

# **Nutrition and Dietetics Program**

## **Student Handbook**

**Allied Health Division**

**2024– 2025**

## CT State Gateway Student Handbook Supplement

### TABLE OF CONTENTS

General Program Information	Page		Page
Introduction	2	Health and Safety Training	25-26
Academic Calendar	3	Additional Information	26
Program Costs	4	Incident Follow-up	26
Program Requirements	5		
Mission, Goals and Objectives	6		
Non-Discrimination Statement	7		
Philosophy	7		
Internship Standard	7		
Credits and Grading	7		
Verification Statement	7		
Access to Personal File	7		
Filing and Handling Complaints	7		
<b>Program Standards</b>		<b>Professional Resources</b>	
Reporting Absences and Tardiness	8	A.N.D.	27
Student Conduct	8-10	CDR	27
Technology Requirements	10-11	ACEND and ACEND Complaint Procedure	28-33
Personal Technology Guidelines	11-12	Scope and Standards of Practice for NDTR	34
School Closings	12	Code of Ethics	34-37
Testing Standards and Practices	12	Core Knowledge and Competencies	37-38
Academic Standards	13	Patient Care Partnership	39-40
Grade Appeals	13		
Bereavement Time	13-14		
Leave of Absence	14-15		
Standards for Readmission	15		
Request Letter of Recommendation	15		
Student Advisement	15		
<b>Clinical Practice Requirements</b>		<b>Appendices</b>	
Clinical Practice Expectations	16	A: Acknowledgement of Receipt & Agreement	41
Health Screening Standard	16-17	B: Audio/Audio Video Recording Agreement	42
Standard Precautions	17	C: Confidentiality Agreement & Consent	43
Criminal Background Check & Tox. Screen	17-19	D: Health Assessment Form	44-46
Student Attendance Standard	19-20	E: Student Statement	47
Dress Code	21	F: Student Referral	48
Clinical Evaluations	21-22	G: Clinical Program Improvement Plan	49
Keeping Your Own Records	22	H: Approval of Reference	50
Pregnancy Standard	22	I: Student Statement – Academic Adjustment	51
Continuation of Clinical/Didactic Assignments	22		
Technical Standards	22-23		
Internship Site Scheduling	23-25		
Transportation and Meal Costs	25		
Insurance	25		
Health and Safety Standards	25		

## **GENERAL PROGRAM INFORMATION**

### **Introduction**

The Nutrition and Dietetics (ND) Handbook contains the program specific standards and procedures in effect for academic year 2024-2025 (including summer 2024). It is the student's responsibility to be familiar with the content in the ND Student Handbook. The student will be held accountable for meeting the expectations outlined in the ND Student Handbook, College Catalog, and College Student Handbook. The ND Program reserves the right to modify any information contained in the ND Student Handbook. Officially approved changes will be made known to students through an ND Student Handbook Addendum.

The ND program is accredited by the Accreditation Council for Education in Nutrition and Dietetics. The ND program is open admission. Students who meet the CT State Gateway Community College entrance requirements are able to choose Nutrition and Dietetics as their program of study. For further information on admission procedures to CT State Gateway Community College, please refer to the CT State Gateway Community College website at [www.gatewayct.edu](http://www.gatewayct.edu). Students are required to submit an application for entrance into NTR 2095 – Nutrition Internship I. The prerequisites include successful completion of NTR\* 1003, NTR\* 1020, HSP\* 1109, BIO\* 1111, and MAT\* 1002 or higher. A minimum GPA of 2.8 and a C in all nutrition, science and math courses are also required for this course.

## ACADEMIC/CLINICAL CALENDAR 2024-2025

### Summer

#### Important Dates

May 27: Memorial Day (College Closed)

June 19: Juneteenth (College Closed)

July 4: Independence Day (College Closed)

### Fall 2024

August 28 First Day of Classes/Clinical

September 2 Labor Day, College Closed, No Classes/No Clinical

September 3 Last Day to Add Course(s)

September 3 Last Day to Drop Course with 100% refund of tuition and fees

September 18 Last Day to Drop Course with 100% of fees and 90% of

tuition refunded September 19 Course Withdrawal Period Begins

November 6 Last Day to Make Up Incomplete Grades from Sp'/Su'2024

November 19 Last Day to Withdraw from Course

November 27 – December 1 Thanksgiving Recess, No Classes/No Clinical

December 9 Last Day of Classes/Clinical for fall 2024

December 10-16 Final Exams, No Clinical

December 19 Last Day to Submit Final Grades

**Spring 2025 Calendar not yet released at time of publication. Link to academic calendar:**

<https://gatewayct.edu/academics/academic-calendar>

### **Nutrition and Dietetics Approximate Program Costs as of Academic Year 2024-2025**

For the entire program, the **approximate** costs are outlined below. The specifics may change depending on the price of books, distance to internships, cost of CPR program, cost of physical exam and uniform needs or other changes.

In-State Tuition for full-time students: \$4,176

College Services Fee: \$524

Activity Fee: \$20

Transportation Fee: \$40

Total = \$4,760.00 Annual Full-time; for 2 years including summer course (\$599) = \$10,119

Out-of-State Tuition for full-time students: \$12,552

College Services Fee: \$1,548

Activity Fee: \$20

Transportation Fee: \$40

Total = \$14,160 Annual Full-time; for 2 years including summer course (\$1,797) = \$30,117

#### Plus:

Supplement Course Fees Level 2 for Biology and Chemistry: \$410

Clinical Fees for NTR 212, 214: \$359 each = \$718

Trajecsys Management System = \$100

Books: ~ \$2000

Travel to and from internships: ~ \$450

CPR Class: \$65

Uniform: \$100

Background Check: \$65

Health Form (Online Health Form Service): \$35

Physical Exam: Dependent upon insurance coverage

**Total Estimated Costs for the ND Program for In-State Students = \$14,062.00**

**Total Estimated Costs for the ND Program for Out-of-State Students = \$34,060.00**

#### Withdrawal and Refund of Tuition and Fees

The refund is determined according to the date of course withdrawal. A full refund of tuition is offered when a course is dropped a day prior to the beginning of class. There is a 50% tuition refund when a course is dropped within the first two weeks of the semester. Students are encouraged to contact the Registrar's office for specific dates each semester.

## Nutrition and Dietetics Program Requirements

### Suggested Course of Study

#### **FRESHMAN YEAR**

Fall Semester

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
MATH 1002	Math for Science and Technology	3
CCS 1001	College and Career Success	3
NTRN 1001	Introduction to Dietetics	3
NTRN 1002	Nutrition I: Principles of Nutrition	3
NTRN 1020	Foods	3
HOSP 1109	Food Safety Certification	<u>1</u>
Total Semester Hours		<b>16</b>

Spring Semester

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
NTRN 103	Nutrition Therapy I	3
NTRN 105	Food Management Systems	3
COMM 1013	Public Speaking	3
BIO 1111	Cell Biology and Organ Systems	4
ENG 1010	Composition	3
Total Semester Hours		<b>16</b>

Summer Semester

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
NTR 2095	Nutrition Internship I	<u>3</u>
Total Summer Hours		<b>3</b>

#### **SOPHOMORE YEAR**

Fall Semester

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
Elective ARHX	Arts & Humanities Course	3
NTRN 2000	Nutrition Through the Life Cycle	3
NTRN 2001	Community Nutrition Education	3
NTRN 2195	Nutrition Internship II	3
CHEM 1110	Fundamentals of Chemistry	<u>4</u>
Total Semester Hours		<b>16</b>

Spring Semester

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
NTRN 2002	Nutrition Therapy II	3
NTRN 2005	Management in Dietetics	3
NTR 2295	Nutrition Internship III	3
Elective SBSX	Social/Behavioral Science	<u>3</u>
Total Semester Hours		<b>12</b>
Total Credit Hours		63

## **Nutrition and Dietetics Mission Statement**

The mission of the Nutrition and Dietetics program is to prepare graduates to become entry-level nutrition and dietetics technicians, registered with the competence and adaptability to compete successfully in diverse employment markets wherever food, nutrition, and fitness are emphasized.

## **Program Goals and Objectives**

**Program Mission:** The mission of the Nutrition and Dietetics program is to prepare graduates to become entry-level nutrition and dietetics technicians, registered with the competence and adaptability to compete successfully in diverse employment markets wherever food, nutrition and fitness are emphasized.

### **Program Goal #1**

The program will prepare graduates to be competent entry-level nutrition and dietetics technicians, registered.

#### **Objectives:**

Graduate Performance

1. At least 50% of program graduates take the CDR credentialing exam for nutrition and dietetics technicians within 12 months of program completion.

Graduate Performance

2. 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 nutrition and dietetics technicians is at least 70%.

Program Completion

3. At least 80% of full-time program students complete program/degree requirements within 3 years (150% of the program length).

Program Specific

4. At least 80% of graduates who completed the graduate survey will agree or strongly agree that the Nutrition and Dietetics program provides adequate teaching and training to become a competent dietetics professional.

### **Program Goal #2**

To prepare graduates to successfully enter the Nutrition and Dietetics workforce.

#### **Objectives:**

1. Of graduates who seek employment, at least 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.

Employer Satisfaction

2. At least 70% of employers will rate program graduates in their employ as having a satisfactory knowledge base for entry-level practice on surveys.

Graduate Satisfaction

3. At least 80% of graduates are confident in their ability to communicate in writing, speaking, and presenting Nutrition and Dietetics information to a variety of individuals and groups.

## **Statement of Non-Discrimination**

The Nutrition and Dietetics program abides by the State of Connecticut and the Community College System policies on non-discrimination. The nondiscrimination policy can be viewed at <https://ctstate.edu/continuing-notice-of-nondiscrimination>

## **Philosophy**

Through internship, students develop competence to practice at the entry level in food service management, clinical nutrition, and community nutrition. Internship provides opportunities to develop new skills and to network for future jobs. Generally, students are not paid for internship, but their responsibilities are as serious as those of paid employees.

## **Internship Standard**

A minimum of 450 hours in supervised practice (nutrition internship) is required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). In some cases, students may require more than 450 hours to demonstrate competence.

## **Credits and Grading**

Nutrition and Dietetics students earn 3 credits for each of the following: Nutrition Internship I (NTRN 2095), Nutrition Internship II (NTRN 2195) and Nutrition Internship III (NTRN 2295). They are graded on a Pass/Fail basis. The Internship is competency based and students must pass ALL competencies to pass the course. Students must also earn a minimum of a C in all nutrition, science and math courses and must have completed Nutrition Therapy I (NTRN 1003), Foods (NTRN 1020), Food Safety Certification (HOSP 1109), Intermediate Algebra or higher (MATH 1002) and Cell Biology with Organ Systems (BIO 1111– within 5 years) to be eligible to register for Nutrition Internship. If a student fails the Nutrition Internship, he/she will have to wait until the next scheduled class in order to repeat the work.

## **Verification of Program Completion**

Upon successful completion of all supervised experience components, didactic courses, and graduation from CT State Community College, Gateway Campus the student will be given a Verification Statement. This form is used by the Academy of Nutrition and Dietetics to ensure that qualifications have been met for membership and by the Commission on Dietetic Registration to determine eligibility for the Registration Examination for Dietetic Technicians. It is the student's responsibility to make arrangements to take the NDTR exam.

## **Access to Personal File**

Students have access to their personal files maintained in the office of the Program Director. An interested student may make an appointment with the Program Director or Clinical Coordinator to view the file on site. For information on challenges to the content of records, please refer to the Challenges to the Content of Records in the Registrar's Office section of the GCC Student Handbook.

## **Filing and Handling Complaints**

For information on filing and handling complaints, please refer to the Standard on Student Rights in the Student Rights & Discipline Standards section of the GCC Student Handbook.

## **PROGRAM STANDARDS**

### **Reporting Absence or Tardiness:**

When it is necessary to be absent or tardy on a scheduled day of internship, the student must:

1. Call within one half hour of the scheduled shift to the Clinical Instructor at GCC and
2. Personally contact your internship preceptor.

### **Gateway Community College**

### **Telephone**

#### **Program Director:**

**Dominique Doris, MS, RDN**

**(203) 285-2390**

**E-Mail: [ddoris@gwcc.commnet.edu](mailto:ddoris@gwcc.commnet.edu)**

#### **Clinical Coordinator:**

**(203) 285-2389**

**E-Mail:**

#### **Clinical Instructors:**

**Kristen Haight**

**(203) 285-2389 (c/o )**

**E-Mail: [khaight@gwcc.commnet.edu](mailto:khaight@gwcc.commnet.edu)**

**Marcia Doran**

**(203) 285-2389 (c/o )**

**E-Mail: [mdoran@gwcc.commnet.edu](mailto:mdoran@gwcc.commnet.edu)**

**Elaine Lickteig**

**E-mail: [elickteig@gwcc.commnet.edu](mailto:elickteig@gwcc.commnet.edu)**

#### **Allied Health Department Chair:**

**Julie Austin (beginning Fall 2022)**

**(203) 285-2382**

**E-Mail: [jaustin@gwcc.commnet.edu](mailto:jaustin@gwcc.commnet.edu)**

### **Student Conduct**

ND students are entering a profession that requires academic honesty and integrity. The discipline of nutrition and dietetics requires assumption of personal responsibility and ethical behavior in all settings, in keeping with the *A.N.D. Code of Ethics* (**see Professional Resources section**). Students are expected to conduct themselves in a manner consistent with the standards of professional behavior and clinical practice at all times. Measures are instituted throughout the program to preserve this integrity. Any violation of conduct will be dealt with according to the standards outlined in this ND Student Handbook, the College Student Handbook, and the *Board of Regents (BOR)/Connecticut State Colleges and Universities (CSCU) Student Code of Conduct* and the *Policy Manual of the Board of Trustees of the Connecticut Community-Technical Colleges* available at: <http://www.ct.edu/files/pdfs/ccc-policy-manual.pdf> and any additional policies approved by the Board of Regents for Higher Education governing student conduct.

Students are expected to abide by these standards of professional behavior and clinical practice at all times. Any student found to be in violation of these policies/standards may be dismissed from the ND program.

A student's written work is expected to be original and done independently unless otherwise indicated. Footnotes and references must be used to acknowledge the source and avoid plagiarism in accordance with the American Psychological Association (APA) standards.

Selected portions of the ND curriculum are taught, reinforced, or reviewed through the use of educational software/instructional media such as videotapes, computer programs, audio cassettes, DVDs and/or online learning activities. Students are required to adhere to all copyright standards. Violations of academic integrity will be dealt with in accordance with college policy.

The list of general rules of student behavior in the CT State Community College Student Handbook is by no means a definitive or exhaustive one and does not preclude a student from being required to comply with additional rules and standards as required by the Program Director and/or clinical site to which they are assigned. Students are expected to conduct themselves in a positive manner compatible with their desired profession and in accordance with the *A.N.D. Code of Ethics*.

Please be advised that altering or falsifying clinical records, plagiarism and/or cheating will not be tolerated.

Please refer to the CT State Community College Student Handbook Standard on Student Conduct.

**Clinical Disciplinary Procedure:**

1. Documented verbal warning,
2. One disciplinary written warning, Clinical Performance Improvement Plan
3. Clinical/Academic disciplinary probation, Clinical Warning
4. Programmatic dismissal.

**Clinical Performance Improvement Plan**

When a student's performance does not meet clinical objectives, a *Clinical Performance Improvement Plan (CPIP)* is developed by the clinical instructor, faculty member, and student to promote student success. The plan is time limited and designed to assist the student to identify, address and obtain assistance with identified performance areas in need of improvement to meet course objectives. The clinical instructor must document that the student has successfully completed the objectives of the *CPIP*. See Appendix G.

**Clinical Warning**

A student will be placed on Clinical Warning when the student fails to meet the requirements of the *Clinical Performance Improvement Plan* or commits a single serious occurrence. A student may be placed on Clinical Warning at any time during the semester. The recommendation for Clinical Warning is made by the course faculty. The student will be advised of his/her status in writing including a statement of the course objectives/competencies which the student performed unsatisfactorily or inconsistently.

A student placed on Clinical Warning must meet the clinical objectives by the end of the course in order to satisfactorily pass the course and progress to the next Nutrition and Dietetics course. Failure to do so may result in dismissal from clinical, a clinical failure, and a grade of "F" for the course.

Exceptions to the *Clinical Warning standard* may occur if, in the professional judgment of the ND faculty/clinical instructor, a student demonstrates inappropriate, unethical, or unsafe behaviors or places a client in imminent danger during a clinical rotation. Should this situation occur, the student may be dismissed from the clinical area and/or the ND program without a prior *Clinical Warning*. The student may request a meeting to discuss the incident with the course faculty within 48 hours. A decision concerning the student's status will be made by the ND faculty, and the student will be notified in writing within five (5) working days from the incident and/or meeting. The student has the right to request an appointment with the course faculty to discuss his/her status within five working days of receipt of letter.

### Student Appeal Process

Any student has the right to appeal a decision of the ND faculty.

**Step One:** The student is advised to discuss the concern with the ND faculty member, Clinical Coordinator or clinical instructor involved within five (5) business days of the incident.

**Step Two:** If the student is not satisfied with the resolution at Step One, the student is advised to bring the concern to the ND Program Director within five (5) business days. If the faculty member involved is the Program Director, the process will move to Step Three.

**Step Three:** If the student is not satisfied with the resolution at Step Two, the student may bring the concern to the Allied Health Division Director within five (5) working days. The Allied Health Division Director will respond in writing within five (5) working days of receipt of the appeal.

If the student is not satisfied with the decision of the Allied Health Division Director, the student can initiate the college student grievance procedure as outlined in the College Student Handbook.

*In matters of severe misconduct, the Allied Health Division Director reserves the right to suspend the above disciplinary procedure and recommend to the College the immediate dismissal of a student from the Allied Health Program whose health, clinical performance, attendance or conduct does not remain in compliance with the CT State Community College Student Handbook and Program Handbook standards. In such cases where the continued presence of a student constitutes, in the judgment of the Clinical Affiliate, a danger to the health and safety of patients or staff, the clinical affiliate may remove the student from the practical setting and refer the student immediately to the College for appropriate disciplinary or academic proceedings.*

*The Clinical Affiliate may require that a student be suspended or withdrawn from the Clinical Affiliate setting due to unacceptable performance, impairment, health status or failure to comply with Clinical Affiliate standards. If the Clinical Affiliate wishes to raise a concern about a student, that communication will go first to the Program Director who, in turn, will share it with the parties concerned. The Clinical Affiliate reserves the right to immediately remove a student who the Affiliate determines represents a danger to patients or staff. Any other suspension or termination from the Program shall follow the appropriate college disciplinary or academic process.*

*A student who is removed from a Clinical Affiliate may be dismissed from the Program and will not be eligible for re-admittance to the Program at any time.*

### **Technology Requirements, Social Media, Personal Electronic Devices, and Recordings**

Selected portions of the nutrition curriculum are taught, reinforced, or reviewed using educational software, instructional media, publisher resources, computer programs, or audio/video recordings, as examples. Students are required to adhere to all copyright policies when using these resources. Students acknowledge agreement with the *Confidentiality Agreement and Consent to Video Record* (Appendix B) through their signature on the *Nutrition Student Handbook Acknowledgement of Receipt and Agreement to Comply* (Appendix A).

Learning experiences can be on-ground/in-person or online/virtual. Students are required to have access to the necessary technology (i.e. computer, webcam, etc.) to enable participation in all learning activities whether on-ground/in-person or online/virtual. Please see *Personal Technology Guidelines for Students*, for more information. In addition, students should refer to college course syllabi for more specific requirements or information.

Use of electronic devices for making calls or text messaging is not permitted in the clinical area, college laboratory, or classroom. Some clinical agencies do not allow personal electronic devices on the premises; students must abide by the policies of the clinical agency. If use is permitted for academic purposes, devices must be set to

silence mode. Disrupting other students, faculty or staff with the use of electronic devices will subject the student to disciplinary action.

Nutrition students are reminded that posts to any social networking or social media (i.e. Facebook, Twitter, blogs, Snapchat) must reflect the same behavioral standards of honesty, respect, consideration, and professionalism that are expected in academic and clinical environments. In any social media posts or communications, students must adhere to the same restrictions related to privacy for fellow students, faculty, and clients/patients as they do in classroom, laboratory, or clinical environments in accordance with the federal [Health Insurance Portability and Accountability Act \(HIPAA\)](#). Information related to clinical experiences must NOT be posted on any social media. Inappropriate use of social media by students is subject to disciplinary action up to and including dismissal from the program.

In addition, while in the Nutrition and Dietetics program, the unauthorized use of any electronic device to convey information during an examination or any other form of assessment is considered academic dishonesty. Violations of academic integrity will be dealt with in accordance with program disciplinary procedures.

### **Personal Technology Guidelines for Students**

Personal technology plays an important role in the current higher education environment. It is a requirement for students to own a personal computing device and have access to broadband internet.

The recommended device is a laptop or desktop computer. Netbooks and tablet computing devices do not have the computing power of a normal laptop or desktop computer, for this reason they are not recommended for use as a primary computing device.

All CSU students have access to the full Office 365 Professional suite of applications which requires one of the following operating systems for installation:

Windows 10 (Professional, Education, Enterprise, or Home)

macOS 10.14 (Mojave) or higher

These operating systems can only be run on a full laptop or desktop computer.

### **Hardware recommendations for laptop or desktop:**

	Recommended	Preferred (or higher)
Processor (CPU)	Intel Core i5 / AMD A8, A10	Intel Core i7 / AMD Ryzen
Memory (RAM)	8 GB	16 GB
Hard Drive	256 GB SSD	512GB SSD
Display	1920 x 1080 (1080p)	1920 x 1080 (1080p)
Webcam	720p	1080p
Audio	Headset or Speakers and Microphone	Headset or Speakers and Microphone

### **Internet Access**

High speed (broadband) internet access is also a requirement for the use of personal technology. Although some internet service providers (ISPs) label all their offerings as high speed, some of these services fail to meet the throughput requirements necessary for the online activities required for your courses. At this time, connection speeds of 6 – 10 Mbps (or higher) are suggested for typical educational activities like video streaming, teleconferencing, and file downloading (<https://www.fcc.gov/consumers/guides/broadband-speed->

[guide?contrast=](#)). Additionally, if using cellular wireless for data connectivity you should consider a plan with higher data caps (6 GB to unlimited monthly).

### **Web Browsers**

Any of the web browsers below are suitable for use, although some websites may have specific requirements. In addition to their default browser, all students should have a secondary browser loaded for troubleshooting issues when they occur.

Current versions of these browsers at the time of publication are:

Chrome	81.0.4044.138
Edge	81.0.416.72
Firefox	76.0.1
Safari (macOS)	13.1

Please follow the link to find any updates:

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fscu.edusupportcenter.com%2Fshp%2Fscu%2Farticle%3FarticleId%3D1912-1551795&data=05%7C02%7CDDoris%40gwcc.comnet.edu%7C4ab492f9c585401f124608dc5f15367a%7C679df878277a496aac8dd99e58606dd9%7C0%7C0%7C638489791906532438%7CUnknown%7CTWFpbGZsb3d8eyJWIjojMC4wLjAwMDAilCjQIjojV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=jk4E9aJEqnqZmHns%2BbJpkBrQK0wnehWzEiq2YVvAVZk%3D&reserved=0>

### **School Closings**

See CT State Community College Student Handbook, Section on School Closings. **School Closing Hotline: (203) 285-2049.** For example, if there is a 90-minute delay, the College opens at 9:30am and all 8:00am classes are cancelled. The remainder of the classes will begin at their regularly scheduled time.

**School Closings on Clinical Days:** Students follow the GCC closing/delay schedule for academic **AND** clinical days. If there is a school delay, the student is required to arrive at the internship at the same time the College opens. If there is a specific opening time noted, for example the College opens at 10:00 a.m., then the student must arrive at their internship at 10:00 a.m. and will be allowed to leave at 4:30 p.m. or 5:00 p.m. that day. **In the event that College classes are cancelled, internships for that date will be cancelled.**

### **Testing Standards and Practices:**

It is expected that students will be present for all examinations regardless of whether the test is administered on-ground/in-person or online/virtual. If a student misses an examination for any reason, it is the student's responsibility to contact the course instructor prior to the next class meeting. Students who violate the code of conduct during testing are subject to disciplinary action. Refer to the course syllabi for technological requirements.

Students are required to show a college or other photo ID prior to taking an exam online. The camera must be on during the exam with a clear view of the student's face.

### **Nutrition and Dietetics Testing Standards and Practices are as follows:**

1. No study aids (i.e., textbooks, notebooks, classroom notes) are allowed in testing areas whether on-ground/in-person or online/virtual.
2. No papers, books, food, pens, wallets, hats, dark glasses, watches, or cell phones are allowed in the testing rooms whether on-ground/in-person or online/virtual.
3. Students are required to leave personal belongings in designated areas whether on-ground/in-person or online/virtual.
4. No cameras, photographic equipment or any other electronic devices are allowed in the testing area whether on-ground/in-person or online/virtual.
5. Unauthorized scrap paper may not be brought into the testing area whether on-ground/in-person or online/virtual.
6. No personal calculators may be used during an examination, unless specifically indicated, whether on-ground/in-person or online/virtual.
7. Students may not leave the testing area during an examination whether on-ground/in-person or online/virtual unless permission is granted by the course instructor.
8. Test proctors may provide pencils allowed for use during on-ground testing.

### **Academic Standards**

**The Program requires a minimum grade of C in each and all math, science and Program specific courses to continue in the Program. Further, the student will successfully complete all of the Program's published competencies and course objectives for each given semester and summer internship, as well as pass task objectives for each rotation. Students may not be able to enroll in the next semester internship course without successfully completing the course from the previous semester.**

At the discretion of the Program Director, students receiving less than a B- in a programmatic course may be required to attend tutoring sessions as outlined in their individualized academic advising plan.

The dismissal of a student from any course teaching/learning activities other than clinical beyond one day (interim suspension) must be made in collaboration with the ND Program Director and the Dean of Student Services for the college. If interim suspension from any course teaching/learning activities other than clinical is a consideration, the student is provided an opportunity to meet with designated college personnel to provide pertinent information. The information provided by the student is considered by the designated college personnel in collaboration with the Dean of Student Services prior to any decision addressing the interim suspension from course learning/teaching activities other than clinical.

**NUTRITION AND DIETETICS**  
**GRADES AND QUALITY POINTS**

<b><u>NUMBER GRADE</u></b>	<b><u>LETTER GRADE</u></b>	<b><u>GRADE WEIGHT</u></b>
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
below 60	F	0.0
	I	Incomplete
	W	Withdraw
	N	Non-attendance
	Au	Audit
	P	Pass

**Grade Appeals**

Students will follow the standard as stated in the CT State Community College Student Handbook, Standard on Student Rights for both didactic and clinical grades.

**Bereavement Time**

1. It is the standard of the Allied Health Division Director to grant students reasonable bereavement time off when a death occurs in a student's immediate family.

**a. Definitions**

Immediate Family - Spouse, parent, stepparent, daughter, son, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent, grandchild, a person who is legally acting in one of the above capacities, or another relative living in the student's residence.

**b. Guidelines**

**Benefit Provisions - Death in Immediate Family**

When a death occurs in a student's immediate family, the bereaved student will be granted bereavement time off up to three consecutive days to attend the funeral, to make arrangements relating to the death and as emotional stress or other circumstances require. The Program Director reserves the right to require verification of the death and relationship.

Additional bereavement time off may be granted at the discretion of the Program Director.

**Leave of Absence**

In cases of extenuating circumstances such as extensive illness, hardship or emergency, a student enrolled in an internship course may request a leave of absence from the Program for a period of no more than one year. The request must be submitted in writing to the Program Director. Students who withdraw due to personal or health-related issues and who are in good academic and clinical standing are eligible to re-enroll in the Program and must follow the Program's readmission guidelines which are included in this handbook. Application for

readmission should be accompanied by a health care provider's release and a completed health form which states the student is able to return to clinical and class attendance with no restrictions.

Students on leave who wish to re-enroll in the Program (prior to Internship courses) must comply with the following criteria:

- Petition the Program Director for readmission,
- The length of absence will determine the student's Program/course status upon return,
- The assessment is at the discretion of the Program Director,
- The student may be required to retake a course/courses if the leave of absence is greater than 5 years; the student may be required to take a comprehensive exam for previously taken courses and must score a minimum of 75% to pass.
- The student who has withdrawn or been dismissed due to academic deficiencies will be required to take a comprehensive exam for previously taken courses and must score a minimum of 75% to pass.

### **Standards for Readmission to the Internship**

Readmission to the ND program is based on a review of, but not limited to, reasons for withdrawal from the program, academic achievement, clinical evaluations, and evidence of interim efforts to strengthen areas of weakness. Evaluation criteria for students requesting to re-enter include, but are not limited to, GPA, compliance with the Code of Ethics, attendance, ability to deliver safe and competent care, adherence to college and program policies, use of remediation resources, and faculty/preceptor recommendation. Consideration for readmission to the program can only be granted if there are available openings and sufficient clinical resources and faculty.

Eligibility requirements for students to be considered for readmission are as follows:

1. Written request for readmission submitted by
  - a. April 1<sup>st</sup> for the summer semester,
  - b. June 1<sup>st</sup> for the fall semester and
  - c. October 1<sup>st</sup> for the spring semester.

Requests should be addressed to the ND Program Director and describe efforts made to strengthen the areas of concern that were identified in the exit interview.

2. In order for the student to maintain currency in knowledge and skills, the student may need to participate in didactic/clinical refreshment involving assigned clinical experience and/or attending class sessions.
3. Students approved for readmission must be enrolled within 12 months of leaving the Program.

Documentation of current health requirements, Basic Life Support training, Health and Safety training, repeat criminal background check, and repeat toxicology screening is required prior to re-entry and readmission into the Program. Readmission is granted on a space available basis. Additional items may be required of the student to complete the readmission process.

### **Request for Letter of Recommendation**

Students who are requesting a letter of recommendation for a prospective employer, or for college or scholarship application are required to complete a faculty recommendation request form and submit it to the faculty member who will write the recommendation, per college standard. A form that should be used for this purpose is contained in Appendix H.

## **Student Advisement**

Each student is assigned to the Program Director and a Guided Pathways Advisor (GPA) as academic advisors for guidance related to the Nutrition and Dietetics program. Enrolled Nutrition and Dietetics students should meet at least once a semester with their advisor to review their plan of study, program progression, and to discuss strategies for success. Additionally, faculty are available during office hours and by appointment to advise students. Nutrition and Dietetics students are encouraged to seek counsel for personal or financial issues through Student Services.

## **CLINICAL PRACTICE REQUIREMENTS**

### **Clinical Practice Expectations**

Clinical learning experiences whether on-ground/in-person or online/virtual are an essential component of the internship courses. Clinical experiences provide opportunities to apply theoretical knowledge and skills to clinical practice within the framework of the Nutrition and Dietetics curriculum to achieve student learning outcomes (SLOs) and competencies. Clinical experiences are provided in traditional clinical sites, in simulation labs, and in the online/virtual environment. In traditional on-ground sites such as inpatient, ambulatory care or community settings, students provide care to patients under the guidance and supervision of the preceptor. Simulation or virtual clinical experiences are faculty guided and replicate real patient care in healthcare environments. Every effort is made to provide the most realistic experience possible. However, due to the nature of replication, there may be limitations to the realism provided. Nonetheless, students should proceed demonstrating knowledge, skills and attitudes in the simulation or virtual clinical experience as if they were caring for an actual patient. Students are expected to actively engage in both traditional and simulated or virtual clinical experiences.

Clinical practice expectations are established to promote student success and to ensure student and client safety during clinical experiences. Repeated or serious violations of these expectations may result in immediate dismissal from the clinical setting, the course, and/or program. Guidelines for clinical practice, clinical lab, and simulation or virtual experiences include, but are not limited to, the following:

1. Arrive on time. Students who arrive late to clinical may be dismissed for the day.
2. Demonstrate application of principles and performance criteria presented in classes, clinical laboratories, and required instructional materials.
3. Demonstrate evidence of preparation and initiative to provide responsible, safe nutrition care. Students who are unprepared for clinical may be dismissed for the day.
4. Performance of patient care activities within a reasonable time span.
5. Uphold the legal and ethical principles of patient care.
6. Build upon prior learning, competencies, and performance expectations.
7. Apply and integrate faculty feedback related to clinical performance.
8. Seek direction from nutrition faculty prior to performing a nutrition skill, particularly for the first time.
9. Students may not remove clinical agency-generated client information from the clinical agency.
10. Unless otherwise specified, the use of personal electronic devices, tape recorders, cameras, cell phones and personal audible pagers is not permitted on clinical units.
11. Any student who observes behavior by another student that threatens student or client safety must immediately report it to the nutrition faculty and/or preceptor.

## **Health Screening Standard**

A completed physical exam form, including immunizations, PPD and associated lab results, is required before beginning internships. Students will **not be scheduled** to begin internships until the health form has been **processed and approved** by the online service. **Please see the sample form in Appendix D.**

All students are required to submit a current medical examination report by a physician submitted prior to beginning Internship that states the applicant is in good physical and emotional health and free of communicable diseases. (See Appendix D.) Students may need to participate in a drug screening at the clinical affiliate(s). **Results may prevent a student from completing the required 450 hours of internship and, therefore, the Program.**

**Each student must have a flu shot yearly in September or October.**

Each student must provide the Clinical Coordinator, and in some cases the clinical affiliate, with documentation of a PPD (tuberculosis) test and the results annually. Each student must have current, within the last year, documentation of PPD or negative chest x-ray results on file at the College. Non-compliance will result in removal from the clinical affiliate. Students must also have an annual flu shot to attend internships.

## **Standard Precautions/Infectious Diseases/Other**

Students enrolled in the Nutrition and Dietetics Program will adhere to all standards and procedures concerning Standard Precautions and Infectious Disease Policies and Health Insurance Portability and Accountability Act of 1996 (HIPAA) as practiced at the assigned clinical affiliate. The defined standard is located in the office of the designated clinical preceptor or through the Personnel Health Center at the Clinical Site. Furthermore, all students are required to submit a current medical examination report by a physician that states the applicant is in good physical and emotional health and free of communicable diseases. Students may need to participate in a drug screening.

Students must participate in a Certified Background Check via an online tracking system for their health records.

If the student's health status should change so that it affects the student's ability to meet the technical standards defined for the ND program, and/or the student is absent from clinical, the student must notify the instructor and/or the ND Program Director, and the need for additional clearance will be determined. If the student is hospitalized for any medical/psychiatric reason, the student must notify the instructor and/or ND Program Director. The student needs to submit documentation from the associated health care provider to the ND Program Director to achieve clearance to return to the ND program and to participate in clinical ND courses.

The student must follow all instructions for documentation of immunization status with the required laboratory reports and obtain the signature of the health care provider as indicated. The student is strongly encouraged to receive the Hepatitis B immunization series; any student who refuses to receive the immunization must submit the Hepatitis B waiver form. Tuberculin tests (PPD) must be updated annually.

## **Criminal Background Check & Toxicology Screening Background Check is through Center for Nursing Workforce**

Due to clinical affiliate agreements, criminal background checks and toxicology (drug) screening can be required prior to participation in any clinical experiences. Students must follow instructions for obtaining criminal background checks and toxicology screenings at CT State Gateway Community College. Confidential screening is done through a vendor(s) adopted by the College (i.e. CastleBranch). Results of criminal background checks and toxicology screening do not become a part of the student's educational record, as defined by the Family Educational Rights and Privacy Act ("FERPA").

The following procedures and guidelines apply to criminal background checks and toxicology screening for any student:

1. Fees for all screenings must be paid by the student;
2. The need for additional screening/assessment beyond the initial screening/assessment is related to clinical affiliate requirements and/or results of the initial screening/assessment;
3. Notification and recordkeeping of toxicology screening results and/or criminal background checks are performed in a manner that ensures the integrity, accuracy and confidentiality of the information;
4. Students are not allowed to hand-deliver results of either toxicology screening or criminal background checks;
5. Students must sign a release for results of toxicology screenings and criminal background checks to be sent to their program.
6. Student refusal of either the background check or toxicology screening will result in dismissal from the ND program due to the inability to complete clinical practice requirements.

### Criminal Background Checks

Students found guilty of committing a felony and/or misdemeanor can be prevented from participating in clinical experiences per clinical facility policy. If a student cannot be placed at a clinical learning site, they cannot meet student learning outcomes. In this case, the ND Program Director will contact the student and provide an opportunity for the student to withdraw from the program. Refusal to withdraw from the program will result in dismissal from the program. Students have an on-going duty to inform the ND Program Director of any conviction that occurs after the initial criminal background check and/or while they are enrolled in the ND program. Failure to report a conviction can result in dismissal.

### Toxicology Screening

Positive toxicology screens can prevent students from participating in a clinical assignment per facility contractual agreements. The following guides the response to a **positive** toxicology screening for any student:

1. All specimens identified as non-negative/positive on the initial test shall be confirmed, reviewed, and interpreted by the vendor;
2. The student is required to provide documentation by a healthcare provider in the event there is a medical explanation for a positive result (i.e. the result of a prescribed medication). In accordance with federal law, a positive toxicology screen for legally prescribed marijuana can prohibit a student from being placed in a clinical setting that accepts federal funding.
3. If a student challenges a result, only the original sample can be retested.

If a student tests positive for drugs that are illegal substances, non-prescribed legal substances, or the student is deemed unsafe for the clinical setting by a healthcare provider, the student will be immediately dismissed from the ND program.

Readmission following dismissal from the program in response to a confirmed positive toxicology screen is subject to re-entry guidelines and the following conditions:

1. The student provides documentation from a qualified healthcare professional indicating status of abuse, addiction, or recovery, and/or documented rehabilitation related to the alcohol/drug abuse;
2. Documentation of a confirmed negative toxicology screen immediately prior to readmission; and,
3. All other readmission/re-entry requirements are met.

Students may also be required to submit additional toxicology screening during the ND program in accordance with clinical affiliate contracts or when reasonable suspicion of impairment exists. Observations that constitute reasonable suspicion may place the student at risk for disciplinary action up to and including program dismissal. Reasonable suspicion screening may be a response to observations by faculty and/or staff to include, but not be limited to, the following:

1. Physical symptoms such as slurred speech, unsteady gait, confusion or other manifestations of drug/alcohol use;
2. Presence of an odor of alcohol or illegal substance;
3. Abnormal conduct or erratic behavior during clinical or on-campus learning activities, chronic absenteeism, tardiness, or deterioration of performance regardless of any threat to patient safety;
4. Suspected theft of medications including controlled substances while at the clinical facility; and
5. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs while enrolled in the nursing program.

#### Medical Marijuana

In accordance with federal law, a positive toxicology screen for legally prescribed marijuana may prohibit a student from being placed in a clinical setting that accepts federal funding.

1. Absenteeism, tardiness, or deterioration of performance regardless of any threat to patient safety;
2. Suspected theft of medications including controlled substances while at the clinical facility; and
3. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs while enrolled in the Nutrition and Dietetics Program.

#### **Student Attendance Standard**

The student's work at internship sites is important to the internship site, the Program, and the student. Poor attendance will affect the student's insurance coverage, cause them to fail the course, and prevent graduation, thus affecting the ability to sit for the NDTR exam. **There are extreme consequences for changing schedules and failing to report the changes.**

Attendance at classroom, college laboratory and clinical learning experiences is required to meet course and end of program student learning outcomes whether on-ground/in-person or online/virtual. Excessive absences may result in the inability to meet course outcomes and consequently course failure. Students must attend all laboratory and clinical learning experiences whether on-ground/in-person or online/virtual. Any extenuating circumstances must be documented and approved by the ND Program Director or designee.

The college has limited ability to provide opportunities for students to make-up clinical hours. Make-up assignments for clinical absences will be determined and assigned by the Clinical Coordinator. Successful completion of assigned clinical make-up assignments is required to pass the course.

Following health-related absences, documentation from a health care provider that clearly states the student's ability to participate in class, clinical, or lab activities whether on-ground/in-person or online/virtual must be submitted to the ND Program Director to receive clearance to return to the program and/or to participate in clinical learning activities without restrictions. The faculty will assess laboratory and clinical attendance in relation to students' progress in meeting course learning outcomes. If a student is unable to meet student learning outcomes (SLOs) and competencies due to absenteeism, the student will receive a clinical failure and consequently a course failure (grade of F).

### Internship Policy:

1. Nutrition Internship sites will be determined by the CT State GCC Nutrition and Dietetics Program Clinical Coordinator. All Nutrition Internship site placements are at the discretion of the Program. The student is required to attend the site specified.
2. Students are scheduled for eight (8) hours of internship per day and generally 2 days/week. Please report to your internship on time and be ready to start when your shift begins.
3. The Internship Preceptor must approve any variation in hours worked. The college Clinical Coordinator must approve a permanent change in hours worked. Request for a change in hours must be made in writing and will be granted at the discretion of the Clinical Coordinator. Deviations in the schedule must be approved by the Clinical Instructor **and** your preceptor at the site.

The student hours will be managed by Trajecsys on an online document and time recording management system.

The student's daily log is an individual timecard. It is the student's responsibility to sign in and out each day. At the end of the internship, these hours are then tallied and recorded. It is strongly suggested that each student keep his or her own records. **Any** inaccuracies entered on a daily log will be considered falsification of documents and will result in immediate dismissal from the ND Program.

Students are required to fulfill their internship obligations. The Internship Preceptor will have discretion on approving the times in/out for each day that the student receives permission to leave early. Chronic absenteeism, tardiness, and leaving early will be dealt with in accordance with the disciplinary standard for the Program.

Attendance logs **MUST** be up to date at any time during internship classes and internship assignments must be completed and submitted on Blackboard on time. Please note that this data will be part of the grade. Failure to complete time records and/or assignments will result in loss of hours for the rotation and a failure in competency for it.

4. The first time the student forgets to notify the Clinical Coordinator or Clinical Faculty of a change in schedule, he/she will receive a warning. The second time this occurs, the student will fail the internship and will not be allowed to take Nutrition Internship until the following year.

Emergency Changes: If problems arise which prevent attendance at an internship or which could cause a student to be late, the student must refer to the individual internship assignment packet for specific contact information.

5. Unreported changes (not showing up and not calling **both** the college and the internship site, showing up on an unscheduled day, showing up more than 15 minutes late or leaving more than 15 minutes early) will not be tolerated. The first time this happens, the student will be given a warning. The second time it happens, the student will be given the option of withdrawing from Nutrition Internship or earning a failing grade. The student will not be allowed to take Nutrition Internship until the following year.
6. Reporting a Non-Scheduled Day-Off or Tardiness: Students who will be unable to report to the internship at the start of their scheduled shifts are expected to notify their internship preceptors within **one half hour** of the scheduled shift.

## **Dress Code**

It is the student's responsibility to purchase his/her own uniform. The uniform requirements vary according to site. The following are generally required:

- Uniform: Nutrition and Dietetics embroidered shirt is required with business casual pants and appropriate closed toe shoe (well-constructed and practical) with non-skid soles.  
Long lab coat may be required.  
CT State GCC ID badge must be worn at all times.  
Uniform attire should be clean, pressed and properly maintained.
- Internship site preceptors are authorized to send a student home if the uniform or clothing is wrinkled, dirty or inappropriate.
- Hair: Hair longer than shoulder length must be securely tied back to keep from coming in contact with patients and/or food. Appropriate hairstyles and accessories are to be conducive to the professional atmosphere of internship. Hair nets or caps covering all the hair are required in internship when working with food.
- Personal Hygiene: Appropriate levels of daily personal hygiene should be maintained including body cleanliness. Facial hair must be trimmed to no longer than ½ inch. Personal hygiene practices should assure lack of body odor.
- Jewelry: For purposes of safety and protection from infection, earrings must not extend beyond ear lobes and ornamental rings are not permitted in direct patient care/food service areas. Necklaces, excessive rings, and ornamental jewelry (including any type of facial piercing) of any kind are not permitted. These can be hazardous to the patient and student.
- Fingernails: Must be cleaned and trimmed. Students are not permitted nail polish.  
**Artificial nail products may not be worn.**
- Cosmetics: Cosmetics are to be used in moderation. No perfume, cologne, after shave or heavy fragrance is to be worn.
- ID: Student ID badges must be worn at all times. Lanyards are not allowed, all IDs must be attached to attire or lab coat and visible.
- Gum Chewing: Not allowed.
- Tobacco: Smoking, vaping, and chewing tobacco are not allowed in the clinical setting.
- Tattoos: Visible tattoos are discouraged and should always be covered if possible and/or in accordance with clinical site policies.
- Not Permitted: Jeans, shorts, sweats, tee shirts, mid-drift shirts, tank tops, work-out clothes, canvas or cloth shoes, sandals, clogs, boots, high heels, mini-skirts. No hats or caps.

Nutrition faculty reserves the right to dismiss or restrict a student from the clinical setting whether on-ground/in-person or online/virtual for failure to comply with the dress code or for extremes in personal grooming. Dismissal or restriction from the clinical area will result in a clinical absence for the day

## **Clinical Evaluations**

- The student's internship work is directly supervised by an employee of the internship site. The internship preceptor prepares the evaluations. The Clinical Coordinator assigns the final Pass/Fail grade. Work will be graded based on time recorded, assignments completed, site preceptor comments, evaluations and class participation.
- All internship assignments have specific written work that must be submitted through Blackboard prior to or on the specified due date.
- In most internships, the student will have a mid-semester evaluation. The purpose of this is to make certain that the student is "on target" with the assignments.
- The student will have a final evaluation conducted by the internship preceptor with the Clinical Coordinator or the Clinical Instructor present. The student is responsible for arranging this.
- The Program Director, Clinical Coordinator or Clinical Instructor will call the site and visit at least once before the final evaluation.
- The student will complete a final self-evaluation each semester.
- A student who fails to fulfill the required objectives or competencies in any given term will receive a grade of F for the internship. This may result in immediate dismissal from the Program.

## **Keeping Your Own Records**

**Students are strongly advised to keep a copy of their evaluations and recorded hours for their personal records. This concept is recommended for both verifying hours when documentation is "lost" or misplaced and for reference when applying for employment. Clinical records and evaluations cannot be removed from the college once they are submitted. Students are responsible for making copies at their own expense.**

## **Pregnancy Standards**

Students must submit a doctor's note for clearance to return to internship following a pregnancy.

## **Continuation of Clinical Assignments and Didactic Education**

A student whose GPA falls below the minimum requirement (2.0) will be dismissed from the Program. Dismissed students must wait at least one semester before applying for readmission. Students who wish to enroll again must comply with the following criteria:

- receive counseling from Program faculty, college support services.
- earn a grade of C (73%) or better in courses attempted to demonstrate academic progress.
- the student must demonstrate to the Program faculty that they have maintained the skills of the semester before the semester of which they are applying for readmission; assessment will be at the discretion of the Program Director and may include, but not limited to, repeating internships and assignments.
- After the student meets all the above criteria, he/she may petition the Program faculty committee in writing for readmission.

The Program Director reserves the right to deny readmission to those students who's academic and/or clinical performance does not meet prescribed program standards (see GCC Student Handbook, Academic Standards).

### **Nutrition and Dietetics Program Technical Standards**

The CT State Gateway Community College Nutrition and Dietetics Program has established technical standards that must be met by the students in the Program. Each student must be able to:

1. Lift and move a minimum of 20 lbs. (Examples: Move a loaded tray of food from a cart to a table; prepare food in an institutional kitchen.)
2. See, hear, and have manual dexterity to write and use keyboard. (Examples: Enter and retrieve data from a computer; read and write in a medical record or on forms; interview and instruct patients and classes; prepare food; carry food items, charts.)
3. Communicate in a clear and concise manner with people in various departments and over the phone.
4. Sit and stand for long periods of time.
5. Bend, stretch, and push to reach and move items.
6. Move between patient rooms, diet office, and different floors and maneuver in an institutional kitchen.
7. Work with hot items. (Examples: Pans of food, hot surfaces, grills.)
8. Handle sharp equipment, utensils, and, occasionally, hazardous chemicals. (Examples: Knives, commercial slicers, cleaning and sanitizing solutions.)
9. Understand and apply directions given.
10. Complete all required experiences in a timely fashion.

### **Internship Site Scheduling**

1. Internships are divided into three blocks. The Nutrition and Dietetics student will begin internship during the summer after the student has completed Nutrition Therapy I (NTRN 1003), Foods (NTRN 1020), ServSafe Certification (HOSP 1109), Cell Biology with Organ Systems (BIO 1111), Math for Science and Technology (MATH 1002), maintain a minimum GPA of 2.8 and earn a grade of "C" or higher in all nutrition, math and science courses.
2. The three blocks include summer, fall, and spring.
  - Nutrition Internship I (NTRN 2095) consist of a 3-credit course. This course contains assignments equaling 50 hours of class-related field work and 100 hours of specific placement in internships over the summer in food service, clinical or community setting.
  - Nutrition Internship II (NTN 2195) consists of a 3-credit course. This course contains assignments equaling 50 hours of class-related field work and 100 hours of specific placement in internships over the fall semester in food service, clinical or community setting.

- Nutrition Internship III (NTRN 2295) consists of a 3-credit course. This course contains assignments equaling 50 hours of class-related field work and 100 hours of specific placement in internships over the spring semester in food service, clinical or community setting.
    - A. Nutrition and Dietetics students earn a pass/fail for each internship when they have satisfactorily completed a minimum of 150 hours and the requisite assignments. Transportation time does not count toward the required hours.
    - B. Students must complete all the hours to be eligible to graduate. All assignments must be completed meeting criteria for a "pass". This includes taking the full random practice NDTR exam on Visual Veggies software and earning a grade of 75 or better. If the hours and assignments/program work are not completed by the day that grades are due, the student will not be able to graduate and will not be qualified to take the national registration exam. The student may receive an "I" (Incomplete) for the course or repeat the course. The Incomplete needs to be completed 10 weeks into the following semester or it will automatically become an "F".
3. The placements may vary based on individual needs and availability of internship sites. If the student does not finish 450 hours by the end of the 3 internships, then they will register, pay for and **repeat the next internship in the cycle.**
  4. After discussing scheduling needs with each student and internship, the Clinical Coordinator/Clinical Instructor directs the student to discuss his/her specific schedule with the internship preceptor.
  5. In the 3 major experiences, the student typically works 2 days per week and 8 hours per day. It is difficult to understand the internship or the work in less than 2 days per week.
  6. All internship placements are final. Internship assignments are based on providing equitable education to all students and are created at the discretion of the Clinical Coordinator, Clinical Instructors and the Program Director.
  7. Goals for the internship serve a threefold purpose. First, the student will learn to perform the job responsibilities of a dietetic technician and patient/staff interaction skills. Second, the internship will allow the student to develop the maturity necessary to face the responsibilities the student will meet as a future dietetic technician and employee. And third, students will meet the 2022 Standards for Dietetic Technician Education Programs Core Knowledge and Competencies for the NDTR.
  8. The student is expected to treat the internship as if it were a job. Employers are reluctant to hire, and the faculty will be hesitant to recommend those students who have a history of excessive absenteeism or tardiness. The student should remember this throughout his/her training period. In conclusion, the student's attitude and dedication while in the Nutrition and Dietetics Program will affect his/her grades and the student's opportunities after graduation.
  9. All internship sites have a formal contract as noted in the process below:

Sites are chosen based on their ability to provide an experience which meets the Student Learning Objectives for that rotation and employs appropriately credentialed practitioners who are committed to precepting students. CT State GCC has a formal system in place for contracting with field sites for the Allied Health and Nursing programs. It is a requirement of Connecticut Office of the Attorney General ("OAG") as well as the Board of Regents for Higher Education that all State colleges, including Gateway Community College ("College"), participate in a formal contract process with all field sites for all Allied Health programs. The full-time Allied Health and Nursing Administrative Coordinator, Alice Pandolfi, is responsible for the contractual agreements between the College and the field site administrators. These contracts are legally binding and signed by an approved administrator of the College and the clinical site. If the templates are to be used without deviation from the approved template language, the OAG is exempt from signing the agreement. If the

clinical site requires the standard template language be modified, the contract will have to be submitted to the OAG for their review, approval and signature. A contract must be finalized before students can begin their clinical rotation at the designated field site. The length of each contract is five years. The rights and responsibilities of the College and the field site are clearly delineated. The Allied Health and Nursing Administrative Coordinator coordinates communication between the sites and the state to maintain the affiliation agreements. If the site is housed within Gateway Community College's purview, there is a local affiliation agreement between departments. Examples include the Step Forward Program and the Early Learning Center at Gateway.

There may be opportunities for interns to volunteer at a soup kitchen, food bank, school, day care center or other local organization for a one-time or short-term experience to allow them exposure to an environment of interest. Before participating in these experiences, the intern must get approval from the clinical faculty. Once completed, their hours must be signed-off by an individual at the site and they are required to complete the appropriate assignment for the experience. For these opportunities, there is no need for an affiliation agreement.

### **Transportation and Meal Costs**

- All students are responsible for their own **transportation and parking costs** at the internships.
- Students are responsible for paying for their own meals at the internships or bringing their own food.
- Transportation time does not count toward required hours.

### **Insurance**

#### **1. Injury and Sickness Insurance**

All enrolled students are automatically covered under the School Time Injury Only Insurance Plan. School time is defined as the time a student is attending classes or participating in and traveling directly to or from an activity sponsored by the College. Additional optional Injury and Sickness insurance is also available. For additional information on Injury and Sickness Insurance, see the College Student Handbook.

#### **2. Malpractice Insurance**

Students are covered for professional liability as long as they are matriculated and doing required course work for credit. This liability statement was originally described in Public Act 78-54 (An Act Concerning Liability for Students in Field Placement Programs) and updated in the Connecticut General Statutes (Vol. 3, 1989, Section 10-235).

### **Health and Safety Standards**

#### **Basic Life Support (BLS) Certification**

Students are required to provide documentation of current professional level certification in Basic Life Support for adult, child, and infant. Certification can only be earned through the American Heart Association or the American Red Cross and must remain current throughout the Program. Courses meeting this requirement are:

1. The American Heart Association, Basic Life Support (BLS): Healthcare
2. The American Red Cross, BLS/CPR for Healthcare. Basic Life Support to Healthcare Providers

**These are the only two acceptable providers.**

## **Health and Safety Training**

Students must complete the online CT Hospital Association (CHA) Health and Safety Training Course before participating in clinical experiences. The course is available at: <http://www.Chime.org>. See the Clinical Coordinator for specific directions.

Technical Standards reflect reasonable expectations of the ND student for the performance of common functions of the NDTR (see section O. ND Program Technical Standards). The ND Program adheres to American Disability Act Standards.

College ND laboratories and many clinical sites are not latex-free. Students who enter the program with a latex sensitivity/allergy must notify the ND Program Director and develop a plan of action.

## **Incident Follow-Up**

Any student who sustains an injury or exposure to body fluids in the college laboratory or at the clinical site will follow the standards of the institution. The student must report to the ND faculty immediately and complete appropriate forms.

In the event of student injury that necessitates student absence from internship, the student must provide the ND Director with documentation from the associated health care provider of clearance to return to the ND program and to participate in internship courses.

## **Additional Information**

Students will arrange time with their Internship Preceptor for their midterm and final evaluations. Students must work with the Clinical Coordinator and/or the Clinical Instructor and the Internship Preceptor to schedule the final evaluation. The Internship Preceptor must complete attendance, and evaluations in Trajecsys. Weekly discussion or journals are to be submitted through Blackboard as noted.

All students are required to abide by the procedures and standards of the institution that provides their internship. They are responsible to the preceptor on duty.

Credit for prior experience needs to be evaluated on an individual basis. Speak to the Program Director or Clinical Coordinator regarding this matter.

### **Organize your time at your internship:**

- Assignments are to be completed for each experience.
- Read your assignments and references prior to each field day.
- Bring your assignments and key references each day.
- Arrive on time.
- Keep your preceptor informed of your deadlines for evaluations, logs, etc.
- Keep your preceptor informed of your whereabouts at all times.
- Plan to do work at home, such as writing your internship assignments or looking up terminology or drug interactions, etc.
- Ask questions if you do not understand directions.
- Use every opportunity in internship to learn as much as you can about every area of dietetics. Taking on extra responsibilities will be helpful when asking for recommendation.

## **Professional Resources**

### **The Academy of Nutrition and Dietetics**

The Academy of Nutrition and Dietetics (A.N.D.) is the largest group of food and nutrition professionals in the world. Members include registered dietetic technicians, registered dietitians, and individuals with advanced degrees related to food, nutrition, and health. **Students are required to be a student member while enrolled in NTRN 2095, NTRN 2195 and NTRN 2295 during the Nutrition and Dietetics program.** The membership year is June 1 through May 31. The registration information is available at [www.eatright.org](http://www.eatright.org). The A.N.D. is located at the following address:

Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, Illinois 60606-6995  
(800) 877-1600

Web Site: [www.eatright.org](http://www.eatright.org)

Web Site for Connecticut Academy of Nutrition and Dietetic: [www.eatrightct.org](http://www.eatrightct.org)

**Mission:** Empowering members to be the nation's food and nutrition leaders.

**Vision:** Optimizing the nation's health through food and nutrition.

**Values:** Customer focus — Meet the needs and exceed the expectations of all customers

Integrity — Act ethically with accountability for life-long learning and commitment to excellence

Innovation — Embrace change with creativity and strategic thinking

Social Responsibility — Make decisions with consideration for inclusivity as well as environmental, economic and social implications

### **The Commission on Dietetic Registration**

The Commission on Dietetic Registration (CDR) is the credentialing agency of the Academy of Nutrition and Dietetics. CDR administers the registration exam to become a registered dietetic technician. Students who successfully complete all requirements of the Nutrition and Dietetics program will be eligible to sit for the registration exam. The Program Director will provide a Name/Address Verification Form for each student upon successful completion of the program. This will begin the process of verifying eligibility to take the registration exam.

Students are strongly encouraged to take the NDTR exam within 6 months of graduation from Gateway Community College. Historical data indicate that students rarely pass the exam on their first attempt if they delay taking it beyond 6 months following graduation.

The Commission on Dietetic Registration is located at:

120 South Riverside Plaza, Suite 2190  
Chicago, Illinois 60606-6995  
(800) 877-1600 ext. 5500  
Web Site: [www.cdrnet.org](http://www.cdrnet.org)

## **The Accreditation Council for Education in Nutrition and Dietetics**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has sole and independent authority in all matters pertaining to accreditation of entry-level education programs, including but not limited to standard setting and establishment of fees, finances, and administration.

**ACEND Mission:** ACEND ensures the quality of nutrition and dietetics education to advance the practice of the profession.

**ACEND Vision:** ACEND is valued for advancing excellence in nutrition and dietetics education.

**ACEND Values:** ACEND volunteers and staff exhibit the following values in their accreditation activities and interpersonal interaction:

**Objectivity**—ACEND board members, program reviewers and staff evaluate all matters related to program evaluation in a fair and unbiased manner.

**Integrity**—ACEND board members, program reviewers and staff demonstrate honest and ethical behavior in all interactions, actions and decisions.

**Accountability**—ACEND board members, program reviewers and staff accept responsibility for assuring that ACEND-accredited programs provide education and experiences that meet all accreditation standards.

**Respect**—ACEND board members, program reviewers and staff treat all people with consideration, courtesy, and dignity.

### **ACEND Goals**

To achieve its mission and vision, the ACEND board has established strategic goals.

- ACEND assures the quality of nutrition and dietetics education through a peer review process.
- ACEND effectively communicates the accreditation process and expectations.
- ACEND fosters innovation in dietetic education.

### **The ACEND Strategic Plan**

The ACEND Board reviews and revises the strategic plan each year.

# Complaint Submission Form

Refer to ACEND® Policy & Procedure Handbook  
[www.eatrightpro.org/ACEND](http://www.eatrightpro.org/ACEND)

## Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the  
 Academy of Nutrition  
 and Dietetics

October 2023

### Directions:

The ACEND Board will only investigate complaints related to a program’s compliance with the ACEND accreditation standards or policies and procedures. ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, grades, appointment, promotion or dismissal of faculty or students. ACEND will also not seek any type of compensation, reimbursement, readmission or other redress on an individual’s behalf. ACEND’s complaint process is available in the [Policy and Procedure Manual](#).

Should it be determined that the complaint may relate to the accreditation standards or policies, ACEND will investigate the complaint. Programs found non-compliant with the ACEND accreditation standards or policies will be required to come into compliance with the noted standards or policies.

Please read this form in its entirety, complete, sign, and submit to ACEND via:

**Email:** [ACENDReports@eatright.org](mailto:ACENDReports@eatright.org).

**Or Mail:** Accreditation Council for Education in Nutrition and Dietetics (ACEND)  
 120 South Riverside Plaza, Suite 2190  
 Chicago, IL 60606-6995

**Note: Incomplete forms will not be accepted.**

Your Information	ACEND Accredited Program Information
<b>All information is required unless indicated as optional</b>	
Name:	Program Name:
Address:	City, State:
City, State, Zip code:	Program Type (Check One)
Daytime Phone Number (optional):	<input type="checkbox"/> Dietetic Technician Program (DT)
Evening Phone Number (optional):	<input type="checkbox"/> Coordinated Program (CP)
Email Address:	<input type="checkbox"/> Didactic Program in Dietetics (DPD)
Your relationship with the program is (Check One)	<input type="checkbox"/> Dietetic Internship (DI)
<input type="checkbox"/> Student	<input type="checkbox"/> Foreign Dietitian Education Program (FDE)
<input type="checkbox"/> Graduate	<input type="checkbox"/> Individualized Supervised Practice Pathway within a CP, DPD or DI
	<input type="checkbox"/> Future Education Model Graduate Program (GP)

<input type="checkbox"/> Faculty <input type="checkbox"/> Preceptor <input type="checkbox"/> Other (indicate relationship):	Name(s) of the individual(s) cited in your complaint and their relationship to the program (e.g., Program Director, Preceptor, Faculty; If other, indicate relationship):
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**PLEASE READ THE FOLLOWING BEFORE SIGNING BELOW:**

I have read ACEND’s complaint process and agree to abide by it. I understand that the Accreditation Council for Education in Nutrition and Dietetics (ACEND) does not provide legal advice, and only investigates questions regarding a program’s compliance with ACEND accreditation standards, policies and procedures. The complaint is true and accurate to the best of my knowledge.

**Statement of Confidentiality**

If I have checked this box, the documents provided by me have my name and other identifying information redacted as I wish to keep my identity confidential. I understand that ACEND will make available to the program the redacted documentation provided, but ACEND cannot guarantee that the program will be unable to identify the complainant due to the circumstances described in the complaint.

**Please sign and date completed form. ACEND will not accept submission forms that are not signed and dated.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DOCUMENTATION:**

1. Please check each ACEND Accreditation Standard or ACEND Policy/Procedure implicated in your complaint. (Please refer to [www.eatrightpro.org/ACEND](http://www.eatrightpro.org/ACEND) for the complete version of the ACEND Accreditation Standards and Policies and Procedures.)

**Programs accredited under the ACEND Accreditation Standards (DI, DPD, CP, DT, FDE, ISPP, GP)**

**Non-compliance with ACEND Policies and Procedures (indicate Policy number(s))**

**Non-compliance with ACEND Standards**

Standard 1: Program Characteristics and Resources

All programs applying for accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) must meet requirements including quality-assurance or oversight by other agencies, organizational structure, financial stability, sufficient resources, the awarding of degrees and/or verification statements, program length and program management.

- Standard 2: Program Mission, Goals, Objectives and Program Evaluation and Improvement  
The program must have a clearly formulated and publicly stated mission with supporting goals and objectives by which it intends to prepare students for practice as a Registered Dietitian Nutritionist. The program must have a program evaluation plan to continuously evaluate the achievement of its mission, goals and objectives, use the plan to collect data, improve the program based on findings and update the plan accordingly.
- Standard 3: Curriculum and Learning Activities (DT, CP, DPD, DI, FDE, ISPP Only)  
The Core Knowledge and Competencies must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program.
- Standard 3: Curriculum and Learning Activities (GP Only)  
The competencies must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program. Demonstration of competence must be integrated in the coursework and supervised experiential learning activities throughout the program.
- Standard 4: Student Learning Assessment and Curriculum Improvement  
The program must continuously assess student achievement of required core knowledge and/or competencies. The program must collect and analyze aggregate data on student core knowledge and competency attainment. The results of the assessment plan must be used to evaluate and improve the curriculum to enhance the quality of education provided.
- Standard 5: Faculty and Preceptors  
The program must have qualified faculty and preceptors (if applicable) in sufficient numbers to provide the depth and breadth of learning activities required in the curriculum and exposure to the diversity of practice. Program faculty, including the program director, must show evidence of continuing competence appropriate to teaching responsibilities, through professional work experience, graduate education, continuing education, and research or other activities leading to professional growth in the advancement of their profession.
- Standard 6: Supervised Practice/Supervised Experiential Learning Sites (Not applicable to DPDs)  
The program must have policies and procedures to maintain written agreements with institutions, organizations and/or agencies providing supervised practice experiences to meet the competencies. The policies and procedures must address the selection and periodic evaluation of the adequacy and appropriateness of facilities to ensure that sites are able to provide supervised practice learning experiences compatible with the competencies that students are expected to achieve.
- Standard 7: Information to Prospective Students and the Public  
The program must provide clear, consistent and accurate information about all program requirements to prospective students and the public at large.
- Standard 8: Policies and Procedures for Enrolled Students

The program must have written policies and procedures that protect the rights of students and are consistent with current institutional practice.

2. Briefly provide specific facts about your complaint, including relevant dates of the incident(s) in chronological order. If additional evidence, such as emails or other communications, program policies, or any other documentation, is provided as attachments, clearly label them (for example, "Required Element 1.2" or "Appendix A") and the text narrative provided for the Standard should reference the appendix evidence by this labeling.
  
3. Describe the steps you have taken to resolve your concern through the program's complaint process.

What was the outcome?

4. Have you initiated legal proceedings regarding this complaint?

Yes                       No

If yes, what was the finding? (Submit copies of any rulings on your case by the court.)

5. What outcome would you like to occur?

## **Procedure for Complaints Against Accredited Programs**

1. ACEND staff forwards all written complaints to the ACEND® chair within three weeks of receipt of the complaint. If the complainant requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
2. If the ACEND® chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND® chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program director by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND®, receive copies of the correspondence by first class mail.
5. The ACEND® chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND® chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND® chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND® board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND® board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND® board or the ACEND® chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND® board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND® board determines that the program is not in compliance with the accreditation standards or policies, the ACEND® board may place the program on probation or withdraw accreditation.
12. The program director and administration of the sponsoring institution are notified of the ACEND® board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expire.
13. The program has the right to request the ACEND® board to reconsider a decision to withdraw accreditation or probationary accreditation.

## **Academy of Nutrition and Dietetics Revised 2024 Scope and Standards of Practice for Nutrition and Dietetics Technicians, Registered**

Follow the link for full explanation of Scop and Standards of Practice from Commission on Dietetic Registration (CDR)

[file:///C:/Users/00786199/OneDrive%20-%20CSCU/Documents/Nutrition%20and%20Dietetics%20Student%20Handbooks/Scope%20Standards%20of%20Practice%202024%20NDTR\\_FINAL.pdf](file:///C:/Users/00786199/OneDrive%20-%20CSCU/Documents/Nutrition%20and%20Dietetics%20Student%20Handbooks/Scope%20Standards%20of%20Practice%202024%20NDTR_FINAL.pdf)



### **Academy of Nutrition and Dietetics (Academy)/Commission on Dietetic Registration (CDR)**

#### **Code of Ethics**

#### **for the Nutrition and Dietetics Profession**

##### **Effective Date: June 1, 2018 Preamble:**

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

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

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

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

##### **Principles and Standards:**

##### **1. Competence and professional development in practice (non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.

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

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

Nutrition and dietetics practitioners shall:

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

**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 and well-being (Justice)**

Nutrition and dietetics practitioners shall:

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

## Glossary of Terms:

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

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

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

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

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

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

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

**Justice** (social justice): supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources. **Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

## References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.

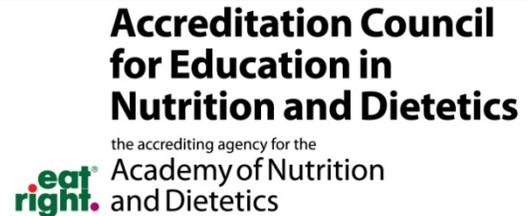
<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>

3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

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**ACEND 2022 Accreditation Standards  
Knowledge Requirements and Competencies  
For the NDTR**

**Effective June 1, 2022**



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The program’s curriculum must include the following required components, including prerequisites:

1. General understanding of the scientific basis of nutrition and dietetics, exposure to research literature and application to technical practice
2. Oral and written communication skills sufficient for entry into technical practice
3. Principles and techniques of effective interviewing and education methods for diverse individuals and groups
4. Governance applicable to the technical level of nutrition and dietetics practice, such as the Scope of Practice for the Nutrition and Dietetics Technician, Registered and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings
5. Principles of medical nutrition therapy and the Nutrition Care Process including principles and methods of nutrition screening for referral to the registered dietitian nutritionist, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice
6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
7. Principles of applied food science, food safety and sanitation and principles and techniques of food preparation
8. Principles of procurement, production, distribution and service of food
9. Applied management principles required to deliver food and nutrition programs
10. Applied principles of human resource management
11. Legislative and regulatory policy related to nutrition and dietetics operations

12. Quality management of food and nutrition services
13. Health care delivery (such as accountable care organizations, managed care, medical homes, local health care agencies) and policies which impact technical practice of dietetics
14. Applied concepts of chemistry, anatomy, physiology, microbiology related to food safety, mathematics, fundamentals of nutrition, and nutrition across the life span
15. Cultural humility, self-reflection, and diversity, equity and inclusion
16. Human behavior, psychology, sociology or anthropology

**The 2022 ACEND Accreditation Standards for Nutrition and Dietetics Technician Programs (DT) can be found at the following address. Control and click to access the document.**

**2022 DT Standards (eatrightpro.org)**

**<https://www.eatrightpro.org/-/media/files/eatrightpro/acend/accreditation-standards-fees-and-policies/2022-standards-and-templates/2022-accreditation-standards-for-nutrition-and-dietetics-technician-programs.pdf?rev=5699e6851485456b962a080040aa69c8&hash=D3693F5939AA6F64FE316C0875B79185>**

## AMERICAN HOSPITAL ASSOCIATION

### **The Patient Care Partnership: Understanding Expectations, Rights and Responsibilities 2003**

This document replaced the "Patient's Bill of Rights" in 2003 and is distributed to patients in the form of an easy-to-read brochure.

1. High quality hospital care. Our first priority is to provide you with the care you need, when you need it, with skill, compassion and respect. Tell your caregivers if you have concerns about your care or if you have pain. You have the right to know the identity of doctors, nurses and others involved in your care, and you have the right to know when they are students, residents or other trainees.
2. A clean and safe environment. Our hospital works hard to keep you safe. We use special policies and procedures to avoid mistakes in your care and keep you free from abuse and neglect. If anything, unexpected and significant happens during your hospital stay, you will be told what happened, and any resulting changes in your care will be discussed with you.
3. Involvement in your care. You and your doctor often make decisions about your care before you go to the hospital. Other times, especially in emergencies, those decisions are made during your hospital stay. When decision-making takes place, it should include:
  - a. **Discussing your medical condition and information about medically appropriate treatment choices.** To make informed decisions with your doctor, you need to understand:
    - i. The benefits and risks of each treatment.
    - ii. Whether your treatment is experimental or part of a research study.
    - iii. What you can reasonably expect from your treatment and any long-term effects it might have on your quality of life.
    - iv. What you and your family will need to do after you leave the hospital.
    - v. The financial consequences of using uncovered services or out-of-network providers.
    - vi. Please tell your caregivers if you need more information about treatment choices.
  - b. **Discussing your treatment plan.** When you enter the hospital, you sign a general consent to treatment. In some cases, such as surgery or experimental treatment, you may be asked to confirm in writing that you understand what is planned and agree to it. This process protects your right to consent to or refuse treatment. Your doctor will explain the medical consequences of refusing recommended treatment. It also protects your right to decide if you want to participate in a research study.
  - c. **Getting information from you.** Your caregivers need complete and correct information about your health and coverage so that they can make good decisions about your care. That includes:
    - i. Past illnesses, surgeries or hospital stays.
    - ii. Past allergic reactions.
    - iii. Any medicines or dietary supplements (such as vitamins and herbs) that you are taking.
    - iv. Any network or admission requirements under your health plan.
  - d. **Understanding your health care goals and values.** You may have health care goals and values or spiritual beliefs that are important to your well-being. They will be taken into account as much as possible throughout your hospital stay. Make sure your doctor, your family and your care team know your wishes.
  - e. **Understanding who should make decisions when you cannot.** If you have signed a health care power of attorney stating who should speak for you if you become unable to make health care decisions for yourself, or a "living will" or "advance directive" that states your wishes about end-of-life care; give copies to your doctor, your family and your care

team. If you or your family need help making difficult decisions, counselors, chaplains and others are available to help.

4. Protection of your privacy. We respect the confidentiality of your relationship with your doctor and other caregivers, and the sensitive information about your health and health care that are part of that relationship. State and federal laws and hospital operating policies protect the privacy of your medical information. You will receive a Notice of Privacy Practices that describes the ways that we use, disclose and safeguard patient information and that explains how you can obtain a copy of information from our records about your care.
5. Preparing you and your family for when you leave the hospital. Your doctor works with hospital staff and professionals in your community. You and your family also play an important role in your care. The success of your treatment often depends on your efforts to follow medication, diet and therapy plans. Your family may need to help care for you at home. You can expect us to help you identify sources of follow-up care and to let you know if our hospital has a financial interest in any referrals. As long as you agree that we can share information about your care with them, we will coordinate our activities with your caregivers outside the hospital. You can also expect to receive information and, where possible, training about the self-care you will need when you go home.
6. Help with your bill and filing insurance claims. Our staff will file claims for you with health care insurers or other programs such as Medicare and Medicaid. They will also help your doctor with needed documentation. Hospital bills and insurance coverage are often confusing. If you have questions about your bill, contact our business office. If you need help understanding your insurance coverage or health plan, start with your insurance company or health benefits manager. If you do not have health coverage, we will try to help you and your family find financial help or make other arrangements. We need your help with collecting needed information and other requirements to obtain coverage or assistance.

**Appendix A**

**CT STATE COMMUNITY COLLEGE  
NUTRITION AND DIETETICS PROGRAM**

**Nutrition and Dietetics Program Student Handbook 2024-2025**

Nutrition and Dietetics students are responsible for reading and complying with the information which appears in the current Gateway Community College catalog and Student Handbook and in the Nutrition and Dietetics Student Handbook. This Handbook aims to ensure client safety and professional, ethical, and legal conduct of all Nutrition and Dietetics students. Failure to comply with College and Nutrition and Dietetics Program standards will lead to a review of student behavior and possible disciplinary action, including dismissal from the Program.

The Program reserves the right to modify any statement in this handbook. Changes will be given to students through an Addendum.

Nutrition and Dietetics Student Handbook Acknowledgement of Receipt and Agreement to Comply

I, \_\_\_\_\_, acknowledge receiving and reading the Nutrition and Dietetics

Student Handbook, including the *AUDIO/VIDEO RECORDING AGREEMENT* and the *CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD*.

I agree to comply with the standards stated within the Handbook and with the terms of the *AUDIO/VIDEO RECORDING AGREEMENT* and the *CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD*.

I acknowledge that prior to signing I have been provided the opportunity to seek further clarification.

I understand that this statement will be placed in my Nutrition and Dietetics student record.

Student Name (Print) \_\_\_\_\_

Banner ID Number:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix B: AUDIO/AUDIO-VIDEO RECORDING AGREEMENT**

I acknowledge that faculty of the Nutrition and Dietetics Program allow students to audio and/or audio-video record classes and on campus laboratory sessions as students deem necessary for enhancement of their studies.

In agreeing to this both the Student and the College recognize that:

1. the audio/audio-video recording may affect others in the course, including faculty and students, including the extent to which their participation may be affected by the audio/audio-video recording.
2. both the Student and the College acknowledge that there are legitimate interests involving copyright, academic freedom of the College, the instructor and the student's classmates, the Family Education Rights and Privacy Act (FERPA) regarding the privacy of recorded student information and expectations of others regarding having their identity and statements being recorded.
3. in order to balance the numerous interests of all concerned and to minimize the possible disruption and/or distraction that may result from the audio/audio-video recording of a class or laboratory session, the Student and the College mutually and voluntarily enter into the following agreement

With the understanding that I am being allowed to audio/audio-video record Nutrition and Dietetics classes and on campus laboratory sessions for my personal, academic use, I agree not to copy or reproduce the audio/audio-video recording, nor allow anyone else to copy, reproduce or use these materials, and I agree to not make any portion of the recording available on social networking or internet sites.

In particular, and as a condition of this agreement, I expressly agree to the following:

I will turn off the recorder during class or erase portions when requested;

I will not share the contents of the audio/audio-video recordings with anyone whatsoever;

I will not allow anyone to use the audio/audio-video recordings for any purpose;

I will not make, or allow anyone to make, copies of the audio/audio-video recordings;

I will not transfer the contents of the recorder to any other media, nor will I transfer the contents electronically, by uploading, by downloading or in any other manner whatsoever;

I will always keep such audio/audio-video recordings within my exclusive possession and control and at all locations;

I will not make, or cause to have made, a written transcription in any form of the contents of the audio/audio-video recordings (other than personal notes for my sole and exclusive use)

By signing the *Nutrition and Dietetics Student Handbook Acknowledgement of Receipt and Agreement to Comply*, I agree to adhere to these conditions if I decide to audio/audio-video record while a student in the Nutrition and Dietetics Program.

## **Appendix C: CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD**

During your participation in simulated clinical experience scenarios (SCES) while a student in the Nutrition and Dietetics Program, you will be an active participant and an observer.

The primary objectives of the SCES are to support and enhance your clinical learning while a student in the Nutrition and Dietetics Program. The faculty believe that these experiences will provide you with an additional method to identify your learning needs and to improve your performance. SCES are designed to challenge your response and judgment in a variety of clinical situations. Due to the possible sensitive nature of any SCES as well as to maintain optimal simulation experiences for all learners, strict confidentiality regarding the specific scenarios, including what occurred during the simulation experience, is required by all participants and observers.

By signing this agreement, you agree to maintain strict confidentiality regarding the specific scenarios, and both your performance and the performance of others, whether seen in real time, on video or otherwise communicated to you as part of the SCES. You will be discussing the scenarios during debriefing, with the understanding that

Each student is asked to agree to the following conditions:

My signature on the *Nutrition and Dietetics Student Handbook Acknowledgement of Receipt and Agreement to Comply* indicates my agreement to maintain strict confidentiality about the details of any SCES, its participant(s), and the performance of any participant(s). In addition, my signature indicates that I have authorized the Nutrition and Dietetics faculty and staff to video record my performance during SCES as a participant or as an observer. Furthermore, my signature indicates that I have authorized the Nutrition and Dietetics faculty and staff to use the video recording(s) of my participation in SCES for purposes including, but not limited to: debriefing me, faculty review and the educational support of other learners by displaying the recording.

My signature on the *Nutrition and Dietetics Student Handbook Acknowledgement of Receipt and Agreement to Comply*, I acknowledge that my agreement is truly voluntary and that I have been provided the opportunity to seek further clarification of this document prior to signing.

**Appendix D**

**\*\*\*FOR REFERENCE PURPOSES ONLY\*\*\***

**CT STATECOMMUNITY COLLEGE GATEWAY  
NUTRITION and DIETETICS PROGRAM (CT-CCNP)**

**HEALTH ASSESSMENT FORM  
for  
Students participating in Clinical Activities**

**ALL HEALTH REQUIREMENTS MUST BE COMPLETED AND SUBMITTED BY:**

**All requirements are to be submitted through**

***Castle Branch***

**A confidential document tracking system**

**By May 15<sup>th</sup>, 2024**

**Nutrition and Dietetics Program (CT-CCNP) Health Assessment Form~  
CT STATE GATEWAY CAMPUS: Academic Year 2024-2025**

**Student Name:** \_\_\_\_\_ **Date of Birth** \_\_\_/\_\_\_/\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**To the Examining Physician/Health Care Provider (HCP) Based on my health assessment and physical exam:**

1. Student **DENIES** latex allergy:  Student **CONFIRMS** latex allergy:

2. Based on the Physical Examination date below, the student is cleared to participate in clinical course

**WITH NO RESTRICTIONS:** Yes  \* No

\* If no, please explain the nature of the restrictions/limitations related to the delivery of patient care.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documentation of **Evidence of Vaccine Administration** must be provided for all vaccines below:

<p><b>3. MMR</b> Measles (Rubeola), Mumps &amp; Rubella (German Measles) Record of Immunizations on or after 1<sup>st</sup> birthday: Dose 1 ___/___/___ Dose 2 ___/___/___ (at least 28 days apart)</p>	<p><b>OR</b></p>	<p>Titer Results <b>with lab report attached:</b>  Positive <input type="checkbox"/> Negative <input type="checkbox"/>  If Rubella is negative, one dose MMR recommended: Date: _____</p>
<p><b>4. Hepatitis B Antibody<sup>^</sup></b> (Quantitative Titer is required following vaccination series) Vaccination with Heplisav-B (2 dose) OR Engerix-B or Recombivax HB (3 dose), followed by a titer  Dose 1: ___/___/___ Dose 2: ___/___/___ (one month after dose 1) Dose 3: ___/___/___ (5 months after dose 2)</p>	<p><b>AND</b></p>	<p>Titer Results (at least 1-2 months after final dose). <b>Attach required lab report:</b>  Positive <input type="checkbox"/> Negative <input type="checkbox"/>  <b><sup>^</sup>Students determined to be non-responders need documentation from their HCP</b></p>

<b>5. Varicella</b> (Chicken Pox) Dose Dose 1: ___/___/___  Dose 2: ___/___/___ (at least 28 days apart)	<b>OR</b>	Titer Results <b>with lab report attached:</b> Positive <input type="checkbox"/> Negative <input type="checkbox"/>
<b>6. TETNUS/DIPHTHERIA/PERTUSSUS</b> (Tdap)  Tdap dose: ___/___/___ (< 10 years)	<b>OR</b>	Td Booster <input type="checkbox"/> <b>OR</b> Tdap Booster <input type="checkbox"/>  Date Given ___/___/___  <b>(if Tdap was &gt;10 years ago)</b>

**9. COVID VACCINE**

Product Name/Manufacturer: \_\_\_\_\_ Lot  
Number: \_\_\_\_\_ EXP: \_\_\_\_\_ Date: \_\_\_\_\_

Product Name/Manufacturer: \_\_\_\_\_ Lot  
Number: \_\_\_\_\_ EXP: \_\_\_\_\_ Date: \_\_\_\_\_

Product Name/Manufacturer: \_\_\_\_\_ Lot  
Number: \_\_\_\_\_ EXP: \_\_\_\_\_ Date: \_\_\_\_\_

Healthcare Provider (Please Print)  
Number

Credentials

DEA

Healthcare Provider (Signature)  
of Form Completion

Date of Physical Exam

Date

Address: \_\_\_\_\_

Telephone \_\_\_\_\_

Based upon CDC *Healthcare Personnel Vaccination*

Recommendations at: <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html> CONNECTICUT

COMMUNITY COLLEGE NUTRITION PROGRAM (CT-CCNP)

*CT STATE GATEWAY COMMUNITY COLLEGE*

Student Statement of Responsibility

I understand that I must submit a completed Health Assessment form prior to participation in any clinical experiences.

I am aware that if my health status should change in a way that would impact my ability to perform in this program, I must notify the Director/Administrator of the program immediately. The need for additional clearance will be determined at that time.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student  
Signature

\_\_\_\_\_  
Date



**CT STATE GATEWAY COMMUNITY COLLEGE  
ALLIED HEALTH DIVISION**

**Student Statement of Responsibility**

I understand I must submit a completed Health Assessment form before participating in any clinical experiences.

I am aware that if my health status should change in a way that would impact my ability to perform in the Nutrition and Dietetics program, I must notify the Director/Administrator of the program immediately. The need for more clearance will be determined then.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Appendix F**

**CT STATE COMMUNITY COLLEGE  
ALLIED HEALTH DIVISION**

**Student Referral**

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

REFERRED TO: \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

REFERRAL DATE: \_\_\_\_\_ DUE DATE: \_\_\_\_\_

Areas of Concern/Unmet Objectives:

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Action Plan:

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Outcomes:

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Signature of Staff Member Completing Referral: \_\_\_\_\_

Date: \_\_\_\_\_

Indicate Follow up Action Plan or Resolution of Areas of Concern/Unmet Objectives:

Follow-Up Action Plan:

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Resolved \_\_\_\_\_

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Allied Health Division Program  
Advisement Form**

Student Name:

Program: Date:

Performance Improvement Plan  
Verbal Warning

Written Warning Academic/Clinical

Probation Not applicable

**PROBLEMS IDENTIFIED:**

**RECOMMENDATION/ACTION PLAN**

**CONCLUSION:**

**Follow-up Date:**

**Student:**

**Date:**

**Program Director:**

**Clinical Coordinator:**

**Allied Health Division Director:**

**Appendix H**



**CT STATE COMMUNITY COLLEGE  
ALLIED HEALTH DIVISION**

**Approval for Reference**

**Nutrition and Dietetics Program**

Any student who wishes to request that the Nutrition and Dietetics Program Director or Clinical Instructor from Gateway Community College render a verbal or written reference must complete this form.

The student noted below hereby releases Gateway Community College and the Program Director and Clinical Instructor from legal intervention regarding a professional reference.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**STUDENT STATEMENT OF RESPONSIBILITY- ACADEMIC ADJUSTMENT**

Any student who feels s/he may need an adjustment based on the impact of a documented disability should contact Student Accessibility Services at 203-285-2231 in room S-202 (2<sup>nd</sup> floor of the South Building) to coordinate reasonable adjustments. Students then should contact the professor privately to ensure adjustments are received.

Students with a documented disability must self-disclose and provide appropriate documentation to the Accessibility Specialist. A request should be made every semester if the student requires reasonable adjustments. Please contact Student Accessibility Services prior to the beginning of the semester or as early as possible in the semester as any potential adjustments that may be made are not retroactive.

For more information please contact Accessibility Specialists Ronald Chomicz or Samantha Murphy at 203-285-2231, [rchomicz@gatewayct.edu](mailto:rchomicz@gatewayct.edu), or [smurphy1@gatewayct.edu](mailto:smurphy1@gatewayct.edu)

Please see the GCC Policy regarding requesting academic adjustments at <http://www.gatewayct.edu/Offices-Departments/Student-Accessibility-Services/Requesting-Academic-Adjustments>

My signature below signifies that I have received written directions on the procedures for requesting academic adjustments (including when the request must be made and who I can contact to make the request).

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date