



HOWARD

UNIVERSITY

College of Nursing and Allied Health Sciences
DEPARTMENT OF NUTRITIONAL SCIENCES

COORDINATED PROGRAM IN DIETETICS (CP)

Medical Nutrition Therapy Focus in Health Disparities

STUDENT MANUAL

REVISED AUGUST 2020

TABLE OF CONTENTS

MEET YOUR FACULTY.....	1
REMARKS FROM THE CHAIR	2
REMARKS FROM THE PROGRAM DIRECTOR.....	3
ABOUT THIS HANDBOOK.....	4
HOWARD UNIVERSITY MISSION AND VISION.....	5
PHILOSOPHY/MISSION OF THE PROGRAM IN DIETETICS.....	6
PROGRAM GOALS/OBJECTIVES	6
ACCREDITATION STATUS.....	7
PROGRAM DESCRIPTION	7
DESCRIPTION OF HOW THE PROGRAM FITS INTO CREDENTIALING.....	7
ADMISSION REQUIREMENTS	8
Lower Level.....	8
Upper Level.....	8
Transfer Students.....	9
International Students.....	9
CURRICULUM DESCRIPTION.....	10
ACEND CORE COMPETENCIES.....	10
CURRICULUM (Lower Level)	14
CURRICULUM (Upper Level).....	15
ESTIMATED COST OF EDUCATION: PROGRAM IN DIETETICS:	
MEDICAL NUTRITION THERAPY FOCUS IN HEALTH DISPARITIES.....	15
FINANCIAL AID INFORMATION AND APPLICATION PROCEDURES.....	16
LOANS/SCHOLARSHIPS	17
POLICIES AND PROCEDURES	17
Equal Opportunity	17
Scheduling and Program Calendar.....	18
Grading	18
Academic Requirements	20
Practicum Completion Requirements	20

Academic Action	21
Readmission Policies	22
Evaluating/Awarding Credit for Previous Experience	22
Recency of Courses and Repeating Courses.....	23
Medical Clearance.....	23
Background Check.....	24
Confidentiality	24
Graduation/Verification Program Completion Requirements	25
Membership in Student Organization	25
Student Advisement.....	25
Students experiencing Academic Difficulty	26
Student Conduct.....	26
Dress Code	28
Illness/Injury	29
Health Insurance Plan	30
Proof of Personal Health Insurance Coverage.....	30
Psychological Assessment	30
Support Services	31
Attendance	31
Vacation/Holiday and Absence.....	32
Professional Liability Insurance Coverage	32
Grievance Process.....	32
Submitting Written Complaints to ACEND	33
Clinical Education Agreements	34
Supervised Practice Sites	34
Faculty and Preceptor Training.....	34
Identification in Online Classes	34
Protection of Privacy of Information	35
Access to Personal Files.....	35
STUDENT RESPONSIBILITIES	36
IMPORTANT TELEPHONE NUMBERS	37
APPENDICES	38
Appendix A: CP Schedule.....	39
ACKNOWLEDGEMENT FORM.....	44

Meet the Faculty

Oluwakemi Adeola, Ph.D., RD, LD
Clinical Assistant Professor and Clinical Coordinator
Oluwakemi.adeola@howard.edu

Njwen Anyangwe, Ph.D.
Adjunct Assistant Professor
njwen.anyangwe@howard.edu

Chimène Castor, Ph.D., Ed.D., CHES, RDN, LDN, FAND
Associate Professor
Chimeme.castor@howard.edu

Carlton Crockett, Ph.D., CDM
Adjunct Assistant Professor
Carlton.crockett@howard.edu

Thomas V. Fungwe, Ph.D., CFS, FACN
Associate Professor
Thomas.fungwe@howard.edu

Esther Haugabrooks, PhD
Adjunct Assistant Professor
esther.haugabrooks@howard.edu

Allan A. Johnson, Ph.D., FASAHP
Professor, Interim Chairperson, Director of Graduate Studies
ajohnson@howard.edu

Katherine Manuel, Ph.D., RD, LDN, FAND
Assistant Professor and Director of the Coordinated Program in Dietetics
kmmanuel@howard.edu

Oyonomo E. Ntekim, Ph.D., MD, RD, MHSA
Associate Professor
Oyonomo.ntekim@howard.edu

Linda Thompson, Ph.D., LN
Assistant Professor
Linda.thompson@howard.edu

REMARKS FROM THE CHAIR



Dear Students:

I would like to congratulate you on being accepted into the most exciting part of the Educational Program in Dietetics: Medical Nutrition Therapy with a focus in Health Disparities—the Upper Level. During this phase of your study you will have the opportunity, under the supervision of your instructors and clinical supervisors, to treat patients, to interact with patients’ families and loved ones, and to interact with physicians and other allied health professionals. This is a very important phase of your education and must be taken seriously. In order to treat and manage patients, you must be knowledgeable about the information that you are sharing with patients and other members of the health care team.

We, as instructors, will make every effort to ensure that you have accurate and timely information to share with patients and colleagues, and that you are confident with the knowledge that you have acquired. However, it is incumbent upon you to prepare yourself adequately for this challenging and exciting time, and to make wise use of the learning process.

As you know, the field of nutrition and dietetics is a very dynamic one. You must keep abreast of the new information and correct any misinformation that is being disseminated. In addition to classroom experiences, you will have the opportunity to attend selected local nutrition meetings, seminars and conferences. You will be afforded the opportunity to participate in health fairs in the community, on campus, and with local organizations. Through your membership in the Academy of Nutrition and Dietetics, you will have access to the Association’s monthly journal and updates in the field. We will also make available through the Department and the Health Sciences Library, an assortment of nutrition-related journals. Every effort will be made to ensure that you have a rich and exciting educational experience during your time in the Department of Nutritional Sciences.

Once again congratulations, and on behalf of the faculty of the Department of Nutritional Sciences, I wish you all the very best.

Sincerely,

Allan A. Johnson

Allan A. Johnson, Ph.D., FASAHP
Interim Chairperson, Professor, Director of Graduate Studies

PROGRAM DIRECTOR'S WELCOME



Greetings:

On behalf of the faculty of the Department of Nutritional Sciences (DNS) I want to welcome you to the Department of Nutritional Sciences and the Coordinated Program in Dietetics (CP) at Howard University. The CP has produced outstanding graduates who are serving the nation in a variety of settings including acute care, long term care, community agencies, federal agencies, academic institutions, research, media outlets, and the retail food industry.

The Dietetics profession is an exciting one, and our program reflects this dynamic field. No two days are the same. During your training you will be exposed not only to knowledge through traditional classroom and online lectures, but also the real world of acute and long-term health care, community work, and the management arena. You will attend workshops, seminars, conferences (locally and nationally), and you will be expected to present at conferences.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established standards for Dietetics Education Programs including Core Knowledge and Competences. The CP at Howard University has met all of these standards and received its most recent re-accreditation in 2014. The next accreditation site visit will occur in 2022.

You have chosen the field of Dietetics at a most exciting time in the history of the profession. The opportunities that await you are almost limitless. Department faculty are here to assist you in achieving your career goals, and we look forward to seeing you join the family of successful Howard University DNS graduates.

I wish you the very best.

Sincerely,

Katherine Manuel

Katherine Manuel, Ph.D., RD, LD
Assistant Professor/Program Director

ABOUT THIS HANDBOOK

The Department of Nutritional Sciences has developed this handbook to inform students of the policies and guidelines that govern their matriculation in the Coordinated Program in Dietetics (CP). The Handbook is a summary of information that all CP students should know and understand. It does not contain all of the detailed information pertinent to matriculation at Howard University, but we have tried to include information that is both important and useful. Additional resources are available on the CP website, and in the Howard University Student Handbook available online at: <https://studentaffairs.howard.edu/programs-and-resources/student-handbook>.

The Handbook is a dynamic document. It will be amended, modified or expanded over time as the Department deems appropriate or necessary. All students covered by the Handbook must sign the Acknowledgment Form that appears at the end of the document to agree that they have reviewed the Handbook and understand its contents. The Acknowledgment also states that the student agrees to remain up-to-date on any changes by checking the online Handbook (CP Website), where all amendments and other changes will be communicated. All new students are introduced to the Handbook during their orientation session, after which they will sign the Acknowledgment Form.

This Handbook supersedes all prior handbooks, manuals, policies, and procedures issued by the Department as to the subject matters addressed herein. Any prior handbooks are hereby revoked and withdrawn.

HOWARD UNIVERSITY MISSION AND VISION

The Mission

The University's mission is central to everything we do.

Howard University, a culturally diverse, comprehensive, research intensive and historically Black private university, provides an educational experience of exceptional quality at the undergraduate, graduate, and professional levels to students of high academic standing and potential, with emphasis on educational opportunities for Black students. Moreover, the University is dedicated to attracting and sustaining a cadre of faculty who are, through their teaching, research and service, committed to the development of distinguished, historically aware, and compassionate graduates and to the discovery of solutions to human problems in the United States and throughout the world. With an abiding interest in both domestic and international affairs, the University is committed to continuing to produce leaders for America and the global community.

Vision

The vision for Howard University is to boldly deliver on its mission in a contemporary context. Howard will provide a world-class global educational experience to every student. Howard will become a top 50 research institution, providing research and advancement to impact Black communities. And Howard will attract and sustain a cadre of faculty who are committed to excellence, leadership, truth and service.

COLLEGE OF NURSING AND ALLIED HEALTH SCIENCES MISSION AND VISION

The Mission

The mission of the College of Nursing and Allied Health Sciences is to provide exemplary educational experiences within the health professions to an ethnically diverse population of students with high scholarship and leadership potential. Emphasis is placed on the University's historical commitment to provide educational opportunities to Black students and other underserved minority groups. The College fosters the development of competent, ethical, and compassionate graduates endowed with a strong sense of the University's core values of excellence, leadership, truth, and service. As scholars and leaders, graduates are empowered to address issues of social justice and inequities in health care in the United States and the global community, inclusive of the underserved. The College is committed to recruiting and retaining a cadre of qualified and competent faculty and staff dedicated to teaching, research, professional practice, and service.

Vision

The College of Nursing and Allied Health Sciences will be comprised of top-ranked educational programs that prepare healthcare professionals to be leaders and innovators in practice, education, research, and service. Graduates will deliver patient-centered, interprofessional care, and utilize cutting-edge technology and evidence-based practice to improve the health of all people with an emphasis on promoting health equity toward eliminating health disparities.

MISSION AND EDUCATIONAL PHILOSOPHY OF THE COORDINATED PROGRAM IN DIETETICS: MEDICAL NUTRITION THERAPY FOCUS IN HEALTH DISPARITIES

Program Mission

In keeping with the mission of Howard University, the mission of the CP is to provide quality and innovative educational opportunities for local, national and international students. Particular emphasis is placed on the education of Black/African-American and other ethnically diverse students. The Program aims to graduate highly competent, compassionate, dedicated, and adaptable generalist entry-level registered dietitian nutritionists. Graduates are expected to have exemplary careers, assume leadership and preceptorship roles, and seek solutions to human and social problems in the United States and internationally through the practice of dietetics.

Program Goals and Objectives

Goal 1: The program will prepare graduates of Black/African American, and ethnically diverse backgrounds for entry level positions as competent registered dietitian nutritionists.

Objectives

1. At least 80% of program students complete program/degree requirements within three years (150% of the program length).
2. Of graduates who seek employment, 70 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. Seventy percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
4. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
5. At least 80 percent of employers will indicate (agree or strongly agree) on the employer survey that program graduates were prepared for entry-level positions.
6. At least 80 percent of graduates will indicate on the program evaluation survey that they were prepared for entry-level positions as dietitian nutritionists.

Goal 2: The program will prepare graduates who, through preceptorship, will be committed to increasing the number of dietitian nutritionists from ethnically diverse backgrounds in the dietetics profession.

Objective

At least 50 percent of graduates will indicate on an alumni survey completed every three years, involvement in precepting or training future registered dietitian nutritionists from ethnically diverse backgrounds.

ACCREDITATION STATUS

The Coordinated Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND). Headquarters:

The Academy of Nutrition and Dietetics
120 South River Side Plaza Chicago, IL 60606-6995
Tel: 800/877-1600
<https://www.eatrightpro.org/acend>

PROGRAM DESCRIPTION

The CP is an entry level undergraduate program for undergraduate and graduate students in the Department of Nutritional Sciences. The Program, located within the Department of Nutritional Sciences, is designed to allow for the integration of classroom instruction with a minimum of 1,200 hours of supervised practice. The program is a two-year component of a four-year degree program which culminates in:

- the B.S. degree in Nutritional Sciences;
- eligibility to apply to write the Registration Examination for Dietitian Nutritionists, when verified by the program director as having successfully met the minimum academic requirements.

The Program consists of two phases: the lower level and the upper level. The lower level provides the general education and basic science courses, which enable students to perform competently in the upper level courses. The upper level, which comprises the CP, is designed to provide students with a minimum of 1,200 supervised practice hours and emphasizes a combination of simulated and practical experiences in clinical, community and managerial practice. Concepts acquired in didactic courses are coordinated with “hands on” experiences in practice settings, under supervision. Courses must be taken in sequential order. The upper level curriculum prepares students to function as entry-level dietitians.

DESCRIPTION OF HOW THE PROGRAM FITS INTO THE CREDENTIALING PROCESS FOR REGISTERED DIETITIANS (RD) NUTRITIONISTS (RDN)

Steps to Becoming a Registered Dietitian Nutritionist (RDN)

There are various paths to obtaining the RD/RDN credential (<https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>). However, regardless of the path chosen, there are three required steps as outlined below:

1. Complete a bachelor's degree from a regionally accredited US college/university or foreign equivalent and receive a verification statement from a program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND);
2. Complete an ACEND-accredited supervised practice;
3. Pass the Commission on Dietetic Registration's (CDR) dietetic registration exam.

Some states require licensure. Upon successful completion of the RDN exam, depending on the state in which individuals chose to work, licensure may be required. Details about licensure can be found on the Academy of Nutrition and Dietetics licensure page at: <https://www.eatrightpro.org/advocacy/licensure/licensure-map>)

The CP at Howard University is an ACEND-accredited Bachelor of Science Program. The program's curriculum provides students with the knowledge and skills to meet the requirements for entry-level dietitian nutritionists as well as the supervised practice stipulated by ACEND. Graduates of the program do not need a separate internship program.

NOTE: Effective January 1, 2024, the minimum requirement for eligibility to write the RDN exam will be a master's degree.

ADMISSION REQUIREMENTS

Lower Level:

Requirements for admission to the lower level are consistent with those of the College of Nursing and Allied Health Sciences, and particularly the Division of Allied Health Sciences. First-time entering freshmen considered for admission to the Department of Nutritional Sciences are encouraged to submit a Common Application to the Howard University Office of Admission (for admission details please visit: <https://www2.howard.edu/admission/undergraduate/international>), and present proof of having met the following criteria:

- Graduation from high school or a G.E.D. certificate;
- A minimum score of 500 mathematics and 500 verbal on the Scholastic Aptitude Test (SAT), or an equivalent score on the American College Test (ACT);
- Completion of the following high school units with a grade of "C" or better: English, mathematics, biology, and chemistry.

Upper Level:

Students who wish to apply to the Upper level of the Program in Dietetics: Medical Nutrition Therapy focus in Health Disparities must:

1. Complete and submit an application package to the Department of Nutritional Sciences, between November 30 and May 1 of the sophomore year. Download an application form from the CP website at: <https://cnaahs.howard.edu/departments/nutritional-sciences/coordinated-program-dietetics-cp>. Prospective students who must first apply to the University for acceptance,

- must apply to the CP by May 1, for fall acceptance, and November 1 for spring acceptance (verification students only). The application package must contain an essay stating goals and reasons for interest in dietetics, three letters of recommendation, official transcripts (non-HU students) and the application form.
2. Complete all prerequisite courses or equivalent required by the Coordinated Program in Dietetics: Medical Nutrition Therapy Focus in Health Disparities. Have a grade point average of a minimum of 3.0 (on a 4.0-point scale);
 3. Have a minimal letter grade of “B” in nutritional sciences courses, and not more than a single “C” in a science course;
 4. Complete a minimum of 60 semester hours of prerequisites as prescribed in the curriculum for the program.
 5. Provide evidence of volunteer opportunities (minimum of 80 hours) in the area of community, hospital/nursing homes and food service programs, or complete at least two summers of volunteer experience during their tenure in the program. Applicants with prior work experience in either of these areas who wish to be considered for a waiver of these hours may submit a formal request to the CP Director.
 6. Participate in an interview with the CP Admissions Committee.

Transfer Students

Students who hold a degree or wish to transfer credits from a US accredited college or university into the program must apply as transfer students. Transfer credits will be assessed by the Program Director or designated academic advisor. Transfer students will follow all applicable admission procedures related to Howard University and the CP as follows:

1. Complete an interdepartmental transfer form (current Howard University students) or the Howard University common online application.
2. Pay all applicable fees;
3. Have a cumulative grade point average of 3.0, based on a 4.0 scale.
4. Have a minimum grade of “B” in all nutrition prerequisite courses, and a minimum of a single “C” in a science course;
5. Submit an official transcript from all previously attended universities or colleges.

International Students

International students desirous of admission to the CP must first be admitted to Howard University, and proceed as above for admission to the “Upper Level.” An academic evaluation by a **National Association of Credential Evaluation Services (NACES) member** is required from **all international students who have studied outside of the United States**. Detailed admission requirements for international students can be found here:

<https://www2.howard.edu/admission/undergraduate/international>

Admission to Howard University for the BS in Nutritional Sciences, lower level of the Coordinated Program in Dietetics: Clinical Nutrition in Health Disparities, does not guarantee admission to the upper level of the program.

Howard University Application Deadlines

<i>APPLICATION TYPE</i>	<i>APPLICATION DEADLINE</i>	<i>DOCUMENT DEADLINE</i>	<i>NOTIFICATION DATE</i>
EARLY DECISION	NOVEMBER 1	NOVEMBER 15	BY MID-DECEMBER
EARLY ACTION	NOVEMBER 1	NOVEMBER 15	BY MID-DECEMBER
REGULAR DECISION	FEBRUARY 15	MARCH 1	BY EARLY APRIL

As of August 2018, first time in college admission occurs only in the fall semester.

CURRICULUM DESCRIPTION

In accordance with standards prescribed by ACEND, the curriculum of the Coordinated Program in Dietetics: Medical Nutrition Therapy Focus in Health Disparities is designed to provide students with the knowledge and skills to meet all competencies outlined below. The program prepares students to provide competent and compassionate service to their clients locally, nationally, and globally. The curriculum is intended to ensure that: 1) every student has the maximum opportunity to perform at his or her best; 2) every graduate has the necessary basic knowledge and skills to be a competent practitioner and pass the registration examination; and 3) every graduate is equipped to pursue graduate education and/or other career interests.

The curriculum below (page 14/15) outlines course prerequisites (lower level) and courses required in the CP (upper level). Courses must be taken in sequence. Taking courses out of sequence can result in prolonged/additional time in the program. Prior to taking any courses at a consortium, or another institution, students must obtain written approval from the Office of the Registrar (requires signatures of advisor, Dean of CNAHS). The curriculum must address the knowledge and competencies for Registered Dietitian Nutritionists developed by ACEND.

KNOWLEDGE AND COMPETENCIES FOR THE RDN (KRDNs/CRDNs)

The following are the knowledge and competency components that must be included in an ACEND accredited program.

Domain 1: *Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.*

Upon completion of the program, graduates are expected to possess the knowledge and competencies as specified below:

Knowledge

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

Competencies

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6 Incorporate critical-thinking skills in overall practice.

Domain 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Upon completion of the program, graduates meet the following professional practice expectations:

Knowledge

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
- KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
- KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
- KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams
- CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply leadership skills to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Participate in professional and community organizations
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15 Practice and/or role play mentoring and precepting others.

Domain 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

Upon completion of the program, graduates are able to perform the following clinical and customer services:

Knowledge

- KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 3.5 Describe basic concepts of nutritional genomics.
- CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

Competencies

- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4 Design, implement and evaluate presentations to a target audience.
- CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

Domain 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Upon completion of the program, graduates are able to practice management and use of services as specified below:

Knowledge

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget and interpret financial data.
- KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Describe safety principles related to food, personnel and consumers.

Competencies

- KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.
- CRDN 4.1 Participate in management of human resources.
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
- CRDN 4.3 Conduct clinical and customer service quality management activities.
- CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data
- CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice.

**Academic Program Leading to the Bachelor of Science Degree in Nutrition
(Dietetics Concentration prior to 2021)**

**LOWER LEVEL
FRESHMAN YEAR**

<u>Fall Semester</u>			<u>Spring Semester</u>		
AHCC-110	Gen Orientation	2	CHEM-003	Gen Chem I	4
ENGW-		3	CHEM-005	Gen Chem Lab I	1
MATH-006	College Algebra I	3	ENGW-		3
	or		MATH-010	College Algebra II	4
MATH-007	Precalculus	4		(If College Alg I was taken)	
NUTR-161	Intro to Nutrition	3		or	
*	Afro-Amer Studies	3	MATH-156	Calculus I	4
HHPL-000	Phys Ed (Active)	1		(If Precalculus was taken)	
			NUTR-320	Nutr Life Cycle	3
Total		15-16	Total		16

SOPHOMORE YEAR

<u>Fall Semester</u>			<u>Spring Semester</u>		
BIOL-101	Gen Biol Lec/Lab I	4	AHCC-003	Medical Terminol	2
CHEM-004	Gen Chem II	4	BIOL-220	Gen Microbiology	4
CHEM-006	Gen Chem Lab II	1	CHEM-141	Org Chem I	3
NAHS-171	Anat & Phys I	4	NAHS-172	Anat & Phys II	4
NUTR-183	Comm Nutr	3	NUTR-006	Intro to Foods	4
Total		16	Total		17

* Course must be selected from African American Cluster

** Course may be selected from among the following: SOCI-110, MATH-009, PSYC-063

§ **Students will apply for the Dietetic Program during the Spring Semester of the Sophomore Year.**

UPPER LEVEL

Department of Nutritional Sciences
 Nutritional Sciences (Dietetic Emphasis)

JUNIOR YEAR

<u>Fall Semester</u>			<u>Spring Semester</u>		
NUTR-130	Nutr Biochem	3	NUTR-175	Advanced Nutrition	3
NUTR-184	Prac Comm Nutr	1	NUTR-311	Org Mgt & Mgnt	3
NUTR-310	Int to Diet & Nutr Ed	2	NUTR-321	Prac Org & Mgnt	1
NUTR-312	Fdsvc Sys Mgnt	3	NUTR-325	Nutr Care Mgnt I	3
NUTR-322	Prac Fdsvc Sys Mgnt	1	NUTR-410	MNT I	3
NUTR-323	Eval Nutr Status	3	NUTR-415	MNT Dry Lab I	3
**	Statistics	3			
Total			Total		
16			16		

SENIOR YEAR

<u>Fall Semester</u>			<u>Spring Semester</u>		
NUTR-411	Nutr Care Mgnt II	4	AHCC-301	Ethics for Hlth Prof	2
NUTR-418	MNT Dry Lab II	3	NUTR-420	Prac Comprehensive	10
NUTR-416	Res Meth Nutr	3			
NUTR-413	MNT II	3			
Total			Total		
13			12		

TOTAL CREDIT HOURS=121-122

** Course may be selected from among the following: SOCI-110, MATH-009, PSYC-063

§ All NUTR courses in the junior and senior years MUST be taken at Howard University.

ESTIMATED COST OF THE PROGRAM (TUITION AND FEES)

The Board of Trustees of Howard University reserves the right to change tuition, fees, and other charges at any time. Additional details regarding the cost of attendance can be found on the University's website at: <https://www2.howard.edu/enrollment-management/student-financial-services/cost-of-attendance>

All students enrolled in the Division of Allied Health Sciences must pay a professional fee of \$200.00. In the Coordinated Program in Dietetics: Medical Nutrition Therapy Focus in Health Disparities, this fee is utilized toward payment of attendance at select professional meetings and purchase of an exam review program.

2020/2021 COST OF ATTENDANCE

Direct Costs Estimate:	Tuition	\$26,464
	Fees	\$2,276
	Housing and Needs	\$14,180
	Subtotal	\$42,920
Indirect Costs Estimate:	Books & Supplies	\$1,900
	Transportation	\$1,000
	Personal Expenses	\$2,160
	Total	\$47,980

Other costs of the program include lab coats (\$60.00) books, supplies and web subscriptions (\$700.00), travel to and from practice sites (450.00), background check (\$49.50), meals at practice sites (\$300/00) those associated with graduation (\$150.00) and student membership in the Academy of Nutrition and Dietetics (\$58.00-\$68.00). Prices listed are approximations.

FINANCIAL AID

Howard University’s Financial Aid Program provides assistance in the form of scholarships, loans, grants and part-time employment. Almost all financial aid awards are made to students who demonstrate that their financial resources are insufficient to meet the cost of attending Howard University. Certain scholarships, however, may be awarded solely on the basis of academic excellence. Priority to receive awards is given to applicants with the greatest financial need when funds are limited, and where need is an eligibility criterion. All awards are made subject to the availability of student aid funds, administered by the Office of Financial Aid and Student Employment.

Financial aid awards may only be used to pay educational costs incurred during the period covered by the financial aid award letter. Awards may not be used to satisfy past indebtedness to the University. Students who receive financial aid awards or whose applications have been denied must reapply by written request to receive consideration for future financial aid funds during the same financial award year.

Students whose family resources are insufficient to meet the cost of attending the University are encouraged to apply for aid from the University and federally-supported programs administered by the Financial Aid Office. Descriptions of these programs are included in the Financial Aid Handbook (available at <http://www.howard.edu/campustour/financialaid/handbook/Items.htm>). Such applicants are also expected to seek financial assistance from available outside sources, including the PELL Grant Program, loans, state scholarship programs, and from other public and private aid sources.

Eligibility for Financial Aid

All applicants who wish to receive consideration for financial aid must enroll at least half-time and be degree-seeking students. Although the criteria for several federal programs allow recipients to enroll half-time, the University gives priority to needy full-time students due to limited program funds. Applicants for federally supported programs must be U.S. citizens or permanent residents of the United States. Permanent residents will be required to submit evidence of this status.

Financial aid applicants must meet satisfactory progress standards. Additional information about financial aid can be obtained by contacting the Financial Aid office at <https://www2.howard.edu/student-financial-services/contact> or finaid@howard.edu. The telephone number is 855-490-2875.

Loans and Scholarships

For information about scholarships available through the College of Nursing and Allied Health Sciences and/or the Department of Nutritional Sciences, please contact the Chairperson of the Department of Nutritional Sciences.

For more information on available financial aid please visit the financial aid page on the Howard University website at: <https://www2.howard.edu/student-financial-services>.

POLICIES AND PROCEDURES

Written program policies and procedures shall be available to students enrolled in the program, protect the rights of students, and be consistent with current institutional practice.

Equal Opportunity Policy

The CP supports the Howard University Policy on Equal Opportunity.

Policy: *Howard University does not discriminate on the basis of race, color, national ethnic origin, sex, marital status, religion, disability, age, sexual preference, political affiliation or any other as prohibited by Federal and District of Columbia law.*

Howard University is committed to creating a learning and working environment free from discrimination and harassment based on sex, gender, gender expression, gender identity, sexual orientation or marital status. The following forms of conduct are prohibited by the University's Title IX Policy: Sexual Assault, Sexual Harassment, Gender-Based Discrimination or Harassment, Sexual Exploitation, Dating and Domestic Violence, Stalking, Retaliation, and Complicity (any act that knowingly aids, facilitates, or encourages prohibited conduct by another person). It is important that you know the various campus resources and reporting options available to you if you have experienced or have any concerns related to sex or gender-based discrimination, harassment or violence. You can always speak with a member of University administration, faculty or staff, but be aware that with the exception of Confidential Employees, all Howard University and

Howard University Hospital employees and contractors—including faculty members—are considered Responsible Employees and are required to report any information regarding known or suspected prohibited conduct to the Title IX Office (TitleIX@howard.edu or 202-806-2550), no matter how they learn of it. Confidential Employees include licensed medical, clinical, mental health professionals, or clergy when acting in their professional roles in providing health or religious/spiritual services; and employees providing administrative/operational or related support to these employees. Campus confidential resources include the Interpersonal Violence Prevention Program (phone: 202-836-1401), University Counseling Services (phone: 202-806-7540), Student Health Center (phone: 202-806-7540), Howard University Hospital (phone: 202-865-1131), and the Chapel (phone: 202-806-7280). The University's (Interim) Title IX Policy on Prohibited Sexual and Gender-Based Harassment and Violence and Other Forms of Interpersonal Violence is available at: <http://www.howard.edu/secretary/documents/Howard-University-Interim-Policy-20171113.pdf>

Howard University is committed to providing equal access to students with documented disabilities. To ensure access to a course or the program, students with disabilities may contact the Office of Student Services. There, you can engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom and clinical settings. Accommodations are not provided retroactively. Students are encouraged to register with the Office of Students Services as soon as they begin any class or program. More information can be found online at <https://www2.howard.edu/special-student-services/disabled-student-services> or by contacting the Office of Student Services at 202-238-2420.

Scheduling and Program Calendar Policy

Policy:** The Lower Level phase of the program follows the University's Academic Calendar, August to May, as published online and in the Student Reference Manual (published by the Office of the Registrar) on the University website (<https://www2.howard.edu/calendars>). During the senior year in the Upper Level, the University calendar is followed **with the exception of observed holidays and spring break which are spent on rotation.

Practicum hours are scheduled to afford students the opportunity to complete supervised practice hours during regular business hours of the respective facility. Therefore, schedules can be set between the hours of 6:00 a.m. and 7:00 p.m. Snow days that occur during supervised practice hours are handled according to the snow day policies of the respective practice sites.

Grading Policy

***Policy:** All students are governed by the existing grade policies of Howard University, the College of Nursing and Allied Health Sciences, and the Department of Nutritional Sciences.*

Students are required to earn at least a "B" grade in all core courses taken in the Department and to maintain a cumulative grade point average of 3.0 on a 4.0 scale. The College grading scale used by the Department is as follows:

A	90 -100
B	80 – 89
C	70 – 79
D	60 – 69
F	below 60

In accordance with mathematical principles, grades with a decimal of 0.5 to 0.9 will be rounded up to the nearest whole number. Grades will not be curved.

An incomplete with an alternate grade (e.g., I/F, I/D, etc.) may be assigned for a student whose completed work was satisfactory, but course requirements were not completed due to non-academic reasons (e.g. personal illness and family emergencies). The student must initiate the request for an incomplete grade and will have to provide written evidence of the hardship. Before an instructor assigns an incomplete grade, the student must meet with the instructor to establish a completion of work agreement. The instructor will fill out the agreement on an Incomplete Grade Processing Form, and both the instructor and student will sign the document. The incomplete must be satisfied by the end of the next semester enrolled. For students in the Upper Level, a grade of W will be acceptable only when a student obtains approval by the department chairperson prior to withdrawal. In order to qualify for the W grade the student must be able to provide evidence of hardship. Students who withdraw from an upper-level course without the written approval of the Department Chairperson will be suspended from the program.

Evaluation Methods

Several methods of formative and summative evaluation are utilized in order to assess students' learning outcomes (knowledge and competencies). Rubrics used for evaluation are included in course syllabi.

Written exams that students must pass at a level of 80% or above (In-Basket and Comprehensive exams at 85%) are listed below.

1. Frequent quizzes
2. Final oral examinations based on clinical cases
3. Oral drills based on theory and practice in supervised practice courses
4. Clinical skills evaluation(s) at mid-term and at the end of the semester
5. Oral presentations and clinical round presentation based on predetermined competencies
6. Mid-rotation and final evaluations conducted by faculty coordinators and preceptors in all supervised practice settings
7. Peer Evaluations (Nutrition Rounds Presentations and Class Presentations)

Academic Requirements/Retention Policy

Policy: In order to remain in good academic standing in the Dietetics Program students will adhere to the following procedures stipulated by program faculty.

1. Students making less than a single 'C' grade in a science courses and less than a "B" grade in Nutritional Sciences courses will be required to retake the course.
2. Students who do not receive at least a "B" grade upon retake of the course(s) will be suspended from the CP.
3. Students who have not successfully completed all didactic and practicum courses will be unable to proceed to the Practicum Comprehensive (senior year, spring semester).

Practicum (Supervised Practice) Completion Requirements Policy

Policy: Students in the CP are required to complete a minimum of 1,200 hours of supervised practice. Due to the COVID-19 pandemic, a temporary reduction to 1000 hours has been granted by ACEND until June 30, 2022.

Given the hectic nature of the program, it is strongly recommended that, as much as possible, students avoid employment throughout the upper level of the program, and especially during the Practicum Comprehensive rotation in the senior year.

1. Students must complete all practicum assignments at the level of competence (80%) required in order to proceed sequentially to the next course.
2. Students are required to attend conferences and make presentations, including, but not limited to, the Health Disparities research presentation, submission of abstracts/and or research presentation, poster presentations, and senior clinical case study presentation.
3. Students who do not complete the practicum assignments satisfactorily after a specified period of two years (24 months) will be required to repeat the course (s).
4. Students engaging in unethical conduct such as deliberate misrepresentation to clients, or conduct which may result in injury to clients, or do not maintain professional standards will be subject to suspension from the program based on the decision of the Department faculty, and the Judiciary Committee of the Division of Allied Health Sciences.

Academic Action Policy.

Policy: Students who are not in good standing in the Dietetics Program as outlined in the Academic/Retention Requirements Policy will be subject to disciplinary action up to suspension from the program.

Any student who fails to meet the minimum performance standards will be recommended for academic action by the Department Chairperson in the form of probation, suspension, or dismissal. The Director of Academic Services or his/her designee will review departmental recommendations at the end of each semester and forward the findings to the Associate Dean for Academic Affairs and Administration for action. Students will be notified in writing if adverse actions are warranted.

Probation

Lower-level students are governed by Howard University's retention policies regarding good standing, probation, and suspension.

Upper Level: Academic probation is a specified period of academic rehabilitation during which the student corrects deficiencies as stipulated by the major department and the Associate Dean for Academic Affairs and Administration. A student on probation may not be allowed to progress to a clinical affiliation until the probationary status has been removed.

Any of the following is cause for probation:

- A single grade of C in the Upper Division;
- A GPA of less than 3.0 on a 4.0 scale.

Removal of Probationary Status in the Upper Level

In the event of an academic action, the curriculum may be interrupted, thus extending the length of time to complete program requirements by one or two semesters due to cyclic scheduling of upper-division courses. The faculty of the program reserve the right to make necessary changes in the student's program for reasons such as changes in course offerings, changes in curriculum, or maintaining sequencing of courses. The following rules apply:

1. The period of probation will be for one semester or one year if a course to be repeated is offered only once each year;
2. The student must correct all deficiencies by the end of the probationary period;
3. A course with a final grade of C must be repeated at the first regularly scheduled offering;
4. Remediation of a course must be approved by the faculty of the department and directed by the instructor of the course. Course remediation is offered only to students on probation.

Suspension: Upper Level

Suspension is an indefinite period in which a student is denied matriculation in the upper level. A student on suspension may reapply to the program. However, readmission is not guaranteed.

Any of the following is cause for suspension:

1. A final repeated grade of C in any upper division course;
2. A grade of W (withdrawal) in an upper-level course without prior written approval of the Department Chairperson;
3. A semester GPA below 3.0 for two semesters.

Dismissal: Upper Level

Any student who has been readmitted after suspension and subsequently shows cause for academic action (i.e., probation or suspension) will be permanently dismissed from the upper-level program.

Withdrawal and Refund of Tuition and Fees

Policies and procedures governing student course withdrawal and refunds of tuition and fees are published online each academic year in the University's *Student Reference Manual and Directory of Classes* and made known to all applicants. The standard withdrawal procedure is outlined in the *Howard University Student H-Book and Planner*, or online at <https://www2.howard.edu/academics/registrar/total-withdrawal>.

Readmission Policies

Policy: *Readmission policies of the Department of Nutritional Sciences conform to those of the College of Nursing, and Allied Health Sciences, Howard University, for all students.*

1. To be considered for readmission, students terminated from the CP: Medical Nutrition Therapy focus in Health Disparities must meet the requirements of the University and the College, and receive a favorable recommendation/vote by the faculty of the Department of Nutritional Sciences.
2. Only students who were previously enrolled in the Division of Allied Health Sciences will be considered for readmission after suspension. Former Students Returning (FSRs) are subject to all regulations and requirements in force at the time studies are resumed, unless other arrangements have been agreed to by the Department Chairperson and the Associate Dean for Academic Affairs and Administration, and recorded in writing before the absence.
3. In order to be considered for readmission, students must have a GPA of at least 3.0 on a 4.0 scale.

For detailed information on the above policies, please access the College of Nursing and Allied Health Sciences Undergraduate Admission, Retention and Graduation Policies booklet.

Evaluation/Awarding of Credit for Previous Experience Policy

Policy: *Prospective students who have substantial work experience in the field of nutrition and dietetics may request evaluation of work experience toward credit for supervised practice hours.*

Evaluation of previous work experience requires the following:

1. A written request for evaluation of previous experience submitted to the program director;
2. Job description;
3. Copies of performance evaluations;
4. A letter from a supervisor indicating the length of time in the position, duties performed, and competence achieved in the duties performed;

Work experience will be evaluated against ACEND competencies, and credit will be awarded at the discretion of the Program Director.

Recency of Courses and Repeating Courses Policy

Policy: *Students who have completed a degree prior to admission to the program, will be expected to undergo an assessment of prior learning, and must repeat certain courses as outlined below.*

1. Nutrition courses that are older than 5 years must be repeated.
2. The following courses, if taken prior to admission, regardless of year of completion, must be completed at Howard University as a requirement of the Coordinated Program in Dietetics.
 - Medical Nutrition Therapy I and II
 - Medical Nutrition Therapy Dry Lab I and II
 - Food Service Systems Management
 - Organization Management
 - Nutrition Care Management I and II
 - Advanced Nutrition

Medical/Health Clearance Policy

Policy: *Upon acceptance to the Dietetics Program, prior to beginning supervised practice hours at Howard University Hospital or an external practice site, all students must have on file, proof of medical/health clearance and are responsible for renewing clearance annually.*

Students in the Dietetics Program must possess a Health Clearance Card and documentation from the Howard University Student Health Center showing proof of:

- Hepatitis B titer showing proof of immunity
- TB Screening- PPD within 1 year of start (**and** within 30 days of start for some sites)
- MMR vaccinations (2doses) OR positive MMR titer
- Varicella (Chickenpox) vaccinations (2doses) OR positive Varicella Titer
- Tdap Vaccination (Adult Tetanus Diphtheria Acellular Pertussis)
- Influenza vaccine (Flu season: September to April)
- Physical
- COVID-19 Vaccine

- **As required by external practice sites:**
 - BLS/CPR Verification Card-Current (must be from an American Heart Association Program)
 - Negative Urine Drug Screen
 - Site-specific attestations for example (tobacco-free attestation)

Effective fall, 2021, all students will require a proof of COVID-19 Vaccine and negative COVID-19 Test, and must undergo periodic testing as deemed necessary by local health professionals.

For instructions on how to make an appointment and provide necessary documentation, please visit the Student Health Center's webpage at: <http://huhealthcare.com/healthcare/students>

Background Check Policy

***Policy:** Upon acceptance to the Dietetics Program, prior to beginning supervised practice hours at Howard University Hospital or an external practice site, all students must have on file proof of a background check.*

1. Background checks are completed by StudentCheck, a service of the National Association of Professional Background Screeners (NAPBS) at a cost of \$49.50 covered by the student.
2. The clinical instructor will provide a link containing instructions
3. Students will be responsible for following instructions provided to complete the background check process.
4. Additional fingerprinting procedures may be required by some practice sites.

In the event of a positive criminal background report, the student will be contacted by the Program Director to discuss program implications for clinical practice assignments. At this time, it is the student's responsibility to contact the State Board of Nutrition/Dietetics regarding the effect the positive criminal background report could have on the dietitian nutritionist licensure application process for the respective state.

Confidentiality/HIPAA Policy

***Policy:** Students will keep all patient/client protected health information confidential. Prior to beginning supervised practice hours, all students must show proof of having completed Health Insurance Portability and Accountability Act (HIPAA) training.*

Once admitted to the Dietetics Program, students will receive an email from *HealthStream* with unique login credentials. All required modules must be completed to receive the certificate of completion which is kept on file. Training must be updated annually.

Graduation /Verification Program Completion Requirements Policy

***Policy:** All students who complete program requirements successfully will receive a Verification Statement signed by the Program Director. To remain in good standing, and receive a*

Verification Statement, students in the Dietetics Program must comply with program requirements. A Verification Statement will be issued only after the degree is conferred.

To be eligible for graduation:

1. All students must complete **all** courses listed on the student's curriculum with a passing grade (B or above in CP courses) as specified under the retention policy.
2. All students must complete courses totaling at least 120 semester credit hours.
3. All students must have a minimum cumulative grade point average of 3.0 based on a 4.0 scale.
4. Complete all didactic and practicum requirements
5. Pass an oral (In-Basket) Exam:

An oral behavioral type exam that tests the ability of students to function as an entry-level RDNs. The exam must be passed at the level of 85%. Only one retake of the exam is allowed.

6. Pass a Comprehensive Exam:

A written examination that reflects the sum of knowledge and skills expected of an entry-level RDN. The exam must be passed at the 85% level. (Only one retake of this exam is allowed).

7. Achieve Competence in the Practicum Comprehensive:
 - A. Satisfactorily meet the objectives as specified in the Practicum Comprehensive course.
 - B. Attend an RDN exam review course scheduled by the Department and successfully complete the review course practice exam.

Membership in Student Organizations

Policy: *Students are required to apply for and maintain student membership in the Academy of Nutrition and Dietetics, with DC or MD state affiliation (depending on their addresses while at HU), and to participate as members and active leaders in the Howard University Nutrition and Dietetics Club. Students are strongly encouraged to join the National Organization of Blacks in Dietetics (NOBIDAN) membership interest group of the Academy of Nutrition and Dietetics.*

The cost of student membership in the Academy of Nutrition and Dietetics is \$58.00 per year (plus \$10.00 for membership with NOBIDAN), covered by the student. Proof of membership is submitted to the Program Director. Instructions and other details can be found on the Academy's website at: <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>

The Howard University Nutrition and Dietetics Club is a registered Student Association governed by policies and procedures developed by the Office of Student Life and Activities. For details, please visit: <https://studentaffairs.howard.edu/departments/office-student-life-activities>

Student Advisement Policy

Policy: Each semester, students shall meet with their assigned advisors to determine their course schedules for the upcoming semester.

It is the responsibility of the student to contact his/her advisor to schedule a meeting for advisement, including receipt of an alternate PIN for registration. Alternate PINS shall not be requested of or provided by faculty members who are not the respective advisor. Failure to follow advisement procedures may result in extended time in the program.

Students Experiencing Academic Difficulty Policy

Policy: Students who are not performing satisfactorily will be identified in a timely manner (at or before mid-term) and assessed for academic difficulty.

1. At mid-semester, per University policy, instructors are required to submit reports on student progress and performance in every course. At this point or at any other point during the semester, if the student has not reached the level of competence required, the instructor meets in conference with the student.
2. A written report is generated citing the deficiencies and the suggested remedial work that is required to meet the competency. The report is submitted to the Program Director.
3. In cases where students are deemed to have minimal chance of success, such students will be counseled either to consider another track in the Department of Nutritional Sciences or another discipline/program.

Student Conduct Policy

Policy: At all times, with no exceptions, students will conduct themselves in a professional manner consistent with the expectations of the program and profession. Program faculty and preceptors at affiliate sites reserve the right to refuse admission of any student who is involved in any activity not considered professional or conducive to proper patient care.

All dietetic students will:

- a. Report to the practicum in an alert and timely manner;
- b. Report to the practicum in proper uniform (see dress code section of this manual);
- c. Refrain from possession/use of drugs or alcohol;
- d. Refrain from sleeping during site rotations;
- e. Refrain from engaging in the theft of any article from facility;
- f. Refrain from smoking in areas where it is prohibited while on rotation;
- g. Refrain from chewing gum while on assignment;

- h. Refrain from eating in areas not specifically designated for that purpose;
- i. Refrain from argumentative behavior with clients, staff or faculty;
- j. Refrain from leaving the clinical rotation area for any length of time without first receiving permission from the supervisor with whom the student is working;
- k. Refrain from refusing to accept assignment or change in assignment from the supervisor.
- l. Adhere to the Code of Ethics of the College of Nursing and Allied Health Sciences;
- m. Adhere to the Academy of Nutrition and Dietetics Code of Ethics;
- n. Refrain from insubordinate behavior to staff, supervisor or faculty (including canceling a scheduled rotation, change in schedule without written permission from the Clinical Coordinator and/or Program Director/Chairperson, as well as the Preceptors of the site);
- o. Refrain from use of cell phone in treatment areas or failure to follow facilities policy and procedures for the use of cell phones;
- p. Maintain the confidentiality of all clients' protected health information.

Students who are dismissed from a rotation for failing to adhere to the outlined behaviors will also be dismissed from the Dietetics Program.

AFFECTIVE BEHAVIOR

It is essential that students assume, early in their education and training, specific affective behaviors. Upon completion of the program, affective behavior should be a well-integrated part of the student's professional life. It is through this effort that he/she will become a competent dietitian nutritionist and a responsible member of the health care delivery team. Students that fail to exhibit expected affective behavior during the rotation at Howard University Hospital and other contracted facilities will be dismissed from the program.

The affective behaviors which must be adhered to during students' rotations are as follows:

1. Demonstrate initiative by:
 - a. Seeking new information and knowledge;
 - b. Applying knowledge acquired to given situations;
 - c. Demonstrating an active role in assisting clients and coworkers in the facility;
 - d. Respecting and protecting the confidentiality of clients' information/records;
 - e. Discussing assignments and/or intervention techniques with faculty in an interested, attentive and professional manner;
 - f. Attending scheduled conferences and/or seminars, and assisting in coordinating the Annual Medical Nutrition Therapy focus in Health Disparities conferences. Students must also submit two abstracts to

Howard University Annual Research day and/or other conferences

2. Demonstrate dependability by:
 - a. Performing assigned tasks efficiently and accurately;
 - b. Adhering to institutional policies and regulations;
 - c. Paying close attention to detail when given instructions.
 - d. Reporting to rotations for duty on time;
 - e. Giving notice of absence or lateness from an assigned rotation to the appropriate supervising personnel and faculty preceptor;
 - f. Follow through on assignments and duties.

3. Demonstrate good interpersonal skills by:
 - a. Communicating effectively with patients, clients and staff;
 - b. Being cooperative, friendly and respecting the rights of others;
 - c. Recognizing and respecting authority;
 - d. Interacting with clients courteously in a friendly, cheerful and supportive manner.

4. Demonstrate professionalism by:
 - a. Demonstrating the ability to use practicum time constructively;
 - b. Adhering strictly to dress code;
 - c. Adhering to the code of conduct outlined above;
 - d. Refraining from argumentative or confrontational behaviors with assigned personnel and coordinators;
 - e. Displaying a positive and professional attitude;
 - f. Following the Code of Ethics of the Academy of Nutrition and Dietetics.

5. Demonstrate adaptable behaviors through:
 - a. Being flexible in providing client care;
 - b. Accepting guidance and constructive criticism as a means of self - improvement;
 - c. Demonstrating reasonable and logical judgment.

Dress Code Policy

Policy: *Students are expected to conform to the dress code policies of the CP and the assigned practice sites. Students who fail to comply with dress code policies will not be allowed to complete hours at the assigned facility.*

The following statements reflect the general procedures, which can serve as a guide to professional attire.

1. Students must be professionally and neatly dressed at all times. Attire must be clean, pressed and in good repair; shoes must be comfortable, clean and in good repair with a maximum heel height of 2 inches. Toes must be covered. Examples of inappropriate attire include jeans, cargo pants, leggings and tight-fitting pants, shorts, short skirts, torn clothing, halter tops, sleeveless tops, tank tops, and low-cut tops showing any cleavage, hooded sweaters and athletic wear, and scrubs (unless allowed by site). Lab coats are to be worn while on rotation at Howard University Hospital, and as specified by affiliated supervised practice sites. While on rotation at affiliate sites, students will conform to the dress code as outlined in the policies of the facility. Appropriate personal protective equipment (PPE) is to be worn as designated necessary by the respective facilities. Unless worn for religious purposes, hats/caps are not to be worn during exams or while on rotation. Visible body tattoos are not appropriate.
2. Good personal hygiene must be exercised. Hair should be neatly groomed. Female students will tie back long hair and pull it off the face. Male students must maintain a hairstyle, which is consistent with health care, a business environment. Facial hair must be neatly groomed. Hair rollers, curlers, scarves (except for religious practices) and hats will not be worn. While in food service rotations, hair covers appropriate to the site will be worn.
3. Discrete use of makeup is permitted. Perfumes and shaving lotions should not be used. Students are to refrain from wearing excessive and inappropriate jewelry i.e. large earrings, necklace medallions, etc. Wedding rings and appropriate watches are permissible. Small earrings for pierced ears only may be worn. Lip and nose piercings are not allowed.
4. Fingernails must be kept short and well-manicured. Bright, chipped, designer-style or fake nails and polish are unacceptable.
5. Proper identification (Howard University student identification and/or supervised practice site identification) must be worn at all times during supervised practice. Students failing to adhere to the dress code will not be permitted to enter practicum areas. Howard University identification is considered part of the dress code.

Illness/Injury Policy

Policy: A student who becomes ill while on the practice rotation must notify his/her supervisor, request to be excused from the rotation, and follow the procedures outlined below.

1. Report to the Howard University Health Center or if deemed urgent, seek emergency care. Written documentation must be provided to both site preceptor and faculty coordinator.

2. Students sustaining injury while on assignment at a facility away from the University must report the injury immediately to the preceptor at the facility. Serious illness or injuries will be treated at the practicum site.

Howard University Health and Support Services

The University Student Health Service is located at 2139 Georgia Avenue, N.W., Suite 201. While the student is officially enrolled (validated registration and I.D. cards are necessary identification for eligibility to receive service), the Health Service provides medical service pertaining to general health, sickness, accidents, preventive medicine, family planning and health education. To find out more about the various health services offered, please visit: <http://huhealthcare.com/healthcare/students>

In the event of illness, the student should report to the University Health Service first. Presentation of your current certificate of registration and student I.D. card will make you eligible for service. Students must provide documentations of health-related problems that will hinder students attending all scheduled rotations. Please review procedures for COVID-19 related illness outlined in the fall reopening plan, and at the Student Health Center website.

Health Insurance Plan Policy

Policy: *The Student Health Center only accepts the mandatory insurance plan provided by the University. United Healthcare is the student health insurance carrier,*

Most of the services that you will receive at the Student Health Center are covered under the plan provided by the University and there is no charge. For details about the plan, please visit: <https://www.uhcsr.com/school-page>

Proof of Personal Health Insurance Coverage

Policy: *Prior to starting supervised practice hours at select practice sites, students are expected to provide proof of personal medical insurance.*

Physical and/or Psychological Assessment/Evaluation of Students Policy

Policy: *In an effort to safeguard the rights of all parties of the College and ultimately the public to be served by graduates of the College, the following provision is articulated. It addresses the process rights of students, and involves faculty and administration regarding the perceived need to assess/evaluate physical health and psychological health problems that may occur with the matriculating students.*

Faculty of the College of Nursing and Allied Health Sciences may refer students to the University Health Services for physical or psychological assessment/evaluation in addition to the examination required of new students. The student, however, may elect to utilize the professional services of a physician of his/her choice, in an appropriate specialty, in which case

the associated fees and costs must be borne by the student. The evaluation of the student will be completed by the appropriate health professional(s).

Implementation Procedure

The faculty member observing a student manifesting behavior portending physical or psychological health problems has the responsibility of conferring with the Department Chairperson regarding the observed behavior. Should agreement be reached that a health assessment/evaluation is desirable, the Chairperson and faculty member shall meet with the Dean to further discuss the student's case.

Support Services Policy:

***Policy:** Students have access to extensive support services available to them through the Student Support Services Program.*

The CP provides academic support services and activities to increase student retention and graduation rates. Program services include academic advising, personal and career counseling, free individual tutoring, cultural activities, assistance in completion of FAFSA forms, and skill development workshops. Information on these services is made available to students in the *Howard University Students H-Book & Planner*. Other support services provided by the University include financial aid, work-study programs, and the Center for Academic Reinforcement.

Attendance Policy

***Policy:** Attendance will be strictly monitored by program faculty and preceptors. With the exception of NUTR 325 and 411, during each supervised practice rotation, students are required to document supervised practice hours on logs provided by the faculty course coordinator. Logs must be validated by site preceptors. Failure to complete the minimum 1,200 (1000 until June 30, 2022) supervised practice hours will result in ineligibility to receive a verification statement.*

Didactic Courses

Consistent attendance in didactic courses is strongly advised, as students are responsible for all materials covered during lectures. Class attendance will be documented by instructors. It is expected that extenuating circumstances that prevent class attendance will be communicated to respective instructors in a professional manner (please see course syllabi).

Supervised Practice Hours (Practicums)

Supervised practice hours (practicums) in the junior year are scheduled at the rate of eight (8) hours/week for community nutrition, foodservice systems management, organization management, and Nutrition Care Management I. In the senior year, supervised practice hours vary from 16 hours/week (Nutrition Care Management II) to 40 hours/week (Practicum Comprehensive). Please see Appendix A for the CP course schedule.

One hundred percent attendance is expected for all practicum experiences. Attendance and number of hours completed will be documented by students on forms (Productivity/Time Logs) provided by the faculty course instructor/coordinator and validated by the site supervisor. Students are expected to notify the site supervisors of absence or late arrival to the scheduled site. Unless otherwise arranged with the site preceptors, students arriving on practicum rotations fifteen minutes after the assigned time will be responsible for making up lost time. Tardiness and absenteeism will result in extension of rotation beyond the scheduled time frame. However, lost time will be made up only at the discretion of the site preceptor. Chronic tardiness (more than three instances in a two-week period) will not be tolerated and can result in dismissal from the program.

During supervised practice, students are expected to be at the facility ready for practicum assignments at the appointed time. Students who miss a practicum due to extenuating circumstances such as illness, accident (personal illness or family emergency), or death in the family, should call the site preceptor and University faculty prior to the assigned reporting time. Arrangements must be discussed with the site preceptor/clinical coordinator as to how and when the time will be made up.

Vacation, Holiday, and Absence Policies

Policy: *The program follows the University calendar with regard to vacations and holidays except in the case of off-site supervised practice during the senior year.*

While on the senior rotation-Practicum Comprehensive, students are expected to follow the holiday schedule of the practice facility. Students are expected to report to the practice site during Howard University's spring break. Absenteeism policies for the didactic courses are determined by each instructor. Absenteeism from classes must be made up at the end of the semester prior to the submission of grades.

Insurance Requirements Including Professional Liability Policy

Policy: *Howard University provides professional liability insurance for its allied health professional students.*

An official copy of the Liability Insurance Certificate is located in the Office of the Associate Dean of Academic Affairs and Administration. A copy of this certificate is forwarded to each site for which a Clinical Education Agreement has been developed. This insurance is provided by March USA Inc. (Philadelphia, Pennsylvania) with coverage of \$2,000,000 per claim, with an aggregate of \$3,000,000.

Liability for Safety in Travel to or from Assigned Areas

Although the University assumes no liability for students in travel, all practice sites are accessible with the use of public transportation. Students are responsible for making their own arrangements for transportation to and from assigned areas.

Grievance Process Policy

Policy: *Students retain the right to file a grievance about a program decision or grade without the threat of retaliation.*

Every effort is made to solve problems at the departmental level. However, if a student is not satisfied with the course of action, he/she may consult with the Office of the Associate Dean of Academic Affairs and Administration, College of Nursing and Allied Health Sciences. Please refer to the Undergraduate Admission, Retention and Graduation Policies booklet for a copy of the Student Grievance/Complaint Form. Complaints should be directed to the instructor first in an attempt to solve any issues or problems. If you believe that issues have not been resolved in a satisfactory manner, you may contact the Department Chairperson. Please document all attempts to resolve issues or problems with your instructor. To learn more about the student academic grievance procedure, please visit the Howard University website at:

<https://www2.howard.edu/academics/student-academic-grievance-procedure>

Submitting Written Complaints to ACEND about Program Non-Compliance with Standards Policy.

Policy: Students, faculty, dietetics practitioners and/or members of the public may file complaints to ACEND[®] about the program's compliance with ACEND[®] standards.

Complaints must be addressed following the chain of command:

1. Faculty member;
2. Program Director;
3. Department Chairperson;
4. Associate Dean of Academic Affairs and Administration;
5. Provost.

Concerns may be submitted directly to ACEND[®] only after all other options with the Program and the institution have been exhausted. Please refer to the procedure for filing complaints against programs on the ACEND[®] website at: <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>.

Clinical Education Agreements Policy

Policy: The program will maintain clinical education agreements with organizations that have been deemed to have the capacity to facilitate supervised practice hours that fulfill the competencies set forth by ACEND.

While Howard University Hospital serves as a major training site for Howard University students, the Coordinated Program is required to maintain formal affiliations with an adequate number of facilities to ensure that each student enrolled in the course of study is afforded the opportunity to complete the required number of supervised practice hours. Several hospitals and community agencies in the DMV area are utilized as training sites. Completing rotations at sites outside of the immediate DMV area (within 100 miles of the Howard University Campus) is not allowed.

Sites are selected based on their ability to provide comprehensive medical and nutrition services appropriate for the practice setting, and must be staffed with experienced, fully credentialed (per industry and state requirements) personnel capable of supervising students. Evaluation of sites takes place at least annually by the Program Director with input from students.

All Clinical Education Agreements must be reviewed and deemed legally sufficient by the Office of the General Counsel and must exhibit required signatures.

Supervised Practice Site Policies

1. Policy: During the spring semester of the senior year, students are assigned to sites outside of Howard University Hospital to complete the senior Practicum Comprehensive rotation.

Students may indicate and rank his/her preference for a particular site. However, the course coordinator is responsible for final placement decisions. Students will not be placed in a facility if a family member works in the same department in which the student is assigned, or if the student works or has worked at the facility.

2. Policy: Students completing supervised practice shall not be scheduled to replace employees of the respective facilities.

Faculty and Preceptor Training Policies

1. Policy: All newly hired faculty will receive orientation to the CP's mission, goals and objectives, as well as ACENDs standards. To ensure that faculty remain abreast of ACEND policies and procedures, training will be ongoing, and will be included at least once a year at faculty retreats.

2. Policy: Preceptors who agree to facilitate students for supervised practice will receive orientation to the Howard University CP.

The Program Director meets with new preceptors to describe the CP, ACEND core competencies and expectations of students and preceptors during supervised practice rotations.

The major site preceptor is encouraged to invite newly hired staff who will precept students, to participate in the *Commission od Dietetic Registration's free online preceptor training module (eight CEs)* available at: <https://www.cdrnet.org/news/online-dietetics-preceptor-training-course-free-of-charge>

Identification in Online Classes Policy

Policy: *To verify the identity of students taking exams in online/hybrid courses, exams will be administered in face-to face settings, and a 100% ID check procedure will be enforced.*

At the start of all exams for online/hybrid classes, instructors/proctors will check student IDs against the official roster of students enrolled in the class. Students without an ID will not be allowed to start the exam. In cases where a disaster dictates that the University move to fully online classes, student identification will be verified via installed ID verification software, and unless students download and utilize such software, they will not be allowed to start an exam.

Protection of Student Information Privacy Policy

Policy: *Students' educational records shall be kept confidential, with respect to requests made by all persons other than appropriate school officials.*

Guidelines concerning privacy of information are delineated in the Howard University Student Handbook and Planner, and include the following statements:

- Records may be released to government or employer investigators only with the written consent of the student;
- Except in the cases of emergencies, officers and employees of the University will not release the addresses or telephone numbers of students to persons not officially connected with the university;

Access to Personal Files Policy

Policy: Students retain the right to review their personal academic records maintained in the Department of Nutritional Sciences.

Any student who wishes to review her/his files that are maintained in the Department may do so upon oral or written request to the Department Chairperson or to the Dean. In addition, the BisonWeb system allows students the opportunity to review their grades and financial information, with the use of a confidential PIN available only to the student.

STUDENT RESPONSIBILITIES

Student responsibilities are as follows:

1. Attend all classes and planned learning experiences assigned through the Coordinated Program in Dietetics: Medical Nutrition Therapy focus in Health Disparities;
2. Seek regular conferences with advisor, course coordinators, or other faculty of choice;
3. Realistically assess personal development and recognize problems which demand the intervention of another, and seek assistance from an advisor, another faculty, or chairperson as appropriate;
4. Participate in departmental, College and University activities;
5. Utilize, to the utmost, the resources of the Department, College and University;
6. Be an avid, interested learner, and a willing sharer of learned materials with others who need assistance;
7. Abide by the Code of Ethics of the College of Nursing and Allied Health Sciences, Howard University and the Academy of Nutrition and Dietetics;
8. Report for and follow through on all requirements for health clearance from the University Health Services prior to practicum rotations;
9. Present valid University registration to the Department prior to the start of classes;
10. Obtain all required texts and other learning materials;
11. Accept responsibility for personal development and growth as a competent dietitian nutritionist;
12. Complete all outstanding prerequisites prior to entering the upper level.

IMPORTANT TELEPHONE NUMBERS

Department of Nutritional Sciences.....	(202) 819-1576
CNAHS.....	(202) 515-6286
Financial Aid Office.....	(855)-490-2875
University Student Health Center.....	(202) 806-7540
University Counseling Center.....	(202) 807-6870
Howard University Hospital.....	(202) 865-6100
Campus Security.....	(202) 806-1100

APPENDICES

APPENDIX A

Coordinated Program in Dietetics

Schedule

(Subject to change within the framework of Policies and Procedures)

Spring/Junior

Time	Monday	Tuesday	Wednesday	Thursday	Friday	
6:00 – 6:30 am					NUTR 321 8 hours scheduled between 6:00 a.m. and 7:00 p.m. (Organization Mgmt Practicum)	
6:30 – 7:00 am						
7:00 -7:30 am						
7:30 - 8:00 am						
8:00 - 8:30 am.				NUTR 325 8.00 - 5.00 (NCM I)		
8:30 - 9:00 am						
9:00 - 9:30 am.		NUTR 325 9:00-12:00 (NCM I)	NUTR - 175 9:00 – 12:00 (Adv Nutr)			
9:30 - 10:00 am						
10:00 - 10:30 am						
10:30 - 11:00 am						
11:00 - 11:30 am						
11:30 - 12:00						
12:00 - 12:30 pm						
12:30 - 1:00 pm	NUTR 410 (12:30-3:30) MNT I					
1:00 - 1:30 pm		NUTR 415 1:00-4:00 MNT Dry Lab I	NUTR 410 (12:30-3:30) MNT I			
1:30 - 2:00 pm						
2:00 - 2:30 pm						
2:30 - 3:00 pm						
3:00 - 3:30 pm						
3:30 - 4:00 pm						
4:00 - 4:30 pm						
4:30 - 5:00 pm						
5:00 - 5:30 pm						
5:30 - 6:00 pm				NUTR 311 (5:10-8:00 p.m.) Org Mgmt of Food & Nutr Serv		
6:00 - 6:30 pm						
6:30 - 7:00 pm						
7:00 - 7:30 pm						
7:30 – 8:00 pm						

Fall/Senior

Time	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00 - 8:30 am.			NUTR - 411 8:00 - 4:30 (NCM II)	NUTR - 411 8:00 - 4:30 (NCM II)		
8:30 - 9:00 am						
9:00 - 9:30 am.						
9:30 - 10:00 am	NUTR 413 9:30 – 12:30 (MNT II)	NUTR - 415 8:30 – 11:30 (MNT DRY LAB II)				NUTR 413 9:30 – 12:30 (MNT II)
10:00 - 10:30 am						
10:30 - 11:00 am						
11:00 - 11:30 am						
11:30 - 12:00						
12:00 - 12:30 pm						
12:30 - 1:00 pm						
1:00 - 1:30 pm						
1:30 - 2:00 pm		NUTR - 411 12:30 – 3:30 (NCM II LAB)				
2:00 - 2:30 pm						
2:30 - 3:00 pm						
3:00 - 3:30 pm						
3:30 - 4:00 pm						
4:00 - 4:30 pm						
4:30 - 5:00 pm						
5:00 - 5:30 pm	NUTR 416 5:00 – 8:00 pm (Research Methods)					
5:30 - 6:00 pm						
6:00 - 6:30 pm						
6:30 - 7:00 pm						
7:00 – 7:30 pm						
7:30 – 8:00 pm						

Spring/Senior

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:30 am.					
8:30 - 9:00 am					
9:00 - 9:30 am.					
9:30 - 10:00 am					
10:00 - 10:30 am					
10:30 - 11:00 am					
11:00 - 11:30 am					
11:30 - 12:00					
12:00 - 12:30 pm					
12:30 - 1:00 pm					
1:00 - 1:30 pm					
1:30 - 2:00 pm					
2:00 - 2:30 pm					
2:30 - 3:00 pm					
3:00 - 3:30 pm					
3:30 - 4:00 pm					
4:00 - 4:30 pm					
4:30 - 5:00 pm					
5:00 - 5:30 pm					
5:30 - 6:00 pm			AHCC 301		
6:00 - 6:30 pm			5:20 - 7:00 pm		
6:30 - 7:00 pm			Ethics		

Practicum Comprehensive-NUTR 420

Note: With the exception of national holidays and spring break, Mondays are spent on campus. Tuesdays to Fridays are spent at the practice site.

A copy of this form will be provided for your signature at orientation for new CP students.



College of Nursing and Allied Health Sciences
Department of Nutritional Sciences

Coordinated Program in Dietetics

STUDENT MANUAL ACKNOWLEDGEMENT FORM

I _____ have received a copy of the
Name (Please Print)

Coordinated Program in Dietetics (CP) Student Manual and understand the material presented therein as reviewed during the orientation for new CP students.

Date of Orientation: _____

Student's Signature _____

Program Director's Signature: _____