



## Dietetics Program - Graduate (MND) Policy

<b>Policy Title:</b>	Student Progression and Completion of the Dietetics Program - Graduate	No.: 2.07
<b>Approved By:</b>	Director of Dietetics	
<b>Approval Date:</b>	July 25, 2022	Next Review: Spring 2025
<b>Original Version:</b>	New Policy; BSFN Policy (No. 1.06) - August 2006; major revisions of previous policies: <i>1.06 Practice Education Student Evaluation</i> and <i>1.11 Completion of the Dietetics Program</i> made in 2021	
<b>Audience:</b>	Students, Practice Education Partners, Faculty and Staff	

### Preamble

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The UBC Dietetics Program is committed to advancing equity, diversity and inclusion for the Program and dietetics profession, as it relates to the Program’s vision of inspiring learners to advance dietetic practice and food systems. Our core values of justice, integrity, inclusion, collaboration, and community-focus drive our approaches to Program planning, delivery, evaluation, and community engagement.

The Program is located on UBC’s Point Grey Campus, which is situated on the traditional, ancestral, and unceded territory of the xwməθkwəyəm (Musqueam). Practice education placements take place on the traditional, ancestral and unceded territories of many Indigenous peoples, in locations throughout present day British Columbia. The Program recognizes the original stewards of these lands, and engages in ongoing efforts towards decolonization of the Program and the dietetics profession.

**Purpose:** This policy communicates the requirements and processes for Program progression and completion. It also links relevant UBC and G+PS policies that the Program upholds, such as policies and processes related to grading and academic leaves.

### Abbreviations

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BC	British Columbia
G+PS	Faculty of Graduate and Postdoctoral Studies
ICDEP	Integrated Competencies for Dietetics Education and Practice
LFS	Faculty of Land and Food Systems
MND	Masters of Nutrition and Dietetics
The Program	UBC Dietetics Program – Graduate (MND)
UBC	University of British Columbia



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### Policy

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Students are required to understand and follow all Program, G&PS, and UBC policies in order to progress through and complete the Program; upon registering with UBC, each student has initiated a contract with the University and is bound by the declaration published in the [Academic Calendar](#) confirming their awareness of these obligations.

Students should plan and monitor their progression through the Program, in accordance with [established degree requirements](#). Students are expected to self-identify and communicate arising issues that may impact their ability to progress in the Program as early as possible, e.g., performance concerns in campus courses or practice education, emergent issues affecting participation in required learning activities. The *MND Lead* is the main Program point of contact for students concerned about their participation or progress in academic courses or practice education placements.

The Program recognizes that many factors can impact students' abilities to maintain [Good Academic Standing](#) and demonstrate all [ICDEP](#) performance indicators, such as medical conditions or disabilities, suboptimal learning environments, unforeseen life circumstances, and systemic racism and oppression. The Program assesses and supports student situations with consideration of multiple factors that may be impacting each student. UBC and [G+PS Policies and Procedures](#), as well as [MND Program policies](#), will be used to guide decision-making for each student, as relevant: *2.01 Required Skills and Abilities for the UBC Dietetics Program*; *2.02 Health, Disability and Personal Issues Impacting Program Participation*; *2.06 Respectful Learning Environments*; *2.08 Student Performance Issues*

### Academic Progress and Grading

All courses in the MND Program are offered only once per year; therefore, students must pass all courses (>60%), and maintain an academic average at or above B- (68%) to remain in the program. [The G+PS Academic Progress policy](#) further clarifies that for Masters degrees, "only 6 credits of courses with grades in the C to C+ range (60-67%) may be counted towards a master's program. For all other courses, a minimum of 68% must be obtained."

- If instructors have concerns that a student will not unconditionally pass a course (>68%), these concerns should be communicated in writing to the student and the Program as soon as possible

In practice education placements (a core part of Pass-Fail graded courses), student progress is assessed in a formative and ongoing manner. The student and preceptor also complete a formal summative assessment at the end of each placement.

- If the preceptor(s) have concerns that a student will not achieve all placement learning outcomes by the end of the placement, these concerns should be communicated to the student and the Program as soon as possible



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When concerns are raised to the Program, we will review all relevant available information to determine the most appropriate next step:

- Follow *Policy 2.02* when health, disability or personal issues impact program participation.
- Follow *Policy 2.08 (MND Student Performance Issues)* when a student fails or is in danger of failing a course or a practice education placement due to poor performance and/or an instructor detects or suspects academic misconduct.
- Follow *Policy 2.06 (Respectful Learning Environment)* when there are allegations of mistreatment involving a student.

### Academic Leave

MND students may request an [Academic Leave](#), in accordance with [G+PS Policy bV-302](#), if situations arise that require a leave from the Program. Following the G+PS procedures, all requests should be made in writing to the Director of Dietetics, before the start date of the requested leave. Requests for Professional Leave will not be accepted or approved.

Due to the sequential curriculum and integrated practice education placements of the Program, approved academic leaves will normally begin on the first day of September, January, or May and will typically last 12 months. Consistent with [G+PS policy](#), 12 months is the maximum leave allowed in the Program; therefore, a maximum of one (1) 12-month leave will be permitted per MND student.

### Program Completion

Successful completion of the Program is achieved when students have completed all program courses in [Good Academic Standing](#), which includes completion of the Capstone Research Project and consistent demonstration of all [ICDEP](#) Performance Indicators for Academic and Practice Education (“Practicum”) settings.

Successful completion of the Program is determined by the MND Team, based on a review of each student’s official UBC course completion records. Students following a full-time schedule will be able to apply for May graduation, following successful completion of their final practice education placements.

The Program communicates with dietetics regulatory bodies annually, to verify which students have successfully completed the Program and are eligible to register to practice and to write the Canadian Dietetic Registration Examination.



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Procedure

Action	Who	When
<u>Progression</u>		
1. Enroll continuously as a student in the program	Students	Upon admission and throughout the Program
2. Self-identify any emerging concerns and seek out relevant supports, in order to maintain sufficient academic progress in the program.	Students	Upon admission and throughout the Program
3. Routinely review of each student's academic progress in the Program	MND Team	Assess each semester; communicate recommendations to G+PS Dean by June, <a href="#">annually</a>
4. Notify <i>MND Team</i> , in writing, if situations arise that will impact ability to meet degree requirements, i.e., performance concerns in courses or practice education, attendance for required learning activities, request for academic leave, etc.	Students	As arising, as early as possible
5. Notify <i>MND Team</i> , in writing, if any student(s) not observed to be demonstrating course learning outcomes, ICDEP, or other course/placement expectations (i.e. attendance)	Course Instructors (campus)  Preceptors (practice education)	As arising, as early as possible
6. After any written notification, determine next appropriate step, depending on the student's situation: Follow relevant UBC, G+PS and Program policies and procedures	MND Team	As arising



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<b>Action</b>	<b>Who</b>	<b>When</b>
<u>Academic Leave</u>		
1. Notify Program Director in writing to request Academic Leave	Student	Before the start of the Leave period, as early as possible
2. Respond to Leave Request	Director of Dietetics; MND Team	As arising, before the start of the requested Leave period
<u>Completion</u>		
1. Submit Program completion documentation to dietetics regulatory bodies for graduating students	MND Team	Annually, when Program completion dates are verified
2. Apply to dietetics regulatory body/bodies to register to practice and to write the Canadian Dietetic Registration Examination	Graduating students	According to regulatory body application dates
3. Prepare for graduation:	Graduating students	By UBC deadlines for graduation
a) Follow student graduation checklist (available at <a href="http://www.graduation.ubc.ca">www.graduation.ubc.ca</a> )		
b) Apply to UBC for graduation		

**Reviewed by:**

	<b>Action</b>	<b>Date</b>	<b>Status</b>
MND Team	New Policy	June 14, 2022	New policy, based on draft of BSNF major revision of previous policies: <i>1.06 Practice Education Student Evaluation</i> and <i>1.11 Completion of the Dietetics Program</i>
Director of Dietetics	Review	July 25 2022	Approved