



Graduate Certificate in Health and Wellness Coaching Handbook

Anne Bodensteiner, PhD, RDN, NBC-HWC Program Director
Desiree Tande, PhD, MS, RDN, Department Chair
Mary Anna Carls, BA, Administrative Assistant

Northern Plains Center for Behavioral Research, Suite 340
400 Oxford Street | Grand Forks, ND | 58202-8237
Phone: 701-777-2539

Email: und.nutritiondietetics@und.edu

Department home page: <https://cnpd.und.edu/nutrition-dietetics>

Dear Students:

The University of North Dakota Department of Nutrition & Dietetics (N&D) welcomes you to the Graduate Certificate in Health and Wellness Coaching that first began August 2022. N&D is committed to preparing nutrition and coaching professionals who impact the quality of life for North Dakotans and beyond. This graduate program is advancing our capability to fulfill the University mission to contribute to public well-being and offer students the opportunity to pursue challenging academic programs at both the undergraduate and graduate levels. Our students are our future. Their success is our success.

This program offers an exciting opportunity to work toward the requirements to become a National Board Certified – Health and Wellness Coach (NBC-HWC) through the National Board of Health and Wellness Coaches (NBHWC). UND is an approved training program by NBHWC. This approval required the development of a program that meets the minimum requirements set by the board to allow individuals to sit for the national coaching exam. For more information on NBHWC and their requirements – visit here: <https://nbhwc.org/>.

Students completing the training will have successfully finished three applied graduate courses: N&D 545 – Nutrition in Disease Prevention, N&D 560 – Nutrition and Health Coaching, and N&D 550 – Nutrition Education and Program Planning. These courses will cover the competencies for students to sit for the NBHWC national exam to become National Board Certified-Health and Wellness Coach (NBC-HWC).

A minimum of 40 hours of live, synchronous training is required by the NBHWC and to meet this requirement, attendance is mandatory for every live session throughout the three courses. Each of the three courses will contain a live 8-hour training day through Zoom and additional synchronous class times. Both N&D 560 and N&D 550 will have four, 2-hour sessions and N&D 545 will have two, 2-hour sessions. Students completing the UND program will have a minimum of 42.5 hours of synchronous training time. In addition to successfully completing the three graduate courses, students must pass a practical skills assessment in N&D 550 (spring semester) before logging the required 50 coaching sessions, to qualify for the national NBHWC Board Exam.

I encourage all current students to peruse our [departmental program website](#) and the [School for Graduate Studies website](#) for general information about our program and graduate school at UND. I also invite all MS students to contact me directly with any questions or concerns at anne.bodensteiner@und.edu.

Our purpose is to help our students achieve their professional and personal goals through graduate education with the Department of Nutrition and Dietetics. We are pleased you have chosen UND and look forward to working with you!

Sincerely,



Anne Bodensteiner, PhD, RDN, LRD, NBC-HWC
Clinical Associate Professor & Program Director

Catalog Content Non-Binding, Subject-To-Change Statement

Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about their institution. Information contained in such printed material is subject to change without notice, and it is not to be interpreted as creating a binding obligation on the institution and the State. In times of changing conditions, it is especially necessary to have this understood (refer to the University of North Dakota Academic Catalog: <http://und-public.courseleaf.com/>).

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PART I: CERTIFICATE IN HEALTH AND WELLNESS COACHING PROGRAM OVERVIEW

Coaching students must complete the three graduate level courses and the 40 hours of live training during those courses. All courses and live training are completed online, and students must participate in recorded coaching sessions and have a functioning microphone and computer camera for live class. The program is completed on a part-time schedule designed to meet the needs of working professionals and can be completed in 1 year.

Mission Statement

The Department of Nutrition and Dietetics graduate certificate in Health and Wellness Coaching prepares graduates to guide clients or patients in creating solutions for challenging health and wellness issues.

Program Goals

1. Prepare graduates to utilize coaching skills to enhance the wellbeing for clients or groups
2. Instill the desire, knowledge, and skills for professional growth, leadership, and success
3. Develop appreciation for evidence-based coaching and to provide services within their scope of practice

Core Competencies

Upon completion of the program, graduates have successfully:

1. Utilized appropriate coaching skills to effectively lead a coaching session.
2. Applied wellness, nutrition, and health behavior knowledge to conduct a coaching session.
3. Demonstrated evidence-based coaching practice.

PART II: ADMISSION REQUIREMENTS

Certificate in Health and Wellness Coaching Admission Requirements

1. Completion of a four-year bachelor's degree from a regionally accredited college/university.
2. An overall undergraduate grade point average of 2.75 or greater for all undergraduate work or a GPA of at least 3.0 for the junior and senior years of undergraduate work (based on A=4.0).
3. Satisfy the School of Graduate Studies' English Language Proficiency requirements as published in the graduate catalog.

Admission Process

Applications are submitted electronically and are managed by the School of Graduate Studies. Applicants must complete the School of Graduate Studies' application, submit a personal statement (the essay described in the School of Graduate Studies application), and pay a \$35 application fee. Each applicant must provide contact information for three references. An online request for recommendation will be sent to each reference. Finally, the School of Graduate Studies requires submission of an official copy of all academic transcripts, including undergraduate and graduate course work.

All materials are submitted to the School of Graduate Studies, which are made available to the Department of Nutrition and Dietetics for review. Criteria considered for admission include past academic performance, strength and quality of applicant references, content and quality of the personal statement, and applicant readiness for and goodness of fit for career opportunities as a health and wellness coach.

Application Deadlines

Applications are accepted in the spring and summer for cohorts beginning in the summer and fall semesters.

- For summer start, applications are due May 1st
- For fall start, applications are due August 1st

PART II: EXPECTATIONS AND REQUIREMENTS

As students embarking on a new journey, you may have new expectations in this role. We want you to feel prepared and ready for this experience in an online environment.

Demonstrated Respect and Care

You have already displayed characteristics of a respectful student and these expectations continue. In graduate school you will likely engage in challenging conversations and sometimes controversial topics. At all times, we expect our students, along with faculty and staff, to treat one another with compassion and respect. Additional information regarding UND policies and the College of Nursing and Professional Disciplines policies are listed below in PART IV and Appendix page 23. Initial_____

Unique Circumstances

Even though our program operates from a distance, we follow the policies and procedures of the University. In times of unprecedented experiences, we will abide by the recommendations of our leadership team. This applies to students doing distance practicums in other locations. Initial_____

Technology Requirements

This program is entirely online, but faculty and students are very connected! You will be meeting with your classmates online and will also have video meetings with your instructor or advisor. Each student will need the following to be successful in our program:

- Access to a high functioning computer
- Access to high-speed internet
- Webcam or computer camera
- Microphone and speakers
- Ability to check your UND email on a regular basis (3+ times) during the week
- Basic understanding of Microsoft office products

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Getting Started

Sometimes the transition back to school or into a graduate program is challenging. Here are some ways to ease the transition and get started on the right foot!

- Get a calendar/planner that works for you! Download the syllabus and mark each due date in your planner to stay on top of what is ahead
- Check your UND email regularly. All official communication will come to your UND email and course communication will be sent directly to that location.
- Ask questions. This is new and there are many resources on campus to take advantage of including your advisor, the School of Graduate Studies, the Writing Center, UND Counseling Center, and the UND library systems.
- Get to know your classmates when you can. We have exceptional students in our program, and they are excited you are here. Each student has had a unique journey and we welcome you connecting with one another.

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Graduate Nutrition and Dietetics Student Expectations and Responsibilities

Because of the nature of the professional coaching practice, the Department of Nutrition and Dietetics has different expectations of students than do non-professional programs. The standards are related to academic and ethical issues and are linked to students' abilities to become effective nutrition professionals. These standards are provided so that students and faculty can be clear about

expectations and procedures to address academic performance concerns. The goal is to help students have a successful experience in this graduate certificate program.

Since becoming a professional in health and wellness coaching is a gradual process, not all criteria are expected to be met at all times. Persons who teach and supervise students, along with program administrators, will assess student academic performance and apply their professional judgment to determine if standards are being met during a student's educational career. Professional judgment is the capacity to assess a situation by applying the values and knowledge of the nutrition profession, combined with a professional's own experience and practice wisdom. It also represents the application of nutrition knowledge, values, and skills to resolve problems. The basic abilities and performance skills listed below are expected to be demonstrated with or without reasonable accommodations.

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Basic Abilities Necessary to Acquire Professional Skills

Communication Skills

The student shows sufficient written and oral skills to demonstrate comprehension of information and communication of ideas and feelings.

1. **Written:** Writes clearly, uses correct grammar and spelling, and applies appropriate writing style, appropriate source citation, and documentation. Demonstrates sufficient skills in written English to understand content presented in the program and to complete adequately all written assignments, as specified by faculty.
2. **Oral:** Communicates effectively and sensitively with other students, faculty, staff, clients, and professionals. Expresses ideas and feelings clearly and demonstrates a willingness and an ability to listen to others. Demonstrates skills in spoken English to understand content presented in the program, to complete adequately all oral assignments. The student must demonstrate communication competencies by such behaviors as using appropriate grammar, syntax, inflection, and vocabulary in spoken and written expression.

Interpersonal Skills

Demonstrates the interpersonal skills needed to relate effectively to other students, faculty, staff, clients, and professionals and to fulfill the ethical obligations of the profession. These include a sense of justice, compassion, empathy, altruism, integrity, and demonstration of respect for and consideration of others. Takes appropriate responsibility for his or her own actions and considers the impact of these actions on others.

Cognitive Skills

Exhibits sufficient knowledge of nutrition and clarity of thinking to process information and apply it to appropriate situations in classroom and field. Demonstrates grounding in relevant social, behavioral, and biological science knowledge and research including knowledge and skills in relationship building, data gathering, assessment, intervention, and evaluation of practice. Exhibits ability to conceptualize and integrate knowledge and apply that knowledge to professional practice.

Physical Skills

Physical attributes include adequate physical stamina and energy to carry out the responsibilities of health and wellness coaching services over long hours and sensory abilities to support work in a professional setting with clients.

Professional Performance Skills Necessary for Work in Professional Practice

Professional Behavior

The student exhibits behaviors that are in compliance with program policies, institutional policies, professional ethical standards, and societal laws in classroom, field, and community. Appearance, dress, and general demeanor reflect a professional manner. Shows potential for responsible and accountable behavior by knowing nutrition and nutrition services while exhibiting respect for others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticism in a positive manner.

The student works effectively with others, regardless of that individual's level of authority. Advocates for themselves in an appropriate and responsible manner and uses proper channels for conflict resolution. Shows a willingness to receive and accept feedback and supervision in a positive manner, as well as use such feedback to enhance professional development.

Self-Awareness

Exhibits knowledge of how one's values, attitudes, beliefs, emotions, and past experiences affect thinking, behavior, and relationships. Accurately assesses one's own strengths, limitations, and suitability for professional practice. Shows awareness of self and how one is perceived by others. Reflects on one's own limitations as they relate to professional capacities. Is willing to examine and change behavior when it interferes in working with clients and other professionals.

Ethical Obligations

Behavior and classroom performance demonstrate adherence to the ethical expectations and obligations of professional practice. Ethical behaviors include:

- Adherence to the [Code of Student Life](#).
- No history of convictions of an offense determined by the Department to have a direct bearing upon that individual's ability to practice health and wellness coaching, unless sufficiently rehabilitated as determined by the Department of Nutrition and Dietetics.
- Systematic evaluation of clients and their situations in an unbiased, factual way.
- Suspension of personal biases during interactions with others.
- Comprehension of another individual's way of life and values. Empathic communication with and support of the client as a basis for a productive professional relationship.
- Appreciation for the value of diversity. Effective and nonjudgmental relation to and work with others who are different from oneself. Appropriate service to all persons in need of assistance, regardless of the person's age, class, race, religious beliefs, gender, disability, sexual orientation, and/or value system. No imposition of personal, religious, sexual, and/or cultural values on clients.
- Demonstration of respect for the rights of others. Commitment to clients' rights to freedom of choice and self-determination.
- Maintenance of confidentiality as it relates to human service, classroom activities, and practical experience.
- Demonstration of honesty and integrity by being truthful about background, experiences, and qualifications; doing one's own work; giving credit for the ideas of others; and providing proper citation of source materials.
- Demonstration of clear, appropriate, and culturally sensitive boundaries. Does not sexually harass others; make verbal or physical threats; become involved in sexual relationships with clients, supervisors, or faculty; abuse others in physical, emotional,

verbal, or sexual ways; or participate in dual relationships where conflicts of interest may exist.

PART III: GRADUATION AND CERTIFICATION REQUIREMENTS

Certificate Graduation Requirements

Students seeking the Graduate Certificate in Health and Wellness Coaching must satisfy all general requirements set forth by the School of Graduate Studies as well as requirements set by the Department of Nutrition and Dietetics:

- A minimum of 9 graduate level credits in the courses listed below
- Attend all live mandatory class and training sessions for a minimum of 40 hours of live, synchronous training.
- Students must pass a practical skills assessment in N&D 550 (spring semester) before logging the required 50 coaching sessions for the national exam.

Please note that no credit is granted to any student for previous work or life experience at this time.

Certificate in Health and Wellness Coaching Curriculum

Code	Title	Credits
N&D 550	Nutrition Education and Program Planning	3
N&D 560	Nutrition and Health Coaching	3
N&D 545	Nutrition in Disease Prevention and Wellness	3

Live Training Requirements

NBHWC has granted us approved status for our graduate certificate in health and wellness coaching. Completing this certificate requires a minimum of 40 hours of live, synchronous learning. Each of the three courses will contain a live 8-hour training day through Zoom and additional synchronous class times. Both N&D 560 and N&D 550 will have four, 2-hour sessions and N&D 545 will have two, 2-hour sessions.

In addition to the live class sessions, students will also receive individual feedback on their practice coaching sessions for a minimum of 1.5 hours of instructor feedback.

Course Schedule and Order of Completion

	N&D 545 – Nutrition in Disease Prevention and Wellness (summer course)	N&D 560 – Nutrition and Health Coaching (fall course)	N&D 550 – Nutrition Education and Program Planning (spring course)
Summer cohort	1 st Course	2 nd Course	3 rd Course
Fall cohort	3 rd Course	1 st Course	2 nd Course

N&D 545 – Nutrition in Disease Prevention and Wellness (Summer)

- 8-hour training day (7.5 hours of synchronous contact time)
- Includes the training for all the legal/ethics (section 4) competencies
- Two, 2 – hour class trainings (8 hours of synchronous contact time)
- Includes training for all the health & wellness (section 3) competencies

N&D 560 – Nutrition and Health Coaching (Fall)

- 8-hour training day (7.5 hours of synchronous contact time)
- Includes all the training for Coach structure (section 1) competencies
- Four, 2 – hour class trainings (8 hours of synchronous contact time)
- Two practice sessions with faculty feedback

N&D 550 – Nutrition Education and Program Planning (Spring)

- 8-hour training day (7.5 hours of synchronous contact time)

- Includes training for coach process (section 2)
- Four, 2 – hour class trainings (8 hours of synchronous contact time)
- Practical Skills Assessment completion with faculty feedback

Practical Skills Assessment (PSA)

The PSA will occur during the N&D 550 Course – Nutrition Education and Program Planning. All students preparing for this PSA will have completed all content from exam competencies section 1 – Coaching Structure and section 2 – Coaching process.

Students will schedule their PSA with the examiner (course instructor or other designee) during the second half of the semester in the N&D 550 course. This PSA will occur over Zoom and students will be required to earn no less than 80 out of 100 points on the PSA rubric/evaluation tool. This tool includes competencies required for coaching skills and the structure for conducting an on-going coach call.

Completing the Certificate and Becoming a Certified Health Coach

The National Board for Health and Wellness Coaches (NBHWC) provides standards and competencies that all beginning health coaches should satisfy. To showcase those competencies, you can become a National Board Certified, Health and Wellness Coach and use the NBC-HWC credential. In order to achieve this credential, you must:

1. Attend all live, synchronous training (minimum of 40 hours). UND H&W Coach Certificate offers 42.5 live hours.
2. Complete, watch, and review all other materials in the course to consist of a minimum of 75 total training hours in coach competencies outlined by the NBHWC. UND's program will contain 87 hours of total training time and it covers all the [exam](#) competencies.
3. Complete a minimum of three, 20-minute coaching practice sessions that receive faculty feedback. These will occur in both N&D 560 – Nutrition and Health Coaching and in N&D 550 – Nutrition Education and Program Planning.
4. Complete a practical skills assessment and receive a passing score, completed in N&D 550.
5. Following completion of the passing practical skills assessment - students must complete an additional 50 coaching sessions before sitting for the national exam. These coaching sessions are not part of the requirements for completing UND's training program, but must be logged by the individual to present for the national exam. Requirements for the [national exam application, coaching log and sessions can be found here](#).
6. The national exam is offered several times a year and NBHWC provides regular Q&A sessions for individuals preparing for the exam and a practice exam at an additional cost.
7. After successfully completing all of the UND requirements, students will be issued a letter of completion to submit with their exam application packet.

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PART V: ADVISEMENT GUIDELINES AND FORMS

Advising

Upon admission, you will be assigned an advisor. Your advisor can help with many things or help you find out who can help! Advisors are not able to manage complaints about a specific instructor or course but can help you navigate the proper channels for this process. They will not be able to edit assignments or do the work on your behalf. Advisors help mentor your progress and help you manage graduate school requirements.

Deadlines

It is the responsibility of the student to become informed and to observe all regulations, procedures and deadlines required by the University, the University of North Dakota Academic Catalog (current catalog available here: <http://und-public.courseleaf.com/>), and the program the student is pursuing. **Faculty are available for advisement, but the student must initiate all steps of the processing of documents by the published deadline.**

- [School of Graduate Studies deadlines](#)

GPA Requirements

The University of North Dakota Academic Catalog provides additional guidance about responsibilities. Please be aware that ignorance of a rule does not constitute a basis for waiving that rule. The student is responsible for ascertaining their academic standing and grade-point average. **All graduate students must maintain a 3.00 GPA.** While the School of Graduate Studies attempts to notify students regarding any problems in the student's progress toward a degree, the student alone is responsible for maintaining satisfactory academic standing and progress.

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Forms

Students will be required to complete and submit a program of study for their certificate: https://und.edu/academics/graduate-school/files/forms/s_prog_of_study_cert_sample.pdf. Additionally, students must "apply" to complete the certificate in their final semester.

Health Coaching Faculty

Anne Bodensteiner, PhD, MS, RDN, LRD, NBC-HWC
Clinical Assistant Professor
Program Director, Master's of Science in Nutrition
Email: anne.bodensteiner@und.edu

Dr. Bodensteiner is a Clinical Assistant Professor and the program director for the Master of Science program. Most of her career has focused on population-based health promotion and providing education to adult populations about various health topics. Most recently, she worked for a company doing health coaching with genetics, cortisol, lab data, and microbiome samples to help them accomplish their individual goals. Educationally, she holds a bachelor's degree in dietetics from the University of North Dakota, a master's degree in nutrition science from North Dakota State University, and a Ph.D. in teaching and learning from the University of North Dakota. In her free time, she enjoys running, traveling, reading, cooking, and spending time with her family. Her research interests are broad and varied but align with learning/education, sports nutrition, behavior change, and genetics.

Brenna Swanson, MS, RDN, LRD, CDE, NBC-HWC
Clinical Instructor
NPCBR Room 340
Email: brenna.joy.swanson@und.edu

Brenna Swanson, received her Bachelor of Science in Food and Nutrition and a minor in Chemistry from North Dakota State University. She moved south and graduated from Texas Tech University with a Master of Science in Food and Nutrition where she worked with the Supplemental Food Program for Women, Infants and Children and an Early Head Start program. Currently she is enrolled in the PhD Teaching & Learning program, emphasis Higher Education. She has 15 years of experience in a variety of rural health settings across the lifespan including hospitals, nursing homes, group homes, education, and community wellness. She has been an instructor with UND for 5 years in the Nutrition & Dietetics Department. Brenna's passion in dietetics uses health coaching to collaborate with patients, so they can live out their best potential. Brenna hopes to contribute to UND's academic experience by enhancing the confidence and knowledge in developing nutrition professionals.

Support Staff

Mary Anna Carls, BA

Administrative Assistant

NPCBR, Suite 340

400 Oxford St.

Grand Forks, ND 58202-8237 Tel: 701-777-2539

Email: mary.carls@und.edu

Mary Anna joined the Department of Nutrition and Dietetics in 2012. She received her BA in Sociology degree from the University of North Dakota in 2004. She understands the UND culture and embodies the mission by providing each and every student with a safe, supportive, and caring environment within which to learn, explore, and reach their personal and professional goals. She lives with her husband, Andrew, and three children in Grand Forks, ND.

PART IV: ACADEMIC POLICIES AND PROCEDURES

(See the *University of North Dakota Academic Catalog*.)

Graduate Students – Academic Standards for Probation and Dismissal

Information related to academic performance standards and criteria for probation and dismissal are available through the School of Graduate Studies, available at: <http://und-public.courseleaf.com/graduateacademicinformation/academicpolicies/academicstandardsprobationanddismissal/>

Departmental Procedures for Review of Academic Performance

The Department of Nutrition and Dietetics may utilize three levels of review to evaluate student's academic performance. The level of review depends upon the severity of the concern. Information disclosed during student meetings with faculty, program administrators, or school administrators will not be kept confidential if the information raises concerns about professional performance. Faculty and/or program administrators will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns on a need-to-know basis.

Sources of Information upon Which Academic Performance is Based

Information about students meeting academic performance criteria in the Department of Nutrition and Dietetics may include but is not limited to any of the following:

- Feedback or reference letters from faculty, work supervisors, or supervisors of volunteer activity or other field experiences.
- Feedback from practical experience preceptors.
- Observation of classroom, volunteer, or practical experience behaviors.
- Performance in oral and written assignments, examinations, skills labs, or other appropriate coursework.
- Student personal statements or self-assessments.
- Interviews with faculty or other professionals.
- Recorded interview situations (audio or video).
- Feedback from students, staff, university (UND or other colleges and universities), helping professionals, or community about behaviors.
- Feedback from faculty in other education programs that the student may have attended.
- The Department of Nutrition and Dietetics will adhere to the guidelines of FERPA in regard to all students on a need to know basis.

Performance that May Result in a Review and/or Dismissal from the Program

Student reviews can occur under any of the following circumstances:

- Failure to meet or maintain academic requirements
- Scholastic dishonesty, including cheating, lying, plagiarism, collusion, falsifying academic records, or any act designed to give unfair academic advantage to the student.
- Behavior judged to be in violation of the Code of Student Life.
- Any threat or attempt to harm oneself or someone else.
- Commission of a criminal act that is contrary to professional practice, occurring during the course of study or occurring prior to admission to the Department of Nutrition and Dietetics and becoming known after admission.
- Consistent pattern of unprofessional behavior.

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Three Levels of Review for Concern around Student Performance

Level 1

A Level 1 review involves a meeting between a faculty member and a student. When a faculty member has concerns about a student enrolled in the Graduate Certificate in Health and Wellness Coaching program meeting any of the academic criteria, whether related to professional behavior or scholastic performance, that faculty member will:

- Discuss concerns with the student and seek to work with the student to resolve the difficulties.
- Apprise the MS Program Director of the concerns in order to identify potential patterns and issues related to the student.
- Documentation of dates and content of meetings with the student will be written in StarFish.

If a problem arises in the field, the practical experience preceptor will discuss concerns directly with the student and with the faculty course instructor. It is the responsibility of the faculty member to apprise the Program Director of the student concerns.

Level 2

A Level 2 review involves the faculty member, student, and MS Program Director. Faculty and Program Director will meet with the student when the student is not meeting or following program or University standards, policies, and procedures or when concerns have not been resolved at Level 1. If a problem arises in field, the preceptor, faculty course instructor, and Program Director will conduct the review of the student. Input will be secured from the student in this information gathering process, the Program Director will determine the nature of the concern and gather sufficient information to develop a plan to address that concern, if one is needed. No further action may be required, or the student may be asked, in writing, to modify his or her behavior and/or seek appropriate help. This process is designed to assist students in dealing with identified concerns that have an impact on their performance.

The MS Program Director will assess the nature of these concerns and maintain documentation. Following consultation with the Department Chair, if deemed necessary, a decision will be to conduct a more comprehensive review pursuant to Level 3.

Level 3

A Level 3 review involves the Faculty member, student, the MS Program Director, and faculty who have had direct experience with the student in classroom or practical experience. Generally, this level review is called when problematic patterns are identified with students or when the issues are serious enough to require formal consultation with other faculty and the student. A Level 3 review more often is conducted when concerns have not been resolved in prior reviews; when issues relate to a student not meeting the criteria for academic performance (often involving professional or ethical behaviors); or when the student is being considered for withdrawal or discontinuance in the program.

In most instances, a Level 3 review is sufficient to deal with student performance and is the last decision-making step in the review process.

When a Level 3 review is called, the MS Program Director and representatives of the MS Graduate Faculty will convene a meeting with the appropriate faculty and the student to gather information, determine the nature of the problem (if one is confirmed to exist), and identify alternatives for its remediation. Appropriate faculty to be involved in a Level 3 review will include but are not limited to those who have direct knowledge of and experience with the student.

The student will be notified in writing of the concerns and meeting date, with sufficient time to

prepare for and attend the meeting.

After the review meeting has occurred, the MS Program Director will consult with the Department Chair who may, in turn, consult with the Dean of the School of Graduate Studies or Dean of the College of Nursing and Professional Disciplines to discuss the problem situation and make recommendations regarding the student. Based on the review, conference with the Dean, and an objective assessment of the information provided, the MS Program Director will inform the student of the decisions, which can include one or more of the following actions:

- Continue the student in the program with no conditions.
- In these situations, the concern has been addressed and no further action by the student or program is required.
- Establish formal conditions for the student's continuance in the program.
- In these situations, specific conditions must be met in order for the student to remain in the program. Action may include establishing goals, a plan, a timeline, and appropriate monitoring; providing mentoring and support; placing the student on probation and monitoring the student during the probationary period; referring the student to counseling and/or advising services; allowing the student to follow a reduced course load or delay or deny entry to practical experience; or requiring the student to withdraw from the program with the option of reapplying.
- Consult with and/or refer to the Dean of Students.
- In some instances, depending on the nature of the problem, the University's Office of the Dean of Students may be consulted. If a referral is made to that Office after consultation, the student will be notified in writing about the nature of the concern and the fact that the referral is taking place. Situations which may result in referral to the Office of the Dean of Students include scholastic dishonesty, hazing, racial or sexual harassment, possession or use of firearms or other weapons on University property, damage or destruction of University property, and conduct that endangers the health or safety of any University student, employee, or campus visitor.
- Counsel the student to change majors/degree programs and/or discontinue the student in the program.
- In some situations, it will be recommended that the student no longer continue in the MS program. The student will be counseled to voluntarily change majors or degree programs. If that does not occur, the student will be dismissed from the program. In either case, the student will be provided with documentation regarding the specific reasons for their dismissal and the conditions, if any, under which they may re-apply.

In any Level 3 review, there must be clear, concise documentation of the problem areas as well as verification that these concerns have been discussed with the student and attempted to be ameliorated, when appropriate. Students must be notified of the decision in writing within ten calendar days of the review. It is the responsibility of the MS Program Director to communicate the decision to the student.

Failure to Meet or Maintain Academic Requirements

If you fall below a 3.00 GPA your record will be reviewed. Students having accumulated 9 or more credit hours will be placed on academic probation for one semester; students having accumulated fewer than 9 credit hours will be placed on academic probation until either (a) the GPA is raised to at least 3.00 (2.75 for M. Engr) or (b) 9 graduate credit hours are accumulated, whichever occurs first. If, at the end of the probationary period, the GPA is still less than 3.00 (2.75 for M. Engr.), the student will be dismissed. Students must maintain a 3.00 GPA to be eligible for assistantships.

Courses taken by graduate students, for which a grad of D, F, or U was received, may be repeated

once for credit, with only the second grade to count in the grade point average. This option does not apply to students who have been dismissed. Contact the School of Graduate Studies so your transcript will be marked as a retake once the course is graded.

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Academic Grievances

The information related to the academic grievance process can be found in the Code of Student Life (https://und.edu/student-life/_files/docs/code-of-student-life-08-2018.pdf); School of Graduate Studies Graduate Student Guide to Graduation available at: https://und.edu/academics/graduate-school/_files/docs/-handbooks/sgs_guide_to_graduation.pdf.

UND School of Graduate Studies Policies

Graduate students are expected to adhere to the policies and procedures outlined by the School of Graduate Studies. These policies and procedures can be found:

- [School of Graduate Studies Policies and Procedures: https://und-public.courseleaf.com/graduateacademicinformation/academicpolicies/](https://und-public.courseleaf.com/graduateacademicinformation/academicpolicies/)

Student Rights and Responsibilities

UND Code of Student Life: <https://und.policystat.com/policy/6747183/latest/>

While UND faculty and staff members give students' academic advice and assistance, each student is expected to take responsibility for his or her education and personal development. The student must know and abide by the academic and disciplinary policies given in this handbook, the UND Academic Catalog, and the School of Graduate Studies *Graduate Student Guide to Graduation*, including rules governing quantity of work, the standard of work required to continue in UND, warning status and scholastic dismissal, and enforced withdrawal. First the student must know and meet the requirements of his or her degree program; must enroll in courses appropriate to the program; must meet prerequisites and take courses in the proper sequence to ensure orderly and timely progress; and must seek advice about degree requirements and other UND policies when necessary.

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Students are expected to provide a correct local and permanent address and telephone numbers to both the Office of the Registrar and the Department of Nutrition and Dietetics. Both offices must be notified immediately of any changes in address or telephone number. Official correspondence is sent to the address last given to the registrar; if the student has moved and failed to correct this address, he or she will not be relieved of responsibility on the grounds that the correspondence was not delivered.

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The student must verify his or her schedule of classes each semester, must see that necessary corrections are made, and must keep documentation of all schedule changes and other transactions.

Sexual Misconduct

The University of North Dakota (UND) prohibits sexual misconduct, including sexual harassment, gender-based harassment, sexual violence, sexual exploitation, domestic violence, dating violence, and stalking. UND also prohibits retaliation by its employees and students against a person who exercises their rights or responsibilities under UND policy or state or federal law.

UND's policies that address sexual misconduct are:

- [Sexual Misconduct Policy](#)

- [Title IX Sexual Misconduct Policy](#)

Employees or students who violate these policies may face disciplinary action up to and including suspension or termination. Third parties who commit sexual misconduct may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn.

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Getting Help after Sexual Misconduct

If you or a friend has experienced sexual misconduct, such as sexual assault, domestic/dating violence, stalking, or sexual harassment, you have options. Please see [Equal Opportunity & Title IX](#) for information about reporting options and support available to you.

You can get confidential help on campus at [CVIC at UND](#), [University Counseling Center](#), and [Student Health Services](#).

To make a report to UND, you can also contact:

- [Equal Opportunity & Title IX](#)
- [Office of Student Rights & Responsibilities](#)
- [University Police Department](#)

Discrimination and Harassment

UND also prohibits discrimination and harassment based upon race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, creed, marital status, veteran's status, political belief or affiliation or any other status protected by law.

- [Discrimination and Harassment Policy](#)

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Employee Reporting Obligations Regarding Discrimination, Harassment or Sexual Misconduct

It is important for students to understand that most employees, including faculty, are required to share with the Equal Opportunity & Title IX Office any incidents of discrimination, harassment or sexual misconduct involving students. This includes incidents of sexual violence that occurred in the past or are disclosed as part of a class assignment. We do this so UND can provide resource, support, and safety information to the impacted student. It does not mean an investigation will occur if the student does not want that. You can find more information about support available to you at [Equal Opportunity & Title IX](#) and [Office of Student Rights & Responsibilities](#).

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Disability Access Statement

To get confidential guidance and support for disability accommodation requests, students are expected to register with DSS at [Disability Services for Students](#), 190 McCannel Hall, or 701.777.3425.

Selected Policies of the CNPD

The College of Nursing and Professional Disciplines requires students to uphold professionalism in many avenues including the use of social media, during any practicum experiences, and managing health information. Below are the policies that reflect these expectations.

Social Media Policy

Policy Statement

This policy describes expected student behaviors when using social media sites.

Reason for Policy

The College of Nursing and Professional Disciplines (CNPD) faculty recognize the role social media plays in today's society. As professionals in our respective disciplines (Nursing, Social Work, and Nutrition) that are in training, CNPD students are held to a high standard when it comes to the presentation of themselves in the community and on social media sites. As students enter their professional careers, it is important that they carefully consider what they are posting on social media sites, who they are asking to network with them, and how they respond to others on social media sites. Information placed on social media sites must not violate the University's Code of Student Life, the Health Insurance Portability and Accountability Act (HIPAA), or the Family Educational Rights and Privacy Act (FERPA).

Scope of Policy

All Undergraduate and Graduate Students in the College of Nursing and Professional Disciplines (Departments of Nursing, Nutrition and Dietetics, and Social Work)

Responsibilities

Student	Responsible to monitor their professional behavior on social media sites and report violations of HIPAA or FERPA to the appropriate authority.
Department	Provide a copy of the Social Media Policy to all students
Administration	Violations of the Social Media Policy should be reported utilizing the following chain of command: Department Chair → CNPD Associate Dean → CNPD Dean → UND Assistant Dean of Students, Director of Student Rights & Responsibilities Investigate reports of violations of this policy and determine discipline as appropriate (CNPD Procedure 200a).

Principles Overview

This policy establishes professional behavior regarding student use of social media sites. Students should not have the expectation that social network sites are private. Students should assume that what they post on a social media site is permanent. Archival systems may save information even if someone deletes a post, and search engines can retrieve posts years after the publication date. When using social networks, the lines between public and private, personal, and professional are indistinct. Mixing social, academic and professional networking may create problems. Because comments can be forwarded or copied, a person authorized to post on a student's social media page can pass it on to others. Friends may post something to a student's site regarding their social life, which may prove to be embarrassing to the student's academic or professional life. Posting media that portrays students or their peers participating in what could be perceived as unprofessional behavior such as inappropriate sexualized behaviors, drinking, drug use and illegal activity is not advised. Students are encouraged to check their privacy settings on social media sites to limit who can and cannot read and post to their sites. Students should also consider conducting an Internet search of their name to discover what is in cyberspace that others can see about them. If students have any social media posts that are questionable, they should remove them from their site immediately.

Employers, faculty, clinical preceptors, field educators, patients, and clients may access information on student's social media sites that may negatively influence them regarding the student's professionalism. Many potential employers go to these sites to see what students have posted and

often determine if they are interested in having that student as an employee. Students have been reprimanded by clinical rotation site supervisors for social networking practices such as becoming electronic “friends” with site co-workers, interns, volunteers, patients, or clients. To promote respectful discussion, students should be courteous and respectful. With due regard for lawfully protected speech and forms of expression, students should strive to avoid comments that are profane, obscene, defamatory, offensive, harassing, disruptive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Harassing speech that is severe, persistent, or pervasive, and is objectively offensive, is never permitted.

Students are required to use their official UND email address for all professional correspondence and academic issues related to their role as a professional UND student. Student must recognize that they are a representative of their professional program and are expected to act professionally in all correspondence. Students are reminded that North Dakota has an open records law, which means that all UND e-mail is potentially subject to open records. As such, students may want to consider setting up a private email account with a different provider than the UND for personal correspondence.

Academic Integrity and Professionalism:

Discussing or posting information regarding content of examinations, tests, quizzes, or assignments could be considered a violation of a department’s policy on Academic Integrity. It is the student’s responsibility to read their student handbook regarding academic integrity and professionalism as defined by their department. The use of social media or personal devices to threaten, intimidate, ridicule, humiliate, insult, or harass someone may constitute cyber-bullying. Students experiencing this type of behavior as well as those who witness it are required to report utilizing the following chain of command: Department Chair → College of Nursing and Professional Disciplines (CNPD) Associate Dean → CNPD Dean → UND Assistant Dean of Students, Director of Student Rights & Responsibilities.

CNPD students have a responsibility to help maintain public trust and confidence in their professions. Students should refrain from posts that use institutional intellectual property, copyrights, trademarks or logos without explicit written permission. Such care should also extend to the unauthorized dissemination of copyrighted material, such as lecture notes and recordings. Students should not represent themselves as official representatives of the University or clinical facility in public forums. Consent obtained for educational purposes does not extend to consent for public dissemination. Even when appropriate consent is obtained for public posting and the media-containing posts are sufficiently anonymized, public perception remains an important consideration. An individual viewing a sensitive picture posted online by a CNPD student might not assume consent has been obtained and may therefore come to think less of the student, their profession and the institution. The separation between personal and professional online profiles should be made explicit. Faculty and Administrators reserve the right to monitor student’s publicly viewable social media sites.

Clinical Experiences and Field Placements:

If a student chooses to complete a practicum experience in addition to the three course requirements in the certificate (most students will not have a practicum), the following information applies: Students participating in practice experiences (clinical experiences, field placements, or supervised practice) must consult with the hospital/clinic or agency policies or an appropriate leader within the organization for guidance regarding work related social media postings. Clinical and field experiences are also frequently governed by a legally binding agreement between the host facility and the University. Unless authorized, students are not allowed to post or speak on behalf of the clinic, hospital, or agency. Students must be aware of and comply with clinical affiliation policies

regarding use of computers, cameras, and other electronic devices and the use of personal devices at the clinical site. Students are advised not to ask their faculty, preceptors, instructors, or field supervisors to “friend” and/or “follow” them via social media during their time in the educational program. This puts the student, their faculty, and their supervisors in an awkward situation by sharing personal information. If students and supervisors mutually decide to do this after the student graduates, that is their personal choice. Students are strongly advised to refrain from posting remarks about faculty or clinical site employees and from making comments that are or may be perceived to be profane, obscene, defamatory, offensive, harassing, disruptive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Harassing speech that is severe, persistent, or pervasive, and is objectively offensive, is never permitted.

HIPAA & FERPA

Students violating HIPAA, FERPA, or other university/hospital/clinic/agency policies may be subject to disciplinary action including dismissal from their professional program, criminal and/or civil charges and fines. Students must not present themselves as licensed practitioners, and are advised to refrain from offering medical advice in any non-educational setting, including on social media.

CNPD students must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. Releasing confidential health information is unethical, unlawful, and could result in irreparable harm and suffering to the patient as well as fines or imprisonment for the healthcare practitioner. CNPD students must not identify patients by name or post or publish information that may lead to the identification of a patient. Students must not refer to patients in a disparaging manner, even if the patient is not identified.

CNPD students are strictly prohibited from transmitting by way of any electronic media any patient related information or images that may be reasonably anticipated to violate a patient’s rights to confidentiality or privacy. This includes references to family, employment, relatives, conditions, locations of treatment or any circumstances surrounding the patient’s situation. Posting information about, or images of, a research subject is strictly prohibited.

CNPD students must follow CNPD clinical affiliation and UND policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices. CNPD students must not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the student-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so unless appropriate permissions are obtained. Online social contact with patients is discouraged, and students must use caution when having online social contact with former patients. The fact that a patient may initiate contact with the student does not permit the student to engage in a personal relationship with the patient. It is unprofessional and inadvisable to form or accept a social media connection with patients or individuals with whom there is an active therapeutic, supervisory or evaluative relationship.

Disciplinary Action:

Violation of the social media policy may result in disciplinary action by the student’s department, the CNPD, UND, the field agency, and/or the clinical facility. Suspected violations should be reported within 5 business days as outlined in the Student Social Media Policy Suspected Violation Procedure (200a).

PART VI: FINANCIAL AID AND SCHOLARSHIPS, PROFESSIONAL ORGANIZATIONS, AND OTHER STUDENT RESOURCES

Financial Aid/Scholarships

The University of North Dakota has several sources of financial aid available for qualified students including scholarships, loans, grants, and employment opportunities. For further information regarding financial assistance, contact the Student Financial Aid Office (<https://und.edu/one-stop/financial-aid/index.html>) or the School of Graduate Studies (<https://und.edu/academics/graduate-school/index.html>).

Scholarships are available for students with declared majors within the Department of Nutrition and Dietetics. UND has an online scholarship database system called Scholarship Central. To complete your online application, please visit: <https://und.academicworks.com/>.

Professional Organizations

Students are encouraged to be members of professional organizations. Potential organizations of interest are listed below. The list is not exclusive, and many other potential organizations should be considered based on student interest and professional goals.

National Board for Health and Wellness Coaches - <https://nbhwc.org/>

The National Board for Health & Wellness Coaching (NBHWC) has collaborated with the National Board of Medical Examiners (NBME) since 2016 to provide a robust board certification examination which has led to more than 8,400 National Board Certified Health & Wellness Coaches that hold the NBC-HWC credential. The esteemed NBC-HWC credential represents training, education, and assessment standards, allowing for the profession to advance in all aspects of health care and wellness.

American Society for Nutrition: <http://www.nutrition.org/>

The American Society for Nutrition (ASN) is a non-profit organization dedicated to bringing together the world's top researchers, clinical nutritionists and industry to advance our knowledge and application of nutrition for the sake of humans and animals. Our focus ranges from the most critical details of research and application to the broadest applications in society, in the U.S. and around the world.

Academy of Nutrition and Dietetics (NDAND) www.eatright.org

The Academy of Nutrition and Dietetics is the world's largest organization of food and nutrition professionals founded in Cleveland, Ohio, in 1917, by a visionary group of women dedicated to helping the government conserve food and improve the public's health and nutrition during World War I. Today, the Academy has over 75,000 members — registered dietitian nutritionists, dietetic technicians, registered, and other dietetics professionals holding undergraduate and advanced degrees in nutrition and dietetics, and students — and is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy.

Society for Nutrition Education and Behavior: www.sneb.org

The Society for Nutrition Education and Behavior (SNEB) represents the unique professional interests of nutrition educators in the United States and worldwide. SNEB is dedicated to promoting effective nutrition education and healthy behavior through research, policy and practice and has a vision of healthy communities, food systems and behaviors.

North Dakota Nutrition Council: <https://www.ag.ndsu.edu/ndnc>

The purpose of the Council is to improve the nutritional health of North Dakotans through the

promotion of accurate and current nutrition information, and to support nutrition professionals in their roles as educators and health advocates.

Educational and Social Resources

Division of Student Affairs (<https://und.edu/student-life/student-affairs/>)

- Admissions (<https://und.edu/admissions/index.html>)
- Dakota Student (<https://dakotastudent.com/>)
- Diversity & Inclusion (<https://und.edu/student-life/diversity/index.html>)
- Housing (<https://und.edu/student-life/housing/>)
- Memorial Union (<https://und.edu/student-life/union/>)
- Student Financial Aid (<https://und.edu/one-stop/financial-aid/>)
- Student Health Services (<https://und.edu/student-life/student-health/>)
- Student Success Center (<https://und.edu/academics/academic-services/>)
- University Counseling Center (<https://und.edu/student-life/counseling-center/index.html>)
- Trio Programs (<https://und.edu/student-life/trio/>)
- Veteran and Military Services (<https://und.edu/student-life/military/>)
- Wellness Center (<https://und.edu/student-life/wellness-center/>)
- Writing Center (<https://und.edu/academics/writing-center/>)

Career Services (<http://und.edu/student-life/careers>)

- Career Exploration
- Career Fairs
- Cover Letter/Resume Writing
- Job Search Techniques
- Interviewing/Networking
- Internships/Co-op Education

Disability Services (<https://und.edu/student-life/disability-services/>)

- Access
- Accommodations
- Career Development
- Financing your Education
- Legal Aspects of Disability
- Tutoring

Student Involvement (<https://und.edu/student-life/student-involvement/index.html>)

Links of Importance

- Department of Nutrition and Dietetics | <https://cnpd.und.edu/nutrition-dietetics/>
- University of North Dakota School of Graduate Studies | <https://und.edu/academics/graduate-school/>
- University of North Dakota Code of Student Life | <https://und.edu/student-life/code-of-student-life.html>
- University of North Dakota Academic Catalog | <http://und-public.courseleaf.com/>
- University of North Dakota Office of the Registrar | <https://und.edu/academics/registrar/>
- University of North Dakota Student Account Services | <https://und.edu/one-stop/index.html>
- University of North Dakota Student Financial Aid | <https://und.edu/one-stop/index.html>

Graduate Handbook Agreement

I have reviewed the UND N&D Graduate Certificate in Health and Wellness Coaching program handbook & the School of Graduate Student Guide to Graduation, and I agree to abide by all the policies and guidelines found in each handbook.

Printed Name

Signature

Date