

Trocaire  College

Dream. Focus. Succeed.

Dietetic Technology Program Handbook



www.trocaire.edu/diet

December 2010

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Welcome to the Dietetic Technology Program at Trocaire College!



Welcome to the Dietetic Technology Program at Trocaire College! On behalf of the faculty and staff here at Trocaire, please accept our congratulations on your choice to become a dietetic professional and our commitment to ensuring the quality and continued improvement of your dietetics education to meet your career goals.

Please take some time to review the materials included in this Program Handbook. The Handbook aims to provide you with information on current policies and procedures relating to the Dietetic Technology Program. The Handbook is consistent with institutional practices and designed to supplement the Trocaire College Student Handbook and the College Catalog.

Please know that the faculty and staff are here to assist and support you as you
“Dream. Focus. Succeed.”

Healthy regards,

Kathleen Border

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Our College

Trocaire College, a private coeducational college with a strong liberal arts core, was established by the Buffalo Regional Community of the Sisters of Mercy in 1958 and is a member of The Association of Mercy Colleges and Universities. The College is governed by a Board of Trustees.

Chartered in 1958, the former Sancta Maria College opened with an enrollment of young religious women preparing to be educators. In June 1967, Trocaire College graduated its first lay students. A few months earlier the name Sancta Maria had been changed to Trocaire, the Gaelic word for Mercy. In 1971, Trocaire became a coeducational institution.

Catholic in tradition, Trocaire College is informed by the Christian belief in the innate dignity of the human person and a desire to further the growth potential of the student seeking the atmosphere of a small college.

We believe our commitment to education may be best demonstrated by excellence in teaching. We believe it is significant to provide a flexible structure in which students may explore their capabilities. Thus, they become more fully aware of themselves, of their potentialities and limitations as they encounter the complexities of a rapidly evolving world.

Trocaire's Main Campus

The main campus is situated on the campus of Buffalo Mercy Hospital in an approximately 89,000 square foot building. The main campus houses the Rachel R. Savarino Library, The Palisano Center for Academic Success, administrative offices, the College Bookstore, the Registrar, Admission Office and Academic Advisement Office, classrooms, laboratories and computer labs.



Russell J. Salvatore School of Hospitality and Business

The College presently operates an Extension Center at 6681 Transit Road, Williamsville, NY. The Extension Center is housed in a new building, and contains state-of-the-art educational facilities including Smart enabled classrooms, fully equipped culinary instruction laboratory, computer lab, science lab and library. The Dietetic Technology Program is housed at the Extension Center.



Our Students

Fall 2009 Enrollment

Full-time, degree-seeking	668
Part-time	482
Total	1,150

Graduation

Graduates - Class of 2009	
Degrees	247
Certificates	56
Total	303

Average time to Certificate	1.8 yrs
Average time to degree	2.9 yrs

Student Demographics

Average Age	28.4 years
% Age <= 22 years	32%
% Female	86%
% Minority	28%
% First-time Freshmen	16%
% Transfer-In	30%

Employment Rates

Class of 2009 – Six Months Post	
Number of Graduates:	303
Number Responding to Survey	269

Employment Outcomes of Respondents

% Employed in Related Field	83.3%
% Employed in Unrelated Field	4.1%
% Employed, Total	87.4%



About Our Program

The Dietetic Technology Program has been recently added to Trocaire's growing program offerings. Developed in 2009, the program welcomed its first students in Fall 2010. The program is designed to meet the community's growing need for professionals trained in dietetics and food service management. Dietetic Technology joins the eleven degree/certificate programs at Trocaire in the Health Sciences. The Dietetic Technology Program has opportunities to collaborate with existing programs and to offer students unique educational experiences.

A Dietetic Technician is an individual who has been specially trained in the areas of food and nutrition. A Dietetic Technician works as a member of the foodservice or health care team, and may be responsible for nutrition assessment, intervention, monitoring and evaluating nutrition care under the supervision of a Registered Dietitian. Combining Trocaire's history of excellence in health care education with the Russell J. Salvatore School of Hospitality Management, the dietetic technology curriculum combines the science of nutrition with the knowledge and skills of foodservice management.

A unique aspect of the program is the planned supervised practice rotations in area hospitals, long term care facilities and community agencies. This provides opportunities for students to experience "hands on" learning and to develop skills and abilities learned in the classroom. Transportation to and from supervised practice sites is the responsibility of the student.

The Dietetic Technology Program prepares students for careers in nutrition care and foodservice management. Graduates of the program are eligible to write the Registration Examination for Dietetic Technicians as offered by the Commission for Dietetics Registration (CDR). The program is career oriented and is transferrable to four year colleges and universities. It is one of six Dietetic Technology programs in New York State and the only program offered at a private college.

Program Mission (3.6.2.1)

It is the mission of the Dietetic Technology Program at Trocaire College to empower graduates to become expert dietetic technicians in a variety of settings.

Accreditation Status (3.6.2.4)



Trocaire College's Dietetics Education Program has been granted candidate status by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040 ext 5400.
[Http://www.eatright.org/CADE](http://www.eatright.org/CADE).

Program Goals (3.6.2.1)

- The Dietetic Technology Program will prepare graduates to be employed as entry-level dietetic technicians and/or continue their education at the baccalaureate level.
- The Dietetic Technology Program will provide a challenging and stimulating curriculum to enhance learning that meets the unique and changing learning styles of students.
- The Dietetic Technology Program will instill a commitment of service to the community and the profession within the students

Program Outcomes (3.6.2.1)

- Over a five year period, the pass rate for program graduates taking the exam for the first time will be at least 80%.
- Over a five year period, 70% of the graduates who seek employment will be employed in a dietetics-related position within three months of completing the program.
- 80% of the students admitted to the program will complete the program within 3 years.
- At least 90% of the program instructors use a variety of teaching methods in their assigned courses.
- At least 90% of program preceptors completing student supervised practice evaluations will score students at a minimum value indicating "demonstrates considerable understanding".
- 80% of employers surveyed indicate Trocaire College Dietetic Technology graduates are meeting or exceeding employer expectations in their current position.
- Over a five year period, 70% of graduates will participate in community service activities.
- 100% of faculty members will indicate they participate annually in one or more community service activities.

Dietetic Technology Program Specifics

Equal Opportunity (DTP 3.7)

All students who meet the requirements for admission to the Dietetic Technology Program have equal access to the Program. Trocaire College prohibits admission discrimination based on race, religion, national origin, age, sex (including pregnancy), disability, color or sexual preference. The Program complies with and supports the College's policy. For further reference, Trocaire's non-discrimination policy can be found in the College catalog.

Degree Awarded: Associate in Applied Science (A.A.S.)

A student must successfully complete all coursework and supervised practice experience components for graduation. **(3.8.2.11)**

Admission Requirements: (3.6.2.5)

1. High School diploma (minimum 80% average) or GED diploma with a minimum score of 2625.
2. High School and chemistry required and High School biology recommended with an overall average of 80% in each course.
3. One year of high school algebra or integrated mathematic with an overall average of 80%.
4. Course credit or supervised practice hours may be granted for prior learning (coursework and/or experiential); please contact program director for more information.
5. 2.0 semester average with minimum grades of "C" in laboratory sciences for current and transfer students.

Minimum Degree Requirements:

1. A total of at least 67 semester hours with a Quality Point Average of 2.00.
2. **Core Curriculum requirements, (30-32 credits):**
 - a. College Seminar (GS100) or College Success (GS 102), 1-3 credits
 - b. Humanities (EN101 or EN200 and Literature elective), 6 credits
 - c. Mathematics (MA107 or higher), 3-4 credits
 - d. Natural Science (BIO 109, 109L, CH 111, CH 111L), 8 credits
 - e. Philosophy/ Religious Studies electives, 6 credits
 - f. Social Science electives, 6 credits
3. **Program Requirements, (37 credits):***
(DT 101, DT 102, DT 103, DT 104, DT 201, DT 202, DT 203, DT 204, DT 205, DT 206, DT 207, DT 208 HM 204).

* Minimum grade of "C" required.

4. Academic Progress

For financial aid purposes, in order to be making satisfactory progress towards a degree, a student at Trocaire College must complete his or her degree within six full time semesters. Since some students use a combination of part time and full time semesters while working toward their degree, the College has developed the following system to measure progress: Based on the number of credits a student carries in one semester, points are assigned for that semester. The assignment of points is as follows:

6-8 credit hours	½ point
9-11 credit hours	¾ point
12 & more credit hours	1 point

Once a student has accumulated 6 points (the equivalent of 6 full time semesters) the student is no longer eligible for Financial Aid.

Curriculum		
First Year- 1st Semester		
Courses		Credits
DT 101	Nutrition & Wellness	3
DT 102	Introductory Foods	3
DT 103	Nutrition Care Process	2
EN101or 200	English Composition or Advanced Composition	3
CHE 111	General Chemistry I	3
CHE 111L	Laboratory	1
GS 100 or GS 102	College Seminar or College success	1/3
		16-18
First Year – 2nd Semester		
Courses		Credits
DT 104	Community Nutrition	4
HM204	Food & Beverage Service and Sanitation	3
DT 203	Nutrition Education	3
BIO 109	Essentials of Anatomy and Physiology	3
BIO 109L	Laboratory	1
	Math elective	3/4
		17/18
Second Year – 1st Semester		
DT 201	Diet and Disease I	3
DT 202	Supervised Practice – <i>Long Term Care Settings</i>	4
DT 204	Foodservice Management & Operations I	2

	Social Science elective	3
	Literature elective	3
	Philosophy/Religious Studies elective	3
		18
Second Year – 2nd Semester		
DT 205	Diet and Disease II	3
DT 206	Supervised Practice- <i>Acute Care Settings</i>	4
DT 207	Seminar in Dietetic Technology	1
DT 208	Foodservice Management & Operations II	2
	Social Sciences elective	3
	Philosophy/Religious Studies elective	3
		16

Program Calendar and Scheduling (3.8.1.2)

Dietetic Technology courses are scheduled during the Fall and Spring semesters as determined by the College. The semester calendars are published in the College catalog and are available on the College website. In addition, students may reference individual course syllabi and outlines.

Anticipated Costs (3.6.2.3)

In addition to tuition and fees charged by the College as specified in the College catalog, students should expect the following Dietetic Technology Program fees:

- Course textbook fees – varies – see Campus Bookstore for more information.
- Lab coat - \$30.00
- Travel and parking – approximately \$50.00 per semester.
- Immunizations and physicals – the costs associated with immunizations and physicals are the responsibility of the student. Fees vary. If required by the facility, students are responsible for any fees associated with drug testing and criminal background checks.
- Meals – students are responsible for the cost of meals while at supervised practice sites and at off campus seminars.
- Nutrition Conferences - \$25.00
- ADA Student membership (senior year) - \$50.00
- WNYDA student membership - \$10.00
- Student Professional Liability Insurance – covered by Trocaire College

All fees are approximate and not inclusive

Program Policies

Privacy of Information and Access to Department Student File (3.8.1.3)

Student files are kept in the Dietetic Technology Department to retain information such as pretest scores, advisement and registration information, transfer credit requests, performance evaluations and the like. Trocaire College and the Dietetic Technology Department adhere to the Family Educational Rights and Privacy Act (FERPA) which affords students certain rights with respect to their educational records. To view the full policy, please refer to the Trocaire College Student Handbook.

Student Communication

Access to Trocaire College's technological resources is a privilege, not a right. Our goal is to provide access to diverse, state of the art technological tools to support learning, enhance instruction, and facilitate resource sharing, innovation and communication. All users are expected to respect the rights of others and the integrity of the systems and related physical resources in an ethical manner.

Students are automatically set up with a user name consisting of their last name first initial. All students are assigned an automatically generated password. Should log in problems occur, please contact the Help Desk at 827-4331. Access to the Trocaire College network and pc use is denied without a user ID. User IDs and all files associated with that ID are deleted after each semester. It is the student's responsibility to back up their files. For further information on this policy, please refer to the Trocaire Student Handbook.

Trocaire College maintains a Student Portal to allow electronic access to college announcements and communications. Through the Portal, students have access to on-line registration, course work, on-line forums for discussion, grades, academic planning, billing, schedules, calendars and more. The Portal is accessible by going to www.trocaire.edu, clicking on E-Student and then entering your student login and password.

Academic Advisors

Academic Advisement includes a comprehensive program in developmental advisement for students on a year round basis. Matriculated students are assigned an academic advisor with whom they are expected to meet on a regular basis, with a minimum of three encounters per semester.

Procedure for Academic Advising

The procedure for Academic Advising is available on the College website; a summary of this information has been placed in the appendix of this handbook (appendix C).

Standards of Performance (3.6.2.7)

Each course in the Dietetic Technology Program evaluates student achievement uniquely. Specific grading guidelines can be found in the course syllabus of each course. Trocaire College and the Dietetic Technology Program uses the following grade system.

Quality Points	Letter Grade	Letter # Range
4.00	A	95-100
3.67	A-	92-94
3.33	B+	89-91
3.00	B	85-88
2.67	B-	82-84
2.33	C+	79-81
2.00	C	75-78
1.67	C-	72-74
1.33	D+	69-71
1.00	D	65-68
Quality Points	Letter Grade	Letter # Range
0.00	F	64-0
	FX	Failure, Unsatisfactory Attendance
	W	Withdrawal (without academic penalty)
	WF	Withdrawal Failing
	I	Incomplete
	S	Satisfactory
	U	Unsatisfactory
	AU	Audit
	Z	Academic Amnesty/Bankruptcy

Dietetic Technology students must maintain a minimum grade of “C” in each of the following courses:

- DT 101 Nutrition & Wellness
- DT 102 Introductory Foods
- DT 103 Nutrition Care Process
- DT 104 Community Nutrition
- DT 201 Diet & Disease I
- DT 202 Supervised Practice – Long Term Care Settings
- DT 203 Nutrition Education
- DT 204 Foodservice Management & Operations I
- DT 205 Diet & Disease II
- DT 206 Supervised Practice – Acute Care Settings
- DT 207 Seminar in Dietetic Technology
- DT 208 Foodservice Management & Operations II
- HM 204 Food and Beverage Service and Sanitation

To complete and achieve a passing grade for all supervised practice courses (DT 104, DT 202, DT 206), the student must fulfill the following criteria:

- Attain 75% average on all graded material.
- Achieve all competency requirements.
- Fulfill all designated hour requirements.

All supervised practice courses have established a core set of minimum competencies that each student must achieve in addition to earning a minimum average grade of “C”. These competencies can be found in each course syllabus.

Should a student believe that an error has been made in a grade, the error must be brought to the attention of the instructor within one week following the return of assignments or posting of grades.

An Incomplete (I) grade is given only for a good and sufficient reason as determined by the instructor. It is completed in a manner determined by the mutual agreement of student and instructor.

Discipline and Termination (3.8.2.10)

Academic probation and dismissal as well as Student Conduct Disciplinary Policy are detailed in the Trocaire College catalog and the Trocaire Student Handbook. Dietetic Technology Program specific infractions may lead to dismissal from individual program courses and potentially the program. Examples of such infractions include – but are not limited to - unethical conduct or dishonesty and unprofessional behavior.

Supervised Practice Rotation Requirements

Students must complete a minimum of 475 supervised practice hours which is completed off campus, at pre-planned days and times in a variety of settings. No two rotations may necessarily be exactly alike, though all experiences provide equal and similar learning opportunities. The hours are divided among three courses: DT 104 Community Nutrition, DT 202 Supervised Practice – Long Term Care Settings and DT 206 Supervised Practice – Acute Care Settings.

Supervised practice rotation experiences are designed to blend with didactic courses in order for students to have appropriate preparation as well as time to share experiences via classroom discussion.

Attendance at schedule supervised practice rotations is a priority. If an emergency arises and a student is unable to report to the assigned site, the student must notify the site preceptor, as well as the course faculty member immediately. If the faculty member is not available, the student must call the Program Director. It is not acceptable for someone besides the student to make these contacts. Failure to give adequate notification of a planned or unplanned absence may result in loss of grade points for the course.

The supervised practice schedule designed for the students builds in time for lunch/breaks as well as sick day or snow emergency days (approximately one per semester). Vacation days are to be taken when Trocaire College has scheduled vacation.

If in the event of an extended absence, arrangements to make up lost time must be made and approved by the course faculty member and facility preceptor. This is handled on a case by case basis and is reserved for exceptional circumstances. Failing to notify the course instructor of a make up day may lead to invalidation of the made up time.

Professional Dress

Students will be expected to dress in a clean, neat and professional manner at all supervised practice sites. Students reporting to supervised practice sites in improper attire will be dismissed to change into proper attire. Time lost for this reason is considered absence time. Make up time is not available. The following attire is required at all supervised practice sites, unless otherwise indicated:

- White, button full length lab coat. The lab coat must be clean, wrinkle-free and in good condition. The lab coat must not be adorned with excessive buttons or pins.
- Name tag. All students must wear a Trocaire photo name tag. The name tag must be worn on or above the top left pocket and must be in view at all times.
- Hair restraints must be worn in food preparation areas.
- Tattoos must be covered at all times.
- Visible body piercings (tongue, eyebrow, nose, etc) are not allowed
- Colognes and perfumes are not allowed.
- Personal appearance:
 - For Females:
 - Exposed midriffs, low cut tops, shorts, miniskirts, Capri pants, cropped pants and camisoles (alone) are not permitted.
 - For Males:
 - Neckties are required except in foodservice areas.
 - Facial hair must be cleanly shaven. Beards and mustaches must be neatly trimmed.
 - For All Students:
 - Socks/hosiery must be worn.
 - Wedding/engagement bands are the only hand jewelry permitted.
 - If hair is longer than shoulder length, it must be confined to prevent contamination and promote safety.
 - Fingernails must be trimmed to a moderate length. Nail polish is not permitted.
 - Earrings must be modest in size, no longer than one inch, and limited to one pair.
 - Closed toe and heel dress or casual shoes with low to moderate heels. Clogs are not permitted. Duty shoes and sneakers are not permitted except when assigned to foodservice areas. If worn in these areas, they must be clean, white, in good condition, and made of leather.
 - Jeans, jean skirts, jean style pants and shorts are not permitted.

Standards specific to supervised practice rotations may vary from site to site. Guidelines will be reviewed during orientations for each supervised practice course during week one, prior to students beginning their on site rotations.

Travel (3.8.2.2)

In order to meet the requirements for the supervised practice component of the program, students will be required to travel to sites throughout Buffalo and Western New York. Students will be required to provide or arrange for their own transportation to and from these facilities. Students must assume liability for their transportation. Travel time to and from supervised practice sites does not count towards rotation hours.

Illness or Injury at Supervised Practice Sites (3.8.2.3)

Policies regarding illness or injury are in force and will be observed by the student while at supervised practice sites. In the event a student becomes ill or is injured while at a supervised practice site engaged in the scheduled program, the site will make its medical facilities available to student or arrange for other medical facilities for emergency care at the student's expense. The student will need to make arrangements to return home until able to resume supervised practice responsibilities.

Insurance (3.8.2.1)

Accident and Health Insurance – All students registered for credit classes are covered by an accident policy. This policy protects students in case of accidental injury while at school or at a supervised practice site. Full time students (12 credit hours or more) have full 24-hour coverage against accidental injury. Part-time students are covered while on campus or at the supervised practice site. Claim forms may be obtained in the Student Health Office, Choate Campus, Room 114. It is the sole responsibility of the student to complete any claims and submit them to the insurance company.

Students are responsible for providing their own health and auto (if applicable) insurance while participating in college courses and related activities.

Professional liability insurance is mandatory for all students with client contact. Trocaire College provides professional liability insurance for all students registered in the Dietetic Technology Program.

Physical Examination Reports

Following admission to the program, a physical examination, immunizations and specified laboratory tests are required. New York State Health Law 2165 requires proof of immunity against measles, rubella and mumps. This proof consists of a certificate of immunization signed by a physician or health care provider or a record from a previously attended school.

The New York State Code for health care facilities requires health exams for all persons in contact with clients to insure the student is free from health impairments that are of potential risk to clients of which might interfere with the performance of the student's activities.

All students in the Dietetic Technology Program must have a Student Health Form submitted prior to taking to any supervised practice course. The initial report is due on or before November 1st of the semester preceding DT 104 Community Nutrition. Forms are available from the faculty or in the Health Office.

The Student Health Form must be obtained annually until all supervised practice courses are completed. The physical exam must include:

- Rubella titer
- Second MMR for anyone born after 1957
- PPD test – proof of test within 6 months.
- Physical exam information updated within 1 year.
- Your signature to release information to the Dietetic Technology Department, Trocaire Health Office and to the supervised practice sites.
- The signature of the physician or health care professional who performed the exam.

Students should keep a copy for their personal use. Students bear the responsibility for the cost of the physical and tests. Arrangements may be made for those who demonstrate need. Health records are maintained by the College Health Office.

If required by the supervised practice site, students may be subject to drug testing and criminal background checks. Students are responsible for all costs associated with these additional requirements.

Students will give Authorization for Release of Medical and/or Background Information to supervised practice sites. These release forms are to be kept securely in the College Health Office (medical information) and Program Directors Office (background information).

Student Replacement of Employees (3.8.2.5)

Dietetic Technology students will not routinely replace regular employees at supervised practice facilities except for in the case of specific professional staff experiences that would be necessary to complete assigned learning activities.

Class and Laboratory Attendance

Students are expected to attend all scheduled classes and supervised practice sessions. Specific attendance requirements will be stated in each course syllabus and reviewed at the beginning of each course. When special circumstances make absences unavoidable, students must notify

faculty of such circumstances. Students are responsible for all material covered in class and are required to hand in assignments when they are due.

Leave of Absence

In the event of an unanticipated lengthy absence (i.e., major illness, surgery, etc) a student may wish to take a leave of absence. This request must be made to the Vice President for Academic Affairs. This policy is described further in the College catalog.

Evaluation of Student Work (3.8.2.8)

An evaluation system is required for each course and is detailed in each course syllabus. Examinations are ordinarily part of the evaluation, but alternative methods may be employed. Some courses may include comprehensive examinations at the end of the semester, and would be described in course syllabi.

Cancellation of Class and/or Inclement Weather

If an instructor fails to report to class, students are to wait ten minutes before leaving. Notices of cancellation are posted on the official bulletin boards and on the classroom door. If classes are canceled due to weather, announcements will be made on local radio stations and the Trocaire Emergency Contact System. In the case of a campus emergency or closing, phone calls, text messages, and emails will be sent simultaneously to all students, faculty and staff who have signed on to the system. Instructions to sign up for this system, are found on the website and the Student Handbook.

In regards to cancellation of supervised practice experience due to inclement weather, if Trocaire College is closed, supervised practice schedule for that day will be cancelled. If Trocaire College is open and an assigned supervised practice site is closed, the student should contact course faculty for further instructions.

Transfer Credit (3.8.2.7)

Please refer to the Trocaire College catalog for further information on transfer credit. Evaluation of transfer credits is completed through the Registrar's Office in consultation with the Program Director and Vice President for Academic Affairs.

Credit for Prior Learning (3.8.2.7.1)

Trocaire College realizes that students learn through employment and life experiences. There are several ways a student may demonstrate prior learning and receive college credit. These may include: Advanced Placement, Course Challenge, Credit by Examination, Military Experience and Portfolio and are detailed in the Trocaire College catalog.

Course Waiver

A Student may, in certain circumstances, be granted a waiver of a required course. The permission for a course waiver must be signed by the Program Director and Vice President for Academic Affairs. When a student does receive this waiver, he/she is required to take an equivalent course to fulfill the credit requirements of the curriculum. A waiver does not lessen the credit hours required, but alters the required courses of the program of study. See waiver form in Appendix

Grievances (student) (3.8.2.6)

Students who believe that a member of the Dietetic Technology program faculty or site preceptor has incorrectly reported a grade should first bring the grade to the attention of the individual instructor. If the student is not satisfied with the determination of the instructor, the matter is then presented in writing to the Program Director who will follow the grievance procedures as outlined in the Student Handbook "Appeal of Academic Decision".

Grievances (preceptor)

Preceptors who believe that a Dietetic Technology student is acting unprofessionally, inappropriately or in an unsafe manner while assigned to the facility should first bring the grade to the attention of the individual instructor. As stated in the signed affiliation agreement (sample below):

At the request of Hospital, College shall immediately suspend from the use of Hospital's clinical facilities any student who fails to obey the rules and regulations of Hospital or whose continued participation in the clinical experience would constitute a danger to himself, other students, or to the patients or employees of Hospital. In the event such request is made, College shall suspend student and a representative of College and a representative of Hospital shall meet promptly to determine whether the student may be reinstated and if so, the terms and conditions of such reinstatement.

Course Add, Drop, Withdrawal (3.8.1.1)

Students must confer with their course instructor and academic advisor before dropping, adding or withdrawing from a course. Completed paperwork must be initiated from and returned to the Registrar's Office.

Withdrawal from a course may effect enrollment in co-requisite courses and may lengthen the time necessary to complete the program. Students should consult the College catalog regarding withdrawal and refund of tuition and fees. Students should also consult the semester calendar for deadline dates. A course add, drop or withdrawal may affect Financial Aid; it is recommended students contact the Financial Aid office about their plans.

Student Retention and Remediation Procedures for supervised practice (3.8.2.9)

If at any time the conduct of a student is judged to unfavorably affect the morale of other participants in the program, result in an unsatisfactory level of performance, or the health status of a student is a detriment to the student's successful completion of the program, a conference shall be held between the director and appropriate representatives to determine remedial action. If a student does not meet the competencies and objectives of supervised practice experiences, the student will be assigned to continue with additional experiences, not to exceed 10 days, until the desired level of expertise is accomplished. This remediation would require attendance at supervised practice sites during school breaks. Should this occur, the director, in consultation with the preceptors of the facility will provide in writing specific steps and action that are to be required of the student. If the student does not meet competencies at this point, the student will receive a failing grade for the supervised practice experience and dismissal from the program will be reviewed. See policy for Dismissal and Termination, in this manual.

Students with Special Needs (DTP 3.7)

Trocaire College offers students with special needs reasonable accommodations and services to enable them to fully participate in the mainstream of the educational process. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992, the College provides services on an individual basis for students with special needs, including those with specific learning disabilities.

Inquiries regarding application of and compliance with Section 504 of the Rehabilitation Act of 1973 should be directed to the Coordinator of Services for Students with Special Needs (Patrick Sullivan, Associate Director of Palisano Center for Academic Success: 827-2521).

Student Support Services (DTP 3.8.1.5)

Trocaire College is committed to fulfilling the life-skill needs of all students and has developed a comprehensive network of support services including the Palisano Center for Academic Success, counseling services, the Career Center, Trocaire Opportunity Program (T.O.P.), health services and the Office of Campus Ministry. Please reference the Trocaire College catalog, student handbook and website for further information regarding these services.

Supervised Practice Site Selection and Periodic Evaluation (3.4)

Supervised practice sites are selected using a number of criteria:

- Management/administration at the facility supports the teaching program.
- Preceptors are qualified with the appropriate credentials, licenses and experiences in the state and area of practice.

- The facility provides experiences that enables students to achieve the educational outcomes of the dietetics program.
- The facility has preceptors who are willing and able to serve as role models of current dietetics practice.
- Preceptors are able to attend preceptor training sessions hosted by Trocaire College.
- Adequate information and resources are available.
- The facility provides an environment that is conducive to learning.
- The facility is in compliance with all applicable laws and regulations.
- Where applicable:
 - The facility provides opportunities for direct client care.
 - The dietetics staff works in a tem environment.

Supervised practice sites are periodically reviewed using a number of criteria:

- Feedback from faculty who have oversight of the supervised practice courses.
- Student feedback from their site evaluation form (found in each supervised practice handbook).
- Preceptor/facility contact feedback both formally through student evaluations and informally through faculty/facility communication.

Supervised practice affiliations are continued when it is determined the learning experiences provided are positive for both parties and the facilities are committed to hosting students.

Supervised practice affiliations may be withdrawn when it is determined that the learning experiences provided are not meeting the needs of both parties.

Supervised Practice Site Affiliation Agreements (3.5)

Prior to hosting students for supervised practice rotations, an affiliation agreement must be signed by both the Dietetic Technology Program Director and an appropriate administrative representative from the host institution. The signed Affiliation Agreement serves as verification of the agreement and the commitment from both parties to maintain a mutually beneficial experience for the students and the supervised practice site.

The Dietetic Technology Program Director will meet with representatives from potential supervised practice sites to review selection criteria (see policy on Supervised Practice Site Selection). Upon verbal agreement of a site's participation:

- An Affiliation Agreement will be prepared by Trocaire College.
- Dietetic Technology Program Director will sign two copies of the Affiliation Agreement.
- The copies will be mailed to the Supervised Practice Site contact for signatures.
- One signed copy will be returned to Trocaire College and be securely housed with administration and Program Director's office.
- The Affiliation Agreements will be reviewed on an annual basis to determine the accuracy of the information. The agreement will be updated as needed to remain current with practice.

Supervised practice sites are periodically reviewed using a number of criteria:

- Feedback from faculty who have oversight of the supervised practice courses.
- Student feedback from their site evaluation form (found in each supervised practice handbook).
- Preceptor/facility contact feedback both formally through student evaluations and informally through faculty/facility communication.

Supervised practice affiliations are continued when it is determined the learning experiences provided are positive for both parties and the facilities are committed to hosting students.

Supervised practice affiliations may be withdrawn when it is determined that the learning experiences provided are not meeting the needs of both parties.

Verification Statement Procedure (3.8.2.12)

Verification of completion of dietetics programs is the method used by the Commission on Accreditation for Dietetics Education (CADE) to ensure that academic and supervised practice requirements for ADA Membership or Commission on Dietetic Registration (CDR) eligibility for the Registration Examination for Dietetic Technicians have been met. At various times in preparing for professional membership or registration, an individual will be asked to supply verification of both academic and supervised practice qualifications. Therefore, it is the responsibility of the individual to obtain the appropriate quantity of Verification Statements and to safeguard them until the time they are to be used in various application processes.

The Verification Statement form(s) are to be signed and completed by the program director. The signature must be that of the Program Director on record with CADE at ADA when the form is signed. The form should be signed on or following the date of program completion. Statements that are predated or preissued are invalid. Program completion date and signature date must include month, day, and year. Statements should be signed in a color ink other than black to distinguish the original from a photocopy. Program Directors may affix their institutional seal on this form.

Appendices

• A - Student Agreement Form
• B - Authorization to Release Medical Information
• C- Authorization to Release Personal Information
• D – Code of Ethics for the Profession of Dietetics
• E – Office of Advisement
• F- Course Waiver Form (sample)

Appendix A – Student Agreement Form

I have read and understand the information presented in the Dietetic Technology Program Handbook, 2010-2011. I have a full understanding of the policies for progression and successful completion of the Dietetic Technology Program leading to an Associate's Degree in Applied Science.

Student Signature:

Date:

This form is to be signed and returned to the Dietetic Technology Program Director for placement in the student's file.

Appendix B – Authorization to Release Medical Information



Release of Immunizations to Supervised Practice Sites

In order to maintain the health and safety of their clients and meet state health laws, agencies used for supervised practice experience require selected information from student’s Health Record.

My Permission is given to the Health Office of Trocaire College to release required information to agencies I will be attending.

Student Name (please print)

Date

Student Signature

Program

Appendix C – Authorization to Release Personal Information



Authorization for Release of Personal Information

In order to maintain the health and safety of their clients, agencies used for supervised practice experience require selected background information from students which may include:

- Criminal Background Check
- Drug Testing
- Fingerprinting

The background information will be securely kept in the Dietetic Technology Office. My permission is given to the Dietetic Technology Department to release required information to supervised practice sites as necessary.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for placement for supervised practice. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information, and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A PHOTOCOPY OF THIS RELEASE WILL BE VALID AS AN ORIGINAL THEREOF, EVEN THOUGH THE SAID PHOTOCOPY DOES NOT CONTAIN AN ORIGINAL WRITING OF MY SIGNATURE.

I have read and fully understand the contents of the "Authorization for Release of Personal Information".

Date

Student Signature

Appendix D- Code of Ethics for the Profession of Dietetics

American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

PREAMBLE

The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the *public, clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION

The Code of Ethics applies to the following practitioners: (a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs); (b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and (c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA. All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental Principles

- 1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.**
- 2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.**

Responsibilities to the Public

- 3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.**
The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
- 4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.**
 - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
 - b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
 - c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
- 5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**

- a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
- b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
- c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
- 6. The dietetics practitioner does not engage in false or misleading practices or communications.**
- a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
- b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
- c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
- 7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.**
- a. The dietetics practitioner withdraws from practice when he/ she has engaged in abuse of a substance such that it could affect his or her practice.
- b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
- c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

- 8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.**
- 9. The dietetics practitioner treats clients and patients with respect and consideration.**
- a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
- b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
- 10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.**
- 11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).**

Responsibilities to the Profession

- 12. The dietetics practitioner practices dietetics based on evidence- based principles and current information.**
 - 13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.**
 - 14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.**
 - 15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.**
 - a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
 - b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
 - 16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.**
 - 17. The dietetics practitioner accurately presents professional qualifications and credentials.**
 - a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FADA" or "Fellow of the American Dietetic Association") only when the credential is current and authorized by CDR.
 - b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.
 - 18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.**
- Clarification of Principle:*
- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be

affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.

b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.

d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.

b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

PROCESS FOR CONSIDERATION OF ETHICS ISSUES

In accordance with ADA's Code of Ethics, a process has been established for consideration of ethics issues. This process defines the procedure for review of and response to ethics complaints, including hearings, disciplinary action, and appeals. The process was approved on June 2, 2009, by the ADA Board of Directors, the House of Delegates, and the Commission on Dietetic Registration.

Committee

A three (3)-person committee, comprised of members of ADA and/or CDR-credentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the president-elect of ADA, the chairperson of CDR, or the speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three (3) years. Terms will be staggered to allow for continuity. The chairship will rotate among the three (3) committee members. The chairship will be awarded to the person moving into the third year of the three (3)-year term of office. The Committee will have authority to consult with subject experts as necessary to conduct its business. The Committee may perform such other educational activities as might be necessary to assist members and credentialed practitioners to understand the Code of Ethics.

Ethics Opinions

The Committee may issue opinions on ethics issues under the Code of Ethics on its own initiative or in response to a member's or credentialed practitioner's request. These opinions will be available to members and credentialed practitioners to guide their conduct, and will also be available to the public. Situations may be factual or hypothetical, but no names will be disclosed.

Ethics Cases

Preamble. The enforcement procedures are intended to permit a fair resolution of disputes on ethical practices in a manner that protects the rights of individuals while promoting understanding and ethical practice. The Ethics Committee has the authority and flexibility to determine the best way to resolve a dispute, including educational means where appropriate.

1. Complaint

A complaint that a member or credentialed practitioner has allegedly violated the Code of Ethics for the Profession of Dietetics must be submitted in writing on the appropriate form to the Ethics Committee. The complaint must be made within one (1) year of the date that the complainant (person making complaint) first became aware of the alleged violation or within one (1) year from the issuance of a final decision in an administrative, licensure board, or judicial action involving the facts asserted in the complaint. The complainant need not be a member of ADA nor a practitioner credentialed by CDR. The complaint must contain details on the activities complained of; the basis for complainant's knowledge of these activities; names, addresses, and telephone numbers of all persons involved or who might have knowledge of the activities; and whether the complaint has been submitted to a court, an administrative body, or a state licensure board. The complaint must also cite the section(s) of the Code of Ethics for the Profession of Dietetics allegedly violated. The complaint must be signed and sworn to by the complainant(s).

2. Preliminary Review of Complaint

The chair of the Ethics Committee, legal counsel for ADA, and appropriate staff will review the complaint to determine whether all the required information has been submitted by the complainant and whether an ethics question is involved. If a complaint is made regarding an alleged violation of the Code of Ethics for the Profession of Dietetics and a similar complaint is already under consideration regarding the same individual by a state licensure board of examiners, an administrative body, or a court of law, the Ethics Committee will not process the complaint until a final decision has been issued.

3. Response

If the preliminary review determines that the process should proceed, the ADA staff or chair of the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made. The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form. The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent(s). If the Ethics Committee does not receive a response, the chair of the Ethics Committee or his or her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation. The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the decision of the Committee.

4. Ethics Committee Review

The chair of the Ethics Committee will add the complaint and response to the Committee's agenda, after consultation with legal counsel and appropriate staff. The complaint and the response will be reviewed by the Ethics Committee. The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist it in reviewing the complaint and response and determining further action. At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee's preliminary opinion with a request that the respondent take certain actions, including, but not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee. The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter. The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

5. Licensure Board Action or Final Judicial or Administrative Action

When the Ethics Committee is informed by a state licensure body that a person subject to the Code of Ethics for the Profession of Dietetics has had his or her license suspended or revoked for reasons covered by the Code, the Committee may take appropriate disciplinary action without a formal hearing. When a person has been finally adjudged or has admitted to committing a misdemeanor or felony as specified in Principle 4 of the Code, the Committee may take appropriate disciplinary action without a formal hearing.

6. Hearings

A. General Hearings shall be held as determined by the Ethics Committee under the following guidelines. Hearing dates will be established by the chairman of the Ethics Committee. All hearings will be held in Chicago, IL. The Ethics Committee will notify the respondent and the complainant by certified mail, return-receipt requested, of the date, time, and place of the hearing. The respondent may request a copy of the file on the case and will be allowed at least one postponement, provided the request for postponement is received by ADA at least fourteen (14) days before the hearing date.

B. Conduct of Hearings

The chair of the Ethics Committee will conduct a hearing with appropriate staff and legal counsel present. Individuals who have no conflict of interest will be appointed. In the event that any Ethics Committee member cannot serve on the hearing panel for any reason, a replacement will be appointed by the representative of the original body that made the appointment, either the ADA president, the CDR chairperson, or the speaker of the House of Delegates as appropriate. The parties shall have the right to appear, to present witnesses and evidence, to cross-examine the opposing party and adverse witnesses, and to have legal counsel present. Legal counsel for the parties may advise their clients, but may only participate in the hearings with the permission of the chair. The hearing is the sole opportunity for the participants to present their positions. Three members of the Ethics Committee shall constitute a quorum. Affirmative vote of two thirds (2/3) of the members voting will be required to reach a decision. A transcript will be prepared and will be available to the parties at cost.

C. Costs

ADA will bear the costs for the Ethics Committee, legal counsel, staff, and any other parties called by ADA. ADA will bear the travel costs and one (1) night's hotel expenses for the complainant and respondent and one person that each chooses to bring, provided that such person is necessary to the conduct of the hearing as determined by the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of these procedures. The respondent and the complainant will be responsible

for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

D. Decision

The Ethics Committee will render a written decision specifying the reasons therefore and citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have been violated. The Committee will decide that:

- 1) the respondent is acquitted;
- 2) educational opportunities are pursued;
- 3) the respondent is censured, placed on probation, suspended, or expelled from ADA; and/or
- 4) the credential of the respondent is suspended or revoked by the CDR of the ADA.

The decision of the Ethics Committee will be sent to the respondent and the complainant as soon as practicable after the hearing.

7. Request by Complainant for Review of Respondent's Response

The Ethics Committee will, except where the response contains information that the Committee determines for good reasons should not be shared, grant the request of a complainant to review the response received from the respondent in an ethics case, provided the request is made within thirty (30) days of notification of the final action of the Ethics Committee. The complainant will be required to maintain confidentiality of the documentation and to refrain from sharing it with any other third parties or individuals. The complainant will have twenty (20) days to advise the Ethics Committee as to any comments, concerns, or issues with regard to the respondent's response, but the Committee shall have no obligation to take further action. The respondent will be notified of the Committee's action to release the response to the complainant.

A. The materials describing the ethics complaint process, including those materials provided to the complainants and respondents, shall be amended to disclose the fact that a respondent's response may be made available to the complainant.

B. Any request to review the respondent's response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.

C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.

D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documentation will be sent to the complainant via express mail to ensure delivery.

E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this effect.

F. Any comments, concerns, or issues with the respondent's response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant's comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.

G. The complainant will return the documents after review via UPS at the expense of ADA within twenty-five (25) days.

8. Definitions of Disciplinary Action

Censure: A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership. Time frame: Not applicable to the disciplinary action.

Probation: A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in other disciplinary action being taken. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership. Time frame: Specified time to be decided on a case-by-case basis.

Suspension: Temporary loss of membership and all membership benefits and privileges for a specified time with the exception of retention of coverage under health and disability insurance. ADA group malpractice insurance will not be available and will not be renewed during the suspension period. Time frame: Specified time to be decided on a case-by-case basis.

Suspension of Registration: Temporary loss of credential and all benefits and privileges for a specified period of time. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance). At the end of the specified suspension period, membership and registration benefits and privileges are automatically restored. Time frame: Specified time to be decided on a case-by-case basis.

Expulsion: Removal from membership and a loss of all benefits and privileges. Time frame: May apply for reinstatement after a five (5)-year period has elapsed or sooner if the basis for the expulsion has been removed, with payment of a reinstatement fee. The individual must meet membership requirements in effect at the time of the application for reinstatement.

Revocation of Credential:

Loss of registration status and removal from registry; loss of all benefits and privileges. Upon revocation, the former credentialed practitioner shall return the registration identification card to CDR. Time frame: Specified time for reapplication to be decided on a case-by-case basis, but, at minimum, current recertification requirements would need to be met. A credential will not be issued until CDR determines that the reasons for revocation have been removed.

9. Appeals

A. General

Only the respondent may appeal an adverse decision to ADA. During the appeals process, the membership and registration status of the respondent remains unchanged. The ADA president, the chairperson of CDR, and the speaker of the House of Delegates shall each appoint one person to hear the appeal. These individuals shall constitute the Appeals Committee for that particular case. Individuals who have no conflict of interest will be appointed.

B. Recourse to the Appeals Committee

To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at ADA headquarters, by certified mail, return-receipt requested, that the respondent wishes to appeal the decision. This notification must be received within thirty (30) calendar days after receipt of the letter advising the respondent/appellant of the Ethics Committee's decision.

C. Contents

The appeal must be in writing and contain, at a minimum, the following information:

1. The decision being appealed.
2. The date of the decision.
3. Why the individual feels the decision is wrong or was improperly rendered (See E, "Scope of Review").
4. The redress sought by the individual.
5. The appeal will be signed and sworn to.

If the appeal does not contain the information listed above, it will be returned to the individual who will be given ten (10) calendar days to resubmit. Failure to furnish the required information within ten (10) calendar days will result in the appeal being waived.

D. Procedures

Upon receipt of this notification, appropriate staff shall promptly notify the chair of the Appeals Committee that the respondent/appellant is appealing a decision made by the Ethics Committee. The Appeals Committee chair shall acknowledge the appeal and request a copy of the relevant written information on the case from appropriate staff.

1. Location and participants

- a. All appeals hearings will be held in Chicago, IL.
- b. The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.
- c. The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.
- d. Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.

2. Conduct of the hearing

The three (3) parties involved in the appeal will be given the opportunity to state why the decision and/or disciplinary action of the Ethics Committee should be upheld, modified, or reversed.

E. Scope of Review

The Appeals Committee will only determine whether the Ethics Committee committed procedural error that affected its decision, whether the Ethics Committee's decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee's decision that was unavailable to the parties at the time of the Ethics Committee's hearing for reasons beyond their control. In reviewing the decision of the Ethics Committee, the Appeals Committee shall consider only the transcript of the hearing and the evidence presented to the Ethics Committee.

F. Record of Hearing

A transcript will be prepared and will be maintained in the case file.

G. Decision of Appeals Committee

1. The Appeals Committee shall prepare a written decision stating the reasons therefore. The decision shall be to affirm, modify, or reject the decision and/or disciplinary action of the Ethics Committee or to remand the case to the Ethics Committee with instructions for further proceedings.

2. Decisions of the Appeals

Committee will be final.

H. Costs

ADA will bear the costs for the Appeals Committee, staff, and legal counsel, and any parties called by ADA. ADA will bear the travel and one night's hotel expenses for the respondent/ appellant, the complainant/ appellee, and the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of this procedure. The respondent/appellant and the complainant/appellee will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for

travel and hotel as stated above.

10. *Notification of Adverse Action*

If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate ADA organizational units, CDR, the affiliate dietetic association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision. In the event the respondent appeals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee. In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. *Record Keeping*

A. Records will be kept for a period of time after the disposition of the case in accordance with ADA's record retention policy.

B. Information will be provided only upon written request and affirmative response from ADA's legal counsel.

12. *Confidentiality Procedures*

The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:

A. The need for confidentiality will be stressed in initial communications with all parties.

B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.

C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.

D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.

E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.

F. The Committee chair will stress the importance of confidentiality at the time of the hearing.

G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.

H. The transcript will be available if there is an appeal of the Ethics Committee's decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.

Recognition is given to the members of the Code of Ethics Task Force for their contributions: Marianne Smith Edge, MS, RD, LD, FADA, Chair; Alice Beth J. Fornari, EdD, RD; Cheryl A Bittle, PhD, RD, LD; Doris Derelian, PhD, JD, RD, FADA; Jana Kicklighter, PhD, RD, LD; Leonard Pringle, DTR; Harold Holler, RD, LDN, ADA Staff; Chris Reidy, RD, CDR Staff; J. Craig Busey, JD, former ADA Legal Counsel.

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Appendix E- Office of Advisement

OFFICE OF ADVISEMENT

Kristin Nesbitt, Director of Advisement and Retention

Room 108 827-2433

Sister Marian Mullen, Advisement Coordinator

Room 106 827-2535

Students are more successful when they keep in close contact with their advisors.

Who is my Advisor?

- The Advisement Center sends a postcard in the mail stating your advisor's name, room number, telephone number and email address – KEEP THIS CARD!
- A list of students and assigned advisors is posted on the Advisement office door approximately 2 weeks after the start of the semester.

Importance of Advisement

- To stay on track with your academic goals
- To help you solve academic problems
- To provide helpful referrals to campus resources

In the first month of school (September and January):

Introduce yourself to your advisor – discuss any concerns

At Midterm (October and March):

Discuss grades, testing, any concerns and progress in courses

Registration Week:

You must contact your advisor by telephone, email, or by a visit to his/her office. Many advisors have appointment schedules posted on their doors so that students can sign up for a meeting. See your advisor this week to discuss a schedule and necessary classes for next semester. At this appointment, your advisor will unlock you for online registration. You must see your advisor for registration.

What Your Advisor Will Do

1. Your advisor will help you understand the early alert process, the midterm warning process, and academic probation and/or dismissal letters. Your advisor is available to help clarify college policies and procedures.
2. Your advisor may refer you to other on-campus offices for further assistance with academic or personal needs.
3. Review your tentative schedule for the next semester with you.

What You Should Do

1. Meet your advisor.
2. Use your advisor as a resource for information and direction when you have academic and/or personal questions.
3. Seek out your advisor when thinking about course or program changes, absences, and/or if you receive any warning letters.

4. Read the college catalog for program requirements and find necessary courses in the semester Course Offerings book or online.

5. Make an appointment with your advisor during registration week. Check your advisor's office door to sign up for an appointment (or call your advisor's office phone if a schedule is not posted).

Appendix F – Course Waiver Form (sample)



Dietetic Technology Course Waiver/Substitution

A student may, in certain circumstances, be granted a waiver of a required course. When a student does receive this waiver, they are required to take an equivalent course to fulfill the credit hour requirements of the curriculum. A waiver does not lessen the credit hours required, but alters the required courses of the program of study.

HM 204 FOOD & BEVERAGE SERVICE AND SANITATION (3)

Students who are able to demonstrate current ServSafe Certification are eligible to request a course waiver. Required:

- Paperwork needs to be completed by end of Fall Semester.
- Copy of ServSafe Certificate which shows current certification as well as an expiration date not to precede completion of the Dietetic Technology Program.
- Student must take an equivalent course to fulfill the credit hour requirements of the curriculum. The course(s) must total at least 3 credit hours and be considered a free elective.
- Required Signatures

Student (print name)

Student Signature

Dietetic Technology Program Director

Vice President for Academic Affairs

- Original to Registrar
- Cc: advisement file, student, program director