



Coordinated Program in Dietetics

Student Handbook 2025-2026

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Introduction

Welcome and congratulations on selecting the field of dietetics for your future career! This handbook will guide prospective and current students on policies and procedures of the Coordinated Program in Dietetics (CPD) at the University of Texas at San Antonio (UTSA). The information provided is in accordance with UTSA, the College for Health, Community and Policy (HCAP), and the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Standards. This handbook will supplement information in the University Catalog (<http://www.utsa.edu/ucats/index.html>) and students need to review the information in this CPD Handbook, the University Catalog, and Online UTSA Student Handbook.

Any updates on policies and guidelines are distributed when 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.

The Profession of Dietetics (ACEND Required Element 7.3d)

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. Dietitians conduct needs assessment to promote health and prevent chronic diseases and 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 various 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, clinics, and long-term care facilities; sports, wellness and fitness centers; foodservice operations, industry, and food companies; community programs; government agencies, and private practice.

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, supervised experiences (internship), and a credentialing exam. For more information visit the Academy of Nutrition and Dietetics at: <https://www.eatright.org/become-an-rdn>.

UTSA's Coordinated Program in Dietetics History and Current Status (ACEND Required Element 7.3a)

On January 29, 2009, the Texas Higher Education Board authorized the University of Texas Health Science Center to create a Bachelor of Science degree in Dietetics and Nutrition and a Master of Dietetics Studies. Subsequently, the 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 (CPD). In spring 2010, the CPD was placed on inactive status and transferred to UTSA in the College of Education and Human Development, Department of Kinesiology, Health, and Nutrition. Active status was granted on March 8, 2013 and the CPD hosted a site visit on November 3-5, 2013, receiving full accreditation by ACEND in February of 2014. On January 1, 2020, the CPD was housed in the Nutrition and Dietetics Program in the College for Health, Community and Policy.

The ACEND re-accreditation site visit was conducted March 3-5, 2024 and UTSA CPD was granted full accreditation status until 2032

Accreditation Council for Education in Nutrition and Dietetics (ACEND Required Element 7.3a and 8.3h)

ACEND is the accrediting agency for the Academy of Nutrition and Dietetics which establishes and enforces eligibility requirements and accreditation standards to ensure the quality and continued improvement of nutrition and dietetics education programs. ACEND accredited programs 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)

"Only those seeking to become eligible for the registration examination for dietitians for the first time, on or after January 1, 2024, are required to have completed the minimum of a graduate degree granted by a USDE accredited institution or foreign equivalent. Individuals who established eligibility for the registration examination for dietitians on or before December 31, 2023 or those who are already registered are not required by CDR to obtain a graduate degree."

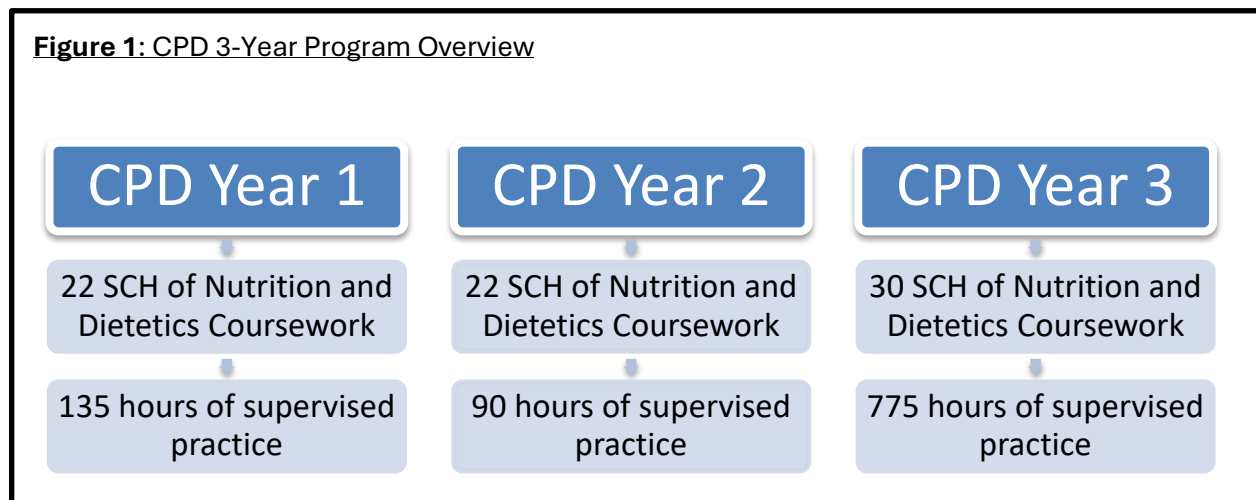
In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements <https://www.cdrnet.org/LicensureMap>.

Coordinated Program in Dietetics: Description, Mission, and Goals

Program Description (ACEND Required Element 1.4 and 7.3b)

The Coordinated Program in Dietetics (CPD) is a three-year coordinated master's program that awards a Master of Dietetics Studies and fulfills the ACEND requirements of 1000 supervised practice hours. A Bachelor of Science in Nutrition and Dietetics can be awarded if additional UTSA undergraduate requirements are met. The curriculum offers a broad range of courses and practicums to meet the ACEND core knowledge and competencies to train future entry-level dietitians. The program incorporates introductory supervised practices in years 1-2 and advances to more skillful practicums in the third year. In year 3, students are placed at facilities for 32 hours per week Tuesday-Friday. Monday is dedicated to classroom instruction. The advanced supervised practicum rotations will include various settings in clinical and community nutrition, and in foodservice operations. Below are details of years 1-3 (**Figure 1**).

Figure 1: CPD 3-Year Program Overview



Years 1 and 2 of the CPD consist of 44 semester credit hours (SCH) of nutrition and dietetics course work and introductory practicums totaling 225 hours. After completion of 120 SCH and meeting UTSA degree requirements, students can apply to receive a Bachelor of Science (BS) in Nutrition and Dietetics. Year 1 and 2 didactic and practicum experiences are the foundation for the Master of Dietetics Studies (MDS) in year 3 which includes an additional 30 SCH and 775 advanced practicum hours.

Successful completion of all didactic and practicum CPD requirements provides eligibility to take the national registration examination for RD/RDNs and meets the State of Texas Licensure requirements. Progression through each year of the CPD requires the maintenance of a 3.0 grade point average in CPD courses, have acceptable Fitness to Practice and evaluations from faculty, Program Director, and preceptors, and favorable background check.

Students may receive the BS in Nutrition and Dietetics if they meet University graduation requirements, however, completing the BS not eligible for the verification statement to take the RD/RDN exam until the completion of program requirements for the MDS.

Transfer Credit and Experiential Learning Credit (ACEND Required Element 7.3l and 8.3i)

Academic transcripts and syllabi will be evaluated on a case-by-case basis to assess acceptance of transfer credits. Students transferring from an ACEND-accredited program must meet similar prerequisites required by the CPD and be in good standing at the transfer institution. Nutrition coursework older than five years may need to be retaken at the discretion of the faculty selection committee.

The CPD does not grant any credit for previous experiential learning through job or volunteer experience or service-learning projects, or for practicum credit earned for a grade from an accredited university.

CPD Mission, Goals and Outcome Measures (ACEND Required Element 2.1, 2.2, 7.3b, 7.3c)

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.

The CPD goals and objectives are designed to achieve the program mission and are continuously monitored. ***Program outcomes are available on request (7.3c).***

Table 1: 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.

Table 2: 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.

CPD RD/RDN Exam Pass Rate

The following data (2016-2024) reflects the program's commitment to dietetic student preparation. The percentage of students who passed the RD/RDN exam within One Year of First Attempt at UTSA as compared to the National total are in **Table 3**.

Table 3: RD Exam Pass Rate Ending Year of First Attempt*		
Year	Institution (UTSA) Total	National Total
2016	100%	91%
2017	100%	92%
2018	100%	89%
2019	100%	88%
2020	100%	88%
2021	100%	92%
2022	92%	89%
2023	100%	88%
2024	87%	85%
*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.		

CPD Calendar and Scheduling (ACEND Required Element 7.3g and 8.3q)

The CPD follows the academic calendar, the University-designated holidays, and semester breaks when scheduling classes (see <http://utsa.edu/calendar/>). Practicum schedules are planned by the Program Director and Internship Coordinator following as closely as possible to the academic calendar to fulfill the required contact hours of supervised experiences. Occasionally, a student may be expected at supervised practice at times that do not follow the academic calendar or during a weekend. 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. UTSA's Final Exam Schedules, Academic Calendar, Registration Schedules and other important resources can be found here: <https://onestop.utsa.edu/resources/calendar-pdfs/>.

Table 4: CPD Course Sequence (ACEND Required Element 3.1)

Prerequisites			
NDT 2043 Introduction to Nutritional Sciences	Year 1	Year 2	Year 3
CHE 1103 General Chemistry I	Undergraduate or “Leveling”	Undergraduate or Graduate	Graduate
CHE 1121 General Chemistry I Lab	<i>135 practicum hours</i>	<i>90 practicum hours</i>	<i>775 practicum hours</i>
CHE 1113 General Chemistry II	NDT 3203 Introduction to Dietetics	NDT 4313/ 5313 Production and Foodservice Systems Management II	NDT 5913 Research Seminar
CHE 1131 General Chemistry II Lab	NDT 3413 Advanced Nutrition Gateway Course	NDT 4323/6323 Medical Nutrition Therapy I	NDT 5343 Integration of Metabolism
CHE 2603 Organic Chemistry I	NDT 3313 Applied Food Science	NDT 4333/6333 Community Nutrition	NDT 5946 Advanced Dietetics Practicum I~416 contact hours
CHE 2612 Organic Chemistry I Lab	NDT 3191 Applied Food Science Practicum 45 contact hours	NDT 4091/5091 Community Nutrition Practicum 45 contact hours	
BCH 2903 Biochemistry for Life Sciences	<i>Optional elective, degree required course, or independent study</i>	<i>Optional elective, degree required course, or independent study</i>	
MMI 1053 Introduction to Microbiology	13 credit hours required	10 credit hours required	12 credit hours required
MMI 1061 Introduction to Microbiology Lab			
Bio 2053 Human Anatomy & Physiology I			
Bio 2051 Human Anatomy & Physiology I Lab			
BIO 2063 Human Anatomy & Physiology II			
BIO 2061 Human Anatomy & Physiology II Lab			
Support Courses			
PSY/SOC/ANT 1013 Introduction	NDT 3323 Nutrition and Health Assessment	NDT 4343/ 6343 Nutrition in Disease Prevention and Health Promotion	NDT 5333 Dietary Supplements and Functional Foods
STA 1053 Basic Statistics	NDT 3333 Nutrition Counseling and Education	NDT 4353/5353 Medical Nutrition Therapy II	NDT 5903 Seminar in Dietetics
MGT 3013 Introduction to Organization Theory, Behavior, and Management	NDT 3343 Nutrition Through the Lifespan	NDT 4191/ 5191 Nutritional Care Process Practicum 45 contact hours	NDT 5956 Advanced Dietetics Practicum II ~359 contact hours
	NDT 3353 Production and Foodservice Systems Management I	NDT 5323 Nutrition Pathophysiology	
	NDT 3292 Food Production Practicum 90 contact hours	NDT 4363 Current Issues in Nutrition	
	14 credit hours required	13 credit hours required	12 credit hours required
	Summer		Summer
	<i>Optional: core or Other non-CPD required courses</i>	NDT 5313 Public Health Nutrition and Policy	Study and take the RD Exam!!
	3-6 credit hours optional	3 credit hours required	

Admission Criteria (ACEND Required Element 7.3f)

Admission requirements for the CPD are intended to offer students a high probability of success in completing the 3-year program and passing the RD exam. Students interested in the CPD will first declare the Nutrition and Health, pre-CPD track. Admission to the CPD is contingent upon the number of placements available for the advanced practicums

Acceptance: To be accepted into the CPD, students must meet the following criteria:

- Cumulative GPA of 3.0 (on a 4.0 scale) in prerequisites, support courses, and Core Curriculum courses, and be in good standing with the University.
- Grades of "C-" or better in all prerequisites, support courses, and core curriculum if applicable.
- Completion of NDT 2043 Introduction to Nutritional Sciences or equivalent course with a grade of "B-" or better.
- No more than two attempts allowed for prerequisite and support courses.
- All science prerequisite courses must be completed prior to the Fall semester start date.
- Submit a DICAS application that includes all college transcripts, two recommendation letters, a résumé, and a personal statement.
- Interview with the application review committee, by invitation only, and receive an official letter of acceptance.
- Obtain a criminal background check and submit verification of immunization and health insurance requirements prior to the start of the CPD.

Admittance and Progression

- Students are admitted every fall for the first year of the CPD as part of a cohort.
- CPD students will transition each year of the program **if a 3.0 grade point average is maintained in all CPD courses** and all program requirements are met, including passing 2 gateway courses: Advanced Human Nutrition with a "C" or better and Medical Nutrition Therapy II with a "B-" or better.
- Only one master-level course with the grade of "C or C+" will be accepted towards the MDS. Graduate School policy: No courses in which final grades of less than "C" (below 2.0/4.0) may be applied to a graduate degree. Both the previous attempt and repeat attempt will be counted toward the cumulative GPA.

Students must successfully fulfill the three-year coordinated master's 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).

Advising (ACEND Required Element 2.3)

The [Online Student Handbook](#) describes the advising process under the *General Academic Regulations Undergraduate Student Registration Procedures*. Students taking undergraduate courses are assigned a Life and Health Science Advisor. Students at the graduate level are advised by the Graduate Advisor in the Nutrition and Dietetics Program.

Program Costs

Tuition and Fees

For information: <https://onestop.utsa.edu/financialaid/cost-of-attendance/>

Table 5: Tuition and Program Cost: 2025-2026 Estimated Cost of Attendance (ACEND Required Element 7.3e)			
Full Time Fall/Spring Undergraduate Resident Student	Living at Home w/Parents	Living Off Campus	Living On Campus
Based on 15 hours – 5 classes – per term			
Tuition & Fees	\$11,448	\$11,448	\$11,448
Books, Course Materials, Supplies & Equipment	\$1,000	\$1,000	\$1,000
Housing (average)	\$2,880	\$8,109	\$9,792
Meals (average)	\$2,763	\$4,168	\$5,878
Transportation (average)	\$3,216	\$3,990	\$774
Personal/Miscellaneous	\$1,539	\$2,133	\$2,160
Loan Fees*	\$68	\$68	\$68
Total Cost of Attendance	\$22,914	\$30,916	\$31,120
Full Time Undergraduate non-resident student tuition & fees = \$27,748. All other charges remain the same.			
Full Time Fall/Spring Graduate Resident Student	Living at Home w/Parents	Living Off Campus	Living On Campus
Based on 9 hours – 3 classes – per term			
Tuition & Fees	\$9,906	\$9,906	\$9,906
Books, Course Materials, Supplies & Equipment	\$1,200	\$1,200	\$1,200
Housing (average)	\$2,880	\$8,109	\$9,792
Meals (average)	\$2,763	\$4,168	\$5,878
Transportation (average)	\$3,216	\$3,990	\$774
Personal/Miscellaneous	\$1,539	\$2,133	\$2,160
Loan Fees*	\$150	\$150	\$150
Total Cost of Attendance	\$21,654	\$29,656	\$29,860
Full Time Graduate non-resident student tuition & fees = \$28,314. All other charges remain the same.			
*This is the average amount of loan origination fees withheld by Federal Direct Lending if a student chooses to borrow Direct Student Loans.			

Program Related Expenses

Table 6: CPD-related expenses (ACEND Required Element 7.3e)		
Expense	Frequency	Estimated cost*
Health insurance	Annual, required year 3	Varies
General Liability Insurance	Year 3	Varies
Criminal Background Check	<i>Annual</i>	Program Provides
Drug Screening	As requested per site	\$30-\$40 varies
Immunizations		
Hepatitis B Immunization	Once	\$145
TB Testing	<i>Required Annually</i>	\$35
Flu Shot	Annual	\$45
COVID 19 vaccine and testing	As requested per site	Varies
Other required immunizations	As requested per site	Varies
Other		
Student Membership in the Academy of Nutrition and Dietetics	Annual, optional	\$58
Program Service Fee	Per Semester	\$75
Face mask and/or shield	As requested per site	\$8-\$15
Lab Coat or scrubs for Clinical Rotations	As requested per site	\$12
Practicum Uniform for year 1 and 2		
Black Slacks	<i>Required</i>	~\$20
Black, Close-toed, Non-Slip Shoes	<i>Required</i>	~\$25
Transportation and Parking		
to supervised practice sites	<i>Per semester</i>	<i>Varies</i>
to professional meetings and/or volunteer opportunities	<i>Variable</i>	<i>Varies</i>
Practicum site parking pass	<i>Varies per site</i>	<i>Varies</i>
<i>*Estimated costs which may change or vary per location.</i>		

Financial Aid and Scholarships (ACEND Required Element 7.3i)

Financial Aid information, including types of financial assistance and scholarships, is available through the UTSA Office of Student Financial Aid and Enrollment Services office at (210) 458-8000, 1.800.669.0919, and [online](#). Students are encouraged to apply for scholarships from UTSA, the Academy of Nutrition and Dietetics (AND) and the Texas AND, which requires membership. UTSA's federal school code is **010115**.

Withdrawal and Refunds (ACEND Required Element 8.3p)

Students must refer to UTSA Office of Student Financial Aid for information on deadlines and procedures for withdrawal, drops and refunds.

UTSA Support Services and Privacy Protection (ACEND Required Element 8.3t)

Student Support and Wellness Services and Accommodations

UTSA offers a wide range of student support services. The [Student Wellness Services](#) offers services to students including healthcare, counseling, 24/7 assistance and more. Students who need special accommodations that fall under the Americans with Disabilities Act (ADA) must make their requests through [Student Disability Services](#). Other UTSA services are 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/>
- Food Pantry: <https://www.utsa.edu/studentunion/pantry/>
- College for Health, Community and Policy's Student Success Center: <https://hcap.utsa.edu/student-success/student-success-center.html>

Family Educational Rights and Privacy Act (FERPA)

The University's procedures regarding access to student records, including academic, health center, counseling, financial aid, and discipline records follows applicable provisions in the Federal *Family Educational Rights and Privacy Act of 1974* (FERPA) and the *Texas Public Information Act*. FERPA stipulates guidelines for the review and disclosure of student educational records. The University will not permit access to or the release of information in student educational records without the written consent of the student, except as authorized by FERPA. UTSA's policies are found in [Student Privacy Rights](#). A Social Security number (SSN) is requested at admission but a student is not required to provide their SSN under FERPA.

Access to Files

Following FERPA, students have the right to:

- review education records within 45 days from when UTSA receives the request
- 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 FERPA violations.

Students have the right to be informed about instructor evaluation methods and to review tests and written work after evaluation. Access to reference forms submitted for program admission is dependent on the *Waiver Statement* signed at the time of the application.

Directory Information

The directory contains student information that is not generally considered a privacy violation. FERPA prohibits the disclosure of a student's social security number. The University may release the following directory information: name, address, telephone number, email address, date and place of birth, major field of study, enrollment status, dates of attendance, recent or previous educational institution(s) attended, classification, degrees, certificates, and awards/scholarships received, date of graduation, participation in UTSA activities and sports, height & weight of athletes, and photographs. Students may have all directory information withheld by submitting the [Restrict Student Directory Information Request form](#).

Student Identification Number and Official Communication

The official means of student communication for the program is the *myUTSA* email address.

UTSA assigns identification numbers to all students (Banner ID and ABC123). The official means of student communication is the *myUTSA* email address and use of a personal email address for CPD-related communications is not allowed. Important information, such as financial aid award notification, registration information, payment deadlines, and how to access bills and grades, is sent to *myUTSA* e-mail address.

UTSA Important Resources and Policies

Resources

- [UTSA Catalog](#): accessible online for undergraduate and graduate academic degrees.
- [Information Bulletin](#): offers information about academic policies and procedures.
- [UTSA Student Handbook](#): The online Student Handbook has information on UTSA Administrative Policies and Procedures related to student conduct, abiding by the Rules and Regulations of the Board of Regents.
- [Handbook of Operating Procedures](#): contains official policies and procedures pertaining to the governance of UTSA; chapter 5 contains student-relevant information.

Policies

Academic Accommodations for Religious Beliefs

According to [UTSA Policy](#), the student is responsible for requesting an excused absence in writing and must provide advanced notice. Completion of any missed work, assignments, or exams must be arranged at the time of the request. Students should make the Program Director aware of any program requirements that conflict with the students' religious beliefs or practices.

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 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. Harassed individuals can be woman or man or 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. **For more information on UTSA's Nondiscrimination and Sexual Harassment policies and reporting process see:** [Harassment/Discrimination](#)

UTSA Student Code of Conduct

CPD Students are expected to abide by the [UTSA Student Code of Conduct](#) and by the [Code of Ethics of the Nutrition and Dietetics Profession](#).

Coordinated Program in Dietetics Student Guidelines

Annual Orientation

Students admitted to the CPD must attend mandatory orientation prior to the fall semester each year. A university approved absence requires documentation for a medical illness or emergency. A non-emergency absence may delay the practicum start date and any missed practicum days must be rescheduled with the Internship Coordinator and may require weekends or holiday hours.

Immunizations

CPD required Immunizations

Based on documented transmission of diseases commonly occurring in hospitals, clinics, and other health facilities, students must submit all required documentation and receive approval to proceed with placement. Failure to comply with immunizations or TB screening will result in a "hold" being placed for site placement.

UTSA Immunization Requirements

Students under 18 years old must submit the Health History form and Privacy Notices signed by a parent or legal guardian and a copy of immunization records to Student Health Services and may qualify for [free immunizations](#). All students 21 years or younger must show proof of an initial [meningococcal vaccination](#) or a booster dose within five years from the start of classes.

Infectious Disease Considerations

Communicable diseases are easily transferred from one person to another like the flu, COVID-19, colds and other viral and bacterial infections. Infectious disease requirements include:

- Complete bloodborne pathogen and infectious disease prevention training each year.
- Follow site-specific health protocols on Personal Protective Equipment (PPE), hand hygiene, and others.
- Students who have or who live with others who have compromised immune systems need to consult with the Program Director.

Student Safety and Risk Acknowledgement

Follow these guidelines prior to attending in-person practicums.

You should not enter the on-site field practicum until:

- Internship Coordinator & Preceptor approves in-person hours.
- All agency safety protocols and guidelines have been reviewed.
- You know what PPE is required for the practicum site.

Required Immunizations

- Hepatitis B
- Diphtheria-tetanus (Td)
- Measles/mumps/rubella (MMR)
- Varicella (chicken pox)
- Annual influenza (flu) vaccination
- Annual Tuberculosis (TB) screening
- Medical Exemption allowed

Infectious Disease Prevention

- Bloodborne pathogens training
- Infectious disease prevention training
- Personal Protective Equipment requirements at sites

You should not be on-site if you:

- Have a diagnosis or suspected case of a communicable illness.
- Are exhibiting any symptoms associated with a communicable illness.

Conduct a daily self-assessment to determine if you are exhibiting signs or symptoms of a communicable illness: fever, cough, sore throat, shortness of breath, chills, diarrhea to list a few. If you have any of the above symptoms, do not go to the site or class and contact your instructor or preceptor and Internship Coordinator and discuss the best way to proceed.

Insurance (ACEND required element 8.2a)

Student Health Insurance

Students may enroll in the UT System-endorsed Student Health Insurance plan or select comparable health insurance from another source. Review UT System options at <https://www.utsa.edu/students/wellbeing/quick/insurance.html>. **Health insurance will be required in year 3 of the program due to site requirements.** The CPD will request proof of health insurance to verify before placement.

Mandatory Professional Liability Insurance

Professional liability insurance is provided through the university by Bill Beatty Insurance Agency of Dallas. 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.**

Mandatory General Liability Insurance

Personal general liability insurance is required to be purchased by the student in year three. The general liability insurance must include personal injury, liability, and property damage to cover no less \$1,000,000 coverage (each occurrence) and \$3,000,000 coverage (in the aggregate per year).

Criminal History and Drug Testing Policy (ACEND required element 8.2d)

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

Criminal History Policy

The College for Health, Community and Policy (HCAP) prepares 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: <https://statutes.capitol.texas.gov/Docs/OC/htm/OC.53.htm>. Review full UTSA policy at <https://www.utsa.edu/hop/chapter4/4-30.html>.

CPD students must submit to a criminal history background check prior to the start of each year of the program. Some affiliation sites will conduct their own background checks (ex. Schools). If the background check prior to starting the CPD restricts the student from attending practicum sites, the offer of admission may be rescinded. If a current CPD student restricts the student from attending practicum sites, the student will be required to withdraw from the course(s) and may result in dismissal from the CPD. The student may retake the course(s) if the criminal history changes, allowing them to be cleared by practicing entities.

Drug Testing Policy

While the 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 at the facility, or the student may be given specific instructions to complete the testing off-site. Each student is responsible for arranging and paying for any drug testing required by assigned faculties. The program does not arrange or pay for these services.

Students/interns should communicate with their preceptor or Human Resources to determine drug test requirements. Results should be sent directly to the person or department as requested in the affiliation agreement. If an intern fails to pass the drug testing and the site refuses to train the intern, the student will be required to withdraw from the course(s).

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, particularly in year 3 of the program when the advanced supervised experiences are scheduled for 32 hours/week, Tuesday-Friday, and classes are held on Monday as part of 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 year 3 of the program, they must notify the Program Director in writing of intent to work prior to beginning employment that includes: the type of employment, location, and times to be worked and a statement that work will not conflict with any educational activities, including didactic and practicum activities. The student will

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 in a non-work setting.

meet with the Program Director to discuss work plans and notify the Program Director of any changes in employment. Work obligations 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.

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 sale of foods, products or dietary supplements, while in the program.

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.

Student Travel Policy (ACEND Required Element 8.2b)

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 days per week of travel 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 Internship 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](http://utsa.edu/hop/chapter5/5-18.html) (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](#).

Standards of Professional Behavior and Academic Performance for Dietetic Students

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

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 as well as those of the affiliated facilities used for training, and the Academy of Nutrition and Dietetics. Punctuality, proper attire, and responsibility are integral parts of the training and expected.

General Expectations and Standards

1. Cellular phone/smart watch policies

- Cellular/Mobile phone (includes smart watch) devices must be turned off during all class and practicums.
- Absolutely no texting is allowed during class or practicums.
- It is not acceptable to leave class or a practicum to answer cell phones unless in an emergency situation. Inform the instructor or preceptor prior to an incident if an urgent call needs to be answered to avoid any misunderstandings.
- Phones may be used at practicum sites during designated break times, such as lunch.
- Failure to adhere to these cellular phone guidelines may be viewed as unprofessional behavior and will necessitate consultation with the program director.

2. The sound on computers should be muted or turned off. Students must abide by specific faculty and preceptors' rules on the use of personal computers or other electronic devices during class or practicum.
3. Children should not be brought to class/rotations. Faculty and staff are not responsible for children.
 - Students must obtain prior permission from faculty if they need to bring a child to class.
 - Students must not bring children to practicum sites for any reason.
4. 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.

Academic Expectations and Performance

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 participate individually and in a team. Honesty and integrity are expected as part of 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.

Scholastic Dishonesty

UTSA CPD 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.

Practicum Expectation and Performance

Practicums will require frequent and prolonged interactions with patients, clients, staff, and preceptors that include standing and walking for extended times. 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 risks. Students will interact with diverse patient populations of all ages with a range of acute and chronic medical and surgical conditions.

In Year 3, the advanced practicums require 32 hours/week at the affiliate site. The Internship Coordinator and Program Director will determine all student placements; students may not make any changes to their assigned site. Students will coordinate with the Internship Coordinator and Program Director for all practicum-related requirements and may not contact the site directly in reference to the site requirements unless specified. 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 schedule. Students must communicate with the assigned preceptor at least one week before starting any rotation. 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 Internship Coordinator and Preceptor. Under no circumstances will the student be allowed to work from home for practicum/internship hours.

Consensual Relationships

All conduct with fellow students, faculty, staff, and preceptors must be professional in nature and follow [UTSA's policies on consensual relationships](#). Pursuit of relationships during any practicum rotation with preceptors or associated staff compromises the integrity of the education and evaluation processes and is therefore prohibited. Engaging in such a relationship will cause removal of the student from the site.

Attendance and Punctuality

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 syllabi for course-specific 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 Attendance Policy:

- Notify the course instructor or preceptor by email immediately when late or will be absent.
- **Absences of more than two days in a course and/or practicum** within the same week must have documentation that supports an [excused absence](#). Unexcused absences can result in a lower course grade, as indicated in the course syllabus.
- Absences should be submitted in Typhon, along with the documentation.
- Being tardy will result in point deductions 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 require 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 dismissal 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 Policy (ACEND Required Element 8.2c)

Regardless of the reasons, excessive absences must be discussed with the CPD director. The student has the responsibility to notify instructors and Preceptors in a timely manner when an absence is anticipated. Students need to discuss the consequences of their absence with the instructor or preceptor. All stakeholders will determine the impact of the absence, and if, when, and how-to make up the time missed to fulfill the required competencies.

A. Illness: When absent for more than two consecutive days (or within the same week), the intern will be required to present a statement from a local healthcare provider or from student health services.

1. Class:

- Contact the class instructor immediately, preferably prior to the start of class.
- Allowable make-up work is at the discretion of the instructor.

2. Practicum:

- Contact the Internship Coordinator, Program Director, and the preceptor at the assigned facility immediately when you are unable to attend, preferably the day before.
- 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. The Internship Coordinator and Program Director will coordinate the make-up experiences with the preceptor.
- A total of five days will be allowed for illness or emergency leave during the Advanced Dietetic Practicum.

B. Medical treatment

1. When applicable, related injuries sustained while on duty at a medical facility may be treated by the physician on duty.
2. Appointments for non-work-related medical consultation/care should be scheduled so as not to interfere with or interrupt class or duty time. If the student is unable to arrange this, the Internship Coordinator, preceptor, or class instructor should be consulted beforehand for the most convenient schedule of time. In all cases, the student should notify the Internship Coordinator and preceptor of scheduled appointments prior to the day of the appointment. The student may be requested to fulfill unmet competencies/class material.

C. Emergency leave

1. Requests for excused absences of extended length due to illness or a death or life-illness within the immediate family will be honored by the Program Director.
2. 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 Internship Coordinator and/or Program Director with the preceptor to determine the student's status.
3. Every effort will be made to ensure fairness in each event.

Dress Code

As a representative of the CPD, students must maintain a professional appearance and be well-groomed at practicums, official events, and professional meetings. The following guidelines are generally appropriate, but students must inquire about the dress code for each site as the facility requirement supersedes these. Faculty or preceptors may ask a student to correct inappropriate attire, and students may be sent home if they do not comply.

Table 7: Dress Code Regulations			
Category	What to Wear		What not to wear
	General	Specific	
Clothing	<ul style="list-style-type: none"> • Clean • Free of wrinkles • Neutral colors 	<ul style="list-style-type: none"> • Slacks* • Collared shirts, blouses or dress shirts with sleeves • Skirts or dresses (<= 2 inches above the knee) • UTSA-provided polo* 	<ul style="list-style-type: none"> • Dirty, wrinkled clothes • Short skirts/dresses • Cropped tops • Sleeveless shirts, exposed mid-drifts, or low cut • Overly tight clothing • Sheer or see-through clothing • Jeans, athletic wear or leggings
Shoes	<ul style="list-style-type: none"> • Closed toes 	<ul style="list-style-type: none"> • Socks required with dress shoes or non-slip shoes* • Flats or small heeled shoes 	<ul style="list-style-type: none"> • Open-toed shoes • Extremely high heels (>2.5 inches)
Jewelry	<ul style="list-style-type: none"> • Minimal 	<ul style="list-style-type: none"> • Ask for site restrictions 	<ul style="list-style-type: none"> • Facial piercing may not be allowed at some sites
Hair	<ul style="list-style-type: none"> • Clean and groomed • Natural colors 	<ul style="list-style-type: none"> • Facial hair shaved or groomed • Long hair may need to be pulled back. • Hair/beard nets may be required 	<ul style="list-style-type: none"> • Restrictions on color may be required at some sites
Nails	<ul style="list-style-type: none"> • Clean • Short and trimmed 	<ul style="list-style-type: none"> • Clear or neutral color polish (if allowed) 	<ul style="list-style-type: none"> • Long or artificial nails (acrylic, gel, or press on) may not be allowed at some sites • Nail polish not allowed at food service rotations
Tattoos	<ul style="list-style-type: none"> • Covered 	<ul style="list-style-type: none"> • Consult with site on restrictions 	<ul style="list-style-type: none"> • Exposed tattoos
*Specific practicums require the UTSA-provided polo, student purchased black slacks and black close-toed, non-slip shoes.			

Culture and Backgrounds

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 and respectful of other cultures and be sensitive to cultural differences. Students should seek to eliminate bias and ensure everyone is treated with dignity, sensitivity, and consideration. Cultural bias and discrimination will not be tolerated in the classroom or health care setting.

CPD Administrative Policies

1. Messages for students should not be called in to the Program office, except in emergencies. Faculty and staff are not responsible for delivering messages.
2. Students may not use Program phones except in emergencies. In such cases, long-distance expenses must be charged to personal phone numbers or accounts.
3. Students may not use faculty, staff, or Program computers, copiers, or other personal or university devices unless given permission.
4. Faculty cannot provide nutritional care or advice to students or for relatives, friends, or acquaintances.
5. For Program purposes, “Immediate Family” is defined as parent, child, sibling, or spouse.
6. 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.
7. Breaking the rules of confidentiality is considered unprofessional behavior and may be cause for faculty review.

Professional Organization Membership and Participation

Academy of Nutrition and Dietetics

Students are encouraged to become a student member of the [Academy of Nutrition and Dietetics](#). Benefits include the subscription to the Journal of The Academy of Nutrition and Dietetics, membership to the [Texas Student Academy](#), eligible to be nominated for student Academy awards, access to many “member only” resources and scholarship eligibility through the Academy Foundation. Membership is indicative of professional interest and commitment and may be added to a resume.

Student Nutrition and Dietetics Organization

CPD students are encouraged to be active members and officers of the Dietetics and Nutrition Student Association (DANSA) at UTSA. Participation allows students to enhance their professional leadership skills. UTSA and all 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 UT System or any of its component institutions, on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Attendance to Professional Meetings

Students are encouraged to attend professional meetings, conferences, and seminars when aligned with practicum learning experiences and class instruction. Release time from academic activities requires that the student participates in all sessions of any professional conference, unless previously approved by the faculty member.

Policy requesting an excused absence for attending professional meetings

1. The student will submit a request to the Program Director in writing no less than two weeks in advance of the class or practicum that will be missed. The request must include event name and description, dates of attendance, class and/or practicums to be missed, and the benefit of attendance for the student.
2. Criteria for approved released time will be based on academic and professional standing in the program.
3. Once approved, the student must initiate discussion with the preceptor and/or class instructor on completing critical learning experiences that will be missed. Proposed arrangements should be communicated to the Program Director.
4. The Nutrition and Dietetic Program is not responsible for any costs associated with student attendance to professional meetings unless otherwise specified.
5. Upon request, the student will submit an oral/written report on the program.

Technology Requirements (ACEND required element 7.3j and 8.2j)

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.

Verification of Student Identity (ACEND required element 7.3j and 8.2o)

Most CPD courses will be held in person, but some online or hybrid courses may be required. Students enrolled in online, or hybrid courses must read and abide by UTSA's Student Code of Conduct. As stated in the Code, academic dishonesty includes, but is not limited to, "substituting for another person, or permitting another person to substitute for oneself to take a course, or a test, or to complete a course-related assignment" (<https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/studentcodeofconduct/>). To foster academic integrity, all online and hybrid course content will be hosted on UTSA's learning management system requiring two-step authentication and UTSA login credentials. Automated and live proctoring, browser locking, screen recording, and photo identification by Honorlock will be used for all online exams and verified by instructors. To further uphold academic integrity, all quizzes, exams, and assignments will begin with a yes/no question requiring students to affirm that the submitted work is their own. False affirmation violates the UTSA Student Code of Conduct and may result in disciplinary action.

Food Tasting/Handling Policy

As pre-professionals in food and nutrition, students need to develop broad knowledge and skills with a variety of foods and beverages, including oral nutrition supplements. Certain courses or 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 handle 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. Food Manager Certification is required throughout the program.

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. These volunteer hours must be completed at a UTSA CPD sponsored event and approved by one of the CPD faculty members. Examples are volunteering for the UTSA Garden, UTSA Wellness, UTSA Days, CPD faculty research, and other CPD-sponsored events. It is recommended that the required volunteer hours be completed in the first two years of the program.

Student Evaluation and Advancement (ACEND Required Element 4.1, 8.2j)

It is the intention of the faculty that every student in the CPD completes the program. Student advancement through the program will be determined by several factors and evaluated on a semester basis.

Evaluation procedures

The student's performance in the CPD will be formally evaluated after each semester while in the program on the following criteria: knowledge, professionalism, practicum and volunteer hours, competencies, and passing program-specific gateways, which are critical checkpoints in the program that must be passed to progress to the next stage. Feedback on areas of strengths and needs for improvement will be provided. Students will be guided, mentored, and assisted in problem areas identified during the evaluation period. Recommendations may be made for remedial work at the discretion of the preceptor, Internship 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.

The student's performance in the CPD will be formally evaluated after each semester while in the program on the following criteria: knowledge, professionalism, practicum and volunteer hours, competencies, and passing gateways.

1. Knowledge evaluation

- a. **Knowledge gained** will be evaluated by criteria specified in the course syllabus and measured by examinations\tests\quizzes, presentations, projects, assignments and other performance activities to meet Knowledge Requirements for Registered Dietitian Nutritionist (KRDNs) mandated by ACEND.
- b. Course objectives and knowledge requirements are outlined in the course syllabus.
- c. Identified key assignments on the syllabus will be evaluated for knowledge achievement of KRDNs.
- d. 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.
- e. **Knowledge advancement criteria**
 - The final grade of the course must be a "C- "or higher AND the overall GPA in CPD courses must be 3.0.
 - All course specific KRDN must be met with a grade of 80% or higher.
 - 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 in academic probation and faculty review to consider the options for the student.

2. Professionalism evaluation

- a. Fitness to Practice Policy: In accordance with [UTSA's HOP 5.17, Student Fitness for Professional Practice](#), the CPD adopts its own Fitness to Practice policy based on the [Code of Ethics for the Profession of Dietetics](#). All CPD students are expected to demonstrate professional and ethical behavior in order to serve diverse individuals of all ages in the prevention and treatment of various acute and chronic medical conditions. The CPD Fitness to Practice will evaluate:
 - Conducts self with honesty, integrity, and fairness
 - Considers the health, safety, and welfare of the public
 - Complies with laws and regulations related to the profession
 - Provides services with objectivity and respect
 - Provides accurate and truthful information
 - Recognizes and exercises professional judgement
 - Treats patients and clients with respect and consideration
 - Maintains and protect confidential information
 - Use of evidence-based principles and current information
 - Makes ethical decisions, is respectful and responsible in meeting obligations.
- b. Professional qualities: each student will be evaluated by faculty and preceptors on a 5-point scale for professional characteristics necessary for success: dependability, initiative, decision making, organization skills, resourcefulness, adaptability, verbal communication, written communication, and interpersonal skills
- c. **Professionalism advancement criteria**
 - Must meet all Fitness to Practice criteria.
 - Professional qualities must all be rated as a 3 or higher by the end of the program.
 - Unmet Fitness to Practice criteria or professional qualities rated <3, will be addressed with the Program Director and may be cause for dismissal.

3. Practicum and volunteer hours evaluation

- a. Practicum hours will be entered in Typhon and approved by the preceptor. **Practicum Hours Advancement Criteria**: a minimum of 1000 supervised practice hours accrued by the end of the program.
- b. Volunteer hours will be entered in Typhon and approved by the volunteer supervisor. Volunteer hours must be an approved UTSA volunteer event. **Volunteer Hours Advancement Criteria**: A minimum of 24 volunteer hours are required by the end of the program.

4. Competency Evaluation

- a. Competencies gained will be assessed by preceptor observation and assignment completion to meet the Core Competencies for Registered Dietitian Nutritionists (CRDNs) mandated by ACEND.
- b. Preceptor evaluation:
 - The preceptor will use the specific rotation objectives and CRDNs for the basis for their assessment of abilities.

- The student will be continually assessed for adequate progression toward meeting the competencies and will discuss with the preceptor. The Internship Coordinator and Program Director will be informed of any concerns regarding the student progress and meetings will be held as needed to address problems.
 - The preceptor will evaluate each rotation-specific competencies using a 5 point- scale: 1=unacceptable, 2=needs improvement, 3=acceptable, 4=excellent, and 5=outstanding and provide comments for improvement.
 - During the last workday/week of the rotation, the preceptor will discuss the evaluation with the student. This information will be used to guide both the student and preceptor(s) to ensure adequate competency performance by the student.
- c. Practicum Assignments:
- Course objectives and competency requirements are outlined in the course syllabus.
 - Identified key assignments on the syllabus will be evaluated for competency achievement of CRDNs. Request guidance and direction from the preceptor or Internship Coordinator as necessary.
- d. **Competency advancement criteria**
- The final grade of the practicum course must be a “C-” or higher AND the overall GPA in CPD courses must be 3.0.
 - All CRDN-specific practicum assignments must be met with a grade of 80% or higher.
 - All preceptor rated CRDNs must be rated a 3 or higher out of the 5-point scale.
 - If the preceptor and student do not agree upon the level of accomplishment, the student may provide a written justification providing reasons and citing examples of the area(s) of disagreement. The Internship Coordinator will schedule individual meetings to clarify the discrepancies.
 - Students who receive a rating of 2 or lower will be asked to schedule additional hours of work determined by the preceptor, the Internship Coordinator, and director. If the student fails to meet the competencies with the additional

Student Evaluation Overview

1. Knowledge Evaluation

- $\geq 80\%$ on KRDN specific assignments
- Maintain 3.0 GPA in all CPD courses
- No Ds or Fs!

2. Professionalism Evaluation

- Meet Fitness to Practice Criteria
- Receive a 3 or higher score from preceptors’ rating on professional qualities

3. Practicum and Volunteer Hours Evaluation

- Minimum 1000 hours of supervised practice
- Minimum of 24 volunteer hours
- All hours tracked and approved on Typhon!

4. Competency Evaluation

- Preceptor rating of 3 or higher on a 5-point scale
- Preceptor or faculty grade of 80% or higher on CRDN specific assignments.

5. Gateway Evaluation

- Advanced Human Nutrition completed with a grade of “C” or higher
- Medical Nutrition Therapy II completed with a grade of “B-” or higher
- Comprehensive exam passed with a 75% or greater

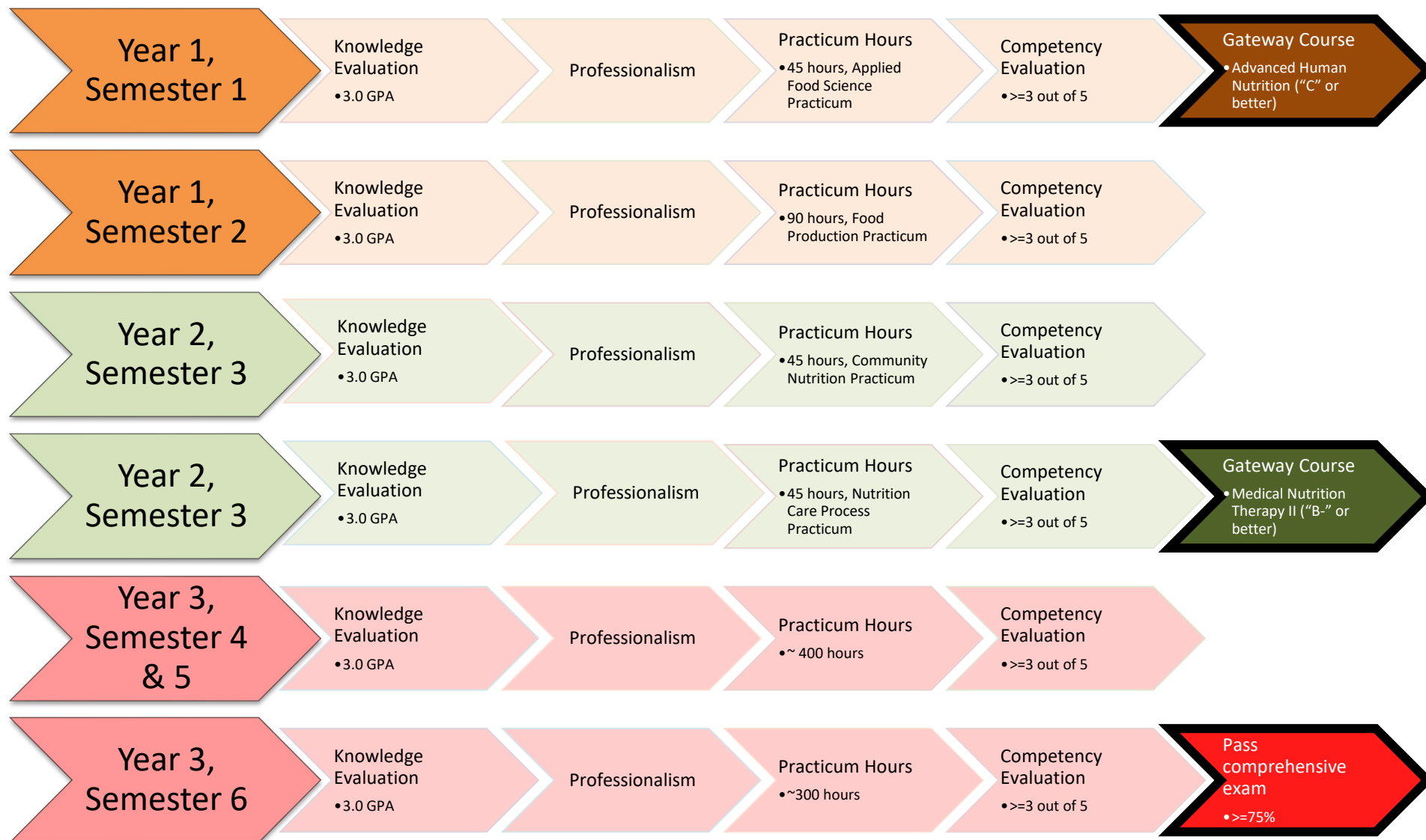
hours or does not show progress, it may be necessary to withdraw from the program. Review: [Academic and Grade Grievance Procedures on the Online Student Handbook](#).

5. **Gateway evaluation criteria.**

Three main check points or *gateways* will also be evaluated. The first check point is in year 1, first semester with the gateway course Advanced Human Nutrition that must be passed with a “C” or better to continue in the program. The second check is in year 2, semester 3 with the gateway course Medical Nutrition Therapy II that must be passed with a “B-“ or better to proceed to the master year. The last gateway is passing the comprehensive exam in the last semester with a 75% or higher (**Figure 2**).

6. **Program Dismissal:** A student may be placed on probation or dismissed from the program for not meeting the above criteria for each semester. At the discretion of the Program Director, the student may be allowed to return to the program the next semester when the failed course is offered. This will usually be in one academic year. 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

Figure 2: Student Evaluation and Gateway Summary



Remediation Guidelines (ACEND Required Element 8.3k)

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. Knowledge Remediation

- a. Notify your instructor at the earliest indication that you may be in danger of failing a course or if there is a knowledge deficit.
- b. At the discretion of the course instructor, students may be offered remediation for lost, missing, or incomplete assignments.
- c. Resources that may be provided to assist with course remediation:
 - Peer mentors from the HCAP Student Success Center
 - Study sessions provided by the faculty or students
 - CPD Student mentoring
- d. KRDNs specified assignment that was not passed with an 80% or higher will be allowed to be repeated once to obtain the passing grade.
 - The original grade received contributes to the overall course grade.
 - An incomplete for the course may be given until the KRDN is met.
 - CPD progression may be delayed if the course is not completed and is also a required prerequisite for a subsequent course.
- e. Courses completed with a grade of D or F may be repeated **once** to obtain a grade of “C-“ or higher except for gateway courses with a specific grade stipulation.
 - This will require the student to wait until that course is offered again in a year.
 - CPD progression may be delayed if the course is a required prerequisite for a subsequent course or a gateway course.
- f. If the CPD course GPA drops below a 3.0, the student will be put on academic probation. Two semesters of academic probation without improvement may lead to dismissal from the program.
 - Courses can be retaken, and undergraduate GPA will be calculated as per UTSA policy.

2. Competency Remediation

- a. Competencies that are not met either by preceptor or faculty evaluation, must meet the CRDN with an 80% or higher or given a score of 3 or higher. Option if competences aren't met:
 - Additional support given to the student to repeat courses or attend study sessions to improve skills.
 - The opportunity to repeat the practicum experience and/or assignment to meet the CRDN requirement.
 - Dismissal from the program if progress is not made towards improvement.
 - CPD progression may be delayed if the practicum is not completed and is a required prerequisite for a subsequent course.

3. Professionalism Remediation

- a. 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.
- b. 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.

4. **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. **For additional information on Academic and Grade Grievance Procedures see the Online Student Handbook at <http://www.utsa.edu/infoguide/IB1213.pdf>.** A student may be asked to appear before a Faculty Academic Review Committee if they are failing a course or practicum, if they are found to be deficient in 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.

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 Internship 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 student grievances 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 Program Director. The student must file the grievance with the Program Director within 90 calendar days from the end of the semester in which the grade was assigned or the other concern or incident occurred. The Program Director 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: [Academic Issues / Student Grievances](#)

Program Complaints (ACEND Required Element 8.3g)

Student 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, 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 should the student submit complaints to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Contact information is available in the CPD Handbook. The faculty, Program Director, preceptors or 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.

Program Evaluation by the Students (ACEND Required Element 5 & 6)

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 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](#).
3. Instructors will receive feedback data after grades for the course are posted.

B. Preceptor

1. The student will complete the evaluation form on each preceptor by the last day of the rotation on Typhon.
2. A summary of these forms will be compiled by the Program Director and made available to the preceptor 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.

Graduation (ACEND Required Element 1.4, 7.3h, 8.3l)

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/ucat/>) 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.

The admission date to UTSA may be different to the admission to the CPD. Students in the program under the BS and MDS option are encouraged to complete the requirements with 4.5 years, from the time of admission to the program.

The Bachelor of Science in Nutrition and Dietetics (BS) will be conferred upon those students who have successfully completed all core curriculum, prerequisites, support courses, and the two years of program requirements. Students who fail to progress to or complete the master's level phase of the CPD but have a GPA of 2.0/4.0 scale are 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.

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>

Verification Statement for Eligibility for the Registration Exam (ACEND Required Element 8.3n)

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 supervised practicum requirements defined by the Coordinated Program in Dietetics, in accordance with 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 optimal 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 KRDNs for undergraduate courses and CRDNs for practicums in the curriculum, by earning a grade of “C-” or above and maintained a 3.0 GPA in all CPD courses.
- met the KRDNs for graduate courses and CRDNs practicums in the curriculum, by earning a B- or above for graduate coursework (one “C or C+” allowed) and maintained a 3.0 GPA
- earned a score of 3 (meets expectations) or above on all competencies outlined for supervised practice experience
- completed a minimum of 1000 practicum hours at rotations assigned by the program
- completed 24 volunteer hours

Upon successful fulfillment of all program requirements described above, the student will receive a verification statement upon completion of the MDS degree. Students may request mailing of the statement. 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.

Facility Guidelines and Policies

Facility Affiliations (ACEND Required Element 5 & 6)

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 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 students 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.**

Students as Substitute for Employees (ACEND required element 8.3e and 8.3f)

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 or used for administrative or clerical work in the department under any circumstance. Information is sent to preceptors and practice sites that emphasize this policy and rule. Students should immediately notify the Internship Coordinator and Program Director if the policy is violated.

Nepotism and Fraternization Policies

The University nepotism policy defines relationships based on affinity and consanguinity: <http://utsa.edu/hop/chapter4/4-3.html>. 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" because such relationships can interfere with the practicum evaluation process. This situation may cause the student to have unwarranted demands made on them as a part of the evaluation process. Similarly, people may perceive the situation as an unfair advantage. 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 Internship Coordinator or Program Director.

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.