

STUDENT HANDBOOK
Coordinated Program in Clinical Dietetics (CP)

DEPARTMENT OF NUTRITIONAL SCIENCES
COLLEGE OF ALLIED HEALTH
UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

2009-2010

The policies and procedures detailed on the following pages are meant to supplement, and not replace, those outlined in the College of Allied Health Student Handbook.

The University of Oklahoma Health Sciences Center is committed to a policy of nondiscrimination in the admission and education of students. The Affirmative Action Office monitors policies, procedures, and programs to ensure they are developed and carried out in a manner which does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age or disability.

MISSION OF THE UNIVERSITY OF OKLAHOMA

The mission of the University of Oklahoma is to provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society.

MISSION OF THE COLLEGE OF ALLIED HEALTH

The mission of the College of Allied Health is to educate allied health students at the undergraduate, graduate and post-professional levels for Oklahoma and the global community; expand knowledge in the allied health professions through research, scholarship and policy development; and to provide allied health professional service to the University, Oklahoma and society.

MISSION OF THE DEPARTMENT OF NUTRITIONAL SCIENCES

- The mission of the Department of Nutritional Sciences is to provide a quality education program to produce qualified entry-level dietitians with enhanced skills in clinical dietetics with an emphasis in Nutrition Therapy capable of functioning as professional clinicians.

MISSION OF THE COORDINATED PROGRAM IN CLINICAL DIETETICS

- Provide a quality education program to produce qualified entry-level dietitians with enhanced skills in clinical dietetics with an emphasis in Nutrition Therapy capable of functioning as professional clinicians.

August 19, 2009

Dear Coordinated Program Student,

Welcome to the Department of Nutritional Sciences (NS). Students admitted to this program have completed all prerequisite courses required for the Coordinated Program (CP). This program is accredited by The Commission on Accreditation for Dietetics Education (CADE), the American Dietetic Association's (ADA) accrediting agency for education programs preparing students for careers as registered dietitians. The curriculum you will study is based on CADE's 2002/2008 Eligibility Requirements and Accreditation Standards (Foundation Knowledge, Skills, and Competency Requirements for Entry-Level Dietitians) and results in a Bachelor of Science (BS) degree. In addition to your BS degree, upon completion of the CP program, you will receive a verification statement. Then you will be eligible to take the examination administered by The Commission on Dietetic Registration (CDR), the credentialing agency for the ADA. When you pass, you will be a Registered Dietitian (RD). We encourage graduates who become RDs to maintain full membership in the ADA which is the world's largest organization of food and nutrition professionals.

Within this *Department of Nutritional Sciences CP Student Handbook* you will find specific information related to the CP. It is very important that you be familiar with all of it. Please sign the form below to confirm your knowledge of the CP and indicate your willingness and agreement to abide by the policies pertaining to the CP.

There are two copies of this letter in the handbook. Please tear out and return one entire page, with appropriate signatures, to the CP Director within two weeks of the first day of classes.

Thank you for your cooperation!

Sandy Richardson, M.S., R.D., L.D.
CP Director

My signature below indicates my intent to participate in the Coordinated Program (CP). I am in possession of the information pertaining to the CP and am aware of its contents. I agree to abide by the policies pertaining to the CP as set forth in this handbook.

Student Signature/Date

Witness Signature/Date

SIGN AND TEAR OUT THIS COPY AND SUBMIT TO THE PROGRAM DIRECTOR

THIS PAGE INTENTIONALLY LEFT BLANK AS BACK TO THE PAGE STUDENTS ARE TO SIGN, TEAR OUT, AND RETURN TO PROGRAM DIRECTOR

August 19, 2009

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CONTENTS OF THE HANDBOOK

<u>TOPIC</u>	<u>PAGE</u>
TYPE AND DESCRIPTION OF THE PROGRAM	9
PROGRAM MISSION AND GOALS	10
PROGRAM COMPETENCIES	10
HOW THE COORDINATED PROGRAM FITS INTO THE CREDENTIALING PROCESS FOR REGISTERED DIETITIANS	10
ESTIMATED COSTS TO STUDENT	11
a. Tuition and fees	
b. Financial assistance/scholarships	
c. Withdrawal and refund of tuition and fees	
d. Other costs	
ACCREDITATION STATUS	12
STUDENT ADVISEMENT	12
POLICY FOR UNDERGRADUATES DESIRING TO ENROLL IN GRADUATE COURSES	13
ACADEMIC PROGRAM SCHEDULE AND CURRICULUM	14
a) Scheduling and program calendar including vacation and holidays	
b) Curriculum	
ATTENDANCE	17
ACCIDENT INFORMATION	17
DISCIPLINARY ACTION/SUSPENSION/TERMINATION PROCESS	18
GRIEVANCE PROCEDURES AND ACADEMIC APPEALS	18
THE MEDICAL THERAPY CAPSTONE	19
COMPETENCY EXAM	19
CLINICAL COURSE ZERO GRADING POLICY	20
PRIOR EXPERIENCE	21
ACADEMIC PROGRESS IN PROGRAM	21
GRADUATION REQUIREMENTS	21
FACULTY AND STAFF	21
DEPARTMENT FACILITIES	22
OUHSC LIBRARY	22
DRESS, APPEARANCE, AND IDENTIFICATION	23
PROFESSIONAL CONDUCT	26

ACCESS TO STUDENT SUPPORT SERVICES	26
a. Health services, counseling and testing	
b. Academic resources	
HEALTH AND LIABILITY INSURANCE REQUIREMENTS	27
REQUIRED HEALTH FORMS	27
CARDIOPULMONARY RESUSCITATION (CPR)	27
TRAVEL (SAFETY AND LIABILITY)	27
ALCOHOL POLICY	28
DIRECTORY INFORMATION	28
STUDENT REPRESENTATION	28
COLLEGE OF ALLIED HEALTH STUDENT ASSOCIATION	28
STUDENT DIETETIC ASSOCIATION	28
BUILDING ACCESS	29
PROFESSIONAL MEETINGS AND ACTIVITIES	29
CODE OF ETHICS	29
RACIAL AND ETHNIC HARASSMENT POLICY	29
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION	32
PROTECTION OF PRIVACY OF INFORMATION AND ACCESS TO PERSONAL RECORDS	33
STUDENT LEARNING ASSESSMENTS	34
VERIFICATION STATEMENTS	34

TYPE AND DESCRIPTION OF THE PROGRAM

The Coordinated Program (CP) is a baccalaureate degree curriculum that provides academic training so that students become eligible to take the examination to become a Registered Dietitian (RD). The program length is approximately 24 months and upon completion students are awarded the Bachelor of Science degree in Nutrition Science (NS) as well as a verification statement that they have met the academic requirements set forth by the Commission on Accreditation for Dietetics Education (CADE).

The inherent strength of the Program lies in the provision of carefully coordinated clinical experiences which complement and enhance didactic instruction, allowing the student to practice and develop skills learned in the classroom setting. This continual interplay of didactic and clinical learning provides an opportunity for the development of a sophisticated expertise in the delivery of quality nutrition care. Graduates of the Program are competent to perform in any entry-level position as a clinical dietitian with medical nutrition therapy emphasis. An additional inherent strength of the Coordinated Program is the requirement of a strong science background, including courses not only in inorganic and organic chemistry, but also biochemistry, physiology, and nutritional biochemistry and physiology.

The Program requires adaptation to schedules which often differ from those which may have been previously experienced. The greater part of each day is usually spent in a classroom or clinical setting. The curriculum has been designed to allow for sequential progression of material within individual courses as well as within the total Program.

The number of clock hours spent in classroom and clinical experiences is based upon the credit hours assigned a given course or clinical by the standards of both the College of Allied Health and the American Dietetic Association. The American Dietetic Association requires a minimum of 900 supervised practice clock hours. The Coordinated Program includes 1088 laboratory and supervised practice clock hours and 704 clock hours of lecture during the five semesters.

Clinical experiences are planned for several consecutive hours. Some experiences will take place in facilities within the Health Sciences Center; others may require travel to various locations within and outside of the Oklahoma City area, in which case students are responsible for providing their own transportation. A lunch break may be scheduled during certain clinicals, thus increasing the total length of time spent in a given clinical experience.

In addition to the educational opportunities provided by the Program, the Health Sciences Center offers many additional activities which enhance learning. Faculty expect dietetic students to take advantage of such and be willing to attend/participate in special conferences and lectures, grand rounds, independent study exercises, and other educational experiences which enrich professional growth.

The five semester course of study includes an eight-week food management summer session which occurs between the junior and senior year. The community rotation occurs during the spring semester of the senior year and a capstone practicum experience is scheduled during the latter portion of that same semester.

Evaluation tools are utilized to help the student progress toward the goal of becoming a competent entry-level dietitian. The performance evaluation process consists of the student's self-evaluation of progress and competence, as well as the clinical supervisor's evaluation of the student's performance in the clinical setting. Students usually participate in the evaluation process at both midpoint and upon completion of each course which has a clinical component. Students are also asked to evaluate each

course (both didactic and clinical components), the quality of instruction provided, and the Program itself.

PROGRAM MISSION AND GOALS

The mission of the Coordinated Program is to provide a quality education program to produce qualified entry-level dietitians with enhanced skills in clinical dietetics with an emphasis in Nutrition Therapy capable of functioning as professional clinicians.

The goals of the Coordinated Program are to:

1. Graduate competent entry-level practitioners that obtain the credentials “Registered Dietitian”.
2. Graduate practitioners who demonstrate professionalism, ethical behavior and enhanced clinical skills in Medical Nutrition Therapy.

The Program actively seeks to graduate individuals capable of assuming the complex responsibilities which Dietetic practice requires. In meeting this challenge, the graduate should:

- Effectively function in an entry-level position in clinical dietetics with emphasis in Nutrition Therapy. Within 12 months of completing the program, at least 60% of graduates will have passed the RD exam, obtained employment related to their major or enrolled in an accredited continuing education program as indicated on alumni surveys;
- Be adequately prepared for the National Registration Exam as evidenced by a class pass rate of at least 80% over a 5 –year period.

PROGRAM COMPETENCIES

Program competencies outlined by the Commission on Accreditation for Dietetic Education depict the level of skill which students graduating from the Program must attain. The Program is currently accredited under the 2002 Eligibility Requirements and Accreditation Standards (ERAS). The Program received its re-accreditation visit in March, 2009. The Program is currently revising competencies to meet the 2008 ERAS with complete implementation in 2010. Current Program competencies can be found at http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE_8195_ENU_HTML.htm.

HOW THE CP PROGRAM FITS INTO THE CREDENTIALING PROCESS FOR REGISTERED DIETITIANS

Students admitted to this program have completed all prerequisite courses required for the CP. This program is accredited by CADE, the American Dietetic Association’s accrediting agency for education programs preparing students for careers as registered dietitians. The curriculum is based on CADE’s 2002 Eligibility Requirements and Accreditation Standards (Foundation Knowledge, Skills, and Competency Requirements for Entry-Level Dietitians) and results in a Bachelor of Science degree. In addition to the BS degree, upon completion of the CP program, students receive a verification statement assuring that you have met the supervised practice requirements. Then you will be allowed to take the examination administered by The Commission on Dietetic Registration (CDR), the credentialing agency for the American Dietetic Association. When you pass, you will be a Registered

Dietitian (RD) and eligible for full membership in The American Dietetic Association which is the world's largest organization of food and nutrition professionals

[Commission for the Accreditation of Dietetics Education](#)

120 South Riverside Plaza, Suite 2000

Chicago, Illinois 60606-6995

Phone: 800/877-1600, ext. 5400 or 312/899-0040

Fax: 312/899-4817

Website:

Email: cade@eatright.org

ESTIMATED COSTS TO STUDENTS

a. Tuition and Fees

Student expenses encompass a variety of activities and/or fees, all of which are subject to change during the student's course of study. Approximate expenses include a \$40 application fee to the University of Oklahoma Health Sciences Center. In addition, the College of Allied Health requires students applying for the CP program (BS degree) to submit a \$25 processing fee. Students are required to provide official transcripts from all schools previously attended and those schools may charge a transcript fee. Tuition is approximately \$118 per credit hour for Oklahoma residents. Non-residents are \$332.70. Mandatory fees are listed on the Bursars link at: http://www.ouhsc.edu/financialservices/bursar/Bur_TuitFee.asp

Students may expect additional costs that include, but are not limited to, a personal computer, textbooks, fees to the American Dietetic Association, and lab fees. Costs can change, and students are encouraged to call the Financial Aid office at (405) 271-2118 or visit the [Bursars website](#) for additional information about international student tuition.

<http://www.ouhsc.edu/financialservices/Bursars.asp>

Students accepted for admission must confirm their intention to enroll and attend with a \$100 non-refundable deposit. The deposit is applied toward tuition and fees during the first term.

b. Financial assistance/scholarships

Any full-time student who has been accepted for enrollment at the Health Sciences Center, who is in good standing (i.e. not on conditional admission) may apply for financial assistance. An entering student should obtain the necessary application packet as early as possible from the Office of Financial Aids.

For additional information about financial aid, contact the Office of Financial Aids, P.O. Box 26901, Oklahoma City, OK 73190. The office is located in Room 241, Basic Sciences Education Building; telephone (405) 271-2118; website: <http://w3.ouhsc.edu/sfs/>.

Scholarships are available from the American Dietetic Association and the Oklahoma Dietetic Association on a yearly basis. Applications for ADA scholarships are typically distributed in December and due in February. Applications for ODA scholarships are made available in the Spring of each year.

The Department sponsors modest scholarships through funds made available through the generosity of Shirley Enders Smith. Application for this scholarship is made available to the

student on a yearly basis each fall. Students are eligible after completion of 6 hours of graded coursework.

c. Withdrawal and refund of tuition and fees

For policies and procedures regarding withdrawal and refund of tuition and fees, contact the Bursar's Office via phone at (405) 271-2433, email [Bursar's Office](mailto:Bursar@ouhsc.edu) at Bursar@ouhsc.edu or visit the [Bursar's website](http://www.ouhsc.edu/financialservices/Bursar/Bursar.asp) at <http://www.ouhsc.edu/financialservices/Bursar/Bursar.asp>.

d. Other costs

Upon graduation from the CP program, the student will have additional fees relating to the cost of taking the National Registration Exam (\$200.00) and obtaining Oklahoma Licensure (\$23.00 for an extended background check plus \$100.00 for initial license). If you plan to practice in another state, check with the state's dietetic licensure board.

ACCREDITATION STATUS

The CP Program is accredited through 2010 by CADE. The Program received a re-accreditation in March 2009. Results will not be published until the later part of 2009.

[Commission for the Accreditation of Dietetics Education](http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE.html)

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1.) Email: cade@eatright.org

STUDENT ADVISEMENT

As stated In the College of Allied Health Student Handbook, the responsibility for meeting graduation requirements rests with the student. However, faculty within the Department feel a responsibility to provide accurate and appropriate academic counseling in order to assist the student in ensuring an optimum graduation date. For this reason, each student should assume responsibility for meeting with the advisor at least once per semester and more frequently as necessary. Please seek out your advisor as questions arise and/or as you encounter difficulties with which you need assistance. If utilized appropriately your advisor will play a key role in guiding you efficiently through the academic processes associated with earning an advanced degree.

Students should seek help from their advisors as soon as academic problems develop.

Faculty are generally available for appointments throughout the week. Students should make appointments with faculty through the individual faculty member. A student who repeatedly has difficulty contacting a faculty member should contact the Chairman, or Program Director.

Faculty and students are not to fraternize outside of working hours unless the entire group of students and faculty are present. Students are not to use faculty as a "sounding board" to complain about other faculty. If a student has a complaint about a course taught by a faculty member, he/she should meet

with said instructor to discuss the concerns. If concerns are not dealt with satisfactorily, the student should then contact the Program Director. If concerns remain unsatisfactory, the student should contact the Department Chair. When academic concerns have not been satisfactorily resolved at the department level, the student should refer to the *CAH Student Handbook* for information on the academic appeals process.

Students are not to make personal requests of the secretary, i.e., photocopying, typing, transmitting personal incoming telephone calls (except in emergencies), etc. It is important that students not congregate in the secretary's office, as it can be disruptive to productivity.

Contact the Office of Academic and Student Services (1st floor) for information regarding copying materials at the College.

POLICY FOR NS UNDERGRADUATES DESIRING TO ENROLL IN GRADUATE COURSES

Graduate studies and graduate courses are designed for those students who desire advanced education and training and whose academic record indicates they have the potential to successfully complete course work at an advanced level.

The Department policy for undergraduate students desiring to enroll in NS graduate courses is as follows:

Juniors

1st Semester - Students are not eligible to enroll in an NS graduate course.

2nd Semester - Students are eligible to enroll in a graduate course for graduate or undergraduate credit under the following conditions:

1. The student must have earned a minimum HSC cumulative GPA that rounds to 3.00 (2 decimal places);
2. The student must have earned no grade lower than a "B" and no "U's" during the first fall semester of the CP Program (regardless of course prefix, level of course, or site of course offering);
3. The student must have discussed the course with the course instructor and the instructor must have given permission to enroll; and
4. If graduate credit is desired, the student must:
 - Have discussed the ramification of enrolling in a graduate course with the Graduate Program Director (Dr. Landers); and
 - Completed the "Application for Graduate Credit of Courses Taken During Junior and Senior Years" form; the form may be obtained from either the CAH Office of Academic and Student Services or the NS Departmental Office; the form must be completed and submitted to the NS Office prior to enrollment.

Seniors

All seniors are eligible to enroll in a graduate course for undergraduate credit under the following conditions:

1. The student must have earned a minimum HSC cumulative GPA that rounds to 3.00 (2 decimal places);
2. The student must have earned no grade lower than a "B" nor any "U"s in any course with an NS prefix; and
3. The student must receive permission of the course instructor.

All seniors are eligible to enroll in a graduate course for graduate credit under the following conditions:

1. The student must have earned a minimum HSC cumulative GPA that rounds to 3.00 (2 decimal places);
2. The student must have earned no grade lower than a "B" nor any "U"s in any course with an NS prefix;
3. The student must have discussed the ramifications of enrolling in a graduate course with the Graduate Liaison (Dr. Landers); and
4. The student must have completed the "Application for Graduate Credit of Courses Taken during Junior and Senior Years" form; the form may be obtained from either the CAH Office of Academic and Student Services or the NS Departmental Office; the form must be completed and submitted to the NS Office prior to enrollment.

*Undergraduate students desiring to enroll in a graduate course outside of the Department of Nutritional Sciences should discuss appropriate procedures with the respective department offering the course.

Permission to enroll in a graduate course is not automatic. The instructor always reserves the right to deny admission to an undergraduate.

ACADEMIC PROGRAM SCHEDULE AND CURRICULUM

- a.) Scheduling and program calendar including vacation and holidays

The CP Program observes the University calendar which may be accessed through the [Office of Admissions and Records](http://www.ouhsc.edu/admissions/) website at <http://www.ouhsc.edu/admissions/>.

- b.) Curriculum

Required Courses: 61 hours*

- NS 3111 Orientation to Dietetics
- NS 3191 Nutrition Assessment
- NS 3134 Science of Food
- NS 3153 Nutrition During Life Cycle
- NS 3246 Medical Nutrition Therapy

NS 3254 Food & Nutrition Services Management
NS 3223 Nutrition Counseling
AHS4571 Research Methodology
NS 4212 Seminar
NS 3173 Organic/Biochem
AHS3451 Medical Ethics
NS 3214 Nutritional Biochem
NS 3325 Food & Nutrition Svc. Mgt. Practicum
NS 4126 Medical Nutrition Therapy II
NS 4132 Weight Management
NS 4133 Community Nutrition
NS 4131 Introduction to NS Research
NS 4272 Geriatric Nutrition
NS 4242 Community Nutr. Practicum
NS 4226 Medical Nutrition Therapy Capstone

*124 hours required to graduate. If you enter the program with 60 hours, you will need to take four hours of electives.

BS in DIETETICS: Curriculum by semesters

Fall 1st Year: 13 hours (plus 2 hours of electives, if needed)*

- NS 3111 Orientation to Dietetics
- NS 3191 Nutrition Assessment
- NS 3134 Science of Food
- NS 3153 Nutrition During Life Cycle
- NS 3173 Organic/Biochem
- AHS3451 Medical Ethics

Spring 1st Year: 15 hours

- NS 3246 Medical Nutrition Therapy I
- NS 3214 Nutritional Biochemistry
- NS 3255 Food & Nutrition Services Management
- AHS4571 Research Methodology

Summer 1st Year: 5 hours

- NS 3325 Food & Nutr. Serv. Mgt. Practicum

Fall 2nd Year: 15 hours (plus 1 hour of electives, if needed)*

- NS 4132 Weight Management
- NS 4126 Medical Nutrition Therapy II
- NS 4133 Community Nutrition
- NS 3223 Counseling
- NS 4131 Introduction to NS Research

Spring 2nd Year: 12 hours

- NS 4272 Geriatric Nutrition
- NS 4212 Seminar
- NS 4242 Community Nutrition Practicum
- NS 4226 Medical Nutrition Therapy Capstone

*124 hours required for graduation

TOTAL =

61 - 64

ATTENDANCE

A student in Nutritional Sciences is expected to attend all lectures and labs. Review class guidelines and syllabi thoroughly for instructions regarding absences.

Students are expected to complete all scheduled clinical experience hours. If a student has a personal emergency (e.g., death or serious illness in family), extenuating circumstances (e.g., serious transportation problems), or illness, that prevent participation in scheduled clinical experiences, he/she is required to call the course instructor and the supervisor/preceptor at the clinical site by the time designated by the course instructor in the course guidelines. Failure to call to report an absence from a scheduled clinical experience is considered to be inappropriate and unprofessional behavior and it will result in a zero grade. If this behavior continues for two or more times, it may result in suspension from the course and ultimately suspension or expulsion from the program.

Time missed from scheduled clinical experiences must be made up and will be scheduled by the course instructor at the convenience of the instructor and the clinical site. The Program Director can elect to not schedule make-up hours for students with two or more behavioral incidences which results in expulsion from the program. The only exceptions to this policy are:

1. When a student is excused to attend a professional meeting by both the preceptor and the Program Director (e.g., dietetic association meetings);
2. Students serving on College of Allied Health Academic Appeals (approved by the Dean);

Exceptions to this will be approved individually by the Program Director after consultation with the course instructor and/or preceptor.

Students who are absent from class for a religious observance may have examinations, presentations, or clinical experiences rescheduled without penalty. It is the student's responsibility to notify the instructor of the absence prior to the religious holiday. Rescheduling of make-up work will be at the instructor's discretion.

When a student misses class or clinical experiences he/she is expected to complete any assigned work, exams, and projects that were due during the absence. It is the student's responsibility to secure handouts and notes from the missed classes.

ACCIDENTS, ILLNESS, AND INJURY

Students are to immediately report any accident or illness, regardless of how minor and, with respect to injuries, regardless of whether the student feels injured. Report injuries to the Department immediately. If you are in a facility, contact both the respective preceptor and CP Director immediately. The student is to be familiar with the accident/injury policy of each facility/site so that appropriate procedures can be followed should an accident or injury occur. **Accidents and injuries must be reported immediately.** Hours missed during rotation must be made up at a later time.

DISCIPLINARY ACTION / SUSPENSION/TERMINATION PROCEDURES

A student within the Department of NS is subject to disciplinary action if:

- a.) The student engages in conduct that is deliberately unbecoming to the Department, a practice setting, or the Profession, or is unethical in nature; and/or
- b.) The student engages in dishonest work as identified in the Academic Misconduct Code (presented in its entirety in the College of Allied Health Student Handbook). The Code describes academic misconduct as including:
 - cheating (using unauthorized materials, information, or study aids in any academic exercise or on national board examinations)
 - plagiarizing (stealing or passing off ideas or work of another without crediting the source)
 - falsification of records
 - unauthorized possession of examinations
 - intimidation and any and all other actions that may improperly affect the evaluation of academic performance or achievement
 - assisting others in any of the above acts
 - attempts to engage in such acts

The above guidelines also include removing books from the Departmental Library without checking them out, being dishonest about following Departmental policies and any other acts which involve unethical or dishonest behavior.

A variety of sanctions may be imposed upon a student engaging in inappropriate acts/behaviors, including warning, censure, probation, suspension, expulsion, and/or restitution. The College of Allied Health Student Handbook describes each type of sanction.

Students who have received a disciplinary sanction of any kind are subject to possible dismissal pending review of the Departmental Academic Progress Committee.

GRIEVANCE PROCEDURES AND ACADEMIC APPEALS

A student has the right to appeal any:

- academic course or evaluation (through the College of Allied Health)
- action construed as discriminatory or harassment (through the College of Allied Health)
- disciplinary action

The University has well-established procedures that allow for student appeal and/or grievance. A student who desires information or guidance regarding the appeals process, or how to initiate the appeals process, should contact the Chairperson or the Director of the Office of Academic and Student Services (room 165, College of Health Building). The student should also refer to the College of Allied Health Student Handbook for additional information.

THE MEDICAL NUTRITION THERAPY CAPSTONE

The capstone course consists of 16 didactic hours in advanced medical nutrition therapy topics, completion of 320 hours of clinical experience in a facility where the student assumes the responsibility of a clinical dietitian. The student is directly supervised during the clinical experience by a preceptor.

The student must have successfully completed all prerequisites in the Program before being allowed to enroll in the medical nutrition therapy capstone since the experience is the culmination of the student's total training in the Program. It allows the individual to put into practice, for a consecutive period of time, all of the knowledge and skills acquired during the course of study in clinical dietetics.

COMPETENCY EXAM

A mid-program competency examination will be given on the Monday following conclusion of the summer management rotation. The exam will cover all department course work presented in the first three semesters (fall, spring, summer) of the program. Students must answer 70% of the questions correctly to pass and progress in the program. Students that do not pass will retake the exam after a one-week study period. A different version of the exam will be given. Students that do not pass the exam on the second attempt will be required to wait two weeks before taking the exam again. Any student not passing the exam on the third attempt will be required to leave the program. This exam is not a part of any course grade.

A final competency exam covering all course work in the Program will be given at the conclusion of community rotation and prior to students enter the Capstone clinical practicum. Students must pass the exam with a score of at least 70% in order to progress to the Capstone practicum.

Food and Nutrition = 21 questions
Management = 28 questions
Food Service Systems = 28 questions
Community and Clinical = 56 questions
Research and Education = 7 questions

Students that do not pass will retake the exam after a one-week study period. A different version of the exam will be given. Students that do not pass the exam on the second attempt will be required to wait two weeks before retaking a different version of the exam not passed. Any student not passing the exam on the third attempt will be required to take a one month study leave from the program. Faculty will be available to work with the student in areas of deficiency. A fourth exam will be given at the end of the one month study leave. Students not passing the exam on the fourth attempt will not graduate from the program until additional study materials (such as topics on CD-Rom, self study modules, and tests) have been completed and the competency exam is passed. The Academic Progress Committee for the Department will develop a plan with a time line for the student to correct areas of deficiency and the student will be required to take a new version of the entire competency exam. Once the student has successfully passed the exam, the student will start the Capstone rotation. Graduation from the program will be delayed until all clinical hours are complete. This exam is not a part of any course grade.

All competency exams consist of multiple choice questions with four choices for responses to each question. Each question has one correct response.

The purposes of having students complete these exams are:

1. To motivate students to begin preparation for the National Registration Exam;
2. To provide the student with practice in taking comprehensive multiple choice exams; and
3. To ensure that the student may demonstrate an adequate knowledge and application base for entry-level practice in dietetics;
4. To allow the student to identify knowledge and application areas in which further study and practice is needed in order to be adequately prepared for the Registration Examination.

CLINICAL COURSE ZERO GRADING POLICY

The zero grade indicates a serious deficiency in professional responsibilities, or in adherence to clinical policies of the department, clinical facility, and/or course. This may include but is not limited to policies relating to attendance, appearance, conduct, clinical paperwork (e.g., time sheets, performance evaluations, medical records, etc.), patient care, supervision, clinical preparation (e.g., health forms, CPR, etc.), respect of facility policies and procedures, and relationships with facility supervisors, other professionals, peers, staff, and faculty. This policy applies to all courses with a clinical component. The course instructor is responsible for assigning zero grades and for informing the student of zero grades. The specific reasons for assigning a zero grade are outlined in the course guidelines for all clinical courses and will be carefully reviewed by the course instructor/coordinator on the first day of class.

Zero grades impact the final grade in clinical courses as follows:

One zero grade results in the reduction of final course grade by one letter grade.

Two zero grades results in the reduction of final course grade by two letter grades.

In the event that a specific incident of inappropriate, unprofessional, or unethical behavior is observed by or reported to a student's clinical supervisor or faculty, the incident will be thoroughly investigated and reported in writing to the course instructor/coordinator. If the behavior is judged by the faculty to be seriously inappropriate, unprofessional, or unethical, the report will be placed in the student's permanent file as a written warning. Two incidences will constitute suspension from the Program. However, in the extreme case the faculty might determine that an initial incident is serious enough, that the student will be suspended from course participation immediately and receive an "F" in the course. The student will then be unable to progress further in the Program and will be suspended or expelled from the Program. As specified in the *CAH Student Handbook*, the Dean will be notified of academic misconduct and the established procedure would be followed.

PRIOR EXPERIENCE

The Program does not give practicum credit for prior experience. The student must complete all rotations in their entirety regardless of the student's previous experience.

ACADEMIC PROGRESS IN PROGRAM

The Department uses the academic standards set forth in the *CAH Student Handbook* as listed below. In addition to the four factors required to maintain good standing in the College, the NS student must also successfully pass the two major comprehensive competency exams with a score of 70% or greater in order to progress in the Program.

Each student is expected to make a minimum grade of "C" or better in each required course to maintain a cumulative grade point average of 2.50 or better, and a grade point average of 2.50 on all course work taken in the professional program in order to remain in good academic standing with the College. When a student earns less than a "C" in a Departmental course, he/she may not progress further in the Program. The course in question may be repeated one time, and the student must earn a "C" or better in order to progress further in the Program. The student must pass the two major comprehensive competency exams with a score of 70% or greater, to progress further in the Program. Refer to the current edition of *CAH Student Handbook* Academic Standards, for more information.

GRADUATION REQUIREMENTS

In addition to the graduation requirements outlined in the *CAH Student Handbook*, the Department requires the student to have completed the following requirements in order to graduate:

1. All prerequisite and Program coursework;
2. All Departmental courses with a grade of "C" or better or "S" for "S/U" coursework;
3. Be in good academic standing within the College;
4. Complete all required clinical hours; and
5. Pass the two major comprehensive competency exams with a score of 70% or greater on each exam.

FACULTY AND STAFF

Faculty and staff are employed for the express purpose of providing the professional education required by the Program. The primary objective of the faculty is to guide the student in the pursuit of advanced knowledge. Each faculty member is interested in you as an individual and looks forward to assisting you in your professional growth.

Office hours may vary among faculty. Students should make appointments with faculty through the individual faculty member. A student who repeatedly has difficulty contacting a faculty member may notify the Chairperson.

Faculty and students are not to fraternize outside of working hours unless the entire group of students and faculty are present.

Students are not to use faculty or facility staff as a "sounding board" to complain about other individuals. A student who has a complaint should meet with the individual in question to discuss the concerns. If concerns addressed are not dealt with satisfactorily, the student should then contact the Coordinated Program Director (and Chairperson) to discuss this situation.

Services of the Departmental staff are to be used by faculty only. Students are not to make personal requests of the staff, such as copying, typing, transmitting personal incoming calls (except in emergencies), etc. Staff will not communicate personal phone calls.

DEPARTMENT FACILITIES

The Department of NS is located on the third floor of the College of Allied Health, 1200 N. Stonewall, Oklahoma City, OK, in suite 3057. Faculty members and Departmental Office Staff are located in this suite. In addition, the food sciences laboratory is on the third floor, room 3055.

Student mailboxes are located on the first floor (AHB 1144). Keys are available through the NS Office. Messages for faculty may be given to the Department Staff to be placed in the respective faculty mailbox.

The telephones in the Department Office are business phones and not for student use, except in case of emergency. Faculty phones are not to be used by students without direct authorization from the respective faculty member.

The Department maintains several pieces of equipment, which can be utilized by the students when needed for class presentations, etc. All such equipment should be checked out from the Departmental Staff.

Student lockers are available through the Office of Academic and Student Services (located on the first floor). Students are responsible for any items placed in their lockers and each should provide some type of lock.

OUHSC LIBRARY

The Robert M. Bird Health Sciences Library contains a collection of over 243,000 books, journals, audiovisuals and electronic resources. It is responsible for the informational materials and services that are needed to support the research and educational programs on the health Sciences Center Campus and serves as the major resource for health information in Oklahoma. Library faculty and staff are exceptional in providing individualized service to both students and faculty. The Library contains several collections: (a) the Reference Collection, which includes the major biomedical indexes and abstracts, current directories and current data handbooks (a total of 98,000 total titles); (b) a Journal Collection which has 2,100 current subscriptions); (c) a Non-Print Media Collection which includes audiovisual and computer software programs produced both on Campus and commercially; (d) a Native American Health Collection contains resources of an historical nature as well as reports of current research and clinical care related to health and well-being of American Indians; and (e) the Archive Collection which contains books, manuscripts that are of historical value. Books may be circulated while archives and journals are non-circulating. The Library also provides a number of on-line data base searching capabilities which are helpful to students. BIOS, the keyNOTIS online catalog, is available for searching titles owned by the Library. Items can be searched by title, author,

subject, call number or keywords. An additional 10 databases are available. These databases and BIOS are available in the Library, over the Campus network, through the Campus modem bank, as well as through the Internet. The National Library of Medicine data bases include MEDLINE, HEALTHLINE, CANCERLINE and POPLINE. Various commercial data bases are also available (Chemical Abstracts, Psychological Abstracts, Bioethicsline, etc.). In addition to searching a specific topic, a Selective Dissemination of Information (SDI) search can also be run routinely against the various data bases.

When a student needs materials not available in the Library, they may be borrowed from Interlibrary Loan. The Library is a member of several networks designed to expedite the transfer of information between libraries in an effective manner.

There are self-service photocopy machines on each floor and a photocopying center on the third floor. The Library also contains 12 Apple PS II Model 50 personal computers for student use. In addition to large study areas, the Library provides individual study rooms. Bird Library also provides orientation tours, course-related bibliographic instruction and seminars on using various research tools.

DRESS, APPEARANCE, AND IDENTIFICATION

Whether on campus or in a clinical environment, the student should project the best image possible since each student now represents the profession of nutrition/dietetics as well as the Department and College. Although structured guidelines are identified here for appearance in rotations and/or school sponsored courses and/or activities, it is the desire of faculty that students appear neat, clean and well groomed at all times. It is the student's responsibility to know what the particular standards are for each situation.

When a student presents with an inappropriately appearance (see all conditions below) to a facility/patient, school activity, when guest speakers are scheduled, and/or rotations, he/she can be dismissed. The missed rotation hours and/or course points may or may not be made-up at a later date depending on the infraction. .

If inappropriate appearance continues to be a problem, the procedures for disciplinary action will be imposed upon the student as outlined in the *CAH Student Handbook* and in the guidelines for specific courses. Students with two or more incidences will receive disciplinary action when recommended by the Program Director. In general, restrictions for appearance are relaxed in the classroom. However, interpretation of appropriateness for any of the following rests entirely with the instructor, preceptor, Program Director, and/or facility.

Appearance Compliance Requirements:

Some of the following information could be interpreted as gender specific. However, all information applies whether you are male or female. Note that exceptions can be made by the Program Director based on religion or other significant reason(s).

Nametags -- Official Departmental name tags must be worn in all class activities and rotations on the upper left-hand side. It is important that the student be easily identified by both name and discipline, particularly in a setting where students and professionals from many different disciplines are engaged in the delivery of health care.

Dress -- Dress in the facilities depends upon the requirements of the particular institution or agency to which the student is assigned. Many facilities require lab coats worn over street clothes. Regardless of individual facility requirements, general Departmental will be enforced.

1. White lab coats may or may not be required, depending on the situation. If lab coats are required, they may be full-length, $\frac{3}{4}$ length or blazer style with full length sleeves. Lab coats should be clean, neat and pressed at all times with name tags in evidence.
2. Regular street clothes (see guidelines below), whether worn with or without lab coats, should always be neat, clean, and pressed.
3. No jeans, T-shirts (OU and/or OUHSC official t-shirts are acceptable on some occasions), or halter tops. Blouses or shirts worn with pants or skirts must be tucked in and worn with a belt if belt loops are present. No shirts with objectionable content may be worn.
4. Lingerie or undergarments may not be visible. Appropriate undergarments are required.
5. No jeans, shorts, Capri pants, or short skirts. Skirts should be below the knee; skirts or dresses must exceed the length of the lab coat unless street-length lab coats are worn.
6. No open toed shoes, "clog-type" shoes, flip flops, sandals, or heels. Heels should be less than or equal to 1 $\frac{1}{2}$ inches. All footwear must be worn with hosiery or socks, as appropriate. Women will wear hosiery with skirts, men will wear socks with shoes.
7. Conservative colors and styles are required.
8. Low necklines are not permissible; cleavage is unacceptable.
9. Clothes are not to be tight fitting.
10. Fingernails are to be clean and of a conservative length. Nail polish, if used, must be conservative in color. Be aware that nail polish may not be worn in the foodservice area.

If a student presents with any of these conditions and corrections cannot be made by the preceptor, instructor or teaching assistant, the student will be dismissed with a grade of zero for that activity.

Hygiene and Scents

1. Avoid perfumes, lotions, aftershave, and other scents. Even pleasant odors may sicken others, especially those who are ill.
2. Daily personal hygiene is a must.

If a student presents with any of these conditions and corrections cannot be made by the preceptor, instructor or teaching assistant, the student will be dismissed with a grade of zero for that activity.

Hair

Hair is a natural reservoir for bacteria and disease-producing organisms, and thus should be worn in such a way as not to make contact with patient records, food trays, patient bedding, etc.

1. Hair should always be clean and arranged in a conservative style that does not fall in the face or appear to have the threat of falling in the face.
2. Unusual hair styles and/or colors are not permitted.
3. Beards, moustaches, and other facial hair patterns are not permitted.
4. Women and men will bring hairspray, bobby pins, and a hair brush to patient/client contact activities in case appearance is not in compliance and changes need to be made on-site.

If a student presents with any of these conditions and corrections cannot be made by the preceptor, instructor or teaching assistant, the student will be dismissed with a grade of zero for that activity.

Jewelry

1. Jewelry style should be conservative; dangly earrings, large pieces of jewelry, hoop earrings, etc., are not acceptable.
2. Valuable jewelry should be left at home due to the risk of loss or theft.
3. Students will wear no more than one earring in each ear (lower lobe only), no more than one ring per hand, and no more than one necklace.
4. Jewelry will not be worn in any visible piercing except the ears.

If a student presents with any of these conditions and corrections cannot be made by the preceptor, instructor or teaching assistant, the student will be dismissed with a grade of zero for that activity.

Tattoos

Tattoos cannot be visible. Any tattoos will be completely covered in a suitable, professional manner.

Make-up

Facial make-up, if worn, will be conservative.

Chewing Gum

Students will not chew gum during rotations or other school activities.

If a student presents with any of these conditions and corrections cannot be made by the preceptor, instructor or teaching assistant, the student will be dismissed with a grade of zero for that activity.

Remember that professional dress is conservative dress. Interpretation of appropriateness for any of the aforementioned listed compliance requirements rests entirely with the instructor, Program Director, and/or facility staff. Exceptions may be allowed by the Program Director for religious or other significant reason(s).

PROFESSIONAL CONDUCT

Students are expected to fully comply with the professional conduct guidelines outlined in the *CAH*

Student Handbook and the **Code of Ethics for the Dietetic Profession** in the classroom, clinical facilities, and professional events. Misconduct is subject to disciplinary action as outlined in the *CAH Student Handbook*.

Professional behavior is expected of students in the clinical setting at all times (even during lunch breaks). Students are expected to comply with the standards of conduct set forth in the *CAH Student Handbook* and the **Code of Ethics for the Dietetic Profession**. This is especially important as it relates to the confidentiality of patient medical and personal information. It is inappropriate for students to discuss personal matters with patients and other health professionals, or to solicit personal advice from such persons. Students must not behave in any fashion that will upset patients or disrupt the efficiency of institutional operations. Conflicts of personality should not be displayed and should be reported to your program director immediately. Comments and actions must be professional and appropriate to the clinical setting.

Students are expected to maintain a pleasant, courteous, and respectful attitude toward patients, peers, faculty, and other health professionals at all times. It is important for the student to be appropriately responsive to all health professionals, to abide by the established policies and procedures of the institution, as well as to adhere to the specific lines of authority.

Failure to observe appropriate and ethical behavior in the clinical setting is not only academically and professionally unacceptable; it could be potentially compromising from medical and legal aspects. Due to the importance of appropriate behavior in the clinical setting, students are regularly evaluated on their conduct throughout the Program. Students with two or more behavioral incidences will receive disciplinary action at the discretion of the Program Director.

ACCESS TO STUDENT SUPPORT SERVICES

a) Health services, counseling and testing

As a student at the HSC campus, your Student Health Fee contributes to Student Health Services (SHS). SHS are provided in the Family Medicine Center (FMC) at 900 N.E. 10th St., Oklahoma City. The FMC provides acute and chronic care for injuries and illnesses, as well as routine preventative care, physician-ordered laboratory and X-ray performed in the FMC. The FMC staff will make every effort to schedule your appointment at a time that is convenient for you. If you need anything, do not hesitate to contact Judy Davis, Student Health Coordinator, at studenthealthnurse@ouhsc.edu. For more information, visit the [Student Health Services](http://students.ouhsc.edu/HealthServices.asp) webpage at <http://students.ouhsc.edu/HealthServices.asp>

b) Academic resources

The mission of the University of Oklahoma is to provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society. Visit the [HSC Student Affairs](http://students.ouhsc.edu/AcademicResources.asp) website at <http://students.ouhsc.edu/AcademicResources.asp> for a comprehensive listing of academic resources. You may also e-mail HSC Student Affairs @ student-affairs@ouhsc.edu for assistance.

HEALTH AND LIABILITY INSURANCE REQUIREMENTS

All students in the College of Allied are required to have health insurance coverage. Students may

purchase health insurance through the Office of Academic and Student Services in the College of Health Building. All College of Allied Health students having patient contact (including Internship students) are required to carry general liability insurance. Please refer to the College of Allied Health Student Handbook (see web address below) for additional information.

http://www.ah.ouhsc.edu/main/student_information/currentstudents.asp

REQUIRED HEALTH FORMS

All students must provide evidence which documents results of various tests and immunizations prior to enrollment. You must submit documentation of two tuberculosis (TB) tests before beginning the program. To fulfill this requirement you must submit documentation of two tests in the past 12 months or two tests completed 7 days apart. The TB test must be updated annually. Please submit documentation of all TB tests to the NS department or CP Program Director. Failure to provide the required health and immunization data will prevent students from participating in clinical experiences.

It is extremely important that this information is on file in the Department. The form is sent to newly accepted students plus additional copies may be obtained from Department Staff. Potential students who have questions about the required health forms may call department staff for information at (405) 271-2113.

CARDIOPULMONARY RESUSCITATION (CPR)

Students are required to provide proof of completion of a cardiopulmonary resuscitation course administered by the American Heart Association prior to participating in clinical experiences. The American Heart Association requires recertification every two years.

TRAVEL (SAFETY AND LIABILITY)

It is a requirement that the student have a safe and reliable mode of transportation to ensure arrival at any class or practice setting at the designated time in a healthy condition. There may be times when the student may be required to travel outside of the Oklahoma City metropolitan area in order to complete a rotation or assignment. It is the student's responsibility to provide transportation and assume the costs of travel.

The University assumes no liability for accident or injury in travel to and from a practice or academic setting.

Any accident on University property or in a practice setting should be reported immediately to the Department Chairperson.

ALCOHOL POLICY

The position of University Legal Counsel and the College of Allied Health is that no State funds may be used to purchase alcohol, that a cash bar may be utilized if it is run by non-University parties, and that at private gatherings, the owner of the site is liable should an individual who has been drinking have an accident while driving home from a gathering. Thus, Department faculty has established the following alcohol policy for the Department: no alcohol will be served at any Department-sponsored,

student-attended function or gathering at either faculty homes or on Campus. If a Department-sponsored, student-attended event is held at a site other than a faculty home or on Campus, the individual is obligated to be very aware of the liability issue.

DIRECTORY INFORMATION

The Department desires to maintain a current address and telephone number for each student. Thus, if a student changes residence, etc., this information should be communicated to Department Staff as soon as possible. Communication of a name change must be made via an official form ("Student Information Change Request" form) obtainable from Department Staff or from the CAH Office of Academic and Student Services in room 165 of the College of Health Building.

The Department will not provide birth dates, social security numbers, addresses, or phone numbers to other students without consent of the respective individual.

STUDENT REPRESENTATION

Students are urged to assist with program development and student governance by volunteering for those committees and activities available:

- College of Allied Health Student Association
- Departmental Committees:
- Student Dietetic Association

COLLEGE OF ALLIED HEALTH STUDENT ASSOCIATION

A Student Association exists within the College of Allied Health and the University of Oklahoma Health Sciences Center. Students may volunteer to be a CAH Student Association representative from the Department of NS. Should more students volunteer than there are available vacancies, the Graduate Liaison will administer a run-off election. Forms to volunteer for both the CAH Student Association and other Department committees are distributed at the beginning of each fall semester.

STUDENT DIETETIC ASSOCIATION

A Student Dietetic Association (SDA) exists within the Department for those students (undergraduate, professional and graduate) who desire to participate in an organization that celebrates and promotes the Profession of Dietetics. Sponsorship of the SDA rotates among faculty and information relative to membership is circulated at the beginning of each fall semester and is available at all times from Departmental Staff or Faculty. Dues, by-laws, activities, etc., are established by the organization. Students are also encouraged to become student members of the Oklahoma City District Dietetic Association (OCDDA), the Oklahoma Dietetic Association (ODA) and American Dietetic Association (ADA).

BUILDING ACCESS

Students may have access to the building using their student "OneCard". The OneCard is used as an ID and building/room/lab access card. Contact the Bursars Office for information:

PROFESSIONAL MEETINGS AND ACTIVITIES

The faculty believes in providing opportunities which develop and enhance the professional growth of the student. Thus, as a matter of policy, students are highly encouraged to participate in professional meetings, conventions, projects, etc. The following activities are highly encouraged: (1) student memberships in local, state, and national professional organizations; (2) preparation, display, and presentation of professional-related exhibits, essays, etc.; (3) participation in National Nutrition Month activities; and (4) attendance and participation at any function in which new knowledge or the quality of professionalism is enhanced.

In promoting the above philosophy, students are encouraged to attend certain professional meetings when possible:

- Oklahoma City District Dietetic Association meetings and
- Oklahoma Dietetic Association meetings (The Oklahoma Dietetic Association meets twice annually, in the fall and the spring)

The faculty encourages students to also attend other nutrition-related meetings and seminars, which are offered at times other than those that require the student to be in class or clinical experience. A bulletin board is devoted to posting announcements of both local and non-local meetings of interest. Approval to attend conferences, seminars, etc., which conflict with routine academic schedules is to be arranged through the Program Director after securing initial approval from the supervising RD at the respective affiliation site (if the student is in a supervised practice experience).

CODE OF ETHICS

Refer to the ADA website below for details on the code of ethics.

http://www.eatright.org/Public/GovernmentAffairs/98_9051.cfm

RACIAL AND ETHNIC HARASSMENT POLICY

I. Introduction

Diversity is one of the strengths of our society as well as one of the hallmarks of a great university. The University of Oklahoma supports diversity and therefore is committed to maintaining employment and educational settings which are multicultural, multiethnic and multiracial. Respecting cultural differences and promoting dignity among all members of the university community are responsibilities each of us must share.

Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation, most often directed toward persons whose race or ethnicity is readily identifiable. In employment, racial/ethnic harassment is race discrimination which interferes with an employee's ability to perform his or her duties or creates a hostile or intimidating work environment, prohibited by law under Title VII of the

Civil Rights Act of 1964. In the educational context, racial/ethnic harassment is race discrimination which interferes with students' opportunities to enjoy the educational program offered by the university, prohibited by law under Title VI of the Civil Rights Act of 1964.

II. Policy Statement

Principles of academic freedom and freedom of expression require tolerance of the expression of ideas and opinions which may be offensive to some, and the university respects and upholds these principles. The university also adheres to the laws prohibiting discrimination in employment and education. The university recognizes that conduct which constitutes racial/ethnic harassment in employment or educational programs and activities will/shall be prohibited and is subject to remedial or corrective action as set forth in this policy. This policy is premised on the university's obligation to provide a nondiscriminatory environment which is conducive to employment and learning. The university will vigorously exercise its authority to protect employees and students from harassment by agents or employees of the university, students, and visitors or guests. Specifically:

1. Agents or employees of the university, acting within the scope of their official duties, shall not treat an individual differently on the basis of race, color, or national origin in the context of an employment or educational program or activity without a legitimate nondiscriminatory reason, so as to interfere with or limit the ability of the individual to participate in or benefit from the services, activities or privileges provided by the university; and,
2. The university will not subject an individual to different treatment on the basis of race by effectively causing, encouraging, accepting, tolerating or failing to correct a racially hostile environment of which it has notice.

III. Remedies or Corrective Actions

Violation of this policy shall result in corrective action(s) or remedy(ies) designed to reestablish an employment or educational environment which is conducive to work or learning. Corrective actions or remedies will include disciplinary action directed by the executive officer having responsibility for the offender, where appropriate. Remedies or corrective actions will be tailored to redress the specific problem and may range from apologies, mandatory attendance at specific training programs, reprimands, suspension, demotion, to expulsion or termination. Remedies or corrective actions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the applicable campus grievance procedures.

Violations of this policy by students will be considered as violations of the Student Code and subject student offenders to the remedy(ies) and corrective action(s) provided by the Code.

IV. Administrative Action

1. The university recognizes its obligation to address incidents of racial/ethnic harassment on campus when it becomes aware of their existence even if no complaints are filed, therefore, the university reserves the right to take appropriate action unilaterally under this policy.
2. With respect to students, the Vice Provost for Academic Affairs or other appropriate persons in authority may take immediate administrative or disciplinary action which is deemed necessary for the welfare or safety of the university community. Any student so affected must

be granted due process including a proper hearing. Any hearing involving disciplinary suspension or expulsion shall be conducted by a campus disciplinary council in accordance with Title 13, Section 1.2 of the Student Code. Lesser administrative or disciplinary action may be appealed to the Vice Provost for Academic Affairs. Such requests must be in writing and filed within seven calendar days following the summary action. The Vice Provost for Academic Affairs will issue a written determination to the student within three working days following the date the request is received.

3. With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party's regular duties or university responsibilities would be inappropriate, the proper executive officers may suspend or reassign said duties or responsibilities or place the individual on leave of absence pending the completion of the investigation or grievance procedure.

V. Retaliation

Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.

VI. Complaint Process

The complaint procedures delineated herein applies to all students, faculty, staff, guests or visitors. Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the appropriate university office. Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

1. Complaints against students or student organizations shall be filed with the Affirmative Action Office (AAO) for review and investigation. The AAO, or its designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.
2. Complaints against faculty or staff shall be filed with the Affirmative Action Office. The AAO or its designee may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures for faculty and staff.
3. Complaints against contractors working on university premises shall be filed with the Affirmative Action Office. The AAO or its designee may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures for faculty, staff and students.
4. Complaints against visitors or guests should be directed to the University police office on the campus where the incident occurred. The campus police will forward informational copies of all reports and inquiries dealing with discrimination, harassment or hate crimes to the AAO.

VII. Responsible Official

The Affirmative Action Officer is charged with the responsibility for administering this policy. The Affirmative Action Office will serve as a repository for all records of complaints, investigative reports, and remedies/corrective actions in connection with this policy. The Affirmative Action Officer is the overall coordinator of all university activities dealing with discrimination in employment or education.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The OUHSC is committed to a policy of nondiscrimination in the admission and education of students. This institution, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. The Office of Equal Opportunity and Affirmative Action is located in the Service Center Building, Room 113, telephone 271-2110.

Equal Opportunity and Nondiscrimination Policy

The Oklahoma State Regents for Higher Education has issued the following policy (adopted August 16, 1991) for students with disabilities:

Section I: Equal Opportunity Policy for the State System-- The Oklahoma State System for Higher Education in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations will not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

Section II: Policy for Disabled Students in the State System - Qualified current or prospective or disabled persons may not, on the basis of disability, be denied access to or be subjected to discrimination in the Oklahoma State System of Higher Education.

In administering this policy, the state regents and the institutions within the Oklahoma State System of Higher Education will use the following guidelines:

1. Limitations may not be made on the number or proportion of disabled persons admitted to the institutions with the state system or to a program administered in the state system.
2. The qualified disabled person must identify his/her disability before he/she may request accommodation for assessment for admission, retention, transfer or award within the state system.

Definitions: A disability will be those currently defined in federal law.

The assessment criteria or admissions test used for disabled students will have been validated as a predictor of academic success and will not have a disproportionately adverse affect in excluding persons based on disability status. Such tests will be administered in ways and in facilities that assure reasonable accommodation and accessibility.

PROTECTION OF PRIVACY OF INFORMATION AND ACCESS TO PERSONAL RECORDS

Public law 93-380 (also known as the Buckley Amendment, also known as the Privacy Rights of Parents and Students Section 438 of the General Education Provisions Act) permits the release of "directory information" about students without the student's written consent. "Directory information" includes:

Student's name, local and permanent addresses, telephone number, college, major, classification, current enrollment status, participation in recognized student activities, dates of attendance, degrees and awards received and dates of receipt, posting of individual student's grades and interim class evaluations by code number or ID number, and anticipated date of graduation based on completed hours.

The Law provides that any student may upon written request restrict the printing of such personal information relating to himself/herself as is provided in "directory information." Forms for withholding student "directory information" are available in the Office of Admissions and Records, located in room 204 of the Basic Sciences Education Building.

The Law requires the written consent of the student for the release to anyone (including parents) of other than "directory information" with the following exceptions: (a) other school officials within the educational institution who have legitimate educational interest; (b) officials of schools to which the students seek to transfer; (c) the Comptroller General of the United States, the HEW Secretary, the administrative head of an education agency, or State educational authorities; (d) in connection with a student's application for, or receipt of, financial aid; (e) State and local officials or authorities to which such information is specifically required to be reported under State statute and adopted prior to November 19, 1974; (f) organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public; (g) accrediting organizations; (h) parents of a dependent student upon proof of dependency (exclusive of international students); (i) in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons; and (j) to comply with a judicial order or lawfully issued subpoena.

Personal information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

Under the Law, any student has the right to inspect and challenge his or her own educational file with the exception of letters of recommendations or other material when the author was guaranteed confidentiality prior to January 1, 1975. Positive identification of the student shall be required prior to such examination and the student is not guaranteed the right of privacy in examining the records or the right to remove them.

Each educational institution is required by the Law to maintain a record, kept with the educational records of each student, which will indicate all individuals, agencies, or organizations (other than those specified as having access without the student's written consent) having obtained access to the student's record (AMENDED AND REISSUED August 1, 1983).

Student records are maintained in the Departmental Office (as well as some in the Office of Student Affairs of the College of Allied Health). A student may review his Departmental file/records at any time in the presence of either his/her advisor, the Program Director or Departmental Chairperson. In very busy times, the student may be asked to wait 24 hours before an appropriate time may be found for such a review. It is never the intent to withhold any information from the student.

STUDENT LEARNING ASSESSMENT

In order to successfully complete the CP, the student must:

1. Earn a grade of 70 or better on the didactic portion of the course;
2. Pass the mid and final comprehensive competency exam with a score of 70 or better;
3. Have received an overall passing score on the supervised practice competency evaluations and performance evaluations during the three major rotations: Administration, Community, and Clinical;
4. Have exhibited no actions which have resulted in expulsion from a participating facility or organization, or from the Program;
5. Have completed the required clock hours as noted in the course guidelines for each module;
6. Have submitted all required evaluation instruments and assignments; and
7. Have returned all borrowed textbooks, keys (if applicable), and materials to the assigned facility or sponsoring institution from which they were borrowed.

VERIFICATION STATEMENT

To establish eligibility to write the registration examination for dietitians, a verification statement is required by the Commission on Dietetic Registration upon completion of the CP. The verification statement is given at the completion of the CP after final transcripts post. The CP Director will provide each graduate with five (5) verification statements. Statements are needed when applying to:

CDR for registration eligibility
ADA for membership
Individual states for licensure
Potential employers