

GRADUATE PROGRAMS IN HUMAN NUTRITION

DIETETIC INTERNSHIP GRADUATE CERTIFICATE

MASTER OF SCIENCE IN HUMAN NUTRITION

MASTER OF SCIENCE IN FOOD SYSTEMS AND SOCIETY

STUDENT HANDBOOK

2026-2027



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INTRODUCTION

The Graduate Programs in Human Nutrition (GPHN) at Oregon Health & Science University (OHSU) encompasses the Dietetic Internship (DI) graduate certificate program, the Master of Science in Human Nutrition (MSHN) program, and the Master of Science in Food Systems and Society (FSS) program. This handbook describes program-specific missions, procedures, policies, and recommendations. As part of the OHSU School of Medicine (SOM), the GPHN is governed by the [OHSU Code of Conduct](#), the [Academic Regulations for the School of Medicine Graduate Programs](#), and all [OHSU Policies](#). Program policies apply to all students. Each student who enters a program within the GPHN should familiarize themselves with these policies and the policies outlined in the [SOM Graduate Student Handbook](#). The GPHN handbook contains information effective as of the Fall Term 2026; any subsequent changes take effect on the date of issuance. For additional information and links to these policies, please refer to [Appendix A](#).

MISSION STATEMENTS OF THE GRADUATE PROGRAMS IN HUMAN NUTRITION

Provide our students with a dynamic array of knowledge and skills that prepare them to practice in and advance the field of nutrition and dietetics.

Inspire service and collaboration within our profession and in communities enriched with people with diverse backgrounds, experiences, cultures, and traditions.

Foster curiosity, competence, confidence, and compassion in the next generation of nutrition professionals.

THE MISSION OF THE DI PROGRAM IS TO:

Prepare graduates to deliver evidence-based nutrition care and dietetics services to improve the health of Oregonians and individuals living throughout the United States.

Foster the pursuit of excellence in dietetic interns through the provision of a wide array of experiences in professional leadership and practice to be carried forward into their careers as Registered Dietitian Nutritionists.

THE MISSION OF THE MSHN PROGRAM IS TO:

Educate future nutrition and dietetic professionals in the methods, implementation, and interpretation of nutrition science and its application in evidence-based practice.

Cultivate a passion to elevate the profession through innovation, discovery, collaboration, and professional practice.

THE MISSION OF THE MSFFS PROGRAM IS TO:

Engage students in identifying, assessing, and addressing social-justice problems in food systems and society. Food systems affect every person on the planet; they are at the foundation of human health and environmental survival. Human-made decisions determine availability of and access to food, land, and opportunities. Through critical inquiry, students examine concepts, perspectives, and strategies relevant to creating positive food-system change, integrating academic, professional, and personal work.

ACCREDITATION

The DI program, whether completed as the stand-alone DI or concurrently with the MSHN or MSFSS, is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND exists to serve the public by establishing and enforcing quality standards for the educational preparation of dietetics practitioners, and by recognizing dietetics education programs that meet these standards. At the July 2026 ACEND board meeting, the board voted to continue full accreditation of our program for a seven-year term ending December 31, 2033.

[Accreditation Council for Education in Nutrition and Dietetics](#)

Email: ACEND@eatright.org

Phone: 800-877-1600, Option 1

Mail: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995

In addition to ACEND accreditation, GPHN graduate programs are accredited by the Northwest Commission on Colleges and Universities (NWCCU). This agency oversees and accredits all educational programs offered by OHSU.

Successful completion of the DI, MSHN/DI, or the MSFSS/DI at OHSU allows students to apply to sit for the registration exam administered by the Commission on Dietetic Registration (CDR). To learn more about the registration examination for dietitians, contact the CDR.

[Commission on Dietetic Registration](#)

120 South Riverside Plaza, Suite 2000

Chicago, Illinois 60606

Toll Free: 800-877-1600 Ext. 5500; cdr@eatright.org

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ADMISSION & PRE-MATRICULATION REQUIREMENTS

TECHNICAL STANDARDS

Academic Programs in the Health Sciences have a societal responsibility to train competent healthcare providers and scientists who demonstrate critical judgment, extensive knowledge, and well-honed technical skills. All candidates for an OHSU degree or certificate must possess the essential skills and abilities necessary to complete the curriculum successfully. To be qualified for and to continue enrollment in OHSU Academic Programs, prospective and current students must meet both OHSU's academic standards and the technical standards. Prospective and current students with disabilities may utilize reasonable accommodations to meet academic and technical standards.

Prior to matriculation, students must attest to their Academic Program that they can meet technical standards with or without reasonable accommodations. Additionally, students are responsible for notifying their Academic Program if they are no longer able to satisfy technical standards with or without reasonable accommodations at any point during their enrollment.

OHSU technical standards include non-academic criteria that reflect the ability to:

- Acquire information from experiences and demonstrations conveyed through online coursework, lecture, group seminar, small group activities, and other formats.
- Recognize, understand and interpret required instruction materials including written documents, computer-information systems, and non-book resources.
- Manipulate the equipment, instruments, apparatus, or tools required to collect and interpret data appropriate to the domain of study, practice or research.
- Follow universal precautions against contamination and cross contamination with infectious pathogens, toxins and other hazardous chemicals.
- Solve problems and think critically to develop appropriate products and services (e.g., treatment plan, a scientific experiment).
- Synthesize information to develop and defend conclusions regarding observations and outcomes.
- Use intellectual ability, exercise proper judgement and complete all responsibilities within a timeframe that is appropriate to a given setting.
- Communicate effectively and maintain mature, sensitive, and effective relationships with all persons including but not limited to clients, patients, students, faculty, staff, and other professionals.
- Operate in a safe manner and respond appropriately to emergencies and urgencies.
- Demonstrate emotional stability to function effectively under stress and adapt to changing environments inherent in clinical and professional practice, healthcare, and biomedical sciences and engineering.

BACKGROUND CHECKS

Following an offer of admission to OHSU, all incoming students must pass an initial pre-matriculation background check. For those completing clinical experiences, some hospitals and hospital systems require a more recent background check and possibly a fingerprint check before participating in clinical rotations. Students must comply with such requests and may be required to cover the costs of testing.

If at any time during enrollment a student is convicted of a felony or misdemeanor or has any pending arrests for a felony or misdemeanor, the student must immediately inform the GPHN Program Director. Students returning from an extended leave of absence (more than 180 days) may be required to complete a background check before gaining access to OHSU resources.

DRUG TESTING

To promote the health, safety, and productivity of students, clients, and patients in their care, OHSU has established a drug-testing program consisting of pre-clinical experience testing of students and "for cause" testing for any student suspected of being under the influence of unlawful drugs or alcohol during their course of study. (See [OHSU Policy 02-01-003, Student Drug and Alcohol Testing](#)). All students accepted into the DI, MSHN/DI, or MSFSS/DI program must successfully pass an initial drug screening. OHSU prohibits any drug that is illegal under federal, state, or local law. While many states, including Oregon, have legalized the use of marijuana and select recreational and therapeutic substances, OHSU continues to consider marijuana an illegal substance in accordance with federal law. Students must cover all drug testing costs after the initial drug screen. Some hospitals and hospital systems require students to be drug tested just before starting a clinical experience. Students must comply with such a request and may be required to pay for additional testing.

At OHSU, we are committed to a drug- and alcohol-free place of study and work. We also care about each member of our community, especially in difficult times. The [OHSU Alcohol and Drug Use Guide](#) provides several support and recovery resources for you, your colleagues, friends, and family who may be struggling with a substance use disorder. If you are concerned about someone, we encourage you to reach out, report a concern, share resources, or seek support for yourself. Treatments are available and can be very effective. Students are also referred to [OHSU Policies](#) and the [OHSU Code of Conduct](#) regarding the use of alcohol or other drugs while enrolled at OHSU.

SMOKING

The OHSU campus is a "Tobacco-Free Environment." To support this initiative, no person shall use any tobacco products in or on OHSU premises (see OHSU [policy 07-09-021](#), Tobacco-Free Environment).

IMMUNIZATIONS

OHSU follows the required immunization guidelines issued by the Centers for Disease Control and Prevention (CDC) and the State of Oregon. All students must comply with pre-entrance immunization requirements and remain in compliance throughout their enrollment at OHSU, as specified in [OHSU Policy 20-90-010](#). More information about required immunizations is available on the [Student Health and Wellness immunization website](#). Students matriculating in the MSFSS stand-alone program, which is 100% online, are not required to provide pre-entrance immunization records.

TRAINING & CERTIFICATIONS

All students must complete OHSU-specific online training modules through Compass, OHSU's Learning and Performance Management System. Prior to matriculation into the DI, MSHN/DI, and MSFSS/DI, students must also complete additional training and certifications, including Basic Life Support for Healthcare Providers and the ServSafe Manager Certification course and exam (unless the student has a valid Oregon Food Handler's Card).

GENERAL PROGRAM POLICIES

ACCESSIBILITY

The OHSU Office for Student Access (OSA), in accordance with the OHSU policies on Equal Access for Students with Disability ([Policy No. 02-01-002](#)) and Accommodations ([Policy No. 03-05-055](#)), is the primary source for providing equal access to qualified students who experience a disability in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADA-AA) of 2008.

As defined by the ADA and ADA-AA, a person with a disability has a physical or mental impairment that substantially limits one or more major life activities. This may include, but is not limited to, physical, sensory, chronic health, psychological, and learning impairments. A qualified student is a person who meets the academic and technical standards requisite to admission or participation in a particular program of study, with or without reasonable accommodation.

The OSA determines and facilitates the implementation of reasonable accommodations to address documented disabilities; this may include academic adjustments, auxiliary aids, and/or services. Reasonable accommodation enables students with disabilities to have an equal opportunity to participate in an academic program or activity by providing alternative ways to accomplish the course requirements that eliminate or reduce disability-related barriers without altering or lowering standards.

Reasonable accommodation does not:

- Fundamentally alter the nature of the program or activity
- Remove essential requirements
- Lower academic standards
- Present an undue financial or administrative burden on the university
- Pose a threat to the safety of others or the public
- Constitute a service of a personal nature

Personal services are not considered reasonable accommodation. OHSU is not required to provide students with personal services, per Title II of the ADA. Common personal services include, but are not limited to, personal care attendants, private tutoring, childcare, medical devices (mobility devices, hearing aids, eyeglasses, etc.), and personal transportation. OSA may refer students to resources available to all students or within the community, such as the Student Success Center, Student Health and Wellness, Tri-Met, etc.

The OSA works with students with disabilities across all OHSU educational programs and campuses. Each school also has an assigned Program Accommodation Liaison (PAL), who acts as an “in-house” resource for students and faculty concerning student access once accommodations are established. The PAL is the point person for questions, concerns, or issues, but students can and should notify OSA immediately of any problems or concerns. *Students are strongly encouraged to contact and meet with the PAL once OSA has established accommodation.*

Qualified students with disabilities, as determined by OSA, who wish to obtain accommodation are responsible for:

- Meeting and maintaining OHSU’s fundamental academic and technical standards (with or without reasonable accommodation).
- Self-identifying as an individual with a disability if accommodation is being requested.
- Ensuring their faculty and/or program staff receive a copy of their accommodation letter. Students who in notifying faculty or other staff can reach out to OSA or the PAL.
- Following institutional policy, procedures, and guidelines to request information, services, and accommodations.

- Requesting accommodation in a timely manner in alignment with the accommodation request timeline (see below).
- Demonstrating competency in learning outcomes for courses, academic programs, and activities as required by their academic program.
- Communicating with faculty, service providers, and academic programs regarding accommodations.

Accommodation Request Timeline:

If accommodation is requested after the deadline, the faculty will make a reasonable effort to accommodate the request; however, they may not always be able to do so.

Accommodation Type	Time Required
Interpreting, Real-time Captioning, Real-time Transcribing, Video Captioning, Classroom Relocation, Braille materials.	Within 48 hours of registering for the course. These accommodations may take up to 4 weeks to coordinate.
Accessible Classroom and Lab Furniture	At least 3 weeks prior to the beginning of the course.
Classroom Assistant, Lab Assistant, Library Assistant, Library Assistant, Clinical Assistant (intermediary)	At least 3 weeks prior to the beginning of the course.
Textbooks and Course Materials in Accessible Formats	At least 4 weeks prior to the beginning of the course.
Peer Note Taker	1 week prior to the beginning of the course.
Exam Accommodations	Minimum advance notice is 10 business days to schedule the exam with the appropriate individual (ask OSA or PAL if you are unsure).
Consideration for Flexibility with Attendance/Assignments	Minimum 10 business days prior to the beginning of the course.
OLPH Housing Accommodations (including Assistance Animal Accommodations)	At least 4 weeks prior to move-in.
Clinical Rotation Accommodations	At least 10 weeks prior to the start of the rotation.
Anatomy Lab/Simulation Accommodations	At least 6 weeks prior to the lab/simulation activity.

Students are advised to contact the OSA as soon as possible to discuss eligibility for disability accommodation; accommodations may take time to implement and cannot be applied retroactively. All information regarding a student's disability is kept in accordance with state and federal laws.

Additional information can be found in the Office of Student Access.

[Office of Student Access](#)

Phone: 503-494-0082

Secure Fax: 503-346-8068

Email: studentaccess@ohsu.edu

Website: www.ohsu.edu/student-access

All requests for accommodations begin by completing the [Online Application](#)

If a student is provided accommodation, it is the student's responsibility to inform each instructor and preceptor individually about the accommodation(s) at least 10 days before the start of **each** course or rotation, respectively.

ATTENDANCE POLICY

Attendance policies, which are course-specific and detailed in course syllabi, set clear expectations for student presence, punctuality, and participation to support academic success. Students should carefully review each course syllabus for the applicable attendance policy. Attendance may also be required at program-related activities and engagements, at the discretion of the GPHN Program Director.

LEAVE OF ABSENCE

OHSU may grant a student's request for a Leave of Absence (LOA) from the university. Students may also withdraw from an OHSU academic program if they do not want to maintain their matriculation status. There are many reasons for requesting a LOA, such as a health issue, birth or adoption of a child, family obligations, military service, financial hardship, and other personal reasons. A student approved to take a LOA while on academic probation and/or with a disciplinary status will return to the same status.

For additional information, consult OHSU Policy 02-70-030, [Voluntary Leave of Absence, Excused Absence, and Withdrawal](#). The Leave of Absence form is available on the [Registrar's Website](#).

MODIFIED OPERATIONS

OHSU strives to remain fully operational during adverse events (e.g., natural disasters, pandemics, local and regional emergencies, inclement weather). However, in certain cases, OHSU may be required to modify its operations for the safety and security of its patients, visitors, and OHSU members, including students and interns. The Modified Operations policy informs OHSU members when, how, and why the President may modify operations. The [Modified Operations policy](#) can be located on O₂.

INCLEMENT WEATHER

In the event of inclement weather (i.e., snow, freezing rain, extreme heat, or unhealthy air quality), every effort should be made to attend in-person activities, such as rotations or classes, if it can be done safely. If a delayed arrival is anticipated, students should contact their preceptor or course instructor as soon as possible to inform them of the delay. Public

transportation may experience delays, but usually remains open. If OHSU decides to cancel in-person classes, it will communicate this on the OHSU Alert Line (503-494-9021), the O2 website, and through the instructor and/or GPHN Director. In most cases, in-person classes impacted by inclement weather will be held remotely. If inclement weather affects a rotation day for those in the DI, MSHN/DI, or MSFSS/DI, the student should follow the facility's guidelines for that day. Rotation hours missed due to inclement weather will be deducted from personal time off unless the preceptor can offer additional days/times for the student to make up the missed hours.

EMERGENCY PREPAREDNESS

OHSU has established an [Emergency Management Program](#) that plans for an organized and effective response to emergencies. This website includes links to [sign up for text alerts](#) about inclement weather or modified operations, as well as other valuable information.

DURING ROTATIONS

Students completing rotations as part of the DI should comply with established policies and practices at each rotation site in the event of an emergency. If a student becomes ill or has an accident at a rotation site, the student's preceptor must be informed and assist with the medical emergency as needed. Preceptors will also assist with site-specific reporting procedures in the event of an accident or injury. The preceptor or student will then notify the Dietetic Internship Director. The Dietetic Internship Director will make arrangements as dictated by the problem and guide the student through the OHSU reporting process, which includes notifying the [OHSU Risk Management Office](#) and reporting the incident through the [Worker and Student Injury Reporting System \(WSIRS\)](#).

OHSU ALERT LINE

The [OHSU Emergency Mass Notification System \(OHSU ALERT\)](#) allows OHSU to notify students, faculty, staff, and the surrounding campus community in an emergency by sending a broadcast message via text message, pager, or both. OHSU Alert communicates emergency information to large numbers of people as quickly as possible. It is not used for non-emergency, routine, or spam messages.

HOUSING

OHSU does not offer on-campus housing. Students are expected to arrange and pay for their own primary housing for the duration of the program. Information and resources for housing are available on the [OHSU Student Housing website](#).

EXPENSES

TUITION & FEES

OHSU's [Tuition and Fee Book](#) is available to view on the Registrar's Office site. Tuition charges vary based on the number of credits taken per term. For deadlines to withdraw or receive a tuition refund, consult the Registrar's Office's comprehensive [Academic Calendar](#).

Major medical and dental insurance is required for all students and is available through [OHSU's student insurance plan](#); however, fees for these plans may be waived if the student has comparable insurance and applies for a [waiver](#).

ADDITIONAL EXPENSES (ESTIMATED)

Academy of Nutrition and Dietetics Student Membership <i>Required for all students enrolled in the DI, MSHN/DI, MSFSS/DI, or MSHN</i>	\$58.00
ServSafe Manager Certification Course and Exam or Oregon Food Handler's Card <i>Required for all students enrolled in the DI, MSHN/DI, or MSFSS/DI</i>	\$179.00
Basic Life Support for Healthcare Providers course <i>Required for all students enrolled in the DI, MSHN/DI, or MSFSS/DI</i>	\$93.00
Housing (approximately for 10 months) <i>Students are responsible for making their own housing arrangements, which are estimated at \$900.00 per student per month for a shared apartment.</i>	\$9000.00
Transportation (approximate) <i>A car or other reliable transportation is required for travel to and from rotation sites.</i> <i>Required for all students enrolled in the DI, MSHN/DI, or MSFSS/DI</i>	\$2,000.00
Textbooks (approximate)	\$300.00
Official Transcripts for CDR Verification for RDN Exam (approximate) <i>Required for all students enrolled in the DI, MSHN/DI, or MSFSS/DI</i>	\$20.00
Application for Graduation	\$60.00
Laptop computer, webcam, microphone, high-speed internet, and printer	\$2,000
Total (does not include tuition and fees)	\$13,710

PARKING & TRANSPORTATION FEES

Parking at OHSU is extremely limited and can be expensive. Students are encouraged to use alternate forms of transportation when commuting to and from the OHSU campus. Students may ride the Portland Streetcar and Portland Aerial Tram free of charge when wearing an OHSU ID Badge. Unlimited TriMet (bus and MAX) and C-Tran passes are available at [a reduced price](#). OHSU is also easily accessible by bike, with free valet bike parking at the South Waterfront campus. More information is available from [OHSU Campus Access and Commute Services](#).

SCHOLARSHIPS AND AWARDS

[GSO Travel Award](#) recognizes outstanding work by OHSU graduate students and contributes to their professional development by helping fund travel to professional and /or scientific conferences or for other scholarly purposes (out-of-state or international training)

Tartar Trust Fellowships are offered annually by the OHSU School of Medicine. Applicants must be a student, fellow, or faculty member in the School of Medicine and a resident of the State of Oregon. It supports research endeavors and career development in the School of Medicine. The \$2,000 award term is for one year (matching the OHSU fiscal year, July 1st to June 30th).

Graduate Programs in Human Nutrition Scholarships are available to students in the MSHN, MSFSS, and DI programs. This scholarship is based on financial need and is typically between \$2,500 to \$6,000.

Be Midge's Hero scholarships are awarded in honor of the late Midge Steuber to students who demonstrate evidence of a personal commitment to a plant-strong, whole foods-based lifestyle and a sustained interest in promoting this lifestyle in future professional pursuits. The award amount varies but is typically between \$2,000 and \$2,500.

Diane Marene Warner Schmidt Scholarship was established to support dietetic interns from Minnesota or Wisconsin pursuing the dietetic internship at OHSU. Students from Minnesota or Wisconsin should discuss this scholarship with the GPHN director. This scholarship is awarded prior to matriculation.

OHSU Provost Excellence Scholarship and the OHSU President's Fund Scholarship: Nominations for these *two scholarships* are made by the GPHN Program Director after a prospective student is offered admission to the MSHN/DI, MSFSS/DI, or the DI. To be nominated, eligible students must meet two or more of the established criteria, including:

- The student's background as a member of a racial or ethnic group that is underrepresented in the healthcare professions in Oregon – Hispanic/Latino, Black/African American, Native Hawaiian/Pacific Islander, citizen or descendant of a federally-recognized American Indian/Alaska Native tribe – has affected the student's life in such a way that is concretely tied to a quality of character or a unique ability that this student can contribute to OHSU
- The student is a first-generation college student, defined as a student with neither parent having completed a four-year college or university degree.
- The student or student's family was the recipient of social service support (sometimes referred to as "Welfare" or "Public Assistance") while in elementary or secondary school; social services are a range of public services provided by the federal or state government intended to aid specific groups, which commonly include the economically disadvantaged. These services include access to food, financial assistance, housing, healthcare, and education.
- The student has required the assistance of and participated in an educational support program, such as federally or state-funded no-cost pathway programs that promote the school readiness of children from infancy all the way through post-secondary education (examples include TRIO, Upward Bound, Head Start, Oregon Tribal Student Grant, etc.) or 504 Accommodations.
- The student is from a rural or frontier environment in Oregon or elsewhere (rural/frontier residency is when an individual has resided for much of their childhood/young adulthood in a rural town or frontier environment defined by the Oregon Office of Rural Health as a town with a population of less than 40,000 and at least 10 miles from a community of that size or larger).

Information about these characteristics is collected during the application process, but not provided to or used in the candidate review or selection process. Students are automatically considered and nominated for these awards if eligible.

SCHOLARSHIPS, AWARDS, TRAINEESHIPS, AND FELLOWSHIPS FOR STUDENTS IN A DI PROGRAM

The Academy of Nutrition and Dietetics Foundation offers a variety of scholarships. Award details and eligibility requirements are described on the [Academy Foundation scholarship website](#).

The [Oregon Academy of Nutrition and Dietetics \(OAND\)](#) offers two Outstanding Student Awards to students enrolled in an undergraduate or graduate nutrition program or a dietetic internship. Students nominate themselves for this award. To be eligible, students must be members of the Oregon Academy by December 31st of the year prior to the award distribution. To become a member, students must assign their state affiliation to the Oregon Academy with the Academy of Nutrition and Dietetics.

The [LEND Nutrition Fellowship](#) provides participants with hands-on training in nutrition assessment and medical nutrition therapy for children with disabilities, with particular emphasis on an interdisciplinary team approach.

The Maternal Child Health (MCH) training grant prepares participants to develop leadership, advance scholarship, and promote partnerships to improve the nutritional health of mothers and children, including children with special health care needs and their families, with a particular focus on the Western United States. Students participating in the program are invited to complete the Lactation Counselor Training Course offered by the Center for Breastfeeding [www.centerforbreastfeeding.org](#) to become a “Certified Lactation Counselor” and attend regional and national MCH conferences.

ACADEMIC STANDARDS AND POLICIES

ADVISING & PROGRESS REPORTS

During the internship, students will meet individually and/or in small groups with the GPHN/DI Director and/or Associate DI Director at least once per term during fall, winter, and spring terms to discuss progress in rotations, courses, monitor the attainment of the core competencies in nutrition/dietetics, and support professional development. Additional meetings may be requested by the student or the director/associate director as desired. GPHN leadership and faculty are available to support students who may experience challenges affecting their academic progress and, when appropriate, to refer them to OHSU student support resources. Students who are experiencing challenges with program requirements are encouraged to seek assistance and guidance from program directors, course directors, and available student support resources as early as possible. Information about support resources is provided during the onboarding process before matriculation and is reinforced during orientation and throughout the program.

Master’s students will meet with the master’s program faculty regularly to discuss program progression, courses, elective credits, and thesis or capstone progress. Additional meetings may be scheduled as needed to comply with Graduate Studies policies, to support graduate students, and to facilitate efficient progress toward degree completion.

GRADING POLICY

Per [OHSU Academic Policy 02-70-020](#), each academic program stipulates standards for academic progression and graduation, including a minimum cumulative GPA of 3.0 and specific course grades. Students must receive a P or a B- or higher in the required NUTN and FSS courses for the DI, MSHN, and MSFSS programs.

REMEDIATION

The goals of remediation are to address academic or professional performance issues and to collaborate with students to improve outcomes. Per [OHSU Academic Policy 02-70-020](#), a student receiving a non-passing grade may be permitted to remediate portions of the course instead of repeating the course in its entirety when the faculty of record and/or the academic program has determined that a student has not passed certain required components but has passed other required components.

Remediation may include, but is not limited to, the following steps:

- The Course Director will meet with the student to review academic performance issues.
- The Course Director will consult with the appropriate Program Director to develop a remediation plan. The plan may include, but is not limited to, repeating an exam or portion of an exam, offering an oral instead of a written exam, extra assignments, individually focused, faculty-led tutoring, and required engagement with the Academic Success Center.
- The Course Director, or other faculty as designated by the Program Director, must evaluate the student's proficiency upon completion of the plan.
- The Course Director will document the remediation process and outcome(s) of the remediation effort. This documentation and any supporting documentation will become part of the student's official file.
- The Course Director will notify the Program Director of the remediation efforts and outcomes.

All remediation activities must be completed by the deadline set in the remediation plan, typically no later than the end of the subsequent academic term. A failed remediation attempt will result in a final non-passing grade and failure to remain in good academic standing. This can result in the student being placed on academic probation.

FAILURE TO MAINTAIN GOOD ACADEMIC STANDING

Maintaining good academic standing includes meeting minimum degree requirements, making satisfactory academic progress, and consistently demonstrating appropriate professionalism. Students who do not maintain good academic standing may receive an academic warning, be placed on academic probation, be suspended, or dismissed. In certain situations, the GPHN may recommend dismissal without a probationary period.

The GPHN is responsible for monitoring student performance and initiating appropriate action if performance standards are not met. The GPHN Program Director shall notify the student and the SOM Graduate Studies Assistant Dean for Student Affairs when a student fails to maintain good academic standing. This notification shall specify the way(s) in which the student is failing to meet program standards and the time limits for correcting deficiencies, including, but not limited to, remediating coursework.

For students who receive an academic warning or are placed on probation, the GPHN will advise them on corrective steps, the deadlines for taking them, and the consequences of failing to remedy the matter. For students who have been suspended, the Dean's notification letter will also include information on corrective steps, deadlines, and consequences. A student who fails to take corrective steps within the specified time limit may be subject to disciplinary action, including but not limited to dismissal.

ACADEMIC PROBATION

Academic probation occurs when a student fails to meet either academic and/or professional requirements and is no longer in good academic standing. Academic probation is intended to provide a student whose performance is less than satisfactory a period to correct the deficiency. A student on academic probation may not complete the thesis oral examination (thesis defense) or present their final capstone seminar, nor may the student receive their master's degree or graduate certificate.

A student placed on academic probation must correct deficiencies within one academic term. A student who fails to correct deficiencies within one academic term may be recommended for dismissal at the discretion of the GPHN faculty.

SUSPENSION AND DISMISSAL POLICY

OHSU schools and colleges have the authority to pursue academic suspension and academic dismissal proceedings for those students who have not met program standards, have failed to meet the terms of academic probation, and/or have violated policy and/or proscribed conduct.

SUSPENSION AND DISMISSAL PROCEDURE

The GPHN follows the dismissal procedures and policy outlined in [OHSU Policy 02-30-050](#).

STUDENT GRIEVANCES

In accordance with [OHSU Policy 02-30-055, Student Grievance and Appeal](#), students may resolve issues and conflicts related to their role as students, activities within a school/program, or decisions based on any policies or procedures they consider unfair. Student concerns that fall within the responsibility of another OHSU department, such as prohibited discrimination or harassment, will be referred to the appropriate OHSU Office. Students may not grieve assigned grades or their academic status, including but not limited to academic probation or disciplinary actions.

[Policy 02-30-055](#) outlines the steps for filing a grievance, including recourse to an administrator other than the GPHN Program Director.

Complaints related to supervised practice should first be addressed with the preceptor. If unable to resolve the issue with the preceptor, the student should contact the GPHN Program Director or Associate DI Director.

Whether the grievance occurs in a didactic course or supervised practice, retaliation is not permitted.

Students participating in educational activities through NC-SARA (National Council on State Authorization and Reciprocity Agreement), out-of-state learning activities, or distance education may follow the SARA complaint process, available at <https://www.ohsu.edu/education/out-state-authorization>.

Students in the DI, MSHN/DI, or MSFSS/DI may submit complaints directly to ACEND only after exhausting all other options with the program and institution. Note that ACEND will investigate only signed allegations that the program is noncompliant with accreditation standards or policies. Information on filing a complaint with ACEND against an accredited program is available online. ACEND can be reached at:

Online: <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint>
Email: ACEND@eatright.org; Phone: 800-877-1600, Option 1
Mail: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means acting honestly, fairly, transparently, and ethically in one's academic work. This commitment includes completing all assignments as one's own work, neither giving nor receiving unauthorized assistance, and properly attributing all sources, ideas, and thoughts of others.

ARTIFICIAL INTELLIGENCE

The GPHN supports the transparent and ethical use of generative artificial intelligence (Gen-AI), which refers to technologies that can generate text, images, or multimedia. However, using AI without proper attribution or permission constitutes plagiarism. Content generated with Gen-AI is not considered original, so it must be acknowledged as borrowed ideas, images, or wording. Any use of Gen-AI must be acknowledged appropriately as required by a course instructor and/or your thesis or capstone advisor. Failing to appropriately attribute the use of Gen-AI in submitted work may be grounds for academic review, with consequences including assignment remediation, course failure, or dismissal.

COURSE-SPECIFIC GUIDELINES

Individual instructors may have specific instructions regarding the use of AI in their course. Please refer to the course syllabus for specific instructions.

PROHIBITED USE

Students may not use AI to complete entire assignments, take exams, or produce work they claim is entirely student-created.

ELECTIVE COURSES

For students completing the MSHN/DI, nutrition elective courses may be available through the GPHN in the summer, fall, winter, and spring terms. Up to four elective credits may also be taken through other OHSU programs, when available, with the instructor's and the GPHN Director's permission.

Students in the DI, MSFSS/DI, or MSFSS program may enroll in any GPHN, Interprofessional (IPE), or University (UNI) elective course. However, elective courses taken outside of a student's approved program of study are not eligible for financial aid. Elective guidelines for MSHN students are provided in the program overview for the [MSHN program](#).

INTERPROFESSIONAL EDUCATION (IPE)

The goal of the OHSU Interprofessional Initiative is to prepare OHSU students to work deliberately and collaboratively to achieve a safer, more effective, patient-centered, and community-oriented health care system. As part of the IPE curriculum, dental, medical, nursing, nutrition, physician assistant, and radiation therapy students must attend and participate in a one-credit course, [IPE 501: Foundations of Patient Safety and Interprofessional Practice](#). IPE 501 introduces early health care learners from all OHSU schools and programs to best practices in professionalism, roles and responsibilities, teamwork, communication, ethics, and collaborative practice to improve the quality and safety of patient care. Students completing the DI, alone or concurrently with the MSHN or MSFSS, must take the IPE Foundations course.

CONTINUOUS ENROLLMENT

All students admitted to the GPHN must remain continuously enrolled until graduation, except during periods of approved leave of absence. Continuous enrollment requires taking at least one credit per term during the regular academic year (fall, winter, and spring terms). Registration during the summer term is not required to meet the continuous enrollment policy, but may be required for elective and/or required courses, as well as thesis or capstone work.

APPLICATION FOR GRADUATE CERTIFICATE OR DEGREE

MSHN AND MSFSS PROGRAMS

The [Program Requirements Guides](#) list the graduation requirements for all degrees and certificates at OHSU. To earn a degree or certificate, students must meet the requirements in effect when they started the program. For a degree or certificate to be awarded with the graduation date of a given term, the student must complete all coursework required for the degree by the end of that term. Students with outstanding requirements (i.e., have been granted an extension by Graduate Studies) must complete all work by the second Friday after the end of the term, including but not limited to: finalizing incomplete or in-progress grades at OHSU; remediating a course at OHSU; completing the final steps for submitting a thesis or capstone; or completing a course at another institution. Proof of completion of those requirements (e.g., transcripts or other documentation) must be received by the fourth Friday after the end of the term. The OHSU Application for Degree form must be completed online through the Student Information System (SIS) one term before the student expects to graduate. From the date of matriculation, students in the MSHN or MSFSS program have six years (24 terms) to complete the degree, unless granted a leave of absence. If a student has applied to graduate but needs to update their graduation term, they must complete the [Change of Graduation Term](#) form. Information on graduation and the commencement participation policy can be found on the [Registrar's website](#).

DI, MSHN/DI, AND MSFSS/DI PROGRAMS

Students enrolled in the MSHN/DI program graduate with an MS in Human Nutrition degree and a Dietetic Internship Graduate Certificate. Students enrolled in the MSFSS/DI program graduate with an MS in Food Systems and Society degree and a Dietetic Internship Graduate Certificate. Students in the DI program graduate with only a Dietetic Internship Graduate Certificate. Graduation from the DI and receipt of an official DI verification statement are contingent upon having a graduate degree conferred by OHSU or another accredited university and successfully completing all required courses and at least 1,000 hours of planned supervised practice. In addition, students in the DI, MSHN/DI, or MSFSS/DI must maintain a minimum cumulative 3.0 GPA, be in good academic standing, pass all required NUTN and FSS courses with a grade of B- or higher, complete the required minimum number of credits, and finish all thesis or capstone requirements. The OHSU Application for Degree form must be completed online through the Student Information System (SIS) one term before the student expects to graduate. Students completing the MSHN/DI or MSFSS/DI program will submit their Application for Degree for the MSHN or MSFSS program through SIS and also complete the [Dual Degree Application form](#) for the DI graduate certificate through the Registrar's website. From the date of matriculation, students in the MSHN/DI or MSFSS/DI program have six years (24 terms) to complete the degree, and students in the DI program have four years (16 terms) to complete the certificate, unless granted a leave of absence. If a student has applied to graduate but needs to update their graduation term, they must complete the [Change of Graduation Term](#) form. Information on graduation and the commencement participation policy can be found on the [Registrar's website](#).

UNIVERSITY STANDARDS AND SERVICES

ACADEMIC CALENDAR

For specific registration dates and deadlines, including deadlines to withdraw or receive a tuition refund, consult the Registrar's Office's comprehensive [Academic Calendar](#).

YEAR OVERVIEW

Students will be granted prescheduled leave during the year, including Thanksgiving Day and the day after Thanksgiving, winter break, spring break, and summer break (if applicable). Other holidays observed include Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, and Labor Day. For students in a master's program, advisors should be consulted before any extended leaves are planned, as students may have work to complete during holiday breaks.

REGISTRAR AND FINANCIAL AID

In support of OHSU's Education mission, the [Office of the Registrar](#) ensures the accuracy and integrity of OHSU academic records and the degrees and certificates awarded by overseeing academic policy, student records, and related operational processes. Services include course registration, grade reports, and official transcripts. The Registrar and Financial Aid Office also receives requests for financial aid and for deferral of student loans.

STUDENT REGISTRATION

It is important that students register for courses by the term deadlines listed in the [Academic Calendar](#). Late registration requests are not guaranteed and are subject to review and approval by the Associate Dean of Graduate Studies and the Registrar's office. New students must register for courses before the first day of the term to prevent deactivation of their student accounts and network credentials. Information on how to register is available on the [Registrar's website](#).

BRIGHTSPACE

[Brightspace](#) is OHSU's online course management system and includes a suite of web-based tools that support academic communication and collaboration. Most courses have a Brightspace component, which includes the course syllabus, posted videos or assignments, supplemental readings, and a platform for assignment submissions, quizzes, and online discussions. Courses on Brightspace open on the Saturday before the term begins, and the course site closes six weeks after the term ends. After the course closes, students will no longer have access to the course content, so they should download any desired course materials before then.

Students log into Brightspace with their OHSU credentials (username and password). The Brightspace classroom management system is supported by the Brightspace Help Desk, which can be contacted via e-mail at brightspace@smomail.ohsu.edu or by phone at 877-972-5249 between 8 am and 7 pm, Monday through Thursday, 8 - 5 pm Fridays, and noon to 5 pm on Sundays.

BLUE COURSE EVALUATIONS

To continually improve and refine course content and delivery, OHSU has developed a standardized online evaluation survey that allows students to provide feedback efficiently and anonymously on courses and instructors. The OHSU

Executive Vice Provost, GPHN Program Director, Instructors, and GPHN curriculum committee members review information from course and instructor evaluations as composite numeric scores and narrative comments. Feedback to instructors should be professional and constructive, and should include comments on both strengths and opportunities for improvement, as appropriate. We value student feedback and expect all students to participate in this anonymous online evaluation. Although individual responses are anonymous, the central administration monitors participation because we maintain a 100% evaluation completion rate goal.

Course evaluations open seven days before the end of the term and close seven days after the end of the term in which a course is offered. Students will receive an email message one week before the term ends, prompting them to log in to complete their course evaluations. The email will include a link to the course evaluation page, which students can access after logging in to Brightspace. Students will receive email reminders every three days until the evaluations close. Once completed, the student will see a list of course evaluations, one for each course taken during the term.

UNIVERSITY POLICIES

Upon matriculation into an OHSU academic program, each student agrees to be bound by the [OHSU Code of Conduct](#), rules, policies, procedures, and administrative regulations of OHSU as they exist at the time of admission and as they may be changed during the student's continued enrollment. Students must be familiar with the policies and procedures outlined in this handbook and with all OHSU policies and procedures published on the [O2 website](#). Academic policies are available in the [OHSU Policy Manual](#).

STUDENT EMPLOYMENT

OHSU employees pursuing a degree or certificate within OHSU, and OHSU students seeking employment from OHSU, shall notify their employment supervisor and program director of their Academic Program to ensure the activity does not impact either their employment schedule or educational activities and to minimize potential conflicts of interest. For more information, see [OHSU Policy 03-30-145, OHSU Employees as Students](#).

NON-DISCRIMINATION POLICY

OHSU provides equal opportunities to all individuals without regard to race, color, religion, national origin, disability, age, marital status, sex, sexual orientation, gender, gender identity or expression, veteran status, or any other status protected by law. It does not discriminate on the basis of any status protected by law. [Policy 03-05-048](#) applies to all employment, education, volunteer, and patient care-related activities, and to any other aspect of OHSU's operation. Retaliation for reporting discrimination is prohibited. To make an inquiry or report an incident of discrimination, contact OHSU's Office of Civil Rights Investigations and Compliance (OCIC), formerly the Affirmative Action and Equal Opportunity (AAEO) Department, at 503-494-5148 or ocic@ohsu.edu.

PROHIBITION ON BULLYING POLICY

To thrive and excel, the OHSU community must sustain a culture of respect that honors the rights, safety, dignity, and worth of every OHSU Member. OHSU is committed to ensuring an environment that is free from harassment, bullying, and discrimination. Bullying, hostile and abusive behavior, and power-based harassment directly threaten the ability of OHSU Members to engage in the free exchange of ideas and pursue their educational and professional goals. [Policy 03-05-060](#) documents OHSU's commitment to provide an environment free from bullying behavior and provides a process for addressing behavior that constitutes bullying.

TITLE IX NOTICE OF NON-DISCRIMINATION

Title IX of the Education Amendments of 1972 ("Title IX") protects sex (including pregnancy, sexual orientation, and gender identity) discrimination in any education program or activity receiving federal financial assistance. Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the OHSU Title IX Coordinator: Angela Fleischer, MSW, LCSW, CFP-A, at 503-494-5148 or titleix@ohsu.edu.

STUDENT MISTREATMENTS

Mistreatment outside of the boundaries of discrimination, harassment, and sexual misconduct also has no place at OHSU. Mistreatment can include, but is not limited to, unprofessional relationships, abuses of authority, and abusive and/or intimidating behavior (e.g., derogatory comments, belittlement or humiliation), creation of a hostile environment, ethical concerns, and inappropriate requests for personal services (such as shopping, babysitting, etc.). Fellow students, faculty, staff, preceptors, and patients can perpetrate it.

Students are encouraged to report any mistreatment to the Program Director. If a student feels that their concerns are not being adequately addressed or that the mistreatment is at the level of the Program Director, they may report directly to the SOM Graduate Studies Office by following the [SOM Graduate Student Mistreatment Protocol](#). If a complaint warrants and provides enough information to support further investigation, the program will conduct that investigation. The timing of the investigation is dependent on several factors. An informal investigation and resolution process does not require the complainant student's identity to be shared with the accused individual, preceptor, faculty, or staff.

PATIENT REQUESTS FOR OR REFUSAL OF HEALTHCARE PROFESSIONALS OR OTHER PERSONNEL WITH SPECIFIC CHARACTERISTICS

With rare exception, OHSU will not accommodate requests for, or refusals by, patients to receive healthcare provided by professionals or other personnel because of a specific characteristic of the healthcare professional or other personnel. Please refer to Healthcare Policy [HC-RI-133-POL](#).

RESPECT FOR ALL

The [Respect for All](#) guide has information on how to recognize, confront, and prevent discrimination, harassment, and bullying. OHSU recognizes the strength that comes with being "Diverse in People and Ideas." This is why any form of discrimination or harassment has no place at OHSU and will not be tolerated. Jokes, comments, and actions that single people out are unacceptable at OHSU. If you witness such behavior, it is your responsibility to take the appropriate action. Remember: Saying or doing nothing is the same as condoning this behavior.

OCIC offers education in the form of online courses and in-person training for managers, departments, or other groups, upon request. Students are required to complete OHSU Unconscious Bias and Bystander Intervention training.

COMMUNICATION

OHSU EMAIL

All students are issued an [OHSU email account](#) and are expected to use it for all program-related correspondence, including communication with preceptors. Email is the primary form of communication at OHSU. **Students are expected to check this**

email account at least daily and respond to email requests within 24 hours. It is important that students review ALL emails received from the program and from the university. If you receive any spam emails, forward the entire message to antispam@ohsu.edu.

CONNECTING REMOTELY TO OHSU COURSES AND EVENTS

Classes and activities will be offered using a combination of in-person and remote modalities. Courses offered remotely may be synchronous (all learners join courses/activities at a scheduled time) or asynchronous (learners view course instruction on their own schedule). OHSU requires instructors to deliver course content in a single mode, either in person or remotely. An approved exception to in-person course attendance applies to students completing rotations at rural or regional campuses throughout the state. Students may attend classes remotely while living in these locations. Most courses offered by the GPHN for students enrolled in the DI or MSHN programs are offered in person. All courses associated with the MSFSS program are offered online, primarily in an asynchronous format.

To promote active, participatory learning in synchronous courses and other remote educational activities, all students must have access to reliable high-speed internet and a computer with a microphone and camera. All students should have access to hardwired internet connections via Ethernet cable or a similar system, allowing webcams and microphones to remain on throughout the class session to promote continuous participation. Due to limited bandwidth, Wi-Fi can sometimes make it difficult to connect to classes.

In addition, all students are required to download and have access to WebEx, Microsoft Teams, and any other virtual meeting space of choice at OHSU. Information on WebEx and Microsoft Teams, along with installation instructions, is provided by ITG. While there are multiple options for virtually connecting with other students, we strongly encourage you to use WebEx, Microsoft Teams, or the platform required by OHSU to discuss course-related work so your communication complies with OHSU's Privacy Policies. If OHSU transitions to another platform, students will be encouraged to use the updated system. If you have connectivity issues, contact ITG at 503-494-2222.

For synchronous course sessions, students will be asked to turn on their cameras during instruction to verify their identity. It is expected that students will keep their cameras on and remain actively engaged throughout class, unless the instructor has communicated and approved a need for the camera to be off prior to class. Students' identification is also verified through OHSU's use of Duo Security for multi-factor authentication.

STUDENT RECORDS

The Family Education Rights and Privacy Act (FERPA) governs access to student education records. Students should review the annual notification of student rights (under general information) on the [Registrar's website](#) for a full explanation of their FERPA rights. Additional information regarding student records can be found in the [Education Records policy](#) and the [Academic Regulations for the School of Medicine Graduate Programs](#). Students can use the [Student Information System](#) to view grades and unofficial transcripts; review charges and make payments online; review holds (if they exist); view personal information such as address, e-mail, etc.; view and/or print class schedules; and register for classes.

INFORMATION TECHNOLOGY

Students are responsible for the computer and mobile devices they use during their studies at OHSU. If students wish to use a computer to access OHSU resources, they must use an up-to-date, vendor-supported operating system (Apple or Windows).

In addition, students must abide by OHSU's [Acceptable Use of Computing and Telecommuting Resources policy](#). The following information will help students use computing resources in accordance with that policy and OHSU's additional information privacy and security policies. For a complete list of policies, visit the [Information Privacy and Security site](#).

TWO-STEP AUTHENTICATION

Two-step authentication (also called multi-factor authentication) is required to log in to certain OHSU systems from outside the OHSU-Secure wireless network. OHSU uses Duo Mobile for two-step authentication.

ITG SERVICES HELP AND HOW-TO

[ITG Services Help and How-To](#) resource provides a searchable list of popular instructions, such as how to set up an iPhone for email, connect to Citrix Remote, and much more. It provides solutions for the most common information technology issues at OHSU, as well as FAQ on a variety of topics.

STUDENT SUPPORT

STUDENT CENTRAL

[Student Central](#) serves as a home for news, information, and resources for OHSU's more than 3,500 students across the schools of Dentistry, Medicine, Nursing, the OHSU-PSU School of Public Health, and the College of Pharmacy.

GPHN STUDENT OFFICE

The GPHN student office is in the 3030 Moody building, Room 245. Computers, a printer, a refrigerator, and a microwave are in the office for student use. Students must abide by the GPHN Student Office Access and Key Policy and are responsible for keeping this space clean and presentable, including removing trash and cleaning the refrigerator. To access the student office, contact the GPHN Administrative Coordinator.

Printing resources are also available at the RLSB and the library. Students have access to a color printer on the fifth floor of the RLSB, outside the Learning Resource Center. Information on how to print wirelessly is available on the [Library's website](#). Students must have a [GoPrint account](#) to print.

OFFICE OF STUDENT LIFE

The [Office of Student Life](#) sponsors a variety of services, programs, and events to educate, advocate, entertain, and engage students. The Office of Student Life offers a broad range of services and programs that support the social, physical, psychological, financial, ethical, and cognitive development of all OHSU students.

ALL-HILL COUNCIL

The [All-Hill Council](#) comprises OHSU's student body government. Each school contributes members to the Council. Student Council meetings are held on the second Friday of the month at 12 pm and are open to anyone. In addition to facilitating communication about OHSU news and policies to students and serving as a voice for students to administrators, the Council also provides funding for events that bring students together across schools and programs.

STUDENT CENTER

The [OHSU Student Center](#) is located on the Marquam Hill campus, located at 722 S. Campus Drive near parking structure 2 and across the street from the Doernbecher Children's Hospital. The Student Center comprises a Food Resource Center for students, a meeting/study space, a lap pool and hot tub, workout facilities, and a gym that hosts intramural sports.

FOOD RESOURCE CENTER

The student [Food Resource Center \(FRC\)](#) at OHSU provides fresh, refrigerated, frozen, and packaged foods to OHSU students at no cost; offers food-related and financial information and referral services; and provides practical information on food safety, nutrition, budgeting, cooking, and preserving food. The FRC serves all students who hold an OHSU ID badge. OHSU students enrolled at regional campuses can also access food resources on the Portland campus or through local university food pantries and other mechanisms.

Shopping hours and online ordering availability can change; visit the [FRC website](#) for the most recent information. Volunteers are always needed. Contact the FRC at food@ohsu.edu.

MARCH WELLNESS & FITNESS CENTER

The [March Wellness & Fitness Center](#) is located on the OHSU Waterfront Campus in the Center for Health & Healing, Building 1. OHSU students who are on the registrar's enrollment report have a student membership at the March Wellness & Fitness Center. Students may add one significant other (relatives and roommates are not eligible) to their membership.

STUDENT HEALTH & WELLNESS

[Student Health](#) offers a full range of primary care, behavioral health, integrative medicine, and wellness services for OHSU students and postdoctoral scholars based on the Portland campus. Some services are also available for students' spouses, domestic partners, and adult children. The [Basic Needs Resource](#) page includes OHSU and community-based resources.

OHSU STUDENT CARE PROGRAM

The [Consultation, Awareness, Resources and Education \(CARE\) Program](#) helps students face personal, physical, or emotional challenges. Anyone concerned about a student can submit a referral, including faculty, family members, peers, and others.

EDUCATIONAL DEBT COUNSELING AND FINANCIAL MANAGEMENT

[OHSU's Educational Debt Counseling and Financial Management program](#) fosters a financially empowered community of students and alumni. Through their personalized one-on-one counseling sessions and interactive group workshops, they

provide lessons and resources to help students and alumni manage their money by making informed decisions about their student debt and personal finances, including budgeting, borrowing responsibly, understanding personal credit, and more. You can arrange individual counseling or tailored group sessions by contacting Janna at 503-494-7872 or mckayj@ohsu.edu.

STUDENT LEARNING SUPPORT

[The Academic Success Center](#) is committed to helping all learners at OHSU reach their academic potential. They offer one-on-one consultations, workshops on study skills and strategies, writing support, and academic coaching.

OHSU LIBRARY

OHSU Library provides extensive online and print resources, as well as expert library staff support. Access the OHSU Library's online resources 24 hours a day, 7 days a week from any location by authenticating with your OHSU accounts. Search any of our 130 databases, which are linked to more than 31,000 journal subscriptions and 205,000 online books. The Library also has over 85,000 print books and participates in regional and global interlibrary borrowing networks. Items not available online are available at no charge via the [Library's Get It for Me service](#), which delivers articles and chapters via email within 1-2 business days. The [Library's Education, Research and Clinical Outreach librarians](#) support your learning through consultations and addressing questions about searching, information, and citation management, critically appraising the literature, and disseminating your scholarship. The Library also provides 24-hour technology-enabled spaces with access to printing and [specialized software](#), and lends equipment to facilitate knowledge creation and sharing.

CENTER FOR LEARNER DIVERSITY & INCLUSION

At OHSU, we believe diversity means creating an inclusive community. That is why we are committed to building an environment where students from historically underrepresented populations can thrive and maximize their potential. The Center for Learner Diversity and Inclusion collaborates with schools and other programs or departments to provide the following services. Please visit the Center for Learner Diversity and Inclusion website to learn about OHSU's Community of Inclusion and Diversity Action Plan, internships, scholarships, professional development, and other resources.

OHSU OMBUDSMAN

The [OHSU Ombudsman](#) offers a safe, confidential place to discuss campus-related issues and explore informal ways to address concerns. The Ombudsman will listen and review matters; help identify options; make inquiries and referrals as appropriate; and/or facilitate resolutions impartially.

OHSU CONFIDENTIAL ADVOCATE PROGRAM

The [Confidential Advocacy Program \(CAP\)](#) provides confidential support services to OHSU employees, students, and volunteers who have experienced any form of sexual misconduct, including sexual harassment, sexual assault, intimate-partner violence, stalking, relationship/dating violence, and other forms, whether at OHSU or outside of the university. **CAP advocates are available 24/7.** [Contact CAP](#) on their crisis lines, answered by OHSU advocates or their community partners, or book an appointment online with an OHSU confidential advocate [here](#).

PUBLIC SAFETY

The [Department of Public Safety](#) is dedicated to assisting all members of the OHSU community whenever possible. Public Safety maintains a comprehensive communications center (dispatch) staffed 24 hours a day, 7 days a week by professional dispatchers trained to triage service requests, including emergencies, and initiate the appropriate response. If they cannot provide the requested service with our resources, they will make all reasonable attempts to locate someone who can.

PROFESSIONALISM

The GPHN aims to help students transition from students to professionals as quickly and easily as possible. The [OHSU Code of Conduct](#), [Professional Conduct Policy for Graduate Programs of the School of Medicine](#), and this handbook serve as guides for conduct at all times. Preceptors, mentors, faculty, and staff will continually assess student professionalism. Appropriate behavior is a key component of student success.

OHSU: CODE OF CONDUCT

As members of the OHSU community, students are expected to uphold the standards outlined in the [OHSU Code of Conduct](#), which guides the behavior and performance of all community members.

PROFESSIONAL CONDUCT POLICY FOR GRADUATE PROGRAMS OF THE SCHOOL OF MEDICINE

The Graduate Council approved this policy to establish expectations for graduate students in the School of Medicine's academic programs. Graduate students are held to a higher standard than undergraduate students, are understood to be laying a foundation for their professional career or continued research, and are expected to review and abide by the points made in the [Professional Conduct Policy for Graduate Programs of the School of Medicine](#).

ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS

The Academy and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interests of the profession and the public it serves to have an Academy of Nutrition and Dietetics Code of Ethics in place to guide dietetics practitioners in their professional practice and conduct. Dietetics practitioners and Academy members have adopted this Code of Ethics to reflect the values and ethical principles guiding the nutrition and dietetics profession and to set forth dietetics practitioners' commitments and obligations to the public, clients, the profession, colleagues, and other professionals. All students in the DI, MSHN/DI, MSFSS/DI, and MSHN programs must maintain membership in the Academy of Nutrition and Dietetics and are, therefore, bound to the professional Code of Ethics.

FORMS OF ADDRESS

Unless given permission to do otherwise, use the formal form of address Mr., Ms., Mrs., Miss, Dr., or Professor, rather than the first name when addressing faculty, staff, preceptors, clients, and other members of the health care team, including dietetic technicians, food service staff, or clerical personnel.

Gender identities and expressions can be diverse. People may use feminine pronouns (she/her), masculine pronouns (he/him), or neutral pronouns (they/them). For example, when referring to someone who identifies as female or feminine, she may wish to be addressed as "she," and her pronouns would be "she/her." In a sentence, you would say, "My co-worker is Mary; she is on a lunch break. You can leave her mail on her desk, and I will check with her to make sure she

received it.” When referring to someone who identifies outside of the gender binary of male or female, they may wish to be addressed with the neutral pronoun “they,” and their pronoun would be displayed as “they/them.” In a sentence, you would say, “My co-worker is Sam, who is on their lunch break. You can leave their mail on their desk, and I will check with them to make sure they have received it.” When in doubt, refer to a person using the pronouns identified on their OHSU identification badge or ask how he/she/they would like to be addressed.

APPEARANCE & IDENTIFICATION BADGE

All students are expected to abide by the [OHSU Professional Appearance policy](#), including all virtual or remote program activities. Although classrooms may not be located in a building that provides patient care, students may occasionally walk through OHSU patient care areas throughout the day, and it is good practice to maintain a professional demeanor at all times. Students in rotations outside OHSU should be aware that each facility may have its own appearance policy. When on rotations at other facilities, students must follow the policy of the facility to which they are assigned.

While on campus or at a rotation site, the student’s OHSU-issued Identification Badge and/or affiliated site badge must always be worn in a **visible, upright position above the heart at collar level**. Badge holders must be kept clean. Identifying information must be visible to others with whom the student interacts. Lanyards are not allowed for hygiene and safety reasons. Students are required to follow all masking procedures outlined by OHSU or their rotation site.

CONFERENCES

To enhance professional development and begin professional networking, students are encouraged to attend conferences in nutrition and dietetics. As part of their course of study, students may be required to attend professional meetings, such as the Oregon Academy of Nutrition and Dietetics annual conference. Costs to attend required conferences may be paid by the program, but costs to attend other conferences may be the student's responsibility. Students should discuss conference attendance with the program before registering.

PUBLICATIONS & PRESENTATIONS

One way to build a professional name is to write for publication and give professional presentations. While not required, students are encouraged to explore professional writing experiences, such as authoring articles for professional newsletters or the OHSU School of Medicine student blog. Presentation opportunities exist for students at OHSU and other venues, such as local and national conferences. Other opportunities to engage with social media, external blogs or websites, and/or to attend conferences may arise throughout the academic year and should be discussed with the GPHN Program Director.

RESEARCH INTEGRITY

[Research Integrity](#) ensures compliance with all laws, regulations, and guidelines that govern human, animal, basic science, and applied science research at OHSU. Research Integrity provides professional support and oversight for the Institutional Review Board, the Institutional Animal Care and Use Committee, the Institutional Biosafety Committee (IRB), and the Conflict of Interest in Research Committee. Institutional Review Boards (IRBs) are formally designated groups established under federal regulations to conduct regulatory and ethical reviews of research involving human subjects. The OHSU IRB also provides researchers with information and guidance on applicable OHSU policies and requirements, as well as on regulatory and ethical issues that may arise in human research. Student projects completed throughout the program may require IRB approval.

ALUMNI

The GPHN seeks to cultivate relationships with our graduates to generate job leads, recruit mentors for our program, and pursue other opportunities as they become available. Plus, we like to celebrate our graduates' accomplishments! We ask that graduates keep us apprised of their current email address and, when the time comes, take a moment to respond to our brief electronic alumni survey.

ALUMNI SURVEYS

As part of ACEND accreditation, GPHN must send surveys to graduates at 1-, 3-, and 5-year intervals after completing the DI, MSHN/DI, or MSFSS/DI programs. Alumni responses help GPHN evaluate program effectiveness, assess how well the programs prepare graduates for the RDN exam, and understand graduates' employment outcomes after leaving GPHN. This feedback is an important part of the program's ongoing evaluation and helps inform adjustments and improvements that support graduates' continued success.

PROGRAM OVERVIEWS

DIETETIC INTERNSHIP GRADUATE CERTIFICATE PROGRAM

The DI is a full-time, 9-month (three-term) graduate certificate program that provides the required experiential learning alongside relevant didactic courses to meet the competencies required for eligibility to sit for the registration examination for dietitians. The DI must be completed concurrently with, or after, the receipt of a graduate degree. The DI can also be completed concurrently with the MSHN (MSHN/DI) or MSFSS (MSFSS/DI). Students can complete the MSHN/DI and MSFSS/DI full-time within 24 months of matriculation. The MSHN degree is offered with a thesis or capstone option. The MSFSS offers only a capstone option. Matriculation into the DI, MSHN/DI, or MSFSS/DI requires completion of an accredited Didactic Program in Dietetics (DPD) or a Foreign Dietitian Education (FDE) program.

The [Program Requirements Guide](#) lists the DI graduation requirements. To earn a degree or certificate, students must meet the requirements in effect when they started the program.

MISSION

The Dietetic Internship Graduate Certificate (DI) program prepares graduates to deliver evidence-based nutrition care and dietetics services to improve the health of Oregonians and individuals living throughout the United States. We foster the pursuit of excellence among dietetic interns by providing a wide array of experiences in professional leadership and practice that they can carry forward into their careers as Registered Dietitian Nutritionists.

LEARNING OBJECTIVES

The learning objectives of the dietetic internship graduate certificate program align with the core competencies outlined in the 2022 ACEND standards for dietetic internship programs. Program goals and objectives are available on the [GPHN website](#).

REQUIRED COURSES

NUTN 501A Academic Foundations	1 credit
NUTN 501B Transition to Clinical Nutrition	1 credit
NUTN 501C Transition to Professional Practice	1 credit
NUTN 504 Supervised Practice	18 credits
IPE 501 Foundations of Patient Safety and Interprofessional Practice	1 credit
TOTAL	22 Credits

Course descriptions can be found in the [University Catalog](#).

ELIGIBILITY FOR REGISTRATION EXAMINATION FOR DIETITIANS

During the last month of the MSHN/DI, MSFSS/DI or DI program, students will be asked to provide information that will be used to complete the eligibility application for the registration examination for dietitians (RD exam).

Students who meet the DI program graduation requirements, including earning a graduate degree, will receive a verification statement signed by the DI Director and a graduate certificate from OHSU. Students will receive six signed

original copies of their individualized DI Verification Statement within four weeks after the end of the last term they are enrolled in at OHSU, indicating successful completion of the DI. In addition, the program maintains an original signed verification statement in both electronic and hard-copy program files.

For students completing the MSHN/DI or MSFSS/DI program, the transcript submitted to CDR reflecting the highest degree earned will be their official OHSU transcript, dated the date the degree was conferred. For students in the DI only, the transcript submitted to CDR reflecting the highest graduate degree earned will be their most recent official transcript, dated the date their graduate degree was conferred. In addition to submitting official transcripts, the eligibility application requires submission of official, signed, and dated copies of DPD and DI Verification Statements.

After the DI director completes and confirms all program requirements, they submit the completion paperwork electronically to the Commission on Dietetic Registration (CDR) to grant the student eligibility to sit for the RD exam. Graduates should receive confirmation of their eligibility for the RD exam application from CDR via email within 2 to 3 days of submission.

STATE LICENSURE/STATE CERTIFICATION

State licensure and state certification are separate and distinct from CDR credentialing as a registered dietitian. After successfully completing the RD exam, graduates are eligible to apply for individual state licensure or certification, as established by each state. Information on Oregon state licensure can be found at the [Health Licensing Office](#) of the Oregon Health Authority website.

SUPERVISED PRACTICE – NUTN 504

Rotations encompass the work students do at a wide variety of rotation sites throughout the program. The DI Director and Associate DI Director monitor students' progress in this course based on evaluations received from preceptors, including both the student's ability to meet ACEND competencies and professional characteristics, and other assigned projects. Rotations generally occur Tuesday through Friday each week for approximately 32 hours, and schedules are finalized after the respective preceptors confirm their rotations. The preceptor(s) specify the start and anticipated end time for each day of a rotation, as well as the desired check-in location each day. Individual rotation schedules, preceptor contact information, and rotation guides are provided in Exxat.

In addition to rotations and coursework, students must complete a series of learning activities during their rotations. These activities will be presented and explained during orientation.

During supervised practice rotations, students are considered interns and should not be used to replace employees.

SUPERVISED PRACTICE ATTENDANCE

Attendance at rotations on the scheduled date and time is mandatory. Students are expected to attend and actively participate in all required experiences/rotations. Students should schedule personal activities during program breaks in the academic calendar. Whenever possible, elective personal appointments for medical, dental, or other reasons should be made during a student's own time. Students will be granted up to 24 hours of personal time during the DI program, to be used only during rotations. When experiences/rotations are rescheduled due to inclement weather or other unforeseen circumstances, students must make every effort to adjust their schedules to attend.

Before or at the start of every new rotation, students should discuss with their preceptors any potential conflicts that might interfere with meeting their required hours (a minimum of 32 hours each week). Report any such conflict to the NUTN 504 Instructor, Joanna Cummings (cummijoa@ohsu.edu), immediately. A student who fails to meet the minimum time requirements of a given rotation without notifying the NUTN 504 Instructor may be subject to extending enrollment in NUTN 504 into future terms to meet the ACEND hour requirement. Extension of enrollment in NUTN 504 may lead to additional tuition and fees, as well as postponing master's courses and delaying graduation.

Prior approval from the preceptor and the NUTN 504 Instructor is required before registering for conferences (not required by the program) and other activities that conflict with rotation hours. Please note that approval may not be granted.

PERSONAL TIME OFF DURING ROTATIONS

Personal time off must follow the guidelines outlined below:

- Requests for planned personal time must be submitted at least one month prior to the absence.
- Planned personal time must be used during rotations that are three weeks in duration or longer.
- Only up to 8 hours of personal time may be used during a single rotation.

For planned personal time off, students must complete the Personal Time Request Form in [Exxat](#), send it to the preceptor for approval, and forward the signed form to the Administrative Coordinator AND the Associate Dietetic Internship Director.

UNPLANNED PERSONAL TIME OFF DURING ROTATIONS

Students may use 24 hours of personal time for unplanned absences due to illness or emergencies. If illness or an emergency requires an absence from a rotation, students must contact the preceptor and the NUTN 504 Instructor by phone by 7:00 AM that morning and follow up with an email to both. Email messages must include the student's name, rotation site, preceptor's name, verification that the preceptor has been notified, the reason for absence (illness or emergency), the expected rotation return date, and a telephone number where the student may be reached.

Students may be absent for up to 8 hours from any single rotation. If students miss more than 8 hours for any reason (illness, emergency, or planned time off), they may be required to register for and pay for NUTN 504 credits in a future term to meet the ACEND hour requirements and competencies to complete the missed rotation. Please note that hours completed in one rotation do not transfer to another rotation and thus do not count toward "make-up" hours for absences.

A student may not arrive late or leave early from any rotation without the preceptor's permission and notification to the NUTN 504 Instructor. Students are to complete rotation-related activities on-site and should not request to work from home or other off-site locations. Students who demonstrate a pattern of unprofessional behavior (e.g., arriving late, failing to communicate, inappropriate communication, asking to leave early or leaving early before being allowed by the preceptor, asking to work from home, etc.) may be placed on academic probation for poor professionalism and may be subject to dismissal from the program as described in the [Dismissal policy](#).

ALTERNATE PRACTICE SITE

Alternate rotations include simulations, case studies, role-play activities, and projects. Students complete these experiences as part of the NUTN 501 course series, and document hours in Exxat. Students complete approximately 144 hours of alternate supervised practice.

PRIOR LEARNING EXPERIENCE

The OHSU DI Program does not grant credit for prior learning experience.

TRANSPORTATION

Students have access to a variety of incredible preceptors for their rotations. These experiences may be fulfilled at OHSU, in the Portland/Vancouver metropolitan area, Bend, Medford, Klamath Falls, Lincoln City, and other areas throughout the state. In keeping with OHSU's and the program's commitment to serving rural and underserved areas and to providing the most comprehensive educational opportunities, distances between students' primary clinical placement sites and other rotation sites may vary, and students may need to travel extended distances. Students must make their own travel arrangements and arrive on time for each rotation. We cannot assign or reassign rotation sites based on transportation needs or student preferences. Regular, dependable access to a vehicle is required, but other reliable transportation, such as public transit, is acceptable. The GPHN does not pay or reimburse travel expenses, nor does the program provide vehicles for student travel to external or rotation sites.

Travel Liability Statement

The GPHN and OHSU assume no responsibility for student travel. Vehicle insurance and related expenses are the student's responsibility. If the student is a passenger in a car traveling for program-related business, including rotations, the driver must carry liability insurance for coverage in the event of a car accident.

HOUSING AND TRANSPORTATION FOR REQUIRED ROTATIONS

OHSU provides housing for required rural rotations, which the program pays for. It is the student's responsibility to arrange and pay for transportation to and from the rural rotation site, as well as any travel associated with completing the rural rotation.

Housing secured and/or paid for by the program will meet the minimum requirements of the [OHSU Policy 02-90-050, Learner Placement in Clinical and Professional Settings](#) and [Procedure](#).

STUDENT CHOICE ROTATIONS

Alternative housing arrangements and the costs associated with completing a Student Choice rotation are the student's responsibility. Please refer to the OHSU Policy [02-90-050, Learner Placement in Clinical and Professional Settings](#) for more information.

EXXAT

[Exxat](#) is OHSU's online rotation management system. This program houses rotation schedules, preceptor evaluations (competency and professionalism), time clock logs for rotations, competency forms, and student profile information. Students log in to Exxat using their OHSU credentials (username and password) and dual-factor authentication.

PROFESSIONALISM DURING ROTATIONS

Dietetic preceptors at OHSU and all our affiliated sites serve in this important voluntary educational role because of goodwill, a desire to mentor, and a commitment to the nutrition and dietetics profession. The impression a student leaves on preceptors, patients, and clients is important for future success and for the program to maintain good working relationships with these generous practitioners. First and foremost, students should be prompt in all communications, meeting appointments, and assignments. Some preceptors may be future employers. It is especially important to make a consistent and positive impression. To show appreciation, we strongly encourage students to write thank-you notes to preceptors after each rotation.

Successful completion of rotations is based in part on preceptors' assessments of professional attributes and the student's ability to demonstrate the core competencies of our profession. Please remember that we assess competence and professional attributes independently, and students must demonstrate achievement in both areas.

Rotation sites may have additional professional appearance and conduct policies. Follow all guidelines as directed at each rotation site. Students should wear the white laboratory coat provided by the GPHN over street clothes in all patient care and food-handling areas, unless a preceptor directs otherwise.

Further details related to rotation expectations are specified in the NUTN 504 course syllabus. Additional information on contacting preceptors before rotations begin is available on Brightspace in the preceptor contact lists.

EXPOSURE TO INFECTIOUS AND ENVIRONMENTAL HAZARDS

The GPHN follows guidelines made by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regarding exposure to infectious and environmental hazards. The clinical site is responsible for providing adequate Personal Protective Equipment (PPE) for use in a clinical setting (e.g., disposable gloves, masks, gowns, eye protection, etc.) unless otherwise specified by the GPHN. It is the responsibility of the clinical site to instruct the student about accepted infection control procedures applicable to the student's activities. It is the responsibility of the student to use the provided PPE and to follow the instructions given to minimize the risk of infection or of transmitting any infectious diseases.

PROCEDURES FOR CARE AND TREATMENT AFTER EXPOSURE

Students are expected to familiarize themselves with each clinical site's specific policies regarding standard precautions. Students on supervised clinical experiences (rotations, mentoring, etc.) should follow the advice for health care workers in determining whether they may report to a clinical site when ill. For non-OHSU sites, please seek guidance from the appropriate clinic or institutional resources.

Students exposed to an infectious disease (e.g., through needlestick, bodily fluids, etc.) at an OHSU clinical site should follow the protocols established by Student Health and Wellness (SHW). After such exposure, students must notify SHW at 503-494-8665 for additional advice on follow-up. Students should also report exposures through the Worker and Student Injury Reporting System.

Students exposed to an infectious disease (through a needle stick, bodily fluids, etc.) at a non-OHSU clinical site should follow the local institutional policies for reporting. After such exposure, students must notify SHW at 503-494-8665 for additional advice on follow-up.

Students must notify the Dietetic Internship and Associate Dietetic Internship Directors by phone or e-mail, report the exposure (including the date), and confirm that the procedures above have been initiated.

Blood and Body Fluid exposures that occur in an OHSU facility in the Portland area are managed by SHW at no cost. Students with exposures outside an OHSU facility should coordinate post-exposure care with that facility. When care is received outside of SHW, the student may need to utilize their own personal health insurance for billing purposes, and out-of-pocket costs may not be reimbursed. Students are not covered by workers' compensation. Students should contact SHW if they have any questions about receiving post-exposure management for exposures that occur while performing their academic duties.

PREVENTION - STANDARD PRECAUTIONS

Students should expect to participate in the care of patients with infectious diseases during their educational activities and will use standard precautions during all clinical activities. Students will follow standard precautions to prevent transmission or infection with infectious diseases. Generally, procedures will follow those recommended by the Centers for Disease Control and Prevention and/or the Oregon Health Authority, as specified by the clinical site.

[Standard precaution](#) practices protect healthcare professionals and reduce the risk of exposure to bloodborne pathogens and hazardous substances from both recognized and unrecognized sources. These precautions apply to all patient care and laboratory or clinical training experiences. Using standard precautions is a mark of professionalism, and all faculty and students will use them during activities that present potential exposure to bloodborne pathogens and hazardous substances. Failure to do so may result in disciplinary action.

STANDARD PRECAUTIONS

In general, treat any patient as if they may have a potentially contagious disease. Use appropriate standard precautions if you may come into direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and possibly contaminated articles. Avoid direct contact with and injury from all sharps, and dispose of them in designated puncture-resistant containers immediately after use. Hand hygiene is crucial in reducing the risk of transmitting infectious agents. Hand hygiene includes using soap and water, as well as approved alcohol-based or chemical hand disinfectants. CDC guidelines recommend using an alcohol-based hand rub for hand hygiene. Use soap and water when required, such as when there is potential exposure to *Clostridium Difficile*. Practice hand hygiene frequently and thoroughly: after touching blood, bodily fluids, secretions, excretions, or contaminated articles; immediately after removing gloves or other personal protective equipment; and before and after any patient contact. If hands are visibly soiled, come into direct contact with blood, bodily fluids, secretions, excretions, or contaminated articles, or are used after caring for patients with known or suspected infectious diarrhea, use soap and water immediately.

PERSONAL PROTECTIVE EQUIPMENT

Wear appropriate personal protective equipment (PPE) before patient care whenever there is a risk of exposure, depending on job duties. Do not wear protective apparel from one patient or activity to another; remove and dispose of it properly after each use. Appropriate barriers include gloves, masks, and protective clothing, depending on the clinical circumstance. Apparel and equipment protect skin and mucous membranes, especially the eyes, nose, and mouth. Gloves are to be removed and disposed of after each use and should be used when handling blood, bodily fluids, secretions, or excretions, when touching mucous membranes, non-intact skin, body orifices, or when touching contaminated articles or equipment. Masks include but are not limited to facial masks, goggles, and face shields. Protective clothing includes, but is not limited

to, gloves, gowns, aprons, caps, and shoe covers. Wear masks and protective clothing during procedures and patient-care activities likely to generate splashes or sprays of bodily fluids or exposure to other hazardous materials. Wear masks and protective clothing when procedures or activities are likely to result in contact between clothing and exposed skin and blood, bodily fluids, secretions, or excretions.

NEEDLES AND OTHER SHARPS

- Do not recap, bend, or hand-manipulate used needles.
- Use safety resources when available, such as self-sheathing needles and/or needleless systems.
- All needles and other sharps are to be placed in a puncture-resistant container as soon as possible after use.

SAFE HANDLING OF POSSIBLE CONTAMINATED ARTICLES OR SURFACES

- All patient-care equipment, textiles, and laundry should be handled in a manner that prevents the transfer of microorganisms to others and the environment; perform hand hygiene after handling.
- Dispose, clean, or disinfect all contaminated articles, equipment, and materials in a safe manner prescribed by law and institutional policies.

RESPIRATORY HYGIENE/COUGH ETIQUETTE

- Cover mouth and nose with a tissue when coughing or sneezing, or by using the crook of the elbow.
- Use and dispose of tissues properly.
- Perform hand hygiene directly after hands have contact with respiratory secretions.
- Consider using a mask to prevent aerosol spread.
- Sit as far away from others as possible when coughing or sneezing.

LATEX ALLERGY

Latex products are extremely common in the medical environment. Students with a history of latex allergy are at risk for future severe reactions upon exposure to latex products. Any student with a known latex allergy, or having or describing symptoms consistent with latex allergy, is advised to consult a qualified allergist for evaluation. The student is responsible for the cost of this evaluation. Any student found to have a latex allergy must determine whether to continue clinical training, acknowledging the risk of illness even if reasonable precautions are taken, and accommodations are made. If the student elects to continue in training, the student assumes any responsibility and risk posed by allergic reactions, which can range from mild symptoms to anaphylaxis and death.

PROFESSIONAL LIABILITY INSURANCE

OHSU is self-insured, and its policy includes both professional liability and general liability coverage. As stated in OHSU's Certificate of Insurance "Description of Operations..." in - *Coverage under this policy applies to OHSU Employees, Faculty, and students for activities conducted within the course and scope of their employment or assigned duties.* All OHSU students engaged in approved clinical placements are thus covered under OHSU's insurance policy.

AFFILIATED PRACTICE SITES

The OHSU Dietetic Internship Program maintains affiliation agreements with most major hospitals, clinics, and nutrition-related programs in Portland and beyond. A list of major clinical sites that frequently accept and host OHSU dietetic students for rotations follows:

- OHSU Hospital and Doernbecher Children's Hospital
- VA Portland Health Care System (VAPORHCS, both Portland and Vancouver campuses)
- Legacy Emanuel Medical Center and Randall Children's Hospital
- Providence (St. Vincent, Portland, and Medford)
- Adventist Medical Center (Portland)
- Kaiser Medical Center (Portland, Sunnyside, and Westside)
- PeaceHealth Southwest Medical Center (Vancouver, WA)
- Sky Lakes Hospital and Wellness Center (Klamath Falls, OR)

In addition, the program maintains affiliation agreements with multiple state agencies, non-profit organizations, corporations, and educational institutions to provide experiential learning opportunities in public health, community nutrition, nutrition education, food service, management, and patient care.

CURRICULUM MAP

	CRDN 1.1	CRDN 1.2	CRDN 1.3	CRDN 1.4	CRDN 1.5		CRDN 2.1	CRDN 2.2	CRDN 2.3	CRDN 2.4	CRDN 2.5	CRDN 2.6	CRDN 2.7	CRDN 2.8	CRDN 2.9	CRDN 2.10	CRDN 2.11	CRDN 2.12	CRDN 2.13
NUTN 504: Supervised Practice Experience																			
Food Service/Management	x	x	x	x	x		x	x	x	x	x		x	x	x	x	x	x	x
Community Nutrition/Public Health	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x
Clinical Nutrition	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x
NUTN 504: Simulation Experience																			
Learning Activities	x	x	x	x	x		x	x		x	x	x	x	x			x		
NUTN 501A: Academic Foundations (1 cr)		x					x	x	x								x	x	x
NUTN 501B: Transition to Clinical Nutrition (1 cr)		x	x		x				x								x	x	
NUTN 501C: Transition to Professional Practice (1 cr)			x						x								x		

Rotations	CRDN 3.1	CRDN 3.2	CRDN 3.3	CRDN 3.4	CRDN 3.5	CRDN 3.6	CRDN 3.7	CRDN 3.8	CRDN 3.9	CRDN 3.10	CRDN 3.11	CRDN 3.12	CRDN 3.13	CRDN 3.14		CRDN 4.1	CRDN 4.2	CRDN 4.3	CRDN 4.4	CRDN 4.5	CRDN 4.6	CRDN 4.7	CRDN 4.8	CRDN 4.9	CRDN 4.10
NUTN 504: Supervised Practice Experience																									
Food Service/Management						x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x		x
Community Nutrition/Public Health	x		x	x		x	x	x	x	x	x	x				x	x	x	x	x	x	x	x		x
Clinical Nutrition	x	x	x	x	x	x	x	x	x	x	x	x				x	x	x	x	x	x	x	x	x	x
NUTN 504: Simulation Experience																									
Learning Activities	x						x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x		x
NUTN 501A: Academic Foundations (1 cr)																									x
NUTN 501B: Transition to Clinical Nutrition (1 cr)	x	x	x	x	x	x						x							x						
NUTN 501C: Transition to Professional Practice (1 cr)																x		x		x		x	x	x	

Rotations	CRDN 5.1	CRDN 5.2	CRDN 5.3	CRDN 5.4	CRDN 5.5	CRDN 5.6	CRDN 5.7	CRDN 5.8
NUTN 504: Supervised Practice Experience								
Food Service/Management	x	x		x	x	x	x	x
Community Nutrition/Public Health	x	x		x	x	x	x	x
Clinical Nutrition	x	x		x	x	x	x	x
NUTN 504: Simulation Experience								
Learning Activities		x		x				x
NUTN 501A: Academic Foundations (1 cr)	x				x		x	
NUTN 501B: Transition to Clinical Nutrition (1 cr)	x				x		x	
NUTN 501C: Transition to Professional Practice (1 cr)	x	x	x		x		x	

MASTER OF SCIENCE IN HUMAN NUTRITION

This degree can be completed as a stand-alone program or concurrently with the dietetic internship program. The [Program Requirements Guide](#) lists the graduation requirements for the MSHN. To earn a degree or certificate, students must meet the requirements in effect when they started the program.

MISSION

The mission of the MSHN program is to educate future nutrition and dietetic professionals in the methods, implementation, and interpretation of nutrition science and its application in evidence-based practice; and to cultivate a passion to elevate the profession through innovation, discovery, collaboration, and professional practice. The thesis option allows students to experience the research process by answering a structured clinical, public health, quantitative, and/or qualitative research question. The capstone option offers an applied experiential learning opportunity for students to complete a targeted project in collaboration with an OHSU or partner organization.

LEARNING OBJECTIVES

After completing the MSHN, students will be able to:

1. Apply their advanced knowledge of nutrient metabolism to explain relationships between nutrient intake, indicators of nutritional status, and health and disease.
2. Utilize the Nutrition Focused Physical Examination to identify physical signs and symptoms of nutrition-related disease in patients and communicate these findings to the health care team using the Nutrition Care Process.
3. Perform a thorough review of the nutrition-related scientific literature using library resources, evidence-based guidelines, systematic reviews, and other peer-reviewed material, and critically analyze this material for scientific merit and cultural biases while applying the principles of social justice and equity.
4. Develop a project to answer a nutrition-related question, including problem identification, a review of existing literature, collection of data, or the conduct of a project, analysis of results, and a statement of conclusion.
5. Disseminate research results or other scholarly work about nutrition-related topics to scientists, health care professionals, and members of the public using poster, oral presentation, and written formats.
6. Communicate effectively with clients, patients, peers, mentors, and collaborators in a professional and ethical manner that fosters a constructive and collaborative working environment for all.

REQUIRED COURSES – THESIS OPTION

NUTN 503 Thesis	6 credits, minimum
NUTN 505 Reading & Conferences	2 credit
NUTN 507 Seminar	1 credit
NUTN 508 Journal Club	2 credits
NUTN 514 Nutrition Research and Scientific Communication	3 credits
NUTN 521 Energy Metabolism	3 credits
NUTN 522 Antioxidant, Bone, and Protein Metabolism	3 credits
NUTN 527 Nutritional Epidemiology	2 credits
BSTA 525 Introduction to Biostatistics	4 credits
NUTN 529A/B Nutritional Physiology	6 credits
Electives	13 credits, minimum
TOTAL	45 credits, minimum

REQUIRED COURSES – CAPSTONE OPTION

NUTN 506 Capstone	6 credits, minimum
NUTN 505 Reading & Conferences	2 credit
NUTN 507 Seminar	1 credit
NUTN 508 Journal Club	2 credits
NUTN 514 Nutrition Research and Scientific Communication	3 credits
NUTN 521 Energy Metabolism	3 credits
NUTN 522 Antioxidant, Bone, and Protein Metabolism	3 credits
NUTN 527 Nutritional Epidemiology	2 credits
BSTA 525 Introduction to Biostatistics	4 credits
NUTN 529A/B Nutritional Physiology	6 credits
Electives	13 credits, minimum
TOTAL	45 credits, minimum

Course descriptions can be found in the [University Catalog](#).

ELECTIVES

The GPHN offers NUTN electives almost every term. Most electives are offered once every other year. Students may take up to four elective credits outside the GPHN without prior approval. These include IPE and UNI courses. Students must discuss their course of study and elective options with their primary mentor and academic advisor.

THESIS

A thesis project is an independent research project that answers a question, contributes new knowledge to the field of nutrition and dietetics, and is applicable beyond a single setting. It represents a high-quality scholarly effort and is an academically focused research project with broader applicability. The thesis project clearly states a problem or issue to be addressed. It involves a review of the existing literature, data collection or project conduct, analysis of results, and a statement of conclusions.

CAPSTONE

A capstone is an independent project performed under the close supervision of a capstone project mentor. A capstone project addresses a specific need and has a direct, practical application to a clinical practice group, community organization, public health agency, etc.; includes specific activities and/or action items with clear endpoints, and a written deliverable. A capstone project must go beyond an experience to create a new product as stated above, and is novel, at least in application to your specific population. A capstone project includes a literature review that will help you identify prior work. Project possibilities include, but are not limited to, developing or implementing a nutrition education program, developing a new educational and/or assessment tool, conducting outcome-based assessment of a nutrition intervention, developing a new educational curriculum, or developing evidence-based clinical practice guidelines.

MASTER OF SCIENCE IN FOOD SYSTEMS & SOCIETY

This degree can be completed as a stand-alone program or concurrently with the dietetic internship program. The Program Requirements Guide lists the graduation requirements for the MSFSS. To earn a degree or certificate, students must meet the requirements in effect when they started the program.

MISSION

The mission of the Master of Science in Food Systems and Society (FSS) is to engage students in identifying, assessing, and addressing social-justice problems in food systems and society. Food systems affect every person on the planet; they are at the foundation of human health and environmental survival. Human-made decisions determine availability of and access to food, land, and opportunities. Through critical inquiry, students examine concepts, perspectives, and strategies relevant to creating positive food-system change, integrating academic, professional, and personal work.

LEARNING OBJECTIVES

After completing the MSFSS, students will be able to:

- Apply concepts in critical social science to identify and evaluate how social, political, economic, and policy systems condition opportunities and outcomes in food systems and society.
- Reflect on and critically analyze the roles of race-ethnicity, class, gender, personal experience, and agency in social justice in food systems and society.
- Reflect on and critically analyze knowledge, scholarship, and experience to understand diverse perspectives and interpret academic literature in order to answer research questions, draw logical conclusions, and construct defensible arguments.
- Apply concepts in critical inquiry and systematic research methodologies to identify, evaluate, and address social justice in food systems and society.
- Create and deliver oral presentations and written reports to engage with diverse audiences on social justice in food systems and society.
- Constructively engage colleagues to collaboratively synthesize, reflect on, and communicate key concepts and approaches to social justice and social change in food systems and society.

REQUIRED COURSES

FSS 500: Food Systems Inquiry	4 credits
FSS 501: Concepts and Contexts in Food Systems and Society	4 credits
FSS 502: Academic Foundations	1 credit
FSS 503: Critical Text-based Research	1 credit
FSS 504: Capstone Preparation	1 credit
FSS 506: Capstone Completion	1 credit
FSS 510: Food Policy and Politics	4 credits
FSS 511: Food Systems and Culture	4 credits
FSS 520: Food Systems Theories and Methodologies	4 credits
FSS 550: Social Movements in Food Systems and Society	4 credits
FSS 560: Economic Justice in Food Systems and Society	4 credits
FSS 580: Scholarship and Social Change	4 credits
FSS 598-A: Capstone 1	5 credits

FSS 598-B: Capstone 2

5 credits

FSS 598-C: Capstone 3

4 credits

TOTAL

50 credits, minimum

Course descriptions can be found in the [University Catalog](#)

CAPSTONE

Capstone courses support student research on a topic of particular interest to them. All students create a Capstone Research Synthesis report that asks and answers questions relevant to social justice in food systems and society.

STUDENT AGREEMENT

During my tenure in the Graduate Programs in Human Nutrition (GPHN), I agree to be bound by all rules, policies, procedures and administrative regulations of OHSU, the School of Medicine and the GPHN as they exist at the time of admission and as they may be changed during the time of my continued enrollment. The GPHN Student Handbook was reviewed with me upon matriculation.

I have had the opportunity to review the following:

- OHSU Code of Conduct
- Graduate Studies Student Handbook
- Graduate Studies Policies & Guidelines
- Academic Regulations for the School of Medicine Graduate Programs
- 2026-2027 GPHN Student Handbook

☐ I have had an opportunity to ask questions and seek clarification regarding the policies contained in each document. I understand that if I have questions or need clarification, I will seek answers from an appropriate GPHN faculty/staff member.

STUDENT AGREEMENT - TECHNICAL STANDARDS

☐ I have read and understand the OHSU Technical Standards as published in the 2026-2027 GPHN Student Handbook. To the best of my knowledge, I can meet these Standards.

STUDENT AGREEMENT - HEALTH STATUS

☐ To the best of my knowledge, I do not have any condition (physical or mental) that will compromise my ability to provide safe patient care or participate fully in either the didactic or clinical phase of GPHN. I will notify the Program immediately if my health status changes. If I have a condition that may affect my ability to participate fully, I understand that I should seek an accommodation through the Office of Student Access.

STUDENT AGREEMENT - ACADEMIC/PROFESSIONAL PERFORMANCE STANDARDS

☐ I understand that I am required to perform to the expectations of the GPHN. I have reviewed and understand the expectations required of me as outlined in the 2026-2027 GPHN Student Handbook:

STUDENT AGREEMENT - REQUIRED ATTENDANCE

☐ I understand that attendance is mandatory for all scheduled program activities, including all classes, simulation activities, and experiential learning experiences. I understand that for all absences, I am expected to notify the course instructor immediately by phone, text, and e-mail. I will be held responsible for all information and skills presented during my absence.

STUDENT AGREEMENT – UPDATED CRIMINAL BACKGROUND CHECK

☐ As a part of GPHN acceptance, I initially passed a criminal background check, indicating the status of felony and misdemeanor convictions. As an update to the initial background check, I agree that, between the initial background check clearance and today's date, I have no arrests pending for felonies or misdemeanors. In addition, I agree to update the GPHN Program Director should the status change above at any point during my matriculation in the GPHN. I recognize that some hospitals and hospital systems may require students to have a more recent background check and possible fingerprint check prior to clinical rotations. I agree to comply with any requests for additional background checks.

STUDENT AGREEMENT – DRUG TESTING

☐ As a part of GPHN acceptance to the DI, MSHN/DI, or MSFSS/DI program, I initially passed a drug screening test. I am aware that the GPHN may require additional drug testing "for cause." I also recognize that some hospitals and hospital

systems may require students to be drug tested just prior to the start of their rotation. I agree to comply with any requests for additional testing and understand that any additional required drug screening may be at my own expense.

I have read and fully understand the above policies. I understand their implications and agree to abide by them.

After reviewing the handbook and associated policies, all students will complete the Student Agreement through Exxat.

APPENDIX A: POLICIES & RESOURCES

POLICIES

OHSU Policy Manual: Student Affairs

<https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-2-student-affairs/index.cfm>

OHSU Public Policy

<https://www.ohsu.edu/about/policies>

Academic Regulations for the School of Medicine Graduate Programs

<https://www.ohsu.edu/sites/default/files/2025-05/Academic%20Regulations%20for%20the%20School%20of%20Medicine%20Graduate%20Programs%20April%202025%20%2B%20appendix.pdf>

Codes of Conduct

<https://www.ohsu.edu/integrity-department/code-conduct>

Academy of Nutrition and Dietetics Code of Ethics

<https://www.eatrightpro.org/practice/code-of-ethics>

Research Integrity Policies

<https://www.ohsu.edu/research-integrity>

RESOURCES

SOM Graduate Student Handbook

<https://www.ohsu.edu/school-of-medicine/graduate-studies/student-handbook>

SOM Graduate Studies Forms and Policies

<https://www.ohsu.edu/school-of-medicine/graduate-studies/forms-policies-and-resources>

Brightspace

<https://brightspace.ohsu.edu/d2l/login?sessionExpired=0&target=%2fd2l%2fhome>

OHSU Food Resource Center

<https://www.ohsu.edu/education/food-assistance-and-basic-needs>

OHSU Library

<https://www.ohsu.edu/library>

PSU Writing Center—Open to OHSU students and community members

<https://www.pdx.edu/writing-center/>

Generative AI: A Student's Guide

<https://libguides.ohsu.edu/aiforstudents>

Artificial Intelligence (AI)

<https://o2.ohsu.edu/information-technology-group/artificial-intelligence-ai>

Student Life

<https://www.ohsu.edu/education/student-life>

OHSU Ombudsman

<https://www.ohsu.edu/ombuds>

Public Safety

<http://www.ohsu.edu/pubsafety/>

Emergency on Campus: 4-4444 | Non-emergency: [503-494-7744](tel:503-494-7744)

March Wellness Center

<http://www.marchwellness.com>

All-Hill Council

<https://www.ohsu.edu/education/all-hill-student-council> | scouncil@ohsu.edu

Student Center

<https://www.ohsu.edu/education/student-center>

Student Access

<https://www.ohsu.edu/education/academic-accommodations-disabilities>

Student Learning Support

<https://www.ohsu.edu/education/teaching-and-learning-center>

Academic Success Center

<https://www.ohsu.edu/education/academic-success-center>

Student Health & Wellness

<https://www.ohsu.edu/education/student-health-and-wellness>

OHSU Registrar

<https://www.ohsu.edu/education/office-registrar>

Phone: [503-494-7800](tel:503-494-7800) | regohsu@ohsu.edu

Monday – Friday, 7:30 a.m. – 4:00 p.m. Mackenzie Hall Room 1120

Academic Calendar

<https://www.ohsu.edu/education/academic-calendar>

Tuition & Fees

<https://www.ohsu.edu/education/tuition-and-fees>

Financial Aid

<http://www.ohsu.edu/finaid>

Phone: [503-494-7800](tel:503-494-7800) | finaid@ohsu.edu

Monday – Friday, 7:30 a.m. – 4:00 p.m. Mackenzie Hall Room 1120

Cashier's Office

<https://www.ohsu.edu/education/cashiers-office>

OHSU Weather Alert

<https://www.ohsu.edu/visit/weather>

OHSU Inclement Weather

<https://o2.ohsu.edu/emergency-management/inclement-weather/index.cfm>

OHSU Campus Access and Commute Services
<https://www.ohsu.edu/visit/driving-and-parking>

OHSU Copy Center
<https://o2.ohsu.edu/logistics/ohsu-copy-center>

OHSU Discounts
<https://hria.ohsu.edu/ords/f?p=275:1:508851247630>

Academy of Nutrition and Dietetics Foundation
<https://www.eatrightfoundation.org>

Commission on Dietetic Registration
<http://www.cdrnet.org>

Oregon Academy of Nutrition and Dietetics
<http://www.eatrightoregon.org>

AMA Manual of Style: 11th edition
<https://www.amamanualofstyle.com/view/10.1093/jama/9780190246556.001.0001/med-9780190246556>