

**The University of Alabama Graduate Coordinated Program
Student Handbook**

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INTRODUCTION AND PURPOSE OF THE HANDBOOK

This handbook is to be used as a reference and guide to learn more about The University of Alabama's Graduate Coordinated Program along with its policies and procedures. The information will review steps to take to apply for program acceptance as well as information once selected as a UA Graduate Coordinated Program student. The guidance provided is for all academic policies and rotation purposes.

THE UNIVERSITY OF ALABAMA MISSION, VISION, AND CORE VALUES

Our Mission: The University of Alabama will advance the intellectual and social condition of the people of the state, the nation and the world through the creation, translation and dissemination of knowledge with an emphasis on quality programs in the areas of teaching, research and service.

Our Vision: The University of Alabama will be known as the university of choice for the best and brightest students in Alabama, and all students who seek exceptional educational opportunities. The University of Alabama will be a student-centered research university and an academic community united in its commitment to enhance the quality of life for all Alabamians and the citizens of the nation and the world.

Our Core Values: The University of Alabama is committed to:

- Undergraduate education that produces socially-conscious, ethical and well-rounded leaders who are grounded in their subject matter and capable of controlling their own destinies.
- Graduate education that is deeply vested in subject matter knowledge, professional content, research skills and creative activity.
- Public outreach and service that is held in the highest regard and fosters impactful public engagement to enhance the quality of life for the citizens of Alabama, the nation and the world.
- Campus life that embodies collaboration, collegiality, respect and a culture of inclusivity.
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THE DEPARTMENT OF HUMAN NUTRITION AND HOSPITALITY MANAGEMENT

The Department of Human Nutrition and Hospitality Management's mission is to provide strong undergraduate programs in the areas of food and nutrition and hospitality management and a strong graduate program in the area of human nutrition. Further, the Department strives to contribute to the generation of new knowledge in the area of foods and nutrition and to apply this knowledge to improving the quality of life of individuals, families, and communities.

GRADUATE COORDINATED PROGRAM IN DIETETICS

Program Overview

Students accepted into the Coordinated Program (CP) have entered a unique phase of their college education. No longer traditional college students, they have accepted the additional role of “professional-in-training.” This new role carries a greater responsibility and commitment to class attendance, timeliness, attire and other factors that will be addressed which directly relate to job performance and professional presentation. A student preparing to become a registered dietitian needs to develop an attitude of commitment to the profession. Attendance in all classes, field trips, or special tours/seminars and prompt appearance for supervised practice is **expected** as a demonstration of this professional commitment. This is a necessary competency for any successful endeavor. It is difficult to stress adequately the importance of attitude toward this aspect of professional life. In the event an emergency arises, the student is expected to notify the faculty member in the Department and the preceptor, if in a supervised practice site. Failure to comply will be reflected in the course grade, evaluation of performance, and any reference from the instructor or preceptor. Each time a student reports to or leaves a facility or unit, the preceptor should be notified.

The CP adheres strictly to the Codes of Student Conduct and Academic Conduct of the University. Several classes include the pledge on tests. All students are expected to conduct themselves in their professional roles (which include written work) with honesty and integrity. In the event any student is found guilty of any infraction of the Honor Codes, that student is automatically withdrawn from CP.

Students are encouraged to maintain a calendar of events in whatever format they prefer. It is critical to be at appointments on time, to submit assignments on time, and to have those records available at all times.

Accreditation Status

The Coordinated Program is currently granted accreditation status by The Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago IL 60606 800-877-1600 ext. 5400, a specialized accrediting body recognized by the Council on Higher Education Accreditation and the United States Department of Education.

Mission, Program Goals, and Objectives of the Coordinated Program in Dietetics

The mission of the Coordinated Program in Dietetics is to prepare students to become entry-level Registered Dietitian Nutritionists who will serve as professionals to improve the quality of life of individuals and communities.

Program Goal 1: The program will produce entry-level graduates prepared to work in various areas of nutrition practice.

Objective 1.1: In the Coordinated Program in Dietetics, at least 80 percent of students will complete the program requirements in 3 years.

Objective 1.2: Of graduates who seek employment, at least 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.

Objective 1.3: In the Coordinated Program in Dietetics, at least 90% of program graduates take the CDR credentialing exam for dietitian's nutritionists within 12 months of program completion.

Objective 1.4: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Objective 1.5: Surveys of employers will show satisfaction with competence of graduates by rating their nutrition knowledge and performance at a 3.0 or higher on a scale from 1 to 5.

Program Goal 2: Graduates will participate in continual learning after completion of the program and throughout their professional career.

Objective 2.1: Five percent of students in each graduating class will apply to a doctoral program within 5 years of completing the program.

Objective 2.2 Eighty percent of graduates will participate in continuing educational activities within one year of program completion.

Prerequisites

Prerequisites coursework includes the following for the Coordinated Program in Dietetics:

- Introductory Chemistry + lab (4 hours)
- Introductory Organic Chemistry + lab (4 hours)
- Human Anatomy & Physiology I + lab (4 hours)
- Human Anatomy & Physiology I + lab (4 hours)
- Biochemistry or Nutritional Biochemistry (3 hours)
- Introduction to Nutrition (3 hours)
- Nutrition through the Lifecycle (3 hours)
- Community Nutrition (3 hours)
- Applied Nutrition (3 hours)
- Medical Nutrition Therapy I (3 hours): May be in concurrently when applying.

Location of the program

The Coordinated Program in Dietetics at the University of Alabama is a campus program and a student must reside in the area to complete required coursework and supervised practice experiences. Some graduate coursework will be taken in an online format, but more than 50% of coursework will be taken in-person on The University of Alabama campus. Supervised practice experiences or rotations will be offered in Central or West Central Alabama.

Admission Requirements

Applications are due on February 1st of each year. Concurrent admission in the [UA Master of Science in Human Nutrition program](#) at the University of Alabama is required for admission into the Coordinated Program in Dietetics. Application materials include a CP application form, application letter, resume, transcripts, and two letters of recommendation.

Application materials will be located on our website at <http://www.nhm.ches.ua.edu/coordinated-program-in-dietetics.html>

Program Costs, Tuition, & Fees

For information regarding cost of the Coordinated Program, visit [tuition, fees, room, and board estimates](#).

ADDITIONAL ANTICIPATED EXPENSES

Application Fee		\$30
Expenses vary from individual to individual. Those which are subject to considerable variation include:		
	Gasoline	Variable ~\$2000
	Attire (2 pairs of cherry red scrubs, lab coat, black/non-skid closed toe shoes)	\$250
	Registration at Meetings and Seminars: Annual Meeting of Academy/ FNCE Alabama Dietetic Association Annual Meeting Pediatric Nutrition Intensive Course Other meetings as needed	\$350
Expenses which are slightly more predictable, but which are subject to change include:		
	Student membership, The Academy	\$58/year
	Basic Life Support/ CPR Class	\$75
	Background check/ drug test/ document tracker	\$120
	2-year subscription to EHRgo	\$250
	ServSafe Certification/Exam Fee	\$75
	Diploma fee (prior to graduation)	\$50

	Registration exam application fee	\$275
	RD Exam Review Course/Material	\$400

Equitable Treatment

The University of Alabama and the Department of Human Nutrition and Hospitality Management are creating and sustaining a diverse, equitable, and inclusive environment for all students, staff, and faculty. We are committed to ensuring all students in the Coordinated Program get the support that they need.

The University of Alabama and the Division of Student Life, in close partnership with the Division of Diversity, Equity and Inclusion, are committed to creating and sustaining a diverse, equitable, inclusive, and welcoming campus community in which every student can thrive. The Division of Student Life not only recognizes and appreciates differences, but also promotes fairness in treatment and access, and cultivates a welcoming community that upholds social justice. Numerous resources are available to students to address a range of issues or concerns that may interfere with students' well-being and achievement and can be located at <https://sa.ua.edu/about/diversity-equity-inclusion/>.

The Department of Human Nutrition and Hospitality Management are creating and sustaining a diverse, equitable, and inclusive environment for all students, staff, and faculty. Department faculty and staff are committed to ensuring all students in the Coordinated Program get the support that they need. The Coordinated Program follows the Equal Opportunity in Education and Employment policy of the University as stated in the university policy <https://eop.ua.edu/law-html/>. The program is fully committed to support equitable treatment of diverse students and to increasing diversity among the students and faculty.

Student Liability Insurance

Students are covered against "malpractice" litigation; this insurance is provided under a blanket policy administered through the University of Alabama System.

The Coordinated Program in Dietetics students must comply with facility requirements in which we send students for supervised practice experiences.

PROGRAM ACADEMIC INFORMATION AND REQUIREMENTS

Program Curriculum

All courses and supervised practice experiences required as a part of the CP will meet certain knowledge requirements and competencies as required by the current accreditation standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

<u>Didactic Course Number and Name</u>	<u>Course Description</u>	<u>Credit Hours</u>
NHM 509: Research Methods	This course is an introduction to scientific methods appropriate for nutrition research. Approaches to designing, conducting, and evaluating nutrition research are discussed along with strategies for applying research into practice.	3
NHM 530: Advanced Nutrition Counseling	Focuses on advanced skills in nutrition counseling that incorporates behavioral theory and motivational interviewing.	3
NHM 558: Nutrition in the Prevention and Treatment of Chronic Disease	Evidence-based solutions in the prevention and treatment of the most prevalent nutrition-related chronic diseases are discussed. Current research is translated into health promotion and disease prevention strategies and plans.	3
NHM 566: Advanced Clinical Nutrition	Critical review of the physiological basis for nutritional management in the prevention and/or treatment of diseases of the cardiovascular, gastrointestinal, endocrine, hepatic, and renal systems.	3
NHM 587: Integrated Food Systems Management	Current problems in food systems management are presented, with emphasis on theories of management and integration of management functions.	3
CHS 525: Biostatistics	A course in statistical methods and concepts particularly appropriate for biomedical research and health-related subjects. Topics include descriptive statistics, probability, parametric and nonparametric procedures for one-group and two-group problems, contingency tables, and computer applications.	3
NHM 562: Metabolism of Energy Nutrients	In-depth discussion of carbohydrates, lipids, and protein metabolism. Discussion and interpretation of recently published research in peer-reviewed journals.	3
NHM 567: Nutrition Support of the Critically Ill	Methods of assessing nutritional requirements of the critically ill patient and of delivering and monitoring enteral and parenteral nutrition are presented.	3
NHM 588: Advanced Food Service Systems Management	This course covers foodservice organizational theory and leadership principles for nutrition professionals who oversee and direct the distribution of food, manage human and financial resources, and maintain quality control in quantity food service systems.	3

NHM 561: Advanced Vitamin & Mineral Metabolism	In-depth discussion of carbohydrates, lipids, and protein metabolism. Discussion and interpretation of recently published research in peer-reviewed journals.	3
NHM 550: Advanced Community Nutrition I	Focuses on principles, problems, and programs in community nutrition with an emphasis on community needs assessment.	3
NHM 585: Clinical Nutrition Management	Evidence-based solutions in the prevention and treatment of the most prevalent nutrition-related chronic diseases are discussed. Current research is translated into health promotion and disease prevention strategies and plans.	3
Capstone Experience	All students must complete a capstone experience toward the end of their degree program. The Capstone Experience is a culminating project (thesis or non-thesis research project) or comprehensive exam that integrates prior learning. Main campus students can select either the thesis option (Plan I) or one of the non-thesis options (Plan II).	
<u>Rotation Course Name</u>	<u>Rotation Course Descriptions</u>	<u>Credit Hours</u>
Supervised Practice in Health Promotion & Wellness	Supervised wellness nutrition experience in the health promotion setting. This course is only for students admitted to the Coordinated Program in Dietetics. Prerequisite(s): NHM 363 and admission to the Coordinated Program	3
Supervised Practice in Long-term Care	Supervised clinical dietetics experience in the long-term care setting. This course is only for students admitted to the Coordinated Program in Dietetics. Prerequisite(s): NHM xxx (Health Promotion & Wellness rotation) and admission to the Coordinated Program	3
Supervised Practice in Food Service Management I	Supervised food service operations experience in a healthcare or commercial setting. This course is only for students admitted to the Coordinated Program in Dietetics. Prerequisite(s): NHM xxx (Health Promotion & Wellness rotation) and admission to the Coordinated Program	3
Supervised Practice in Medical Nutrition Therapy I	Supervised clinical dietetics experience in the hospital setting applying knowledge and skills learned from clinical coursework. This course is only for students admitted to the Coordinated Program in Dietetics.	3

	Prerequisite(s): NHM xxx (LTC rotation) and admission to the Coordinated Program	
Supervised Practice in Food Service Management II	Supervised food service management experience in a healthcare setting. This course is only for students admitted to the Coordinated Program in Dietetics. Prerequisite(s): NHM xxx (FSM 1 rotation) and admission to the Coordinated Program	3
Supervised Practice in Community Nutrition	Supervised community nutrition experience in a variety of settings that includes nutrition education and the delivery of nutrition services in the community. This course is only for students admitted to the Coordinated Program in Dietetics. Prerequisite(s): NHM xxx (Health Promotion & Wellness and Clinical 1 rotation) and admission to the Coordinated Program	3
Supervised Practice in Medical Nutrition Therapy II	Supervised clinical dietetics experience in the hospital setting applying advanced clinical skills. This course is only for students admitted to the Coordinated Program in Dietetics. Prerequisite(s): NHM xxx (Clinical 1 rotation) and admission to the Coordinated Program	3

Supervised Practice Rotation Documentation

Students will be required to provide an hour log for each supervised practice rotation to their supervising faculty and to the Director of the Coordinated Program in Dietetics. The hour log will provide separate sections for the student to indicate hours in the facility and hours obtained through alternative practice activities, such as case studies or role playing. Typically, the hour log would be turned in via Blackboard to the supervising faculty and in the UA Box document repository to the Program Director.

Student Performance Monitoring

The student's faculty advisor, Coordinated Program Director, and the Director of the Graduate Program will work together to monitor each student's progress on a regular basis. The student's faculty advisor will meet with them each fall and spring semester to discuss progress in the program and courses they should register for in upcoming semesters. The Coordinated Program Director will meet with each student at least twice a year to discuss progress in both coursework and supervised practice rotations. If there are any known issues brought to the CP Directors attention, a meeting with the student would occur to discuss these issues.

The Program Director and faculty of didactic coursework will communicate often if a student is having difficulty in an individual course. Both the Program Director and the individual faculty

member of the course will discuss how the student can be successful in the course. If the student determines they may not be successful to earn a B or better, they student may withdraw from the class during the period allowed for dropping a class. It is strongly recommended that the student consult with the Program Director and their academic advisor before dropping the class.

Your preceptors will evaluate you in each of your rotations at the mid-point of the rotation and at the end through a final evaluation. The preceptor or the faculty member of the rotation will meet with you to go over your evaluations to ensure you are progressing through the rotation experience and meeting the specific rotation competencies. The supervising faculty of the rotation and our preceptors stay in close contact during rotations and will communicate regularly if a student is having difficulty in a specific rotation. The Program Director, faculty, and preceptor will discuss options to ensure the student is successful showing competency in the rotation. In some cases, it may be determined that a student may need to complete additional assignments or additional time in the facility if the student is not able to show competency by the end of the original specified timeframe for the rotation.

Professional presentation encompasses a variety of behaviors and attitudes which, in total, reflect individuals' perceptions about their careers. One of the purposes of the CP is to assist students as they develop professional skills which will guide them to become successful practitioners and will reflect positively on the individuals, the program, the University, and the dietetics profession. Toward this end, professional presentation is a graded component in each CP course. Specifically, it includes keeping appointments on time; appearance in supervised practice sites (attire/uniform, shoes, hair restraints when appropriate, name tag, etc.); overall appearance of written work; working relationships with classmates and facility staff; attendance at professional meetings; and any other aspect identified on course outlines).

Although a major aspect of professional presentation, confidentiality is so important that it warrants a separate discussion. Confidentiality applies to classroom discussions, individual conferences, information gathered in supervised practice sites, and patient information. The confidentiality of patient information is so important that the guarantee of this confidentiality is a written component in the training agreements which the University signs with the individual healthcare facilities.

In the classroom, the use of specific examples in teaching occasionally involves information which needs to remain confidential to that class. The student is expected to honor that confidentiality. When in doubt about any information, do not say anything about it. Questions that may arise concerning any aspect of class or supervised practice may be discussed in confidence with the faculty instructor and/or the program director. All such discussions will be held in confidence.

Student Remediation and Retention

Didactic Coursework Remediation and Retention:

Grade Point Average (GPA): Each student must have an overall graduate grade point average of 3.0 or better for all graduate courses undertaken at The University of Alabama. Grades below "C" count in computing the GPA but do not carry credit toward a degree. Grade point averages are computed on the following grades: "A," "B," "C," "D," "F," "N," and "I." Grades of "P," "W," "NA," "NC," and "NG" do not count toward the GPA. In computing the GPA, an "I" or "N" counts as an "F" until replaced by the earned grade. All "I" and "N" grades must be removed within the first four weeks of the next term of enrollment if the overall GPA drops below a 3.0 as a result of the "I" or "N" grade(s).

Students must earn a B or better in a required course. Students earning a C or lower in a required course will be allowed one chance to repeat the course. Students must receive a B or better when repeating a required course. The first attempt will not be counted toward the degree but will be counted in the overall GPA. Additionally, students must earn a B or higher in a minimum of 18 credit hours taken within the nutrition department.

Seventy-five Percent Rule: At least 75 percent of the hours taken must have been completed with grades of "A" or "B" at The University of Alabama. In applying this 75 percent rule, a maximum of 6 hours of thesis research may be counted, if appropriate.

Repeating Courses: Regular courses (courses other than IDGR assistantship, thesis, dissertation, etc) typically may not be repeated for graduate credit; this includes courses initially taken on an audit basis. However, a course that is required in a student's curriculum in which the student earned a "D" or "F" may be repeated once. Both grades contribute to the computation of the GPA. Only required courses where the student has received a B or better will be counted toward the degree requirements. Federal regulations limit the number of times a student may repeat a course and receive financial aid for that course. Questions about these regulations should be addressed to the Student Financial Aid Office.

Students may be dismissed from this program for failure to meet the scholastic requirements listed above. Departmental suspension (dismissal) from a degree program also results in suspension from the Graduate School.

Academic Warning: A student placed on Academic Warning has the next 12 hours of graduate work to raise the overall GPA to 3.0 or better. The overall GPA after the next 12 hours following academic warning must be at least 3.0 to avoid Academic Suspension (dismissal) from the Graduate School.

The department may dismiss a student from a degree program if there is unsatisfactory academic or other progress toward completion of the degree. Departmental dismissal also

results in suspension from the Graduate School. Students who are suspended may not attend class or enroll in any form of distance learning courses.

Students are encouraged to use the time of the suspension in ways that assist their academic progress. Students may study in order to finish courses in which they have earned an incomplete

(I) or no grade (N) and may work with faculty members in this process. Students may also address other non-academic problems that have impeded their progress.

While on academic warning, the student is not eligible to apply for candidacy for a degree or hold a Graduate Assistantship. Warning status must be removed by raising the overall GPA to 3.0 or better and/or retaking all required courses with grades below “B” to achieve a grade of “B” or better, during the next 12 hours of graduate course work. Failure to remove either a warning or conditional status within the first attempted 12 hours of graduate course work will result in Academic Suspension (dismissal) from the Graduate School.

Rotation Remediation and Retention:

Your preceptors will evaluate you in each of your rotations at the mid-point of the rotation and at the end through a final evaluation. The preceptor or the faculty member of the rotation will meet with you to go over your evaluations to ensure you are progressing through the rotation experience and meeting the specific rotation competencies. In some case remediation may be needed due to lack of professionalism, lack of progress in the specified time, inability to meet specific competencies after multiple attempts, etc. The Program Director, supervising faculty, and preceptor(s) will work together to come up with options for remediation, which may include additional assignments or time in the facility to demonstrate competency. If the student has still not progressed after a remediation period, then the student may be dismissed from the program.

Professional presentation encompasses a variety of behaviors and attitudes which, in total, reflect individuals’ perceptions about their careers. One of the purposes of the CP is to assist students as they develop professional skills which will guide them to become successful practitioners and will reflect positively on the individuals, the program, the University, and the dietetics profession. Toward this end, professional presentation is a graded component in each CP course. Specifically, it includes maintaining confidentiality in facilities; upholding the UA Academic Honor Code; keeping appointments on time; appearance in supervised practice sites (attire/uniform, shoes, hair restraints when appropriate, name tag, etc.); overall appearance of written work; working relationships with classmates and facility staff; attendance at professional meetings; and any other aspect identified on course outlines).

Student Withdrawal or Leave of Absence

Withdrawal from a Course. Graduate students who desire to withdraw from a course may do so during the period allowed for dropping a class. However, it is strongly recommended that they

consult with their academic advisor or department head prior to doing so, as such an action may have ramifications related to their course progression, assistantship status, or other considerations. Such potential repercussions are the responsibility of the student to ascertain prior to making such a decision.

No notation of courses attempted will be made on the permanent record of a student who withdraws from the University by the last day to add classes in a particular semester. After that, the withdrawal from a course will be noted on the student's permanent record. It is the student's responsibility to consult the Academic Calendar for the specific date by which one may withdraw without receiving a grade notation. In extraordinary circumstances beyond the student's control, a student may petition the department chair to drop a course after the date listed on the Academic Calendar. If the department chair agrees that there are extraordinary circumstances and supports the petition, it is forwarded to the college dean. If the college dean supports the petition, it is sent to the Graduate School for approval. After the tenth week, the student's academic status at the time of the withdrawal will be noted on the record ("W" for courses passing, "F" for courses failing).

Withdrawal from a course may affect several elements linked to registration and class loads, including (but not limited to) graduate fellowships, assistantships, tuition awards, financial aid, withholding taxes, etc. Before dropping a course, the student should contact all aspects of enrollment that may be affected.

Withdrawal from All Courses. A graduate student may withdraw from the University (i.e., withdraw from all courses in the semester), either for non-medical or medical reasons, as long as this is done prior to the last day of classes. The first thing a student considering withdrawal should do is to consult an academic advisor. It is the student's responsibility to initiate a withdrawal through myBama and provide the information necessary to complete the withdrawal process. Academic Bankruptcy (described in the Undergraduate Catalog) is not available to graduate students. Withdrawal from the University requires approval from the Office of the University Registrar (206 Student Services Center) and dean of the Graduate School. Please visit The Division of Finance and Operations Student Account Services for more information about the financial effects of withdrawing, including information on how federal financial aid, loans, and scholarships may be affected.

Leave of Absence. Under compelling circumstances beyond the student's control, a graduate student may request that the department petition the Graduate School with the rationale for granting a leave of absence. If granted by the Graduate School, a leave of absence will cover one or more upcoming semesters rather than any prior semester(s). A leave of absence is not a method of avoiding continuous registration requirements, and it does not lengthen the time limit. When a student returns from a leave of absence, the Graduate School must be notified and will work with the department and student to determine the number of semesters remaining on the time limit and the degree requirements that remain.

Military Leave. The University complies with laws concerning readmission of service members. A student who has been admitted to or enrolled in The University of Alabama Graduate School may ask for a military leave to fulfill a U.S. military obligation. The student should notify the dean of the Graduate School of a call to military service and provide documentation. Upon return from military service, the student also should notify the dean of the Graduate School of the intent to return to graduate school and provide documentation of honorable discharge. A student called to active military duty, unless dishonorably discharged, and eligible for readmission as defined by law, will receive an extension of the degree time limit equal to the term of eligible service, with a cap on the number of years in the extension. The extension is subject to the 5-year limit as applicable to readmission provisions in the Higher Education Opportunity Act of 2008 (Section 484C of the HEA) and implementing regulations in 34 CFR Section 668.18.

Prior assessed learning

At this time, the Coordinated Program in Dietetics does not accept prior learning credit.

Distance Instruction and Online Testing

Some courses may be taken in an online format as a part of the Coordinated Program in Dietetics. The College of Continuing Studies at UA Online provides Online Testing Services for students enrolled in online courses and there are several options for exam proctoring. It is the student's responsibility to schedule tests in accordance with the established deadlines. Additional charges may be incurred for proctoring services depending upon the location/method selected by the student. The student is responsible for any proctoring cost.

Students taking online or off-campus proctored tests are held to the same student code of conduct as students testing on the UA campus. In accordance with the UA Code of Student Conduct, you understand and agree that any misconduct or fraudulent activity committed by you in connection with your UA exam may result in invalidation of your scores, immediate suspension or termination of your access to further online proctored or approved off-campus testing, and disciplinary action by UA consistent with student code of conduct policies. You understand and agree that the online or off-campus proctor will report any suspected fraud or testing misconduct (academic and/or behavioral) to UA and/or law enforcement authorities. Under the guidelines of student misconduct, UA and law enforcement agencies will pursue any action reasonably necessary to protect students, school records, and the integrity of all testing materials.

The University of Alabama has established, and will periodically evaluate, its process to confirm that a person who is enrolling in the University is the person who is completing the enrollment form, that a student taking an examination is the student who registered to take the examination, and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course. To authenticate identities, The University of Alabama will use one or more of the following methods for verification:

- A secure login with user name and password.
- Proctored examinations

Privacy of Student Information

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. The University of Alabama complies with FERPA's confidentiality protections and adheres to procedures dealing with student education records and directory information recommended by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

All methods of verifying student identity must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information and the University's Privacy Policy.

Students can access their own file by submitting a request to the program director.

INTERN RESPONSIBILITIES

Background checks, health documentation, and insurance

Students are expected to carry their own health and accident insurance. In the event of an accident, the student will receive emergency treatment on site or at the nearest healthcare facility, but the student is responsible for payment of any charges incurred. Specific information related to this coverage will be required at the beginning of spring of the junior year. The University's student health coverage meets the criteria for this requirement.

Prior to beginning rotations in the CP, the following documentation of completion is required by each student. We have partnered with [CastleBranch](#) in order to obtain the following tests and documentation in a timely manner:

1. Tuberculin skin test within the past 12 months or documentation as a previous positive reactor or a chest x-ray taken within the past 12 months.
2. Proof of Rubella and Rubeola immunity by positive antibody titers or 2 doses of MMR; mumps.
3. Varicella immunity, by positive history of chickenpox or proof of Varicella immunization.
4. Proof of Hepatitis B immunization or completion of a certification of declination of vaccine.
5. Proof of the most current immunization against influenza strain(s) as recommended by the Centers for Disease Control or physician verification that the immunization(s) are contraindicated for the Program Participant.
6. Proof of documentation of your COVID-19 vaccination(s).

7. Current CPR Certification.
8. Current health insurance coverage.
9. HIPAA training certificate.
10. Complete a drug screen.
11. A background check included the following:
 1. Social Security number verification.
 2. Criminal Search (7 years)
 3. Violent Sexual Offender & Predator registry
 4. HHS/OIG/GSA

Please note that you may be required to complete some of these requirements (i.e. background check, drug screen, etc.) multiple times to meet specific facility requirements. More information will be provided to you upon your acceptance to the Coordinated Program on the process of obtaining these tests and documents.

Attendance and Program Schedule

The UA Coordinated Program follows the University's academic calendar found here: <https://registrar.ua.edu/academiccalendar/>

In the event of extenuating circumstances, it is possible to arrange a day of personal leave from a rotation which can be used for job interviewing, illness, or some other activity, **which receives prior approval by the supervising faculty member and is coordinated with the preceptor.** This is a privilege, not a right, and should not be perceived as a "free day." Depending upon the total hours of absence, it may be necessary to make up this time in order to complete the rotation. In the event of a planned absence, the supervising faculty member should be contacted first, and if the request is approved, approval should be sought from the preceptor. In the event of illness or injury on-site, contact the preceptor and the faculty member immediately and seek out appropriate medical care, as needed. Medical care is the responsibility of the student.

Attire/Dress Code

While in facilities, the student must maintain a professional appearance. Dress requirements may vary slightly, depending upon the facility to which the student is assigned. Each student should purchase two pairs of cherry red scrubs, one white lab coat (hip length), closed toed, black rubber soled shoes, and business casual dress. Each student should ask their preceptor and supervising faculty about appropriate dress at the assigned facility before beginning the rotation.

Hair should present a neat appearance. Any facial hair should be neatly trimmed. A clean and pressed white lab coat should be worn over appropriate attire. Clothing should convey a professional image. Students' hair must be clean and neatly styled (restrained). Hair nets or other restraints must be worn when working in food production or service areas or when walking through those areas. Jewelry must be kept to a minimum for health and safety

reasons. Small earrings, watches, and wedding or engagement rings are acceptable. Name tags must be worn at all times while in the facilities. If a student's appearance is considered inappropriate by the faculty instructor or by the preceptor, the student will be requested to correct the situation before participating in scheduled activities.

Transportation

The student will be responsible for his/her own transportation at all times to the assigned facilities. Students should be prepared to go out of town for selected supervised practice experiences, meetings, and/or seminars, when necessary. Travel could be extensive, up to four days per week, depending upon where the student lives and where the student is assigned. Students assume all liability for safety in traveling to or from assigned areas.

Academy Membership and Professional Development

Students are required to join the Academy of Nutrition and Dietetics as student members while in the CP and to maintain their membership until completion of the program. One of the primary benefits is the subscription to the *Journal of The Academy of Nutrition and Dietetics* and access to members-only areas of the Academy website, including the Evidence-Analysis Library (EAL). Additionally, membership reflects a tangible interest in the profession which can be helpful in scholarship applications and in a job search.

An important part of professional growth is an understanding of the dietetic organizations and the importance of networking with nutrition and dietetic professionals. The student should take advantage of the opportunities to learn about and, where possible, participate in the Student Dietetic Association, the Tuscaloosa Dietetic Association, the Alabama Dietetic Association, and The Academy of Nutrition and Dietetics meetings. All professional meeting expenses are the responsibility of the student.

Students are required to attend 6 professional meetings during their time in the Coordinated Program, however FNCE® will count as 3 professional meetings due to the expense and time of attending this conference. Documentation of your attendance at the meeting should be given to the program director.

The Student Dietetic Association (SDA) meets several times each semester. Regular meeting times are posted and announced at the beginning of each semester. It is strongly encouraged that you attend these meetings and community events sponsored by SDA. These meetings DO NOT count toward your 6 professional meetings.

The Tuscaloosa Dietetic Association meets several times each year, usually on the fourth Tuesday of the month. Students are expected to attend whenever possible, as reflected on various course syllabi. You could also attend the Birmingham Dietetic Association meeting if you live in that area or would be there after a rotation.

The Alabama Dietetic Association (ALDA) meets in the spring of each year at rotating sites within the state. It is strongly encouraged that you attend this meeting. In your last spring

semester of the CP, you will be required to attend to present a research poster during the program.

The Academy of Nutrition and Dietetics conducts the Food & Nutrition Conference & Expo (FNCE®) in the fall. Students are encouraged to attend, but it must be at their own expense, as any professional meetings will be. Following attendance at the annual meeting, students may be asked to present to the Student Dietetic Association regarding their experience and knowledge gained during their attendance at FNCE.

PROGRAM COMPLETION REQUIREMENTS

Time for Program Completion and Verification Statements

Completion requirements for the Coordinated Program in Dietetics at The University of Alabama to obtain a verification statement to be eligible to sit for the RDN exam, include the completion of 36 hours of graduate coursework, a Capstone experience, award of a master's degree in human nutrition, successful completion of all Coordinated Program rotations (21 hours of rotation coursework), and a passing score on a Coordinated Program exit exam. One can find the full program curriculum on page 9 of this handbook. A student must complete all of this criteria to be awarded a verification statement to be eligible to take the RDN credentialing exam.

The program is designed as a 2-year program, but completion of the program must occur within 3 years of beginning the program if remediation is needed.

While the UA master's of science in human nutrition requires 30-credit hours to graduate, the Coordinated Program will require 57-credit hours to ensure completion of all required KRDN's and CRDN's throughout the program. The required courses are:

A non-degree option will not be offered as many of our knowledge requirements and competencies will be met in the graduate coursework to support the supervised practice rotations.

State Licensure

Most states require licensure to practice as a Registered Dietitian Nutritionist. More information can be found here about state licensure: <https://www.cdrnet.org/state-licensure>.

FACILITY AND PRECEPTOR RESPONSIBILITY

Educational Purpose of Supervised Practice

Facilities providing supervised practice are committed to the development of registered dietitians. No reimbursement is provided to the facilities or to the preceptors. The preceptors are sharing their professional expertise and knowledge purely in support of the Coordinated Program and The University. Students receive no pay while in this learning experience and preceptors understand that students should not be used to replace employees.

Annual Preceptor Meeting

At the end of each academic year (April-June), the program will hold an annual preceptor meeting to thank our preceptors and to provide them with continuing education. It is encouraged that all primary preceptors attend this meeting and advanced notice will be given regarding the date and location.

Preceptor Continuing Education

The Commission on Dietetic Registration offers the Dietetics Preceptor Training Program, free of charge, to help preceptors of dietetics students prepare for and excel in their important role. We would encourage you to complete this preceptor training program.

It includes 7 modules covering:

- Preparing for Your Role as Preceptor
- Planning for Student Learning
- Facilitating Student Learning
- Assessing Student Learning
- Communicating Effectively
- Managing Your Time
- Keeping Current

The program can be found on <https://www.eatrightpro.org/acend/training-and-volunteer-opportunities/dietetics-preceptor-training-program> and it is good for 8 CPEUs. Individuals completing the program will be able to access it at their convenience.

CONCERNS AND COMPLAINTS

Handling Complaints from Students

If concerns arise, students are encouraged to communicate with the program director, instructor or staff member who is directly involved with the concern. Usually the concern can be resolved satisfactorily through honest and open communication with the faculty or staff

member. Meeting with the instructor or staff member should be the first step in resolving the concern.

However, if informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the student may bring the concern to the Assistant Department Chair. Should the Assistant Department Chair not be able to come to a satisfactory resolution, they will direct the student on the next steps to move the concern to the next level.

More information about the formal grievance process may be found in the student handbook [here](#).

If you are not satisfied after all program and University grievance policies have been followed, accreditation related complaints can then be directed to ACEND at 800/877-1600, ext. 5400.

Handling Complaints from Preceptors/Faculty

If you have any complaints about the program or a student in the program, please contact the program director to discuss your complaint. If you have a complaint regarding the program director, please contact the Department Chair for Human Nutrition and Hospitality Management.

UNIVERSITY OF ALABAMA RESOURCES

Financial Aid: The Office of Student Financial Aid provides comprehensive information and services to students regarding opportunities to finance the cost of education at UA. More information can be found at <https://financialaid.ua.edu>

Office of Information Technology: OIT provides an array of technology services to students including, Wifi, Blackboard, free software packages, and the IT service desk. Each UA student has access to Blackboard, an electronic learning management system that supports online course management. Blackboard is used extensively to provide and deliver on-campus and online courses, as well as to provide Web-enhanced course materials to students enrolled in on-campus and off-campus courses. More information about student IT services provided at UA can be found at <https://oit.ua.edu/about/it-for-students/current-students/>.

Office of Disability Services: ODS serves as the central point of contact for UA students with disabilities seeking academic accommodation. ODS works with faculty and other members of the University community to provide individualized accommodations and support services while promoting student responsibility and self-advocacy. It is the student's responsibility to self-identify their need for academic accommodations. More information about ODS can be found at <http://ods.ua.edu/>

Counseling Center: The Counseling Center helps students, undergraduate and graduate, achieve academic success and personal growth through quality brief counseling and

psychological services, outreach, and consultative services, and the training of mental health professionals. More information about the UA Counseling Center can be found at <https://counseling.sa.ua.edu/>.

Student Health Center: The UA Student Health Center and Pharmacy (SHCP) is ready to be your medical home away from home and can address any health care needs you have. More information can be found at <https://shc.sa.ua.edu/>

Women's and Gender Resource Center: The WGRC provides free, confidential, and voluntary counseling and advocacy services to members of The University of Alabama community who are victims/survivors of interpersonal violence. Additionally, the Women and Gender Resource Center offers a variety of programming designed to promote social justice and address gender disparities in academia, government, and the workforce. More information can be found at <https://wgrc.sa.ua.edu/>.

Writing Center: The University Writing Center provides free one-on-one writing consultations for UA students in all disciplines. More information can be found at <https://writingcenter.ua.edu/>.