

**DPD STUDENT HANDBOOK
Didactic Program in Dietetics**

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

2008-2009

August 14, 2008

Edited March 2, 2009



PREFACE

The policies and procedures detailed on the following pages are meant to supplement, and not replace, those outlined in both the Graduate College Bulletin and 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 the best possible educational experience for our students through excellence in teaching, research, and creative activities and provide service to the university, state and society.

MISSION OF THE DIDACTIC PROGRAM IN DIETETICS

The mission of the Didactic Program in Dietetics is to provide excellent educational experiences for students seeking to become Registered Dietitians through excellence in teaching, research, scholarship and creative activity, and professional service to Oklahoma and society.

August 13, 2008

Dear DPD Student,

Welcome to the Department of Nutritional Sciences (NS). Students admitted to this program have completed all prerequisite courses required for the DPD. 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 Eligibility Requirements and Accreditation Standards (Foundation Knowledge, Skills, and Competency Requirements for Entry-Level Dietitians) and results in a Master of Arts (MA) degree. In addition to your MA degree, upon completion of the DPD program, you will receive a verification statement testifying that you have met the academic requirements needed to apply to an accredited Dietetic Internship (DI) Program. Graduates of this program are given preference for the DI housed in the NS department if they meet certain criteria described in this handbook, however the student must still apply, pay all applicable fees, and is not guaranteed a position at the time of their choice. Students may also want to apply to other accredited DI programs. At the end of the internship, you will receive another verification statement assuring that you have met the supervised practice requirements. 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 DPD Student Handbook* you will find specific information related to the DPD. It is very important that you be familiar with all of it. Please sign the form below to confirm your knowledge of the DPD and indicate your willingness and agreement to abide by the policies pertaining to the DPD.

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

Thank you for your cooperation!

Patti Landers, Ph.D., R.D.,L.D.
DPD Director

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

Student Signature/Date

Witness Signature/Date

SIGN AND TEAR OUT THIS COPY AND SUBMIT TO PROGRAM DIRECTOR

THIS PAGE INTENTIONALLY LEFT BLANK AS BACK TO THE PAGE STUDENTS
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August 13, 2008

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TYPE AND DESCRIPTION OF THE PROGRAM

The Didactic Program in Dietetics (DPD) is a post-baccalaureate professional degree curriculum that provides academic training so that students can pursue supervised practice through a Dietetic Internship (DI) and thus become eligible to take the examination to become a Registered Dietitian (RD). The program length is three semesters (approximately 18 months) and upon completion students are awarded the Master of Arts (MA) degree as well as a verification statement that they have met the academic requirements set forth by the Commission on Accreditation for Dietetics Education (CADE).

MISSION, GOALS, AND MEASURABLE OUTCOMES

The mission of the DPD is to provide excellent educational experiences for students seeking to become RDs through excellence in teaching, research, scholarship and creative activity, and professional service to Oklahoma and society.

GOAL	Outcome	Target Measure(s)
1. The Program will prepare graduates to enter an accredited Dietetic Internship program and become competent entry-level dietitians.	Program completion rate	≥ 90% of students who begin the DPD will complete program within 27 months (150% usual completion time)
	Post-graduate performance	≥ 80% of students pursuing employment (rather than DI) will have a job within 3 months of graduation
	Post-graduate supervised practice program placement rate	≥ 90% of students pursuing DI will be admitted within 1 year of graduation
	Pass rate for first-time test takers on the Registration Examination	≥ 80% of DPD graduates will pass RD exam on the first attempt
2. The Program will prepare graduates to earn advanced degrees (e.g. MS, MBA, MD, PhD etc.)	Complete advanced degree	≥ 20% of DPD program graduates will earn an advanced degree within 6 years
	Complete MS degree in NS at OUHSC	≥ 80% of students who pursue MS degree at OUHSC will graduate within 7 years of start of DPD program

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

Students admitted to this program have completed prerequisite courses required for the DPD. 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 Eligibility Requirements and Accreditation Standards for Didactic Programs in Dietetics and results in a Master of Arts degree. In addition to the MA degree, upon completion of the DPD program, students receive a verification statement testifying that they have met the academic requirements needed to apply to an accredited DI Program. Graduates of this program are given preference for the DI housed in the NS department if they meet certain criteria described in this handbook, however the student must still apply, pay all applicable fees, and is not guaranteed a position at the time of their choice. Students may also want to apply to other accredited DI programs. At the end of the internship, the student will receive another verification statement assuring that he or she has met the supervised practice requirements. Then the individual will be allowed to take the examination administered by The Commission on Dietetic Registration (CDR), the credentialing agency for the American Dietetic Association (ADA). Upon passing the exam, the person will be a Registered Dietitian (RD) and eligible for full membership in The ADA 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: www.eatright.org/cade/
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 DPD program (MA 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 \$156 per credit hour for Oklahoma residents. Mandatory fees include \$10.25 per credit hour library automation and materials fee, \$14.80 per credit hour educational network connectivity fee and \$112.25 per semester cultural and recreational services fee. Students may expect additional costs that include, but are not limited to, a personal computer, textbooks 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 at <http://www.ouhsc.edu/financialservices/Bursars.asp> for additional information about out-of-state and international student tuition.

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 Program Director will notify students as information becomes available.

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 graduate (5000 level) 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@ouhsc.edu or visit the Bursar's website at <http://www.ouhsc.edu/financialservices/Bursar/Bursar.asp>.

d. Other costs

Upon graduation from the DPD program with the MA degree, the student will incur costs in applying to DI program(s) accredited by CADE. Many DI programs charge an application fee and all students applying must pay a \$50 fee to D&D Digital (www.dnddigital.com) who administers the computer match process.

Upon graduation from the DI program, the student will be faced with additional fees relating to the cost of taking the National Registration Exam (\$200), and obtaining licensure (\$100 for dietetic practitioners in Oklahoma).

ACCREDITATION STATUS

The DPD Program is accredited through 2010 by The Commission on Accreditation for Dietetics Education. The University of Oklahoma is accredited through 2011 by the Higher Learning Commission of the North Central Association of Colleges and Schools.

ADMISSION REQUIREMENTS AND POLICIES

To be considered for admission, an applicant must:

- a.) Have a baccalaureate degree from an accredited college or university;
- b.) Have a 3.0 cumulative grade point average (GPA) on the last 60 hours of coursework applied to the degree or a 3.0 GPA on graded graduate coursework of 12 or more hours;
- c.) Prerequisite Courses

OU Course # (or equivalent)	Course Title	Credit Hours
	Organic and Biochemistry <i>(Students may elect to enroll in NS 3173 during the first semester of the program. They must earn a grade of "C" or higher to continue in the program. No credit is awarded toward MA degree for this course.)</i>	3-4
PSY 113	Elements of Psychology	3
CHEM 1315	General Chemistry I & Lab	5
CHEM 1415	General Chemistry II & Lab	5
ZOO 2124	Human Physiology	4
HES 2823	Introduction to Nutrition	3
SOC 1113	Introduction to Sociology (may substitute Anthropology)	3
MBIO 2815	Microbiology	5

d.) Application form and deadline date

- 1.) Students must submit a completed on-line application including the sections titled Application for Admission and Allied Health Supplemental. The on-line application is available at <http://www.ah.ouhsc.edu/main/>. There is a fee to apply.
- 2.) Students are only admitted for the fall semester and the **Application deadline is May 1.**

e.) Annual Limitation on Number of Students Entering the Master of Arts in Dietetics: Policy

The Master of Arts in Dietetics (MA) Program has a limited annual capacity of 20 new students each year.

Policy Rationale: Students entering the MA must complete the DI to take the national registration exam. The DI at OUHSC cannot accommodate more than 20 new students each year. If the number of students graduating from the MA each year exceeds 20, some students could not achieve their goals within a reasonable time frame. Therefore, a cap of 20 has been placed on the MA program by the NS Faculty.

Annual Limitation on Number of Students Entering the Master of Arts in Dietetics: Procedure

- 1.) Students must meet admission criteria for the Master of Arts in Dietetics (MA) Program to be considered for admission.
 - 2.) A student will be accepted into the MA Program once the application is complete and the admission criteria have been met.
 - 3.) Students may be denied admission into the MA if an interview with the student reveals that the MA cannot meet the student's career goals or if the student does not meet the minimum criteria.
 - 4.) When 20 students have been admitted into the MA, the program will be closed to new applicants until the next admission cycle.
- f.) Assessment of prior learning and credit toward program requirements
- 1.) Prior learning through coursework from other institutions will be considered.
 - a. The office of admissions determines if prerequisite courses are accepted by the University of Oklahoma Health Sciences Center.
 - b. If a student has taken one of the courses offered in the DPD curriculum, he or she should supply a description of the course and course syllabus, notes, exams etc. from the other college or university. The DPD Director will evaluate equivalency and currency of coursework (within five years). If the course appears substantially equivalent, the student may elect to take an exam administered by the Program Director. If the student scores $\geq 70\%$ on the exam, the course will be waived.
 - 2.) Prior learning through experience may also be considered. For example, if a student is a culinary professional, the student may elect to take an exam over the material in the *Science of Food* course as administered by the Program Director. If the student scores $\geq 70\%$ on the exam, the course will be waived.
 - 3.) If student is allowed credit toward program requirements by prior coursework or experience, the student will need to take other courses in order to meet the minimum 36-credit hours required to obtain the MA degree. No verification statement will be issued unless the student earns a degree from OUHSC.
- g.) International students
- 1.) Students for whom English is a second language must earn a minimum score of 600 (paper-based), 250 (computer-based), or 100 (internet-based) within two years prior to application on the Test of English as a Foreign Language (TOEFL). The TOEFL web site is <http://www.toefl.org>.
 - 2.) All international/non US Citizen applicants are required to have all transcripts/mark sheets processed through World Education Services (WES). The WES web site is <http://www.wes.org>; and

STUDENT ADVISEMENT AND ENROLLMENT

The Program Director has primary responsibility for advising MA students about the DPD which meets requirements set by the CADE to prepare students to enter an accredited DI program.

Staff in the NS office enrolls the students in the DPD courses each semester. The NS Department Chairman assigns each DPD student an academic advisor. This faculty member is available to assist the student with matriculating through the program as well as enrollment each semester. Sixteen of the 36 hours earned during the MA degree may also be counted toward the Master of Science (MS) degree. A student who has earned the MA degree will need to complete 14 to 16 additional hours of coursework and 4 to 6 thesis hours to earn the MS degree. If a DPD student wishes to enroll in an additional 5000 level course that will count toward the MS degree, the academic advisor will help with enrollment. To earn the MS degree, the student must apply for admission to the Graduate College. This may be done at the same time the student applies for the DI certificate program at OUHSC, or after completion of the supervised practice. An application fee is required. MA graduates who wish to complete the MS degree must do a thesis project. The student assumes the responsibility for selection of a possible project via discussions with individual faculty members. The student and the faculty member must both agree to work together on a thesis project. The faculty member will then become the thesis advisor for the student.

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. Students should seek out their advisor as questions arise and/or as they encounter difficulties with which they need assistance. If utilized appropriately the academic advisor will play a key role in guiding the student efficiently through the academic processes associated with earning an advanced degree.

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

REGISTRATION

Students will be officially notified via email that they may begin enrolling for the next semester. Staff in the NS office will enroll the students in the DPD courses each semester. However, students who wish to take additional 5000 level courses toward the MS degree need to:

- a.) Make an appointment to meet with the academic advisor
- b.) During the enrollment meeting, review the MS matriculation checklist and Graduation Plan to update, revise, etc. as needed
- c.) If enrolling in a course outside of the Department (on the OUHSC Campus), approval must be obtained from the respective department; the student is to take the enrollment form to the respective department and obtain either a stamped or initialed approval that the course may be taken; the enrollment form is then to be submitted to NS Department Staff, who will forward it to the Office of Student Services;

- d.) If enrolling in a course on another campus that is outside of the Department (e.g. Norman), the student should record the course on the HSC printed enrollment form and submit it to NS Department Staff;
- e.) Students may enroll in independent study type courses (directed reading and special studies). If enrolling in an independent study type course under a faculty member different from the advisor, the student must obtain the respective faculty members initials on the enrollment form. The Graduate Program Director must approve all independent study courses. Each student may earn a maximum of six hours of credit from directed readings and a maximum of six hours of credit from special studies;
- f.) The student is to verify that all information on the enrollment form is accurate before signing; and
- g.) All enrollment forms, when completed and signed, are to be submitted to staff in the NS office.

ACADEMIC PROGRAM SCHEDULE AND CURRICULUM

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

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

- b.) Curriculum

Required Courses: 36 Hours

NS 7111	Clinical Dietetics Profession
NS 7191	Nutrition Assessment
NS 7134	Science of Food
NS 7154	Nutrition During Life Cycle
NS 7244	Medical Nutrition Therapy
NS 7254	Food & Nutrition Services Management
NS 7222	Nutrition Counseling
NS 5232	Research Methods in Dietetics
NS 5970	Seminar (1 hour)
NS 5823	Energy Nutrients
NS 5833	Non-Energy Nutrients
NS 5134	Advanced Medical Nutrition Therapy
NS 5133	Public Health Nutrition

MA in DIETETICS: Curriculum by semesters

Fall 1st Year: 12 hours

- NS 7111 Clinical Dietetics Profession
- NS 7191 Nutrition Assessment
- NS 7134 Science of Food
- NS 7154 Nutrition Life Cycle
- NS 5232* Research Methods in Dietetics**

Spring 1st Year: 11 hours

- NS 7244 Medical Nutrition Therapy
- NS 5833* Non-Energy Nutrients**
- NS 7254 Food & Nutrition Services Management

Fall 2nd Year: 13 hours

- NS 5823* Energy Nutrients**
- NS 5134* Advanced Medical Nutrition Therapy**
- NS 5133* Public Health Nutrition**
- NS 7222 Counseling
- NS 5970* Seminar (1 hour)**

***These courses also count toward the Master of Science degree.**

TOTAL =

36 Hours

GRADUATION AND DPD PROGRAM COMPLETION REQUIREMENTS

a.) Graduation and/or program completion requirements

- 1.) A total of 36 hours is required. All of the courses must be taken (or waived through testing of prior learning by coursework or experience) to earn the MA degree.
- 2.) No electives are required, but students may take extra courses to increase their knowledge of specific topics in nutrition.

b.) Scholastic policy

- 1.) Students are expected to maintain a GPA of ≥ 3.00 in all coursework completed, and
- 2.) A "D" is considered failing insofar as credit toward a degree is concerned; a student who has earned a "D" must enroll in the respective course the next time that it is offered.

c.) Academic review

Departments must conduct an annual review and evaluation of each student's progress in meeting degree requirements. All NS faculty, acting as the NS Academic Progress Committee, are engaged in this process.

Areas that may be considered (but not limited to) include:

- progress in meeting conditions of admission
- completion of incomplete course grades ("I's")
- completion of core course requirements
- progress made in completing research requirements
- broader scholarly capabilities and professional development

Students are notified in writing of their progress and performance toward satisfying degree requirements. If there are deficient areas, the Department should clearly specify what each student should do to receive a satisfactory evaluation.

If a student is not notified by June 1 regarding academic progress, it is the student's responsibility to submit a written request that the Department provide such an evaluation; the request must be received by the Department prior to August 1 of the same year.

If the student is placed on probation by the Department based on the above, the student will have a second review at the end of the next semester or summer session or designated time period. In this second review, the Department will determine:

- if the student is making satisfactory progress;
- if the student's level of performance is unsatisfactory and thus he/she is ineligible for further registration; or
- if the Department feels the student's progress is still unsatisfactory but wishes to petition the Dean to continue the student on probation another semester or summer session.

The student is notified in writing of the outcome of this second review. The College will either:

- remove the student from probation;
- deny further enrollment to the student; or
- continue the student's probation for an additional semester.

A third probation is not allowed.

d.) Academic progress committee

Each department within the College of Allied Health meets upon receipt of semester grade reports to evaluate student progress and make recommendations regarding each student's academic status within the department. Recommendations and sanctions are carefully delineated in the College of Allied Health Student Handbook and the student is obligated to be very familiar with this information.

e.) Evaluation process

Students engage in a variety of evaluation activities designed to continually remodel and strengthen the Graduate Program and Department. These may include, but are not limited to:

- Evaluation of courses prior to completion of each course
- Evaluation of the DPD Program while a student
- Evaluation of the DPD Program after graduation

Evaluations are confidential and students are not required to place their names on any evaluation instrument. Evaluation is a time-consuming process yet one that is critical to student development and Program quality. All NS graduate students are expected to participate fully in the evaluation process as part of their personal and professional responsibility.

f.) Matriculation Responsibilities

The student is responsible for:

- Meeting at least once per semester with the academic advisor to review academic progress toward graduation;
- Completing Department and College deadlines relative to academic progress and graduation; and,
- Ensuring that all requirements for graduation are met.

Sources of information and forms available to assist the student with accomplishing the above responsibilities include:

- the Graduate College Bulletin (for students also pursuing MS degree)
- the College of Allied Health Student Handbook
- the Department of NS Graduate Student Handbook
- the "Matriculation Checklist" which provides a tool for helping the student

maintain a record of completion of required tasks relating to academic progress and graduation

- the "Graduation Plan" which provides a tool for recording progress toward meeting specific required coursework (applies to students pursuing MS degree).

g.) Verification statement

- Upon satisfactory completion of the program, the Program Director will issue each student a verification statement.

MS DEGREE COMPLETION REQUIREMENTS FOR DPD GRADUATES

Students who complete the DPD program and earn the MA degree will have earned 16 hours of the 34 hours required for the Master of Science degree awarded by the Graduate College at OUHSC. DPD students who desire to earn the MS degree may find the information below useful in mapping the graduation plan.

CORE (17-19 Hrs)

Hours	Course # and Title	Semester	Comments
1* of 2	NS 5970 Seminar	DPD Fall 2	Need 1 additional hour for MS
2*	NS 5232 Research Methods	DPD Fall 1	
3	BSE 5163 Statistics		
4-6	NS 5980 Thesis		4 to 6 hours required for MS
3*	NS 5823 Energy Nutrients	DPD Fall 2	
3*	NS 5823 Energy Nutrients	DPD Spring	

*Earned in the DPD (MA)

NON-CORE (15-17 Hours)

A minimum of 10 elective hours in NS are required for the MS degree. Five to seven hours of electives may be taken outside of NS. These electives must be approved by the NS Graduate Program Director.

Hours	Course # and Title	Semester	Comments
4*	NS 5134 Advanced Medical Nutrition Therapy	DPD Fall 2	NS elective
3*	NS 5133 Public Health Nutrition	DPD Fall 2	NS elective

TOTAL (min. 34) =

DISCIPLINARY ACTION / SUSPENSION/TERMINATION PROCEDURES

A graduate student within the NS Department 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
- evaluation relative to a comprehensive final exam, thesis defense, or thesis (through the Graduate College)

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 Chairman 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 and the Graduate College Bulletin for additional information.

COMPETENCY EXAM

All graduate students in the MA Program must take a competency exam to display understanding of the course materials. The competency exam will be given after the second semester (spring) of the program. The exam will be scheduled on a Friday approximately 2 weeks after completion of the spring semester. The exam will be a multiple-choice exam that is similar in style to the ADA national registry exam for dietitians. **In order to obtain guaranteed admission into the OUHSC DI, a student must score at least 75% on the competency exam (and have a GPA \geq 3.5 and maintain good standing in the department).** A score of at least 70% is required for the student to progress on to the third semester of the program. If a student scores $<$ 70% on the exam, then the student will be allowed to retake the exam one week later. If the student scores $<$ 70% on the first retake, then they will have to wait one month and take the exam again. If the student scores $<$ 70% on the second retake, then the student will be dismissed from the program.

DIETETIC INTERNSHIP

The DPD program director is responsible for helping students apply to one or more Dietetic Internships of their choice. There is generally an application fee for each DI program. While students in the DPD Program are guaranteed admission into the OUHSC DI if the student scores at least 75% on the competency exam, maintains a GPA \geq 3.5, and maintains good standing in the Department, the student must still apply to the OUHSC DI. While students who meet the criteria of described previously are guaranteed admission, the session may vary. The DPD furnishes the DI program with the competency exam scores. The DI uses a formula of 80% grade point average and 20% competency score to rank students. For example, if there are 15 students who apply to begin the internship in January, but only 10 clinical spots are available, the students ranked 1 through 10 would be admitted in January. The other five students could begin the program with the next class in May.

Costs of the OUHSC DI are detailed in the DI HANDBOOK and can be found on the OUHSC DI website at <http://www.ah.ouhsc.edu/ns/dinternship.asp>. These include an admission fee of \$65 (\$90 for international students), a program fee (currently \$3,500), enrolling in NS 7426 DI, and other costs. Expenses 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 out-of-state and international student tuition.

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

Students who complete the DPD Program and obtain a verification statement may also apply to other accredited Dietetic Internships. Information about other DI sites may be obtained at the [Commission for the Accreditation of Dietetics Education](#) website (choose Accredited Education Programs) at <http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE.html>.

COMPUTER MATCHING

Upon graduation from the DPD program with the MA degree, the student will incur costs in applying to DI program(s) accredited by CADE. Like many other internship sites, OUHSC DI participates in computer matching. Students must go through the application process and pay the \$50 computer match fee to [D&D Digital](#) (www.dnddigital.com) who administers the computer matching process.

NUTRITIONAL SCIENCE DEPARTMENT PROGRAM TRACKS

The Graduate Program in Nutrition originally existed on the Norman campus. In the fall of 1989, the Graduate Program began to undergo a transfer to the Health Sciences Center in Oklahoma City, which became official in 1991. At present, students at the University of Oklahoma seeking an advanced degree in nutrition come to the NS Department at the OUHSC. The Department offers two distinct "tracks," one of those tracks encompasses the DPD Program and leads to the MA degree while the other leads to the MS degree. The Oklahoma State Regents for Higher Education approved the MA in Dietetics in March, 2005. The MA in Dietetics was created as a professional graduate program with the specific goal of training students to become registered dietitians. The MS in NS remains a traditional graduate degree with an emphasis on advanced training and research methodologies. Students in the DPD earn 16 hours for the MA degree that may be counted toward the MS degree requirements.

Tracks:

- a.) MA in Dietetics (1228L) -- this track requires a minimum of 36 credit hours beyond the BS degree and also comprises the didactic requirements (DPD) required for a DI and to become a registered dietitian; Sixteen of the 36 credit hours are co-listed as graduate courses and carry credit toward the Master of Science (MS) degree.
- b.) MS in NS (1228M) -- this requires a minimum of 34 credit hours beyond Students who have completed the MA in Dietetics will need to complete 18 additional credit hours including the thesis to earn the MS degree.

RELATIONSHIP OF MA AND MS DEGREES

When a student is accepted into the Graduate Program, a specific program track is identified.

Students who wish to become a RD must select the MA Program. This is a professional degree administered by the College of Allied Health and meets the DPD requirements to prepare students to qualify for a DI. It is designed to allow students who already have a baccalaureate degree from an accredited institution to earn a Master of Arts degree in Nutrition Sciences rather than a second bachelor's degree. A second advantage is that the Graduate College at the University of Oklahoma Health Sciences Center has made a special exception to the policy that disallows credit earned toward one master's degree to be counted toward a second master's degree.

The MS Program is administered by the Graduate College. The MS degree requires a student who has completed the MA degree to do research and complete a thesis. Students who have earned the MA degree in Nutrition Sciences at OUHSC may transfer 16 hours credit to the Graduate College. They will be required to complete 18 additional credit hours including the thesis to earn the MS degree. Individuals who aspire to teach in higher education and/or pursue a PhD degree will want to take advantage of this opportunity.

STUDENT AWARDS/HONORS

Students may apply for the honor of earning several scholarships. In addition, graduate students have the opportunity to apply for, or be nominated for, other University awards, including:

- College of Allied Health "Outstanding Graduate Student Award" (awarded to a

professional/graduate student in May of each year to a student who is graduating in May or August; selection is made by the Dean of the College)

- Students have the opportunity, through academic excellence, to be eligible for Alpha Eta, the allied health honor society. Additional information regarding Alpha Eta is available in the CAH Student Handbook.

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 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

Note: The College of Allied Health will be moving to a new building on Stonewall Avenue in January, 2009. The information below is current as of August, 2008 but will be updated in the next student handbook.

The Department of NS presently occupies rooms 462-475, 514, and 520 of the College of Health Building, 801 N.E. 13th St., and includes offices for each of the faculty members, a Departmental Office for staff, and a reading/conference room (room 514). In addition, a food sciences laboratory (room 207) and a nutritional biochemistry lab (room 520) are located in the building.

When not being used as a faculty conference area, room 514 serves as a reading room for students. The NS Library collection is also located in the reading room. The NS Library is to be a quiet area to be used for studying and reading. It is not a place for socializing and congregating. Students wanting to discuss items and socialize may do so in the student lounge (Rooms 11, 24 and 28), the snack bar in the basement of College of Health Building, or an empty classroom. Please do not use the Library for this purpose as it prevents others from using it for the intended purpose of quiet study/reading. Room 23 in the College of Health Building basement is also reserved as a study room for any students within the college.

Student mailboxes are located in the northeast corner of the hallway next to room 475. Much student-faculty correspondence is generally handled via the mailbox and for this reason it is important that students check their mailboxes frequently. Student mailboxes, although open, are confidential. In addition, messages for faculty may be given to the Department staff to be placed in respective faculty mailboxes.

Several bulletin boards are located in the hallway between offices. Students are welcome to place notices of general importance to the class on the bulletin board located directly adjacent to room 465. The second bulletin board (between rooms 464 and 469) is reserved for notices of seminars, meetings, conferences, etc. The bulletin board directly adjacent to room 472 is reserved strictly for graduate student notices, information, etc.

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. There is a phone in the snack bar in the basement that students may use.

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

Student lockers (located in the basement) are available on a first-come-first-served basis and are checked out through the Office of Academic and Student Services (Room 165). Students are responsible for any items placed in their lockers and each should provide some type of lock.

A copy machine for student use is available in the basement, room 21. The copy machine located in room 469 is never to be used by students.

LIBRARY

In addition to the Health Sciences Center Library, located at 1000 Stanton L. Young Blvd., the Department itself maintains a small library (Room 514) for faculty and student use. There are also smaller collections located in the affiliation practice sites whose references are available to students on a restricted basis.

Please be aware of the following Departmental policies, which apply to materials within the NS Library:

- No book is to leave the NS Library without being checked out by the staff. If the staff is unavailable, please check the book out through a faculty member.
- Books may be checked out for no longer than two days or a weekend. This system will ensure that the majority of references remain in the Library for general use during the day when the largest number of individuals may have access to the collection.
- Students may not consecutively recheck books, etc. out indefinitely. Books may be rechecked, when due, once, and the student must bring in the book to recheck it. After a given book has been checked out for two consecutive periods (four days in a row), the book must be returned to the Library for at least two days until it can be checked out for a third time by the same person.
- Any circulars, diet manuals, unbound journals, periodicals, etc., are not to be checked out or removed from the Library, but must be used within the reading room.

- Items checked out should be returned through the Staff and never just replaced on the shelf. Books, etc., should not be left on the desks of the staff or in the office to be replaced. The student should check it in and then return it to its proper place. Again, if the staff is not available, return the item through a faculty member.
- Failure to adhere to the above policies and procedures will result in disciplinary action. It is expected that all NS graduate students understand, and adhere to, expected ethical behaviors.
- Any student who does not comply with the policies outlined above is subject to having library privileges suspended for a prescribed period of time. Students who take books, etc., out of the Library without checking them out may ultimately be denied checkout privileges and may be placed on disciplinary probation.

There is a book return located at the main (south) entrance of the College of Health Building, to facilitate return of books checked out from the Health Sciences Center Library. This book return is not for books checked out from the NS library.

DRESS AND IDENTIFICATION

Whether on campus or in a clinical environment, the student should project the best image possible for the simple fact that each student now represents both the Department and College, and also the profession of nutrition/dietetics. Although structured guidelines are identified only for dress in the clinical setting, it is the desire of faculty that students appear neat, clean and well groomed at all times.

Should a student complete any portion of their academic work in a clinical facility, both dress and identification guidelines must be observed.

Nametags -- Upon request, the Department arranges for official nametags, which are purchased by the student. Nametags must be worn in all practice settings and students will not be allowed to participate in a practice activity without some type of official identification. 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 clinical facilities depends upon the requirements of the particular institution or agency to which the student is assigned. All facilities require lab coats worn over street clothes. Regardless of individual facility requirements, general Departmental guidelines can be identified and will be enforced:

1. Lab coats should be clean, neat and pressed at all times, with name tags in evidence. Students will not be allowed to participate in practice activities unless nametags and lab coats are worn. All lab coats are to have at least three-quarter length sleeves (no short sleeves).
2. Regular street clothes, whether worn with or without lab coats, should always be neat, clean, and pressed.

Women: no jeans, T-shirts, halter tops, shorts, Capri pants, knee socks or loudly colored hose should be worn; colored hose may be worn if they are of a dark or neutral color which blends with the ensemble; no mini-skirts; skirt or dress must exceed the

length of the lab coat unless street-length lab coats are worn; no wooden or plastic "clog-type" shoes; all footwear must be worn with hosiery or socks as appropriate; all shoes should be neat, clean and polished with closed toes (no sandals); no high-heeled shoes (heels should be less than 1 1/2"); blouses worn with pants or skirts must be tucked in and worn with a belt if belt loops are present

Men: no jeans, T-shirts, shorts or sandals are to be worn; pants with belt loops should always be worn with a belt and shirts should be tucked in; shoes should be neat, clean, and polished.

Pant length for both men and women should be appropriate. Pants should neither drag the ground nor be so short as to attract attention.

3. Heavy scents should be avoided in the patient care areas. Strong odors, even of a pleasant nature, are often offensive to those who are ill.
4. Daily personal hygiene is a must.
5. 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. Hair should always be clean and arranged in an attractive style. Beards are acceptable for males if they are neat and kept closely trimmed. (exception: some facilities may not allow beards in the foodservice area. The student will be informed regarding this fact prior to the experience.)
6. Jewelry large enough to be inadvertently grasped by a patient, caught in equipment, or of a nature that appears unsuitable in the clinical setting, should be avoided. Valuable jewelry should be left at home due to the risk of loss or theft.
7. If in doubt as to whether a particular ensemble or article of dress is appropriate, do not wear it. Remember that professional dress is conservative dress. Interpretation of appropriateness rests entirely with facility staff.

Amid all of these guidelines and apparent restrictions, please try to remember that appearance is a major way in which to instill confidence in patients and earn respect from peers, facility staff, and other health professionals with whom you come in contact. If unable to command respect, a student may receive little assistance/cooperation when it is most needed.

ACCESS TO STUDENT SUPPORT SERVICES

- h.) 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 webpage at <http://students.ouhsc.edu/HealthServices.asp>

i.) Financial aid resources

Call the Financial Aid office at (405) 271-2118 or visit the Bursars website for information about out-of-state and international student tuition, scholarships and student loans.

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

j.) 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 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. 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.

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 have 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

Graduate students may have access to the building to utilize the Department's student computers and/or the Department's library collection. Access is available through the student's

“OneCard”. The OneCard is used as an ID and building/room/lab access card.

The cost of the OneCard is \$10.00 for students. Cost of replacement cards for a lost or stolen ID card is \$15.00. Payment may be made by cash or check. OneCard services are located in the Service Center Building, Room 114.

PROFESSIONAL MEETINGS AND ACTIVITIES

The faculty believe 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; 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.