

TEACHERS COLLEGE, COLUMBIA UNIVERSITY

Department of Health and Behavior Studies

Program of Study Guide Graduate Certificate in Advanced Diabetes Topics (Major Code: DEDC)

Program Description

The program of study leading to the *Certificate* in Advanced Diabetes Topics is designed for individuals who already hold a master's degree or higher and wish to advance the knowledge and skills necessary to meet the increased demand for comprehensive, evidence-based, safe, and effective diabetes care for people who have diabetes and pre-diabetes. The certificate program enables students to prepare, through six core diabetes courses, for advanced practice in diabetes care and education in a variety of health care settings. Completion of the certificate program prepares qualified* graduates to sit for the Certified Diabetes Educator (CDE) exam or the Board-Certified Advanced Diabetes Manager (BC-ADM) exam.

*Please visit www.ncbde.org (CDE) and/or www.diabeteseducator.org (BC-ADM) for more information on these certifications.

Admission Requirements

Admission to the certificate program in Advanced Diabetes Topics is based upon the following criteria: a master's degree or higher; preparation in one of the areas eligible to take the Certified Diabetes Educator certification examination (or at least two years of work experience directly related to diabetes); and academic qualifications consistent with graduate school, including undergraduate and/or graduate GPA of at least 3.0 on a 4.0 scale. If an applicant's native language is not English, or if an applicant received his/her baccalaureate/master' degree from an institution where English is not the official language of instruction, he/she must submit official scores from an accepted English proficiency exam. This requirement is in effect regardless of where the applicant received a prior graduate degree (if any). Admission to the certificate program is also based upon adequacy and relevance of academic preparation; evidence of registration, licensure, or certification in one of the fields mentioned above (or evidence of two years' diabetes-related work experience); relevance of prior professional experience and related activities; and potential to benefit from additional professional preparation in diabetes education and management. Writing is an integral part of any graduate program, especially one that is solely online. Admission to and success in the program are contingent upon evidence of advanced writing skills.

Certificate Requirements

The Certificate in Advanced Diabetes Topics is a fully online program that requires satisfactory completion of 18 course points. The program may be pursued full-time or part-time.

Program Requirements

Diabetes core courses make up the 18 course points in the program requirement.

Diabetes Core Courses 16 credits

HBSD 4110 (Summer II) Behavioral Change Strategies for Diabetes Prevention and Management (3 credits)

HBSD 4120 (Fall I) Pathophysiology of Diabetes and its Complications (3 credits)

HBSD 4130 (Spring I) Assessment of the Person with Diabetes (3 credits)

HBSD 4140 (Fall II) Preventive & Therapeutic Interventions in Diabetes Management (3 credits)

HBSD 4150 (Summer I) Diabetes Self-Management Education (DSME) Programs: Development, Implementation & Evaluation (3 credits)

HBSD 4160 (Spring II) Pharmacology of Diabetes (3 credits)

Equipment Required

Students in the certificate program are required to have continuous access to a computer and the Internet. The program is fully online and asynchronous. As such, there are no in-person requirements; however, from time to time there are live, web-based meetings, workshops, and/or assignments. A web camera is required in order to attend web conferences and to complete certain assignments. All students must have continuous access to the Internet and to Microsoft Word and PowerPoint, regardless of the type of computer used. All written assignments in the required courses are submitted in Word documents and several assignments are PowerPoint presentations. Students are expected to have a back-up plan for computer and/or Internet access in the event of an outage or other problem.

Activating the Columbia University Network ID (UNI)

Teachers College students have the responsibility for activating the Columbia University Network ID (UNI), which includes a free TC gmail account. All official communications from the college and the program – e.g., information on courses, program announcements, library, graduation, etc. – will be sent to the student's TC gmail account. Students are responsible for either reading email there, or for utilizing the mail forwarding option to forward mail from their TC account to an email address they will monitor frequently.

Additional Information

Transfer of Credits

There is no transfer of credits for the Certificate in Advanced Diabetes Topics.

Transferring into the Master of Science in Diabetes Education and Management

Students have the option to pursue the Master of Science in Diabetes Education and Management, once admitted into the Certificate program (and upon acceptance by the Program Director, based on performance in core courses). Because Teachers College only allows transfer of up to 8 credits from non-matriculating coursework, it is strongly advised that students make a decision on transfer before enrolling in their third course.

Services for Students with Disabilities

The College will make reasonable accommodations for persons with documented disabilities. Students are encouraged to contact the Office of Access and Services for Individuals with Disabilities for information about registration (www.tc.edu/oasid/; oasid@tc.columbia.edu). Services are available only to students who are registered and submit appropriate documentation.

Statement on Academic Conduct

Teachers College students are expected to refrain from any conduct, including cheating, plagiarizing, or purchasing documents submitted for academic evaluation, that calls into question his/her academic and/or professional probity. Decisions regarding academic evaluation in all aspects of students' work at the college, including course work, certification examinations, clinical or field experiences, and preparation of dissertations, are within the sole jurisdiction of the faculty concerned, including as appropriate, the department or program staff members. Student papers are randomly run through a plagiarism checker. Disciplinary actions (e.g., reprimand, suspension, or dismissal) in cases of academic misconduct can be imposed by the Vice Provost or the Committee on Student Conduct.

Resolution of Student Academic Program Concerns

Any student who has a concern regarding an academic matter may seek assistance. The procedure for resolving academic program concerns (see note of grade correction process below) begins with either the faculty member (if the concern is related to a course) or the student's advisor. If the student is not satisfied with the response or resolution achieved at this first level, or if speaking with the faculty member presents a conflict of interest for the student, the student should proceed to speak with the Program Director in the area in which the academic concern resides. If the student is not satisfied with the response or resolution achieved through the Program Director, the student should proceed to speak with the Chair of the academic department in which the academic concern resides. If the student is still not satisfied with the response or resolution achieved through the Department Chair, or if speaking with the Department Chair presents a conflict of interest for the student, the next step is to contact the Office of the Vice Provost. At any stage of the process, students are welcome to seek the advice and guidance of the College Ombuds, who is charged with attempting to informally resolve student dissatisfaction of an academic nature on a completely confidential basis. Names and contact information for these resource people are as follows:

Program Director:	Jane K. Dickinson, RN, PhD, CDE dickinson@tc.columbia.edu 646-389-6242
Health & Behavior Studies Department Chair:	Dolores Perin, PhD dp111@tc.columbia.edu 212-678-3943
Associate Vice Provost	Katie Embree embree@tc.columbia.edu 212-678-3991
College Ombuds	Stephen Peverly, PhD peverly@tc.columbia.edu 212-678-3084

Grades

Grades in Teachers College are recorded as evaluative, pass/fail, or attendance. All grading symbols used are listed below, as approved by the Faculty on April 27, 1984. Students electing to be graded on a basis other than the ones announced by the course instructor must request the option and obtain the instructor's written approval no later than the close of the third class meeting. An application for grading options is obtainable from the Office of the Registrar and needs to be filed in the Registrar's Office no later than the close of the third class meeting. Once the option has been approved and filed with the Registrar, it is not subject to change.

Students in the Diabetes Education and Management program are expected to maintain at least a B average throughout the duration of the program. Students who fall below this average will be placed on probation. Students will not be allowed to graduate from the program with less than a B average.

All grades noted in this section are final and may not be changed. Grades must be submitted by the instructor of record. Grades are defined as follows:

A+ Rare performance. Reserved for highly exceptional, rare achievement.

A Excellent. Outstanding achievement.

A- Excellent work but not quite outstanding.

B+ Very good. Solid achievement expected of most graduate students.

B Good. Acceptable achievement.

B- Acceptable achievement but below what is generally expected of graduate students.

C+ Fair achievement, above minimally acceptable level.

C Fair achievement but only minimally acceptable.

C - Very low performance. The records of students receiving such grades are subject to review. The result of this review could be denial of permission to register for further study at Teachers College. No more than 3 points of C- may be credited toward any degree or diploma. Students completing requirements for more than one degree or diploma may count 3 points of C- toward only one such award. A student who accumulates 8 points or more in C- or lower grades will not be permitted to continue study at the College and will not be awarded a degree or diploma.

F - Failure. The records of students receiving such grades are subject to review. The result of this review could be denial of permission to register for further study at Teachers College. A course usually may not be repeated unless it is a required course. When the course is required, the student will reregister and obtain a satisfactory grade. The previous grade remains on the transcript.

P - Passed. Some courses are graded only on a pass/fail basis for the instances in which greater evaluation specificity is neither required nor desirable and is used to indicate passing performances when only dichotomous evaluation is used. At no time will the transcript carry any other grade nor will supplementary statements be issued. Application for the Pass/Fail option is to be made before the close of the first class session with the approval of the course instructor. Applications are available in the Office of the Registrar (www.tc.edu/registrar; registrar@tc.columbia.edu). Once the option is approved, it may not be changed.

WD - Withdrawn. Withdrawal occurring subsequent to the close of the change-of-program period during the term. See section on withdrawal from courses.

* Missing grade. Final grade has not been assigned by the course instructor.

IN- Incomplete

The grade of Incomplete is to be assigned only for reasons satisfactory to the instructor, the instructor deems that a satisfactory percentage of the coursework has been completed yet the granting of a final grade has been postponed because certain course assignments are outstanding. If the outstanding assignments are completed within one calendar year from the date of the close of term in which the grade of Incomplete was received and a final grade submitted, the final grade will be recorded on the permanent transcript, replacing the grade of Incomplete, with a transcript notation indicating the date that the grade of Incomplete was replaced by a final grade.

If the outstanding work is not completed within one calendar year from the date of the close of term in which the grade of Incomplete was received, the grade will remain as a permanent Incomplete on the transcript. In such instances, if the course is a required course or part of an approved program of study, students will be required to re-enroll in the course including repayment of all tuition and fee charges for the new registration and satisfactorily complete all course requirements. If the required course is not offered in subsequent terms, the student should speak with the faculty advisor or Program Director about their options for fulfilling the degree requirement. Doctoral students with six or more credits with grades of Incomplete included on their program of study will not be allowed to sit for the certification exam.

Grade Correction Procedure

The instructor for a course has the responsibility for setting the requirements for a course and making an evaluation of students' work. Once a grade has been given, the instructor is not free to change the grade unless the instructor indicates to the Registrar that an error was made in the original grade transmitted. If a student believes that an error has been made, he/she must take the initiative in bringing about the necessary correction prior to the conclusion of the semester immediately following the semester in which the course was taken. The normal procedure for effecting a correction would be through direct discussion between the student and the instructor. If redress cannot be attained through such discussions, the student may next appeal to the department chairperson of the department offering the course. If resolution cannot be attained through appeal, the student may next appeal to the Dean. In situations where the student feels that such an appeal process might not be in the student's interest, counsel and assistance can be sought from the Office of the College Ombudsman and the Office of the Vice Provost.