higher	512 GB or higher
<b>Display</b>	1920 x 1080 (HD)	1920 x 1080 (HD)
<b>Networking</b>	Wireless 802.11 b/g/n	Wireless 802.11 b/g/n/ac; Wired ethernet port
<b>Warranty</b>	1 year warranty	2-4 year warranty
<b>Operating System</b>	Windows 10 Home Edition	Windows 10 Home Edition or higher

<b>Data Backup</b>	OneDrive (Microsoft Cloud Storage)	OneDrive (Microsoft Cloud Storage) Included in Office 365 see software section below.
<b>Remote Video Class/ Work</b>	Microphone and Camera (standard on most laptops)	Microphone and Camera  (For best performance in video conferences use of a headset with a microphone, either wired or wireless; Bluetooth, etc.)

<b>Apple/Mac Hardware</b>		
<b>Hardware Component</b>	<b>Minimum</b>	<b>Recommended</b>
<b>Processor</b>	Intel Core i5	Intel Core i7
<b>Style</b>	Laptop	Laptop
<b>Laptop Protective Case</b>	Carrying case or backpack	Carrying case or backpack
<b>RAM</b>	8 GB	16 GB
<b>Hard Disk</b>	256 GB or higher	512 GB or higher
<b>Display</b>	Non-Retina / Retina	Non-Retina / Retina
<b>Networking</b>	Wireless 802.11 b/g/n	Wireless 802.11 b/g/n/ac and Wired ethernet port adapter
<b>Warranty</b>	1 year warranty	2-4 year warranty
<b>Operating System</b>	Mac OS 10 (OSX 10.13 or higher)	Mac OS 10 (OSX 10.15 or higher)
<b>Data Backup</b>	OneDrive (Microsoft Cloud Storage)	OneDrive (Microsoft Cloud Storage) Included in Office 365 see software section below.
<b>Remote Video Class/ Work</b>	Microphone and Camera (standard on most laptops)	Microphone and Camera

(For best performance in video conferences use of a headset with a microphone, either wired or wireless; Bluetooth, etc..)

Software		
Type	Product	Availability
<b>Office</b>	Microsoft Office 365	<p>KUMC has a subscription to Microsoft Office 365 which allows students, faculty, and staff to activate the Office Suite on up to 5 computers (Windows or Mac), 5 tablets, and 5 phones.</p> <p>To install the Office Suite on a personally owned computer, please visit <a href="https://office365.kumc.edu/">https://office365.kumc.edu/</a> and log in with your KUMC username and password. You can download the installation files by clicking the <b>Install Office apps</b> button in the upper right corner of the screen. Once installed, you will be prompted to activate the software. Please use your KUMC username and password to authenticate.</p>
<b>Security</b>	Antivirus	Any paid reputable AV (i.e. Norton, McAfee, etc..); Free options: Windows 10 has one built-in <a href="#">Avast for Windows</a> and <a href="#">Avast for Mac</a> , Etc...
	Firewall	Free, Windows built-in firewall (enable if disabled)
	Antispyware	<a href="#">MalwareBytes</a> (free version scans on demand, paid version catches live)
<b>Browsers</b>	Various	Free; Chrome, Firefox, Microsoft Edge, Safari (Apple)
<b>PDF</b>	Adobe Acrobat Reader	Free; <a href="#">Adobe Acrobat Reader</a>
<b>Media Players</b>	General/audio	Free; <a href="#">Windows Media Player</a>
	Flash	Free; <a href="#">Adobe Flash Player</a>

	Video	Free; VLC, <a href="http://videolan.org">videolan.org</a>
--	-------	---

## Library Skills

The DCN student will be expected to know how to find academic resources in KUMC Dykes Library and to do a computerized search of the biomedical literature. The Dykes Library website is: <http://library.kumc.edu> . On-line tutorials and information about classes for PubMed, EndNote and other databases are available at the library website. Classes are free to KUMC employees and students and are available many different days and times.

## Departmental Communication System

For routine communications, the department will communicate with students via email. **Students are expected to check email daily.** Faculty employers, advisors or instructors may require more frequent checking of communication systems. Your e-mail will be sent to your KUMC e-mail address.

KUMC e-mail is available through the KUMC Outlook Web App from computers outside KUMC. For some classes, instructors may require more frequent checking of communication systems. Please note and follow Information Resources policies for syncing email on a phone App.

For some communications, the department may need to use your home or cell phone or home mailing address. Therefore, we ask you to keep us informed of changes in address or phone numbers.

## Program Requirements

Students should consult the Academic Catalog for respective degree or certificate requirements: [Doctor of Clinical Nutrition < The University of Kansas \(ku.edu\)](http://www.ku.edu)

For DCN students who are not former KUMC graduates, up to 6 graduate credit hours of electives may be taken outside the department if the courses are relevant to the career goals of the student. Students in the program are required to maintain a cumulative grade point average of 3.0 or higher.

## In-Person Orientation

Students must attend an in-person orientation/skills lab held on the third Thursday and Friday in the month of September. The Program Director will provide additional details by June. Students must plan ahead and block at least 1.5 days as well as travel time.

## DN 992: Advanced Clinical Nutrition Residency

**Residency Sites:** The site(s) for the Advanced Clinical Nutrition Residency will be selected by the student and their advisor. The student's specific competencies will be used to identify an appropriate

professional setting for the advanced practice residency. The preference is for students not to do the residency in their current workplace, but this may be allowed if it is in a different department and there are clear differentiations between the student's employee role and the learner role. Students are responsible for their own travel and other expenses incurred during the residency. Students must provide the site mentor and KUMC advisor a complete schedule of the dates and hours for their residency.

**Mentor Qualifications:** Mentors for the Advanced Clinical Nutrition Residency should have clear expertise in the student's competency areas. They require advance practice credentials (e.g. DCN, MD, DNP, PhD) or other advanced practice experience or training (e.g. RDN-AP). Submit a justification document describing how your mentor(s) are using "advanced practice" skills in the area of your residency. State and support their qualifications, degrees, and certifications as well as their practice and specify how these qualify as "advanced practice". Include a copy of their resume or Curriculum Vitae as part of your supporting documentation. Mentor qualifications may vary due to differences in residency setting and student competencies. See appendix C for detailed requirements of the clinical residency.

### **DN 991: Applied Research Project**

Students should be in conversation with their program director and Dietetics and Nutrition faculty to determine whether they will complete a research project or a quality improvement project (QIP). The timing of this decision varies by student, depending upon their coursework timetable. When the student enrolls in DN 991, a course syllabus will be provided by the research advisor. The course syllabus will provide more details about the processes involved in completing the program. Students must be enrolled as a full time student for at least two semesters, and **must have completed at least two courses from the research core in the DCN program curriculum** before they can proceed to their research project proposal presentation. See details

- Time period: A research project, or a quality improvement project (QIP), can be done over a number of semesters (typically takes 3 semesters).
- Scope of research: The project will involve all aspects of research, including a hypothesis, aims, and methodology development **OR** clinical/operational problem identification, proposal, collection and analysis of data, and a manuscript. Communication of the results will include but are not limited to 1) abstract submission with (oral or poster) presentation at a national meeting, or 2) manuscript submission to a peer reviewed journal or professional publication such as practice group newsletters, etc.
- Committee Structure: There is a minimum of three committee members including the research adviser. All three committee members must hold a graduate faculty status. Two members including the research advisor must be from the DN department. Third committee member may be from different department within KUMC. The site mentor not affiliated with the KUMC can be added as a fourth committee member and does not need to have a graduate faculty status.
- A research committee meeting is normally scheduled for presentation of the oral research proposal and must be preceded by submission of a written proposal to the committee at least

3 weeks prior to the meeting. The first committee meeting should take place as soon as the student enrolls in DN 991. Sufficient time should be allowed to write the proposal (guidelines for the proposal will be provided in DN 991) and make revisions, because the mentor must approve the written proposal before it goes to the committee. Committee members are asked to provide the student with written critiques a week in advance of their presentation so that they may work to address these revisions prior to the oral presentation of the proposal.

The proposal presentation should be 45 to 50 minutes in duration. In the second hour, the committee will work with the student and make recommendations to modify the research plan. The meeting should also include a brief update from the student on coursework and any preliminary research progress and future plans. If the committee determines that the student needs further preparation, then another meeting is scheduled. At the completion of the proposal meeting the Mentor and Student will complete a progress report that includes any recommendations from the committee. The final report will be shared with each member of the committee and once all approve, the final revised copy report will be filed.

Written document: The format and writing of the manuscript is the responsibility of the student with direction and guidance of the graduate faculty advisor. The following guidelines have been prepared to assist this process. Writing may begin at any time after the proposal is approved.

The policies concerning the organization of the manuscript are from a combination of sources.

- KUMC Graduate Studies for formatting guidelines: <https://graduate.ku.edu/sites/graduate.ku.edu/files/docs/etd/20160719-ETDFormattingInstructions-Thesis.pdf> Even though DCN students are not required an ETD but the formatting of the paper can be according to the KUMC graduate studies formatting guidelines. Please follow the directions of your faculty advisor.
  - *Information for Authors of the American Journal of Clinical Nutrition*, located in the January issue of the journal and at <http://ajcn.nutrition.org/site/misc/ifa.xhtml> will be used for text, references, tables, figures, units and abbreviations.
- 
- **Oral Presentation: Findings of the Applied Research Project Presentation and Oral Exam:** The oral presentation and the oral exam will occur in the last semester of enrollment and will last 1.5 hours. This must occur in the last semester of enrollment and must meet the academic deadline (see Graduate Studies Calendar: <https://www.kumc.edu/academic-and-student-affairs/departments/graduate-studies/for-students/graduation-information.html>)
  - Oral presentation: At the conclusion of the project, students will give a 30 minute presentation to their committee. This will be followed by 30 minutes of questions from the committee.
  - General oral exam: To graduate, students must complete a 30 minute oral exam. Exam competencies ( Table 1 and Appendix A ) are covered in required and elective coursework. For any competencies not covered by the student's program coursework, the student will be expected to gain the knowledge on his/her own by additional coursework, conferences or

reading. The competencies are the basis of the DCN general oral exam administered by the three faculty members on the student’s research committee.

## Doctorate in Clinical Nutrition Program Competencies

Upon completion of the Doctor of Clinical Nutrition degree, students must meet and exceed all program competencies (Appendix A) and demonstrate the mastery of the ACEND – APR Competencies (Table 1).

**Table 1: Advanced Practice Residency Competencies**

Domains and Competencies to be addressed by the program

<b>Domain</b>	<b>Advocacy/Public Policy</b>
<b>Competency</b>	Influences decision makers related to public policy, resources and services.
<b>Domain</b>	<b>Education and Mentoring</b>
<b>Competency</b>	Designs, develops, directs and implements education and training at an advanced level in the focus area.
<b>Domain</b>	<b>Application of Knowledge and Skills</b>
<b>Competencies</b>	Performs effectively and efficiently in focus area with a high level of autonomy.
	Applies “decision science” principles in practice.
	Demonstrates expertise in the focus area to others in and outside of the profession.
	Translates and applies evidence-based research into advanced level practice.
<b>Domain</b>	<b>Content area/knowledge</b>
<b>Competencies</b>	Demonstrates content expertise in the focus area.
	Is elected or appointed to leadership position in professional organizations within the focus area.
	Directs the development and use of professional standards and evidence-based practice guidelines within the focus area.
<b>Domain</b>	<b>Scientific Inquiry</b>
<b>Competency</b>	Conducts a systematic review of the literature that identifies the weight of evidence including areas of consensus, inconsistency, and opportunities for further research. Designs, develops, and evaluates an advanced level outcomes-based research project that will enhance practice.

<b>Domain</b>	<b>Communication</b>
<b>Competency</b>	Uses innovative, appropriate communication techniques and the most effective formats for the intended audience.
<b>Domain</b>	<b>Business Skills</b>
<b>Competencies</b>	Designs and directs operational systems to ensure effective and efficient outcomes.
	Applies appropriate quantitative models to improve operational effectiveness and efficiency.

## Advanced Clinical Nutrition Residency and Applied Research Project: Student and Mentor

### Student's responsibilities toward him/herself

- ✓ Learn the fundamental knowledge of our discipline very well, including areas that are outside of your own research project.
- ✓ Become an acknowledged expert on a advanced practice skill, which requires ongoing reading.
- ✓ Present or Publish at a national and international conference.
- ✓ Assume control over the obligations, forms and deadlines for earning your DCN degree as first steps toward seizing control of your own career

### Mentor's responsibilities to his/her student

- ✓ Assure that you learn to think like an advanced practitioner
- ✓ Evaluate and critique scientific papers.
- ✓ Directly work with you to polish writing skills.
- ✓ Assure that you present your work at several national scientific meetings.
- ✓ Spur your independence.
- ✓ Treat you with dignity and respect and provide an atmosphere in which you can grow and develop.
- ✓ Support your career in every way possible, now and into the future.

### Faculty and Student's responsibilities to each other

- ✓ Communicate directly and in a timely manner any perceived disappointments or concerns.
- ✓ Be completely open and honest about our plans that could affect the other.
- ✓ Practice loyalty.
- ✓ Assure that graduates are in a good position to be employed in his/her discipline in a position commensurate with the DCN degree.

## DCN Degree Requirements Checklist

<b>Courses</b>	<b>Semester Offered (tentative)</b>
<b>Communication, Collaboration and Leadership Core</b>	
DN 920: Nutrition Communication for Advanced Practice, 3 credits.	Spring
DN 910: Leadership Essentials in Clinical Nutrition, 3 credits.	Summer
DN 950: Interprofessional Collaboration, 2 credits.	Spring
DCLS 880: Principles of Interprofessional Education and Practice Theory, 1 credit	Fall, Spring, Summer
<b>Research Core</b>	
DN 930: Evidence Analysis in Clinical Nutrition, 3 credits.	Fall
DN 932: Ethics in Clinical Nutrition Research, 1 credit.	Spring or Summer
DN 934: Advanced Methods of Research in Clinical Nutrition, 3 credits.	Spring
DN 941: Applied Nutritional Epidemiology, 3 credits.	Fall
IPHI 850: Introduction to Health Informatics, 2 credits	Spring, Summer or Fall
<b>Clinical Nutrition Core</b>	
DN 838: Advanced Medical Nutrition Therapy, 3 credits.	Fall
DN 870: Health Behavior Counseling, 3 credits.	Spring
DN 915: Advanced Nutritional Assessment, 3 credits.	Summer or Spring
DN 970: Pharmacology in Clinical Nutrition, 3 credits.	Spring
DN 980: Nutrigenomics & Nutrigenetics in Health and Disease, 3 credits.	Summer
One elective (see list, below), 3 credits.	
<b>DN 991: Applied Research Project, 6 credits</b>	<b>Spring, Summer or Fall</b>
<b>DN 992: Advanced Clinical Nutrition Residency, 3 credits (360 hours at workplace)</b>	<b>Spring, Summer or Fall</b>

~48 hours, typically completed within 2 years full-time and 4 years part-time (8 years maximum)

	<b>Year 1</b>	
<b>Summer</b>	<b>Fall</b>	<b>Spring</b>
DN 910: Leadership Essentials in Clinical Nutrition, 3 hrs	DCLS 880 Principles of Interprofessional Education and Practice Theory 1 hr	DN 920 Nutrition Communication for Advanced Practice, 3 hrs
DN 915 Advanced Nutritional Assessment, 3 hrs	DN 838 Advanced Medical Nutrition Therapy, 3 hrs	DN 934: Advanced Methods of Research in

		Clinical Nutrition, 3 hrs
	Clinical Core DN Elective, 3 hrs	DN 932 Responsible Conduct of Research (Ethics), 1 hr
		DN 950 Interprofessional Collaboration, Practicum, 2 hrs
	<b>Year 2</b>	
<b>Summer</b>	<b>Fall</b>	<b>Spring</b>
DN 980 Nutrigenomics & Nutrigenetics in Health and Disease, 3 hrs	DN 930 Evidence Analysis in Clinical Nutrition, 3 hrs	DN 870 Health Behavior Counseling, 3 hr
IPHI 850 Introduction to Health Informatics 2 credits	DN 941 Applied Nutritional Epidemiology, 3 hrs	DN 970 Pharmacology in Clinical Nutrition, 3 hrs
DN 991 Applied Research, 1 hrs	DN 991 Applied Research 2hr	DN 991 Applied Research, 3 hrs
DN 992 Advanced Clinical Residency, 3 hr		
DN 932 Ethics in Clinical Nutrition Research, 1 hr		

### DCN Plan of Study Example -Part-time

	<b>Course Number &amp; Title</b> <a href="http://kumc.edu">Curriculum and Degree Requirements (kumc.edu)</a>		<b>Cr</b>
Fall	DN 838	Advanced Medical Nutrition Therapy	3
Spring	DN 870	Health Behavior Counseling	3
	DCLS 880	Principles of Interprofessional Education and Practice Theory	1
Summer	DN 910	Leadership Essentials in Clinical Nutrition	3
	DN 932	Ethics in Clinical Nutrition Research	1
Fall	DN 930	Evidence Analysis in Clinical Nutrition	3
Spring	DN 934	Advanced Methods of Research in Clinical Nutrition	3
	DN 950	Interprofessional Collaboration, Practicum	2

Summer	DN 980	Advanced Nutrition Assessment	
Fall	DN 941	Applied Nutritional Epidemiology	3
Spring	DN 920	Nutrition Communication for Advanced Practice	3
Summer	DN 980	Nutrigenomics & Nutrigenetics in Health and Disease	3
Fall	IPHI 850	Introduction to Health Informatics	2
Spring	DN 970	Pharmacology in Clinical Nutrition	3
	DN 991	Applied Research Project	1
Summer	DN 992	Advanced Clinical Nutrition Residency	3
	DN	Clinical Nutrition Core- Electives	3
	DN 991	Applied Research Project	2
Fall			
	DN 991	Applied Research Project	3

### DCN Plan of Study Example -Full-time

	<b>Course Number &amp; Title</b>		
	<a href="http://kumc.edu">Curriculum and Degree Requirements (kumc.edu)</a>		
Fall	DN 838	Advanced Medical Nutrition Therapy	3
	DCLS 880	Principles of Interprofessional Education and Practice Theory	1
	DN 932	Ethics in Clinical Nutrition Research	1
Spring	DN 920	Nutrition Communication for Advanced Practice	3
	DN 870	Health Behavior Counseling	3
	DN 970	Pharmacology in Clinical Nutrition	3
	DN 934	Advanced Methods of Research in Clinical Nutrition	3
Summer	DN 810	Advanced Nutritional Assessment	3
	DN 932	Ethics in Clinical Nutrition Research	1
	DN 970	Leadership Essentials in Clinical Nutrition	3
	IPHI 850	Introduction to Health Informatics	2
Fall	DCLS 880	Principles of Interprofessional Education and Practice Theory	1
	DN 930	Evidence Analysis in Clinical Nutrition	3
	DN 941	Applied Nutrition Epidemiology	3
	DN	Clinical Nutrition core - elective	3
Spring	DN 950	Interprofessional Collaboration, Practicum	2
	DN 970	Pharmacology in Clinical Nutrition	3

	DN 992	Advanced Clinical Nutrition Residency	3
Summer	DN 980	Nutrigenomics & Nutrigenetics in Health and Disease	3
	DN 992	Advanced Clinical Nutrition Residency	
	DN 991	Applied Research Project	3
Fall	DN 991	Applied Research Project	3
	DN 992	Complete Advanced Clinical Nutrition Residency	

### Other Requirements for Doctorate in Clinical Nutrition Students and Candidates

- It is Graduate Studies policy that students employed as a GRA or GTA must be enrolled in 6 credit hours for Fall and Spring semesters and 3 credit hours for Summer semesters. Students not employed as a GRA or GTA must be enrolled in 9 credit hours for Fall and Spring semesters and 6 credit hours for Summer semesters. An exception is made for students working in their discipline (e.g., a hospital RD). Those students will be granted an exception upon request to the Graduate Studies office and will be considered full-time at the lower number above for each semester.

### Acceptable Grades Required for Continuation

Please see the Graduate Studies Handbook for a discussion of the KUMC grading system. DCN students must maintain a graduate cumulative GPA of 3.0 or higher. This GPA does not include course work transferred from other universities. If a student's GPA falls below 3.00, s/he will be placed on probation by the Dean of Graduate Studies and will have one semester to raise it to a 3.00. If not, the student will not be permitted to re-enroll in graduate work unless the Dean of Graduate Studies acts favorably on a departmental recommendation for the student to continue study.

### Departmental Review of Student Progress

The department reviews student academic progress on a regular basis. DCN students are reviewed yearly and satisfactory progress is determined based on all aspects of development toward independence in addition to academic progress. Upon review, if there is any concern about your progress or plan, the student will be contacted by the program director regarding findings.

Additionally, research mentors will track progress through the DCN degree requirements by recording committee meetings and exam dates. Mentors should provide a printed copy of recorded progress to the student. Tracking progress in this way will ensure that departmental and university rules are followed.

## Withdrawal From Courses

Non-attendance to a course does not constitute a drop or withdrawal. Students must officially drop or withdraw from classes. Students are advised to speak with their program director before deciding to drop a course since this decision may have significant consequences. Individual classes may be dropped online via Enroll and Pay. Please note the academic calendar for drop dates and refunds.

At the discretion of the department, excessive withdrawals from coursework will constitute inadequate progress toward degree completion and dismissal from the program. Withdrawals are considered excessive if they exceed the following limits:

1. A student may withdraw from a course one time only. Students may not withdraw from any course a second time and remain in the program.
2. During a student's progress to degree, s/he may withdraw from courses up to 3 times in total while still remaining in the program.

## Leave of Absence

There may be situations in which a graduate student needs a leave of absence. If a student is not going to be enrolled for a fall or spring semester, s/he must discuss a leave of absence (LOA) with the department and Graduate Studies to ensure re-entry in the program. All LOA requests must be approved by the program director and the Office of Graduate Studies. During a LOA, students are not considered officially enrolled and are not reported to lenders as being on a LOA. It is the student's responsibility to understand how a LOA may affect financial aid, residency status, health insurance, and enrollment. The Office of Graduate Studies Request for Leave of Absence checklist is found here: [Policies and Regulations \(kumc.edu\)](#). Students returning from a LOA must complete the form linked above to be approved for enrollment in coursework. Please note, student returning from a medical LOA must provide a letter from a physician stating the problem for which leave was granted has been resolved and the student is ready to resume graduate work.

## Nonacademic Technical Standards

See Appendix B

## Reasonable Accommodation for Technical Standards

After acceptance into the program, students are asked to declare whether they can meet these technical standards with or without reasonable accommodations. If the student acknowledges the need for accommodation, he/she must provide documentation of their disability to the Office of Academic Accommodations Services (AAS) as described here: [https://www.kumc.edu/academic-and-student-affairs/departments/academic-accommodation-services.html#:~:text=Contact%20Us,p.m.\)%20through%20our%20online%20system..](https://www.kumc.edu/academic-and-student-affairs/departments/academic-accommodation-services.html#:~:text=Contact%20Us,p.m.)%20through%20our%20online%20system..) To schedule an appointment, please email [cukoko@kumc.edu](mailto:cukoko@kumc.edu), call (913) 945-7035, or schedule online.

If after enrolling in the program, a student decides that s/he needs accommodation in meeting the technical standards the student needs to immediately notify the program director and request for review of the need for accommodations using the above contact information.

## Notification of Academic Difficulties

In the graduate curriculum, most courses have a research orientation and are taught at an advanced level. It is the responsibility of the student to notice if s/he does not have the appropriate background for a course and to take action to maintain at least a B average in coursework. **Please do not wait to take action because you may quickly fall too far behind!** Appropriate actions should begin with academic counseling with the instructor; additional suggested actions include obtaining a tutor, sessions with the Learning Specialist in Student Counseling & Educational Support Services, and studying more hours per week than usual for other courses. In certain situations, it may be best to enroll in a prerequisite course to be better prepared for the advanced course in which the student is struggling. The student should contact the program director for assistance in determining a plan.

## Definition of Academic/Professional Problematic Behavior

For purposes of this document, problematic behavior is defined broadly as an interference in academic/professional functioning that is reflected in one or more of the following ways:

- A. An inability and/or unwillingness to acquire and integrate academic/professional standards into one's repertoire of academic/professional behavior.
- B. An inability and/or unwillingness to acquire and integrate academic/professional skills in order to reach an acceptable level of competency.
- C. An inability and/or unwillingness to adaptively manage personal stress, psychological dysfunction, and/or excessive emotional reactions that interfere with academic/professional functioning.

Evaluative criteria that link this definition of problematic behavior to particular academic/professional behaviors are incorporated in the specific evaluation for academic/professional courses and/or through student's clinical or research lab supervision. Evaluations are completed at several intervals (e.g. ongoing supervision) during each student's graduate training.

## Grievance and Appeals Procedures

The student has the right to submit a grievance in situations when the student believes that the departmental procedures have been misapplied or applied in an arbitrary or capricious manner. The student should first meet with the faculty member involved to discuss the situation and attempt to resolve the concern. If the situation cannot be satisfactorily resolved, then the student meets with the program director or the Department Chair to discuss the situation and attempt to resolve the concern. If resolution is not possible, the student can submit a grievance to The School of Health Professions

Dean for review and referral to the ad hoc Grievance Committee. The school follows established procedures for grievances, which can be found in Graduate Studies and School of Health Professions Handbooks .

### **Student Ombudsman**

The role of the ombudsman is to investigate and facilitate resolution of allegations by any student of perceived unfair, inappropriate, discriminating or harassing treatment (behavior) by faculty, staff, administrators or fellow students. The ombudsman is an impartial party and a safe place for students to be heard and to receive impartial attention without fear of loss of privacy. The student ombudsman office is located on the 1<sup>st</sup> floor of Dykes Library, Room 1005, and can be reached at 913.588.4698. More information can be found here: [Office of the Student Ombudsman \(kumc.edu\)](http://kumc.edu)

## Application for Degree

During the semester in which the student expects to complete degree requirements, the student must complete an “application for degree” through Enroll & Pay at:

<https://sa.ku.edu/psp/csprd/?cmd=login&languageCd=ENG&> . Please consult the Academic Calendar for appropriate dates: <https://www.kumc.edu/academic-and-student-affairs/departments/registrars-office/academic-calendar.html>.

## Assistantships

***Students are required to be physically present at the KU Medical Center to fulfill the Graduate Teaching Assistantships (GTA) and Research Assistantships (GRA) Job responsibilities.***

The GTA and GRA are available through the Department of Dietetics & Nutrition on a semester-by-semester basis. The time commitments and wages vary. Availability of assistantships will be announced to continuing students by the time of enrollment for the subsequent semester. Availability of assistantships to new students will be announced by the start of each semester. Competition for assistantships exists. Criteria and terms of the assistantships will be announced when availability of assistantships are announced.

Occasionally, circumstances arise in which a student must discontinue an assistantship, which will have impact upon the faculty/staff member directing the assistantship and also means losing whatever tuition reduction the assistantship carried. This decision needs to be made under the advisement of the faculty/staff member directing the assistantship as soon as possible in order that another student can be hired and receive the tuition reduction. Please consult with Graduate Studies for more information regarding tuition [Office of Graduate Studies, KU Medical Center < The University of Kansas](#) .

## Employment Opportunities

Faculty will email notices of employment opportunities that are sent to the department to graduate students.

## Life-long Learning

Many seminars are available at KUMC each week and are announced via the Weekly Events Calendar and e-mail. These seminars are open to students, faculty and staff from all departments. These seminars are an opportunity to observe an interdisciplinary approach to research and to the prevention and treatment of disease. Students are expected to read these announcements and to attend ones that augment their life-long learning goals. All seminars are virtual and can be located on the KUMC calendar at <http://www.kumc.edu/events-calendar.html> .

## Professional Meetings

Students are encouraged to attend and participate in meetings of the Kansas Academy of Nutrition and Dietetics (KSAND) and other appropriate local associations. Presentations at local meetings are encouraged. The research advisor will advise his/her students as to the most appropriate national meetings to attend for the presentation of student research. The advisor will suggest funding available for attending these meetings.

## Scholarships/Awards

The following table contains awards that are available to Dietetics and Nutrition students. All the scholarships and awards are announced in the Fall or Spring Semester except for the Phi Kappa Phi that is decided in December. The student will need to be alert to those scholarships/awards that are initiated by the student.

Award	Nominator	Criteria	Gift*
KUMC Auxiliary Scholarship	Student (Self-nomination)	Presented to 5 students in SHP. Based on GPA, leadership, professional/community activities	~\$300
SHP Dean's Scholarship	Faculty	One per department. Based on GPA, professional leadership, social consciousness as evidenced by activities while in the program.	~\$2000
Marion Boelte	Faculty	Based on GPA and professional leadership	~\$1000
Phi Kappa Phi	Faculty	One per department. Based on scholarship, good character, 24 credits by end of Fall semester, plan to complete degree	Student must pay a member fee.
SHP Alumni Association Cooney Leadership Award	Faculty	One graduating student in SHP. Based on high level of leadership and significant impact on the programs, profession, community and school.	~\$200
Dean's Multicultural Diversity Scholarship	Student self nomination	Minority racial or ethnic heritage or demonstrated work with multicultural groups.	~\$2000 – 2500
Rebekah Mani	Faculty	One DCN student. Based on high level of professional leadership, GPA and the financial need	
Academy of Nutrition and Dietetics / Commission of Dietetic Registration Advanced Practice Residency Award		<a href="http://eatrightfoundation.org">Diversity Scholarships and Awards - Academy of Nutrition and Dietetics Foundation (eatrightfoundation.org)</a>  <a href="http://secure-platform.com">Academy of Nutrition and Dietetics Foundation - (secure-platform.com)</a>	

\*Gift is dependent on the interest generated by the account and thus it varies

# Appendices

---

## Appendix A.

<b>University of Kansas Medical Center            School of Health Professions            Dietetics &amp; Nutrition Department</b>		
<b>KU Medical Center DCN program Competencies aligned with ACEND-APR Domains/Competencies</b>		
DCN Curriculum Learning Outcomes		ACEND – APR Competencies
<b>Communication, Collaboration and Leadership Core (9 credits)</b>		
DN 950 Interprofessional Collaboration Practicum	<ul style="list-style-type: none"> <li>• Ability to advocate for patient-centered care</li> <li>• Ability to organize and lead interprofessional teams</li> <li>• Knowledge of the concepts of patient/client-centered nutrition care</li> <li>• Ability to perform a needs assessment/environmental scan</li> <li>• Knowledge of the language/tasks of non-clinical professionals (such as information technology professionals, management professionals and insurance professionals)</li> <li>• Ability to identify and address the goals of care with patient/client or surrogate decision maker</li> <li>• Ability to recognize non-apparent patient/client centric facts, history or beliefs that may impede outcomes</li> <li>• Ability to determine whether there is additional information needed to assess the social environment and the availability of resources</li> </ul>	Domain: Application of Knowledge and Skills Competencies:
DN 920 Nutrition Communication for Advanced Practice	<ul style="list-style-type: none"> <li>• Ability to communicate complex health care issues to non-health care professionals</li> <li>• Ability to disseminate results of research to other professionals</li> <li>• Ability to communicate complex nutrition concepts to patients</li> <li>• Ability to create patient education materials using clear communication techniques</li> </ul>	Domain: Application of Knowledge and Skills  Domain: Communication

	<ul style="list-style-type: none"> <li>• Ability to demonstrate patient-centered communication techniques within the nutrition care setting</li> </ul>	
DN 910 Leadership Essentials in Clinical Nutrition	<ul style="list-style-type: none"> <li>• Ability to direct continuity of nutrition care</li> <li>• Ability to assess external resources that may be lacking in a community/system</li> <li>• Ability to perform a cost-benefit analysis</li> <li>• Ability to interpret and apply rules and regulations and/or policies and procedures</li> <li>• Ability to incorporate nutrition programs in local, national or global health care initiatives</li> <li>• Knowledge of strategic planning concepts and processes</li> <li>• Ability to assess financial allocations and resources</li> <li>• Ability to design and direct operational systems to ensure effective and efficient outcomes</li> <li>• Ability to apply appropriate quantitative models to improve operational effectiveness and efficiency</li> <li>• Ability to influence decision makers related to resources and services</li> </ul>	<p>Domain: Business Skills  Domain: Advocacy and Public Policy</p>
DCLS 880 Principles of Interprofessional Education and Practice Theory	<ul style="list-style-type: none"> <li>• Ability to demonstrate expertise in the focus area to others in and outside of the profession</li> </ul>	<p>Domain: Content area/knowledge</p>
<b>Research Core (12 credits)</b>		
DN 930 Evidence Analysis in Clinical Nutrition	<ul style="list-style-type: none"> <li>• Ability to assimilate evidence-based research into practice</li> <li>• Ability to conduct systematic literature searches</li> <li>• Ability to critically appraise research studies for validity, strengths and gaps</li> <li>• Ability to identify areas of consensus, inconsistency, and opportunities for further research</li> <li>• Ability to determine whether research is evidence-based</li> <li>• Ability to use a standardized evidence analysis process to evaluate published research</li> </ul>	<p>Domain Scientific Inquiry: Competency</p> <p>Domain: Application of Knowledge and Skills</p>

DN 934 Advanced Methods of Research in Clinical Nutrition	<ul style="list-style-type: none"> <li>• Ability to write proposals for funding</li> <li>• Knowledge of research study design</li> <li>• Ability to assess institutional/community level research including protocols, guidelines, practice tools, etc.</li> <li>• Ability to evaluate outcomes and identify opportunities for improvements</li> <li>• Knowledge of the expected timeframe and limitations of an intervention to affect change</li> </ul>	Domain: Application of Knowledge and Skills
DN 932 Ethics in Clinical Nutrition Research	<ul style="list-style-type: none"> <li>• Knowledge of sources of applicable rules and regulations</li> </ul>	Domain: Application of Knowledge and Skills
DN 941 Applied Nutritional Epidemiology	<ul style="list-style-type: none"> <li>• Ability to interpret statistical data from research</li> <li>• Ability to apply appropriate predictive equations</li> </ul>	Domain: Scientific Inquiry
IPHI 850 Introduction to Health Informatics	<ul style="list-style-type: none"> <li>• Ability to use clinical information systems (databases) for the collection of data to support initiatives to improve patient care</li> <li>• Ability to assess the strengths and limitations of technologies and equipment</li> </ul>	Domain: Communication
<b>Clinical Nutrition Core (18 credits)</b>		
DN 915 Advanced Nutritional Assessment	<ul style="list-style-type: none"> <li>• Knowledge of interrelationship of laboratory data</li> <li>• Ability to assess the patient/client's functional ability in relation to food acquisition and feeding</li> <li>• Knowledge of when to perform an in-depth NFPE</li> <li>• Ability to assess the validity of laboratory results (including the process used to collect and analyze the specimen)</li> <li>• Ability to assess the validity of a test for a given client/patient condition</li> <li>• Ability to assess laboratory data in the context of the disease process/treatment</li> <li>• Ability to assess laboratory data in the context of the patient's functional/psychosocial/economic status</li> </ul>	Domain: Application of Knowledge and Skills Domain: Content area/knowledge

	<ul style="list-style-type: none"> <li>• Ability to differentiate normal from abnormal findings in a NFPE</li> <li>• Ability to identify micronutrient deficiencies and toxicities</li> <li>• Ability to determine the best source of information to assess the diet history</li> <li>• Ability to perform an in-depth nutrition-focused physical examination (NFPE) efficiently</li> <li>• Ability to evaluate lab values over time</li> <li>• Ability to recognize when lab values may be abnormal due to pathophysiological reasons, medications or other factors</li> <li>• Ability to apply anthropometric and body composition results to develop the nutrition interventions</li> </ul>	
<p>DN 838 Advanced Medical Nutrition Therapy</p>	<ul style="list-style-type: none"> <li>• Ability to efficiently and accurately assess the appropriateness of potential nutritional interventions</li> <li>• Ability to identify and assess clinical patterns with minimal information</li> <li>• Ability to identify and differentiate causes of nutrition problems</li> <li>• Ability to determine the most important actionable nutrition intervention</li> <li>• Ability to identify and define data required to measure clinical outcomes associated with patient/client goals</li> <li>• Ability to assimilate knowledge of food composition, human physiology and metabolism, and nutrient metabolism in relation to health and disease</li> <li>• Ability to evaluate the effectiveness of patient care monitoring plans/programs by comparing audit outcomes to evidence based goals/guidelines</li> <li>• Ability to efficiently and accurately determine data/trends that require nutrition intervention for a given patient condition</li> <li>• Ability to recognize and overcome barriers to successful outcomes</li> <li>• Ability to assess the most practical, safe and effective alternative for a given patient situation</li> </ul>	<p>Domain: Application of Knowledge and Skills  Domain: Content area/knowledge</p>

	<ul style="list-style-type: none"> <li>• Ability to assess enteral and parenteral nutrition formulary during shortages and/or adverse events</li> </ul>	
DN 870 Health Behavior Counseling	<ul style="list-style-type: none"> <li>• Knowledge of interviewing techniques and theories</li> <li>• Skill in discussing sensitive issues (such as end-of-life) with patient/clients with empathy</li> <li>• Ability to create specific, measurable, attainable, realistic, timed goals</li> <li>• Ability to effectively use patient/client interviewing and counseling techniques</li> <li>• Ability to use efficient, tailored patient-centered counseling skills to set nutrition-related goals and outcomes</li> <li>• Ability to use innovative, appropriate communication techniques and the most effective formats for the intended audience</li> </ul>	Domains: Application of Knowledge and Skills and Communication
DN 970 Pharmacology	<ul style="list-style-type: none"> <li>• Knowledge of drug-drug, drug-nutrient, drug-food interactions and depletions</li> <li>• Knowledge of pharmacology</li> <li>• Ability to assess medication availability, efficacy and quality during shortages and/or adverse events</li> <li>• Ability to assess information about medications, botanicals and supplements</li> <li>• Ability to determine appropriate micronutrient supplementation, repletion and duration of therapy</li> </ul>	Domains: Application of Knowledge and Skills; Content area/knowledge
DN 980 Nutrigenomics & Nutrigenetics in Health and Disease	<ul style="list-style-type: none"> <li>• Knowledge of nutrigenomics (how genetic information affects the client/patient nutritional state)</li> </ul>	Domains: Application of Knowledge and Skills; Content area/knowledge
DN 992 Advanced Clinical Nutrition Residency, 360 hours at workplace	<ul style="list-style-type: none"> <li>• Ability to demonstrates content expertise in the focus area</li> <li>• Ability to direct the development and use of professional standards and evidence based practice guideline within the focus area.</li> <li>• Ability to perform effectively and efficiently in focus area with a high level of autonomy</li> <li>• Ability to apply decision making principles in practice</li> <li>• Ability to demonstrate expertise in the</li> </ul>	Domain: Education and Mentoring; Application of Knowledge and Skills; Content area/knowledge; Scientific Inquiry; Advocacy/Public Policy; Business Skills; Communication

	<p>focus area to others in and outside of the profession</p> <ul style="list-style-type: none"> <li>• Ability to translate and apply evidence based research into advanced level practice</li> <li>• Ability to design, develop, direct and implement education and training at an advanced level in the focus area.</li> </ul>	
<p>DN 991 Applied Research Project</p>	<ul style="list-style-type: none"> <li>• Ability to design, develop, and evaluate an advanced level outcomes based research project that will enhance the practice.</li> </ul>	<p>Domains: Education and Mentoring; Application of Knowledge and Skills; Content area/knowledge; Scientific Inquiry; Advocacy/Public Policy; Business Skills; Communication</p>

## Appendix B.

### Technical Standards Acknowledgement Statement

**Post-Application Acknowledgement Statement  
Nonacademic Technical Standards  
Doctorate in Clinical Nutrition Degree Program**

**University of Kansas Medical Center  
School of Health Professions  
Dietetics & Nutrition Department**

Upon acceptance into the Doctorate in Clinical Nutrition program, students are asked to acknowledge their ability to meet these standards with or without accommodations. The following technical standards, in conjunction with the academic standards, are requirements for admission, retention, and program completion.

Reasonable accommodation will be considered and may be made to qualified students who disclose a disability, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the training program, or significantly affect the safety of patient care. Students who disclose that they have a disability are considered for the program if they are otherwise qualified. Qualified students with a disability who wish to request accommodations should provide appropriate documentation of disability and submit a request for accommodation to:

The Office for Academic Accommodations  
Cyn Ukoko, Senior Coordinator of Academic Accommodations  
913-945-7035 or 711 TTY  
[cukoko@kumc.edu](mailto:cukoko@kumc.edu)  
1006 Dykes Library

The Department of Dietetics & Nutrition and the University of Kansas Medical Center have a commitment to nondiscrimination, access and reasonable accommodation of students with disabilities. Therefore, all students admitted to the Doctorate in Clinical Nutrition must be able to meet the following requirements and expectations with or without an accommodation. The doctoral degree prepares students to practice dietetics and nutrition and to interpret and participate in research in nutrition within academic and healthcare organizations. Graduates need knowledge and skills to function in diverse practice and research settings.

All students who are admitted into the Doctorate in Clinical Nutrition degree program in Dietetics & Nutrition must be able to perform the following:

**Observe:** Specific observation skills include, but are not limited to, being able to accurately assess lectures, demonstrations, research, and practice situations in the practice and research of health sciences.

**Communicate:** Students must have the ability to use multiple communication techniques (oral, written, nonverbal) that enable them to communicate with clients, teachers, health providers, and faculty. Students must be able to report to members of the team, express accurate information to clients, and teach, explain, direct and counsel people.

**Ethical Standards:** Students must demonstrate professional attitudes and behaviors and must perform in an ethical manner in dealing with others. Personal integrity is required and the adherence to standards that reflect the values and the functions of the profession of dietetics and nutrition. Students are required to abide by student honor codes and research ethics.

**Psychomotor:** Students must have sufficient motor capacities and motilities to be able to generate, calculate, record, evaluate and transmit information; prepare assignments; deliver public presentations to large and small audiences; collect specimens and perform basic tests and physical assessments on individuals, e.g., anthropometric assessments, finger sticks for blood glucose testing, using glucometers, assessing skin fold thickness, taking blood pressure; and/or working in institutional and food demonstration kitchens.

**Intellectual and Cognitive Abilities:** Students must be able to measure, calculate, reason, analyze, synthesize, integrate, and remember to apply information. Creative problem solving and clinical reasoning requires all of these intellectual abilities.

**Professional and Social Attributes:** Students must exercise good judgment and promptly complete all responsibilities required of the program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence, and motivation are requisites for the program.

Please carefully read the above and check one of the following statements.

\_\_\_\_ I can meet the technical standards and expectations of the MS in Dietetics & Nutrition degree program **without accommodation.**

\_\_\_\_ I can meet the technical standards and expectations of the MS in Dietetics & Nutrition degree program **with an accommodation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix C

University of Kansas Medical Center  
School of Health Professions  
Department of Dietetics and Nutrition  
Doctorate in Clinical Nutrition Program

### **DN 992: Advanced Clinical Nutrition Residency – 3 credit hours**

---

- a. The Advanced Clinical Nutrition Residency is a 360-hour advanced practice experience that can be completed part-time (5-10 hours per week) or fulltime (9 weeks based on a 40 hr/wk schedule). Students must complete the residency within one year of the start of the experience. The residency hours is dependent on the site mentor and the students. It could be completed Monday-Friday during the business hours of the site mentor or as arranged.
- b. After enrolling in the 3 credit hour DN 992 Advanced Clinical Residency course, the student will work with their advisor to develop personal competencies to accomplish during the residency and form a committee prior to the start of the clinical residency experience.
- c. The first committee meeting should take place as soon as the student enrolls in DN 992 and should include at least three faculty members, including the advisor, who are also RDN's, with a primary appointment in the Department of Dietetics and Nutrition at KUMC. Site mentors not affiliated with the KUMC, will not be part of the committee.
- d. Students will present to the committee the scope of practice of the clinical residency listing the competencies that will be met under the supervision of the mentor. Students must obtain approval from their committee prior to the start of the experience.
- e. Students must provide the name and contact information for the proposed residency sites at least six months ahead of the proposed start of the residency to allow for time for the University to complete a site agreement with the facility.
- f. Students will submit a portfolio at the completion of the 360 hours of the residency.
- g. Students will provide their clinical team/site mentor with the program or clinical initiative, along with program evaluation methods.
- h. The site mentor will monitor and sign off on student hours as well as complete evaluation forms (provided on the blackboard).
- i. Students will complete the site mentor evaluation form at the end of the residency (provided on the blackboard)
- j. Required hours 10-20 hours: Diversity Equity and Inclusion. Students can work with Human Resources department in their organization to create a new or modify the existing DEI policies for the organization.

**Residency Sites:** The site(s) for the Advanced Clinical Nutrition Residency will be selected by the student and their advisor. The student's specific competencies will be used to identify an

appropriate professional setting for the advanced practice residency. The preference is for students not to do the residency in their current workplace, but this may be allowed if it is in a different department and there are clear differentiations between the student's employee role and the learner role. Students are responsible for their own travel and other expenses incurred during the residency. Students must provide the site mentor and KUMC advisor a complete schedule of the dates and hours for their residency. KUMC will obtain clinical affiliation agreements with each selected site prior to student placement. As this process may take time, students need to identify the location at least six months in advance of the expected placement.

**Mentor Qualifications:** Mentors for the Advanced Clinical Nutrition Residency should have clear expertise in the student's competency areas. They require advance practice credentials (e.g. DCN, MD, DNP, PhD) or other advanced practice experience or training (e.g. RDN-AP). Submit a justification document describing how your mentor(s) are using "advanced practice" skills in the area of your residency. State and support their qualifications, degrees, and certifications as well as their practice and specify how these qualify as "advanced practice". Include a copy of their resume or Curriculum Vitae as part of your supporting documentation. Mentor qualifications may vary due to differences in residency setting and student competencies.

**Residency Focus Areas** can be a combination of three different areas; Education and Leadership, Clinical Practice, and/ Research Skills.

Example: Education area of focus: Students will receive individual mentorship for the development, implementation and evaluation of a teaching experience. Students will be responsible for developing the material, instructing students, grading assignments and evaluating the teaching experience. The teaching experience is expected to include at least 14 hours of face to face instruction (or the equivalent in on-line teaching or written materials). Teaching experiences can include nutrition lectures or labs, continuing education workshops, patient education programs, or staff inservices that meets the time and competency requirements.

If the student is already teaching as an adjunct, then a plan for incorporating new teaching methodologies into the curriculum development

Clinical Practice: Advanced skills in GI, Renal, Nutrition Support etc

More details will be provided after enrolling in DN 992 course