

2024-2025

**POLICIES & PROCEDURES
STUDENT HANDBOOK**

University of Arkansas for Medical Sciences
and
Central Arkansas Veterans Healthcare System

Master of Science in Dietetics Program
(MS/DI)

STUDENT HANDBOOK

MASTER OF SCIENCE IN DIETETICS PROGRAM (MSDI)

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INTRODUCTION

The purpose of the Policies and Procedures Student Handbook is to familiarize you with various program guidelines that will be important for you during your MS/DI program. If you have any questions about these or any other procedures, please do not hesitate to contact the Program Director.

PROGRAM FACULTY

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MSDI PROGRAM MISSION

The mission of the program is to meet the needs of entry-level, Registered Dietitian Nutritionists in Arkansas and in VA Healthcare Systems serving the nation's Veterans. The Program's concentration of *Medical Nutrition Therapy and Management in Dietetics Practice* prepares graduates for entry-level positions in a variety of settings including hospitals, out-patient clinics, community and public health facilities, research, corporate wellness, school food service, and the food industry.

GOALS AND OBJECTIVES OF THE MS/DI PROGRAM

Goal #1 - Prepare graduates in the development of skills to improve the health and well-being of the State of Arkansas and our nation's Veterans.

Objectives:

- a) 50% of the graduates will practice in the State of Arkansas or within the Veterans Health Administration System.
- b) Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- c) 85% of responding employers will rate the preparation of graduates for entry-level practice as a score of 4 (very well prepared) or above on the one-year post graduation surveys.

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Goal #2 - Prepare graduates to be professional, competent, entry-level Registered Dietitian Nutritionists.

Objectives:

- a) At least 80% of program graduates employed in the area of nutrition and dietetics and who complete the graduate survey, will agree that they use peer reviewed research and evidence-based guidelines to address practice-related issues.
- b) At least 80% of program students complete program/degree requirements within 22.5 months (150% of the program length).
- c) 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- d) 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%.

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SUBJECT: Professional Ethics

POLICY: MS/DI students will abide by the Code of Ethics of The Academy of Nutrition and Dietetics that outlines the ethics of a dietetic professional.

PROLOGUE:

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves that a Code of Ethics provide guidance to dietetic practitioners in their professional practice and conduct.

PROCEDURES:

1. Students will review the Code of Ethics during orientation in the first week of the MS/DI Program. A copy of the Code of Ethics is included in the Policies and Procedures Manual provided to each student during orientation. The Code of Ethics is listed on the following pages.
2. As part of the training in the profession, students are required to follow the Code of Ethics in the MS/DI Program.
3. Failure to abide by the Academy's Code of Ethics will result in disciplinary action which could include counseling, suspension, probation or dismissal from the studentship.

SUBJECT: The Academy of Nutrition and Dietetics Code of Ethics

Code of Ethics for the Nutrition and Dietetics Profession
Effective Date June 1, 2018

Preamble

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for

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the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.

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- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- b. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- c. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- d. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- e. Refrain from verbal/physical/emotional/sexual harassment.
- f. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- g. Communicate at an appropriate level to promote health literacy.
- h. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision- making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

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Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standard%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

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SUBJECT: CHP Academic Integrity

POLICY: The MS/DI student will follow the Academic Integrity Policy of the College of Health Professions (CHP).

The College of Health Professions believes that both students and instructors have significant roles within the educational process. Acts of academic misconduct can influence this educational process by causing a distorted picture of the academic achievement of individual students and jeopardizing the success of the student's total educational program. Although monitoring of academic conduct is primarily the responsibility of faculty, students ultimately have the responsibility and are expected to act in an honest and responsible manner during the educational preparation for their professional role.

The Academic Integrity Policy applies to circumstances and events related to the student's education program, including academic issues and professional conduct or judgment. Sanction(s) for academic misconduct may include, but are not limited to, a failing grade on the test/assignment, failing grade for the course, or suspension or dismissal from the college. Policies and procedures for scholastic dishonesty or other non-academic disciplinary matters differ from these procedures and are addressed in procedures and regulations in Section 9 entitled "Student Conduct and Disciplinary Action" of this catalog.

Definition of Academic Misconduct

Academic misconduct is considered to be an act contrary to academic and/or professional ethics. Examples of academic misconduct include, but are not limited to:

1. Copying from another student's test paper, reports, or computer files;
2. Using materials and/or devices during an examination which have not been authorized by the person in charge of proctoring the examination;
3. Giving or receiving assistance on examinations. This not only includes providing specific answers to subsequent examinees, but also involves providing or receiving information which would allow the student to have an unfair advantage in the examination over those students who did not possess such information;
4. Exchanging places with another person for the purpose of taking an examination or completing other assignments;
5. Using, buying, selling, stealing, transporting or soliciting in its entirety, or in part, the contents of an examination or other assignment not authorized for release;
6. Falsifying clinical logs, records, or reports (oral or written);
7. Plagiarism is defined as adopting, appropriating for one's own use and/or incorporating in one's own work, *without acknowledgement*, passages, tables, photographs, models, figures, and illustrations from the writings or works of others; presenting parts of passages of other's writing as products of one's own mind. The concept of plagiarism also extends to the copying of quiz, written, or lab practical examination questions, case studies, or clinical case scenarios used in the classroom or

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small group sessions, in any form or manner, including memorizing the material so it can be written down and passed on to others at a later time.

Plagiarism of testing materials is cheating, and constitutes an activity that is unprofessional and against the ethical tenets of the health professions. This notice is to inform students that the College of Health Professions reserves the right to utilize, with or without the students' knowledge, plagiarism detection services or software. Written work may be compared to a database of texts, journals, electronic and web sources including web sites that sell or distribute pre-written essays or term papers. The College reserves the right to use this plagiarism detection system at any time, on any work submitted by a student in any course.

8. Misrepresenting facts to cover up mistakes or omissions in clinical or academic settings;

9. Deliberately performing at less than maximum ability, or asking another student to do so, to alter the grading scale.

Academic Appeal Procedures

The purpose of academic appeals is to provide students with an objective hearing of a wide range of issues related to the students' professional education. The appeal procedures below provide opportunities for students to request a review of recommendations and decisions made by the department faculty, submit information not previously available to the faculty, or suggest alternative remedies. Established school or program policies themselves cannot be appealed.

Appeal of Grades or Evaluations

The procedures below are followed for appeal of academic matters including grades or other evaluations awarded for a course, assignment, project, examination, clinical procedure, clinical rotations, or other program-related performance including professional conduct and clinical judgment.

Meeting with the Course Instructor – Before initiating an appeal, the student must contact the course instructor to discuss the academic matter or grade within 3 business days of the occurrence. "Occurrence" is the notification of a student's grade or performance evaluation.

Step 1: Appeal to the Department Chair – If the matter is not resolved with the course instructor, the student may appeal in writing to the department chair within 3 business days following the meeting with the course instructor. If the instructor is the department chair, the student may appeal directly to the dean (Step 3, below). The written appeal should include:

1. Student's name
2. Nature of the occurrence
3. Date of the occurrence
4. Name of the course instructor(s) involved

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5. Summary of the student's meeting with the course instructor, including date, time, and outcomes
6. Student's rationale for the appeal

Step 2: Meet with the Department Chair¹ - Within 3 business days after submitting the written appeal to the Department Chair, the student is responsible for setting an appointment with the department chair to discuss the appeal. This meeting should occur as soon as feasible. The department chair's responsibilities include:

1. Investigating the facts and examining the evidence
2. Meeting with the course instructor(s) and student to clarify areas of dispute
3. Mediating a mutually-acceptable resolution, if possible
4. Documenting, in writing, actions taken to seek resolution

The department chair will notify the student and course instructor in writing of her/his decision within 3 business days following the final meeting with concerned parties.

Step 3: Appeal to the Dean² – If a mutually acceptable resolution is not achieved, or if the student wishes to appeal the department chair's decision, the student may submit a written request to the dean to review the merits of the student's appeal. The request must be submitted within 5 business days of the department chair's notification. The dean will review the student's appeal and the information and may solicit other information deemed appropriate for resolving the matter. The Dean will inform the student and the Department Chair in writing of the Dean's decision within 5 business days following the final meeting with concerned parties. The decision of the dean will be final and may not be appealed.

Note: Timeframes in the appeal procedures are recommended intervals and may be modified as a result of weekends, holidays, vacation periods, and other circumstances.

Appeal of Program-Related Penalties

At times, the faculty may judge that it is in the best interest of the student, patients, education program, or public to recommend that penalties be assessed against a student. Such penalties may include probation, suspension, dismissal, repetition of course(s), or other penalties deemed appropriate under the circumstances. Reasons for penalties may include a variety of factors, e.g., poor academic performance, violations of professional standards of conduct, poor professional judgment, failure to demonstrate ethical behavior, etc. The following procedures are followed for appeal of program-related penalties:

Step 1: Initial Decision and Notification – The student will have been identified as performing below expectations in the education program, and the course instructor and/or the department's student progress committee (SPC)³ may assess one or more penalties. It is recommended that the student be allowed to provide information related to the matter before the decision is made about penalties. If the proposed penalty is dismissal, the faculty must provide the student an opportunity for a personal hearing

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before the decision is reached. Minutes of the meeting in which the decision was made will summarize the allegations, facts, and rationale for the faculty's decision.

The department chair will notify the student in writing of the faculty and/or the SPC decision and the rationale, and inform the student about appeal procedures. Copies of the faculty/SPC meeting minutes and the notification to the student will be sent to the associate dean for academic affairs. If the student does not appeal the decision, the penalty becomes effective 5 business days after receipt of the department chair's notification. If the decision is dismissal, the student should complete the clearance process for the university unless he or she decides to appeal the decision. Completion of the clearance process is an indication that the student waives his or her right to appeal.

Step 2: Appeal to the Dean² – The student may appeal the faculty/SPC's decision by submitting a written request to the dean within 5 business days of receipt of the department chair's notification. The written appeal should include:

1. Date
2. Student's name
3. Specific reasons that the penalty assessed is deemed inappropriate, e.g., extenuating circumstances affecting the student's performance or behavior that the faculty/SPC was unaware of at the time of the decision, misapplication of department policy or procedure, etc.
4. Any documentation relative to the points of the appeal

Note: Documentation provided by the student or faculty/SPC after submission of the initial appeal is subject to review by the hearing officer (see Step 3, below). The hearing officer may disallow such documentation at the appeal hearing if he or she deems the documentation to be unrelated to the initial points of the appeal letter.

Step 3: Hearing Before the Appeal and Grievance Committee - Students in the College of Health Professions are afforded the opportunity to appeal penalties assessed for both academic and disciplinary reasons to the Appeal and Grievance Committee. The Appeal and Grievance Committee is appointed annually by the Dean and consists of at least one faculty representative from each department.

When the Dean receives an appeal from a student, the Dean will convene the College of Health Professions Appeal and Grievance Committee and appoint a hearing officer and hearing panel of at least 3 members of the committee to hear the student's appeal. The hearing officer and members of the hearing panel may not be faculty members in the student's department.

Hearing Officer and Hearing Panel - The hearing officer is the spokesperson for the hearing panel and is responsible for:

- Informing the student, hearing panel, dean, and other interested parties of the date and location of the appeal hearing at least 5 business days before the hearing. The

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student may request that the appeal hearing be scheduled with less than 5 business days' notice.

- Reviewing, in advance of the appeal hearing, any documentation submitted by the student relevant to the appeal. The hearing officer may request written documentation from other parties as deemed appropriate.
 - Conducting the hearing in a fair, unbiased manner.
 - Recording the testimony at the hearing in audio or video format in accord with university policy. The hearing panel's deliberation following testimony is not recorded.
 - Providing the dean with a written summary of the student's appeal, the hearing, and the hearing panel's recommendations.
- Providing the dean with a file of all evidence accumulated in the appeal process and all materials related to the appeal following the final disposition of the appeal.

The hearing panel is responsible for:

- Providing a fair, unbiased hearing of the student's appeal.
- Maintaining confidentiality of all documentation and deliberations related to the appeal and hearing.
- Making recommendations to the dean about the appeal and the penalty assessed by the faculty. The hearing panel may recommend that the dean support, reject, or modify the penalty.

Appeal Hearing Participants – The appeal hearing provides for an objective hearing of all facts related to the appeal and should include at a minimum the student and a spokesperson for the faculty. The hearing will be “closed” and confidential. Only individuals personally involved in the hearing will be permitted to attend and participate, including hearing panel members, the student, faculty representative, witnesses, and counsel, if desired. A representative of the dean's office or UAMS legal counsel may be available to provide advice on procedural and policy matters.

Witnesses – If called, witnesses will give only their testimony; witnesses may not be present in the hearing before or after their testimony is given. If the student and/or the faculty representative wish to call witnesses, they must inform the Hearing Officer of the names of the witnesses and a brief written summary of their relevant testimony at least 3 business days before the hearing. The hearing officer must inform each party of the witnesses that the other party plans to call at least 2 days before the hearing.

Procedures during the Hearing:

- The hearing officer will review the purposes of the hearing and procedures to be followed, and clarify the data-gathering and decision-making functions of the hearing panel. The hearing officer will orally read the student's appeal submitted to the dean. Only the concerns of the student presented in the written appeal will be discussed during the hearing.
- The student will present the issues and rationale for the appeal. The hearing panel may question the student. The student and faculty representative may question each other, at the discretion of the hearing officer.

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- The hearing officer will call witnesses as desired by the student and the faculty representative, and the hearing panel may question the witnesses. The student and the faculty representative may question the witnesses at the discretion of the hearing officer. At all times, it is the prerogative of the hearing officer to monitor and control the extent and degree of questioning and terminate it as her/his judgment dictates.
- Counsel of choice, if requested by the student, may be present to advise and support the student. The student must inform the hearing officer of the name of the counsel of choice, if one is desired, at least 3 business days before the hearing. The hearing is not intended to be adversarial in the sense of a court trial and, therefore, witnesses will not be “cross examined” as in a legal context. Counsel of choice may only confer with the student and will not be allowed to question witnesses or otherwise engage in discussion with the hearing officer, hearing panel, or other participants in the hearing.
- If the student’s counsel of choice is an attorney, university counsel must also attend. The university’s counsel will observe the proceedings and will not be allowed to question witnesses or otherwise engage in discussion with the hearing officer, hearing panel, or other participants in the hearing.
- When all testimony has been provided, all individuals except the hearing officer and hearing panel will leave the hearing room. The hearing panel will discuss the matters and may request additional information as deemed appropriate and necessary. Although it is desirable to conclude appeals expeditiously, the hearing panel may use as much time as necessary and reasonable to assess thoroughly and evaluate the appeal and related facts. If the hearing panel’s decision is delayed more than 5 days after the hearing, the hearing officer will notify the dean, student, and faculty of the delay. Following careful review of all information, the hearing panel will make a recommendation to the dean about the student’s appeal.
- The hearing officer will notify the dean of the hearing panel’s recommendation(s) within 5 business days of its final meeting on the appeal.
- The dean may concur with, modify, or reject the hearing panel’s recommendations. The dean will notify the student, department chair, hearing officer, and hearing panel in writing of his or her decision within 3 business days.
- The decision of the Dean is final and may not be appealed.

1 “Chair” may refer to the department chair or another person designated by the chair.

2 “Dean” may refer to the Dean or another person designated by the Dean, e.g., the Associate Dean.

3 Names of department committees that deal with student progression may vary.

SUBJECT: CHP Non-cognitive Performance Standards

POLICY: The MS/DI student will follow the non-cognitive performance standards of the College of Health Professions.

Non-cognitive performance standards are a set of principles reflecting the ethical foundation of health professions practice. The student must strive toward unquestionable integrity in all professional relations. In order to pursue this goal, students should demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. The following non-cognitive performance standards should be utilized as a guide toward these future goals. Programs in the College of Health Professions (CHP) may have additional and/or more extensive non-

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cognitive and professional behavior expectations; however, CHP Program policies do not override University policies.

Failure to comply with the requirements of any of the following standards or other policies in the University of Arkansas for Medical Sciences Academic Catalog may result in a conference with the department chair/program director, dean, or designee, to discuss the difficulty. Should the problems warrant immediate action, the department chair/program director, dean, or designee, may recommend the student be placed on probation or dismissed from the College. Refer to CHP Policy 02.15.01 Student Conduct & Discipline.

The following is a description of the scholastic, non-cognitive performance responsibilities of a student enrolled in the CHP:

Attentiveness: The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for class, labs, and clinics and stays until the end of time period. The student is alert during classes and demonstrates attentiveness by taking notes and asking appropriate questions. Refer to CHP Policy 01.00.01 Student Inactivity in Courses.

Demeanor: The student has a positive, open attitude towards peers, faculty, and others during the course of studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity: The student functions as a responsible, ethical, law-abiding adult.

Cooperation: The student demonstrates an ability to work effectively in large and small groups and with other members of the health care team, giving and accepting freely in the interchange of information.

Inquisitiveness: The student acquires interest in all courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility: The student has performance in their chosen health professions program as a primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority: The student shows appropriate respect for those placed in authority over them both within the University and in society.

Personal Appearance: The student's personal hygiene and dress reflect the standards expected of a professional health care provider.

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Communication: The student demonstrates the ability to communicate professionally and effectively verbally, nonverbally, and in writing with peers, faculty, patients, and others.

Confidentiality: The student exhibits respect for privacy of all patients and patients' family members. The student demonstrates restraint when utilizing social media (Twitter, Facebook, Instagram, or other social media sites) and, at no time, communicates information that could lead to exposure of patient identity. The student is aware that specific patient data discussed in a specified time frame may be sufficient information to identify a patient. The student follows all directives of the UAMS Social Media Policy (UAMS Academic Affairs Policy 2.1.1).

Professional Role: The student conducts self as a professional role model at all times and in compliance with rules and regulations regarding professional conduct of the specific health profession in which one is enrolled. The student demonstrates the personal, intellectual, and motivational qualifications of a professional healthcare provider.

Professionalism: There are core values of professionalism that are universal and apply to those in health care professions and in education. These include, but are not limited to, moral values such as honesty, integrity, and trustworthiness; values that are specific to one's profession (e.g., confidentiality), to society (e.g., commitment to excellence), to oneself (e.g., self-reflection), and to humanistic values such as empathy and compassion. All students in the College of Health Professions are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms and laboratories, professional and clinical sites, and in non-educational settings. Examples of such behavior include, but are not limited to: honesty and integrity, trustworthiness, effective communication, punctuality, professional behavior, ethical standards, social contracts; negotiation, compromise, and conflict resolution; lifelong improvement and professional competence; time management and decision-making; appearance.

Judgment: The student shows an ability to think critically regarding options, reflecting an ability to make intelligent decisions in their personal and academic life.

Civility: The student understands that civility is an authentic respect for others that requires time, attention, a willingness to engage in open communication, and the intention to seek agreement. The student demonstrates respect for all. The student will not harass any individual physically, verbally, psychologically, or sexually. The student exhibits respect for the institution they have chosen to attend by demonstrating written, verbal, and electronic communication that is diplomatic, non-threatening, and reflects accountability. The student follows all directives of the UAMS Social Media Policy (UAMS Academic Affairs Policy 2.1.1).

Moral Standards: The student respects the rights and privacy of other individuals and does not violate the laws of our society.

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Ethics: The student conducts self in compliance with one's professional code of ethics.

SUBJECT: Credential Requirements for Admission

POLICY: Applicants must submit all required credentials as part of the application process. Admitted students must provide documentation verifying a baccalaureate degree and an Accreditation Council for Education in Nutrition and Dietetics (ACEND) Verification Statement before being fully admitted into the MS/DI Program.

This policy meets the requirements of the ACEND and the College of Health Professions (CHP).

PROCEDURES:

Verification Statement Dated Greater than 5 Years

If Verification Statement is dated greater than 5 years prior to application date, then the applicant will be required to take one of the following courses in the MSCN program prior to application to the Master of Science in Dietetics Program:

NUTR 51073 Advanced Clinical Nutrition OR NUTR 51093 Medical Nutrition Therapy

The purpose of the course will be to refresh knowledge base prior to the academic rigor of the MSDI program. It will not count toward the 36 required credits for completion of the MSDI program.

Application

1. Requirements for application to the UAMS/CAVHS MS/DI Program are posted on the department's web site and included in the informational materials provided to potential applicants.
2. All of the following must be submitted to be considered for admission:
 - Application for Admission [through the Dietetic Internship Centralized Application System (DICAS) process]. The DICAS online application process includes submission of the following documents:
 - a. Official transcripts (From all schools attended after high school)
 - b. Verification Statement dated less than 5 years prior to application date or Declaration of Intent to Complete Degree Statement completed and submitted by applicant's DPD director. If Verification Statement is dated greater than 5 years prior to application date, then the applicant will be required to take the following courses in the MSCN program: NUTR 51073 Advanced Clinical Nutrition OR NUTR 51093 Medical Nutrition Therapy. The purpose of the course will be to refresh

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knowledge base prior to the academic rigor of the MSDI program. It will not count toward the 36 required credits for completion of the MSDI program.

- c. Three letters of recommendation in the DICAS application
 - d. Resume
 - e. Personal statement
- In addition to the online DICAS process, applicants must submit the following materials postmarked no later than **February 15th**:
 - a. 1) **CHP Online Application** available at <http://healthprofessions.uams.edu/programs/dieteticsandnutrition/dietetic-internship/how-to-apply/>
 - b. \$40.00 non-refundable application fee (payable at the end of the online application)
 - c. TOEFL Requirement - All applicants, regardless of citizenship, whose native language is not English, are required to demonstrate fluency (speaking) and literacy (reading and writing). The primary means to document fluency and literacy is to submit a Test of English as a Foreign Language (TOEFL). A minimum score of 213 is required on the computer-based version of the examination, 79 on the Internet-based version of the examination (subtest score minimums: 15 reading, 15 listening, 18 speaking, 17 writing), or total score of 550 on the paper version with 55 or greater in each of the four subtest scores (listening, structure/writing, reading, and speaking). The test must have been taken within the two years immediately preceding the requested semester of admission. An official copy of the TOEFL score, issued by the Educational Testing Service must be sent directly to UAMS by the Educational Testing Service.

After Notification of Match by D&D Digital

1. After match day, students who accepted an appointment to the program will be notified that the following items are required and must be received by the due date.
 - a. **Verification Statement from DPD program director with original signature must be received by May 31.* Extensions until August 1st will be allowed for students that graduated in May.**
 - b. The College of Health Professions (CHP) at UAMS must have an official transcript reflecting completion of the student's baccalaureate degree by **August 1**. Applicants whose DPD graduation date is after DICAS submission will need to order an official transcript from their DPD School showing completion of baccalaureate degree and/or DPD program requirements.

Note: In the event a transcript will not be available until after the program start date due to recent course completion, the student must have a letter sent from the university registrar documenting the degree will be accepted with an official transcript to be sent as soon as possible.

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- c. The MS/DI Program Director will download a pdf of the DICAS application containing official transcripts from all schools attended to remain in the student's official file.
 - d. Students will need to log into GUS to accept their admission offer and pay enrollment deposit (submitted electronically through the GUS system).
2. Students will be notified individually in writing via e-mail of any missing items in their file before the program start date.
 3. Students who do not submit the required documents as outlined above will lose their appointment in the program.

***ACEND and The Dietetics Process Application Task Force (DAP-TF) have announced that D&D Matching will end after Spring 2024 admissions. This policy will be reviewed and updated for the 2025-2026 cohort and going forward.

SUBJECT: Prior Learning Assessment Policy

POLICY: The requirements and general business process for the evaluation of transfer credit at UAMS are outlined in UAMS Policy 2.2.8. The MS/DI Program does not grant credit toward supervised practice hours based on prior learning in work or volunteer experience toward the program requirements.

The Department of Dietetics and Nutrition will permit a student to transfer certain courses of graduate credit from the UAMS Master of Science in Clinical Nutrition program upon admission into the MSDI program, not to exceed 12 credit hours as shown below. Graduate level nutrition courses from other accredited universities will be considered, not to exceed 6 credit hours. The course must be completed within the last five years and a minimum letter grade of "B" or above has been earned.

| MSCN Course | MSCN Credit Hours | MSDI Course | MSDI Credit Hours |
|---|--------------------------|---|--------------------------|
| NUTR 51063 Nutrition and Metabolism: Micronutrients | 3 | DIET 53103 Micronutrients | 3 |
| NUTR 51103 Nutrition and Metabolism: Macronutrients | 3 | DIET 51133 Macronutrients | 2 |
| NUTR 51043 Nutrition Research and Statistical Methods | 3 | DIET 51101 Nutrition Research and Statistical Methods | 2 |
| NUTR 51163 Nutrition in Health, Wellness and Sports | 3 | DIET 53352 Sports Nutrition | 2 |
| NUTR 51153 Pediatric Nutrition | 3 | DIET 54103 Pediatric Nutrition | 3 |

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| | | | |
|---|---|--|---|
| NUTR 51053 Principles of Advanced Nutrition Support | 3 | DIET 52301 Principles of Nutrition Support | 2 |
| NUTR 5100V Research in Nutrition (non- thesis) | 3 | DIET 51232 Nutrition Capstone | 2 |
| NUTR 5123V Master's Thesis in Clinical Nutrition | 6 | DIET 51232 Nutrition Capstone | 2 |

PROCEDURES:

1. Upon admission to the MSDI degree program, the student may request a meeting with the program director to discuss any previous coursework for which a transfer of credit might be requested. All previous graduate coursework as shown on all official transcripts will be reviewed. The student will be required to provide copies of syllabi for all courses to be considered. The graduate coursework that meets the student's degree goals will be considered for transfer credit by the program director. Competencies aligned within transferred courses for the MSDI Curriculum Map may require additional assignments to ensure achievement of required competencies.
2. Following this discussion, the student will complete the ["Transfer Credit Approval Form"](#) and request the program director's signature as the Academic Advisor. The student will submit the completed form to the Associate Dean of Academic Affairs for the College of Health Professions. If approved, the Associate Dean will sign and provide the completed form to the Office of the University Registrar.

SUBJECT: Criteria for Graduation from the Master of Science in Dietetics Program

POLICY: Students must meet minimum requirements for courses, grades, supervised practice experiences, interprofessional education requirements, and participate in the departmental and campus-wide graduation ceremonies in order to successfully complete the program. The MS/DI Program does not grant credit toward supervised practice hours based on prior learning in work or volunteer experience toward the program requirements. Transfer of course credit hours is addressed in the "Prior Learning Assessment Policy".

PROCEDURES:

Course and Grade Requirements

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1. The MS/DI Student must complete all required courses in the program with a grade of “B” or above in order to be eligible for graduation from the MS/DI Program.
2. Students will be advised regarding each course they are enrolled in by midterm each semester. During the advising session, grades will be reviewed and students will be counseled if a course grade is below a “B”. Counseling will include a plan developed by the faculty and student to improve performance in the class. This may include, but is not limited to, tutoring sessions with faculty, additional homework assignments or additional supervised practice hours.
3. For students who fail to achieve a grade of a “B” or greater by the end of the course, the Director will recommend to the Department Chairman and Associate Dean that the student be placed on academic probation. The student will be notified verbally and in writing if placed on probation.
4. For students on academic probation, a remedial plan of course work and/or supervised practice experiences will be developed with deadlines to allow the Student an opportunity to achieve the minimum course grade of “B”.
5. Failure to achieve the remedial plan objectives by the established deadlines will result in failure of the course and of the MS/DI Program.

Supervised Practice Requirements

1. The student must successfully achieve all competencies and complete all assignments for the supervised practice rotations within the practicum courses. If the student fails a supervised practice rotation due to inability to achieve the competences, a remedial plan will be developed to provide one opportunity to repeat the supervised practice rotation. Failure to achieve the remedial plan objectives will result in failure of the practicum course and of the MS/DI Program.
2. No more than two rotations per semester/practicum course can be repeated.
3. Points will be deducted from the course grade for repeated practicum experiences.
4. Students must score $\geq 80\%$ on all rotation examinations in the practicum courses to pass. Students with a score below 80% on a post rotation exam will meet with the faculty and develop a remedial plan to improve performance on a make-up exam. Students will be given one opportunity to be re-tested over the material. If the student scores less than 80% on the examination a second time, the student will fail the course and the MS/DI Program.
5. Students must complete the procedures for processing out of the UAMS and CAVHS systems once the supervised practice experiences within the practicum course are complete. The Director and Co-Director will provide instructions on the procedures for processing out of the systems. Submission of documentation to the Commission on Dietetic Registration (CDR) will be delayed until students have adequately processed out at the end of the program.

Clinical Staffing Requirements

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Students must successfully complete two weeks of clinical staffing in the spring semester to graduate from the MS/DI Program. Successful completion of the clinical staffing rotation includes a passing evaluation from the preceptor and completion of the case study assignment following the criteria outlined by the faculty. If the student does not successfully complete all requirements of clinical staffing, the student will be given one opportunity to repeat the experience. Students who have to repeat clinical staffing may require a program extension. If the student does not pass clinical staffing on the second attempt, the student will fail the MS/DI Program.

Commencement Requirements

1. Students are required to participate in the departmental and campus-wide graduation ceremonies in order to complete the program.
2. A written request must be submitted to the MS/DI Program Director and Co-Director at least 30 days before commencement if a student will be unable to attend.
3. The Director and Co-Director must agree that the student has a legitimate excuse for missing commencement in order for the request to be granted.

Timeline for Meeting Program Requirements

MS/DI Students are expected to complete the program requirements in 15 months. Extensions for program completion will be considered for remediation and medical reasons on a case by case basis by the MS/DI Program Director, Co-Director, Department Chair and the CHP Associate Dean. In order for a program extension to be considered, the student must submit a written request within one week of returning to the program due to medical reasons or within 24 hours of signing the remediation plan document (see “Disciplinary Action” Policy for a description of the remediation plan document). If the program extension request is for medical reasons, the request must be accompanied by documentation from the intern’s physician stating the absence was medically necessary. Students granted a program extension for remediation of academic deficiencies will be placed on academic probation (see “Disciplinary Action” Policy). If a program extension is granted, the student and Director/Co-Director will develop a plan with a timeline and deadlines to complete the remaining program requirements. Dietetic Students granted program extensions for any reason must successfully complete all program requirements within 22.5 months of the program’s original start date. Thus, a maximum of 7.5 months may be granted to successfully complete program requirements. Students will not receive stipend money in cases of program extensions. Students that are granted a program extension will be assigned an “incomplete” grade in the outstanding course(s) if they are actively working on course requirements. If the course requirements are successfully achieved within the 22.5-month timeframe, the grade will be changed from an “incomplete” to the passing grade earned by the student. If the student is unable to successfully achieve the course requirements within the 22.5-month timeframe, the grade will be changed from an “incomplete” to an “F” and the student will be terminated from the program.

Documentation of Successful Completion of Program Requirements

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Upon successful completion of all program requirements, the Director will provide the Students with the following: 1) a minimum of five Accreditation Council for Education in Nutrition and Dietetics (ACEND) Verification Statements certifying successful completion of the program (additional Verification Statements may be requested by the student after graduation by contacting the MS/DI Program Director), 2) submission of the student's eligibility paperwork for the Registration Examination for Dietitians to the Commission on Dietetic Registration.

SUBJECT: Supervised Practice Rotation Schedules

POLICY: Students will be assigned to practicum rotations in clinical/community dietetics and food service systems/management in a variety of settings. The primary training sites include UAMS, CAVHS, Arkansas Children's Hospital and the Arkansas Department of Health. Affiliations with a number of other community and private facilities in Arkansas provide additional rotation sites. The dietetic student will be assigned a preceptor for each rotation.

The purpose of the supervised practice rotations is for students to develop the competencies required to become entry-level dietitians. Thus, students are in training and are not intended to provide staff relief or replace employees in the facilities they are assigned.

Rotation assignments will be made prior to the rotation by the Course Instructor and additional assignments may be given by preceptors during the rotations. Assignments are designed to enhance the supervised practice experiences for Students.

Rotations are typically scheduled on Tuesday through Friday. However, a student may be scheduled for any day of the week. If a student works a weekend day, the Director/Co-Director will schedule a day off for the student to compensate, unless the weekend work was to make up hours the student missed from the regular schedule.

Students will follow the schedule of the facility they are assigned and are expected to serve as role models for employees at the institution by adhering to facility policies. For example, some facilities may require 8.5-hour days (8 hours for work, 0.5 hours for lunch) while others may require a 9.0-hour days (8 hours for work, 1 hour for lunch and breaks). Students should not expect to leave early if they were unable to take a break.

Dietetic Students found in violation of facility policies (*i.e.* leaving the facility without permission, refusing to complete patient care as assigned) will be subject to disciplinary action by the MS/DI Program which could include a warning, counseling, suspension, probation or dismissal from the program. The student may also be excused from the facility and be required to re-take the rotation at another site.

Students are expected to arrive at the location and time designated by the preceptor each day and remain at the site until they have been excused by the preceptor at the

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end of the workday. Students will be given a tentative workday schedule, but they are expected to remain in the assigned areas until all tasks are completed and work the same hours as the preceptor. Unexpected problems and/or patient needs may arise at the end of the workday. In such cases, students are expected to remain to complete all essential tasks even if it is later than the expected quitting time.

PROCEDURES:

1. The student will be given a Rotation Schedule and a list of assigned preceptors with contact information at the beginning of each semester.
2. The week prior to a scheduled rotation, the dietetic student will contact the assigned preceptor for the rotation via email.
3. The student is responsible for establishing a meeting place and time with the preceptor on the first day of the rotation and to obtain any other information needed prior to the rotation such as materials to bring and dress code for the facility.
4. In the event the assigned preceptor cannot be reached (in meetings, sick, on vacation) until the week of the rotation, the student should notify the Course Instructor to determine the course of action.
5. In the event that the preceptor is out the day of the scheduled rotation (sick, etc) and the facility has not assigned another preceptor, the student must report this as soon as possible to the Director/Co-Director. The Director/Co-Director will provide the student with instructions for another placement or additional assignments.
6. The student must request permission from the preceptor prior to leaving the rotation site (*i.e.* going out for lunch, appointments). The preceptor must be notified by the student when leaving the site and upon return. Failure to notify the preceptor will result in disciplinary action by the MS/DI Program and possible dismissal from the rotation site.
7. The student will report daily to the preceptor specific tasks completed or not completed prior to leaving the work area.
8. Assignments are to be completed in a neat, accurate manner. It is the student's responsibility to clarify assignment deadlines with the preceptor. The preceptor will have the student redo assignments or clinical tasks that have not been done satisfactorily prior to the student leaving the area. The preceptor will set a timeline for the work to be completed. Preceptors will note the requirement to rework assignments on the final evaluation for the rotation.

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9. Students who do not turn in completed assignments by the established deadline will have points deducted from the grade for the rotation. Missing more than three deadlines in a semester is considered excessive and will result in disciplinary action.

SUBJECT: Evaluation of Dietetic Students in Practicum Experiences

POLICY: The purpose of the evaluation of dietetic students is two-fold: 1) to help the student identify strengths and weaknesses and 2) to determine the student's progress toward acquiring entry-level competencies.

Preceptors and students participate in the performance evaluation of the achievement of rotation objectives and competencies at the end of each rotation.

PROCEDURES:

1. Prior to each rotation, students and preceptors will be provided access to rotation-specific evaluation forms and instructions to complete computerized evaluations via Trajecsys to evaluate the student's progress toward the rotation's competencies and learning objectives.
2. The preceptor should verbally discuss with the student any deficiencies in the student's performance throughout the rotation so that the student has the opportunity to make improvements. Deficiencies may be related to any aspect of the student's performance including academics or professional conduct.
3. The preceptor should notify the Director/Co-Director immediately if a student's performance deficiencies are severe enough to result in the student failing the rotation. In such cases, the Director/Co-Director will determine the course of action for the student.
4. Students will be provided with a computerized evaluation of their performance for each rotation by their primary preceptor within one week of completing the rotation, unless special circumstances prevail. The evaluation will include a rating of the student's demonstrated competencies and professional performance during the rotation. Any deficiencies the preceptor discussed with the student during the rotation should be documented on the evaluation form.
5. Preceptors should verbally review the evaluation with the student before submission.
6. Students must achieve a score of 2 (satisfactory) or higher on the competencies to pass each rotation. If a student fails a rotation due to inability to achieve the minimum scores on the competences, a remedial plan will be developed by the Director/Co-Director to provide one opportunity to repeat the rotation. If the student successfully completes the remedial plan and passes the rotation, a "B" will be the highest grade that can be achieved in the practicum course. Repeating a rotation may result in additional hours of training or an extension of the program. If the student does not successfully complete the remedial plan and fails the rotation a second time, the student will fail the course and be terminated from the program.
7. At the end of each practicum semester, the Program Director will download reports of evaluations to be stored in the Department of Dietetics and Nutrition at UAMS.

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8. Academic files will be maintained for students for five years or until the next site visit, whichever is longest.

SUBJECT: Student Evaluation of Rotation/Preceptor

POLICY: The purpose of the evaluation of rotation/preceptor is to allow students to comment on the following: 1) the extent of completion of the learning objectives outlined at the beginning of the rotation, 2) the most beneficial experiences of the rotation, 3) the least beneficial experiences of the rotation, and 4) recommendations for change.

PROCEDURES:

1. Students are required to evaluate all rotations on a separate evaluation form administered by and returned to the Director/ Co-Director at the end of each rotation.

1. Students must complete the evaluation within one week of completing the rotation.

2. If desired, the student may verbally discuss rotations/facilities/preceptors with the Director/Co-Director and/or provide additional written comments in a memo to the Director/Co-Director following the rotation if the student feels issues exist that need immediate attention.

3. All written comments submitted by students regarding rotations/facilities/preceptors will be downloaded to a UAMS Box folder to be stored in the Department of Dietetics and Nutrition at UAMS.

4. All evaluations will be reviewed by the Director/Co-Director.

5. The Director/Co-Director will analyze these data on an ongoing basis.

6. Summative data will be provided at the end of the MS/DI Program year to each facility/preceptor who was evaluated by >2 students.

7. Any trends identified for areas of improvement will be discussed with facilities/preceptors by the Director and Co-Director.

SUBJECT: Security and Confidentiality Statement

POLICY: The student will sign a Security and Confidentiality Statement at each of the healthcare facilities that require a statement from students. The

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Student is expected to abide by all policies and procedures related to security and confidentiality of patient information, employee information, budgetary data, planning information, or personnel information. The Student will not discuss professional or nonprofessional staff from one facility with another facility.

Working closely in a facility with confidential information, data, and proposed or actual actions, the student will often learn about personnel and activities of the institution. The importance of maintaining confidentiality and security of information cannot be overemphasized. The healthcare environment is one of an informational world. Information can easily be stored, recalled, exploited and must be released only to those with an approved and documented need-to-know status. Employees and students have the responsibility to maintain the security and confidentiality of information.

PROCEDURES:

1. The Dietetic Student will sign the University Hospital Security and Confidentiality Statement and the CAVHS Confidentiality Statement at the beginning of the studentship program.
2. All Students will receive HIPPA Training as part of the orientation process from UAMS and CAVHS.
3. Upon assignment to any other facility with a requirement for a security and confidentiality statement, the student will sign that particular institution's statement form. Should the institution not have its own policy and procedure, the student will continue to operate under the auspices of the UAMS/CAVHS Policy.
4. In the small professional group of dietitians who provide learning experiences to Dietetic Students, the student is cautioned against providing information about a person or clinical preceptor at another institution. What is overheard or seen at a facility should remain at that facility.
5. Students are advised that they may answer questions about their learning activities at other institutions, but should not divulge their own opinion or other staff members' opinions about a given individual or individuals. Budgetary constraints, personnel actions, patient and cafeteria revenue, and the staff's personal difficulties are examples of information that should not be carried to another institution.
6. Avoid discussing personal problems or experiences with preceptors. Networking is a major advantage (or disadvantage) of the MS/DI Program.
7. If you have difficulty with an individual or group at a facility, you may bring your concerns to the MS/DI Program Director or Co-Director.

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8. Due to the confidential information in the clinical settings, students may not have visitors in the clinical areas. Visitors or family may meet with the student during breaks in the site's cafeteria or public areas.
9. Facility computers may not be used for personal business reasons without the approval of the preceptor. This includes but is not limited to checking personal e-mails, browsing websites, etc.

SUBJECT: Tardiness and Absences

POLICY: Students shall be in all rotations, classes or assigned areas for the entire duration of the activity unless they have an excused absence.

DEFINITIONS:

Excused Absence: An excused absence is one that occurs due to a legitimate, unavoidable event and does NOT result in punitive action. Examples of excused absences include, but are not limited to, illness and death in the family. Excused absences will be determined by the Director/Co-Director on a case-by-case basis. Students are responsible for notifying the Director/Co-Director and Preceptors of an absence as soon as possible. When possible, absences should be approved by the Director/Co-Director in advance.

Unexcused Absence: An unexcused absence is one that occurs for a reason not deemed legitimate and unavoidable by the Director/Co-Director. Examples of unexcused absences include, but are not limited to, missing class or a rotation for travel unrelated to the MS/DI Program and work outside the MS/DI Program. Unexcused absences result in punitive action that includes 1) a verbal warning for the first occurrence, 2) written warning for the second occurrence, 3) probation for the third occurrence and 4) dismissal from the program for more than 3 occurrences.

Time missed for both excused and unexcused absences must be made up. The Director/Co-Director will work with the student to come up with a plan to make up missed time. If absences exceed eight hours, make-up hours may be assigned during the week after regular work hours and/or on weekends. Students are responsible for completing ALL learning activities, regardless of the reason for the absence.

PROCEDURE:

1. Students must complete an absence form for time missed in class or rotations. The absence form should be submitted in advance. If unexpected absences occur, students must submit the absence form to the Director/Co-Director within 24 hours after returning. The Director/Co-Director will

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determine if absences are excused and that will be indicated on the absence form and communicated to the student. Absence forms are filed with students' permanent records. Students who fail to submit an absence form within the timeframe stated above will receive an unexcused absence for the occurrence, regardless of the reason for the absence.

2. If the student becomes ill prior to reporting for duty at a facility, he/she must contact the Director or Co-Director and the preceptor. The student may request that the Director/Co-Director notify the preceptor if they cannot be reached.
3. If a student is absent because of illness, he/she is required to contact the Director/ Co-Director and preceptor daily.
4. If the student becomes ill while on duty, the Student should inform the Preceptor and Director or Co-Director. If a student is sent home due to illness by the preceptor/facility, it is the student's responsibility to notify the Director or Co-Director and to complete an absence form. Preceptors may advise a student to leave the facility if the student's health is detrimental to patients or employees.
5. If a preceptor is ill, the student should contact the Director or Co-Director for further instruction.
6. Dietetic Students will **NOT** be excused early for travel.
7. No excused absences will be granted during spring clinical staffing experiences except for emergencies. An absence during the clinical staffing experience could result in an extension of the program.
8. Dietetic Students will follow the rotation facility's procedures regarding an illness involving communicable diseases and patient/employee contact (i.e. students cannot work with a communicable illness).

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ABSENCE REQUEST

TOP PORTION TO BE COMPLETED BY THE STUDENT

Student's Name: _____

Date of Request: _____

Date(s) of Absence: _____

Reason for Absence: _____

Activities Missed (check all that apply):

Class _____

Rotation _____

Other (please list) _____

List total number of hours missed: _____

Proposed plan to make-up hours (requires approval of Director/Co-Director):

Dietetic Student's Signature

Date

BOTTOM PORTION TO BE COMPLETED BY DIRECTOR/CO-DIRECTOR

____ Approved

____ Not approved

Comments:

Director/Co-Director's Signature

Date

All forms will be placed in the student's permanent academic file.

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SUBJECT: Dress Code

POLICY: Dietetic Students are expected to maintain a professional business appearance for all rotations. It is the responsibility of the Dietetic Student to know and follow the dress code policy at each facility they are assigned.

PROCEDURES:

Dress for Production and Supervision Rotations

1. Students are expected to wear professional dress and name badge during the Production and Supervision Rotations.
2. Hairnets or disposable bonnets must be worn when in the production/service areas. Beards and sideburns must be covered.
3. Closed toe, low heeled, leather shoes with non-skid soles are required.
4. Only simple jewelry may be worn, such as watch, wedding rings and small post earrings.
5. Artificial nails and fingernail polish are not allowed, fingernail length cannot exceed $\frac{1}{4}$ ".

Dress for All Other Rotations

1. Nametags must be visible and worn at all times.
2. Some facilities may allow Dietetic Students to wear scrubs. If scrubs are worn they should fit properly, be laundered and be free of wrinkles.
3. Only long white lab coats are permitted for the rotations that require lab coats. Lab coats should be clean and pressed. Professional dress should be worn under lab coats.
4. Professional dress is required at most facilities. Below are some general guidelines for professional dress. Some facilities may have policies that contradict the items below. Always follow the dress code policies for the facility you are at.
 - a. Tops
 1. Shirts and blouses must fit properly and be neat, clean, wrinkle free, and in good condition.
 - a. Sleeveless attire is prohibited unless covered by a jacket, sweater or lab coat.

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- b. Shirts should be tucked in unless designed to be left out as part of a specific uniform.
 - b. T-Shirts
 - 1. UAMS Marketing Department designed/approved T-shirts are permitted if approved by your preceptor to wear a UAMS T-Shirt.
 - c. Pants/Skirts
 - 1. Pants should be (mid-calf or longer) and must be secured at the waist. Skirts/dresses should be 2 inches from the top of the knee or longer. Leggings are permitted only if worn with a skirt or dress.
 - 2. Jeans are allowed in non-clinical areas only when approved by your preceptor. Jeans cannot be torn, tattered, or contain holes, including clothing purchased in such condition.
 - 3. **Prohibited:** Cargo pants, sweatpants, gym clothes, yoga pants, sleepwear, leggings if worn as pants, and jeans/denim if not worn with a UAMS T-shirt and approved by your preceptor.
 - d. Footwear
 - 1. Shoes must be closed toe, and appear clean and in good condition.
 - e. Necklines, waistlines and skirt length should be professional. Clothing that reveals too much cleavage, your back, your chest, your shoulders, your thighs, your stomach or your underwear is prohibited.
 - f. Hats and caps not required for a specific job function should not be worn.
- 5. Jewelry
 - a. Only simple jewelry may be worn.
 - b. Facial piercings including spacers and retainers are not permitted.
 - c. Earrings should be smaller in diameter than a nickel and should not dangle more than one inch below the ear lobe.
- 6. Personal Grooming and Hygiene
 - a. Antiperspirant or deodorant should be worn at all times.
 - b. Dietetic Students should not smell of offensive odors including cigarette smoke.

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- c. Perfume, scented lotions and other scented products are prohibited.
 - d. Nails should be clean and well-groomed at all times. Artificial nails and polish are not allowed in clinical and foodservice areas.
7. Hair
- a. Hair should be clean and neat. Hair must not cover the face while working.
 - b. Bright/extreme hair color which may be distracting to others in the work environment is not permitted.
 - c. Mustaches, beard, goatees and other styles of facial hair are acceptable as long as they are neatly trimmed and are no longer than 1 inch in length.
8. Body Alteration or Modification
- a. Intentional body alteration or modification for achieving a visible, physical effect that disfigures, deforms, or similarly detracts from a professional image is prohibited. Examples include, but are not limited to brands, gauges, tongue splitting, tooth filing, earlobe expansion and visible, disfiguring skin implants.
 - b. Tattoos that are determined by the manager/supervisor to contain obscene, offensive, or discriminatory images or text must be covered.

Dress for Class

- 8. UAMS nametags are to be worn on class days.
- 9. Jeans may be worn on class days. Jeans must be clean, neat and free of holes.
- 10. Clothing that reveals too much cleavage, your back, your chest, your shoulders, your thighs, your stomach or your underwear is prohibited.
- 11. If students must go to a rotation site on a class day, professional dress as outlined above is required.

SUBJECT: Attendance at Professional Meetings

POLICY: Dietetic Students may be required to attend professional meetings and workshops to enrich learning experiences.

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PROCEDURES:

1. As a part of the MSDI Program, students will attend one or more days of the spring meeting of the Arkansas Academy of Nutrition and Dietetics. Field trips, other professional meetings, and workshops may also be planned and attended as a part of the learning experiences for the MS/DI program.
2. Transportation and other costs of meetings are the responsibility of the student.
3. The student must obtain permission from the Director or Co-Director to attend other educational meetings. The written request should be submitted with an accompanying program to the supervising dietitian who will be the preceptor at the time of the actual meeting and the Director/Co-Director within one week of the meeting.
4. If permission is granted, the preceptor, Director, or Co-Director will advise the student on compensatory time, if required.
5. Students are required to attend the Department of Dietetics and Nutrition's monthly nutrition seminars unless otherwise noted.

SUBJECT: Grievance Procedures

POLICY: The UAMS/CAVHS Master of Science in Dietetics Program follows the UAMS Grievance Procedures as outlined in the CHP Catalog. Two types of grievances are recognized. One type is related to discrimination complaints based on race, color, national origin, disability, sex, or age. The other type is a general student grievance procedure to review a complaint of unfair treatment.

The Dietetic Student may file a grievance with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics after all other options with the program and institution have been exhausted. Only grievances related to the ACEND Standards may be filed with ACEND.

ACEND
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606
800/877-1600 ext. 5400.

PROCEDURES:

1. The CHP Grievance Procedures are completely outlined in the UAMS Catalog.

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2. If requested, the Director will provide information on the procedures for filing a grievance with ACEND. The Dietetic Student may also contact the Academy of Nutrition and Dietetics either in writing or by phone at the address and phone number listed above.

SUBJECT: Student Request for Special Accommodations

POLICY: The Master of Science in Dietetics Program will follow the UAMS Academic Affairs Policy #2.2.5 (11/23/14).

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SUBJECT: DRUG TESTING AND CRIMINAL BACKGROUND CHECKS

POLICY: All Dietetic Students are required to have a current background check from an agency approved by the College of Health Professions at UAMS and the Veterans Healthcare System. Additionally, UAMS requires all Dietetic Students to pass a drug test prior to the start of the program. UAMS and CAVHS may also conduct random drug testing at any time during the program. Dietetic students are required to comply with all requests for drug testing and test results must be in compliance with UAMS and CAVHS policies for students to continue in the program.

PROCEDURES:

1. Students will receive instructions for getting background checks and drug testing prior to the start of the program from the College of Health Professions at UAMS and CAVHS.
2. An offer of admission to the program will not be final until the completion of the background check and drug test with results deemed satisfactory by the administration at UAMS and CAVHS.
3. Admission may be denied based on the results of the background check and/or drug test.
4. Dietetic students may be asked to submit to random drug testing at any time during the program. Failure to comply with the test or a positive screen will result in immediate termination from the program.
5. Some outside facilities may require additional background checks and drug testing. Students must comply with all requests in order to remain in the program.

SUBJECT: Disciplinary Action

POLICY:

Disciplinary actions are methods used to address students' behaviors that do not meet the expectations of the UAMS/CAVHS Master of Science in Dietetics Program, the Academy of Nutrition and Dietetics Code of Ethics and/or the College of Health Professions at UAMS. Causes for disciplinary action include, but are not limited to, academic deficiencies and professional misconduct. Disciplinary action may involve the following: 1) an oral warning, 2) a written warning, 3) probation from the program, and/or 4) termination from the program. Serious offenses can result in immediate termination from the program without being proceeded by an oral warning, written warning or probation. Examples of serious offenses include, but are not limited to, stealing, disregard for patient well-being, harassment/ threats, or a positive drug screen.

PROCEDURES:

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Remediation Plans

A remediation plan that includes a timeline for achievement of program competencies will be developed by the Director/Co-Director for students not achieving the minimum academic requirements. The Director/Co-Director will review the remediation plan with the student verbally and in written form. Both the student and Director/Co-Director must sign and date the remediation plan document.

Instances in which a remediation plan will be developed include: 1) failing a rotation in the practicum courses, 2) scoring less than 80% on an exam in the practicum courses, and 3) having a grade below a “B” at the end of the semester in any required MS/DI Program course. If the student does not successfully complete the remediation plan within the timeframe outlined by the Director/Co-Director, the student will fail the course and be terminated from the program.

Remediation plans may require a program extension. If a program extension is required to achieve the program competencies, the student must submit a written request for the extension within 24 hours of signing the remediation plan document. Students granted a program extension for remediation of academic deficiencies will be placed on academic probation (see “Probation” section of this policy). Dietetic students granted program extensions for any reason must successfully complete all program requirements within 22.5 months of the program’s original start date. Thus, a maximum of 7.5 additional months may be granted to successfully complete program requirements. Students that are granted a program extension will be assigned an “incomplete” grade in the outstanding course(s). If the course requirements are successfully achieved within the 22.5-month timeframe, the grade will be changed from an “incomplete” to the passing grade earned by the student. If the student is unable to successfully achieve the course requirements within the 22.5-month timeframe, the grade will be changed from an “incomplete” to an “F” and the student will be terminated from the program.

Probation

The Director will recommend to the Department Chairman and CHP Associate Dean that a student be placed on probation for failing to achieve the minimum academic requirements of the program or for professional misconduct. The student will be notified verbally and in writing when placed on probation.

Academic probation will result for the following situations: 1) if students have a course grade below a “B” at the end of the semester, 2) if student requires a program extension to meet the requirements of a remediation plan, or 3) other situations in which the student has failed to meet minimum academic requirements as identified by the Director/Co-Director. For students on academic probation, a remediation plan of course work and/or supervised practice experiences will be developed with deadlines. Students on academic probation may require a program extension in order to fulfill the objectives outlined in the remediation plan. Refer to the “Remediation Plans” section of this policy for information regarding a program extension.

Probation may also result from professional misconduct. Refer to the “CHP Non-cognitive Performance Standards” Policy that outlines the “scholastic, non-cognitive

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performance responsibilities of a student enrolled in the College of Health Professions". The "CHP Non-cognitive Performance Standards", the UAMS/CAVHS MS/DI Program Policy and Procedure Manual, and the Academy of Nutrition and Dietetics Code of Ethics serve as the basis for determining professional conduct. Noncompliance with any item included in these codes or policies is grounds for disciplinary action, which may include probation or dismissal from the MS/DI Program and the College. For students on probation due to misconduct, a corrective action plan will be developed with deadlines.

Failure to meet the requirements within the timeframe outlined in the remediation plan or corrective action plan will result in termination from the program.

Termination

Students may be terminated from the program for failing to meet the course and staffing requirements outlined in the "Criteria for Graduation from the Master of Science in Dietetics Program" Policy, failing to meet the requirements of a remediation or corrective action plan within the designated timeframe, professional misconduct or other serious offenses as determined by the Director, Co-Director, Department Chairman and Associate Dean.

Students that receive probation more than one time during the program will be considered for termination from the program. The Director and Co-Director will review such situations on a case-by-case basis. If the circumstances of the probations are deemed serious enough for termination, the Director will recommend to the Department Chair and Associate Dean that the student be terminated.

Students will be notified verbally and in writing if terminated from the program.

SUBJECT: Health Insurance

POLICY:

All students enrolled at the University of Arkansas for Medical Sciences are required by University of Arkansas Board policy (*Policy 1260.1*) to have health insurance coverage at all times. The proof of personal health insurance process is required every semester in which a student is enrolled. The responsibility for obtaining health insurance coverage rests with the student. Students are urged to research for themselves the policy best suited to meet their individual needs.

PROCEDURES:

1. Students will be required to show proof of health insurance each semester.
2. Health insurance policies must meet minimum standards set forth by the Student Government Association and the Office of the Senior Vice Chancellor for Academic Affairs and Provost.

Coverage must meet the following criteria:

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- Policy must have no major exclusions. Plan must include: major medical, pharmacy, emergency medical, diagnostic x-rays/laboratory services, and mental health and preventative care.
- Insurance verification is required each semester.
- Health insurance coverage is required for the entire semester for which a student is enrolled. False documentation/verification may result in disciplinary action up to and including dismissal by the college.
- Individual plans must have a policy year deductible of \$1,000 or less; family and employer plans are exempt from this requirement.
- Verification must include accurate information allowing student insurance monitors to confirm eligibility.
- Plan documents must be in English and an insurance company contact phone number in the U.S. must be provided.
- Pending policies do not meet the student insurance verification requirement and are not accepted as coverage.

SUBJECT: Professional Liability Insurance

POLICY:

To comply with affiliation agreements with other institutions and agencies, all students must purchase professional liability through UAMS.

PROCEDURES:

1. All students will apply for professional liability insurance during the week of registration.
2. The liability insurance will be purchased from the company holding the bid for CHP Student Liability.
3. Payment of the insurance premiums is the responsibility of the Dietetic Student and will be charged as part of the student fees during registration.

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SUBJECT: Travel Liability

POLICY: UAMS and CAVHS do not assume any liability for dietetic student's travel to and from clinical rotations. The student is expected to maintain automobile liability insurance as a program requirement. Students are responsible for the provision of all costs and liability involved in traveling to, from, and between clinical practice sites, classes, and other events required of Students. Students are required to verify automobile insurance at the time of registration. Dietetic students are not considered employees of UAMS and are not covered by Workman's Compensation. While receiving a stipend from CAVHS, students are covered by Workman's Compensation while on the premises, but CAVHS assumes no responsibility while students are at other practice sites.

PROCEDURES:

1. Students are informed at the beginning of the MS/DI Program of travel and cost expectations to rotation sites, conferences and classes.
2. Students are required to register all automobiles at the time of CHP registration. This includes evidence of registration with the State of Arkansas (with its requirement for liability insurance for purchase of car tags) or verification of insurance.
3. The student assumes all responsibility for travel costs, injury, or damages to, from and between clinical sites, classes, or other meetings.

SUBJECT: Basic Life Support for Healthcare Providers

POLICY: Dietetic Students are required to be certified for Basic Life Support for Healthcare Providers through the American Heart Association. The certification period must cover the entire length of the program.

PROCEDURES:

2. Students are required to complete certification and provide documentation prior to program start date.
3. Students will be responsible for paying the certification fee.
4. Students should retain the original certification document and provide the Director with a copy for the student's permanent records.

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SUBJECT: Required Immunizations and Pre-Enrollment Medical Examination Form

POLICY: The dietetic student is required to have the following immunizations prior to the start of the Program: 1) 2 MMR vaccines (or positive measles, mumps, rubella titers), 2) TDAP vaccine (or TD if less than 2 years since booster), 3) Positive titer for Hepatitis B, 4) Varicella vaccines (students must show documentation of 2 doses of Varicella vaccine, or a Varicella titer showing immunity, or a health care provider documentation of Varicella disease or herpes zoster) and 5) Covid Vaccination consistent with current UAMS requirements of students and employees. Any cost related to the vaccines is the responsibility of the student. During the program: Dietetic students are required to receive an influenza vaccine. The Student/Employee Health Service at the University of Arkansas for Medical Sciences provides the vaccine at no cost to Students.

PROCEDURES:

1. Students will be sent information regarding required immunizations and a Student Pre-Enrollment Medical Examination Form prior to the start of the program.
2. Students must complete the form and return it to Employee Health/Student Preventive Services at least 30 days prior to registration.
3. Questions regarding immunizations should be discussed with Employee Health/Student Preventive Services.
4. Flu Vaccination: Students will be scheduled to receive an influenza vaccination during the fall semester at no cost from the Student/Employee Health Service at the University of Arkansas for Medical Sciences. Students will sign an influenza vaccine log after receiving the immunization. Students must retain a copy of their influenza shot records and should have them available when reporting to all rotation sites. Students may be exempt from the vaccination if they have an allergic reaction to eggs or to a previous dose of influenza vaccine, or have a history of Guillain-Barre Syndrome.

SUBJECT: Student Membership in the Academy

POLICY: Dietetic students are encouraged to obtain student membership in The Academy of Nutrition and Dietetics.

PROCEDURES:

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1. Students will be encouraged to become student members of The Academy of Nutrition and Dietetics during orientation.
2. Procedures and cost for obtaining a student membership will be provided at orientation.
3. Student membership will provide the Students with:
 - Monthly subscription to the *Journal of the Academy of Nutrition and Dietetics*
 - Monthly newsletter
 - Membership in the state dietetic association
 - Opportunity to join a Dietetic Practice Group

SUBJECT: Outside Employment of Dietetic Students

POLICY: Dietetic students are strongly encouraged to refrain from outside employment during the 15-month MS/DI Program.

PROCEDURES:

1. Students are advised in the application process that schedules are based on a 40-hour week including the formal class work; however, additional time is required to complete rotation assignments, projects, course assignments, and readings.
2. Students are strongly discouraged from employment outside the MS/DI Program.
3. Outside employment will not be an acceptable reason for changing schedules for classes and/or rotations or deferment of any assignment or other responsibilities of the student.

SUBJECT: Stipend Payment

POLICY: Dietetic students will receive stipends through bank deposit only.

PROCEDURE:

1. Dietetic students will receive the UAMS and CAVHS stipends through bank deposit only.
2. Students will process the bank deposit application during orientation each semester.
3. Students will not receive stipend money in cases of program extensions.

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SUBJECT: Use of Cell Phones, Pagers and Telephones

POLICY: Cell phones and pagers are not allowed in the work setting. Cell phones and pagers may be used during breaks. Personal phone calls, text messaging and e-mailing while on duty are inappropriate except during emergency situations.

PROCEDURES:

1. Students may not use personal communication devices such as cell phones or pagers during class, in preceptors' offices, the hospital, patient rooms, clinic areas, food production and/or service areas. Phones may not be turned on in these areas.
2. Students may use personal communication devices during breaks in break areas.
3. Urgent or emergency situations need to be discussed with the MS/DI Program Director, Co-Director and/or Preceptor. Arrangements will be made to assist students in these situations. However, under no conditions will cell phones be allowed on hospital units or in production areas.
4. Disciplinary measures for abuse of the policy can include any of the following: oral warning, written warning, or probation.
5. Students may not make personal or long distance calls on hospital or facility phones without permission from the MS/DI Program Director, Co-Director or Preceptor.

SUBJECT: Attendance at Nutrition Seminars and Program Meetings

POLICY: Attendance is required at nutrition seminars and department or program meetings.

PROCEDURES:

1. Students are required to attend the Department of Dietetics and Nutrition's monthly nutrition seminars.
2. The Director or Co-Director may allow a student to be excused from the nutrition seminars due to patient care needs, travel distance or emergency. Additional assignments will be provided.
3. It is the student's responsibility to notify the Director or Co-Director if they will not be attending the nutrition seminar.

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4. Department or program meetings may be scheduled throughout the year. Students will be given notice of the meetings in advance. The Director, Co-Director or Preceptor may allow a student to be excused due to patient care needs or an emergency.

SUBJECT: UAMS E-Mail Accounts

POLICY: Dietetic students are required to use their UAMS e-mail accounts during the MS/DI Program.

PROCEDURE:

1. Students will be given a UAMS e-mail account during the first month of the program.
2. Students are required to check their UAMS e-mail account for MS/DI Program business each weekday (Monday-Friday).
3. Students are responsible for information sent to their account from Preceptors, Faculty and the University.
4. Students' e-mail addresses will be provided to the MS/DI Program faculty.

SUBJECT: Inclement Weather Policy

POLICY: Dietetic students will follow the instructions of the MS/DI Program Director and/or Co-Director regarding travel to rotation sites in the event there is inclement weather. On class days, students will follow the UAMS inclement weather procedures for students outlined below.

PROCEDURES FOR ROTATIONS/SUPERVISED PRACTICE:

1. Dietetic students are required to contact the MS/DI Program Director or Co-Director in the event of inclement weather on a day that rotations are scheduled. The student should contact the Director/Co-Director at least 1 hour before their scheduled shift. The Director/Co-Director will determine on a case-by-case basis if the student should report to the scheduled facility. Students may be assigned to different rotation sites or they may be scheduled to make up supervised practice hours at a different date.
2. It is the student's responsibility to contact their assigned preceptor once a plan is determined by the Director/Co-Director to inform them if they will be reporting for supervised practice that day. Contact should be made with the preceptor prior to the start of the shift.

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3. If a student misses time due to inclement weather, hours missed must be made up at a later time. Make up hours will be scheduled by the Director or Co-Director and may occur on evenings and/or weekends. A program extension may be required if hours cannot be made up by the end of the program.

PROCEDURES FOR CLASSES:

UAMS INCLEMENT WEATHER PROCEDURES (REVISED NOVEMBER 11, 2014)

When weather and road conditions warrant, UAMS leadership will declare “inclement weather” in order for employees, residents, students, patients and volunteers to know how to properly respond. For students, when UAMS is operating under Inclement Weather designation (both “*Inclement Weather – all areas open*” or “*Inclement Weather – non-essential areas closed*”), all on-campus classes are cancelled and the Library is closed. If UAMS implements its inclement weather policy, detailed announcements will be emailed to employees and students, communicated through local media and posted on the front pages of www.uamshealth.com, www.uams.edu, and the UAMS intranet. Students should refer to the inclement weather procedures within their specific CHP academic program for guidance about off-campus clinical rotations, make-up class, labs, and/or clinic sessions, rescheduling of a missed examination, quiz, or activity, etc.

SUBJECT: Coursework Outside the Requirements of the Program

POLICY: Dietetic students are prohibited from enrolling in courses that are not part of the required MS/DI Program curriculum.

PROCEDURE:

Dietetic students have a full-time load of coursework and supervised practice experiences during the fifteen-month MS/DI Program. Taking additional coursework would prevent students from spending the time necessary to meet the educational objectives and competencies of the MS/DI Program.

SUBJECT: Academic Calendar

POLICY: Master of Science in Dietetics Program Calendar- The MS/DI Program will follow the College of Health Professions Academic Calendar which outlines vacation days and holidays.

PROCEDURES:

1. Orientation dates will be provided to students during the month of May, prior to the program start date.
2. During General Orientation, students will be provided with a calendar that details the Holiday schedule.

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SUBJECT: Maxine Hinton Faculty Gold Key Award

POLICY: The Maxine Hinton Faculty Gold Key Award was established in honor of Dr. Maxine Hinton, registered dietitian, who founded the Dietetic Internship in 1971. She also served as the Dietetic Internship Director from 1971 to 1984. The award recognizes one outstanding dietetic student in each cohort.

PROCEDURES:

1. The program director will use the following rubric to determine the top scoring three potential students to be considered in selection of the Maxine Hinton Faculty Gold Key Award:

| Faculty Gold Key Award Rubric | | | | | | | | | Student Score |
|--|-----------|------------|------------|-------------|-------------|-------------|-------------|-------------|---------------|
| Data collected will include the first summer and fall semesters. | | | | | | | | | |
| Community Service Points | 0 Points | 0.25 Point | 0.5 Points | 0.75 Points | 1.0 Points | 1.25 Points | 1.5 Points | 1.75 Points | |
| Total Community Service Hours | ≤3 Hours | 4-6 Hours | 7-9 Hours | 10-12 Hours | 13-15 Hours | 16-18 Hours | 19-21 Hours | 22+ Hours | |
| Rotation Evaluation Points | 0 | | 1 | | 2 | | 3 | | |
| Average score of all Rotation Evaluations that have been completed for all students. | ≤2.5 | | 2.6 - 3.0 | | 3.1 - 3.5 | | 3.6 - 5.0 | | |
| GPA Points | 0 | | 1 | | 2 | | 3 | | |
| GPA for courses completed in Summer 1 and Fall semesters. | 3.0 - 3.1 | | 3.2 - 3.5 | | 3.6 - 3.9 | | 4.0 | | |
| | | | | | | | | | Total: |

2. The program director will provide the names of the top three scoring students based on the rubric to the other members of program faculty, who will vote to determine the award recipient.
3. The Coordinating Cabinet will determine the recipient in the event of a tie.
4. The recipient will be announced at the MS/DI Program graduation and recognized in the commencement proceedings.

SUBJECT: Distinguished Mentor in Dietetics Awards

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POLICY: Each Dietetic Student may nominate one preceptor for the Distinguished Mentor in Dietetics Award. The award recognizes preceptors who have made significant contributions to the academic training of students through mentorship.

PROCEDURES:

1. At the end of the spring semester, students will select preceptors for the Outstanding Dietetic Mentor Award. The following questions will be provided to assist the student in their selection.
 - Who was the most influential preceptor in your training and why?
 - What preceptor demonstrated the standards of professionalism that you would like to model in your career?
 - Who reached out to you or other students to provide encouragement and support?
 - What preceptor contributed to an advanced level of training that made you enthusiastic about that area of practice?
2. Each student may select one preceptor for the award.
3. Each preceptor who is selected will be recognized at the program graduation ceremony for the dietetic students. They will receive a certificate from the program.

SUBJECT: Affiliation Agreements

POLICY: Affiliation agreements will be maintained with institutions, organizations, and/or agencies providing supervised practice experiences for the MS/DI Program.

PROCEDURE:

1. The MS/DI Program, through the Department of Dietetics and Nutrition, College of Health Professions, University of Arkansas for Medical Sciences, enters into written agreements with facilities providing supervised practice experiences.
2. The agreements delineate the rights and responsibilities of both the MS/DI Program and the affiliating institution, organization, and/or agency.

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3. Agreements are signed by administrators with appropriate authority in advance of scheduling students for supervised practice with the institution, organization and/or agency.
4. Original copies of all agreements are maintained on file in the College of Health Professions.

SUBJECT: Distance Instruction/Online Testing

POLICY: The MS/DI Program will employ strategies to verify the identity of students during distance instruction and/or online testing in accordance with UAMS Academic Catalog, Section 6.7, "Verification of Student Identity in Distance Education".

PROCEDURES:

1. During General Orientation, students are photographed individually and provided with UAMS and CAVHS badges.
2. Upon enrollment, students will be given a secure login and pass code to the university's learning management system.
3. Online testing will be performed in the university's learning management system using Respondus Lockdown Browser and Respondus Monitor, in which students are required to show their UAMS Badge before beginning the examination.