



Coordinated Program in Dietetics

Student Handbook 2024-2025

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Coordinated Program in Dietetics

Introduction

Welcome & congratulations on selecting the field of dietetics for your future career!

This handbook is designed to guide enrolled students on issues related to the Coordinated Program in Dietetics (CPD). The information, as well as the policies and procedures are in accordance with those of the University of Texas at San Antonio, the College for Health, Community and Policy and the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Standards.

The information presented in this handbook will supplement information in the University Catalog. The University Catalog (<http://www.utsa.edu/ucat/index.html>) contains policies and regulations pertaining to admission, progression, grading, and curriculum. Students should be familiar with the information in this CPD Handbook, the University Catalog, and Online UTSA Student Handbook <https://onestop.utsa.edu/registration/degree-planning/catalogs/>.

Additional guidelines and policies will be added as needed and distributed as they are finalized. Changes in policy will take effect on notification, unless otherwise noted. Students are expected to follow all Program, College, and University policies and requirements. Failure to meet any policy, guideline, rule, regulation, or law may result in disciplinary review or dismissal.

UTSA's Mission and Core Values

The University of Texas at San Antonio is dedicated to the advancement of knowledge through research and discovery, teaching and learning, community engagement and public service. As an institution of access and excellence, UTSA embraces multicultural traditions and serves as a center for intellectual and creative resources as well as a catalyst for Socio-economic development and the commercialization of intellectual property for Texas, the nation and the world. UTSA encourages an environment of dialogue and discovery, where integrity, excellence, inclusiveness, respect, collaboration and innovation are fostered.

Program History

On January 29, 2009, the Texas Higher Education Board authorized the University of Texas Health Science Center to create a Bachelor of Science degree with a major in Dietetics and Nutrition and a Master of Dietetics Studies. Following this authorization, the Commission on Accreditation for Dietetics Education (currently known as Accreditation Council for Education in Nutrition and Dietetics [ACEND]) granted candidacy for accreditation in May 2009 to offer both degrees as a Coordinated Program in Dietetics. The program was also approved by the Southern Association of Colleges and Schools Commission on Colleges, before the first class was admitted in August 2009.

In spring 2010, after a comprehensive review of all the programs in the School of Health Professions, which included a focus on the financial issues facing the University, the Coordinated Program in Dietetics and Nutrition was placed on inactive status. Eventually the program was transferred to the **University of Texas at San Antonio** (UTSA), under the College of Education and Human Development, Department of Kinesiology, Health, and Nutrition. The program was granted active status by ACEND on March 8, 2013 and began recruitment activities for admissions in the fall 2013. On January 1, 2020, the CPD was officially housed in the new College for Health, Community and Policy.

Program Status

The program hosted a site visit for a full accreditation in November 3-5, 2013, and received a full and continued accreditation by ACEND in February of 2014. The accreditation site visit was conducted March 3-5, 2024.

ACEND is the accrediting agency for the Academy of Nutrition and Dietetics. The agency establishes and enforces eligibility requirements and accreditation standards to ensure the quality and continued improvement of nutrition and dietetics education programs. ACEND accredited programs are designed to meet specific foundation knowledge, skills and/or competencies for current dietetics practice and lifelong learning; all aimed at preparing students for a career as registered dietitians

Concerns or complaints related to the programs' compliance with accreditation standards should be directed to:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995

1-800-877-1600, ext 5400

E-mail: acend@eatright.org

Website: <https://www.eatrightpro.org/acend>



Note from the Commission on Dietetic Registration (CDR):

"Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website:

<https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals' complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited Coordinated Program at The University of Texas at San Antonio are eligible to apply to take the CDR credentialing exam to become an RDN.

In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements <https://www.cdrnet.org/state-licensure>.

The Profession of Dietetics

Dietetics professionals are instrumental in interpreting the science of food and nutrition in promoting the wellbeing of individuals and communities. They are competent in assessing the nutritional status of individuals using anthropometric measurements, dietary history, clinical observations and biochemical laboratory data. In the community, dietitians conduct needs assessment to promote health and prevent chronic diseases. Dietitians develop and implement intervention programs or medical nutrition therapy based on the needs of individuals and the community. Dietitians offer nutrition education and counseling in a variety of settings to diverse groups of individuals of different ages. They are also involved in food service production, product development, and research. They are employed by healthcare facilities such as hospitals, physician offices, long-term care facilities, and clinics; sports, wellness and fitness centers; foodservice operations, industry, pharmaceutical and food companies; community programs; government agencies, private practice, and professional health organizations.

There are different routes of entry to the profession of nutrition and dietetics as a Registered Dietitian/Nutritionist. The requirements for the RD/RDN credential include: didactic programs (minimum of a BS degree), supervised experiences (internship) and a credentialing exam. Detailed information can be gained from the Academy of Nutrition and Dietetics website at: <https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/high-school-students/5-steps-to-become-a-registered-dietitian-nutritionist>.

CPD Mission

To prepare entry-level dietitians with leadership skills who positively impact the nutritional status and health of individuals and the community, particularly those living in South Texas, through a solid academic education, service, and scholarship.

Program Description

The Coordinated Program in Dietetics (CPD) is designed to meet the academic and supervised practice requirements set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The curriculum offers a broad range of courses and practicums to meet the core knowledge and competencies, and to ultimately become an entry-level dietitian. The program consists of over 1000 hours of supervised experiences starting with introductory supervised practices offered at the junior and senior level and advancing to more skillful practicum at the master level. In an effort to provide continuity of tasks and a full range of experiences typical of the dietetics practitioner, the students will be placed at facilities for 32 hours per week during the last two semesters of the program. While daily time schedule will vary with each rotation, students should plan for a Tuesday-Friday week, with an occasional week-end schedule. The rotations will include a variety of settings in clinical and community nutrition, and some in foodservice operations. At the master's level, Monday will be dedicated to classroom instruction.

Admission Options

1. Joint degree option leading to a Bachelor of Science in Nutrition and Dietetics and a Master of Dietetics Studies

This option is offered to students without a previous degree or seeking a second BS degree. Students on this track must have completed ~66 semester credit hours with a minimum 3.00 GPA on a 4.0 scale and no grade lower than a “C-” in any of the Texas Core requirements or the pre-requisite courses.

The pre-professional phase of the program consists of 42 semester credit hours (SCH) of University Core Requirements, and additional prerequisite coursework which can be taken at any regionally accredited community college or university. Prerequisites for the CPD include General and Organic Chemistry with laboratory, Biochemistry, Anatomy and Physiology with laboratory, Microbiology with laboratory, Introductory Statistics, Principles of Management and Introductory Nutrition.

The professional phase includes 44 SCH of nutrition and dietetics course work, introductory practicums and service-learning experiences. After the successful completion of 120 SCH, students will receive a Bachelor of Science (BS) with a Major in Nutrition and Dietetics which will be awarded at the conclusion of the CPD. Didactic and introductory practicum experiences are part of the curriculum and serve as a foundation for the Master of Dietetics Studies (MDS), a component of the CPD. An additional 30 SCH are required to complete the MDS.

Successful completion of both degrees certifies the student as eligible to take the national exam to become a Registered Dietitian (RD/RDN) and to meet Licensure requirements in the State of Texas. Students admitted into the undergraduate program are not guaranteed placement into the Master of Dietetics Studies unless they maintain a 3.0 grade point average and have completed all degree core, support courses and equivalent University core with a grade of “C-” or above, have no outstanding negative Fitness to Practice reviews or Student Conduct case that a student has not successfully remedied; received favorable evaluations from faculty and preceptors, receive a recommendation by the Program Director and favorable background check.

Students on the BS in Nutrition and Dietetics track who are not able to complete the Master of Dietetics Studies, may earn the BS degree if they meet University graduation requirements, however, are not eligible for the verification statement to take the RD/RDN exam.

2. Advanced Standing Option leading to Master of Dietetics Studies This option is only offered when space is available (case-by-case):

- a. Students with a Bachelor of Science degree who have fulfilled all Didactic Program in Dietetics (DPD) requirements from an ACEND accredited program and are only seeking a Master of Dietetics Studies (MDS), which is equivalent to a dietetic internship. Students entering this option must have required prerequisites and equivalent coursework to the BS Program in Nutrition and Dietetics offered by UTSA and must also have a DPD verification statement from an ACEND accredited program. Select undergraduate level nutrition and dietetics courses and practicums may be required as recommended by the Program Director and admission committee. Admission is contingent on accreditation requirements and the number of placements available for the advanced practicum. Must apply to the CPD and be accepted.
- b. Students that hold a bachelor's degree in an unrelated field would be required to complete all pre-requisite courses and all equivalent undergraduate courses in dietetics and nutrition to meet core knowledge and competencies mandated by the accreditation. These courses are designed to meet core knowledge, skills and competencies mandated by ACEND. The undergraduate courses add to 44 SCH.
- c. Students with a bachelor's degree in nutrition (non-DPD). The academic transcripts will be evaluated case by case for all students transferring coursework or degrees to determine if pre-requisites and equivalency for didactic or practicum coursework have been met.

Transfer of Credit

Nutrition and dietetics courses may be accepted in transfer if it was completed with a "B-" grade or better at an accredited college or university. Students must still meet the 3.0 GPA required by the program. The course syllabus must be sent directly from the originating school or teacher. The learning objectives, grading requirements, and required skills must be similar to the course to be credited. The credit hours of the transfer course must equal or exceed the UTSA-CPD course. The Program Director is responsible for approving transfer of credit. Individuals who are allowed to transfer from another CPD program must meet the same prerequisites as students in the UTSA-CPD program, must have been enrolled in an accredited CPD and meet all requirements for entry to the UTSA program. The student must be in good standing at the original institution. Students with coursework older than five years may be asked to re- take some courses in the dietetics curriculum at the discretion of the faculty selection committee.

Credit for Experiential Learning

At the present time, the program does not grant any credit for previous experiential learning through job or volunteer experience or service learning projects etc. Practicum credit earned for a grade from an accredited university will be reviewed case- by-case, but must include a syllabus with required ACEND competencies, signed time log or letter of total hours and a preceptor evaluation.

Admission Criteria

Bachelor of Science in Nutrition and Dietetics and Masters of Dietetics Studies

- Students (freshman, sophomore, and transfer) interested in Nutrition and Dietetics must meet UTSA's general admission requirements and will be admitted into the "Life and Health Science Studies" until all requirements can be met at UTSA.
- Admission to the Coordinated Program in Dietetics is competitive. A limited number of students are admitted into the program and based on the capacity to place them in supervised practice in various affiliation sites.
- Students are admitted every fall in their "junior year" as part of a cohort.
- Students will complete a program application found on the Dietetic webpage.
- Eligible students will be part of a formal interview conducted by Program Review Committee Members (by invitation only). The Selection Committee consisting of program faculty and other members chosen at the discretion of the CPD Director, will review student applications and conduct individual interviews. Not all applicants may be invited for an interview. Students will be informed of their acceptance and will be expected to acknowledge acceptance in writing before the fall semester.
- CPD undergraduate students will transition (not guaranteed) into the MDS if they maintain a 3.0 grade point average, have completed all support courses, degree core, and Texas core with a grade of "C-" or better and met all program requirements.
- MDS requirements: Only CPD required courses will count towards the GPA requirement; only one master course with the grade of "C" will be accepted towards this degree; students must earn a grade of "B-" or better in NDT 5901, 5947, 5957 (if grade not met, course must be repeated before progressing in the course sequence).
- Graduate School policy: No courses in which grades of less than "C" (below 2.0 on a 4.0 scale) were earned may be applied to a graduate degree. Should a course be repeated the grade secured from the previous attempt will remain on the transcript and will be counted toward the cumulative GPA.
- Students must successfully fulfill the three-year joint program requirements at the undergraduate and graduate level to receive a verification statement for eligibility to take the Commission on Dietetics Registration national examination to become a Registered Dietitian Nutritionist (RD/RDN).

To declare a major in Nutrition and Dietetics the following minimum criteria must be met:

- Must complete all support courses and most of the Texas Core requirements with a minimum cumulative grade point average (GPA) of 3.0 (on a 4.0 scale) and be in good standing with the University.
- Must complete all prerequisite courses with a grade of "C-" or better. Detailed information about the courses, including the Texas common course numbers may be obtained from the Undergraduate Catalog.
- Must complete NDT 2043 Introduction to Nutritional Sciences or equivalent course with a grade of "B-" or better.
- May not repeat a prerequisite course more than twice to meet the grade criteria.
- Must complete all support courses (prerequisite courses) by the end of the summer semester prior to entering the program in the Fall Semester.
- Must submit a program application (posted on the CPD webpage), all transcripts (unofficial from all universities attended), two completed reference forms (program specific) preferably by faculty members, a resume, volunteer summary and a statement indicating personal career goals, knowledge of the profession, commitment, interests, and motivation (must have a minimum cumulative GPA of 3.0 to submit application).

- Several academic and non-academic factors are considered along with the application. The admission policy has been published in the University catalog accessible through <https://catalog.utsa.edu/undergraduate/>.
- Must have a personal interview with the program review committee members (by invitation) and receive a decision letter-indicating acceptance.

Goals and Outcome Measures

The CPD goals and objectives are designed to achieve the program mission. The success in meeting the objectives and achieving the goals is continuously monitored. Program outcomes are available on request from the program director.

The Goals and Objectives of the Coordinated Program in Dietetics are:

Goal # 1: Prepare graduates as competent entry-level practitioners.

Objectives:

- 1.1 At least 80% of students complete program requirements within 4.5 years (150% of the program length).
- 1.2 90% of graduates will take the CDR credentialing exam for dietitian nutritionist within 12 months of program completion.
- 1.3 The program's one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- 1.4 75% of graduates will indicate that the program provided a variety of experiences to become competent entry-level practitioners.
- 1.5 Of graduates who seek employment, 50% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 1.6 75% of employers in a survey will rate graduates "above average" on entry-level skill sets within the first year of employment.

Goal # 2: Prepare graduates who demonstrate leadership skills and a commitment to serving the community and profession.

Objectives:

- 2.1 30% of graduates on the alumni survey will serve as a preceptor within 12 months of graduation.
- 2.2 30% of graduates on the alumni survey will indicate participation in community, work-related or professional leadership activities within 12 months of graduation.

RD/RDN Exam Statistics

The following data (2016-2022) reflects the program’s commitment to dietetic student preparation.

Percent of applicants who passed the RD/RDN exam within One Year of First Attempt:

		Ending Year of First Attempt
2016	Institution Total	100%
	National Total	91%
2017	Institution Total	100%
	National Total	92%
2018	Institution Total	100%
	National Total	89%
2019	Institution Total	100%
	National Total	88%
2020	Institution Total	100%
	National Total	88%
2021	Institution Total	100%
	National Total	92%
2022	Institution Total	92%
	National Total	89%

**Ending Year of First Attempt: Year that the 'one-year from first attempt' time frame ended for examinees, regardless of whether they passed on the first attempt. National totals are based on the same program type.

*2023 will be updated.

Academic Calendar and Scheduling

For information on the UTSA Academic Calendar refer to: <https://www.utsa.edu/calendar/academic/>

The website offers information on Final Exam Schedules, Academic Calendar, Registration Schedules and other important resources. Other related links include:
<https://asap.utsa.edu/pls/prod/xwskschd.P> [UTSA OpenSch](https://www.utsa.edu/calendar/)
[http://www.utsa.edu/calendar/](https://www.utsa.edu/calendar/)

The program follows the academic calendar, the University-designated holidays, and semester breaks when scheduling classes and practicums (see <http://utsa.edu/calendar/>). Program-specific course schedule will be made available through the UTSA Website. The schedule for the advanced practicum is planned by the program director and practicum coordinator following as close as possible, the academic calendar to fulfill the required contact hours of supervised experiences. Occasionally, a student may be expected at a supervised practice during a weekend, and given time off during the week. Early morning and evening hours may vary from site to site. At times, it may be necessary to adjust a rotation schedule to accommodate the calendar and operations of the facilities (i.e., school district, WIC or Head Start calendar needs).

Course Sequence Overview: Bachelor of Science in Nutrition and Dietetics
In order to declare a major in Dietetics and Nutrition, a student must meet listed criteria:

Year 1 - Fall (16 hours)		Year 1 - Spring (16 hours)	
Courses	Prerequisites	Courses	Prerequisites
WRC 1013		WRC 1023	WRC 1013
AIS 1203		POL 1013	
MAT 1073	Math placement test	US History	
BIO 1233		BIO 1243	BIO 1233
CHE 1103	Chemistry placement test & concurrent with MAT 1073	CHE 1113	C- in CHE 1103
CHE 1121	C- in CHE 1103 or concurrent with CHE 1103	CHE 1131	C- in CHE 1121 & CHE 1113 or concurrent with CHE 1113
Year 2 - Fall (16 hours)		Year 2 - Spring (16 hours)	
BIO 1053	C- in BIO 1233	NDT or BIO 2043	C- in BIO 1233
BIO 1061	C- in BIO 1233 & BIO 1053 or concurrent with BIO 1053	BIO 2103	C- in BIO 1233
BIO 2083	C- in BIO 1233	BIO 2111	C- in BIO 1233 & BIO 2103 or concurrent with BIO 2103
BIO 2091	C- in BIO 1233 & BIO 2083 or concurrent with BIO 2083	BIO 3513	C- in CHE 2603 & CHE 2612
CHE 2603	C- in CHE 1113	PSY/SOC/A NT 1013	
CHE 2612	C- in CHE 1131 & CHE 2603 or concurrent with CHE 2603	MGT 3013	
US History			

- **ADMISSION TO CPD REQUIRED TO MOVE INTO 3RD YEAR – COURSES HAVE TO BE TAKEN CONCURRENTLY**
- **NDT COURSES ARE ONLY OFFERED ONCE A YEAR - FALL OR SPRING BASED ON PLAN BELOW**

Year 3 - Fall (13 hours)		Year 3 - Spring (14 hours)	
Courses	Prerequisites	Courses	Prerequisites
NDT 3203		NDT 3323	NDT/BIO 2043
NDT 3313	NDT/BIO 2043 & BIO 1053	NDT 3333	NDT/BIO 2043
NDT 3191	Concurrent with NDT 3313	NDT 3343	NDT/BIO 2043 & BIO 2103
NDT 3413	NDT/BIO 2043 & BIO 3513	NDT 3353	NDT 3313 & concurrent with NDT 3292
STA 1053	Math placement test or MAT 1073	NDT 3292*	
Year 4 - Fall (16 hours)		Year 4 - Spring (13 hours)	
NDT 4313	NDT 3353 & 3292	NDT 4343	NDT 4333
NDT 4323	NDT 3323 & 3333	NDT 4353	NDT 4323
NDT 4333		NDT 4191*	Concurrent with NDT 4353
NDT 4091*		NDT 4363	Senior standing
WRC 1013 & 1023	Language, Philosophy & Culture	NDT 5323	Nutrition Pathophysiology * graduate class
POL 1133		Creative Arts	

*These practicum courses involve travelling off campus to affiliation Sites. - Most support courses (pre-requisites) courses must be completed by the end of the summer semester prior to entering the program in the fall semester. - Transfer students must meet all the above criteria and meet all the UTSA undergraduate admission requirements. Official transcripts from all institutions attended must be submitted.

Master of Dietetics Studies: Non-thesis option: Minimum of 30 semester credit hours.

SPRING SEMESTER, SENIOR YEAR *
NDT 5323 Nutrition Pathophysiology
SUMMER SESSION
NDT 5313 Public Health Nutrition and Policy
FALL SEMESTER
NDT 5343 Integration of Metabolism
NDT 5913 Research Seminar
NDT 5947 Advanced Dietetics Practicum I
SPRING SEMESTER
NDT 5333 Nutritional Supplements and Functional Foods
NDT 5901 Seminar in Dietetics
NDT 5957 Advanced Dietetics Practicum II

* Students must successfully pass a comprehensive examination under the capstone course in NDT 5901 Seminar in Dietetics.

* Only one master course with the grade of "C" will be accepted towards this degree.

* Students must earn a grade of "B-" or better in NDT 5901, 5947, 5957- if grade is lower, it must be repeated before progressing in the course sequence.

Tuition and Program Cost: 2023-2024 Estimated Cost of Attendance

Undergraduate Students

<u>Full Time Fall/Spring Undergraduate Resident Student</u>	<u>Living at Home w/Parents</u>	<u>Living Off Campus</u>	<u>Living On Campus</u>
Tuition & Fees (based on 15 hours per term)	\$11,442	\$11,442	\$11,442
Books (based on 15 hours - 5 classes)	\$1,000	\$1,000	\$1,000
Housing & Meals (average)	\$4,590	\$10,449	\$14,248
Transportation (average)	\$2,784	\$3,524	\$740
Personal/Miscellaneous	\$1,512	\$2,088	\$2,124
Loan Fees	\$68	\$68	\$68
Total Estimated Cost of Attendance	\$21,396	\$28,571	\$29,622

Full Time Undergraduate non-resident student tuition & fees = \$27,660. All other charges remain the same.

Graduate Students

<u>Full Time Fall/Spring Graduate Resident Student</u>	<u>Living at Home w/Parents</u>	<u>Living Off Campus</u>	<u>Living On Campus</u>
Tuition & Fees (based on 9 hours per term)	\$9,734	\$9,734	\$9,734
Books (based on 9 hours - 3 classes)	\$1,200	\$1,200	\$1,200
Housing & Meals (average)	\$4,590	\$10,449	\$14,248
Transportation (average)	\$2,784	\$3,524	\$740
Personal/Miscellaneous	\$1,512	\$2,088	\$2,124
Loan Fees	\$150	\$150	\$150
Total Estimated Cost of Attendance	\$19,970	\$27,145	\$28,196

Full Time Graduate non-resident student tuition & fees = \$28,282. All other charges remain the same.

Tuition and Fees: For information: <https://onestop.utsa.edu/financialaid/cost-of-attendance/2023-2024-cost-of-attendance/>

Program Related Expenses

- Medical insurance-varies*
- Food Protection Management Certification ~\$150
- Professional Liability Insurance \$38
- CPR Certification- \$25-\$30
- Hepatitis B Immunization - \$145
- TB Testing - \$35 (annual)
- Flu Shot (annual)- up to \$45 off-campus (lower fee through Student Health Services)
- COVID 19 vaccine and testing (varies, if required by site)
- Criminal Background Check - \$45 (annual)
- Student Membership in the Academy of Nutrition and Dietetics - \$58
- Student Membership in the Dietetic Student Association \$20
- Drug Screening- \$30-\$40 varies*
- Program Service Fee \$75 per semester
- Face mask (is required by site) \$8-\$15
- Face shield (if required by site) \$8-\$15
- Lab Coat for Clinical Rotations \$12/varies* (if required by site)
- Practicum Uniform: Polo (program logo) ~\$45; Black Slacks ~\$20; Black, Close-toed, Non-Slip Shoes ~\$25 (varies)
- Practicum site parking pass varies*
- Transportation to supervised practice sites (gas) varies*
- Transportation to professional meetings and/or volunteer opportunities (gas) varies*

**Price may vary. Estimated cost for criminal background check, CPR, medical and liability insurance, and drug testing.*

Transportation expenses vary depending on assigned practice locations, cost of gas and parking passes. Some rotations will require students to travel longer distances to rural and surrounding counties. Each student should have his or her own car or, at least, access to one. Liability for safety in travel to and from assigned rotation sites will rest on the individual dietetic intern. *Multiple drug screenings may be required depending on placement sites.

Financial Aid

The Office of Student Financial Aid and Enrollment Services provides resources to students who would otherwise be unable to pursue a postsecondary education.

Financial Aid information is available through the UTSA Office of Student Financial Aid and Enrollment Services office at (210) 458-8000 and 1.800.669.0919. Additional information on types of financial assistance and scholarships can be obtained by accessing (<http://utsa.edu/financialaid/>).

Students are encouraged to apply for scholarships available from UTSA, the Academy of Nutrition and Dietetics (AND) and the Texas Academy of Nutrition and Dietetics (TAND). UTSA's federal school code is **010115**.

For information on Financial Aid Eligibility and Scholarships access the Student Online Handbook <http://www.utsa.edu/infoguide/ch6.html#fa>.

Withdrawal and Refunds

Students must refer to UTSA's websites for information on deadlines and procedures for withdrawal, drops and refunds. The links below offer specific information and Online forms: <http://utsa.edu/financialaid/withdrawing.html#whatis>

Support Services

UTSA offers a wide range of student support services. Information on these services are available at the links below:

- Student Life Services and Centers: <http://utsa.edu/studentlife/>
- Health services: <http://utsa.edu/health/>
- Tutoring Services: <http://utsa.edu/trcss/tutoring/>
- Counseling and Mental Health Services: (<http://utsa.edu/counsel/>)
- Student Disability Services: <http://utsa.edu/disability/>
- Food Pantry: <https://www.utsa.edu/studentunion/roadrunnerpantry/>

The [Student Health Services](#) provide acute ambulatory care for injuries and illness prevention. The Services offer nurse evaluations along with limited primary care services for disease management. In cases of severe illness or a serious accident, the student may be referred to a local treatment facility or hospital for evaluation at the student's expense. The student medical service fee covers clinic usage and routine on-campus physician and provider visits. There may be reasonable charges for ancillary services such as clinic laboratory tests and medications. The clinic is located at the Recreation Wellness Center (RWC) 1.500. Clinic hours are 8:30-4:30 Monday- Friday. Appointments may be made by calling (210) 458-4142. There are no after-hours or emergency services available. Further information can be found at <http://utsa.edu/health/>. Students who need special accommodations that fall under the Americans with

Disabilities Act (ADA) must make their requests according to the procedure in the Online Student Handbook (http://utsa.edu/studentlife/online_studenthandbook.html) or the UTSA Handbook of Operating Procedures (HOP).

Protection of Privacy

The educational records of students are considered to be confidential under both state and federal law. The University's procedures regarding access to student records, including academic, health center, counseling, financial aid, and discipline records shall be in accordance with the applicable provisions of the federal *Family Educational Rights and Privacy Act of 1974* (FERPA) and the *Texas Public Information Act*.

The [Family Educational Rights and Privacy Act \(FERPA\)](http://utsa.edu/registrar/files/FERPA_student_info.pdf), 20 U.S.C. § 1232g, is the federal law that provides for the review and disclosure of student educational records. The University has adopted specific policy and procedures to ensure the protection of privacy of students' records. The University will not permit access to or the release of personally, identifiable information contained in student educational records to any party without the written consent of the student, except as authorized by FERPA. Individuals are informed of their rights under these laws through the policy stated and published by UTSA
http://utsa.edu/registrar/files/FERPA_student_info.pdf <http://utsa.edu/registrar/ferpa.cfm>

Access to Files

Following FERPA, students have the right to:

- review and inspect their education records within 45 days from the day the University receives a request for access
- have their education records amended or corrected
- control disclosure of certain portions of their education records
- file a complaint with the U.S. Department of Education regarding alleged failures to comply with FERPA.

Students also have the right to be informed about the evaluation methods which will be employed by the instructor and the right to review tests and other written work after the instructor has evaluated it. Students must request copies of transcripts by login to the Automated Student Access Program, known as *ASAP*. Access to reference forms submitted for program admission is dependent on the *Waiver Statement* signed at the time of the application.

Directory Information

Directory information refers to that contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. FERPA regulations specifically prohibit the disclosure of a student's social security number as directory information.

At its discretion, the University may release directory information that includes the following:

- name, address, and telephone number
- e-mail address
- date and place of birth
- major field of study
- enrollment status
- dates of attendance (in person or by correspondence, video conference, Internet, or other electronic information and telecommunications technologies)
- most recent previous educational institution attended
- classification
- degrees, certificates, and awards (including scholarships) received
- date of graduation
- participation in officially recognized activities and sports
- physical factors (height and weight) of athletes
- photographs

Students may have all directory information withheld by submitting the [Restrict Student Directory Information Request form](#) to Enrollment Services. The request for confidentiality will remain in effect until the student makes written authorization releasing the information. The request for confidentiality applies to insurance companies, potential employers, and other interested parties. All UTSA e-mail addresses, including Blackboard course e-mail addresses, are subject to restriction. Students are advised to consider carefully the impact of having directory information withheld.

The Coordinated Program in Dietetics complies fully with the HOP and does not release information without the student's informed consent.

Student Identification Number

UTSA assigns a student identification number to all students. While a student's Social Security number is requested at the time of admission, under the provisions of the Federal Privacy Act of 1974, a student is not required to provide the Social Security number.

Official Communication

The official means of student communication for the program is the UTSA *myUTSAmail* email address. You are not permitted to use a personal email address for CPD related communications.

The official means of student communication from The University of Texas at San Antonio regarding administrative issues is the UTSA *myUTSAmail* e-mail address. Important information, such as financial aid award notification, registration information, payment deadlines, and how to access bills and grades, is sent to the myUTSAmail e-mail address. The e-mail address, e-mail username, and initial password are on the [ASAP](#) (Automated Student Access Program) Welcome page after the student has accessed ASAP.

For help with your UTSA e-mail account, see <http://email.utsa.edu/>, email OITCONNECT@UTSA.EDU or contact the help desk at (210) 458-5555.

UTSA Publications: These publications contain important academic information, policies and procedures.

UTSA Catalog: The University Catalog may be accessed Online (<http://utsa.edu/ucatl/>) for information on the undergraduate and graduate academic degrees.

Information Bulletin: The UTSA Information Bulletin offers information about academic policies and procedures applicable to all students, regardless of the catalog under which they are seeking their degree (<http://www.utsa.edu/infoguide/geninfo.html>)

UTSA Student Handbook: Additional key policies related to students' rights and responsibilities are listed under the UTSA Online Student Handbook, which may be accessed at http://utsa.edu/studentlife/online_studenthandbook.html. Students are responsible for reading and abiding by new policies upon publication.

Handbook of Operating Procedures: This publication contains official policies and procedures pertaining to the governance of UTSA, as stipulated by The University of Texas System.

Chapter 5 contains Rules and Regulations relevant to the students (<http://utsa.edu/hop/chapter5/index.html>).

Key Policies Related to Students' Rights and Responsibilities

CPD Students are expected to abide by the Student Code of Conduct under the current UTSA Online Student Handbook (see links below). Students are also expected to abide by the Code of Ethics of the Nutrition and Dietetics Profession, included in this handbook.

Standards of Conduct/Due Process Procedures <https://www.utsa.edu/conduct/>

Student Privacy Rights <https://onestop.utsa.edu/registration/student-records/family-educational-rights-and-privacy-act-ferpa/>

Academic Issues / Student Grievances
<https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/studentgrievances/>

Harassment/Discrimination <https://www.utsa.edu/eos/discrimination.html>

Persons with Disabilities <https://www.utsa.edu/disability/>

Any interference in achieving the educational and service functions of the University by inappropriate and unprofessional behavior is unacceptable. Failure to comply with the rules of the program will be reflected in the grades, evaluation of performance, in references from instructors and preceptors, and ultimately in disciplinary action.

Coordinated Program in Dietetics Guidelines

Annual Orientation

Students admitted into the program must attend orientation at the beginning of the fall semester, each year while in the CPD. The orientation is mandatory for every student. A university approved absence would require documentation for a medical illness or emergency. A non-emergency absence will delay the practicum start date. Any missed practicum days will need to be coordinated with the Practicum Coordinator and Preceptor -may require attendance during weekend or holidays to earn hours.

Advising

The Online Student Handbook (<http://www.utsa.edu/infoguide/IB1213.pdf>) describes the advising process under the *General Academic Regulations Undergraduate Student Registration Procedures*. Students in the CPD are assigned an advisor in the Life and Health Science Advising Center in the Flawn Building. Students at the graduate level are advised by the Graduate Advisor or Student Specialist in the College for Health, Community and policy. The program director or designated faculty member will also serve as the primary graduate advisor.

Program Requirements

UTSA Health

Students under 18 years of age must return the Health History form and Privacy Notices to Student Health Services prior to registration. The signature of the parent or legal guardian must be on each of the forms. A copy of the student's Immunization Record is also required. Forms may be downloaded, completed, and sent to UTSA Student Health Services, One UTSA Circle, San Antonio, TX 78249-0684 or faxed to (210) 458-4151. As of January 1, 2012, all students 30 years or younger are required to show proof of an initial meningococcal vaccination or a booster dose within five years from the start of classes.

Immunizations Required by the Program

Based on documented transmission of diseases commonly occurring in hospitals, clinics, and other health facilities, students are considered acquiring or transmitting: **hepatitis B, diphtheria-tetanus (Td), measles/mumps/rubella (MMR), and varicella (chicken pox)**. Therefore, many affiliation sites require documentation of vaccination before the students are allowed in these facilities. Students in the CPD are required to comply with these immunizations during their initial fall semester, before any interactions with patients or clients. Documentation must be submitted to the program director. An annual **influenza (flu)** vaccination is also highly recommended. All CPD students are required to have annual **Tuberculosis (TB) screening** prior to their supervised practicums. Students who need an immunization exemption must obtain the exemption form from the facility and submit all required documentation. Student must receive approval for the immunization exemption from the facility to proceed with placement. Failure to comply with update of immunizations or TB screening will result in a "hold" being placed on the registration. All program deadlines must be met to proceed with site placement. Students 18 years of age or younger may qualify for free immunizations and should refer to <http://utsa.edu/health/services/vaccine.html> for more information.

COVID 19 requirements may vary by site. Other important information to consider:

- Students must complete COVID 19 training provided by UTSA and a department practicum program orientation/training.
- Students must follow all guidelines and recommendations of their agency regarding health protocols – to include policies on Personal Protective Equipment (PPE), hand hygiene, physical/social distancing, temperature measurement, etc. Students may be asked to only complete site opportunities remotely.
- Students with compromised immune systems and/or students who are living with those with compromised immune systems are recommended to consult with their program for individualized planning.

Student Safety and Risk Acknowledgement

Before a student is allowed in the on-site practicum setting the information below must be considered.

- You should not enter on-site field practicum until:
- Your Internship Coordinator and Preceptor approves you to come in person to the site.
- You have reviewed all agency safety policies, protocols and guidelines
- You have a clear understanding of what PPE is required for practicum at the site (some sites may require use of their PPE).
- You have reviewed CDC guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

You should not be on-site if you:

- Have a diagnosis or suspected case of COVID-19
- Are currently exhibiting any symptom associated with COVID-19 (listed below)
- Have had close contact with anyone that has a confirmed case of COVID-19 in the last 14 days
- Have returned from travel within the past 14 days from an area with a high prevalence of COVID-19 cases.

In order to protect yourself and anyone you encounter on-site at an agency you must conduct a daily self-assessment to determine if you are exhibiting any signs or symptoms of COVID-19 or if other circumstances noted below indicate you may be at risk:

- | | |
|-----------------------------------------------|--------------------------|
| • Cough | • Headache |
| • Shortness of breath or difficulty breathing | • Sore throat |
| • Chills | • Loss of taste or smell |
| • Repeated shaking with chills | • Diarrhea |
| • Muscle pain | • Feeling feverish |

Known close contact with a person who is lab confirmed to have COVID-19

If you have any of the above symptoms, do not go to the site setting. Contact your preceptor and internship coordinator and discuss the best way to proceed. Your wellness and the wellness of all persons on-site at the agency should be top priority

Student Health Insurance

Students may enroll in the UT System-endorsed Student Health Insurance plan or select a comparable health insurance from another source. All students are encouraged to seek coverage through personal or the Academic Health Plans. Review UT System options at <https://www.utsa.edu/students/wellbeing/quick/insurance.html>

Mandatory Liability Insurance

Students are required to purchase professional liability insurance through the university as a prerequisite to enrollment. **Bill Beatty Insurance Agency of Dallas** is the outside vendor for students in the dietetics program. A letter of intent for the coverage for each new academic year is sent to the vendor, with the student's name and yearly fee. This policy is valid for any university-approved clinical site in the United States and includes \$1,000,000 coverage (each occurrence) and \$3,000,000 coverage (in the aggregate). Student liability insurance does not cover any setting except those where the student is assigned as a student during an enrollment period.

Student liability insurance does not cover any setting except those where the student is assigned by director or coordinator during an enrollment period.

Criminal History and Drug Testing Policy

CPD students will comply with requirements for drug testing and criminal background checks as required by the program requirements and their supervised practice facilitates.

Criminal History Policy

The College for Health, Community and Policy (HCAP) prepares educators and professionals for fields which require fieldwork, internship, practicum, service-learning and/or clinical teaching. Placements occur in educational, clinical, health care facilities, hospital, and/or medical settings which require a criminal background check. If you are applying for admission to a program that may prepare you for an education certification or occupational license and/or if you later decide to change to such a program, Texas law requires that The University of Texas at San Antonio notify you of your potential ineligibility to obtain certification or a license due to a prior criminal conviction or deferred adjudication for a felony or certain misdemeanor offenses. Admission into educator and professional programs will require an initial criminal background check. Applicants are encouraged to review Texas Occupation Code, Chapter 53, Sections 53.001 through 53.105:

<http://www.texas-statutes.com/occupations-code/chapter-53-consequences-of-criminal-conviction>

For additional information on the Criminal History Policy:

http://education.utsa.edu/certification_program/criminal_history_policy/

CPD students must submit to a criminal history background check at the beginning of the program, and at the start of each school year, as stated in the letter from the selection committee. Some affiliation sites will conduct their own background checks (ex. Schools, hospitals). If results of the background check are deemed favorable, the offer of admission will be considered final if all other admission requirements have been fulfilled. However, if results are not favorable the offer of admission may be rescinded. The training facility can refuse to train an intern based on the information from the background check. If the student cannot complete the course work, through a supervised practice experience, because of their criminal history, the student will be required to withdraw from the course(s). The student may retake the course(s) if and when the criminal history changes, allowing them to be cleared by practicing entities. If the offence is one that

will preclude any further supervised practice experiences, the student will be dismissed from the Coordinated Program in Dietetics.

Drug Testing Policy

While CPD Program does not require drug testing, some affiliation sites may require or perform drug testing prior to the start of the supervised practice experiences. The drug testing may be performed on-site during the Human Resources orientation to the facility or the student may be given specific instructions by the site to complete the testing. Some facilities requiring drug testing will cover the cost to the student. However, each student/intern is responsible for arranging and paying for the testing required to train at the facilities they are assigned to. It is not the responsibility of the program director or internship coordinator to make arrangements, nor to pay for these services.

Students/interns should communicate with their preceptor or Human Resources to determine the specific requirements. Results should be sent directly to the appropriate place, person or department as requested in the affiliation agreement. It is the decision of the training facility if they refuse to train an intern based on the information from the drug test. If an intern fails to pass the drug testing required to train at a facility the student cannot complete the course-work through a supervised practice experience, thus, the student will be required to withdraw from the course(s). The faculty review committee will determine the Fitness to Practice remediation plan, which can include immediate grounds for dismissal of the CPD.

Employment While in the Program

Students are encouraged to devote the maximum time possible to their studies while enrolled in the program. The curriculum is demanding and time consuming. Any activity that takes time away from a student's efforts within the program is discouraged, particularly during the last year of the program when the advanced supervised experiences will be scheduled 32 hours/week, Tuesday-Friday. Monday classes will be held as part of the didactic instruction for the Master of Dietetics Studies. Whenever possible, students are encouraged to seek assistance through Financial Aid and scholarships as an alternative to working.

If a student must work during the last academic year of the program, the following conditions must be met:

1. The student must notify the program director in writing of his or her intent to work prior to commencing employment. See signature form.
2. The notification to the program director must include the type of employment, location, and times to be worked.
3. The program director must be notified of any change in the type of employment, location, and times to be worked.
4. The notification must include a statement that work will not conflict with any educational activities, including didactic and practicum activities, and assignments.
5. Work obligations/ requirements cannot be used as an excuse or reason for absences, tardiness, or failure to meet required academic and practicum standards.
6. These policies apply to all employment situations, including employment by UTSA and its affiliated facilities.
7. The student will meet with the program director to discuss work plans.
8. At no time will the student represent himself or herself as a dietetic student in their work

- setting.
9. At no time may the student get paid as a “dietitian or nutrition professional” for direct nutrition consultations/advice, assessments, evaluation or sale of foods, products or dietary supplements, while in the program.
 10. ***As a “dietitian student in training”, it is an ethical violation to mislead the public on your status as a dietitian, nutritionist or specialist in nutrition. Under no circumstances can a student use the Registered Dietitian Nutrition credential (RD/RDN), Registered Dietitian Eligible (RDNE) or Nutritionist. Students can use “Dietetic Student” after their name (non-work settings).**

Student Travel Policy

The student will be responsible for his/her own transportation at all times to the assigned facilities. Students should be prepared for rural or out of town travel for selected supervised practice experiences, meetings, and/or seminars, when necessary. In the advanced practicum, travel could involve five day per week travel on consecutive weeks, depending upon the affiliation site. Students assume all liability for safety in traveling to or from assigned areas. Travel and living plans, etc. should be made accordingly. There will be no exceptions to the established schedules except for certain emergencies. Within reason, students are expected to achieve all pre-established competencies in each of the rotations regardless of scheduled holidays. Priorities will be determined and exceptions, when necessary, will be at the discretion of the practicum coordinator in consultation with the facility preceptor. The program director should be consulted as needed in the decision-making process.

The Student Travel Policy promotes safe travel by students to and from activities or events that advance the University’s mission of research and discovery, teaching and learning, community engagement and public service. The policy serves as a guide for student travel and supports compliance with relevant state and University of Texas System regulations. Detailed information regarding this policy can be accessed in the [Handbook of Operating Procedures](#) (see section 5.18 <http://utsa.edu/hop/chapter5/5-18.html>), the [Student Travel Web page](#), or by contacting the [Office of the Vice President for Student Affairs](#).

Professional Expectations

Attendance, Absences and Tardiness

Attendance and punctuality are professional traits expected from all CPD students. The faculty expects students to attend every class and practicum, and take every examination, test and evaluation activity that is a component of the curriculum. While personal illness, an immediate family emergency, and a natural disaster may be valid reasons for absence, any absence may affect the grade in a course and standing in the program. Students should consult the course syllabus for specific details on course expectations and attendance policies.

The once-a-year offering of courses and step-by-step format of the curriculum allow little or no opportunity for make-up. The faculty is not required to provide make-up classes or additional instruction for activities missed by students, regardless of the reason for the absence. Students are responsible for all the material presented during their absence.

Class and Practicum/Practicum Policy:

- When **absent more than two consecutive days** (or within the same week), the student/intern will be required to present a statement from their physician and/or health professional, along with any document that supports a university excused absence. This applies to class and practicum absences. Unexcused absences will impact the attendance/participation grade and can result in a lowered course grade, as indicated in the course syllabus. *Absence should be submitted in Typhon, along with the documentation.
- Being tardy will result in point deduction from your class participation/attendance and/or total grade at the discretion of the instructor.
- Three (3) tardies will equal one absence for the class or practicum/internship.
- One (1) “no call or no show” in practicum or internship site will result in a formal review and may be grounds for dismissal of the program.
- Absence in excess of ten (10) days (includes missed orientation, in class or site practicums/internship) or 10 missed class sessions total per semester (in one or more classes), will necessitate consultation with the program director and may result in withdrawal from the program.

Students are expected to be on time for all activities. Repeated tardiness or absences will be considered unprofessional conduct and will necessitate consultation with the program director and may result in withdrawal from the program.

For additional information on the students and instructor’ responsibilities, and what constitute an excused absence, refer to the **UTSA Class Attendance Policy and Procedures:** <http://utsa.edu/hop/chapter5/5-9.html>

Medical or Emergency Leave

Regardless of the reasons, excessive absences must be discussed with the CPD director and all faculty or preceptors supervising the student. The student has the responsibility for notifying instructors and facility personnel in a timely fashion when an absence is anticipated. Students who are “at risk” academically will need to discuss with their instructor the consequences of their absence. All stakeholders will work together to determine the impact of the absence, and if, when, and how-to make-up the time missed to fulfill the required competencies.

Policy:

A. Illness During Class

- When the illness occurs on a class day, the student should contact the class instructor close to the class time (within the first hour is best).
- When absent more than two consecutive days (or within the same week), the student will be required to present a statement from a local personal physician or from student health services.

B. Illness During Practicums/Internship

- When ill, the student should contact the Practicum coordinator and the preceptor dietitian at the assigned facility within the same day (preferably within the first hour) of assigned duty. When possible, contact the preceptor the day before.
- When absent more than two consecutive days (or within the same week), the intern will be required to present a statement from a local personal physician or from student health services.
- The missed days must be made-up, with the approval and discretion of the preceptor.

- Depending upon the critical nature of the scheduled experiences missed, it may be necessary for the student to fulfill unmet competencies. A meeting will be held by the practicum coordinator and/or program director with the facility preceptor to determine the student's status.

C. Medical treatment

- Injury sustained while attending class, in performing laboratory or research activities or while affiliating in a non-medical facility should be treated at student health or at the student's personal physician's office.
- When applicable, related injuries sustained while on duty at a medical facility may be treated by the physician on duty.
- Appointments for non-work-related medical consultation/care should be scheduled so as not to interfere or interrupt class or duty time. If the student is unable to arrange this, the practicum coordinator and facility preceptor dietitian or class instructor should be consulted beforehand for the most convenient schedule time. In all cases, the student should notify the practicum coordinator and preceptor of scheduled appointments prior to the day of the appointment. The student may be requested to fulfill unmet competencies/class material.

D. Emergency leave

- Requests for excused absences of reasonable length due to illness or a death or life-threatening illness within the immediate family will be honored. The time arrangements must be requested through the program director or designee.
- Depending upon the critical nature of the scheduled experience/classes missed, it may be necessary for the student to fulfill unmet competencies. A consultation will be held by the practicum coordinator and/or program director with the facility preceptor to determine the student's status.
- Every effort will be made to ensure fairness in each event.

Policy: A total of five days will be allowed for illness or emergency leave during the Advanced Dietetic Practicum. Medical excuse/documentation must be provided.

Attendance to Professional Meetings

Students in the CPD will be encouraged to attend professional meetings, related conferences and seminars when compatible with the practicum learning experiences and class instruction. Students are highly encouraged to become an affiliate member of The Academy of Nutrition and Dietetics and student member of the Texas Academy and the South Texas Academy of Nutrition and Dietetics while enrolled in the program.

Students are expected to dress and conduct themselves in a professional manner. Release time from academic activities require that the student participates in all sessions of any professional conference, unless previously approved by the faculty member.

- A. The student will be responsible for notifying the practicum coordinator in writing no less than two weeks in advance of a non-university program that he/she wishes to attend.
- B. After receiving the written request for educational events, the practicum coordinator will confirm the student's program status prior to granting approval. Every attempt will be made to permit participation as requested. Criteria for approved released time will be frequency of request, length of event, length of rotation and fair opportunity for all students.
- C. The practicum coordinator or program director has the sole responsibility for authorizing

- attendance at non-local meetings. All expenses must be paid by the student.
- D. Requests for attendance at locally or university sponsored meetings should be arranged with the preceptor dietitian. Approval will depend on the rotation and the student's progress within the rotation.
 - E. It will be the responsibility of the student to initiate discussion with the preceptor dietitian and/or class instructor on completing critical learning experiences that have been missed. Proposed arrangements should be submitted by the student to the practicum coordinator for approval.
 - F. Upon request, the student may submit an oral/written report on the program.

Academic Accommodations for Religious Beliefs

According to the UTSA Policy, the student is responsible for requesting an excused absence in writing, providing satisfactory evidence to the instructor to substantiate the excused absence and delivering the request personally to the instructor or preceptors. Notification must take place no later than five school days before the absence unless such advance notice is not possible, in which case the student must provide notice by the end of the third school day after the absence along with an explanation of why notice could not be sent prior to the absence. Completion of any missed work and assignments must be arranged at the time of the request. All students must fulfill the essential educational requirements of the program in order to advance. Students should make the program director aware of any requirements that are in conflict with the students' religious beliefs or practices. Students requesting additional accommodations on the basis of religious beliefs may submit a written request including: (A) a description of the educational activity(ies), (B) indication that activity(ies) is (are) in conflict with the student's religious belief(s) or practice, and (C) specific nature of the accommodation requested. The request must be made in writing and submitted to the program director.

Standards of Professional Behavior for Dietetic Students

Students of the Coordinated Program in Dietetics are expected to progressively gain knowledge and skills to become a successful dietetics practitioner, but also acquire broad professional behaviors. Students of are expected to have a high degree of commitment, responsibility and professionalism.

Academic Expectations

Students are expected to attend classes, field trips, seminars and practicums; meet all course deadlines for assignments, projects and other activities; to be on time to class and practicums; demonstrate skills in oral and written communication, analytical activities, critical thinking and decision-making. Students must be open and responsive to constructive feedback for self-improvement, self-directed study and participant in teamwork. Honesty and integrity are expected as part of the daily work and activities.

All students will create and maintain an academic portfolio that is reflective of the knowledge and skills gained throughout the program. A faculty committee will assess the academic portfolio along with a comprehensive exam as part of the culminating assessment in the program.

Practicum Demands

Practicums will require frequent and prolonged interactions with patients, clients, staff, and preceptors that include standing and walking for extended hospital/clinic visits. These may also require working in physically and mentally stressful situations with long and irregular hours. In some settings, students may be exposed to communicable diseases and body fluids. Students will be instructed on safety guidelines to minimize risk. Students must interact with diverse patient populations of all ages with a range of acute and chronic medical and surgical conditions.

Advanced Practicums require 32 hours/week at the affiliate site. Documentation of the time spent at the facilities is required. Once assigned to a facility, students must consult with the assigned preceptor for the daily time schedule. Students must communicate with the assigned preceptor at least the Friday before starting any rotation.

Technology Requirements

The Coordinated Program in Dietetics (CPD) consists of primarily in-person classes and may require hybrid and online classes. UTSA computer requirements for hybrid and online classes are listed here: <https://odl.utsa.edu/tech-specs/>. Software programs provided by the CPD may not be compatible with tablet computers.

Food Tasting/Handling Policy

As pre-professionals in food and nutrition, students need to develop a broad knowledge and skill (evaluation, culinary, etc.) with a variety of foods and beverages (including nutrition supplements). Certain class assignments/practicums require students to be involved in the handling and taste testing of a small sample of a variety of foods and beverages. Students with medical or religious food restrictions should discuss these restrictions with the course instructor or preceptor during the first week of classes (or practicum). Students who have a confirmed allergy or sensitivity may be asked to submit a physician note.

Students must always demonstrate appropriate hygiene and food tasting practices in the Food Lab and other sites that are handling food. Washing hands with soap and water before working with food, after toileting or after working in a soiled area is critical to safe practices. Serve Safe Certification is required throughout the program.

Professionalism

Students will show respect towards others, maintain confidentiality, a positive attitude, and assume responsibility for their actions. As a "professional-in-training" students are expected to follow the UTSA Student Code of Conduct (<http://utsa.edu/infoguide/appendices/b.html>), as well as those of the affiliated facilities used for training, and the Academy of Nutrition and Dietetics (below). Punctuality, proper attire, and responsibility are integral parts of the training and expected.

Dress Code

The impression a student makes by the character of their dress may influence an individual or a group, and in turn will have an impact on them or their profession in the future. Students are encouraged to inquire about appropriate attire for each assigned facility as the dress code may vary with facilities. As a representative of our Institution, the student must maintain a professional appearance and be well groomed at practicums, scheduled observations, official events, field trips and professional meetings.

Undergraduate Practicum: Navy Polo shirt with UTSA logo, black slacks (no leggings/jeggings, crops, shorts or athletic wear), black close-toed, no-slip shoes.

Graduate Practicum (Internship): The following guidelines are generally appropriate:

1. Use of a clean and pressed white staff/lab jacket (style 183) with the designated identification over conservative, business-style clothes while at most hospitals, clinics, and nursing homes (if required):
 - a. For women: hemlines, other than for slacks, must be no more than two inches above the knee and no more than eight inches below the knee. Modest, conservative business-style attire includes a clean and pressed simple design dress, tailored shirts or blouses or sweater and skirt, or slacks, tailored knit sweaters and sweater sets, cotton, silk, and blends shirts. No off the shoulder or should hole tops/blouses.
 - b. For men: Conservative business-style attire includes clean and pressed simple design slacks, shirt and tie.
2. Shoes should be conservative and substantial to afford a degree of comfort and safety. In some areas, especially the dialysis unit and food production or service areas, shoes must be of the type to entirely enclose the foot to ensure health protection, comfort and safety. For Men: Socks are required at all times while on duty.
3. Graduates only-University or affiliate name tags must be worn at all times while at training facilities.

Pertains to both undergraduate and graduate practicums:

4. Hair should be clean and well groomed. Styles should be neat, conservative and in its most natural color. The preferred hair restraint (of each individual facility) must be worn in the prescribed areas. Foodservice may require hair to be pulled back and up.
5. Only minimal jewelry allowed (small earrings, hand ring or watch), no dangling earrings, no nose rings or gages.
6. Fingernails must be kept at a length to ensure patient safety and comfort. Artificial nails are a source for bacteria and should not be worn in food production/service areas. Nails should be short and neutral color -no acrylic nails. Nail polish will not be worn while in food production and service areas.
7. For Females: Make-up should be conservative and natural looking. A little is usually better than none for a polished look. For Males: Any facial hair should be neatly trimmed. Beard restraint must be used in food production facilities.
8. Tattoos must be fully concealed in any patient setting. Exposed piercings should be confined to the ear and no more than two studs may be worn in each ear.
9. The following are NOT acceptable attires: jeans, shorts, "cut-offs", boots, capris, leggings, athletic wear, tennis shoes, tank tops or low cleavage shirts/ sweater for females, sleeveless attire of any kind, t-shirts, sweat shirts or pants, denim slacks or skirts, velvets and shimmery fabrics, a combination of leotards or tights and long sweaters/blouses, gaucho pants or pants below the waist with short tops, sheer and clinging materials, caps, tennis/athletic shoes, sandals or open toed shoes, any shoe with a heel greater than 2.5 inches.
10. Faculty members or preceptors have the freedom to ask a student to correct inappropriate attire before taking part in a practicum/internship. Students may be sent home if they do not comply with the proper attire or required uniform.
11. In the unusual event that the dress code at a facility exceeds those outlined in this policy, the facility requirement supersedes these. It is the responsibility of the dietetic student to be aware of the facility dress code. He/she may request a copy from the preceptor, as necessary. When in doubt, ask a faculty member or your preceptor.

Code of Ethics for the Profession of Dietetics

<http://www.eatrightpro.org/~media/eatrightpro%20files/career/code%20of%20ethics/codeofethicsdieteticsresources.ashx>

PREAMBLE

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetics practitioner to client, society, self, and the profession.

The Ethics Code applies in its entirety to members of The Academy of Nutrition and Dietetics who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of The Academy of Nutrition and Dietetics who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of The Academy of Nutrition and Dietetics. The entire aforementioned are referred to in the Code as "dietetics practitioners". By accepting membership in The Academy of Nutrition and Dietetics and/or accepting and maintaining Commission on Dietetic Registration credentials, members of The Academy of Nutrition and Dietetics and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

Principles

- The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
- The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the code through the processes established by ADA and its credentialing agency, CDR.
- The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
- The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.
- The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
- The dietetics practitioner does not engage in false or misleading practices or communications.
- The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
- The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
- The dietetics practitioner treats clients and patients with respect and consideration.
- The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
- The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).
- The dietetics practitioner practices dietetics based on evidence-based principles and current information.
- The dietetics practitioner presents reliable and substantiated information and interprets

controversial information without personal bias, recognizing that legitimate differences of opinion exist.

- The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
- The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
- The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
- The dietetics practitioner accurately presents professional qualifications and credentials.
- The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.
- The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

Student Performance Evaluation

Purpose

Standards must be high and maintained. Students will be evaluated by both objective and subjective criteria. All courses and supervised practice rotations have published objectives that must be met.

Procedures

The dietetic student's performance in the CPD will be evaluated continuously using various methods such as the CPD Summative Mid and Annual Evaluation and Fitness to Practice. All courses will be evaluated by criteria set forth in the course syllabus. For didactic work, progress is measured by examinations\tests\quizzes, demonstrations, projects, assignments and other performance activities. Students must pass the culminating comprehensive exam at the graduate level, with a 75% or better in order to successfully complete the program. Introductory practicums (junior and senior level) will be the responsibility of the instructor of record and the supervising preceptor. Student's performance will be based on the completion of assigned tasks and projects as defined in the course syllabus.

Student's performance evaluations in advanced supervised practice will be done by the primary preceptor and the practicum coordinator. Evaluation will be both oral and written. Student's performance in the advanced practicums will be based on the successful completion of assigned tasks, overall performance, demeanor, punctuality, knowledge base and the achievement of specific competencies for each rotation. These evaluations will be by direct observation, completion of tasks on site, and assignments. Feedback and constructive criticism will be provided by preceptors and faculty. These evaluations will be on-going as the students move from one rotation to the next. Preceptors and the practicum coordinator will identify areas of strengths and needs for improvement in knowledge, behaviors and skills.

A holistic approach will be used to assess competency as an entry-level practitioner. Practicum coordinators and the program director complete summative evaluations at the

end of the spring semester. These evaluations are based on the completion of dietetic/nutrition courses and the evaluations from the supervised experiences. Professional conduct will be evaluated through the student's participation, punctuality, and flexibility, engagement in service and pre-professional activities among other skills. Students will be guided, mentored and assisted in problem areas. Recommendations may be made for remedial work at the discretion of the preceptor, practicum coordinator and program director. However, lack of improvement, commitment, abilities, or skills may result in dismissal from the CPD. Students will be encouraged to seek other career options.

A. Class experiences

1. The dietetic student will review the course objectives and requirements outlined in the syllabus during the first-class period of the semester.
2. The student will fulfill examination and assignment requests and receive appropriate feedback regarding course progress.
3. The student will receive a final course grade. Depending upon the course structure and established procedure, the student will be given periodic feedback as to grade status.

B. Supervised Practice Procedures

1. The dietetic student will review the expected activities, experiences and competencies of each rotation prior to reporting for duty.
2. The dietetic student should request guidance and direction from the preceptor/dietitian/staff/practicum coordinator in the supervised practice, as necessary.
3. The preceptor dietitian/staff/practicum coordinator and dietetic student will use the specific rotation objective/evaluation and professional evaluation forms as the base for their assessment of abilities, competencies and professionalism of the student.
4. The dietetic students must follow the approved day and time assigned for the practicum or internship. At no time will the student be allowed to make changes to their assigned time, unless approved by the Program Director and Preceptor. Under no circumstance will the student be allowed to work from home for practicum or internship hours.
5. The dietetic student will receive on-going evaluation to determine progress toward the competencies and the professional performance. The preceptor dietitian/staff and dietetic student should jointly discuss the student's performance. The director will be informed of the student's progress and of any concerns regarding the student performance. Meetings will be held as needed to address problems.
6. During the last working day of the rotation, the dietitian preceptor/staff will complete and discuss with the dietetic student the performance evaluation specific for the supervised experience. The final evaluation forms should include comments for improvement and/or change where appropriate. The signed and dated evaluation forms will be submitted with the rotation notebook to the Practicum coordinator for review and filing. This information will be used to guide both the student and preceptor(s) as necessary to ensure adequate professional growth and skill development by the student.
7. If for some reason the preceptor dietitian/staff and dietetic student cannot mutually agree upon the level of accomplishment, this should be noted on the final form(s). If the student believes the evaluation to be unfair and cannot sign the forms, then he/she must write a justification giving reasons why and citing examples of the area(s) of disagreement. The practicum coordinator will schedule individual and joint conferences to clarify the discrepancies.
8. Students who are unable to demonstrate acceptable competency during a rotation, will be asked to schedule additional hours of work at times determined by the preceptor, and the

director. If the student fails to meet these additional hours or does not show progress, it may be necessary to withdraw from the program. (For additional information on Academic and Grade Grievance Procedures see page 81 of the Online Student Handbook at <http://www.utsa.edu/infoguide/IB1213.pdf>)

C. Overall progress evaluation

1. The dietetic student will meet with the program director and/or faculty members at the end of the first semester and at least once a year to discuss his/her own progress in the program. A record of these meetings will be kept in the student's personal file.
2. As required by less than adequate evaluations in either practicum or classes, the dietetic student will be scheduled to meet with the program director as needed. Content may include discussion of strengths, needs for improvements and professional/personal growth. A record of these meetings, should they occur, will be kept in the student's personal file.

Student Fitness to Practice Policy

In accordance with UTSA's HOP 5.17, Student "Fitness for Professional Practice", the CPD adopts the following as its Fitness to Practice policy.

The CPD offers a curriculum designed to academically prepare individuals for the nutrition and dietetic profession. However, satisfying the curriculum and testing requirements alone does not make a candidate worthy for The University of Texas at San Antonio (UTSA) to provide a verification statement for registration eligibility to the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics or the Texas Department of Licensing and Regulation. All dietetic candidates in the UTSA Coordinated Program in Dietetics (CPD) are expected to demonstrate that they are prepared to serve diverse individuals of all ages in prevention and treatment that span a range of acute and chronic medical and surgical conditions. This preparation results from the combination of successful completion of university coursework, practicums and internship and the demonstration of important human characteristics and dispositions that all dietitians should possess.

Student Progress and Advancement

Coursework

It is the intention of the faculty that every student in the CPD will graduate. The course of study is demanding and requires high levels of intellectual processing. NDT 3413 Advanced Human Nutrition and NDT 4191 Nutritional Care Process Practicum are considered gateway courses in the program. With this in mind, the following policies will govern student progression and continuation in the curriculum.

A student may be placed on probation or dismissed from the program for:

1. **A grade of "D or F" in any course.** A grade of "D or F" in any course or a drop in the GPA below 3.0 will stop the student's progress in the program and will result on academic probation and faculty review to consider the options for the student.
2. The student must meet with the program director, who will present to the student the options recommended by the program faculty.
3. At the discretion of the program faculty, the student may be allowed to return to the program the next semester the failed course is offered. This will usually be in one year in dietetics and nutrition coursework. The faculty may apply stipulations for a student to return to the program. Stipulations will be provided to the student in writing. If allowed to return to the program, it is the student's responsibility to meet all stipulations for that return. Failure to meet any stipulation will disallow return to the program and result in dismissal.

Scholastic Dishonesty

The University of Texas at San Antonio (UTSA) Coordinated Program in Dietetics is committed to upholding the highest standards of academic integrity and excellence. All forms of cheating and plagiarism will be reported to Student Conduct Services and a zero will be given for the entire assignment/quiz/exam. Students will be required to complete training and earn a certificate, upon completion. More than one incident will be grounds for dismissal from the dietetic program. If the final course grade results in a “D” or “F” in any one class, this course will need to be repeated and will impact graduate school transition and/or graduation.

Remediation Guidelines

These guidelines pertain to nutrition and dietetics courses only. Courses offered by departments other than the CPD may have different remediation guidelines or policies.

1. Remediation opportunities may be available on a course-by-course, student-by-student basis. Students who feel they may be in danger of failing a course are encouraged to discuss this with their faculty at the earliest indication of a knowledge or skills deficit. Special tutoring may be available as time, resources, and availability special counseling and assistance.
For additional information on UTSA counseling services for students of the Online Student Handbook at: <http://www.utsa.edu/infoguide/IB1213.pdf>.
2. At the discretion of the course instructor, students may be offered remediation for lost, missing, or incomplete assignments.
3. Because the program curriculum is lock-stepped, any student who fails a course may be placed on probation after a review by the FAR Committee, in accordance with the program policy.
4. A student who fails a practicum may be offered the opportunity to repeat the practicum, dismissed from the program, or suspended from the program for a period of time to be specified by the Faculty Academic Review Committee. Any student who is suspended or has to repeat a portion of the program will have their graduation date delayed.
5. Students who are found to lack personal or professional attributes will receive counseling on a periodic basis to be determined by the faculty or program director.
6. Students whose personal or professional conduct does not meet the UTSA requirements will also receive mandatory referral to Student Services for counseling. Failure to improve or recurrence of any aberrant behavior after faculty counseling may lead to additional restrictions or review. In certain circumstances (cheating, lying, and causing bodily harm to another individual), a single episode of aberrant behavior may be cause for immediate dismissal from the program.
7. A student may be asked to appear before a Faculty Academic Review Committee (either informally or formally) if they are failing a course or block of practicum, if they are found to be deficient in personal or professional attributes, or if there are extenuating circumstances that threaten their position in the program. Students will automatically appear before a Faculty Committee before being dismissed from the Program.

Grading and Advancement

Grading standards, symbols, grade point scales, grade determinations, and other considerations regarding the quality of work of students are the prerogative of the faculty of the program.

The standing of students in their work is expressed in a plus/minus scale.

All undergraduate coursework in the CPD must be passed with a grade of "C-" or better and calculate to an overall of GPA of 3.0 or greater. Graduate coursework can only include one (1) grade of "C", with select (practicum and seminar) courses that must earn a "B-" or better, see the catalog regarding course grades.

To advance unconditionally to the graduate phase of the program, a student

1. Must pass first and second year courses with a grade of "C-" or better
2. Have an overall GPA of 3.0 or greater (on all coursework completed)
3. Have no outstanding negative Fitness to Practice reviews or Student Conduct case, that a student has not successfully remedied
4. Receive favorable evaluations from faculty and preceptors
5. Receive a recommendation by the Program Director and
6. Favorable background check

For additional information on UTSA policy and procedures on grades, academic and grade grievance procedures see the **Online Student Handbook** at <http://www.utsa.edu/infoguide/IB1213.pdf>.

Academic and Grade Grievance

In resolving any student grievance regarding grades, evaluations or other academically related concern or incident regarding a faculty member, the student must first make a serious effort to resolve the matter with the faculty member (or preceptor) with whom the grievance originated. Matters that are not resolved at the faculty level, should then be addressed with the program director. In matters related to supervising practice, the students can also discuss concerns with the practicum coordinator or program director.

It is University policy that individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment regarding grades and evaluations are final unless compelling evidence shows discrimination, differential treatment, factual mistake, or violation of a relevant University policy. In resolving a student grievance regarding other academically related issues involving a faculty member (or preceptor), the student must follow the same process as used when giving a grade or evaluation.

If the matter is not resolved, the student may file a formal grievance, in writing, with the Department Chair. A copy of the student's grievance should be given to the program director. The student must file the grievance with the Department Chair within 90 calendar days from the end of the semester in which the grade was assigned or the other concern or incident occurred. The Department Chair will communicate his or her decision to the student and forward a copy to the Dean of the College. The student may appeal the decision to the Dean of the College and then, if an undergraduate student, to the

Dean of Undergraduate Studies, and if a graduate student, to the Dean of the Graduate School.

Appeals must be submitted on the Student Academic and Grade Grievance Form. The decisions of the Deans of Undergraduate Studies and the Graduate School are final. The administrator handling the appeal at each level will notify individuals involved, including those who have already ruled on the appeal, once a decision has been rendered.

The faculty, program director, preceptors and staff do not retaliate against any student filing complaints. It is the student's right to pursue the same process if he/she suspects retaliation.

For more information, visit Student Grievances at:

<https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/studentgrievances/>

Program Complaints

Students concerns related to the program's accreditation standards, student rights to due process and appeal mechanisms should be brought to the attention of the program director. The director in consultation with the program faculty and/or the department chair will determine the nature and seriousness of the complaint. Resolution will be followed according to the UTSA Handbook of Operating Procedures (HOP 9.45 Assessment of Programs and Services). In the event the student remains dissatisfied with the outcome, the student may submit a formal written grievance, according to the procedures previously described under academic and grade grievance. Only after all institutional resources have been exhausted the student should submit complaints to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Contact information is available on page 2 of the CPD Handbook.

The faculty, program director, preceptors or staff does not retaliate against any student filing complaints. It is the student's right to pursue the same process if he/she suspects retaliation.

Faculty Academic Review (FAR) Committee

The CPD Faculty Academic Review (FAR) Committee will consist of no less than three faculty members (including the program director), who will meet on an as needed basis to arbitrate student and program issues. A student may be referred, mandated, or self-referred to the FAR Committee.

1. The FAR Committee may meet informally to discuss student records, performance in practicums and/or program issues. During informal sessions, minutes are encouraged but are not required to be maintained. The Faculty Academic Review Committee will meet at least informally no less than once per semester. Students may not appear before an informal Faculty Committee meeting.
2. When the FAR convenes formally, minutes will be kept of the meeting. Students may appear before a formal Faculty Committee meeting to appeal any part of the Program guidelines or academic processes. Students are encouraged to seek remediation of the issue at the level where the problem occurred before applying to appear before the FAR Committee. All student appeals and requests to appear before the FAR Committee must be in writing.

- a. Faculty members should meet with the student and attempt to resolve the issues within five school days of receiving the appeal.
 - b. Appeals to the FAR Committee must be made within five school days after the meeting between the student and faculty member and may be made by either the student or the faculty member.
3. Students will automatically be referred to the FAR Committee by their faculty before being placed on probation or dismissed from the Program. In such cases, the student will have the option of appearing in person before the Committee. The Committee will evaluate the circumstances and recommend remediation, retention or dismissal.
 - a. If remediation is offered, the Committee must delineate the remediation goals, time frames, and the outcome if the student fails the remediation process.
 - b. If dismissed, the Committee will recommend whether the student is summarily dismissed (without recourse) or if the student is allowed additional remediation (e.g., may retake a failed course the next time it is offered).
 - c. If retained, the Committee will recommend whether the student is retained on probation or non-probation status.
4. The student may file a formal grievance, in writing, with the Department Chair. The student must file the grievance with the Department Chair within 90 calendar days from the end of the semester in which the grade was assigned or the other concern or incident occurred. The Department Chair will communicate his or her decision to the student and forward a copy to the Dean of the College (see below for procedures). The student may appeal the decision to the Dean of the College and then, if an undergraduate student, to the Dean of Undergraduate Studies, and if a graduate student, to the Dean of the Graduate School. Appeals must be submitted on the Student Academic and Grade Grievance Form. The decisions of the Deans of Undergraduate Studies and the Graduate School are final. The administrator handling the appeal at each level will notify individuals involved, including those who have already ruled on the appeal once a decision has been rendered.

For additional information on Academic and Grade Grievance Procedures see page 81 or Appendix B - Student Conduct and Disciplinary Sanctions and Appeals (page 147) of the Online Student Handbook at <http://www.utsa.edu/infoguide/IB1213.pdf>.

Program Evaluation by the Students

Program evaluation and feedback will be an on- going process. The faculty and preceptors view evaluation and feedback as a continuing quality assurance process. At the end of the semester, students will have an opportunity to evaluate each course and instructor. At the conclusion of each practicum rotation, students will evaluate the supervised experiences, the site, and the preceptor dietitian/staff in charge of the rotation.

- A. Course instructor
 1. The students will complete UTSA course evaluations during the second half of the semester.
 2. The evaluations will be conducted following the UTSA Student Evaluations of Teaching procedures (see <http://www.utsa.edu/hop/chapter2/2-12.html>).
 3. Instructors will receive feedback data after grades for the course are posted.
- B. Preceptor dietitian/staff
 1. The dietetic student will complete the evaluation form on each preceptor dietitian/staff by the last day of the rotation and return the electronic evaluation form

- directly to the practicum coordinator or program director.
2. A summary of these forms will be compiled by the program director and made available to the preceptor dietitian/staff, approximately every 2 years. Areas identified as needing immediate attention will be discussed with the facility director and/or preceptor.
 3. Summary evaluation data from these forms will become the basis for strengthening and improving the supervised practice.

Facility Affiliations

The program has agreements with different facilities in the State of Texas. These facilities have been carefully selected to offer the students a wide array of supervised experiences to develop and enhance the skills in dietetics practice. It is important to understand that neither the preceptors nor the facilities receive economic compensation for these experiences. The preceptors have received direction on mentoring and evaluating student's performance. These practitioners are excited to share with students their knowledge, professional expertise and wisdom, with the sole purpose of preparing you as a competent dietitian. Students in the program receive no economic compensation for these learning experiences. Staff relief activities are part of the training of the student but are not intended to replace the work of the employees at the facility. Affiliation agreements with health care facilities, schools and others specify the expectations and of all parties, including the student, faculty members, preceptors, and facility.

Graduation

The bachelors' and master's degrees are awarded by the Board of Regents following the student's completion of the prescribed course of study, the recommendation of the faculty, and the certification by the Dean of the College for Health, Community and Policy and the President of The University of Texas at San Antonio that the candidate has fulfilled all requirements for the degree and certificate.

A student is bound by the requirements of the *University Catalog* (<http://utsa.edu/ucats/>) in force at the time of her/his admission; however, a student must complete all requirements within seven (7) years or be subject to degree requirements of subsequent *Catalogs*. General and specific requirements for degrees may be altered in successive *Catalogs*. The student who is required to or chooses to fulfill the requirements of a subsequent *Catalog* must have her/his amended degree plan approved by the appropriate dean.

NOTE: The admission date to UTSA may be different to the admission to the CPD. Students in the program under the BS/MDS option are expected to complete the requirements within 4.5 years, from the time of admission to the program. Those in the MDS option are expected to complete within 3 years).

Degrees are conferred only on official dates publicly announced. The Bachelor of Science in Nutrition and Dietetics (BS) will be conferred upon those students who have successfully completed all core curriculum and the two years of program requirements. Students who fail to progress to or complete the master's level phase of the Program but have a GPA of 2.0/4.0 scale may be eligible to receive the BS degree independent of the MDS degree. No verification statement of completion for the CPD will be given to students who do not complete the MDS requirements. Students must successfully complete the third year didactic and supervised practice component of the program to earn the MDS degree. Students seeking the dual BS/MDS degrees will be awarded both degrees together upon completion of the MDS requirements.

Degrees are awarded at the end of each fall, spring, and summer semester. Commencement ceremonies are held in December and May at the end of the fall and spring semesters.

Undergraduate students who graduate at the end of the summer semester may participate in either the May or the December commencement ceremony. Additional information regarding Graduation and Commencement is available at <http://utsa.edu/registrar/graduation.cfm>

Requirements for Students to Receive Verification Statement

The dietetic student will be expected to demonstrate core knowledge and entry-level competency (*see definition below*) in nutrition and dietetics by successfully fulfilling the course and experiential requirements defined by the Coordinated Program in Dietetics, in accordance to UTSA, CDR and ACEND policies.

Entry-level competence is defined as: a set of specific knowledge, ability, skills, and values; behaviors expected of a practitioner (during the first 3 years of practice); and the minimum level of performance requiring speed and accuracy consistent with providing optima service or care to patients or clients.

In order to receive the Verification Statement for Eligibility for the Registration Examination, the student must have:

- met the learning outcomes for undergraduate courses and practicums (or equivalents) in the curriculum, by earning a grade of “C-” or above and maintained a 3.0 GPA
- met the learning outcomes for graduate courses and practicum in the curriculum, by earning a B- or above for graduate coursework (one “C” allowed) and maintained a 3.0 GPA (required dietetic course work only)
- earned a score of 2 or above on all competencies outlined for supervised practice experience
- completed 1000 hours of practicum required by the program
- completed 24 volunteer hours

Verification Statement for Eligibility for the Registration Exam

Upon successful fulfillment of all program requirements described above, the student will receive a verification statement upon completion of the MDS degree. Students will be recommended to CDR to write the registration examination in dietetics. The verification statement will be presented to the student immediately after graduation. Students may request mailing of the statement if not present at graduation. Copies of verification records will be kept on file in the program director’s office indefinitely and will be available to former students upon request.

Privacy and Confidentiality

Information of a private or confidential nature should not be discussed outside the facility other than with authorized faculty members. Information of a critical or sensitive nature to one facility should not be discussed with the employees of another institution. Privacy/confidentiality matters may apply to case studies, individual conferences, information from supervised practice sites, staff and patient information. Failure to observe the confidentiality of any information related to the activities of the Program may result in faculty review for disciplinary action.

File/Chart Review Procedures

Before accessing and reviewing files and chart:

1. The dietetic student will discuss his/her intention with the preceptor before examining records in the facility.

2. The dietetic student will seek the counsel of the preceptor, facility director or faculty member for judgment on any information not clearly defined.
3. The dietetic student will not repeat identified confidential information from departmental records, personnel files or patient charts unless discussing these records with the preceptor or designee as part of the learning experience.
4. Information used in a case study or problem-solving situation shared in class as a learning experience will preserve the anonymity of the person's involved.
5. Pertinent information shared with the faculty member as beneficial in guidance or evaluation will be maintained in a confidential manner.
6. The dietetic students may share learning experience information not implicated as confidential with each other. If in doubt, please do not disclose any information until you consult with the preceptor, faculty member or program director.

Students as Substitute for Employees

Under no circumstances should a student be used in lieu of, or as a substitute, for an employee in any practicum setting to which they are assigned or unassigned. Students should not allow themselves to be used in such a manner and may not accept or assume duties that would normally fall to an employee at the affiliation site. Standard 10, Required Element 10.2(e) accreditation states, interns doing supervised practice must not be used to replace employees or utilized for office duties (answering phones, filing papers, etc.).

Students cannot be employed or paid for educational and training activities at practice sites. Information is sent to preceptors and practice sites that emphasize this policy and rule. If students should find themselves in this situation, they should contact the practicum coordinator as soon as possible. It is the policy of the Coordinated Program in Dietetics that students cannot be used for administrative or clerical work in the department under any circumstance.

Nepotism and Fraternization Policies

The University has policies for nepotism and defines relationships based on affinity and consanguinity (Refer to <http://utsa.edu/hop/chapter4/4-3.html> for additional information). Students should not request to serve a rotation with a family member (as defined under the HOP) who is also a health care provider serving as a preceptor. Because of the potential that such close personal relationships can interfere with the practicum evaluation process, which is both objective and subjective in nature, such rotation arrangements are prohibited.

Students may not serve a rotation with family dietitian or "long-time family friends" for the same reasons. Such relationships can interfere with the practicum evaluation process. A student who is well known to a practice could have unwarranted demands made on them as a part of the evaluation process. Similarly, students could be accused by fellow classmates as "getting over" when they have often worked above and beyond expectations. To avoid all such problems, rotation arrangements will be made with preceptors who do not have a prior personal relationship with the student whenever possible.

Students failing to comply with the above policies may be withdrawn from rotation and may incur a delay in the progression of their practicum and graduation date. Students with questions or concerns about the above issues should immediately consult the practicum coordinator or program director.

CPD Administrative Policies

1. Messages for students should not be called in to the Department office, except in emergencies.
2. Faculty and staff will not deliver routine messages, nor will they accept any responsibility for delivering messages.
3. Students may not use Department phones except in emergencies. In such case, long distance expenses must be charged to personal phone numbers or accounts.
4. Students may not use faculty, staff, or Department computers.
5. Students may not have Department staff copy materials. A faculty member, prior to any reproduction, must approve copying of any student requested materials.
6. Children should not be brought to class/rotations. Faculty and staff shall and will not accept responsibility for watching children.
7. Cellular/Mobile phone (includes smart watch) devices must be turned off during all class and practicums. It is not acceptable to leave class or a practicum to answer cell phones. Absolutely no texting is allowed during class or practicums.
8. Sound on computers (when used in class or laboratory) should be muted or turned off. Faculty and preceptors may have specific rules on the use of personal computers or other electronic devices during class or practicum. Students are expected to abide by those rules.
9. Faculty cannot provide nutritional care or advice to students or for relatives, friends, or acquaintances.
10. For Department purposes, "Immediate Family" is defined as parent, child, sibling, or spouse.
11. All work missed due to an absence from class or laboratory activity is the responsibility of the student. Faculty/preceptor is not required to provide "make-up" sessions under any circumstance.
12. Individual instructors will inform students of their policy on absence notification in the class syllabus.
13. As students, you may have access to information about other students, faculty or staff that would be considered "confidential" if that information came from a patient. In the conduct of your education and training where other students, faculty or staff serve as patients or models, all information learned in those educational and training activities are considered "confidential" on the same level as patient information.
14. Breaking the rules of confidentiality is considered unprofessional behavior and may be cause for faculty review.

UTSA Administrative Policies and Procedures

The online Student Handbook has additional information on UTSA Administrative Policies and Procedures related to student conduct, which abides by the Rules and Regulations of the Board of Regents (follow the links below for web access):

- [Disciplinary Actions](#)
- [Fire Prevention](#)
- [Gang-Free Zones](#)
- [Prohibition of Hazing](#)
- [Rules and Regulations of the Board of Regents](#)
- [Solicitation and Distribution of Materials](#)
- [Student Grievances](#)
- [Student Right-to-Know and Campus Security Act](#)
- [Unauthorized Distribution of Copyrighted Material](#)

Nondiscrimination and Sexual Harassment and Sexual Misconduct

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection

of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment can occur in a variety of circumstances. Harassed individuals can be woman or man. The harasser can be a woman or a man. The harasser can hold any position; supervisor, co-worker, teacher, student. The victim does not have to be the person harassed, but anyone affected by the offensive conduct. The harasser's conduct must be unwelcome.

For more information on UTSA's Nondiscrimination and Sexual Harassment policies and reporting process see: <http://www.utsa.edu/hop/chapter9/9-1.html>

Consensual Relationships

As a student you will be in a close relationship with your classmates for almost three years. Due to the nature of the education/training process, students are placed in close association with one another, including physical assessment. All conduct in such situations must mirror that of professional conduct. The elements of both subjective and objective interactions must be conducted in a manner that cannot be construed as sexual in any form. Similarly, a student may find himself or herself attracted to a preceptor (or vice versa) or other personnel at the site(s) where they are serving a rotation. Pursuit of such relationships during the rotation period compromises the integrity of the education and evaluation processes and is therefore prohibited. Engaging in such a relationship will also make the student ineligible for a subsequent rotation with that preceptor, and potentially the remainder of the site, if multiple rotations are offered.

For more information on UTSA's policies on consensual relationships see: <http://www.utsa.edu/hop/chapter9/9-4.html>

Inclusion, Equity and Social Justice

Students in the CPD program come from a variety of cultural backgrounds. Culture shapes our lives, thoughts, and behaviors. It plays an important part in our interaction in the provider-patient relationship. Culture is an integral part of how we view health and disease. Students are encouraged to be cognizant of other cultures and to be sensitive to cultural differences.

Students should be respectful of other cultures. Students should seek to eliminate disparities and ensure that all are treated with dignity, sensitivity and consideration. Cultural bias and discrimination will not be tolerated in the classroom or health care setting.

The Multicultural Student Center for Equity and Justice Center at UTSA is a space for all members of the university community to explore programs and services that foster inclusion, equity, and social justice for the campus community. **For more information visit** <http://www.utsa.edu/ice/>

Organization Membership

Academy of Nutrition and Dietetics

Students are encouraged to become an affiliate member of the **Academy of Nutrition and Dietetics** (<http://www.eatright.org/>) at least by their senior year. Benefits include the subscription to the Journal of The Academy of Nutrition and Dietetics, member of the Academy Student Council and the Texas Academy (<http://www.eatrighttexas.org/about/index.asp>), eligible to be nominated for student Academy awards, access to many “member only” resources and scholarship eligibility through the Academy Foundation. Affiliate membership is indicative of professional interest and commitment and may be added to the resume.

Students may also become members of the Texas Academy of Nutrition and Dietetics and the Student Texas Academy (<https://eatrighttexas.org/tsda/>).

Student Nutrition and Dietetics Organization

CPD students are encouraged to be active members and officers of the Dietetics and Nutrition Student Association (DANSA). Participation allows students to enhance their professional leadership skills.

Students interested in nutrition, enrolled in the Life and Health Studies or undeclared majors interested in applying to the CPD are welcome to participate in DANSA. They will have opportunities to meet jointly with the CPD students and plan campus or community activities. Their participation will allow students a glimpse into the life as a CPD student. Non-CPD students with undeclared majors do not have voting rights and are not able to serve on the DANSA Board. The University of Texas at San Antonio and all of its activities are subject to the Rules and Regulations of the Board of Regents of The University of Texas System. To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the U.T. System or any of its component institutions, on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Research Assistant Position Guidelines

Students in the CPD program are encouraged to participate in experiential learning opportunities including volunteering or obtaining a position as a research assistant to gain experience in research. Coursework and practicum experiences are priority for CPD students and therefore guidelines have been established to protect students' time while allowing for participation in research experiences.

Guidelines for research assistant positions (paid position)

- Interest in learning about research and dedicating time to a research project; possible future goals in research or obtaining a PhD
- Successful completion of the junior year first semester unless the student has prior research experience and has a previously awarded a bachelor's degree.
- Participation in research must be approved by the CPD Director.
- 3.0 GPA in all CPD coursework (all CPD courses passed with a B or higher)
- Excellent time-management and organization skills; attention to detail
- Written and oral communication skills
- Only allowed to take part in one paid position, max 19 hours per week
- Any paid research position time would not qualify towards required volunteer hours

Guidelines for research volunteers (non-paid position)

- Interest in learning about research and dedicating time to a research project
- Current student in the program
- Maintain overall 3.0 GPA
- Motivation to balance coursework and research volunteer opportunities

- Student are required to submit an approval form to the program director.

Student Volunteer Guidelines

As part of the curriculum and supervised practicum requirement, CPD students are required to obtain 24 hours of volunteer time, prior to graduation.

Forms and Signature Pages Follow

**UNIVERSITY OF TEXAS AT SAN ANTONIO
College for Health, Community and Policy
Coordinated Program in Dietetics**

AGREEMENT TO READ/ABIDE BY CPD STUDENT HANDBOOK

Student, faculty, and institutional activity are governed by the policies, procedures, and guidelines published in Coordinated Program in Dietetics (CPD) Student Handbook, the Student Guide, and the University Catalog. These policies, procedures, and guidelines are important because they provide you with opportunity to function in the academic community and ensure fairness and equality. It is every student's responsibility to read, understand, and abide by the policies and guidelines of the University of Texas at San Antonio, the College for Health, Community and Policy and the CPD. Failure to abide by CPD policies may result in disciplinary action, including dismissal from the program.

The CPD Student handbook is available in the Program website.

By signing below, you agree to have read the CPD Student Handbook, and pertinent parts of the University Catalog, UTSA Student Handbook and Information Bulletin; and to seek clarification where needed. Updated editions are available online typically at the beginning of the fall semester. Signing below indicates that you agree to read and follow any changes and subsequent editions.

Please Print Your Name: _____

Signature: _____

Date: _____

**UNIVERSITY OF TEXAS AT SAN ANTONIO
College for Health, Community and Policy
Coordinated Program in Dietetics**

**UTSACCOORDINATEDPROGRAMINDIETETICS
ACCESSTO STUDENT CPDRECORDS**

Students may have access to their CPD academic record on file in the Coordinated Program in Dietetics by completing a written request to review their file. A faculty or staff member will retrieve the file, which can only be reviewed in the Department office and in the presence of a faculty or staff. Copies of documents in the file can be made at the student's request and at the expense of the student. There may be a time delay in filling this request.

Consistent with University policy, students cannot retrieve the following confidential records:

Financial information submitted by their parents;

Confidential letters and recommendations associated with admissions, employment, job placement, or honors to which they have waived their right to inspect; or

Student right to access does not extend to records of instructional, administrative, and educational personnel, records of the law enforcement unit, student counseling records, or student health records. A licensed health care provider (not faculty) of the student's choice may review health records.

I, _____, request that I be granted access to my CPD academic records maintained by the CPD program director. I understand that the records cannot be removed from the Department's offices and that I am not permitted to remove any items from my file. Copies will be made at my expense. I understand that review of my records cannot interfere with the work of the faculty or staff. Once requested, review will be accomplished within 5 days.

Signature

Date

Copies Yes, No Student Initials: _____

Faculty or Staff Signature: _____

UNIVERSITY OF TEXAS AT SAN ANTONIO
College for Health, Community and Policy
Coordinated Program in Dietetics

NOTIFICATION POLICY

The Program must be able to contact students for a variety of reasons, including emergency situations. A form is provided for this information. Each student is responsible for providing the Program with up to date information on the following and must submit any changes as they occur. **Please note: If you change your address and/or phone number on Inside UTSA, you must notify the program director separately.**

Name:	
Local Address:	
Local Phone Number:	Cellular Phone:
UTSA e-mail:	Other e-mail:
Name of Person to Notify in Case of Emergency:	Relationship to Student:
Address:	
Phone Number:	Cellular Phone:

**UNIVERSITY OF TEXAS AT SAN ANTONIO
College for Health, Community and Policy
Coordinated Program in Dietetics**

CONFIDENTIALITY ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have read the terms and conditions of the Confidentiality included in the CPD Student Handbook.

Please Print Your Name: _____

Signature: _____

Date: _____

**UNIVERSITY OF TEXAS AT SAN ANTONIO
College for Health, Community and Policy
Coordinated Program in Dietetics**

CRIMINAL HISTORY POLICY ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have read the terms and conditions of the Criminal History Policy included in the CPD Student Handbook. I also confirm that I have signed and submitted the CBC Policy Acknowledgement Form @ https://utsa.az1.qualtrics.com/jfe/form/SV_3EFlyTyWsiUmW3k

Please Print Your Name: _____

Signature: _____

Date: _____

**UNIVERSITY OF TEXAS AT SAN ANTONIO
College for Health, Community and Policy
Coordinated Program in Dietetics**

**ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS
ACKNOWLEDGEMENT**

“The Academy of Nutrition and Dietetics (Academy) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to nutrition and dietetics practitioners in their professional practice and conduct. Nutrition and dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the profession and to set forth commitments and obligations of the nutrition and dietetics practitioner to the public, clients, the profession, colleagues, and all others to which they provide service. The updated Code of Ethics was approved by the Academy Board of Directors and the Commission on Dietetic Registration, effective June 1, 2018” (Academy of Nutrition and Dietetics, 2018).

By my signature below, I acknowledge that I have read the Code of Ethics and pledge to uphold the guidelines and principles as a “dietitian in training”. I understand that faculty and preceptors will evaluate my capacity to practice throughout the program using the principles from the code of ethics.

Please Print Your Name: _____

Signature: _____

Date: _____

**UNIVERSITY OF TEXAS AT SAN ANTONIO
College for Health, Community and Policy
Coordinated Program in Dietetics**

SCHOLASTIC DISHONESTY ACKNOWLEDGEMENT

The University of Texas at San Antonio (UTSA) Coordinated Program in Dietetics is committed to upholding the highest standards of academic integrity and excellence. All forms of cheating and plagiarism will be reported to Student Conduct Services and a zero will be given for the entire assignment/quiz/exam. Students will be required to complete training and earn a certificate, upon completion. More than one incident will be grounds for dismissal from the dietetic program. If the final course grade results in a "D" or "F" in any one class, this course will need to be repeated and will impact graduate school transition and/or graduation.

By my signature below, I acknowledge that I understand the Scholastic Dishonesty rules and policy set forth by the university and CPD.

Please Print Your Name: _____

Signature: _____

Date: _____

UNIVERSITY OF TEXAS AT SAN ANTONIO
College for Health, Community and Policy
Coordinated Program in Dietetics

OSHA & HIPAA ACKNOWLEDGEMENT

The Health Insurance Portability and Accountability Act of 1996, or HIPAA, is a law that requires health care workers to guard the privacy and confidentiality of every patient's Protected Health Information (PHI).

Some examples of violations:

- Casual conversations in a hall area, cafeteria, patient's room, after internship hours, in class or with friends on the weekend.
- Use of social media to discuss individual/patient information, videorecording or photos of individual/patient information (including chart, anthropometrics, diet preference, tray, x-ray, procedures, mediations etc.).
- Looking up health information of anyone who is not part of your assigned work list (includes, family, friends, neighbors, your child, etc.) without written authorization already being on file in the patient's medical record.

Please be EXTREMELY careful! Health care students CAN BE PROSECUTED by the Federal Government for violating HIPAA.

https://www.youtube.com/watch?v=yfVLdh_WqfM

HIPPA Training Academy

<https://www.oshatrain.org/courses/mods/625e.html>

Common HIPAA Mistakes

<https://www.youtube.com/watch?v=kqzp8j7vsBk>

The purpose of OSHA is to provide safe conditions for workers. OSHA sets very broad and general regulations that most businesses must follow. It is important as a student that you are aware of the standard precautions and procedures regarding safety and health.

Review training videos:

Standard Precautions & Hand Hygiene: <http://www.cdc.gov/handhygiene/training/interactiveEducation/>

OSHA Academy Course: Introduction to Occupational Safety & Health (600):

<https://www.oshatrain.org/courses/mods/600e.html>

Training enrollment: 132-hour OCCUPATIONAL SAFETY AND HEALTH PROFESSIONAL

OSHAcademy <https://www.oshatrain.org/index.html> provides **free access** to all training materials, including course modules, practice quizzes, exercises, and final exams.

Complete the following modules:

- 700 Introduction to Safety Management
- 703 Introduction to OSHA Training
- 709 Personal Protective Equipment
- 718 Fire Protection Plan
- 750 Introduction to Industrial Hygiene
- 755 Bloodborne Pathogens Program Management

***Important- do not pay for the certificate, rather take a picture of the completed modules (last screen will list the completed modules) and upload to Typhon.**

-Signature for OSHA and HIPPA Requirements-

Signature signifies that I understand the importance maintaining confidentiality and privacy in all settings placed and will abide by all policy, rules and regulations. I also understand that any violation will require a program academic review and may result in removal of the Dietetic Program.

Signature signifies review of OSHA training videos and materials.

Print Your Name: _____

Signature: _____

Date: _____

UNIVERSITY OF TEXAS AT SAN ANTONIO
College for Health, Community and Policy
Coordinated Program in Dietetics

EMPLOYMENT WHILE IN THE CPD-GRADUATE STUDENTS ONLY

Students are encouraged to devote the maximum time possible to their studies while enrolled in the program. The curriculum is demanding and time consuming. Any activity that takes time away from a student's efforts within the program is discouraged, particularly during the last year of the program when the advanced supervised experiences will be scheduled 32 hours/week, Tuesday-Friday. Monday classes will be held as part of the didactic instruction for the Master of Dietetics Studies. Whenever possible, students are encouraged to seek assistance through Financial Aid and scholarships as an alternative to working.

If a student must work during the last academic year of the program, the following conditions must be met:

- The student must notify the program director in writing of his or her intent to work prior to commencing employment. See intent to work notification form (back page)
- The notification to the program director must include the type of employment, location, and times to be worked.
- The program director must be notified of any change in the type of employment, location, and times to be worked.
- The notification must include a statement that work will not conflict with any educational activities, including didactic and practicum activities, and assignments.
- Work requirements cannot be used as an excuse or reason for absences, tardiness, or failure to meet required academic and practicum standards.
- These policies apply to all employment situations, including employment by UTSA and its affiliated facilities. Students should not seek employment with rotation sites where they will be assigned.
- At no time will the student represent himself or herself as a dietetic student in their work setting.
- At no time may the student get paid as a "dietitian or nutrition professional" for direct nutrition consultations/advice, assessments, evaluation or sell of foods, products or dietary supplements, while in the program.
- The student will meet with the program director to discuss work plans.

*As a "dietitian student in training", it is an ethical violation to mislead the public on your status as a dietitian, nutritionist or specialist in nutrition. Under no circumstances can a student use the Registered Dietitian Nutrition credential (RD/RDN), Registered Dietitian Eligible (RDNE) or Nutritionist. Students can use "Dietetic Student" after their name (non-work settings).

See the "Intent to Work Notification" below.

COORDINATED PROGRAM IN DIETETICS

INTENT TO WORK NOTIFICATION

Please indicate your intent to work during the graduate year:

I do not intend to work during my graduate/internship year.

Please Print Your Name: _____

Signature: _____

Date: _____

I do intend to work during my graduate/internship year, on a weekend day(s) only.

- Indicate type of employment _____
- Location: _____
- Work Day: _____
- Times: _____

By my signature, I acknowledge that work will not conflict with any educational activities, including didactic and practicum activities, and assignments. I also acknowledge that the work location is not one of my current rotation placements.

Please Print Your Name: _____

Signature: _____

Date: _____

Please schedule an appointment with Program Director to discuss work plans.

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
The College for Health, Community and Policy
Coordinated Program in Dietetics

RESEARCH ASSISTANT POSITION GUIDELINES

Guidelines for participating in research activates while in the CPD program

Students in the CPD program are encouraged to participate in experiential learning opportunities including volunteering or obtaining a position as a research assistant to gain experience in research. Coursework and practicum experiences are priority for CPD students and therefore guidelines have been established to protect students' time while allowing for participation in research experiences.

Guidelines for research assistant positions (paid position)

- Interest in learning about research and dedicating time to a research project; possible future goals in research or obtaining a PhD.
- Successful completion of the junior year first semester unless the student has prior research experience and has a previously awarded a bachelor's degree.
- Participation in research must be approved by the CPD Director.
- 3.0 GPA in all CPD coursework (all CPD courses passed with a B or higher)
- Excellent time-management and organization skills; attention to detail
- Written and oral communication skills
- Only allowed to take part in one paid position, max 19 hours per week
- Any paid research position time would not qualify towards required volunteer hours

Guidelines for research volunteers (non-paid position)

- Interest in learning about research and dedicating time to a research project
- Current student in the program
- Maintain overall 3.0 GPA
- Motivation to balance coursework and research volunteer opportunities

If you are applying for a research assistant position, please fill out the following information and return it to the program director:

Name: _____ **Date:** _____

Status in the program: Junior Senior Graduate **GPA:** _____

Previous degree(s) or research experience: _____

Current position applying for (list supervising faculty, describe activities and time commitment):

CPD program use only:

Reviewed by: _____ Approved: _____

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
The College for Health, Community and Policy
Coordinated Program in Dietetics

PRACTICUM REQUIREMENT

Per ACEND accreditation requirements, students are required to earn a minimum of 1000 contact hours in practicum rotations, which includes both onsite and offsite placements. Practicum placements are assigned and approved by the CPD leadership and may exceed the minimum hour requirement.

Students must follow the approved practicum schedule as assigned. **At no time will the student be allowed to make changes to their assigned days and times,** unless pre-approved by the Practicum Coordinator and Preceptor. Medical (doctor/dentist) appointments, work or family obligations are not approved excuses for missed practicums. Students must schedule personal obligations outside of practicum hours. Working from home (WFH) is **not** allowed and will **not** count for contact hours. Students may take home project work and use their own time to complete.

All assigned practicum rotations and program requirements must be completed to graduate and earn a verification statement.

By my signature, I acknowledge the practicum requirements.

Print Your Name: _____

Signature: _____

Date: _____

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
The College for Health, Community and Policy
Coordinated Program in Dietetics

STUDENT VOLUNTEER REQUIREMENTS

Dietetics students learn through active participation in departmental, university, and community activities. Students are highly encouraged to be active members of the Dietetic and Nutrition Student Association (DANSA), the San Antonio Dietetic Association (SADA-group currently restructuring), Texas Academy of Nutrition and Dietetics (TAND) and the Academy of Nutrition and Dietetics (AND) to network with professionals and collaborate with future colleagues. Through these experiences' student gains an appreciation for the many possibilities in the field of dietetics.

As part of the curriculum and supervised practicum requirement, CPD students are required to obtain 24 hours of volunteer time, prior to graduation.

By my signature, I acknowledge the volunteer requirements.

Print Your Name: _____

Signature: _____

Date: _____

The University of Texas at San Antonio
One UTSA Circle, San Antonio, Texas 78249
(210) 458-4550

PHOTO RELEASE FORM (OPTIONAL, JUNIORS ONLY)

EVENT: _____
NAME: _____ ADDRESS: _____
PHONE: _____ E-MAIL: _____
UTSA STATUS: Faculty Staff Student Visitor

GENERAL RELEASE - RECORDING

I, _____, hereby grant The University of Texas at San Antonio ("UTSA") the absolute and irrevocable right and permission, to record my image, likeness and/or voice on a video, audio, photographic, digital, electronic or any other medium ("Recording") in which I may be included with others, to copyright for same; to use, reuse, alter, edit and publish the same in whole or in part in any and all media including but not limited to use on the world wide web, now or hereafter, and for any purpose whatsoever that UTSA deems appropriate including but not limited to, exhibition, education, illustration, promotion, art, advertising and trade, and if appropriate, to use my name and pertinent education and/or biographical facts as UTSA chooses.

I hereby release and discharge UTSA, its governing board, officers, representatives, employees, and agents from any and all claims and demands for compensation arising out of or in connection with the use of the Recording.

I hereby release and discharge UTSA, its governing board, officers, representatives, employees, and agents from any and all claims and demands arising out of or in connection with the use of the Recording, including without limitation any and all claims for libel or invasion of privacy.

I am of full age and have the right to contract in my own name. I have read the foregoing and fully understand its contents. This release shall be binding on me and my heirs, legal representatives and assigns.

Signed: _____ Date: _____

(Optional)

UTSA values diversity and inclusion. Please help us use your image in the best way possible by marking the groups you identify with and wish to represent:

- Hispanic Latino Asian/Pacific Islander Native American African American
- Black (not African American) White LGBTQ+ Disabled Veteran
- Military First-Gen International Student

Undergraduate

Graduate Student

Major _____

Other(s) _____

IF UNDER 18 YEARS OLD:

MINOR'S NAME: _____

I am the Parent/Guardian of the above-named minor who is under eighteen years of age and am fully competent to sign this release.

I have read the foregoing and fully understand its contents. This release shall be binding on me and my heirs, legal representatives and assigns.

Has my permission

Does not have my permission

Signed by Parent or Guardian: _____ Date: _____

Printed Name: _____

(Form Revised July 2022)