Coordinated Program in Dietetics
Student Handbook 2018-2019

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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 of Education and Human Development, the Department of Kinesiology, Health, and Nutrition, and the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Standards.

The information presented on 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 (http://utsa.edu/studentlife/online_studenthandbook.html).

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

In 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), where is now housed 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.

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 on February 2014.

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. (http://www.eatright.org/ACEND/content.aspx?id=4294967419, accessed 4/5/13).

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 2000 Chicago, Illinois 60606-6995
312/899-0040, ext. 400    Fax: 312/899-4817 312/899-0040
e-mail:  acend@eatright.org  http://www.eatright.org/ACEND/
The Profession of Dietetics

Dietetics Careers

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 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: http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8143.

UTSA Coordinated Program of Dietetics

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 1200 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.
CPD Options

1. **Dual 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 coursework, 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). 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; but are not eligible for the verification statement to take the RD 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 equivalent coursework to the BS Program in Nutrition and Dietetics offered by UTSA and may also have a DPD verification statement from a ACEND accredited program. Other undergraduate level nutrition and dietetics courses may be required as recommended by the Program Director and admission committee.
b. Students with a Bachelor degree in Nutrition (non-DPD) or other disciplines. The academic transcripts will be evaluated on a 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.

Successful graduates will receive verification statement of completion and are eligible to take the national exam to become Registered Dietitians and to meet Licensure requirements in the State of Texas.

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. Student 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.

CPD Admission Criteria

Admission to the program will be on a competitive basis. Students must apply and be admitted to UTSA to be considered for the program. It is advised that students select Pre-Nutrition & Dietetics (PND) as the option for their major when applying to UTSA. Only those selected into the CPD, can declare Nutrition and Dietetics as their major.

Students must submit a program application after successful completion of most of the pre-requisites by the Spring deadline. The application form will be available from the program website: http://education.utsa.edu/health_and_kinesiology/new_coordinated_program_in_dietetics. Once admitted into the program, students will transition to the Master of Dietetics Studies (MDS), via graduate school application. Those successfully completing the undergraduate Nutrition and Dietetics will be recommended to advance to the MDS after meeting all program requirements (see below).

A limited number of students are admitted into the program as approved by ACEND, and based on the capacity to place them in supervised practice in various affiliation sites. There is a limit on the number of placements at these sites.

Several academic and non-academic factors are considered along with the application. The
admission policy has been published in the University catalog accessible through
http://utsa.edu/ucat/COEHD/bsndt.html. Applicants must submit two completed reference forms
(program specific) preferably by faculty members, a statement indicating personal career
goals, knowledge of the profession, commitment, interests, and motivation, and a current resume
with volunteer experience.

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 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 students as competent entry-level practitioners with a concentration in Health
Promotion/ Disease Prevention and Treatment.

**Objectives**
1.1 CPD students will maintain a grade of C or better in all dietetics and support courses
and maintain a minimum GPA of 3.0.
1.2 Over a five-year period, 80% of the students admitted to the three-year option will
complete the program within 4.5 years, those admitted exclusively to the Master of
Dietetics Studies option will complete within 3 years (150% of the time planned).
1.3 Over a five-year period, 80% of the CPD graduates will pass the RD exam as first-
time takers.
1.1 When surveyed, at least 75% of preceptors agree that experiences planned for the
practicum are adequate to prepare students as entry-level practitioners.
1.2 When surveyed, employers will rate knowledge and competency of entry-level
practitioners with a mean score of 3 or better (5-point scale).

**Goal # 2:**
Prepare graduates who demonstrate leadership skills and become employed in a variety of
practice settings.

**Objectives**
2.1 Over a five-year period, 70% of the CPD graduates seeking employment in
dietetics will be hired within six months of program completion.
2.2 When surveyed at least 30% of the program graduates participate in leadership
activities.
Goal # 3
Enroll and graduate diverse students to meet the needs of the South Texas communities.

Objectives
3.1 At least 50% of the students enrolled in the CPD are from the South Texas region.
3.2 At least 30% of the graduates will secure employment in South Texas Communities.

CPD Statistics
The following data (2013-2017) reflects the program’s commitment to dietetic student preparation.

Percent of students who graduated: 100% (class 2013); 70% (class 2014); 100% (class 2015).
Percent of applicants who passed the RD exam on First Attempt & within One Year of First Attempt:

<table>
<thead>
<tr>
<th>First Attempt in Calendar Year</th>
<th>Testers Within One Year of First Attempt</th>
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<tbody>
<tr>
<td>2016 Institution Total</td>
<td>87.50%</td>
</tr>
<tr>
<td>2016 National Total</td>
<td>83.82%</td>
</tr>
<tr>
<td>2017 Institution Total</td>
<td>85.71%</td>
</tr>
<tr>
<td>2017 National Total</td>
<td>70.94%</td>
</tr>
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Number of honors, awards and student recognitions:
- At the 2012 Texas Academy FNCE Meeting the dietetics and nutrition student organization received two recognitions.
- Five students received scholarships from the Texas Academy Foundation in 2012.
- In 2013 a student received the recognition as the Texas Academy as Outstanding Dietetics Student in a CPD.
- Texas Academy as Outstanding Dietetics Student in a CPD recipient: 1 student in 2013; 1 student in 2014
- Texas Academy Foundation Scholarship recipients: 5 students in 2012; 1 student in 2013; 1 student in 2014; 2 students in 2015; 1 student in 2016
- Academy of Nutrition and Dietetics Scholarship recipient: 1 student in 2016
- UTSA University Life Awards: 1 graduate recipient, 1 undergraduate runner-up in 2016
- Baptist Foundation Scholarship: 1 recipient in 2016/2017; 3 recipients in 2017/2018

Academic Calendar and Scheduling
For information on the UTSA Academic Calendar refer to: https://asap.utsa.edu/terms.htm
The website offers information on Final Exam Schedules, Academic Calendar, Registration
Schedules and other important resources. Other related links include:

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 and practicums will be made available through the UTSA Website. The schedule for the advanced practicum is planned by the program director 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. 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)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>WRC 1013</td>
<td></td>
</tr>
<tr>
<td>AIS 1203</td>
<td></td>
</tr>
<tr>
<td>MAT 1073</td>
<td>Math placement test</td>
</tr>
<tr>
<td>BIO 1233</td>
<td></td>
</tr>
<tr>
<td>CHE 1103</td>
<td>Chemistry placement test &amp; concurrent with MAT 1073</td>
</tr>
<tr>
<td>CHE 1121</td>
<td>C- in CHE 1103 or concurrent with CHE 1103</td>
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#### Year 1 - Spring (16 hours)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
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<tbody>
<tr>
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<td>WRC 1013</td>
</tr>
<tr>
<td>POL 1013</td>
<td></td>
</tr>
<tr>
<td>US History</td>
<td></td>
</tr>
<tr>
<td>BIO 1243</td>
<td>BIO 1233</td>
</tr>
<tr>
<td>CHE 1113</td>
<td>C- in CHE 1113</td>
</tr>
<tr>
<td>CHE 1131</td>
<td>C- in CHE 1121 &amp; CHE 1113 or concurrent with CHE 1113</td>
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#### Year 2 - Fall (16 hours)

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<td>BIO 1053</td>
<td>C- in BIO 1233</td>
</tr>
<tr>
<td>BIO 1061</td>
<td>C- in BIO 1233 &amp; BIO 1053 or concurrent with BIO 1053</td>
</tr>
<tr>
<td>BIO 2083</td>
<td>C- in BIO 1233</td>
</tr>
<tr>
<td>BIO 2091</td>
<td>C- in BIO 1233 &amp; BIO 2083 or concurrent with BIO 2083</td>
</tr>
<tr>
<td>CHE 2603</td>
<td>C- in CHE 1113</td>
</tr>
<tr>
<td>CHE 2612</td>
<td>C- in CHE 1131 &amp; CHE 2603 or concurrent with CHE 2603</td>
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<tr>
<td>US History</td>
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#### Year 2 - Spring (16 hours)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>NDT or BIO 2043</td>
<td>C- in BIO 1233</td>
</tr>
<tr>
<td>BIO 2103</td>
<td>C- in BIO 1233</td>
</tr>
<tr>
<td>BIO 2111</td>
<td>C- in BIO 1233 &amp; BIO 2103 or concurrent with BIO 2103</td>
</tr>
<tr>
<td>BIO 3513</td>
<td>C- in CHE 2603 &amp; CHE 2612</td>
</tr>
<tr>
<td>PSY/SOC/ ANT 1013</td>
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<tr>
<td>MGT 3013</td>
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- **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)

<table>
<thead>
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<th>Courses</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>NDT 3203</td>
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<tr>
<td>NDT 3313</td>
<td>NDT/BIO 2043 &amp; BIO 1053</td>
</tr>
<tr>
<td>NDT 3191</td>
<td>Concurrent with NDT 3313</td>
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<tr>
<td>NDT 3413</td>
<td>NDT/BIO 2043 &amp; BIO 3513</td>
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<tr>
<td>STA 1053</td>
<td>Math placement test or MAT 1073</td>
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#### Year 3 - Spring (14 hours)

<table>
<thead>
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<th>Courses</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>NDT 3323</td>
<td>NDT/BIO 2043</td>
</tr>
<tr>
<td>NDT 3333</td>
<td>NDT/BIO 2043</td>
</tr>
<tr>
<td>NDT 3343</td>
<td>NDT/BIO 2043 &amp; BIO 2103</td>
</tr>
<tr>
<td>NDT 3353</td>
<td>NDT 3313 &amp; concurrent with NDT 3292</td>
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<tr>
<td>NDT 3292*</td>
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#### Year 4 - Fall (16 hours)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDT 4313</td>
<td>NDT 3353 &amp; 3292</td>
</tr>
<tr>
<td>NDT 4323</td>
<td>NDT 3323 &amp; 3333</td>
</tr>
<tr>
<td>NDT 4333</td>
<td></td>
</tr>
<tr>
<td>NDT 4091*</td>
<td></td>
</tr>
<tr>
<td>WRC 1013 &amp; 1023</td>
<td>Language, Philosophy &amp; Culture</td>
</tr>
<tr>
<td>POL 1133</td>
<td></td>
</tr>
</tbody>
</table>

#### Year 4 – Spring (13 hours)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDT 4343</td>
<td>NDT 4333</td>
</tr>
<tr>
<td>NDT 4353</td>
<td>NDT 4323</td>
</tr>
<tr>
<td>NDT 4191*</td>
<td>Concurrent with NDT 4353</td>
</tr>
<tr>
<td>NDT 4363</td>
<td>Senior standing</td>
</tr>
<tr>
<td>NDT 5323</td>
<td>Nutrition Pathophysiology * graduate class</td>
</tr>
<tr>
<td>Creative Arts</td>
<td></td>
</tr>
</tbody>
</table>

*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 including 28 hours of the core courses, and 2-3 hours of free elective. Students who maintain a GPA of 3.00 and successfully complete the undergraduate CPD requirements do not need to apply to the graduate school.

<table>
<thead>
<tr>
<th>Spring Semester, Senior Year *</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NDT 5323 Nutrition Pathophysiology</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Session</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NDT 5313 Public Health Nutrition and Policy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NDT 5343 Integration of Metabolism</td>
<td></td>
</tr>
<tr>
<td>NDT 5911 Research Seminar</td>
<td></td>
</tr>
<tr>
<td>NDT 5947 Advanced Dietetics Practicum I</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NDT 5333 Nutritional Supplements and Functional Foods</td>
<td></td>
</tr>
<tr>
<td>NDT 5901 Seminar in Dietetics</td>
<td></td>
</tr>
<tr>
<td>NDT 5957 Advanced Dietetics Practicum II</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Graduate Free Electives*, as offered: (2-3 semester credit hours):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NDT 5911 Independent Study</td>
<td></td>
</tr>
<tr>
<td>KAH 5063 Health Behaviors</td>
<td></td>
</tr>
<tr>
<td>KAH 5073 Essential Concepts in Health Promotion</td>
<td></td>
</tr>
<tr>
<td>KHA 6063 Obesity and Health</td>
<td></td>
</tr>
<tr>
<td>KHA 6223 Exercise Nutrition</td>
<td></td>
</tr>
</tbody>
</table>

*Other courses under KAH with the approval of a graduate advisor.
*Students must successfully pass a comprehensive examination under the capstone course NDT 5911 Seminar in Dietetics
## Tuition and Program Cost

### 2017-2018 Estimated Cost of Attendance Undergraduate Students

<table>
<thead>
<tr>
<th></th>
<th>Living at Home w/Parents</th>
<th>Living Off Campus</th>
<th>Living On Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Time Fall/Spring Undergraduate Resident Student</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees (based on 15 hours per term)</td>
<td>$9,772</td>
<td>$9,772</td>
<td>$9,772</td>
</tr>
<tr>
<td>Books (based on 15 hours â“ 5 classes)</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td>Housing &amp; Meals (average)</td>
<td>$3,384</td>
<td>$9,558</td>
<td>$11,234</td>
</tr>
<tr>
<td>Transportation (average)</td>
<td>$2,160</td>
<td>$2,760</td>
<td>$676</td>
</tr>
<tr>
<td>Personal/Miscellaneous</td>
<td>$1,537</td>
<td>$2,077</td>
<td>$2,077</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>$70</td>
<td>$70</td>
<td>$70</td>
</tr>
<tr>
<td><strong>Total Estimated Cost of Attendance</strong></td>
<td>$18,423</td>
<td>$25,737</td>
<td>$25,329</td>
</tr>
</tbody>
</table>

**Full Time Undergraduate non-resident student tuition & fees = $23,771. All other charges remain the same.**

### 2017-2018 Estimated Cost of Attendance Graduate Students

<table>
<thead>
<tr>
<th></th>
<th>Living at Home w/Parents</th>
<th>Living Off Campus</th>
<th>Living On Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Time Fall/Spring Graduate Resident Student</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees (based on 9 hours per term)</td>
<td>$8,083</td>
<td>$8,083</td>
<td>$8,083</td>
</tr>
<tr>
<td>Books (based on 9 hours â“ 3 classes)</td>
<td>$1200</td>
<td>$1200</td>
<td>$1200</td>
</tr>
<tr>
<td>Housing &amp; Meals (average)</td>
<td>$3,384</td>
<td>$9,558</td>
<td>$11,234</td>
</tr>
<tr>
<td>Transportation (average)</td>
<td>$2,160</td>
<td>$2,760</td>
<td>$676</td>
</tr>
<tr>
<td>Personal/Miscellaneous</td>
<td>$1,537</td>
<td>$2,077</td>
<td>$2,077</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>$160</td>
<td>$160</td>
<td>$160</td>
</tr>
<tr>
<td><strong>Total Estimated Cost of Attendance</strong></td>
<td>$16,524</td>
<td>$23,838</td>
<td>$23,430</td>
</tr>
</tbody>
</table>

**Full Time Graduate non-resident student tuition & fees = $24,527. All other charges remain the same.**

*Based on 2017-18 AY estimates (http://utsa.edu/financialaid/apply/cost.html) and Net Price Calculator, accessible at https://bluebook.utsa.edu/AttendanceCost.aspx
**Additional Program Related Expenses**

- Food Protection Management Certification ~$150
- Professional Liability Insurance $38
- CPR Certification- $25-$30
- Hepatitis B Immunization - $145
- TB Testing - $35
- Flu Shot (annual) - up to $45 off-campus (lower fee through Student Health Services)
- Criminal Background Check - $45
- Student Membership in the Academy of Nutrition and Dietetics - $58
- Student Membership in the Dietetic Student Association $20
- Lab Coat for Clinical Rotations $12/varies*
- Practicum Uniform: Polo (program logo) ~$15; Black Slacks ~$20; Black Non-Slip Shoes ~$25 (varies)
- Drug Screening- $30-$40 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, liability insurance, and possibly 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.

**Estimated cost for criminal background check, liability insurance, and possibly drug testing.**

**Tuition and Fees**

Follow the links below for information on:

- Student Tuition and Fee Installment Plan Requirements, Consequences for Nonpayment: [http://utsa.edu/hop/chapter5/5-10.html](http://utsa.edu/hop/chapter5/5-10.html)
- Tuition, Fees, Charges and Deposits: [http://www.utsa.edu/infoguide/IB1213.pdf](http://www.utsa.edu/infoguide/IB1213.pdf)
- Estimated fees, tuition and costs for undergraduate studies: [http://utsa.edu/admissions/undergrad/apply/costs.html](http://utsa.edu/admissions/undergrad/apply/costs.html)
- Estimated fees, tuition and costs for graduate studies: [http://graduateschool.utsa.edu/future-students/tuition-and-fees/](http://graduateschool.utsa.edu/future-students/tuition-and-fees/)
Financial Aid

The Office of Student Financial Aid and Enrollment Services provide 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
http://utsa.edu/registrar/forms/withdrawal.pdf
http://utsa.edu/fiscalservices/refunds.html

Support Services

UTSA offers a wide range of student support services. Information on these services is 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 testing: (http://utsa.edu/counsel/
- Student Disability Services: http://utsa.edu/disability/

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), 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 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 user name, and initial password are on the ASAP (Automated Student Access Program) Welcome page after the student has accessed ASAP. Students are given the option of selecting their preferred e-mail address which will become their designated e-mail address for all official communication with UTSA. When logging to ASAP, students may designate their myUTSAmail e-mail account or another personal e-mail account as their official method of communication.

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/ucat/) 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) or (http://www.utsa.edu/infoguide/IB1213.pdf)

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.

I. Standards of Conduct/Due Process Procedures
   A. Student Code of Conduct / Due Process Procedures
   B. Prohibition of Hazing
   C. Parking Violations
   D. Prohibition of Sexual Assault Policy
   E. Office of Housing and Residence Life Resident Handbook

II. Alcohol, Drugs, and Smoking Tobacco
   A. Use of Alcoholic Beverages
   B. Policy on Drugs and Alcohol
   C. Nonsmoking Policy
   D. Drug-Free Schools & Communities Act

III. Student Privacy Rights
   A. Family Educational Rights and Privacy Act (FERPA)
   B. Confidentiality of Social Security Numbers (Rules of Conduct)

IV. Freedom of Expression and Assembly
   A. Peaceful Public Assembly
   B. University Posting of Materials

V. Academic Issues
   A. Student Grievances (Including Grade Appeals)
   B. Class Attendance
   C. Student Fitness to Practice Policy
   D. Student Fitness and Performance in the College of Education and Human Development
   E. Undergraduate Catalog
   F. Graduate Catalog

VI. Harassment/Discrimination
   A. Nondiscrimination & Sexual Harassment and Sexual Misconduct
   B. Consensual Relationships
   C. Office of Equal Opportunity Services

VII. Persons with Disabilities
   A. Persons with Disabilities
   B. Disability services - http://utsa.edu/disability/
VIII. Student Employment Issues
A. Employees as Students
B. Student Employees

IX. Student Organization/Student Travel Issues
A. Student Organization Handbook
B. The Use of the University Name, Seal, Logo and Athletic Emblem (Roadrunner)
C. Travel or Events that Involve Students and other non-employee participants
D. Mandatory Use of Release/Indemnification Forms

X. Miscellaneous
A. Policy on Student Right-to-Know and Campus Security Act
B. Returned Checks and Debt of Students

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

Orientation
Students admitted into the program receive a general orientation at the beginning of the fall semester, each year while in the CPD. The orientation is mandatory for every student. An absence would require documentation for a medical illness/emergency or university approved absence.

Advising

The Online Student Handbook (http://www.utsa.edu/infoguide/IB1213.pdf) pages 64-69 describe the advising process under the General Academic Regulations Undergraduate Student Registration Procedures. The contact information for the College of Education and Human Development Undergraduate Advising is available online at: http://education.utsa.edu/current_students/contact_advising/. 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 of Education & Human Development Building. 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

On the basis of 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. Failure to comply with update of immunizations or TB screening
will result in a "hold" being placed on the registration. Students 18 years of age or younger may qualify for some free immunizations, and should refer to http://utsa.edu/health/services/vaccine.html for more information.

Student Health Insurance

The medical fee paid along with tuition offers access to Student services with the following benefits:

- No provider charge for medical visits.
- No charge for wellness programs in Health Education.
- Reduced cost in lab work, immunizations and some procedures.
- Health information and resources.

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 (https://www.academichealthplans.com/utsystem/special-events/2012-2013/).

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 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 as student during an enrollment period.

Criminal History Policy and Drug Testing

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 of Education and Human Development (COEHD) 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 require will require and 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:** 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. Usually facilities requiring drug testing do not charge for the cost to the student. 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 testing. If an intern fails to pass the drug testing required to train at a facility If the student cannot complete the course-work, through a supervised practice experience, because they fail to pass the drug test, the student will be required to withdraw from the course(s). The faulty review committee will determine the Fitness to Practice remediation plan, which can include immediate grounds from CPD dismissal.
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.
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 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 sell 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. 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 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.

Program 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/Internship Policy:

- 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 absences 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’s 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
   1. When the illness occurs on a class day, the student should contact the class instructor close to the class time.
   2. 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.

B. Illness During Practicums/Internship
   3. 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.
   4. 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.
   5. The missed days must be made-up, with the approval and discretion of the preceptor.
   6. 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
7. 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.
8. When applicable, related injuries sustained while on duty at a medical facility may be treated by the physician on duty.
9. 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 before hand 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
10. 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.
11. 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.
12. 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 Advance Dietetic Internship. 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. Request 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 team work. 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.

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 part of the training and expected.
Code of Ethics

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
   program 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 College of Education and Human Development (COEHD) adopts the following
as its Fitness to Practice policy.

The College of Education and Human Development (COEHD) 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 in 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.

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 by the following grades:
A = Excellent  B = Above Average  C = Average  D = Below Average  F = Failure

All coursework in the CPD must be passed with a grade of “C” or better.
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 3.00 or greater
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 pages 81 and 102.
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. In matters related to supervise 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 grieving 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 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.

(Ref. http://www.utsa.edu/infoguide/IB1213.pdf; Appendix E, pgs. 81 & 179)

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.

**CPD 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 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.

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 of Education and Human Development 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/) 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 and http://www.utsa.edu/infoguide/IB1213.pdf (page 84).

**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.

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

- met the learning outcomes for the courses (or equivalents) in the curriculum, by earning a grade of “C” or above
- attained the competencies outlined for the supervised practice with average scores of 2 or above
- graduated with a 3.0 GPA
- earned a Master of Dietetics Studies

**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. (Ref. 2012 ACEND DE Standards, pgs. 75, 78)

**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.

Program Evaluation by the Students
Program evaluation and feedback will be an ongoing 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 to prepare 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.

Dress Code

The impression a student makes by the character of their dress may influence an individual or a group, an 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, black (no-slip) shoes.

Graduate 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.
   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.
   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 Females: Hose are highly recommended with knee length (rather than calf length) dresses or skirts. For Men: Socks are required at all times while on duty.

3. 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.

4. Only minimal jewelry allowed (small earrings, hand ring or watch), no dangling earrings, no nose rings or gages.

5. Fingernails must be kept at a length to insure 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.

6. 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 restrain must be used in food production facilities.

7. 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.

8. The following are NOT acceptable attires: jeans, shorts, "cut-offs", boots, capris, 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.

9. Faculty members or preceptors have the freedom to ask a student to correct inappropriate attire before taking part in a practicum/internship.

10. Graduates only-University or affiliate name tags must be worn at all times while at training facilities.

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.

**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 relationship based on affinity and consanguinity (Refer to [http://utsa.edu/hop/chapter4/4-3.html](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 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 in 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
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 and Community Engagement
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
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 Inclusion and Community Engagement Center at UTSA is a space for all members of the university community to explore issues relating to culture, ethnicity, gender, sexual orientation, sexual identity, volunteerism, and politics. Let the Inclusion and Community Engagement Center be your home away from home. We encourage you to visit the Center and connect with members of our community.

The center operates in Fall & Spring Monday through Friday from 8:00am - 5:00pm and is located at the University Center 2.01.04. 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/](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](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 member of the Texas Academy of Nutrition and Dietetics and the Student Texas Academy ([http://www.eatrighttexas.org/student/leadership.asp](http://www.eatrighttexas.org/student/leadership.asp)).

**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.

Pre-Nutrition and Dietetic (PND) students 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. PND or students with undeclared majors do not have voting rights and are not able 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.

**Student Volunteer Guidelines**

As part of the curriculum and supervised practicum requirement, CPD students are required to obtain 24 hours of volunteer time, before graduation. Students can elect to complete the hours over the 3-year program (8 hours per semester) or during a semester or one-year period.

The following guidelines apply:

- **20 Hours Minimum**: Must be under the direction (or sponsored) of a Registered Dietitian (RD/RDN)
- **4 Hours Maximum**: Can be organized by a community/public nutrition or health professional (should have a formal education in their respective field) etc., but must be nutrition-related (gardening, health-fairs, cooking demos etc.).

Priority should be given to the following:

- Annual and established activities supported by DANSA- See calendar
- CPD approved internship sites/preceptor activities or organized outreach events
- KIN/Health Department Faculty Research Projects (data collection etc.)
- University initiatives, such as the Campus Garden and Food Pantry

Additional Activities that will count:

- DANSA, Campus Garden or Food Pantry Leadership role- up to 2 hours total/semester (ex. student must be an active member of the committee’s executive council)
- Student presentation or food demonstration for faculty-invited or organized events on or off-campus. Includes CPD open house or Informational Career Sessions

Additional Requirements:

- Students need to have a specific role/duty to count the project or activity. Simply attending the event will not count.
- Students must not be compensated for volunteer hours (including travel stipends).
- Student’s work-related (paid job) activities or events etc. will not count.
- Independent study, self-directed or self-study activities, webinars, will not count.
- Participation in physical activity events, trainings or certifications will not count.
- Administrative type work (filing, answering phones etc.) will not count.
- Volunteer time must not be associated with any direct nutrition consultations/advice, assessments, evaluation or sell of foods, products or dietary supplements. Please see Dietetic Handbook and Professionalism Expectations.
FORMS and SIGNATURE pages follow
UNIVERSITY OF TEXAS AT SAN ANTONIO
College of Education and Human Development
Department of Kinesiology, Health, and Nutrition
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 of Education and Human Development, the Department of Kinesiology, Health, and Nutrition 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: _______________________________
UTSA Coordinated Program in Dietetics  Access to Student CPD Records

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;

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: __________________________________________


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.

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<th>Name:</th>
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<td>Local Address:</td>
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<td>Local Phone Number:</td>
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<td>UTSA e-mail:</td>
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<tr>
<td>Name of Person to Notify in Case of Emergency:</td>
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<tr>
<td>Address:</td>
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<td>Phone Number:</td>
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UNIVERSITY OF TEXAS AT SAN ANTONIO
College of Education and Human Development
Department of Kinesiology, Health, and Nutrition
Coordinated Program in Dietetics

Confidentiality Acknowledgement Signature Page

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: __________________________
Criminal History Policy Acknowledgement Signature Page

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 COEHD Acknowledgement Form @ http://education.utsa.edu/certification_program/criminal_history_policy/

Please Print Your Name: __________________________________________________

Signature: ______________________________________________________________

Date: __________________________
"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 of Education and Human Development  
Department of Kinesiology, Health, and Nutrition  
Coordinated Program in Dietetics  

Scholastic Dishonesty Acknowledgement  
Signature Page

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: ____________________________