

COORDINATED PROGRAM IN DIETETICS

Delaware State University



Student Handbook 2018/2019

Department of Human Ecology
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<https://cast.desu.edu/departments/human-ecology>

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THE COORDINATED PROGRAM IN DIETETICS

Handbook Introduction

The purpose of this handbook is to serve as the Coordinated Program in Dietetics (CP) student's resource while attending Delaware State University. It should be considered a companion to the DSU Undergraduate Catalog and Student Judicial Handbook:

- <http://www.desu.edu/catalogs>
- <https://www.desu.edu/sites/flagship/files/document/21/student-judicial-handbook.pdf>

You should review the information, policies, and procedures in this handbook regularly to ensure that you are familiar with them. They are meant to be a helpful resource that answers many questions. For further information, please contact the program director, Dr. Bettina Taylor, RDN, at bctaylor@desu.edu or call (302) 857-6865.

The Registered Dietitian Nutritionist (RDN)

In the United States of America, nutrition and disease prevention are fields of growing interest to the public and medical community, especially as the population ages. According to the Academy of Nutrition and Dietetics, “registered dietitian nutritionists — RDNs — are the food and nutrition experts who can translate the science of nutrition into practical solutions for healthy living. RDNs use their nutrition expertise to help individuals make unique, positive lifestyle changes. They work throughout the community in hospitals, schools, public health clinics, nursing homes, fitness centers, food management, food industry, universities, research and private practice. RDNs are advocates for advancing the nutritional status of Americans and people around the world.”

The Accreditation Council for Education in Nutrition and Dietetics (ACEND), the Academy of Nutrition and Dietetics' accrediting agency for education programs, defines a three-step process to become a RDN:

1. Completion of the required course work explained in more detail below that allows students to gain the knowledge requirements to practice as a RDN (step 1).

2. Completion of a minimum of 1200 hours of supervised practice in clinical nutrition, food service management and community nutrition to obtain core competencies to practice as a RDN (step 2). At Delaware State University, the student enrolled in the CP will receive a bachelor's degree in Food and Nutritional Sciences with a concentration in Dietetics upon completion of steps 1 and 2.

All graduates who have completed the academic course work (Step 1) and supervised practice (step 2), will receive an official verification statement, attesting their eligibility to sit for the registration examination. Their names are submitted to the Commission on Dietetic Registration (CDR) to authenticate their eligibility.

3. Passing of the national Registration Examination administered by the Commission on Dietetic Registration (Step 3). This exam evaluates if the graduate can perform at entry level. For further information, please see the website: <https://www.cdrnet.org/certifications/registered-dietitian-rd-certification>. Successfully passing this examination allows graduates to use the credential: registered dietitian nutritionist or RDN.

A graduate with the RDN credential will also be able to apply for licensure in Delaware: <https://dpr.delaware.gov/boards/dietitians/newlicense/> or any states that have licensure: <http://www.nutritioned.org/licensed-nutritionist.html>. Not all states have licensure at this time.

Overview of the Coordinated Program in Dietetics

The Coordinated Program in Dietetics (CP) at Delaware State University is housed in the Department of Human Ecology, which is part of the College of Agriculture, Science & Technology. Delaware State University is currently accredited by the Middle States Commission on Higher Education through 2022. Students in the CP will receive a baccalaureate degree in Food and Nutritional Sciences with a concentration in Dietetics upon successful completion of a minimum of 128 credit hours of course work and a minimum of 1200 hours of supervised practice. After completion of an extensive self-study and a site visit by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the Coordinated Program received accreditation for candidacy in 2016. The program has a CP Advisory Board that meets regularly, providing strategies for program improvements and assisting in program assessment.

Students enrolled in the Food and Nutritional Sciences program with a minimum GPA ≥ 3.0 can apply for admission into the Coordinated Program in Dietetics (CP) in their junior year prior to any part of their supervised practice rotations. To gain admission, students must complete most of the general education and science prerequisites and must meet the GPA requirements, providing evidence of completion of their academic study in communication, mathematics, and the sciences.

Upon successful completion of all required course work and supervised practice, graduates receive five **verification statements**, attesting successful completion of all academic and supervised practice requirements. A copy of one verification statement with an original signature is maintained in the graduate's permanent file in the Department of Human Ecology. In addition, the program director submits the required documentation to the Commission on Dietetic Registration (CDR), attesting that the graduate has met all requirements of the Coordinated Program and is eligible to sit for the registration examination to become registered dietitian nutritionists.

MISSION STATEMENT, GOALS, AND OBJECTIVES

Mission Statement

In accordance with the mission of Delaware State University and the College of Agriculture, Science & Technology, the Coordinated Program will graduate a diverse group of culturally competent entry-level registered dietitian nutritionists who will provide quality food and nutrition services, promoting, improving, or restoring health and well-being of people in their state, nation, and/or around the globe.

Program Goal 1:

Coordinated Program in Dietetics graduates meet or exceed entry-level competency in nutrition and dietetics practice.

Program Objectives for Goal 1

- Eighty percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- 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%.

- At least 80% of program students complete program/degree requirements within 3 years (150% of the program length of 2 years).
- Of graduates who seek employment, 75 % are employed in nutrition and dietetics or related fields within 12 months of graduation.
- At least 80% of employers who respond to the employer survey will rate graduates as well or very well prepared for entry-level dietetic practice.
- At least 80% of graduates who respond to the alumni survey will rate themselves as well or very well prepared for entry-level dietetic practice.
- At least 80% of graduates pursuing an advanced degree will be accepted to a graduate program.

Program Goal 2

Coordinated Program in Dietetics graduates are culturally competent leaders in their profession and/or community.

Program Objectives for Goal 2

- At least 50% of graduates who respond to the alumni survey will participate in a professional or community organization within one year of graduation.
- At least 50% of graduates who respond to the alumni survey will report some form of community service within one year of graduation.
- At least 80% of employers who respond to the employer survey will rate graduates as culturally competent in their food and nutrition services. At least 80% of graduates who respond to the alumni survey will rate themselves as culturally competent in their food and nutrition services.
- At least 50% of graduates who respond to the alumni survey will have identified and pursued a professional/personal mentor within one year of graduation.
- At least 80% of graduates who respond to the alumni survey serve as preceptors within two years of graduation if they have the opportunity.
- At least 50% of graduates will hold a leadership position in a professional/community organization within 5 years after graduation.

LEARNING ASSESSMENT PLAN

The Coordinated Program in Dietetics has a learning assessment plan that ensures that the required knowledge and core competencies required by ACEND are achieved and documented. Over a 5-year period, all developed knowledge and core competencies are

evaluated at least one time. Students may review the program assessment plan and program outcome data in the program director's office (Ag Annex 102d) or by requesting a copy by phone from the Department of Human Ecology: (302) 857-6440. The plan delineates in which course/supervised practice rotation each competency is assessed, who does the assessment, what assessment method is used, and when the assessment occurs.

COORDINATED PROGRAM IN DIETETICS CONCENTRATION

As an institution, Delaware State University values diversity. All students are required to take a course in African American history, literature or music/art and a course in Global Societies. "The rationale for Global Societies calls for a broadly educated student who understands that the world is indeed the stage on which all humans interact politically, socially, and culturally." Building on this global focus and the international nature of the faculty in the Department of Human Ecology, the Coordinated Program in Dietetics provides a concentration in culturally competent clinical and customer services.

The mission of the Coordinated Program in Dietetics at Delaware State University is to train leaders to provide culturally competent food and nutrition services that promote, improve, or restore the health and well-being of people of different food preferences, socioeconomic status, disabilities, races/ethnicities, religions, geographic location, and nationalities. Healthcare in the United States is plagued with health disparities related to age, sex, race and ethnicities, religion, disabilities, and socioeconomic status. To be effective health care providers, nutrition professionals must adopt culturally acceptable verbal and non-verbal communication strategies, demonstrate cultural competence regarding social traditions related to health care and food, and develop culturally appropriate nutrition education materials.

The purpose of the concentration is to graduate students who:

- Develop an awareness of personal beliefs, values, biases, and potential microaggressions to provide culturally appropriate food and nutrition services.
- Identify and implement strategies to overcome cultural biases and address cultural differences effectively.

These skills will allow the future dietitian to be more effective in the interaction with clients and customers.

COORDINATED PROGRAM IN DIETETICS CURRICULUM

Students in the CP curriculum are required to complete the general education requirements of Delaware State University, the support knowledge courses for the coordinated program and the core courses in the curriculum in addition to a minimum of 1200 supervised practice hour.

After five semesters of didactic study, the student will have completed all support science courses, most of the general education requirements, and a number of the core courses of the program. The supervised practice rotations will occur during their last three semesters and one summer at DESU.

Students transferring from another institution must complete at least 30 semester hours and all their supervised practice experience at Delaware State University. If a student wishes to transfer any credits in the core courses, (s)he has to submit the course syllabus, course description and prerequisites, and transcript with the grade for the course to the program director or department chair for evaluation of equivalency.

COURSE WORK REQUIREMENTS FOR BACHELOR'S DEGREE

General Education Requirements for CP Students (67 hours)

Mathematics and Statistics: (6 hours)

- MTSC-121 (3): College Algebra
- NTRS-321 (3): Biometrics or MGMT-208: Statistics

Social Sciences: (9 hours)

- ECON-201 (3): Macroeconomics or HMEC-309: Consumer Economics
- PSYC-201 (3): Introduction to Psychology or SCCJ-101: Introduction to Sociology
- GLOB-395 (3): Global Societies

Communications: (9 hours)

- ENGL-101 (3): English Composition I
- ENGL-102 (3): English Composition II
- ENGL-200 (3): Speech

Other General Education Requirements: (16 hours)

- HMEC-191 (1): University Seminar I
- HMEC-192 (1): University Seminar II
- ENGL-xxx (3): Literature

- HIST-xxx (3): History
- XXXX-xxx (3): Art and Humanities Elective I
- XXXX-xxx (3): Art and Humanities Elective II
- MVSC-101 (2): Lifetime Fitness and Wellness

Coordinated Program in Dietetics Academic Requirements

Support Science courses: (26-28 hours)

- BIOL-101 (4): General Biology I
- BIOL-102 (4): General Biology II
- CHEM-101 (4): General Chemistry I
- CHEM-102 (4): General Chemistry II
- CHEM-301 (4): Organic Chemistry
- BIOL-221 (4): Microbiology or HMEC-260: Food Microbiology
- BIOL-204 (3): Human Physiology or BIOL-208: Anatomy and Physiology II

Core CP Coursework: (42 credits)

- HMEC-105 (3): Principles & Analysis of Food Preparation
- HMEC-215 (3): Introduction to Nutrition
- HMEC-250 (3): Introduction to Food Science
- HMEC-310 (2): Introduction to Dietetics
- HMEC-335 (3): Nutrition Through the Life Cycle
- HMEC-325 (2): Human Nutrition Assessment
- HMEC-308 (3): Advanced Nutrition
- HMEC-331 (3): Quantity Food Systems Management or
HTM-311 Food Production Management
- HMEC-336 (3) Institutional Food Service or HTM-345: Restaurant Management
- HMEC-432 (3): Community Nutrition
- HMEC-425 (3): Medical Nutrition Therapy I
- HMEC-426 (3): Medical Nutrition Therapy II
- HMEC-427 (2): Nutrition Education and Counseling
- HMEC-428 (2): Research Methods
- HMEC-455 (3): Nutritional Biochemistry
- HMEC-450 (1): Senior Seminar

Supervised Practice Experience:

HMEC-490 Community Practicum

HMEC-491 Clinical Practicum I
 HMEC-492 Management Practicum
 HMEC-493 Enrichment Practicum
 HMEC-494 Clinical Practicum II

Community Rotation:

Junior Year Spring Semester: 2 days/week-15 weeks	240 hours
Junior Year Spring Semester: 5 days/week-2 weeks	<u>80 hours</u>
	320 hours

Clinical Rotation:

Summer Semester: 5 days/4 weeks	160 hours
Fall Semester: 3 days/week-13-14 weeks	<u>340 hours</u>
	500 hours

Management Rotation:

Senior Year Spring Semester: 3 days/week-12 weeks + 1 full week	320 hours
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Enrichment Rotation:

Senior Year Spring Semester: 3 days/week-4 weeks	80+ hours
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TOTAL.....1220 + hours

GRADE REQUIREMENTS AND VOLUNTEER EXPERIENCE

Dietetics students are required to maintain a minimum grade of “B” in all core CP coursework until they graduate. Grade requirements for other courses are described in the admission criteria below. Students who do not meet these requirements will not be admitted and are only allowed to continue in the Coordinated Program when coursework is retaken and meets the outlined grade expectations.

Evaluation of the supervised practice performance will be conducted jointly by the Director of the Coordinated Program in Dietetics and preceptors at the sites where the student will complete supervised practice rotations.

Students who have gained volunteer experience in the food service, wellness, or health care industry tend to be better prepared for the supervised practice part of the

Coordinated Program. Their volunteer experience will allow them to gain familiarity with the expectations in dietetic-related employment, develop the ability to interact and work with a wide variety of personnel, and integrate the gained experience into their didactic and supervised practice experiences. Work/volunteer experience is one of the criteria for admission to the CP.

All undergraduate students are encouraged to be members of the FAN (Food and Nutrition) Club at Delaware State University and student members of Academy of Nutrition and Dietetics and the Delaware Academy of Nutrition and Dietetics.

APPLICATION TO THE COORDINATED PROGRAM IN DIETETICS

Admission to Delaware State University does not guarantee admission to Coordinated Program in Dietetics, which requires a separate application. Application for admission to the Coordinated Program should occur four semesters prior to the student's anticipated date of graduation and prior to any supervised practice experience. This should allow students to complete their supervised practice in three semesters and one summer session.

Students shall submit an application package to the program director: Dr. Bettina Taylor, Baker Annex 102d, Delaware State University, Dover, DE 19901, on/before October 31 or on/before March 31 prior to the first semester of supervised practice experience.

The application package must include the following information:

- Personal statement delineating student's professional goals and reasons for seeking the RDN credential.
- Completed course work, date completed, and achieved grades (see form below).
- Transcripts of all coursework completed at non DSU institutions.
- Résumé detailing education, work experience, volunteers experience, honors/awards and leadership experience.
- Two reference letters (page 15). One letter must be from a college professor in a core or science course and one from a person for whom the student worked or volunteered.

After review of the application, the applicant will be formally interviewed by the program director and/or department chair as needed. The purpose of the interview is to determine

the applicant's communication skills, professionalism, maturity, and ability to successfully complete the rigorous CP program.

Upon acceptance to DSU's Coordinated Program in Dietetics, students will be required to supply evidence of health insurance, a national background check (see program director for specifications), and current immunizations including proof of a negative TB skin test performed within the past 12 months. Most hospitals require a controlled substance test, Hepatitis B vaccinations, and possible Hepatitis A vaccination. Depending on the supervised practice rotation, students may need to obtain additional tests to work in specific health care facilities. Some supervised practice sites may require recent drug and/or alcohol testing.

Equal Opportunity in Admission

Delaware State University's non-discrimination policy states that "the University prohibits discrimination against any person on the basis of race (skin color), sex (including pregnancy), national origin, religion, age (40 - 70), disability, marital status, or genetic information of otherwise qualified individuals and any other category protected by federal, state, or local law. This nondiscrimination policy applies to and includes, but is not necessarily limited to, employment practices, educational programs, student admissions, and access to services. The University will abide by all applicable requirements of state and federal law prohibiting discrimination." For further information, please visit:

<https://www.desu.edu/about/administration/human-resources/diversity-inclusion> and https://www.desu.edu/sites/flagship/files/document/31/one_policy_one_process.pdf.

Any complaint must be filed with the Assistant Vice President of Human Resources. The complaint form can be accessed on the University's website:

<https://www.desu.edu/about/administration/university-policies-procedures/sexual-misconduct-harassment-sex-1>

Transfer Credit

Students transferring from another institution of higher learning should refer to Delaware State University policies for transfer student admissions:

<http://www.desu.edu/admissions/transfer-student-admissions>. Prior to being considered for admission to the CP, transfer students must complete a minimum of 12 hours at Delaware State University. All supervised practice hours, Medical Nutrition Therapy I and II, Community Nutrition, and Institutional Food Service must be completed at DSU.

The Coordinated Program in Dietetics does not grant transfer credit for and supervised practice hours.

ADMISSION CRITERIA AND PACKAGE

Eligibility requirement for acceptance to DSU's Coordinated Program in Dietetics:

- Students must have an overall GPA of 3.0.
- Students must obtain a minimum of "B" grade in all core CP courses.
- Students must maintain an average of a 2.5 GPA or above in their support science courses with a "C" grade or better in each.
- Students must provide evidence of leadership, professionalism, and motivation, needed to complete the rigors of the CP.
- Student must supply official transcripts of all coursework from other institutions.
- If the student is a transfer student, he/she must complete a minimum of 12 hours at DSU before he/she can gain admission to the CP.
- All students are required to submit 2 letters of recommendation, one from a professor and one from a work/practicum supervisor.

Students who do not meet the grade requirements will not be considered for admission. Annually, a total of 5 students are admitted to the program. Their selection is based on the above criteria and is made by the program director and department chair with input from other faculty as needed.

Prerequisite Courses for Admission

Area	Course #	Course Title	Date Completed	Credit Hours	Grade
Mathematics	MTSC-121	College Algebra		3	
Mathematics	NTRS-321	Biometrics (or ECON-208: Statistics)		3	
Communications	ENGL-101	English Composition I		3	
Communications	ENGL-102	English Composition II		3	
Communications	ENGL-200	Speech		3	
Biology	BIOL-101	General Biology I		4	
Biology	BIOL-102	General Biology II		4	
Biology	BIOL-221	Microbiology (or HMEC-260: Food Microbiology) *		4	
Biology	BIOL-204	Human Physiology (or BIOL-208: Anatomy & Physiology II)		3	
Chemistry	CHEM-101	General Chemistry I		4	
Chemistry	CHEM-102	General Chemistry II		4	
Chemistry	CHEM-301	Organic Chemistry*		4	
Human Ecology	HMEC-105	Principles & Analysis of Food Prep.		3	
Human Ecology	HMEC-215	Introduction to Nutrition		3	
Human Ecology	HMEC-250	Introduction to Food Science		3	
Human Ecology	HMEC-310	Introduction to Dietetics*		2	
Human Ecology	HMEC-335	Nutrition Through the Life Cycle*		3	
Human Ecology	HMEC-325	Nutritional Assessment*		2	
Hosp. Mgmt.	HMT-311	Food Production Management*		3	
Human Ecology	HMEC-427	Nutrition Education & Counseling*		2	

*May be taken consecutively while student applies to Coordinated Program in Dietetics.

CONFIDENTIAL REFERENCE FORM

[Applicant's Name] _____ is applying for admission to the Coordinated Program in Dietetics at Delaware State University to fulfill the academic and supervised practice requirements to become RD/RDN eligible.

Evaluator Name: _____

Organization if applicable: _____

Address: _____

Telephone number: _____ E-mail: _____

Please be candid in your response:

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

If possible, would you choose this student for admission? ____ Yes ____ NO

Why? _____

Please rate the applicant compared to other college students:

CHARACTER AND SKILLS	Excellent	Good	Average	Fair	Poor	Not observed
Ability to Work with Others						
Adaptability						
Communication Skills						
Dependability						
Helpfulness						
Initiative						
Leadership						
Maturity						
Organizational Skills						
Positive Attitude						
Professionalism						
Punctuality						
Responsibility						
Stress Management						
Work Quality						

Evaluator Recommendation:

_____ Highly Recommend

_____ Recommend

_____ Recommend with Reservations

_____ Do not Recommend

Please provide additional comments about the applicant:

Evaluator Signature: _____ **Date:** _____

The Department of Human Ecology appreciates your evaluation of the applicant.

Please return the evaluation to the student in a sealed envelope with your signature across the seal. The applicant will not view the reference form you submit.

Fees for 2018-2019 Academic Year

Office of Student Accounts: 302.857.6240 | 302.857.6249 fax

studentaccounts@desu.edu

Undergraduate Full-time Student Tuition Fees and Health Insurance

The amounts below include the mandatory fees for every full-time student, including the student activity fee, student center complex fee and technology fee.

	FALL	SPRING	YEARLY TOTAL
Tuition - In-State	\$3,934	\$3,934	\$7,868
Tuition - Out-of-State	\$8,452	\$8,452	\$16,904
Student Health Insurance	\$377.00	\$377.00	\$754.00

Student Meal Plan Options

(Students MUST select one option from below or the Traditional 19 Meal Plan will be assigned. All PLUS meal plans include \$100.00 flex dollars, all others \$150.00 flex dollars)

	FALL	SPRING	YEARLY TOTAL
7 Day All-Access Plan (\$150 Flex)	\$2,182	\$2,182	\$4,364
5 Day All-Access Plan (\$150 Flex)	\$2,101	\$2,101	\$4,202
Traditional 19 PLUS (\$100 Flex)	\$2,100	\$2,100	\$4,200
Traditional 15 PLUS (\$100 Flex)	\$2,030	\$2,030	\$4,060
Traditional 10 PLUS (\$100 Flex)	\$1,862	\$1,862	\$3,724
120 Block Plan * (\$150 Flex)	\$1,049	\$1,049	\$2,098
75 Block Plan * (\$150 Flex)	\$731	\$731	\$1,462
50 Block Plan * (\$150 Flex)	\$546	\$546	\$1,092

Meal plan yearly totals do NOT include summer sessions

** Option available ONLY for commuters and residents of Courtyard Apartments*

Part-time Students

	IN-STATE	OUT-OF-STATE
Per Credit Hour	\$293	\$670
Registration Fee	\$50	\$50
Technology Fee	\$55	\$55
Student Center Complex Fee	\$225 (Pro-rated based on total # of credit hrs.)	\$225 (Pro-rated based on total # of credit hrs.)
Student Activity Fee	\$135 (Pro-rated based on total # of credit hrs.)	\$135 (Pro-rated based on total # of credit hrs.)

Traditional Residence Halls

	FALL	SPRING	YEARLY TOTAL
Evers/Jenkins, Laws or Tubman Halls	\$3,488	\$3,488	\$6,976
Warren Franklin Hall or Wynder Towers	\$3,745	\$3,745	\$7,490

Boarding Students: Normally, freshmen are assigned rooms in Meta Jenkins Hall (Co-Ed), Harriet Tubman Hall (F) and Wynder Towers (Co-Ed Honors). New students interested in Honors Housing must contact the Honors Program at honors@desu.edu or call 302.857.7514. Designated areas for upperclassmen in traditional housing are Warren-Franklin Hall and the Living and Learning Commons which are Co-Ed facilities. Upperclassmen with a minimum of 30 credit hours may apply for the University Courtyard Apartments, call 302.857.7966 or the University Village Apartments, call 302.857.8511.

DSU Living and Learning Commons

	PER MONTH	PER SEMESTER	PER YEAR
Double	\$3,995	\$3,995	\$7,990

University Courtyard - 12 Months Lease

	PER MONTH	PER SEMESTER	PER YEAR
Two Bedrooms/Two Baths	\$874	\$5,244	\$10,488
Four Bedrooms/Two Baths	\$750	\$4,500	\$9,000

University Village Apartments - 12 Month Lease

	PER MONTH	PER SEMESTER	PER YEAR
One Bedroom/One Bath	\$1,064	\$6,384	\$12,768
Two Bedrooms/Two Bath	\$874	\$5,244	\$10,488
Two Bedrooms/One Bath	\$787	\$4,722	\$9,444
Four Bedrooms/Two Baths	\$757	\$4,542	\$9,084
Two Bedrooms/One Bath Suite	\$720	\$4,320	\$8,640

HOUSING DEPOSIT: A \$200.00 housing deposit is required to secure your housing assignment for the academic year. Housing is available on a first-come, first-served basis. The housing deposit is non-refundable if not received by June 30.

Itemized Fees for the Academic Year (All fees are subject to change)

Application Fee (Undergraduate)	\$35.00
Course Overload Fee Per Credit Hour* (In-State)	\$293.00
Course Overload Fee Per Credit Hour* (Out-of-State)	\$670.00
Distance Education Fee (Per Course)	\$35.00
Drop Fee (Per Drop Slip)	\$10.00
DSU Living and Learning Commons Deposit	\$200.00
Failure to Pre-Register Fee*	\$50.00
Graduation Fee (Undergraduate/Graduate/Doctoral)	\$175.00
Late Payment Fee*	\$100.00
Late Registration Fee	\$50.00
NBS Tuition Payment Plan Enrollment Fee*	\$35.00
NBS Tuition Payment Plan Late Fee	\$35.00
NBS Tuition Payment Plan Return Payment Fee	\$30.00
Overdue Library Fee (Per Day)	\$1.00
Registration Fee (part-time undergraduate students)*	\$50.00
Registration Fee (doctoral & graduate students)*	\$60.00
Returned Check Fee	\$35.00
Senior Citizen's Registration Fee* (Undergraduate Only)	\$50.00
Senior Citizen's Technology Fee* (Undergraduate Only)	\$55.00
SMARTCARD ID Damage Fee	\$25.00
SMARTCARD ID Replacement Fee	\$50.00
Student Activity Fee* (Pro-rated based on credit hours)	\$135.00
Student Center Complex Fee* (Pro-rated based on credit hours)	\$225.00
Student Health Insurance Fee** (Per semester)	\$377.00
Student Teaching Fee*	\$150.00
Technology Fee*	\$55.00
Technology Fee (Summer Sessions)*	\$35.00
Traditional Housing Deposit	\$200.00
Transcript Fee	\$10.00
University Courtyard Application Fee	\$100.00
University Courtyard Deposit	\$300.00
University Courtyard Late Fee (Monthly)	\$35.00
University Village Application Fee	\$100.00
University Village Deposit	\$300.00
University Village Late Fee (Monthly)	\$35.00
Vehicle Registration Fee (Per Semester)	\$40.00
Vehicle Registration Fee (Per Year)	\$70.00

*Fees can be applied on a per-semester basis.

**Students with adequate health insurance coverage may be able to opt/waive out of this fee.

For additional details on Itemized Fees, see: <https://www.desu.edu/admissions/tuition-financial-aid/tuition-fees>

Other Expenses for Coordinated Program in Dietetics Students

Students enrolled in the CP must have reliable transportation during their junior and senior year because they will have to travel to the supervised practice sites. The supervised practice sites may be anywhere in Delaware and surrounding areas. Students must budget car expenses for travel to and from sites.

Students enrolled in the CP are encouraged to attend the Food and Nutrition Conference and Expo of the Academy of Food and Nutrition once. Depending on the conference location, the student should budget \$1000-1500.

Students are also required to own a lab top to complete assignments for both courses on campus and for their supervised practice rotations. They may need two clean, professional lab coats (\$ 60-100), funds to cover criminal background checks and medical/drug and alcohol testing/vaccinations (\$100-\$150), funds for professional liability insurance (\$ 35-40), and funds for student membership in the Academy of Nutrition and Dietetics (\$58) [<https://www.eatrightpro.org/membership>].

COORDINATED PROGRAM IN DIETETICS POLICIES

Academic Calendar

The CP follows the academic calendar of Delaware State University for all academic courses taken at the University. For the supervised practice rotations, students will have to be available on the days that they are scheduled at a facility. The student is expected to demonstrate flexibility and maturity in the scheduling of their rotations to ensure learning and exposure to the different facets of work at a facility.

Students will work two days per semester during the spring semester of their junior year and one to two additional weeks before the spring semester, during their spring break or directly after the semester ends to complete the 320 hours of their community rotation. During the summer of their junior year, students will return to campus in July/August to complete four full weeks of clinical supervised practice. Then they will work three days/week during the fall semester of their senior year to complete 500 hours of clinical

supervised practice. In the spring of their senior year, students will work one full week before classes start and then three days a week in a food service management facility for 12 weeks. Students will end their supervised practice with an enrichment rotation of a minimum of 10 days to be completed during the end of their spring semester. If students want to do the enrichment rotation at a community or clinical site, they may be able to schedule the enrichment rotation at the end of their community or clinical rotations. For their enrichment rotation, students are encouraged to either work at a facility with which they are not familiar, yet, to broaden their exposure or work at a rotation site where they would like to deepen their experience.

When students are in their supervised practice rotations, they are strongly advised not to work anywhere else. Successful completion of academic courses and supervised practice assignments and commitments require a highly motivated, focused, and dedicated student.

Weekends: The student may be required to work some weekends depending on the facility and preceptor to whom they are assigned. To participate in all facets of an operation will require some adaptability.

Assessment of Student Learning

Student performance will be assessed in each academic course as described in the course syllabi that students receive on the first day of class. In-class assessments include exams, demonstrations, case studies, assignments, projects, tutorial completion, and presentations. All university instructors are required to submit midterm evaluations for each student in addition to the student's final grades for the course at the end of each semester.

Regular assessment during student's supervised practice will be the responsibility of their preceptors or site supervisors. Students will meet regularly with their preceptor to evaluate progression in knowledge application and on the job performance. Depending on the subrotation length, students will be evaluated once or twice formally with informal discussions for progression. Preceptors/supervisors are asked to provide feedback to students to enable them to improve their performance. The program director monitors performance as students progress through the rotations and communicates with students regularly as they move through their rotations.

Students must attain all core competencies during their supervised practice. Both program faculty and preceptors will assist in developing students' skills and competence. Consistent lack of commitment, performance, or professionalism on part of the student may result in the removal of the student from the program.

Behavioral Standards

While maintaining good academic standing, students must demonstrate professionalism in their interactions and conduct, and adhere to all policies/procedures of their assigned supervised practice sites. In addition to site-specific policies, each student must:

- Be prepared for each rotation with assignments completed prior to first day.
- Contact site preceptor one week prior to the first day of the rotation.
- Address preceptors, coworkers, instructors, and the program director with the correct professional titles.
- Dress professionally and appropriately for their assigned work.
- Act professionally with patients/clients, their families, and all employees of the institution.
- Treat every person with whom they meet respect and kindness.
- Keep all patient/client information confidential.
- Arrive always on time (Be prepared to be 5-10 minutes early every day!).
- Work all assigned hours.
- Display a positive attitude.
- Complete all assigned tasks on time and in a satisfactory manner.
- Take initiative/volunteer to gain as much from each experience as possible.
- Follow instructions carefully.
- Ask questions for clarification prior to beginning an assignment/task.
- Abstain from smoking, chewing gum, alcohol consumption, texting, private phone calls, and personal internet use including checking personal e-mails during working hours.
- Adhere to the *Code of Ethics for the Nutrition and Dietetics Profession*.

CODE OF ETHICS FOR THE NUTRITION AND DIETETICS PROFESSION

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.
- 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.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. 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.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition/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.

From: <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

Drug and Alcohol Policies, Drug Testing, and Criminal Background Checks

Delaware State University 's drug and alcohol policies, published in the University's Student Conduct Standards and Policies, pg.7-8, state that: "The University will uphold the federal and state laws concerning the illegal use, possession, consumption, sale, trafficking, manufacturing, dispersing, and/or distribution of drugs, narcotics, controlled or counterfeit substances and drug paraphernalia. The illegal use, possession, sale, distribution, or consumption of drugs, narcotics, or other controlled or synthetic substances on University premises or during University activities is prohibited."

... "Although the legal drinking age in Delaware is 21, university regulations prohibit any student from possessing or consuming alcohol (including empty containers) on University premises or at University activities. Any student found in violation of this policy will be subject to University disciplinary and, where applicable, criminal action

(https://www.desu.edu/sites/flagship/files/document/31/06-5_studentconduct_standards_and_policies.pdf).

Students are required to follow facility protocol and complete all drug testing requirements by the facility. Students must complete a federal and state criminal background check as required by the facility. They are needed prior to the Child Nutrition Services/National School Food Service and the Fresenius Kidney Care rotation.

Program Completion Requirements

The CP is scheduled to be completed within four years (eight semesters) and one summer term during the summer of the student's junior year. To meet the CP requirements students must maintain an overall GPA of 3.0 with a minimum of a B grade in all their core CP courses (page 13) and pass all their supervised practice rotations. For the proposed CP schedule, please refer to the website. After the successful completion of all required courses and the supervised practice experience, students will receive a bachelor's degree

in Food and Nutritional Sciences with a concentration in Dietetics and a verification statement to sit for the registration examination to become registered dietitian nutritionists.

The purpose of the supervised practice experience for the student is to acquire entry level competence in dietetic practice. As learners, they are not allowed to routinely replace employees at the facilities to which they are assigned on a regular basis. However, as students advance through their supervised practice, they are expected to demonstrate increased independence in their work and take on more responsibilities on their path to acquire entry-level competency. If students have any questions or concerns, they should contact the program director. Students do not receive compensation for their supervised practice.

Students are required to complete the Coordinated Program in Dietetics in 3 years from the beginning of the semester in which the student applies. An extension of that time period will only be granted under special circumstances, such as if a student is a part-time student, with prior program director permission.

Student Support Services

All students at Delaware State University have access to several different student support services:

- The Student Health Center: <https://www.desu.edu/student-life/student-health-services>
- Accommodation for disabilities: <http://www.desu.edu/academics/student-accessibility-services>.
 - Student resources: <https://www.desu.edu/academics/university-college/uc-services/student-accessibility-services/student-resources>
- Tutoring/academic assistance: <https://www.desu.edu/academics/student-success/integrated-academic-support-services>
- Counseling services: <https://www.desu.edu/student-life/student-health-services/counseling-services>
- Financial aid services: <https://www.desu.edu/admissions/tuition-financial-aid>
- Career services: <https://www.desu.edu/student-life/career-services>

Students struggling in their courses or supervised practice should contact the program director for advice and assistance. Tutoring is available for university classes. Difficulties in

supervised practice will be addressed as needed. Additional practice is available to strengthen competency and skills as needed.

Protection of Privacy Information

According to Delaware State University policy, “the Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records [including:]

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Please review the policy and exceptions under the notification of rights under FERPA: <https://www.desu.edu/academics/university-college/uc-services/student-accessibility-services/student-resources-1>.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Delaware State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605*

Access to Personal Files

Students and graduates of Delaware State University have access to their personal files. “A transcript of a student's academic record is released to a third party upon the written signed request of the student. A Transcript Request form is available on the following web site: <https://www.desu.edu/sites/flagship/files/document/16/official-transcript-request-form.pdf>. In accordance with the Family Educational and Privacy Act (FERPA), exceptions to this include release of academic records to University officials with legitimate educational interests and transfer institutions.

An official transcript, one bearing the seal and Registrar's signature, is sent from the Office of Records and Registration directly to the official or institution specified by the student.

All enrolled students are entitled to five free transcripts during their matriculation at the university. Once enrolled students have exceeded their first five free transcripts, they are to pay the normal fee for transcripts. The transcript request fee is \$10.00 per transcript. A request for a transcript normally will be processed within five to seven business days, except during peak work periods such as registration, preregistration, final examinations, and commencement.

Transcripts submitted by the student from other institutions become the property of Delaware State University and are not reissued or copied for release. Requests for other institutions' transcripts must be made directly to the respective institution.

In addition, CP students have access to their personal records including preceptor and site supervisor evaluations in the program director's office. The files may not be removed from the office. Students may obtain a copy of those files other than confidential recommendations and preceptor faculty letters by submitting a written request to the program director. The program director will also be available to answer any questions the student may have regarding their evaluations.

Insurance Requirements

Students are required to provide proof of health insurance upon entering Delaware State University and proof of professional liability insurance prior to their supervised practice rotations to protect them from malpractice suits. The coverage will be required until the student completes all supervised practice rotations. The CP director will provide instructions on how to obtain insurance.

Liability for Safety in Travel

Students must provide their own transportation to and from supervised practice facilities. Delaware State University is not responsible for any accidents of CP students. They must provide for their own liability in travel to any off-campus activities including but not limited to field trips, supervised practice rotations, and travel to and from Delaware State University and/or to and from meetings. Reliable transportation is essential to participate in the supervised practice portion (junior and senior year) of the Coordinated Program in Dietetics.

In case of an accident, the student should secure his/her safety first but must contact the program director and the preceptor to inform them of the accident.

Injury or Illness during Supervised Practice

In case of any injury or illness, the student must inform the preceptor/rotation supervisor immediately and seek appropriate medical treatment as needed. The student should follow the policies and procedures of the supervised practice site when an injury occurs during the supervised practice at a facility. If injury or illness requires the student to miss any of their supervised practice hours, the student is responsible to contact the preceptor to arrange for a make-up time convenient for both parties.

Students are not covered by workman's compensation at their supervised practice sites because they are not employees. Any injury incurred while traveling or at their supervised practice site must be covered by the student's personal health insurance. Neither Delaware State University nor the supervised practice facility hold any responsibility for coverage of treatment.

Family Emergency or Death

If the student faces a family emergency or a death in the family, (s)he must contact the CP program director and the preceptor at the facility where the student is completing his/her rotation. Any missed time must be made up. The scheduling of make-up time should occur as soon as possible (e.g. next vacation/off-day of the student) and is the student's responsibility. Counseling services to support the student at this difficult time are available at the Delaware Student Counseling Center: <https://www.desu.edu/student-life/student-health-services/counseling-services>.

Student Withdrawal and Refunds

If a student wishes to withdraw from Delaware State University (s)he must submit the appropriate *Withdrawal from the University Form* to the Records and Registration Office. For the exact steps please refer to the University website: <https://www.desu.edu/admissions/other-admissions-types/academic-regulations>

Students withdrawing from the institution who received Title IV financial aid must also complete an Exit Counseling. The steps are delineated at:

https://www.desu.edu/sites/flagship/files/document/1/fa_instructional_guide.pdf

The University's policy regarding tuition refunds is:

Withdrawal from the University	Refund of Paid Tuition	Refund of Paid Fees
Pre-registration to Last Day or Add Class	100%	100%
Second week of the semester	80%	No refund
Third week of semester	60%	No refund
After the first two weeks	No refund	No refund

Room and meal charges are refunded on a prorated weekly basis. After classes begin, room charges are prorated weekly but will not exceed 50 % of total semester charges. Advance room deposits are non-refundable except in cases where the University was unable to provide space, or the student was academically ineligible.

DISCIPLINARY AND TERMINATION PROCEDURES

Academic/Supervised Practice Probation and Dismissal from the Program

Academic Probation: As already discussed, students in the Coordinated Program in Dietetics at Delaware State University must maintain a GPA of 3.0 in their academic course work and must successfully pass all their supervised practice rotations to graduate with a bachelor's degree in Food and Nutritional Sciences with a concentration in Dietetics and receive a verification statement. If the student's overall GPA falls below the 3.0, the student will be placed on academic probation for the CP. If the student receives a grade below a B in any core course, the course must be retaken independent of his/her overall GPA. Failure to raise the GPA to 3.0 or to obtain a minimum of a B in all core courses will lead to dismissal from the program. It is the responsibility of the student to work with faculty to ensure that (s)he is performing well in courses and to seek assistance when needed.

Supervised Practice Probation: Student performance and professionalism are evaluated regularly as they rotate through different facilities in their supervised practice. Their preceptors or site supervisors will meet with the student throughout the rotations to discuss strengths and areas in need of improvement. In a coordinated program, students must demonstrate the attainment of knowledge and entry level skill before they graduate

from the program. The program director will review student performance evaluations and contact preceptors as needed. If a student struggles in a rotation, extra assignments and a timeline with specific objectives for improvement of the students will be established. If a student fails to meet performance standards by the end of a rotation, (s)he may have to repeat all or part of the rotation/rotation assignments. Failure to cooperate and make the necessary improvements may lead to dismissal from the program.

To ensure that all students understand the policies regarding maintenance of their GPA and performance in supervised practice rotations, the student will sign the Academic Probation and Dismissal statement to such effect (Appendix, page 35).

Other Disciplinary and Termination Procedures

If the CP student fails to adhere to the behavioral policies set forth by the CP or supervised practice facilities, Delaware State University reserves the right to dismiss the student at any time without prior warning for unacceptable conduct. More frequently, a warning notice will be issued (Appendix, page 36). If the warning is disregarded, the CP may decide to dismiss the student.

CP students are expected to display academic honesty in all their work, refraining from cheating, knowingly or willingly falsifying data, or plagiarizing. Academic dishonesty may result in a failing grade for assigned work or a failing grade in a course. Depending on the severity of the offense, it may lead to the student's dismissal from the program.

Any dismissal of a student is decided upon by the CP program director, an instructor or preceptor (if applicable) and the Chair of the Department of Human Ecology after thorough discussions with all involved parties. Student termination is never a unilateral decision.

Grievances

The process for resolution of grievances about academic problems begins with the student addressing the issue with the faculty member/instructor involved. If the difficulty is not resolved, the student may meet with the Department Chair without the faculty member. If a satisfactory resolution does not occur after a meeting with the Department Chair, the student may take the grievance to the Dean of the College of Agriculture, Science & Technology, and if necessary, to the Vice President of Academic Affairs and Provost.

If the CP student has a formal complaint with regard to a supervised practice facility or supervised practice preceptor, the program director will discuss and document the issue in detail with the student. Then the CP director will meet with any involved party (faculty, preceptor etc.) and also with the Chair of the Department of Human Ecology. The Department Chair may request a meeting with the student and potentially all parties involved. If no satisfactory solution can be found, the Dean and if necessary the Vice President of Academic Affairs and Provost may be contacted. The Coordinated Program in Dietetics will maintain a record of student complaints and their resolution for a 7-year period in the program director's office.

If a preceptor is dissatisfied with the CP student's conduct or performance, (s)he is encouraged to first meet with the student and discuss the problems while also filing a written complaint with the CP program director if deemed necessary. The program director will meet with the student and potentially with the preceptor and student in an attempt to resolve the conflict so that the student is able to complete the supervised practice rotation successfully. Most affiliation agreements allow the rotation facility to dismiss students for inadequate performance or conduct.

If a preceptor has concerns regarding the performance of the program director, they have the contact information for the Chair of the Department of Human Ecology who will address all necessary issues with the preceptor. The Chair will decide if the Dean of the College of Agriculture, Science & Technology or the Provost needs to be informed of the incidence.

If a student still has concerns regarding program compliance with the 2017 Standards of Education set forth by ACEND (<http://www.eatrightacend.org/ACEND/>) **after** (s)he has exhausted all other options of complaint resolution (the CP program director, chair of the Department of Human Ecology, Dean of the College, Vice President of Academic Affairs and the Provost of Delaware State University), the student may file a complaint with the Accreditation Council for Education in Nutrition and Dietetics (ACEND). "ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of

individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.”

The procedure for complaints and the complaint investigation form can be accessed on the ACEND website: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>. The ACEND contact information for this purpose is listed on the following page:

Chair, Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
Phone: (800) 877-1600, extension 4872

Student Misconduct

In the case of student misconduct or violations of the Student Code of Conduct at Delaware State University (<https://www.desu.edu/student-life/judicial-affairs>) “the [University’s] judicial system promotes concepts of civility, fairness, and respect and conflict resolution by enforcing community standards. Students are held accountable for their behavior in a fair yet developmental manner. The judicial process protects the rights of both individual students and the University community by ensuring that claims of student misconduct are handled equitably and uniformly.” Delaware State University’s grievance procedures are outlined in the Student Judicial Handbook: <https://www.desu.edu/sites/flagship/files/document/21/student-judicial-handbook.pdf>.

APPENDIX

ACADEMIC PROBATION AND DISMISSAL POLICY

I, (Name) _____, acknowledge that it is my responsibility to maintain a GPA of 3.0 and a B grade or higher in all my core courses to remain in the Coordinated Program in Dietetics at Delaware University. If I do not meet these requirements, I will be placed on academic probation.

I also understand that I have to pass each supervised practice rotation satisfactorily. My evaluations by preceptors can be ground for requiring me to repeat part or all of my rotation/rotation assignments.

If I fail to improve my grades or my performance in the supervised practice rotations, I may graduate with a bachelor's degree in Food and Nutritional Sciences but will not receive an ACEND Verification Statement and will not be able to graduate with a concentration in Dietetics. Without the verification statement, I cannot take the registration examination to become a registered dietitian nutritionist.

Student Signature: _____

Program Director Signature: _____

Date: _____

STUDENT WARNING NOTICE

Student Name: _____

Preceptor Name: _____

Date: _____

Violation of Student Responsibilities and/or Facility Policies/Procedures

- Lack of Preparation.
- Unprofessional Conduct.
- Unprofessional Appearance.
- Negative Attitude.
- Breach of Confidentiality.
- Tardiness > 3 times: Dates _____
- Failure to work assigned hours/absenteeism.
- Unsatisfactory Work Performance.
- Other: _____

Description of Incidence: _____

Student Signature: _____

Preceptor Signature: _____

CP Director Signature: _____