

UIC Nutrition Science Program Student Handbook

Revised -July 2019

Prepared by Kirsten Straughan, MS, RD, LDN, CSSD
Nutrition Science Program Director

Department of Kinesiology and Nutrition
| 1919 W Taylor St. (MC 517)

Chicago, IL 60612
312.996.7890 | kstrau1@uic.edu

**KINESIOLOGY
AND NUTRITION
COLLEGE OF
APPLIED HEALTH
SCIENCES**



TABLE OF CONTENTS

I. INTRODUCTION	
A. Preface	3
II. PROGRAM ADMINISTRATION AND FACULTY	
A. Program Administration	5
B. Faculty & Staff Directory	6
III. CURRICULUM OVERVIEW	
A. Program of Study	7
IV. UNIVERSITY POLICIES	
A. Academic Calendar	9
B. Official UIC Email, Network Accounts and Student Mailbox Use	9
C. Grading and Grade Point Systems	10
D. Registration	11
E. Add and Drop Policies	12
F. Repeat Policy for Standard Graded Courses	14
G. Guidelines Regarding Academic Integrity	15
H. Professional and Behavioral Expectations	16
I. Students with Disabilities and Reasonable Accommodations	17
J. Student Academic Grievance Procedures	18
K. Probation and Dismissal Rules	19
L. Termination of Enrollment from the College of Applied Health Sciences	20
M. Religious Holidays	22
N. Graduation Policies and Procedures	22
V. NUTRITION SCIENCE PROGRAM POLICIES AND PROCEDURES	
A. Policy on Assessment of Prior Learning	24
B. Class Attendance	25
C. Management of Student Records	25
D. Use of Departmental Resources	25
E. Policy on Deferment/Leave of Absence from Nutrition Science Program	26

VI. STUDENT FINANCIAL RESPONSIBILITIES

A. Basic Tuition and Fees	26
B. Additional Expenses	27
C. Payment of Tuition and Fees	28
D. Refund Policy	30
E. Financial Aid	31
F. <i>CampusCare</i> Student Health Benefit Program	32

V. MISCELLANEOUS

A. Student Nutrition Association	33
B. Applied Health Science Student Council	33
C. Urban Health Program	34
D. Urban Allied Health Academy	33
E. Academic Support and Advising Program (ASAP)	33
F. Additional Resources Available at UIC	34
G. Non-discrimination Statement	35
H. General Information and Student Resources	36
I. Sample course plan	37

I. Introduction

Department of Kinesiology and Nutrition

College of Applied Health Sciences

University of Illinois at Chicago

A. Preface

The faculty and staff of the University of Illinois at Chicago Nutrition Programs join in welcoming you. We are very pleased that you have selected the Nutrition Science Program (NS) in the Department of Kinesiology and Nutrition to pursue your professional education and training.

The Student Handbook was developed to familiarize you with the program policies and procedures which you are required to follow while you are a student enrolled in the NS. The NS Handbook is not intended to be all-inclusive, but rather, to be used as a supplement to the UIC Undergraduate Catalog and UIC Graduate Catalog. Furthermore, this handbook is meant to provide Nutrition Science Program students with a description of the standards and policies of the Department of Kinesiology and Nutrition.

Each student is encouraged to review the handbook thoroughly and to retain it as a source of ready reference. The policies and procedures provide a basis and a rationale for fair and equitable treatment of all program participants. The handbook outlines accepted policy, based on the program's compliance to the Academy of Nutrition and Dietetics Standards of Accreditation and provides the framework within which the Program Director, University faculty and staff, and students can work together effectively. The policies and procedures described are current as of the publication date and are subject to change without advance notice.

July 2019

You have chosen a great undergraduate degree! A degree in nutrition science can prepare you

for a future career as a registered dietitian, for a health profession, as well as for a career in research, industry and community settings.

Students interested in becoming a registered dietitian should apply to the Coordinated Programs or the Nutrition Science/DPD program upon completion of the prerequisite courses.

****Please note that as of January 2024, the Commission on Dietetic Registration will require students to have a Master's degree in order to sit for the Registration Examination for Dietitians. Graduates of the Nutrition Science program will be eligible to apply for the accelerated MS/CP program beginning in 2021.***

Graduates of the Nutrition Science program have gone onto medical school, dental school, physician's assistants programs, among other careers in the health field. Candidates with a health-related undergraduate degree will have well-rounded applications for these sought-after spots.

- ❖ Pre-health profession coursework is a component of the Nutrition Science degree.
- ❖ Small program that enhances experiential learning opportunities and 1:1 interactions with professors.
- ❖ Research opportunities with faculty inform personalized letters of recommendation.
- ❖ Program with four decades of success on the national accreditation examination, comprehensive clinical experiential learning and competitive admission to dietetic internships.
- ❖ An undergraduate degree in nutrition will provide a unique, science based degree that will provide the foundation knowledge needed by future physicians to confront the profound impact poor diet has on overall well-being and provide a competitive edge to your health profession application.

Our Nutrition Science program will provide:

- ❖ Understanding of the impact of poor diet on health and chronic disease risk.
- ❖ Practical and effective skills to address diet and lifestyle changes.
 - Biochemical and pathophysiological aspects of nutrition
 - Coursework in Medical Nutrition Therapy
 - Practical application of Food as Medicine
 - Health counseling techniques to enhance compliance with behavioral change
 - Community nutrition resources and patient centered cultural competence

II. Program Administration and Faculty

A. Program Administration

The Nutrition Science Program is a Bachelor's Degree program offered by the Department of Kinesiology and Nutrition in the College of Applied Health Sciences.

Each nutrition faculty member participates in planning, teaching, and evaluating the NS program. Students participate in the evaluation of the courses offered and the NS curriculum. The program director is Kirsten Straughan, MS, RD, LDN, CSSD kstrau1@uic.edu.

B. Faculty and Staff Directory

<p><u>Department Head</u> <i>Kelly A. Tappenden, PhD, RDN</i> Professor Phone: 312-355-3338, Office: 650 AHSB Email: tappenden@uic.edu</p>	<p><u>Adjunct Clinical Instructors</u> <i>Suzanna (Suzie) Rivero MS, RD, LDN</i> Area of Expertise: Renal Email: suzie.doza@gmail.com</p>
<p><u>Academic Faculty (Nutrition)</u> <i>Carol Braunschweig, Ph.D., R.D</i> Professor Office: 5th floor AHSB Email: braunsch@uic.edu Phone: 312.996.2575</p>	<p><i>Mary Niewinski, MS, RD, LDN</i> Area of expertise: Pediatrics & Celiac Disease Email: mniewins@uic.edu</p>
<p><i>Krista Varady, Ph.D</i> Associate Professor Office: 506F AHSB Email: varady@uic.edu Phone: 312.996.7897</p>	<p><i>Kate Fajardo, MS, RD, LDN</i> Area of Expertise: Oncology Email: khemp@uic.edu</p>
<p><i>Zhenjuan Song, PhD.</i> Associate Professor Office: 627 AHSB Email: song2008@uic.edu Phone: 312.996.7892</p>	<p><i>Leslie Stiles MS, RD, LDN</i> Area of expertise: Pediatrics Email: vlazny@uic.edu</p>
<p><i>Giamila Fantuzzi, Ph.D</i> Professor and Director of Graduate Studies Office: 506C AHSB Email: giamila@uic.edu Phone: 313.413.5398</p>	
<p><i>Angela Odoms-Young, Ph.D.</i> Clinical Assistant Professor Office: 518F AHSB Email: odmyoung@uic.edu Phone: 312.413.0797</p>	
<p><i>Tina Lam, MS, RD, LDN</i> Instructor Co-Director of Coordinated Program Office: 644 AHSB</p>	

<p>Email: tlam19@uic.edu Phone: 312.996.0150</p>	
<p><i>Kirsten Straughan, MS, RD, LDN, CSSD</i> Clinical Assistant Professor Nutrition Science Program Director Office: 632 AHSB Email: kstrau1@uic.edu Phone: 312.996.7890</p>	
<p><i>Shayna Oshita, PhD, MS, RD, LDN, CDE</i> Clinical Assistant Professor Coordinated Program Director Area of Expertise: Diabetes Email: soshit2@uic.edu</p>	
<p><i>Danny John</i> Clinical instructor Area of expertise: Culinary Office: E-mail: jjohn227@uic.edu</p>	<p><u>Kinesiology and Nutrition Office Staff</u> <i>Juan Gonzalez</i> Business Support Office: 650 AHSB Email: jgonza13@uic.edu Phone: 312.996.8055</p>
<p><i>Renea Solis</i> Clinical instructor, Garden manager Area of expertise: Culinary Office: 732 AHSB Email: rlyles4@uic.edu</p>	<p><i>Emily Jordan</i> Business Manager Office: 655 AHSB Email: emreutz@uic.edu Phone: 312.996.4404</p>
<p><i>Amy McNeil</i> Area of expertise: writing in nutrition Office: 656 AHSB Email: amcneil@uic.edu Phone: 312.996.8056</p>	

III. Curriculum Overview

A. Nutrition Science (BS) - Program of Study

General Education and Prerequisite Courses for the Nutrition Science Program

Students in the Nutrition Science Program are required to complete the below prerequisites courses prior to starting the core curriculum, or prior to applying to the Coordinated Program or the DPD Nutrition Science Program.

Code	Title	Hours
Required Courses		
<u>ENGL 160</u>	Academic Writing I: Writing in Academic and Public Contexts	3
<u>ENGL 161</u>	Academic Writing II: Writing for Inquiry and Research	3
<u>COMM 100</u>	Fundamentals of Human Communication	3
	Understanding the Creative Arts course ^b	3
	Understanding the Past course ^b	3
<u>PSCH 100</u>	Introduction to Psychology ^a	4
<u>SOC 100</u>	Introduction to Sociology ^{a,c}	3
<u>CHEM 122</u>	General Chemistry I Lecture	4
<u>CHEM 123</u>	General Chemistry Laboratory I ^{d,e}	1
<u>CHEM 124</u>	General Chemistry II Lecture	4
<u>CHEM 125</u>	General Chemistry Laboratory II ^{d,e}	1
<u>CHEM 232</u>	Organic Chemistry I	4
<u>CHEM/BIOS 352</u>	Introductory Biochemistry	3
<u>BIOS 110</u>	Biology of Cells and Organisms ^d	4
<u>MATH 121</u>	Precalculus Mathematics ^f	5
<u>HN 110</u>	Foods	3
<u>HN 196</u>	Nutrition	3
<u>KN 251</u>	Human Physiological Anatomy I	5
<u>KN 252</u>	Human Physiological Anatomy II	5
Total Hours		64
Course List		

^a This course is approved for the Understanding the Individual and Society General Education category.

^b Students should consult the General Education section of the catalog for a list approved courses in this category.

- c This course is approved for the Understanding U.S. Society General Education category.
- d This course is approved for the Analyzing the Natural World General Education category.
- e General Education credit is given for successful completion of both CHEM 122 and CHEM 123 or CHEM 124 and CHEM 125.
- f Completion of MATH 121 may be satisfied through placement exam or CLEP.

Core Curriculum for the Nutrition Science Program

After completing the required prerequisite courses, students begin the Core Curriculum. Note that nutrition science students need to apply and be accepted into the nutrition science/DPD program and coordinated program prior to starting the DPD curriculum.

<p>JUNIOR YEAR</p> <p><u>Fall semester:</u> HN 190 Intro to Dietetics (1cr) HN 200 Nutritional Assessment (3cr) HN 308 Nutrition Science I (3cr) HN 318 Genetic, Molecular, and Cellular Mechanisms of Chronic Disease (3cr) HN 440 The Research Process (3cr) HN 202 Culture and Food (2cr)</p> <p>Semester credits: 15</p>
<p><u>Spring semester:</u> HN 306 Nutrition Education (3cr) HN 309 Nutrition Science (3cr) HN 313 Introduction to Community Nutrition (3cr) HN 330 Quantity Food Production (3cr) Electives 3cr</p> <p>Semester credits: 15</p>
<p>SENIOR YEAR</p> <p><u>Fall Semester:</u> HN 300 Science of Foods (3cr) HN 311 Nutrition During the Life Cycle (3cr) HN 320 Clinical Nutrition I (3cr) HN 332 Food Service Management (2cr) Electives 4cr</p> <p>Semester credits: 15</p>

<p>Spring Semester: HN 396 Interprofessional Elective (1cr) HN 420 Clinical Nutrition II (3cr) HN 423 Nutrition Counseling (3cr) Electives 7cr</p> <p>Semester credits: 15</p>
<p>Students fit in elective courses as desired to reach a total of 60 credits for graduation. Elective hours can be transferred in from a 4 year educational institution <i>*italicized courses are only required for students who wish to become a registered dietitian (DPD curriculum)</i></p>

Note: Curriculum is subject to change from time to time. It is up to the candidate to ensure he/she has completed the most recent requirements.

Course descriptions are online <http://www.uic.edu/ucat/courses/>.

The *Schedule of Classes* is also online:

https://ossswebs4.admin.uillinois.edu/PORTAL_UIC/myuic/classschedule.html

The university has set a maximum of 5 years for completion of the Bachelor of Science degree.

IV. University Policies and Procedures

A. Academic Calendar

The UIC Academic calendar can be found at: <http://www.uic.edu/ucat/catalog/academic-calendar/>

B. Official UIC Email, Network Accounts and Student Mailbox Use

UIC Email Account

There will be numerous occasions throughout a given semester when instructors, advisors, or the department administration will need to contact their students. Possible messages would include alerting students of a cancelled class or change of schedule, disseminating course information, and notifying students of special events. The primary means for this contact is via student's UIC Email Account. Every UIC student will have an email account consisting of his/her netid + "@uic.edu." Students are *required* to check their UIC Email Account on a daily basis Monday-Friday. Missing opportunities or assignments due to a lack of appropriate email monitoring is not an acceptable excuse and *will not be accepted* as a reason for late or omitted submissions.

From the Undergraduate Catalog:

E-Mail Is the Official Method of Campus Communication

All students are responsible for maintaining a valid University e-mail address and/or forwarding University e-mails to their preferred non-University e-mail address. If you choose to forward e-mails or change your service, you are still responsible for this information. [OFFICIAL] campus announcements will be sent out via mass e-mail to students for all official information students must be

aware of. Colleges and/or departments maintain separate e-mail listservs, which may be used to convey specific information to their own students. Crucial messages, such as the availability of your tuition E-Bill or your registration Time Ticket, will be sent directly to your UIC e-mail account. You can create an e-mail account after activating the Network ID (netid) that was assigned to you upon admission. For additional information on creating a UIC e-mail account or forwarding your UIC e-mail, visit the Academic Computing and Communications Center (ACCC) E-mail Web Page <http://accc.uic.edu/category/email-calendar-and-communications> .

Net ID and Enterprise ID

Students will need two primary IDs during their time at UIC: a Net ID and an Enterprise ID. The two IDs may appear the same depending on how the IDs and passwords were established, but they have very different purposes. Campus-specific services are managed separately from University-wide services and require unique authentication scripts. The first one (Net ID) allows students to access campus specific sites and services - such as email and Blackboard (usually these sites are designated by campus domains — uic.edu; uis.edu or uiuc.edu). The second (Enterprise ID) allows students to access the Universitywide administrative system for official records, for example Student Services, Financial Aid or Billing (usually these sites are designated with the uillinois.edu domain). Students who need help with their Net ID should visit: <http://accc.uic.edu/service/identity-and-access-management>. Students who need help with their Enterprise ID should visit: <https://ossswebcs.admin.uillinois.edu/webforstudent/newstudententerpriseidinfo3.asp>

University of Illinois Web Portal – my.UIC

The University of Illinois web portal, **my.UIC**, unifies a vast amount of information into a series of easily navigable pages. From admissions to enrollment to registration, academic resources, communication tools, and customizable pages, **my.UIC** provides students with an extensive series of personalized resources to help guide them through their academic career at UIC. To access my.UIC, students should visit UIC’s home page (www.uic.edu), scroll down to Quick Links, select “**my.UIC**” from the pull-down list, and click on “Go”. For help on how to use and customize your portal, see: http://www.uic.edu/depts/osss/Customizing_the_Home_Page.pdf

Access to Blackboard

The Blackboard system – a web-based supplement to classroom instruction used by most UIC faculty – relies heavily on the Net ID to identify students. The UIC email address is the only means of communication within the Blackboard system.

Student Mailboxes in 6th Floor Computer Lab

Each nutrition program student will be given a mailbox in the AHSB 6th Floor computer lab. This is where professors/instructors will place confidential homework assignments, etc. to you. It is your responsibility to regularly check your mailbox for materials that have been given to you. Please do not take or look at anything from a mailbox other than your own, as this is a violation of privacy, and you will be subject to punishment.

C. Grading and Grade Point Systems

Each student seeking a degree should thoroughly understand the meaning of grades and their grade point values.

Grades	Equivalent	Grade Pts/Hr (weight)
A	Excellent	4
B	Good	3
C	Average	2
D	Poor but passing	1
F	Failure	0

Multiply the number of credit hours for each course by the grade weight, add the products, and divide by the total number of hours. Example: A student takes three courses, receives an A in a 3-hour course, a B in a 2-hour course, and a C in a 5-hour course.

The computation would be as follows:

4(A) x 3 hrs. = 12 grade pts.

3(B) x 2 hrs. = 6 grade pts.

2(C) x 5 hrs. = 10 grade pts.

Totals: 10 hrs. 28 grade pts. > 28 pts./10 hrs. = 2.8 GPA (A=4.0)

The following symbols may also be recorded in the situations described:

- W** Withdrawn from the course, without penalty (no grade); however, a W remains on the grade transcript if withdrawal from course is after 10 day period.
- DFR** Grade temporarily deferred.
- I** Incomplete (I). May be assigned if the student has incomplete course work or is absent from the final examination. **Please note: any outstanding work not completed by the end of the semester of enrollment MUST be finished by the mid-point of the following semester (including summer for work not completed during the spring semester).**
Due to the progressive nature of the NS program, the requirements for incomplete work are more stringent than those of the university as a whole. If a student does not complete the work from the previous semester by the mid-point of the following semester, the grade for that class will be calculated based on the assignments / exams as completed. It is the student's responsibility to ensure that all work is submitted to allow for an Incomplete to be replaced with a grade.
- S/U** Satisfactory/unsatisfactory

Note: Courses numbered 001-099 do not carry academic credit. Grades for these courses are not calculated in the grade point average and do not carry credit towards graduation.

D. Registration

All registration is conducted via UIC's portal: <https://my.uic.edu/common/>

How do I register for classes?

Please refer to the following website for detailed instructions on how to register for courses.

<https://registrar.uic.edu/registration/>

For the purpose of determining eligibility to register, continuing students are defined as students whose enrollment at UIC has not been interrupted for two or more semesters in succession (summer session excluded). Students who lose continuing status are considered “former students.” Should they wish to reenroll after having lost continuing status, reapplication and readmission to the University are required.

International students must contact the Office of International Services if they do not intend to enroll during any term.

1. Currently enrolled students are eligible to register and should receive online Time Tickets (or appointments) for advance registration.
2. Students who are continuing, but not currently enrolled, are eligible to register beginning with the open registration period.
3. Readmitted students will receive registration information along with their notices of readmission.
4. When any one of the following conditions is present, a student is not eligible to register:
 - o Loss of continuing status (i.e., nonattendance for two or more semesters in succession, excluding students on approved leave of absence).
 - o Dismissed by the student’s college or the University for poor scholarship or disciplinary reasons.
 - o Financial indebtedness to the University.
 - o Failure to satisfy the requirements of the Illinois Proof of Immunity Law.
 - o Any other academic or administrative hold that precludes registration

Overrides

All Nutrition courses are blocked for students who are not enrolled in one of our programs. We must manually put in overrides for each student for each course. From time-to-time, we miss an override. If you have trouble getting into one of the nutrition courses, please contact Kirsten Straughan for an override. We cannot give overrides for courses outside of our department, ***including other programs within AHS***. If you need to get into a course in another department, then you will have to contact the department directly for an override.

E. Add and Drop Policies

Adding a Course

Continuing students register for the subsequent term during the advance registration period. If a student wants to add a course to their schedule before the term begins, they may do so up until the Friday before the term begins depending on availability. After the term has begun, adding a course is subject to space availability, instructor approval, and meeting the deadlines cited below. Adds can be done using the my.UIC self service registration links.

Deadlines for Adding a course:

Fall Semester Deadline: Friday of Week 2

Spring Semester Deadline: Friday of Week 2

Summer Session 1: Wednesday of Week 1

Summer Session 2: Friday of Week 1

Beginning the Monday of the second week of the Fall and Spring Semesters, it is advisable for students to seek the instructor's approval for admittance into the class. **In general, while adding a course after the term has begun is permitted, it is not recommended.**

Exceptions to these deadlines are sometimes approved, provided that the student has the written approval of the instructor and the approval of the Program Director. The Program Director makes the final decision whether to allow a student to add a course after the deadline.

Dropping a Course

The course self-drop deadline (using *my.UIC*), for all students, is the second Friday of fall and spring, the first Wednesday of Summer Session 1, or the first Friday of Summer Session 2.

Dropping a Course after the Deadline

Students may drop a course after the deadlines listed above and during the weeks cited below.

Fall Semester: Weeks 3 through 10

Spring Semester: Weeks 3 through 10

Summer Session 1: Thursday of week 1 through Wednesday of week 2

Summer Session 2: Weeks 2 through 5

Paperwork for dropping a course after the deadlines must be processed by the Program Director and/or the AHS college office staff. A "W" (withdrawal) is noted on the transcript, but the GPA is not affected. Students may drop a maximum of 4 individual UIC courses during their entire undergraduate degree program.

Here is the link for requesting to drop a course between weeks 2 and 10:

<https://ahs.uic.edu/inside-ahs/student-resources/advising/>

There is no refund for course drops made after the second Friday of fall and spring, the first Wednesday of Summer Session 1, or the first Friday of Summer Session 2.

International students in F-1 or J-1 status are required to be registered full time (a minimum of 12 semester hours) every semester. International students who wish to register for less than 12 semester hours should speak with an advisor in the Office of International Services (OIS) prior to dropping courses or under-enrolling. In order to maintain immigration status, permission must be granted by OIS in advance of dropping below full time. OIS is located in 2160 Student Services Building (SSB) and may be contacted at (312) 996-3121 or ois@uic.edu.

Under **exceptional circumstances**, it is possible for a student to drop a class after the 10th week of the fall and spring semesters, after the second Wednesday of Summer Session 1, or after week 5 of

Summer Session 2. All such requests must be made in writing to the Program Director. Petition forms are available in from the Program Director or at this website:

<https://ahs.uic.edu/inside-ahs/student-resources/advising/>

Under no circumstances will poor academic performance be considered a legitimate reason for dropping a course after the withdrawal deadline. Severe illness, hospitalization, death of an immediate family member or other comparable circumstances that cause sustained absence from class are petitionable circumstances that will be considered on a case-by-case basis. Evidence supporting a student's petition is necessary and should be filed with the petition. If the petition is granted, dropping the course will result in a grade of "W" on the student's transcript.

In some cases, students request late drops because they registered for too many hours and are then struggling to keep up with all of their course requirements. The Department of Kinesiology and Nutrition strongly recommends that students sign up for fewer courses and finish all of them rather than register for an overwhelming number of courses and then drop classes when the workload becomes unmanageable. The recommended course load for completion of the B.S. degree in four years is 12-16 hours per semester (excluding summers).

F. Repeat Policy for Standard Graded Courses

From the office of the registrar, the following information applies to **undergraduate** courses.

http://registrar.uic.edu/student_records/course_repeat.html

Students may repeat a course to increase their knowledge of the subject matter. There are circumstances under which repeating a course is advisable and to a student's advantage. There are also circumstances where repeating a course may disadvantage a student and narrow a student's options. Students must discuss any plan to repeat a course with their academic advisor before they register to repeat the course.

Courses with A or B grades may not be repeated. Normally, courses with a C grade may not be repeated. Courses with D or F grades may be repeated once without written permission. In all cases, the original grade for the course and the grade for each repeat will appear on the transcript. Only one registration for the course counts toward the total number of credits required for graduation. A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite.

To repeat a course more than once requires written permission from the student's college dean. Students who have been dismissed may not appeal on the grounds of intention to repeat courses. Certain courses may not be repeated; students should consult the department before repeating a course.

Undergraduate Grade Point Average Recalculation Policy

Important Note: Grade point average recalculation for a repeated course **is not** automatic. The student must initiate a request in the college office as outlined below.

- Colleges may elect to implement this policy as early as the end of the junior year, or as late as the final semester during degree certification.

- The college will evaluate each student unable to graduate because of an academic grade point average deficit. The deficit may occur in the UIC GPA, the program GPA, or both.
- The academic record is examined so as to determine if courses, deemed appropriate by each college, with grades of F or grades of D, may be excluded from the student's grade point average.
- A total of four courses may be excluded, with one course excluded at a time until the necessary quality points are obtained to meet the UIC GPA requirement and/or degree program minimum GPA. The credit hours associated with excluded course grades will not count towards graduation requirements.
- Only the college can initiate course exclusions, and only in consultation with the evaluated student.
- Students may not request exclusions.
- Only courses taken at UIC may be converted as part of this policy.
- This policy only applies to undergraduate degree seeking students.
- All courses taken and all grades will remain on the official transcript.
- The grade exclusion policy does not apply to courses failed as the result of a student conduct hearing.
- In cases where these procedures would impact program accreditation, licensure or similar, colleges may use their discretion to allow the policy. Colleges, departments, and programs may have discretion in choosing courses that impact the student's major.

For the grade point average recalculation policy to apply, a student must declare to his or her college the intent to repeat a course for a change of grade. Students must submit this request to their college before the end of the official add/drop period, no later than the second Friday of the fall and spring semesters, the first Wednesday of Summer Session 1, or the first Friday of Summer Session 2. The course must be repeated within three semesters of the receipt of the original grade, and it must be taken at UIC.

Link to request course repeat and GPA re-calculation <https://ahs.uic.edu/inside-ahs/student-resources/advising/>

G. Guidelines Regarding Academic Integrity

As an academic community, the University of Illinois at Chicago is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community—students, staff, faculty, administrators—share the responsibility of insuring that these standards are upheld so that such an environment exists. Instances of academic misconduct by students, and as defined herein, shall be handled pursuant to the *Student Disciplinary Policy* found at: <https://dos.uic.edu/wp-content/uploads/sites/262/2018/10/DOS-Student-Disciplinary-Policy-2018-2019-FINAL.pdf>

Academic dishonesty includes, but is not limited to:

Cheating: Either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise, or extending to or receiving any kind of unauthorized assistance on any examination or assignment to or from another person.

Fabrication: Knowing or unauthorized falsification, reproduction, lack of attribution, or invention of any information or citation in an academic exercise.

Facilitating Academic Dishonesty/Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Bribes, Favors, Threats: Bribing or attempting to bribe, promising favors to or making threats against, any person, with the intention of affecting a record of a grade, grade, or evaluation of academic performance. Any conspiracy with another person who then takes or attempts to take action on behalf or at the direction of the student.

Examination by Proxy: Taking or attempting to take an exam for someone else other than the student is a violation by both the student enrolled in the course and the proxy or substitute.

Grade Tampering: Any unauthorized attempt to change, actual change of, or alteration of grades or any tampering with grades.

Non-original Works: Submission or attempt to submit any written work authored, in whole or part, by someone other than the student.

H. Professional and Behavioral Expectations

Professionalism: Students in the College of Applied Health Sciences are expected to uphold the professional standards of their individual programs and the university. Students should conduct themselves in an appropriate manner in all interactions with professors, office staff, fellow students, and any patients and/or research subjects. Abusive language, verbal outbursts, offensive written communications, or discriminatory remarks or actions will not be tolerated. Students displaying nonprofessional behavior will be counseled, and if warranted, will be subject to disciplinary action. In addition, scheduled appointments with faculty must be kept or rescheduled in advance.

Student Health: Students enrolled in the College of Applied Health Sciences participate in a rigorous curriculum of academic and clinical instruction. The students' successful participation in the instructional programs requires maintenance of a level of physical and mental well-being sufficient to achieve course objectives. Should the faculty of a given program find that a student's mental or physical well-being is a contributing factor to substandard achievement, they are obligated to counsel the student to seek help from the Health Service, Counseling Services, or private services.

Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct: According to the University of Illinois Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct, the University of Illinois prohibits and will not tolerate sex discrimination, sexual harassment, or other sexual misconduct of any kind (including sexual assault, sexual violence, and sexual abuse) of or by

employees, students, and visitors. The University will take action to provide remedies when such discrimination, harassment, or misconduct is discovered. The University complies with applicable federal and state laws to achieve an environment for study, work, and public engagement that is free from sex discrimination, sexual discrimination, and sexual misconduct. Please consult the Office of Access and Equity <http://oae.uic.edu/> or Sexual Misconduct (<http://sexualmisconduct.uic.edu/>) websites for further details on this policy's related to sexual discrimination, sexual harassment and sexual misconduct.

Discrimination: The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. The nondiscrimination policy applies to admissions, employment, and access to and treatment in the University programs and activities. The university strives to maintain an environment free of any form of unlawful discrimination and harassment. The Office of Access and Equity provides training and consultation on matters of discrimination. For additional information on the university's policies on discrimination, please visit the Office for Access and Equity website for additional details at <http://oae.uic.edu/>.

I. Students with Disabilities and Reasonable Accommodations

The Department of Kinesiology and Nutrition encourages the enrollment of qualified students with disabilities. The following steps must be taken to insure that all students are treated fairly, and that reasonable accommodation can be made for students with disabilities.

Before any request for accommodation can be considered, the student must provide verification of the disability. This can be done by consulting the Disability Resource Center (DRC) (http://www.uic.edu/depts/oaa/disability_resources/index.html) at 413-2183 or via email at drc@uic.edu.

The DRC will work with the student to verify the disability, identify reasonable accommodations and develop a Letter of Accommodation (LOA).

The LOA should be given to each student's instructor at the start of each semester. Students who are requesting an accommodation must initiate a meeting with each instructor to: a) provide each instructor with a copy of the LOA that was drafted by the DRC and b) discuss how the accommodation(s) will be applied in a given course.

After receiving a LOA, an instructor may initiate a conversation with the DRC to better understand how a given accommodation applies to his/her class or to suggest modification to the LOA. Instructors may work closely with students and DRC staff to collaboratively develop the LOA. If a student is encountering problems with accommodations being provided in a course the student should alert the NS Program Director and/or the DRC.

Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct: According to the University of Illinois Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct, the University of Illinois prohibits and will not tolerate sex discrimination, sexual harassment, or other sexual misconduct of any kind (including sexual assault, sexual violence, and sexual abuse) of or by employees, students, and visitors. The University will take action to provide remedies when such discrimination, harassment, or misconduct is discovered. The University complies with applicable federal and state laws to achieve an environment for study, work, and public engagement that is free from sex discrimination, sexual discrimination, and sexual misconduct. Please consult the Office of Access and Equity (<http://oae.uic.edu/UnlawfulDiscrimination/SexualHarassment.htm>) or Sexual Misconduct (<http://sexualmisconduct.uic.edu/>) websites for further details on this policy's related to sexual discrimination, sexual harassment and sexual misconduct.

Discrimination: The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. The nondiscrimination policy applies to admissions, employment, and access to and treatment in the University programs and activities. The university strives to maintain an environment free of any form of unlawful discrimination and harassment. The Office of Access and Equity provides training and consultation on matters of discrimination. For additional information on the university's policies on discrimination, please visit the Office for Access and Equity website for additional details at <http://oae.uic.edu/>.

J. Student Academic Grievance Procedures

The Student Academic Grievance Procedures define an administrative process through which students may seek resolution of complaints or Grievances regarding academic standing during their enrollment at UIC.

Student Academic Grievance Procedures Eligibility

- A. These Procedures **may only** be used by Students:
 - 1. With a Complaint or Grievance regarding academic standing during their enrollment at UIC.
 - 2. About an academic decision made about them by an agent (e.g., faculty or staff member, administrator, committee) of the University of Illinois at Chicago that directly and adversely affects the Student.
- B. These Procedures **may not** be used:
 - 1. In deciding or appealing issues relating to student discipline under the purview of the Senate Student Judiciary Committee;
 - 2. In resolving any complaint, request, or question involving student records subject to campus procedures established under the Family Educational Rights and Privacy Act (FERPA) and contained in the Guidelines and Procedures Governing Student Records http://www.uic.edu/depts/oar/campus_policies/records_policy.html
 - 3. By applicants for admission;

4. In review of any decision by any university administrator or properly constituted board or committee relating to allocation of resources to support any unit's projects or programs.

For a complete description of the procedures, students should consult the Web site <http://policies.uic.edu/educational-policy/student-academic-grievance-policy/>

Academic complaints:

The student should initially speak with the instructor for the course in question. If the instructor is unable to resolve an academic complaint, then the Nutrition Science Program Director, Kirsten Straughan, should be the next point of contact in the process to achieve resolution.

Departmental or Programmatic Complaints:

Initially, the student is to bring the complaint to the program director. If academic or departmental/programmatic complaints remain unresolved, then the complaint moves to a formal procedure.

- 1) Chair of Department of Kinesiology and Nutrition
- 2) AHS Academic Affairs/Office of the Dean

For a complete description of the formal procedures, students should consult the Web site <http://policies.uic.edu/educational-policy/student-academic-grievance-policy/>

Program directors are responsible for tracking and documenting all student complaints.

K. Probation and Dismissal Rules

The nutrition programs have more stringent probation and dismissal rules than those of the general university. In accepting admission into the College of Applied Health Sciences, students enrolled in each of the departments commit themselves to the UIC Standards of Conduct and the ethics of their chosen professions, as well as the guidelines of the respective programs. Therefore, nutrition students are expected to adhere to the highest academic and professional standards in all aspects of their education. The health professions are fields in which practitioners must be fully cognizant of their roles and responsibilities in the communities they seek to serve. The professions, and therefore the College, demand exemplary conduct from their members. All members of the student body and the faculty of the College are responsible for upholding these standards.

The College of Applied Health Sciences follows the campus policy and procedures on academic appeals and grievances (see above). The College of Applied Health Sciences reserves the right to recommend to the UIC Graduate or Undergraduate College that a student's enrollment in programs offered by the College be terminated. Such action will be initiated when the faculty of the program in which the student is enrolled deems it inadvisable for the student to continue toward completion of the course of study.

The conditions contributing to this determination may include but are not limited to:

- a. Failure to meet the program minimum requirements
- b. Inadequate achievement and maintenance of professional performance including

performance during instruction in clinical sequences, personal deportment and character deemed inconsistent with ethical standards of behavior for members of the health professions;
or

c. Unsatisfactory progress toward completion of the degree requirements.

As discussed previously, if a student receives an incomplete (I) grade in any course, resulting in the GPA not being calculated for that term, the student *must complete the work required for that course by the midpoint in the semester immediately following* (including summer for work not completed during the spring semester). If work is not completed by the midpoint of that semester, the previous terms' final grade will be calculated based upon any and all work completed at that point. This will allow timely calculation of each term's GPA, ensuring appropriate progression of the student.

If a student registers for only courses that are not graded A-F (e.g. S/U courses not included in the GPA), the term still counts against the time allowed to get off probation. The situation of taking only S/U courses for a student on probation would be taken into consideration for any petition for extension of probation.

The College has established, and endorses, other University procedures by which the rights of students are assured.

Undergraduate students:

Academic probation designates the status of an undergraduate student who has failed to attain the accepted level of academic achievement as defined as follows:

1. An overall grade point average of 2.0 in all courses designated as professional coursework within the Department of Kinesiology and Nutrition.
2. A grade point average of 2.0 for each semester completed in the nutrition science program in the Department of Kinesiology and Nutrition.
3. A cumulative grade point average of 2.0 following matriculation into the nutrition science program in the Department of Kinesiology and Nutrition.
4. Satisfactory attainment of knowledge and skills prescribed and published for any particular course.

If the student's grade point average is below 2.0 in a given semester, even though the previously attained grade point average is in excess of 2.0, the student will be placed on probation. The college will notify the student of his/her probationary status, including notice of the expectation that a 2.0 average will be earned in the succeeding semester.

Removal of probationary status is dependent on earning a grade point average during the probationary semester which is sufficiently above 2.0 to maintain a grade point average of 2.0 or above for all work in the Nutrition Science program in the Department of Kinesiology and Nutrition. If a cumulative GPA of 2.0 is not attained for 2 semesters, the Program Director and one faculty member will decide whether the student will be dismissed from the program. Generally, probation shall not extend beyond two semesters, and the student will be dismissed from the program.

When a student is placed on probation, counseling shall be provided to assist the student in attaining academic success. Recommendations may also be made relative to obtaining additional health-related

or educational services.

To determine what GPA needs to be attained to reach minimum cumulative GPA of 2.0, use the following formula:

$$A (2.0) = B (\text{current GPA}) + C (x)$$

A = (total credits, includes what student is currently taking – or planning on taking)

B = (credits completed)

C = (current or planned credits)

Dismissal Rules for Undergraduate Students:

1. A student on academic probation from the UIC Nutrition Science Program will be dismissed from the program in any term in which the student fails to meet the grade point average required by the probation and in which the cumulative GPA in courses taken in the Nutrition Science Program is less than 2.00/4.00.
2. A student who fails to make progress toward a degree may be dismissed. Examples include failure to complete required courses, accumulation of an excessive number of Incomplete grades, failure to earn credit in any semester, failure to maintain a C average in the UIC Nutrition Science Program Courses.
3. If it is decided that a student should be dismissed from the Nutrition Science Program, the student will be notified by the college of this decision.

The program directors, student affairs office, and/or dean of the student's college determines the conditions of probation. In addition to specifying the GPA, the program director/student affairs office/dean may require the completion of specific courses, may limit the number of hours for which the student registers, and may exclude the student from taking certain courses while on probation.

L. Termination of Enrollment from the College of Applied Health Sciences

On the specific recommendation of the faculty and after the student has been informed, in writing, of the opportunities to exercise all rights, the College of Applied Health Sciences reserves the right to terminate a student's enrollment in the college. Such action will be initiated when the faculty of the department in which the student is enrolled deems it inadvisable for the student to continue toward completion of the course of study. The conditions contributing to this determination by the faculty may include:

1. Inadequate academic performance in meeting the predetermined achievement level;
2. Inadequate achievement and maintenance of professional performance including performance during instruction in clinical sequences, personal deportment and character deemed inconsistent with ethical standards of behavior for members of the health professions; and/or
3. The state of the student's physical and mental well-being.

The college has established and endorses other University procedures by which the rights of

students are assured.

M. Religious Holidays

The following policy regarding student observance of religious holidays was approved by the UIC Senate:

“The faculty of the University of Illinois at Chicago shall make every effort to avoid scheduling examinations or requiring that student projects be turned in or completed on religious holidays. Students who wish to observe their religious holidays shall notify the faculty member, by the tenth day of the term, of the date when they will be absent unless the religious holiday is observed on or before the tenth day. In such cases, the student shall notify the faculty member at least five days in advance of the date when he/she will be absent. The faculty member shall make every reasonable effort to honor the request, not penalize the student for missing the class, and if an examination or project is due during the absence, give the student an exam or assignment equivalent to the one completed by those students in attendance. If the student feels aggrieved, he or she may request remedy through the campus grievance procedure.”

Although this policy was adopted to accommodate students’ observances of religious holidays, students must take care not to abuse the policy. It would be unreasonable, for example, for a student to request a two-week absence from classes for religious purposes. Information concerning specific religious holidays may be obtained from the Office of the Dean of Student Affairs or from Student Development Services.

Student Academic Grievance Procedures (<http://www.uic.edu/ucatalog/GR.shtml#qb>) are applicable to students who feel aggrieved by the implementation of this policy.

N. Graduation Policies and Procedures

Students are eligible to receive a UIC undergraduate degree on the recommendation of the Department of Kinesiology and Nutrition to the UIC College of Applied Health Sciences and then to the Board of Trustees when they have met all of the following conditions:

- Complete all University degree requirements
- Earn a minimum of 120 hours that apply toward the degree
- Complete all major requirements in their major field
- Have at least a 2.00(C) average in their UIC course work and, if they have transfer course work, a 2.00 (C) average in the combined average of their UIC and transfer work
- Meet the GPA requirements in their major field (GPA > 2.0)
- Meet the residency requirements: to earn a Bachelor’s degree from UIC, either the first 90 or last 30 hours must be completed at UIC during periods of uninterrupted enrollment.

If students need clarification, they should contact the Program Director and refer to the Undergraduate Course Catalog.

Declaring the Intent to Graduate:

Students must declare your intent to graduate via the my.UIC portal by the deadlines indicated below:
The link to apply for graduation and more information can be found here:

<http://ahs.uic.edu/inside-ahs/student-resources/graduation/apply-to-graduate/>

Fall Semester: Friday of the third week of the Fall Semester.

Spring Semester: Friday of the third week of the Spring Semester.

Summer Session: Friday of the second week of the Summer Session 2.

It is highly recommended that each student meet with the Program Director the semester before they wish to graduate so that a degree audit can be performed.

Graduation Review:

In the last semester, the Program Director reviews the student's academic record to evaluate his/her status in meeting all major degree requirements.

On completion of the term in which you plan to graduate, the Program Director will evaluate final grades, final GPA, and all other requirements. This process generally takes about three weeks, after which the department will forward the final list of certified undergraduate degree recipients to the College of Applied Health Sciences and the list of certified graduate degree recipients to the Graduate College. The College will forward this final list the Registrar's Office and the degree is then posted to the student's transcript (diplomas are mailed to graduates within approximately three months thereafter). Appearance of a name in the AHS Commencement Program is not an assurance that the degree has been awarded since commencement is held before all evaluations have been completed.

Please note: Once you graduate you will not be able to continue taking courses that may be required for graduate school. Students who would like to continue taking courses after graduation must apply as a non-degree seeking student.

Commencement Ceremony:

The College of Applied Health Sciences holds its commencement ceremony during finals week of the fall and the spring Semester. Graduates of the preceding summer and fall terms can participate in the December graduation, and graduates of the current spring term are eligible to participate in the May graduation. Students planning on graduating at the end of the following summer term may also participate in the May ceremony, but their names will not be listed in the current commencement booklet (their names will be listed in the subsequent year's booklet). Details regarding commencement will be made available early in the fall/spring of each academic year.

Graduation with Honors:

The University of Illinois at Chicago honors system recognizes three separate distinctions for scholastic excellence in the cumulative grade point average (4.00 system), according to range of cumulative grade point averages, as follows:

Summa cum laude 3.9 and above

Magna cum laude	3.75 to 3.89
Cum laude	3.50 to 3.74

Undergraduate transfer students must have completed a minimum of 60 semester hours at UIC as well as meet the cumulative GPA requirements above to be considered for University Honors.

V. Nutrition Science Program Policies and Procedures

A. Assessment of Prior Learning, Credit towards Program Requirements and Course Exemptions

Credit by Examination for Prerequisite Courses

Students may establish credit toward an undergraduate degree through the following examinations:

- ACT English/SAT Verbal
- Advanced Placement (AP)
- International Baccalaureate (IB)
- College-Level Examination Program (CLEP)
- Proficiency Examinations for Enrolled Students

Students must submit official grade reports/examination results to the Office of Admissions before credit can be awarded. UIC will not award transfer course credit based on another institution's evaluation of test results.

Information on how students receive credit for each of the above can be found here:

<https://catalog.uic.edu/ucat/degree-programs/academic-standing/#creditbyexam>

Policy on Course Exemptions

It is the policy of the nutrition programs to require all coursework be completed at UIC. It is up to the discretion and approval of the Director of the Nutrition Science Program to make exceptions to this rule.

Any exempted courses must be taken **prior** to the student beginning the nutrition programs at UIC. Students need to submit a course syllabus and/or job description (at least one year paid experience in the course content required) for approval.

The following courses can be exempted: Food Science and Nutrition through the Lifecycle

Once students begin the core nutrition curriculum courses at UIC, they will **not** be allowed to take coursework outside of UIC to fulfill any program requirements.

B. Class Attendance

It is expected that all students will attend all lectures and laboratory sessions. Prompt and regular attendance is required for all scheduled activities. An absence may be excused if it is unavoidable or justified.

The student is responsible for notifying the instructor of each day that he/she will be absent. Excused absences will be given if a student has a serious illness or if there is a death of a family member.

Unexcused absences may be reflected in the course grade in a manner determined by the course instructors and in accordance with the policies of the University. Students with unexcused absences may be asked to leave the program.

C. Management of Student Records

Student files shall be maintained and controlled in a manner that ensures privacy, appropriateness, quality and accuracy of the files and records maintained by the Office of Student Affairs. Student files access and use shall at all times comply with the policies and procedures of the university, which are in turn governed by the federal legislation on Family Education Rights and Protection Act (FERPA). FERPA mandates that federal funding will be withheld from any higher education institution which denies a student the right to inspect and challenge the content of the student's cumulative record. Additionally, FERPA imposes significant restrictions upon unauthorized access by others to a student's records without the written consent of the student.

The procedure for records management can be found at the following website:

<https://www.obfs.uillinois.edu/bfpp/section-1-intro-business-financial-functions/business-financial-records-management>

D. Use of Departmental Resources

Use of Foods Laboratory

The food is to be used for class activities only, except by permission of an instructor or other departmental representative.

Use of Department Copy Machines and Computers

- a. Student computers are located in the student computer room. If the computers are in use or out-of-service, the 5th floor common area in AHSB also has a computer lab. When the computer lab is full, use should be limited to school work only. If no one is waiting and the lab is not busy, personal use is OK.
- b. The student computer lab is stocked with paper—this paper is to be used for schoolwork only. If the paper supply needs to be restocked, ask Juan at the front desk.
- c. You may also use the student printer on located on the 5th floor of AHSB.

G. Policy on Deferment/Leave of Absence from Nutrition Science Program

A student in the Nutrition Science Program may request a maximum one-year leave of absence from the program at the discretion of the Director of Accredited Nutrition Programs, given that the student is in good academic standing (program GPA ≥ 2.5).

The Department of Kinesiology and Nutrition will not be able to guarantee the student a position in the NS program upon return. If the student wishes to return to the Nutrition Science Program after one year, then the program directors will consider allowing the student to start the subsequent year in the Nutrition Science Program.

Students wishing to return to the Nutrition Science Program must reapply to the university, as well as the Nutrition Science Program.

The student must notify the Director of the Nutrition Science Program, Kirsten Straughan, in writing prior to the start of the first day of class, if he/she plans to apply for the one-year leave of absence.

Students who are inactive for more than 1 year must meet with the Director of the Nutrition Science Program to discuss their options.

VI. Student Financial Responsibilities

A. Undergraduate Basic Tuition & Fees

The table below provides a basic range for undergraduate tuition, fees, and assessments. See Office of the Registrar Web site for a more current and complete information on undergraduate tuition, fees, and assessments:

http://www.uic.edu/depts/oar/undergrad/tuition_undergrad.html

Estimated tuition and fees for one academic year full time (In-state resident)
\$16,120.00

For out-of-state and international calculations, as well as a detailed breakdown, please see:

http://www.uic.edu/depts/oar/undergrad/tuition_undergrad.html

If attending the Nutrition Science Program full time, you will attend 4 Fall/Spring semesters for a grand total of \$32,240.

**In addition to Tuition and Fees, Nutrition Science Program students will incur additional costs related to the program. These estimated costs are detailed below in Section B.

Tuition Obligations

By registering for classes, students contract to pay tuition and fees unless they officially withdraw by the published refund deadline. Tuition and fees are assessed on registered students and are payable by

the due date reflected on the online bill. The amount of tuition and fees varies by the date a student enters the University, changes in student level, changes of program within the University, and the number of semester hours for which the student registers. Subsequent changes in the number of hours carried could result in a change from the amounts originally assessed. Tuition also varies according to the students' state residence—state of Illinois resident or nonresident. For a description and definition of state resident status, see *Regulations Governing the Determination of State Residence Status for Admission and Assessment of Student Tuition* later in this section. Tuition and fees are set annually by the University of Illinois Board of Trustees and are subject to change without notice any time prior to the first day of instruction.

Undergraduate Guaranteed Tuition Plan

Undergraduate degree-seeking students entering the University in Summer 2004 or after are provided a four-year tuition guarantee. The purpose of the undergraduate guaranteed tuition plan is to provide a high degree of certainty about tuition costs for students and families. The plan applies to all undergraduate students enrolled in a baccalaureate degree program on one of the three campuses of the University of Illinois. The plan treats every student as part of a cohort defined by the date of entry to the University. Each cohort is guaranteed an unchanged tuition schedule for four years. Students extending their graduation beyond four years should be prepared for a tuition increase. Please note that fees are subject to change annually.

B. Additional Expenses

While enrolled in the NS, the student will incur additional expenses which include mandatory expenses and optional expenses. The mandatory expenses are those that are associated with curriculum requirements. An itemized listing of the additional expenses associated with the NS is outlined below. This is followed by a description of individual additional expense items.

FIRST YEAR

CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES

Health Insurance.....*Variable*
 Transportation.....*Variable*

Total Mandatory Expenses First Year: *Variable*

OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES

Academy of Nutrition and Dietetics Student Membership\$50.00
 SNA Membership..... \$10.00

Total Optional Expenses First Year: \$60.00

TOTAL ADDITIONAL EXPENSES FOR THE FIRST YEAR = \$60.00+

SECOND YEAR

CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES

Health Insurance.....*Variable*
 Transportation Expenses.....*Variable*

Total Mandatory Expenses: *Variable*

OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES

Academy Student Membership.....\$50.00

SNA Membership.....	\$10.00
RD Exam Review Course.....	\$175.00
IDA Spring Assembly.....	\$90.00
Total Optional Expenses:	\$275.00+
TOTAL ADDITIONAL EXPENSES FOR THE SECOND YEAR=	\$385.00+

C. Payment of Tuition and Fees

University Student Financial Services and Cashier Operations (USFCO)

1900 Student Services Building (SSB)

(312) 996-8574

usfscohelp@uillinois.edu

<http://paymybill.uillinois.edu>

USFSCO is the central billing and payment unit of the University of Illinois. The office is responsible for managing student account transactions and collecting payment for the University. It is different than the Office of Student Financial Aid in that it is not involved with awarding and processing student financial aid like loans and grants. Customer Service is the office students contact if they have questions about charges or credits on their student account or need information about making payments to the University for their student account balance. USFSCO also handles inquiries regarding refunds for student account overpayments. Students are encouraged to review the website at <http://paymybill.uillinois.edu> to become familiar with all of the services and policies.

New Student To-Do List

1. Set up your parent/guardian as an "[Authorized Payer](#)".
2. Read about the Family Educational Rights and Privacy Act ([FERPA](#)).
3. Enroll in [Direct Deposit](#).
4. Write down the fall, spring, and summer payment [due dates](#) on your calendar.
5. If you don't plan on paying tuition in full by the due date, enroll in our optional [Payment Plan](#).
6. Put a reminder on your calendar to [check your student account](#) balance each month.
7. Contact your financial aid counselor to make sure that your financial aid file is complete.
8. Watch our "[Paying Your Bill Video Series](#)" or attend a "[New Student Webinar](#)".
9. "Like" us on our [USFSCO Facebook](#) page and "follow" us on our [USFSCO Twitter](#) page.
10. [Subscribe](#) to our [Student Money Management Center's](#) monthly e-newsletter for tips and tricks to keep your finances on track.
11. And last, but not least...introduce yourself to us when you come to campus! We love to meet the customers we serve!

Viewing the Student Account

At the beginning of each month, students will receive an email to their University email address, and authorized payers will receive an email reminding them to view their Student Account for activity. It is the student's responsibility to monitor their official University email account on a regular basis.

Payment Methods

The University accepts both e-checks and credit card payments online through UI-Pay. An e-check is an electronic withdrawal from a checking or savings account at a domestic (U.S.) bank account. Credit cards accepted for payment are MasterCard, American Express and Discover. All credit card transactions will be assessed a 2.4% convenience fee. Please visit the website for additional detail on our payment methods.

Mailed payments should be sent at least five business days prior to the due date. The student name and University ID Number (UIN) must be written on the check. A printed copy of the payment stub must be included to ensure proper credit. Payments may be mailed to the following location: University of Illinois, Student A/R, P.O. Box 19455, Springfield, IL 62794-9455.

USFSCO Customer Service

Email: usfscohelp@uillinois.edu

Website: <http://paymybill.uillinois.edu>

Phone: (312) 996-8574

Encumbered Students

An encumbered student is one who owes any money to the University. Encumbered students will not be permitted to register, and will not be entitled to receive an official transcript until their indebtedness has been paid.

Past due accounts are subject to a Late Payment Charge at the annual percentage rate of 18 percent (1.5 percent per month on the unpaid balance of each month or \$1.00, whichever is greater). Account balances 60 days or more past due will be assessed a Penalty of \$2.00 per month in addition to the Late Payment Charge.

Please note that the University of Illinois at Chicago does refer past due accounts for collection. Where appropriate, the University will authorize legal action to effect settlement of an account. Students will be liable for all reasonable collection costs, including attorney fees and other charges necessary for the collection of a past due account.

D. Refund Policy

Please consult the Office of the Registrar Web site at <http://registrar.uic.edu> for the Refund Schedule. Refunds of a portion of tuition and fees may be authorized for students withdrawing from the University or from one or more courses as detailed below, depending on the timing of the withdrawal.

Refund Schedule:	
Cancel registration by the end of the online drop/add period—the second Friday of fall and spring	100 percent refund

Withdraw from University during first through tenth week of term	Pro rata refund based upon official date of withdrawal (See Refund Schedule at the Office of the Registrar Web site: http://registrar.uic.edu)
Course Drop	No refund after the second Friday of fall or spring (first Wednesday of Summer Session 1 or first Friday of Summer Session 2)

Refund on Withdrawal from the University

Requests for withdrawals should be initiated using *Student Self-Service* or after the late add/drop period, in the student's college office. A pro rata refund of tuition and fees (excluding the health service, health insurance, and transportation fees) will be issued to a student who withdraws on or before 60 percent of the enrollment period has elapsed (i.e., the tenth week of the fall or spring semester or fifth week of Summer Session 2). Refunds for withdrawal from the University will be prorated based upon the official date of withdrawal as follows:

Fall and Spring Refund Schedule:	
Date University Withdrawal Initiated	Refund^a
Week 1	100%
Week 2	100%
Week 3	80%
Week 4	70%
Week 5	70%
Week 6	60%
Week 7	60%
Week 8	50%
Week 9	40%
Week 10	40%
Week 11-16	0%

^a Less an administrative fee of \$500.

Before a refund is made to the student, the University will make a refund to the appropriate financial aid programs providing assistance to the student. If a student is indebted to the University at the time of withdrawal, the amount that is owed will be deducted from the refund amount paid to the student.

Refund upon Dropping a Course

If a drop from a course is completed by the second Friday of instruction of the fall or spring semester (the first Wednesday of instruction of Summer Session 1 or first Friday of Summer Session 2) and results in a reduction in the student's total hours to a lower tuition-and-fee range, the full difference is refunded and no W is recorded.

F. Financial Aid

The Office of Student Financial Aid (OSFA) is responsible for assisting students and their families in meeting the educational expenses of attending UIC. There are various types of financial aid such as gift assistance (grants, scholarships and waivers) and self-help (loans and employment) which are available to UIC students from federal, state, institutional and private sources. However, please keep in mind that the primary financial responsibility for meeting educational expenses rests with the student and their families as financial aid is only meant to bridge the gap between what a student can afford as determined by the Free Application for Federal Student Aid (FAFSA) and the cost of attending UIC.

Note: The financial aid process and most types of financial aid awards are regulated by the federal and state governments. Therefore, the financial aid information contained in this catalog is subject to change at any time. For much more detailed information about the financial aid process, awards, etc., and the most current information, it is advised that you refer to the OSFA Web site.

Office of Student Financial Aid (OSFA) MC 334

1800 Student Services Building (SSB)
1200 West Harrison Street
Chicago, Illinois 60607-7163
Phone: (312) 996-3126
Fax: (312) 996-3385
E-mail: money@uic.edu
Web Site: <http://www.financialaid.uic.edu>

Additionally, the Department of Kinesiology and Nutrition and the College of Applied Health Sciences offers the following funding opportunities:

Kris and Savitri K. Kamath Scholarship

Kris and Savitri Kamath scholarship awarded for academic excellence of one undergraduate, one master's and one PhD student in nutrition. Applications are sent to all graduating students in the spring semester of their final year.

Phyllis and Sam Bowen Scholarship

The Phyllis and Sam Bowen scholarship is awarded each year and is based on financial need. Students are nominated by faculty after completing their first year of core curriculum nutrition courses.

Van Doren Scholarship

Awarded to undergraduate and graduate students in good standing who demonstrate financial need. The W.E. Van Doren Scholarship Fund in the University of Illinois Foundation provides income for scholarship in the field of medicine and related healing arts. Applications are accepted in the fall and spring terms.

Academy of Nutrition and Dietetics Scholarships

The Academy of Nutrition and Dietetics, through its many association groups, offers a variety of scholarships and educational stipends to individuals pursuing undergraduate and advanced degrees in

dietetics or food and nutrition related areas. General scholarship and educational stipend information from the Academy Foundation, the dietetic practice groups and affiliate (state) and district dietetic associations can be accessed from this site: <http://www.eatright.org/students/careers/aid.aspx>. Please note that you must be a student member of the Academy to apply. Applications open in February of each year.

Travel Scholarships for the Food and Nutrition Conference and Exposition

The Student Nutrition Association applies for an annual grant to provide travel scholarships for undergraduate nutrition students to the Food and Nutrition Conference and Expo (FNCE) each fall. FNCE is the largest gathering of food and nutrition professionals with over 130 educational sessions.

G. *CampusCare* Student Health Benefit Program

The University requires all students to have healthcare coverage. All newly admitted students are automatically enrolled in *CampusCare* and assessed the *CampusCare* fee as part of their tuition. *CampusCare* is the University-Based Health Benefits program designed to provide protection against unexpected accidents and illnesses. The program covers services such as: inpatient and outpatient hospitalization, prescription drugs, physical therapy, home health care, mental health and substance abuse services and emergency services.

During the open enrollment period at the beginning of each term, new and continuing students have an opportunity to make choices concerning their healthcare coverage. Students enrolled in *CampusCare* may also enroll or dis-enroll qualified dependents such as a spouse or unmarried children.

Coverage begins on the first day of the term and ends on the first day of the subsequent term. The *CampusCare* Fee is billed with tuition and payable in full unless a waiver is approved. Students enrolled in academic programs that begin earlier than the term dates identified will be assessed an additional fee to cover the extended benefit coverage period. Students who withdraw from the University on or after the first day of class do not receive a refund of the *CampusCare* Fee and are covered for the balance of the term from which they withdrew. *CampusCare* does not pro-rate the insurance premium.

Students who show proof of comparable health insurance coverage prior to the published deadline, may “waive out” of the program by logging onto the *CampusCare* Web site at <https://campuscare.uic.edu/> and submitting an online “waiver form” during the open enrollment period. Once approved, a waiver remains in effect for the entire duration you are a registered student at UIC or until a request for reinstatement of coverage is submitted.

Detailed information about covered benefits, premium rates, dependent coverage, summer coverage, how to access care, print ID cards, deadline dates, and all online forms are available to students at <https://campuscare.uic.edu/>.

Miscellaneous

A. Student Nutrition Association

The purpose of this organization is to utilize our knowledge and gain leadership skills in the area of nutrition in order to educate the Chicago community. These goals will be met by group members becoming involved with city events, hosting nutrition activities and attending seminars.

B. AHS Student Council

Contact: uicahssc@gmail.com

The Applied Health Science Student Council represents AHS students in many ways, including improving policies affecting student welfare; providing services to meet student needs; and serving as a communication medium between students and administration, and the different programs within the college.

C. Urban Health Program

The mission of the University of Illinois at Chicago College of Applied Health Sciences Urban Health Program is to recruit, retain, and graduate underrepresented racial/ethnic minority students, specifically African Americans, Latinos, and Native Americans, in the health professions. The UHP seeks to expand educational and research opportunities for these populations' at all academic levels (including pre-college students), in order to develop underrepresented racial/ethnic minority health care professionals, faculty, and researchers with the goals of eliminating health disparities and advancing health equity.

The UHP effort was designed to increase enrollment and graduations of underrepresented minorities (URM) – Blacks, Latinos, (Mexicans and Mainland Puerto Ricans), and Native Americans who were interested in pursuing a health professions education. The UHP funding was to facilitate the attainment of the overall objective of reaching parity in the production of underrepresented health professionals to their representation in the state. The intent was to recruit from urban communities with the hope that the majority of students would return to these communities to practice.

Contact Ken Morgan for more information kmorgan@uic.edu .

D. Healthy and Diversity Academy

The Health and Diversity Academy serves to further the mission of the College of Applied Health Sciences through its focus on healthcare in the urban environment and its promotion of professional-development activities. The Academy is dedicated to enhancing students' experience and appreciation of cultural differences and circumstances and how they impact healthcare delivery and contribute to health disparities.

All students in the College of Applied Health Sciences are considered members of the Health and Diversity Academy and are encouraged to take advantage of our events, including **lectures, films, field trips and book group/media discussions** focusing on broader issues of health and social justice. Students of the college are anticipated to develop an expanded view of what it means to work to advance the health of others.

The Academy offers all students of the college opportunities for:

- Student leadership
- Community service & service-learning
- Networking
- Expanding knowledge of cultural and urban health issues

If multicultural knowledge and service-learning are of particular interest to you, we encourage you to join the Academy's **Fellows Program** to enhance your academic learning and enrich your resume with experiences that build cultural competency.

Taking advantage of your membership in the Academy will inform and enlighten your ideas of health and healthcare service delivery.

E. Academic Support and Advising Program (ASAP)

The College of Applied Health Sciences developed the ASAP Center to assist students with academic services, time management and academic success and career counseling. The center provides students with a great place to study and interact with other students, faculty and staff in the department.

ASAP provides the following services for Kinesiology and Nutrition students:

- peer tutoring in KN, HN and basic science courses
- career counseling
- mentoring
- academic support seminars - test-taking strategies, study skills, and
- stress reduction
- computer availability
- scholarship information

The ASAP center is located in room 356 PEB. The hours of operation are 8:30 a.m. - 5:00 p.m., Monday-Thursday; 8:30 a.m. - 2:30 p.m., Friday. Appointments are best for tutoring services, but walk-in services are available. The Director of the ASAP is Viviana Kabbabe-Thompson, Room 355 PEB, 312-413-4247, vkt@uic.edu.

Tutoring is also available in AHSB for HN 308 and HN 309. Watch for signs and e-mails with the tutoring hours.

F. Additional Resources Available at UIC

Academic Center for Excellence: The Academic Center for Excellence (ACE) is a multifaceted academic support program open to all UIC students, from freshman through graduate level. For further information, please contact the center at <http://www.uic.edu/depts/ace/strategies.shtml> or at (312) 413-0031.

African American Academic Network: The AAAN initiative focuses on the recruitment, matriculation, retention, and graduation of African-American students at the University. The network seeks to advance the intellectual development and academic success of its participants by providing services that nurture leadership talents and address motivational needs. The services that address the

academic, social, financial, personal, and cultural needs of the students affiliated with AAAN include: admissions/enrollment assistance, academic and personal counseling/advisement, academic resource center/skills laboratories, advocacy/buddy system, and self-assessment/life management options.

For further information, please contact them at:

<http://www.uic.edu/depts/aaan/>, or (312) 996-5040.

Mathematical Sciences Learning Center: Visit the center's website for useful information on their services: <http://www.math.uic.edu/undergrad/mslc/?sid=main>

Latin American Recruitment and Educational Services (L.A.R.E.S.): Visit the L.A.R.E.S website for useful information on tutoring services: <http://lares.uic.edu/>

Writing Center: Visit the Writing Center website for useful information on tutoring services: <http://www.uic.edu/depts/engl/writing/>

Learning Resource Center: Visit the center's website for useful information on the center's services: <http://www.housing.uic.edu/current/lrc/>

G. Nondiscrimination Statement

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, sex, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

Policy Council

Revised May 31, 2005

For additional information or assistance with the equal opportunity, affirmative action, and harassment policies and procedures of the University of Illinois at Chicago, please contact:

Office for Access and Equity (M/C 602)

717 Marshfield Avenue Building

809 South Marshfield Avenue

Chicago, IL 60612-7207

(312) 996-8670

To view additional UIC official statements and policies regarding access to all persons, please refer to the following website: <http://www.uic.edu/depts/oea/>

H. General Information and Student Resources

- **For General Information and Available Resources at UIC, please see the Savvy Student's guide to UIC:** <http://www.uic.edu/ucatalog/SS.shtml>
- **The UIC Undergraduate Student Catalog is available at:** <http://www.uic.edu/ucatalog/>
- **The UIC Graduate Student Catalog is available at:** <http://www.uic.edu/gcatalog/index.shtml>
- **UIC App:** <http://acc.uic.edu/service/uic-mobile>
- **Overall Student Resource Guide:** <https://today.uic.edu/uic-resource-guide>

I have received and read in its entirety a copy of the University of Illinois at Chicago Nutrition Science Program in Dietetics Handbook. I understand and agree to abide by the rules set forth in the document and accept all responsibilities associated with being a NS student. I understand that violation of the policies and procedures of the NS Program and/or the Department of Kinesiology and Nutrition at the University of Illinois at Chicago will be cause for disciplinary action and could result in removal from the program.

Date: _____

Printed Name: _____

UIN Number: _____

Signature: _____

E-mail: _____

