



# **UIC Coordinated Program (MS and BS) Student Handbook**

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## **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 Coordinated Nutrition Program join in welcoming you. We are very pleased that you have selected the Coordinated Program (CP) 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 CP. The CP 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 Coordinated Program students with a description of the standards and policies of the Department of Kinesiology and Nutrition.

Each student is required to review this handbook thoroughly and to retain it as a source of ready reference. At the end of this document is a signature page, which you must sign and return to the program directors, indicating that you have read and agree to the policies outlined here within. These policies and procedures provide a basis and a rationale for the fair and equitable treatment of all program participants. The handbook outlines accepted policy, based on our program's compliance with the Academy of Nutrition and Dietetics' Standards of Education and provides the framework within which the Program Directors, 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.

#### **B. A Career in Dietetics**

A career in dietetics is exciting! Some UIC graduates work in business, selecting and marketing food products to meet the needs of specific populations. Others work with healthy or ill people, guiding them nutritionally towards better health, or in the case of athletes, towards peak performance.

Clinical dietitians work in hospitals, clinics, physicians' offices and nursing homes. These dietitians work as members of the health care team with doctors, nurses and pharmacists to help people who are ill. They also teach nutrition concepts to healthy groups and individuals, including children, pregnant women and the elderly. Many have established private practices.

Community dietitians work in areas of public health such as the Supplemental Food Program for Women, Infants, and Children Program (WIC), and the State Departments of Health. They facilitate better health by promoting and teaching good eating practices to the public.

Administrative dietitians direct the food service operations in hospitals, nursing homes, schools, universities, business and industry, restaurants, and correctional institutions. These professionals plan nutritious and attractive menus, purchase foods, control large food service budgets and manage food service workers.

Other dietitians may conduct research in nutrition in health and disease, develop new food products, promote nutrition through radio, television, web-based platforms, social and written media, or teach nutrition and food service management at the college and university level. There are many exciting career opportunities within the field of nutrition and dietetics.

## C. Becoming a Registered Dietitian Nutritionist

### What are the educational requirements to become a registered dietitian nutritionist?

Registered Dietitian Nutritionists (RDNs) are food and nutrition experts who have met the following criteria to earn the RD credential:

- **Completed a minimum of a bachelor's degree** at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. **Beginning January 1, 2024, a graduate degree will be required to take the national examination.**
- **Completed an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to 12 months in length.
- **Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at [www.cdrnet.org](http://www.cdrnet.org).
- **Completed continuing professional educational requirements** to maintain registration

**More info on the field of dietetics can be found on the Academy of Nutrition and Dietetics website at: <https://www.eatrightpro.org/about-us#become-an-rdn-or-ndtr>**

## D. Accreditation

The Coordinated Program in Dietetics (MS and BS) at the University of Illinois at Chicago is currently granted continuing accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, Telephone: 312/899-4876. The program prepares students to take the Registration Examination for Dietitians.

## E. The RDN Credential

The purpose of registration is to protect the nutritional health, safety and welfare of the public by encouraging high standards of performance of persons practicing the profession of dietetics. The computerized exam is offered on a regular basis in Illinois and throughout the US year round. Exam questions cover four domain areas: Principles of Dietetics, Nutrition Care for Individuals and Groups, Management of Food and Nutrition Programs and Services, and Foodservice Systems. After completing an internship or supervised practice program, the student is eligible to sit for the RDN exam. Only after successfully passing this exam can the student become a RDN.

After obtaining the RDN credential, seventy-five clock hours of approved continuing education in the field over a five-year period are also required (note that the state of IL further requires that this continuing education be distributed equally, in other words, 15 credits annually). Approved continuing education activities include conferences, workshops, seminars, academic coursework, and other learning experiences. In order to maintain RDN status, a yearly fee of \$70.00 must be paid to the Commission of Dietetic Registration (CDR).

## F. Academy of Nutrition and Dietetics Membership

Registered Dietitian Nutritionists are not required to be members of the Academy to be registered, but we at UIC highly encourage membership. We believe that the academy truly advocates for the profession and provides a myriad of benefits. Academy of Nutrition and Dietetics membership dues are currently \$234.00 per year for active RDNs, and \$58 for student members. Specialty practice groups are also available to members for an additional nominal fee (generally \$25-30 per group).

As a member of the Academy, you can take advantage of a variety of programs, products and resources, including:

- Career resources
- Evidence Analysis Library
- Networking

- Academy Travel Desk
- Educational Opportunities
- Information Resources
- Policy Initiatives/Advocacy
- Discounts and Insurance
- Please see: <https://www.eatright.org/>

The Academy of Nutrition and Dietetics is the major professional organization for dietetic practitioners. The purpose of the academy is the promotion of optimal health and nutritional status of the population through the provision of direction and leadership for quality dietetic practice, education, and research. Currently, there are over 75,000 Academy members in the United States. The majority of members are RDN's.

## II. Program Administration and Faculty

### A. Program Administration

The Bachelor's Coordinated Program (BS/CP) is a Professional Bachelor's Degree program offered by the Department of Kinesiology and Nutrition (KN) in the College of Applied Health Sciences (AHS). The Master's Coordinated Program (MS/CP) is also offered through KN and AHS as well as being administered through the Graduate College of the University of Illinois at Chicago. Both programs are accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) as coordinated programs.

Each nutrition faculty member participates in planning, teaching, and evaluating the BS/CP program. Students participate in the evaluation of the courses offered and the BS/CP curriculum. The BS/CP Program Directors are ultimately responsible for determining that each student has successfully met the foundational knowledge and competencies/learning outcomes for entry-level dietitians and for verifying that the student is eligible to take the National Registration Examination for Dietitians. The current program director of the BS/CP is Shayna Oshita, 312.413.9896, [soshit2@uic.edu](mailto:soshit2@uic.edu), and the assistant director is Tina Lam, [tlam19@uic.edu](mailto:tlam19@uic.edu) 312.996.0150.

### B. Faculty and Staff Directory

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### **III. Curriculum Overview**

#### **A. UIC Department of Kinesiology: Nutrition Programs Mission, Goals & Philosophy**

##### **I. MISSION**

The Nutrition Programs exist to provide leadership in research, education, and public service in the area of nutrition and dietetics.

##### **II. GOALS**

The overall goals of the Nutrition Programs are:

1. Through combined didactic and clinical education, to produce quality dietitians and nutrition professionals, whose mission is to create and implement effective nutrition programs which reduce health care costs through prevention and management of chronic diseases, such as cancer, heart disease, diabetes, and AIDS and to improve the quality of life from conception through old age.
2. Assess the need for and supply nutrition and dietetic professionals to community programs (e.g. WIC, Title VII Programs, Head Start, School Food Service), health care facilities (e.g. hospitals, clinics, extended care facilities), and industry (e.g. food production, fitness, hospitality).
3. Generate new knowledge by conducting innovative research (basic and applied) for the purpose of:
  - determining nutrient needs (DRIs, Food Labeling, Dietary Guidelines)
  - developing, implementing, and evaluating diet therapies in disease
  - developing clinical products and special functional foods
  - devising clinic- and community-based educational programs and materials for groups with special needs (e.g. genetic disorders, low literacy, minorities, and high risk populations).
4. Disseminate newly acquired knowledge through scholarly publications, scientific and professional meetings, workshops, seminars, classroom instruction, continuing education, and mass media.
5. Enhance the quality of practice in nutrition and dietetics by providing continuing education programs and leadership in professional organizations.
6. Foster international cooperation in nutrition and dietetics research and education to respond to global problems.

##### **III. PHILOSOPHY**

The Nutrition Programs believes that:

1. Optimum nutrition is essential to the health of all individuals and that dietitians and nutritionists play a key role in providing nutrition care, education, research and public service.
2. A broadly based body of knowledge and skills exists, the acquisition of which constitutes the justification of the profession of dietetics.
3. The role of the faculty is to foster the development of dietetic and nutrition professionals and assist them in developing values and goals that reflect an increased understanding of self and society.
4. Commitment to active research programs is vital for the advancement of the profession.
5. It has a responsibility to provide public service as an essential component of the profession



## **B. UIC Coordinated Program Mission, Goals and Objectives**

**Mission:** *The mission of the UIC Coordinated Program is to prepare graduates for entry-level positions as dietitians in a variety of healthcare settings including clinical, community, government, research, business, and foodservice.*

**Program Goal 1:** The UIC Coordinated Program (MS and BS) will produce adept entry-level practitioners who successfully pass the Registration Examination for Dietitians and subsequently obtain employment in dietetics-related positions.

### **Program Objectives for Goal 1:**

- 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion
- At least 80% of the coordinated program graduates complete the program within 3.75 years of beginning the program
- Based on graduate surveys, >90% of graduates will respond that the coordinated program adequately prepared them for professional practice
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%
- Of graduates who seek employment, 85% are employed in nutrition and dietetics related fields within 12 months of graduation
- Based on annual employer surveys, 80% of employers will rank the job performance of graduates from the coordinated program as satisfactory or higher

**Program Goal 2:** The UIC Coordinated Program (MS and BS) will prepare graduates to serve the nutritional needs of urban underserved communities.

### **Program Objectives for Goal 2:**

- 30% of alumni participate or work in community nutrition settings in an underserved area within one year of graduation
- 50% of graduates will report participation in food or nutrition related community engagement activities in an underserved area during their time as a BS/CP or MS/CP student at UIC.

**Program Goal 3:** The UIC Coordinated Program (MS and BS) will integrate research into the curriculum for the advancement and dissemination of knowledge related to nutrition as an applied science.

### **Program Objective for Goal 3:**

- >90% of graduates will respond that the program more than adequately prepared them with a strong scientific foundation in the field of nutrition/dietetics
- All of our clinical and assessment nutrition courses (HN 302, HN 311, HN 320, HN 420 and HN 422) will include at least two assignments that utilize the Evidence Analysis Library, Nutrition Care Manual, and/or the eNCPT.

**Program Goal 4:** The UIC Coordinated Program (MS and BS) will prepare graduates with a strong base in clinical nutrition therapy.

### **Program Objectives for Goal 4:**

- 80% of graduates respond that they felt well prepared for a job in clinical nutrition
- Annual clinical nutrition domain specific scores on the registration exam will exceed the national average

## Accreditation

The UIC coordinated program and the nutrition science program are accredited by the Accreditation Council for Education in Nutrition and Dietetics for the Academy of Nutrition and Dietetics.

Accreditation Council for Education in Nutrition and Dietetics  
120 S. Riverside Plaza  
Suite 2190  
Chicago, IL 60606-6995  
800-877-1600

## C. UIC Coordinated Program Concentration Area

**Nutrition Literacy** is the area of concentration for our coordinated program. To be literate ( either highly or functionally) is one of the most powerful ways a society can transfer information from one person to another and in doing so ensure that all humans have the information they need to read and write AND the basis to act on the information whenever it is needed. Graduates of our Coordinated Program are highly literate in nutrition and trained as nutrition literacy agents. They have the skills needed to educate their patients, clients and peers responsibly in the science of food and nutrition so that they can be autonomous, critical consumers of nutrition information, capable of making informed choices that best meet their needs.

## D. Core Knowledge and Competencies for the RDN

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

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence based practice

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols

KRDN 1.3 Apply Critical thinking skills

### **Competencies**

*Upon completion of the program, graduates are able to:*

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

CRDN 1.6 Incorporate critical thinking skills in overall practice.

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

#### **Knowledge**

*Upon completion of the program, graduates are able to:*

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate understanding of the importance and expectations of a professional in mentoring and precepting others.

### **Competencies**

*Upon completion of the program, graduates are able to:*

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Assign patient care activities to NDTRs and/or support personnel as appropriate.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

### **Knowledge**

*Upon completion of the program, graduates are able to:*

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 : Develop and educational session or program/educational strategy for a target population

KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups

KRDN 3.4.: Explain the processes involved in delivering quality food and nutrition services

KRDN 3.5: Describe basic concepts of nutritional genomics

### **Competencies**

*Upon completion of the program, graduates are able to:*

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical assessment.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for

the educational level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

##### ***Knowledge***

*Upon completion of the program, graduates are able to:*

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel, and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

##### ***Competencies***

*Upon completion of the program, graduates are able to:*

CRDN 4.1 Participate in management of human resources.

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and/or value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

#### **Domain 5. Area of Concentration: Nutrition Literacy**

##### ***Knowledge***

*Upon completion of the program, graduates are able to:*

KRDN 5.1: Demonstrate the ability to write nutrition goals for various patient audiences that enable them to bridge knowledge to directed action

KRDN 5.2: Assimilate information from sources that range from scientific journals to mass media and produce responses that are scientifically sound to a non-scientist audience.

KRDN 5.3: Synthesize information and make written or verbal recommendations to other nutrition practitioners to foster collaborations and professional development.

KRND 5.4: Differentiate between written conventions (i.e. the spelling, punctuation, grammar) and

genres (primary research, editorials, newsletters, PSA's, blogs, educational material) used in nutrition writing to understand (a) how effective arguments are conveyed and (b) train patients/clients on how to identify them to become better consumers of nutrition information

### **Competencies**

*Upon completion of the program, graduates are able to:*

CRDN 5.1: Write specific directions for a patient enabling them to achieve the nutritional goals contained in your ADIME note, or recently released nutrition guideline or scientific finding that incorporates their culture and social economic status.

CRDN 5.2: Design and create a PSA or series of PSA to be used in the SP outpatient clinical

CRDN 5.3: Synthesize the information presented in 2-4 seminars at a professional conference in a written or verbal presentation to other RDN's that were unable to attend the conference

CRDN 5.4: Write an editorial or blog responding to a nutrition trend discussed with a patient or client during your Outpatient Clinical or Professional Practice rotation

### **E. Coordinated Program (BS) - Program of Study**

#### **JUNIOR YEAR**

##### Fall semester:

HN 190 Intro to Dietetics (1 cr)

HN 202 Culture and Food (2 cr)

HN 302 Nutritional Assessment (3 cr)

HN 308 Nutrition Science I (3 cr)

HN 318 Genetic, Molecular, and Cellular Mechanisms of Chronic Disease (3cr)

HN 440 The Research Process (3 cr)

*Semester credits: 15*

##### Spring semester:

HN 306 Nutrition Education (3cr)

HN 309 Nutrition Science (3cr)

HN 330 Quantity Food Production (3cr)

HN 313 Introduction to Community Nutrition (3cr)

*Semester credits: 12*

#### **SENIOR YEAR**

##### Fall Semester:

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)

HN 405 Food as Medicine I (2cr) \*recommended, not required

*Semester credits: 13*

<p><u>Spring Semester:</u>  HN 355 Supervised Practice I (4cr)  HN 406 Food as Medicine II (2cr) *recommended, not required  HN 420 Clinical Nutrition II (3cr)  HN 423 Nutrition Counseling (3cr)</p> <p><i>Semester credits: 12</i></p>
<p><u>Summer Semester:</u>  HN 355 Supervised Practice I (2cr)  HN 455 Supervised Practice II (4cr)</p> <p><i>Semester credits: 6</i></p>
<p><u>Fall Semester:</u>  HN 355 Supervised Practice I (2 cr)  HN 455 Supervised Practice II (11 cr)</p> <p><i>Semester credits: 13</i></p> <p>Total credits: 71</p>

*Note: Curriculum is subject to change from time to time. It is up to the candidate to ensure they has completed the most recent requirements.* <http://catalog.uic.edu/ucat/colleges-depts/applied-health-sciences/kn/bs-nutr-cp-conc>

Course descriptions are online:

BS courses: <http://catalog.uic.edu/ucat/course-descriptions/hn>

MS courses: <http://catalog.uic.edu/gcat/course-descriptions/hn>

## F. Coordinated Program (MS) - Program of Study

### Example MS/CP Schedule:

\*Please note this is only an example. Your advisor will work with you to design a schedule that will ensure you complete all of the required courses.

<b>Master's Coordinated Program (MS/CP)</b>		
<b>FIRST YEAR</b> <u>Fall semester:</u> HN 190 Intro to Dietetics (1cr) HN 302 Nutritional Assessment (3cr) HN 308 Nutrition Science I (3cr) HN 318 Genetic, Molecular, and Cellular Mechanisms of Chronic Disease (3cr) <i>HN 440 The Research Process (3cr)</i>  <b>Semester credits: 13</b> <i>MS credits: 3</i>	<b>SECOND YEAR</b> <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) <i>HN 405 Food as Medicine I (2cr)</i> <i><b>HN 510 Nutrition Physiological Aspects (3cr)</b></i>  <b>Semester credits: 16</b> <i>MS credits: 5</i>	<b>THIRD YEAR</b> <u>Fall Semester:</u> HN 355 Supervised Practice I (2 cr) <i>HN 455 Supervised Practice II (11 cr)</i> <i><b>HN 594 Obesity (3 cr)</b></i>  <b>Semester credits: 16</b> <i>MS credits: 14</i>
<u>Spring semester:</u> HN 202 Culture and Food (2cr) HN 306 Nutrition Education (3cr) HN 309 Nutrition Science (3cr) HN 330 Quantity Food Production (3cr) HN 313 Introduction to Community Nutrition (3cr) <i><b>HN 407 Writing Process in Nutrition (2cr)</b></i>  <b>Semester credits: 16</b> <i>MS credits: 2</i>	<u>Spring Semester:</u> HN 355 Supervised Practice I (4cr) <i>HN 405 Food as Medicine I (2cr)</i> <i>HN 420 Clinical Nutrition II (3cr)</i> <i>HN 423 Nutrition Counseling (3cr)</i> <i><b>HN 503 Advanced Pathophysiology (3cr)</b></i>  <b>Semester credits: 15</b> <i>MS credits: 11</i>	
	<u>Summer Semester:</u> HN 355 Supervised Practice I (2 cr) <i>HN 455 Supervised Practice II (4 cr)</i> <b>Semester credits: 6</b> <i>MS credits: 4</i>	

### Guide:

- *Courses in italics* are courses that count towards your MS degree in Nutrition at UIC. You must complete 36 hours at the 400 or 500 level. There are additional elective 500 level courses not listed on this example.

- Courses in **BOLD blue** meet the 500 level required electives (three courses, 9 cr) for the MS/CP
- The additional courses are required in order for the program directors to certify you to sit for the RD exam at the completion of the program.

### Course Work Only Option

*It is assumed that all MS/CP students will choose to do the **course work only** option for the MS portion of the program.* If you are considering doing a project or thesis, you will need to approach a faculty member (refer to the website: <http://ahs.uic.edu/facultyresearch/profiles/> for their bios) to see if they are willing/able to act as your advisor for a project or thesis. Faculty members are not required to take on additional MS students.

### More on the MS/CP

- The program must be completed on a full-time basis through the first six semesters.
- The majority of 500 level courses are offered in the evening.
- The MS requires a minimum of 36 credits taken at the 400 and 500 levels.
- At least 9 hours must be at the 500 level from the required selective list excluding project (597), thesis (598), and independent study courses (if you choose the project or thesis route).
- While you will be able to meet all of your MS credits for graduation, some of these nutrition courses do have limited capacity. Therefore, you are not guaranteed a spot in the MS nutrition courses of your choice and may need to be flexible in order to fulfill the requirements.
- Students *may* be able to complete the program in approximately two and a half to three years. However, we do NOT guarantee that you can finish in two and a half or three years. If a student chooses the project or thesis route, it will likely take longer to complete the program.
- Verification statements for the MS/CP will only be issued upon completion of both the UIC graduate college and CP supervised practice requirements. A verification statement is required in order to be eligible to take the registration exam.
- This program is an ACEND accredited masters coordinated program.
- To meet ACEND guidelines Completion of the MS/CP must occur within 3.75 years of enrollment.
- The Graduate College has set a maximum of 5 years for completion of the Master of Science degree

## IV. University Policies and Procedures

### A. Academic Calendar

The UIC Academic calendar can be found at: <http://catalog.uic.edu/ucat/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 could include alerting students of a cancelled class or change of schedule, disseminating course information, and notifying students of special events. During the supervised practice portion of the program, in particular, when students may not be on campus regularly, it is imperative that the program directors are able to communicate effectively and efficiently with students. The primary means for this contact is via student's UIC Email Account. Every UIC student will have an email account consisting of their 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. Additionally, throughout



supervised practice, your director and assistant director may need to contact you by phone via text or call. You are expected to respond to texts, emails, and calls related to supervised practice within 24 hours during this period.

### **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 University-wide 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://apps.uillinois.edu/>

### **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](http://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](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 6<sup>th</sup> Floor Computer Lab**

Each nutrition program student will be given a mailbox in the AHSB 6<sup>th</sup> floor computer lab. This is where professors/instructors will place confidential homework assignments, etc. to you. It is your responsibility to regularly (weekly, unless you are at a supervised practice placement off site) 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

In order to determine the GPA for a particular term, 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:

$$4(A) \times 3 \text{ hrs.} = 12 \text{ grade pts.}$$

$$3(B) \times 2 \text{ hrs.} = 6 \text{ grade pts.}$$

$$2(C) \times 5 \text{ hrs.} = 10 \text{ grade pts.}$$

$$\text{Totals: } 10 \text{ hrs. } 28 \text{ grade pts.} > 28 \text{ pts./} 10 \text{ hrs.} = 2.8 \text{ GPA (A=4.0)}$$

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. This designation is generally used in courses that extend over more than one semester, although students will be assessed for each semester registered in HN 355 & 455.

**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 CP 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 I to be replaced with a grade.

**S/U** Satisfactory/unsatisfactory. Used for supervised practice courses (HN 355 and 455)

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?

To access on-line registration, students should go to the UIC Home page, [www.uic.edu](http://www.uic.edu), click on the "Login" arrow in the upper right corner to access "my.UIC". Students will need their Net ID and password to sign into the portal. After doing so, click on the "Academics" tab and then the "Registration" tab. The "Class Scheduling" portion of the portal allows students to look at various potential schedules for their upcoming semester prior to

registering. Once they are ready to register, they should click on “my.UIC”. The “my.UIC” web page will automatically open in a new window. Once on “my.UIC, students should click on “Registration and Records” to register. See the UIC catalog for more details.

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:
  - Loss of continuing status (i.e., nonattendance for two or more semesters in succession, excluding students on approved leave of absence).
  - Dismissed by the student’s college or the University for poor scholarship or disciplinary reasons.
  - Financial indebtedness to the University.
  - Failure to satisfy the requirements of the Illinois Proof of Immunity Law.
  - 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 may miss an override. If you have trouble getting into one of the nutrition courses, please contact Shayna Oshita, Tina Lam or Kirsten Straughan, so we may give you 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 that 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.

Starting with the third week and ending with the tenth week of the term (second Wednesday of Summer Session 1 and weeks 2 through 5 for Summer Session 2), undergraduate students may drop individual courses in their college offices, up to the maximum permitted limit of four over the course of their undergraduate degree programs. Undergraduate and graduate students who drop during this time period will receive a W grade on their academic records. **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](mailto:ois@uic.edu).

Students should consult their college section of the catalog for information on how to drop courses with permission of the college.

### **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.

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 from the Program Directors or at this website: <http://www.ahs.uic.edu/currentstudents/forms/>.

**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 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](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. Some colleges require students to 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. **The original grade will be calculated into the grade point average, unless the student initiates a request for** *Repeating a Course with Grade Point Average Recalculation* as described below. 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 their college before repeating a course.

### Repeating a Course with Grade Point Average Recalculation

**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.

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. Only one registration for the course counts toward the total number of credits required for graduation.

Undergraduate students are allowed grade point average recalculation in up to four repeated courses. Under the course repeat policy, all courses taken and their grades appear on the transcript in the semester in which they were taken. Under the grade point average recalculation policy, the grade earned the first time the course is taken will be dropped from the calculation of the cumulative GPA and the grade(s) earned when the course is repeated will be used in the calculation. This rule holds, even if the second grade is lower than the first. If a course is repeated more than once, the first grade is not counted in the GPA, but all other grades for that course are calculated in the cumulative GPA. A request for course repeat can be found here: <https://illinois.edu/fb/sec/7335361>

**Graduate-level coursework** have different regulations. The following information is taken from the graduate college catalog at: <http://catalog.uic.edu/gcat/graduate-study/graduate-study/#Grades>

### Repetition of Courses

Students can repeat a course for credit if:

- The course is designated in the *Schedule of Classes* with the phrase "May be repeated for credit."
- Any required course in the CP in which a grade of D, F, NC, or U was received **MUST** be repeated and a grade of C or above must be earned. The repeated course can only be re-taken once and will be counted only once toward the degree requirements; **the original grade continues to be included in the computation of the Graduate Degree GPA** (emphasis added). The approval of both the instructor who will give the course and the director of graduate studies is required.



- The course is one in which a student has received a permanent I (see Grades).

## **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 ensuring 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. Students will be assessed by the program faculty and the directors of the program for their fitness for duty before entering supervised practice. If a student is determined to be unfit for duty, the program directors will work with the student to determine the best plan for the student to complete the supervised practice portion of the program. If the student is unable to complete supervised practice, the program directors will work with the student to determine what degree will be earned.

**Supervised Practice:** All students enrolled in the CP will be involved in field experience, or supervised practice, as part of their degree program. During these experiences, students must maintain professionalism at all times. While participating in these experiences, students are acting as representatives of the university and their behavior reflects on not only themselves but also their program and the university as a whole. Prompt and regular attendance is required for all supervised practice. All time lost must be made up. The program director and site contact should both be notified when a student cannot attend. The program directors reserve the right to pull students from supervised practice rotations effective immediately when necessary. The program directors will assess whether a student is ready to move into the supervised practice experience before any placements are guaranteed to the student.

## **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.

- 1) 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/oa/disability\\_resources/index.html](http://www.uic.edu/depts/oa/disability_resources/index.html)) at 312-413-2183 or via email at [drc@uic.edu](mailto:drc@uic.edu).
- 2) Students who are seeking requests for disability-related accommodations begin by consulting with the DRC. The DRC will work with the student to verify the disability, identify reasonable accommodations and plan to communicate the accommodations to the KN Department.
  - Letters of accommodation (LOAs) are drafted by the DRC in coordination with the student, and should be presented to the Lead Instructor(s) prior to the start of each semester, when possible. In many cases, the letters are provided during the semester, and often this cannot be avoided. However whenever possible, students are encouraged to work with the DRC to develop LOAs in advance of each semester, especially when accommodations are already in place and are expected to continue during subsequent semesters.
  - Students who are requesting an accommodation must initiate a meeting with each Lead Faculty member as appropriate to: a) provide each Lead Instructor with a copy of the LOA that was drafted by the DRC, in collaboration with the student; 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.
  - It is each Lead Instructor's responsibility to share a copy of the final version of the LOA with course co-instructors, as indicated.
  - Students must provide a hard copy of their final LOA(s) to the Program Director(s)
- 3) If requests for accommodation for fieldwork are to be made the student is asked to begin discussions about anticipated needs for fieldwork placement one year before a planned supervised practice placement, if possible. The director and the student can work with DRC staff to set up accommodations a few months prior to the FW placement. In general, students are asked to give the director as much notice as possible to set up fieldwork-related accommodations.
- 4) A new letter is issued to each Lead Instructor each semester as accommodations may change based on the course or changing needs of the student. It is the responsibility of the student to deliver a hard copy of the LOA to each Lead Instructor in a timely manner, and to initiate a conversation with the Lead Instructor to discuss how the accommodations outlined in the letter apply to the instructor's course.(refer to #2, above).
- 5) A student's letter(s) of accommodation (LOA) is kept in a confidential file maintained by the directors of the coordinated program. Additionally, Lead Instructors keep a copy of a student's LOA in a confidential file during the semester that the LOA is in place.
- 6) If a student is encountering problems with accommodations being provided in a course the student should alert the Program Director and/or the DRC as soon as possible so that the Program Director and/or the DRC may intervene with the faculty member responsible for the course.

**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 website for further details on the policies related to sexual discrimination, sexual harassment and sexual misconduct.

(<https://dos.uic.edu/wp-content/uploads/sites/262/2018/10/DOS-Student-Disciplinary-Policy-2018-2019-FINAL.pdf>; <http://sexualmisconduct.uic.edu/>)

**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](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 website: [https://oae.uic.edu/wp-content/uploads/sites/32/2017/12/UIC\\_Student\\_Academic\\_Grievance\\_Procedures\\_FINAL\\_6.13.2017.pdf](https://oae.uic.edu/wp-content/uploads/sites/32/2017/12/UIC_Student_Academic_Grievance_Procedures_FINAL_6.13.2017.pdf)



**Academic complaints:**

UIC does not allow retaliation of any sort to the student filing an 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 program directors including Shayna Oshita (CP director), Tina Lam (CP Assistant Director) and/or Kirsten Straughan (DPD director) should be the next point of contact in the process to achieve resolution.

**Departmental or Programmatic Complaints:**

UIC does not allow retaliation of any sort to the student filing a 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, involving:

- 1) Chair of Department of Kinesiology and Nutrition
- 2) AHS Academic Affairs/Office of the dean
- 3) If all other options with the program and institution have been exhausted, students may submit complaints directly to ACEND. <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

The 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, including clinical and community based assignments and fieldwork. 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.

The Graduate College requires that students maintain a Graduate Degree GPA of 3.00 (A = 4.0) to remain in good academic standing. When the Degree GPA falls below 3.00, students are sent a warning letter (with copies to the program) that notifies them that they have one additional term of registration (including summer, if registered) after the warning term to raise the GPA to 3.00. Any student whose GPA falls below 3.00 should immediately make an appointment with the Program Director to plan for remediating the GPA.

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.

Students who raise their GPA to 3.00 or above within the specified time frame will be removed from probation. Students must be in good academic standing in order to graduate, even if all other requirements have been met. Students on probation (Degree GPA less than 3.00) will not be allowed to graduate unless good academic standing is achieved by raising the Degree GPA to 3.00 or greater. Students who fail to raise their GPA to 3.00 or above within the deadline will be dismissed from the University. The Graduate College makes every effort to notify students of their dismissal in a timely fashion. Failure to receive notification, however, does not alter the student's dismissal status. Students are expected to monitor their progress in light of departmental and Graduate College policies.

If a student registers for only courses that are not graded A-F (e.g. S/U courses not included in the GPA, such as supervised practice), 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 student who is dismissed can appeal their dismissal to the Academic Standing Committee following the procedures titled "Process for Appealing Dismissal from the MS Program Due to Academic Performance: Step-by-Step Instructions". If the MS Program Director determines that an extension of probation is warranted for a student who is dismissed due to failing to meet probation requirements, the student must complete a Graduate Student Petition and obtain signatures from the Director of Graduate Studies and the MS Program Director. The MS Program Director must provide justification for the extension on the petition, as well as any conditions. The petition must arrive in the Graduate College prior to the start of the next term (whether or not the student will register in that term). The full policy is available at <http://grad.uic.edu/probation-and-academic-dismissal>.

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

## **L. 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 they 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 are applicable to students who feel aggrieved by the implementation of this policy.

## **M. 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 the Basic Graduation Course Requirements
- complete all other UIC and Kinesiology and Nutrition graduation requirements
- earn a minimum of 120 hours that apply toward the degree
- complete all major requirements in their major field
- have at least a 3.00 (B) average in their UIC course work and, if they have transfer course work, a 3.00 (B) average in the combined average of their UIC and transfer work
- meet the GPA requirements in their major field (GPA > 3.0)
- meet the residency requirements – Important: 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.

### **Declaring the Intent to Graduate:**

Students must declare your intent to graduate via the my.UIC portal by the deadlines indicated below:

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.

To declare their intent to graduate, students must complete the form titled “Pending Degree List” provided on Student Self-Service. 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 degree recipients to the College of Applied Health Sciences. 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 ceremonies at the UIC Forum during finals week of the fall and spring Semesters. Graduates of the preceding summer and fall may participate in the fall ceremony, while graduates of the spring term are eligible to participate in the spring ceremony. Students planning on graduating at the end of the following summer term may also participate in the 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

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. Coordinated Program Policies and Procedures**

### **A. Assessment of Prior Learning and Credit towards Program Requirements**

#### **Credit by Examination**

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.

#### ***ACT English/SAT Verbal***

UIC will award credit in ENGL 160 (3 hours) for a subscore of 27 or higher on the ACT English exam or a score of 610 or higher on the SAT Verbal exam.

#### ***Advanced Placement (AP)***

UIC will award credit on the basis of scores earned on the Advanced Placement Examinations administered by the College Board as indicated at the following website: <https://catalog.uic.edu/ucat/degree-programs/academic-standing/#AP>

#### ***College-Level Examination Program (CLEP)***

UIC may award credit on the basis of scores earned on the College Level Examination Program (CLEP). A maximum of 30 semester hours of credit on the basis of CLEP examination scores may be applied toward degree requirements.

Examinations may provide credit if approved by the appropriate college and department. Prior written approval from the college and, where appropriate, the relevant department is required. Individual colleges may limit credit allowed. Students should consult their college and/or department for permission and required scores before taking any CLEP examination.

CLEP tests are regularly administered on campus by the Office of Testing Services. For further information on CLEP examinations, call the UIC Testing Service at (312) 996-3477.

## ***Assessment of Prior Learning***

Assessment of Prior Learning (APL) is used by colleges and universities around the world to evaluate learning acquired outside the classroom for the purpose of assigning academic credit. At this time, the University of Illinois at Chicago's Coordinated Program does not grant APL and all required courses must be completed at UIC.

## **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 they 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 file 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://registrar.uic.edu/campus\\_policies/records\\_policy.html](https://registrar.uic.edu/campus_policies/records_policy.html)

## **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 BGRC is located across the street and is open 24 hrs. See: <https://accc.uic.edu/building/benjamin-goldberg-research-center> 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 Gonzalez in the front office.
- c. You may also use the computers and student printer on located on the 5<sup>th</sup> floor of AHSB.

## **E. Policy on Academic Probation and Dismissal - Coordinated Program**

*The following are the UIC Coordinated Program probation and dismissal criteria.*

### **Probation Rules**

- A student not currently on academic probation will be placed on academic probation at the end of any term in which the student earns less than a 3.00/4.00 grade point average. This rule applies even for the student with a cumulative GPA of 3.00/4.00 or higher.

- A student readmitted by petition with a UIC GPA lower than 3.00/4.00 will be immediately placed on probation.
- A student readmitted by petition whose combined cumulative GPA from UIC and other institutions is lower than 3.00/4.00 will be immediately placed on probation.
- A student who fails satisfactory attainment of Knowledge of the RD (KRD) and Competencies of the RDN (CRDN) prescribed and published for any Coordinated Program in Nutrition course may be placed on probation. This may include unsatisfactory performance (<80%) on a final evaluation conducted by a site preceptor during supervised practice.
- 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.
- A student on academic probation who earns a GPA of at least 3.00/4.00 in a given term will be removed from probation, provided the student's cumulative GPA in all Coordinated Nutrition Program courses is at least 3.00/4.00.
- A student currently on academic probation will remain on academic probation when the student meets the GPA required by the conditions of his or her probation but does not raise the cumulative UIC GPA to at least 3.00/4.00

*The program directors, student affairs office, department head, 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/department head/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.*

#### **Dismissal Rules**

- A student on academic probation from the UIC Coordinated Nutrition 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 Coordinated Program is less than 3.00/4.00.
- 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 B average in the UIC Coordinated Program Courses, and/or failure to progress in supervised practice courses.
- If it is decided that a student should be dismissed from the Coordinated Program, the student will be notified by the college of this decision. The student may have the option of continuing in the Nutrition Science Program in the Department of Kinesiology and Nutrition.
- During the supervised practice portion of the program, if a student fails to progress, as determined by the student's preceptors and the program director, the student may be dismissed from the program.

***If a student does not attend UIC for more than 2 consecutive semesters, they will be dropped from the UIC system and therefore be dropped from the CP and will need to reapply to both UIC and the CP.***

#### **F. 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:

- Inadequate academic performance in meeting the predetermined achievement level;
- 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
- 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.

### **G. Policy on Deferment/Leave of Absence from Coordinated Program**

A student in the Coordinated Program cannot technically defer. However, they may request a maximum one-year, non-guaranteed leave of absence from the program at the discretion of the Coordinated Program Director given that the following criteria are met:

- The student is in good academic standing (program GPA  $\geq 3.0$ )
- There is an available position in the Coordinated Program in the subsequent year. The Department of Kinesiology and Nutrition cannot guarantee a position in the program. However, if there is an open slot in the Coordinated Program, the student will be able to apply for it. The student may be competing with other Nutrition Science students who are also eligible to apply for the open position.

If the student plans to attempt to return after the leave of absence from the Coordinated Program, they must reapply to the university, as the student is no longer considered active if they does not register for and attend courses for two consecutive semesters.

The student must also reapply to the Coordinated Program, in order to compete for the available position. If accepted, the student will be able to start at the point in the program of study where they left off.

If the student wishes to return to the Nutrition Science Program (instead of the Coordinated Program), then the Department of Kinesiology and Nutrition will also consider allowing the student to start the subsequent year in the Nutrition Science Program. As with the Coordinated 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 Coordinated Program Directors in writing prior to the first day of class for that semester, if they plan to take a leave of absence.

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

### **H. Progression to Supervised Practice**

Students must successfully complete all required didactic course work prior to assignment for supervised practice. They must show readiness for the experience by having achieved performance levels related to supervised practice that are consistent with practicing dietitians. Readiness will be determined by the program directors. If the program director determines that the student is not ready/prepared for supervised practice, they reserves the right to hold the student back from beginning supervised practice until the student is deemed ready.

### **I. Statement about the Purpose of Supervised Practice and Preceptors**

A supervised practice is designed to provide the student/intern with experiential learning opportunities under the direct supervision of an experienced health care professional. Any apparent verbal or labor abuse of the intern should be immediately reported to the program director.

The preceptor is the dietitian or site manager responsible for the oversight of the instruction, supervision, and evaluation of the student at the supervised practice site. At clinical sites, the preceptor will be a registered dietitian, registered nurse, or a physician, and is ultimately responsible for patient care. At some sites, more than one preceptor may share these duties, or one preceptor may supervise more than one student.

UIC requires that preceptors meet minimal guidelines. The preceptor will be a registered dietitian or other



individual operating in a supervisory role, be interested in working with students, and ideally will have completed the CDR's "Online Preceptor Training" module. They will be oriented to the appropriate rotation's assignment expectations, evaluation criteria and ACEND guidelines.

The Coordinated Program has contractual agreements with many supervised practice sites. A current contractual agreement between UIC and the facility is required in order to place students at a designated supervised practice site. Students are not placed at sites without a current contractual agreement. Agreements are managed by the Department of Clinical Education within the College of Applied Health Sciences, and overseen by the Office of Business Development Services at the University of Illinois Chicago.

Supervised practice sites have been chosen because of their willingness to enter into a contractual agreement and to participate in intern education, because of their commitment to providing quality educational experiences and because of the type of practice that occurs in their setting. Sites are chosen to represent a variety of practice settings and populations and to help ensure that interns are able to complete a well-rounded supervised practice experience. In keeping with the mission of the University, sites in urban and rural settings are used. Some sites may not be available for all internship courses.

#### **J. Policy on Progression to Subsequent Supervised Practice Rotations**

Grades for the supervised practice courses are Satisfactory/Unsatisfactory. The grade in the course is based on completing performance competencies or CRDNs. In order to pass the rotation (and/or earn a "Satisfactory" for the term), all students must earn a competency score of 4 or higher on each one logged in the rotation as well as a satisfactory for your resume/CV submission and Shadow the Manager or other assignments in order to pass. If the student does not meet the competencies with a score of 4 or higher, they must develop a plan with their preceptor to show their progress.

At the end of each rotation, the preceptor will be asked to complete the appropriate evaluation form to assess the intern's competencies from that rotation. At longer rotations (i.e. inpatient), a formal mid-point evaluation form is also encouraged to ensure interns are progressing adequately. If a student receives a score of 3 or below on the student performance evaluation, they will meet with the program directors to discuss ways to improve.

For any student who continues to not improve in their competency performance for a supervised practice rotation, or if it is determined that the student is not progressing in the supervised practice experience as expected (not meeting set competencies, missing assignments, etc.), the program directors in consultation with other faculty and/or preceptors involved in assessing the student, and/or college administrators, reserve the right to recommend that the student repeat all or part of a supervised practice rotation. If after repeating the supervised practice rotation, it is determined that the student is not progressing, this will result in a grade of "Unsatisfactory" for the affected term. The program director, in consultation with and upon recommendation from other faculty, the preceptors involved in assessing the student and/or college administrators, reserve the right to dismiss the student from the Coordinated Program. *Courses, both didactic and supervised practice, may only be repeated once.*

#### **K. Guidelines for Student Behavior in the Supervised Practice Portion of the Coordinated Program**

- ◆ You are NOT to provide and/or seek any information for any assignments from another student in HN 355 and 455. Any suspicious activity will be reported to Student Affairs and you may be removed from the program, as well as the University. Please do your own work!
- ◆ If your preceptor contacts Shayna Oshita or Tina Lam with complaints regarding your behavior or professionalism, you will be required to meet with them to discuss the validity of the findings. You may be required to complete make-up time to work on your "deficiencies". Any additional contacts throughout the year from any preceptor regarding these concerns or other issues, may result in removal from the program. You may be pulled from your site rotation.
- ◆ Please feel free to discuss any problems, concerns, or feedback regarding your supervised practice experience with Shayna or Tina. Our role is as a facilitators and resources. We would rather know about an issue when there is still time to address it, rather than learn about a problem you experienced through an evaluation or a log after you have completed the rotation. Shayna and Tina will be checking in with



you and your preceptor periodically.

- ◆ Any 1 day of an unexcused absence will require 3 days of make-up time. Any 1 day of excused absence will require 1 day of make-up time. Excused absences include: illness with written medical excuse, a family emergency, a wedding that you are in, a religious holiday, or a life event. Excused absences must be approved at *least* 2 months prior to the date(s) that is taken off from your site so that make up time can be arranged. Unexcused absences will be made up at the end of the supervised practice at sites that need staff relief. If you miss an hour for an excused absence, an hour will be made up. If you miss an hour from unexcused absence, three hours will be made up and so on and so forth. *If you become ill during any time during this rotation contact Shayna or Tina and your preceptor immediately.* We will need to schedule a time that you can make up the time and assignments missed. Please be considerate of your preceptors. Realize that any time you have to make up is an inconvenience for them, so you should only miss if it is absolutely necessary.
- ◆ If you are summoned for jury duty during your time in the program, you can be excused from serving. Notify Shayna or Tina immediately upon receiving the summons and we can assist in the process.
- ◆ If you are injured while on site during supervised practice, please follow the procedure for that specific site. This may involve contacting Employee Health Services, going to the Emergency Room, or notifying a supervisor of the injury. Along with ensuring no further medical complications ensue from the injury, it is crucial that these injuries are appropriately documented. Please also notify Shayna or Tina of the injury as soon as is possible after it occurs.
- ◆ All students will be required to submit to a 10-panel urine drug screen prior to being placed at their first supervised practice site. UIC has contracted with an organization called Castle Branch which completes drug testing, a certified background check, and review of immunizations. Costs associated with this service are the responsibility of each individual student. Each student will also complete a CANTS evaluation (DCFS' Child Abuse and Neglect Tracking System) clearance in anticipation of possible placement at a site requiring this additional layer of protection. This screening is a no-charge process which will be completed prior to the start of supervised practice. Students are responsible for keeping immunizations, drug screening, and background checks in Castle Branch up-to-date at ALL times before and during their supervised practice rotations. Failure to keep these up-to-date may lead to unexcused missed time from sites and will be required to be made up in accordance with our policies on unexcused absence stated above. All immunizations and vaccinations must be completed and up to date in order to be placed in any supervised practice rotation. A student will not be placed if immunizations and vaccinations are not current.
- ◆ As was mentioned during your interview for the program, UIC has affiliation agreements with supervised practice sites located around the Chicago-land area which includes the surrounding suburbs. Some sites may be over an hour away from your home. We make attempts, but are not always able to place students in locations which are accessible by public transportation or in proximity to the student's home. You are expected to get yourself to and from the site on time. **Therefore, all students are expected to have access to a reliable car for this experience.** Some sites may have additional expectations of students to participate in activities during working hours that require transportation, such as meal delivery for a food pantry operation or working at more than one location during a day during a WIC rotation. IL law requires that drivers carry liability insurance for all registered motor vehicles being driven in the state. In the event of an accident that occurs while in transit to or from assigned areas, the student will be responsible under IL law. As a participant in the UIC CP program, you signify agreement with these laws and the ability to comply.
- ◆ Liability for safety in travel
  - The CP Director is responsible for scheduling the interns to travel to affiliation sites, meetings, and/or field trips.

- Dietetic interns are responsible for choosing safe methods of travel when commuting to assigned areas, and bringing any safety concerns to the immediate attention of the Program Directors. The intern should notify their preceptor and the Director of any injury incurred while traveling and seek immediate and appropriate attention.

#### ◆ Professional liability

- UIC maintains professional liability insurance which covers students
- The UIC MSCP and BSCP program requirements include that each student maintains comprehensive health insurance

#### ◆ Late assignments in supervised practice: *All assignments must be turned in within a week of finishing your rotation. Any late assignments will result in a failing grade for that rotation. If you suspect an assignment may be late, you must contact the director and assistant director of the program immediately.*

#### ◆ **Observance of Religious Holidays.** Campus Policy States: 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 semester of the date when they will be absent unless the religious holiday is observed on or before the tenth day of the semester. In such cases, the student shall notify the faculty member at least five days in advance of the date when they 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, they may request remedy through the campus grievance procedure. *\*\*If you plan to observe a religious holiday on a day when you are scheduled to be at your site. Please contact one of us and we will figure out a solution to the absence. This is an excused absence, however the missed time will have to be made up.*

#### ◆ **Dress code:** All students are expected to adhere to the professional attire standards described below at all times while at the supervised practice sites.

##### **Hair**

- Hair must be clean and maintained in a neat well-groomed professional manner.
- Hair may be dyed in natural colors (hair dyed in unnatural colors such as pink, blue, green or purple is not allowed).
- Beards, sideburns, and mustaches are to be kept neat and trimmed.
- No hats, bandannas or sweatbands may be worn.

##### **Skin and Nails**

- Hands and feet are to be kept clean, with nails neatly trimmed. Jewels and nail art cannot be affixed to nails.
- Artificial nails (acrylic, gel, etc.) are not to be worn by students providing direct patient care.
- Natural nails should not extend over ¼ inch from the tip of the fingers.

##### **Perfumes, Colognes, and Makeup**

- Perfumes and colognes should not be used while at supervised practice sites.
- Makeup should be worn in a conservative manner avoiding shocking and unusual colors in eye shadow, blush, foundation and lipstick.

##### **Jewelry**

- Large rings, dangling bracelets, large or dangling earrings are not permitted and should not be distracting to student appearance.
- Large necklaces or heavily layered necklaces are not permitted.

- Ear gauges must be covered.
- Promotional buttons are not allowed, with the exception of those required or distributed by Advocate Healthcare.
- Visible body jewelry (eyebrow, tongue, nose, etc.), other than earlobes, is not allowed.

### **Personal Hygiene**

- Students are expected to be clean with no body odor and maintain good hygiene at all times.

### **Acceptable Clothing**

- All clothing must be clean, pressed, and neat in appearance with an appropriate fit.
- Garments must be worn in a properly cut manner to avoid showing cleavage of any kind. Undergarments must be worn and should not be visible under clothing.

### **Unacceptable Clothing**

- Miniskirts including short split skirts (skorts).
- Jeans of any color or any other type of denim clothing.
- Sheer blouses or dresses without accompanying camisoles (nylon bodice top).
- Tops that give the appearance of a leotard bodice or are not long enough to tuck into pants or skirts.
- Halter tops, or spaghetti strap tank tops
- Shorts (even if they are part of a suit).
- Logo/motif clothing (visible pictures or written wording).
- Inappropriate fitting clothing.
- Frayed or ripped clothing.
- Capri pants, stir-ups, leggings, crop pants.

### **Acceptable Shoes/Footwear**

- Shoes should be clean and in good repair.
- Closed-toed shoes and hosiery/stockings must be worn by all students in all practice site locations.

### **Unacceptable Shoes/Footwear**

- Sandals, flip-flops, Crocs with holes.
- Moccasins, slippers, snow boots, rain boots.
- Heels three inches or greater.
- Opened-toed shoes in practice site locations with direct patient contact.

## **L. Policy on Issuing Verification Statements to both MS and BS/CP Students**

**In order to receive a Coordinated Program in Dietetics Verification Statement from UIC, the student is required to:**

- Complete all BS/CP or MS/CP required academic coursework and supervised practice hours as detailed on pages 13/14 of the UIC Coordinated Program Student Handbook.
  - Note that students must complete both the coursework and the supervised practice in order to be eligible to receive their verification statements.
- Achieve an overall Grade Point Average (GPA) of at least 3.0 in CP (and graduate level courses)\*.
- Complete all Bachelor's or Master's Coordinated Program requirements **and** be cleared by the registrar for graduation, which indicates that all bachelor's or master's degree requirements have been completed.

## **Other Concerns:**

- The Coordinated Program Director is responsible for evaluating transcripts and/or assessing prior experience and determining coursework and/or supervised experiences students must complete to fulfill current curriculum requirements for their program.
- The Director will issue five (5) original signed (in blue ink) copies of the verification statement to each student.
- Verification statements are needed as proof of completion in order to sit for the registration examination and/or to establish eligibility for Academy of Nutrition and Dietetics Active membership.

## **M. Code of Ethics for the Profession of Dietetics**

Please see:

<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>

for the Academy of Nutrition and Dietetics/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics. The Academy of Nutrition and Dietetics 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. Nutrition and dietetics practitioners have voluntarily adopted the Code of Ethics to reflect the values and ethical principles guiding the nutrition and dietetics profession and to set forth commitments and obligations of the practitioner to the public, clients, the profession, colleagues and other professionals.

The Code of Ethics Task Force started reviewing and revising the 2009 Code of Ethics in November 2016. In February 2018, the Academy Board of Directors and the Commission on Dietetic Registration Board approved the updated Code. The 2018 Code of Ethics for the Nutrition and Dietetics Profession is in effect as of June 1, 2018 and the 2009 version of the Code will no longer be valid.

## **APPLICATION**

All nutrition and dietetics practitioners are held accountable to the ACADEMY/CDR Code of Ethics, as described below: All members of the Academy who are credentialed by CDR, All members of the Academy who are not credentialed by CDR, All CDR credentialed practitioners, whether or not they are members of the Academy

## **N. Immunization and Vaccination Policy**

Students are required to maintain immunizations and vaccinations that are up to date in order to be placed in supervised practice rotations. Students must maintain a subscription to Castle Branch where all immunizations records will be kept and monitored. If a student's immunizations or vaccinations are outdated or incomplete, the student will not be placed a supervised practice rotation. The completion of a supervised practice rotation is necessary for a verification statement at graduation. If a student does not complete the supervised practice portion of the program, they will not earn a verification statement to be eligible to sit for the national registration exam.

## **VI. Student Financial Responsibilities**

### **A. Undergraduate: Basic Tuition & Fees**

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

<https://registrar.uic.edu/tuition/undergrad/>

You will attend 5 fall/spring semesters and 1 summer semester.

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

## **Graduate Basic Tuition and Fees**

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

<https://registrar.uic.edu/tuition/grad/>

You will attend 5 fall/spring semesters and 1 summer semester\*\*

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

## **B. Additional Expenses**

While enrolled in the CP, 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 CP is outlined below. This is followed by a description of individual additional expense items.

### ***FIRST YEAR***

#### ***CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES***

***Health Insurance.....\$95-\$1140 (Healthcare marketplace vs. Campus Care x 2 semesters)***

***Transportation.....\$270-2000 (CTA vs. driving + paid parking x 9 mos)***

***Total Mandatory Expenses First Year: \$365.00+***

#### ***OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES***

***Academy of Nutrition and Dietetics Student Membership .....\$58.00***

***SNA Membership..... \$10.00***

***Total Optional Expenses First Year: \$150.00***

***TOTAL ADDITIONAL EXPENSES FOR THE FIRST YEAR = \$135.00+***

### ***SECOND YEAR***

#### ***CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES***

***Lab Coat (Supervised Practice).....\$30.00***

**Required Seminar Meetings.....\$150.00**

**Health Insurance.....\$325-1517 (Healthcare marketplace  
2<sup>nd</sup> year vs. Campus Care x 3 semesters)**

**Transportation .....\$360-3000 (CTA vs. driving + paid  
parking x 12 mos) ..**

**Fee for Certified Background (Includes background check, drug testing, immunization tracking)....\$108.00**

**Total Mandatory Expenses: \$1063.00+**

**OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES**

**Academy Student Membership.....\$58.00**

**SNA Membership.....\$10.00**

**RD Exam Review Course.....\$200.00**

**IDA Spring Assembly.....\$90.00**

**Total Optional Expenses: \$325.00+**

**TOTAL ADDITIONAL EXPENSES FOR THE SECOND YEAR= \$1388.00+**

**THIRD YEAR (1/2 Year)**

**CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES**

**Health Insurance.....\$325-570 (1 semester)**

**Renewal fee for Certified Background.....\$20**

**Transportation Expenses and Parking during Supervised Practice . . ...\$120-1500 (CTA vs. driving x 4 mos)**

**Total Mandatory Expenses First Year: \$50.00+**

**OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES**

**Academy Student Membership.....\$50.00**

**SNA Membership..... \$10.00**

***Total Optional Expenses Third Year: \$60.00***

***TOTAL ADDITIONAL EXPENSES FOR THE Third YEAR = \$110.00+***

### **C. Expenses Immediately Following Graduation**

You should anticipate the following costs immediately following graduation:

- **National Registration Examination for Dietitians**

There is a fee of \$200.00\* to take the National Registration Examination for Dietitians.

- **Active Membership in the Academy of Nutrition and Dietetics (AND)**

Upon successful completion of the registration exam, the graduate will be eligible for active membership in the AND and Dietetic Practice Groups. The fee for the first year after graduation for transferring a student membership to an active membership status is \$108.00\*.

- **Registration Maintenance**

After the graduate passes the registration examination, there will be an annual fee of \$70.00\* to maintain registration status through the Commission on Dietetic Registration plus expenses for the required continuing education activities.

*\*Note: Dollar amounts marked with asterisk are subject to change.*

### **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 amount of tuition 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. Consult the Office of the Registrar Web site <https://registrar.uic.edu/tuition/> for current information on tuition and fees.

### **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. Please note that fees are subject to change annually. For details on guaranteed undergraduate tuition see [https://www.uaps.uillinois.edu/student\\_programs/guaranteed\\_tuition](https://www.uaps.uillinois.edu/student_programs/guaranteed_tuition). Senate Bill 3222 allows students whose 4 years have expired to remain in the next most recently admitted cohort for 2 years. After the four year guarantee, students move to the next most favorable cohort rate in year 5, stay there for year 6. See <http://www.ilga.gov/legislation/> and search for SB 3222.

### **D. Payment of Tuition and Fees**

**University Student Financial Services and  
Cashier Operations (USFCO)**

1900 Student Services Building (SSB)

(312) 996-8574

[usfscohelp@uillinois.edu](mailto: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. Read about the Family Educational Rights and Privacy Act (FERPA) at <http://paymybill.uillinois.edu/FERPA>.
2. The student should set up their parents as “Authorized Payer”. The student account can only be discussed with the student and the “Authorized Payer”.
3. The student needs to enroll in Direct Deposit for student account refunds.
4. Enroll in the optional Payment Plan if you don’t plan on paying tuition in full by the due date. <http://paymybill.uillinois.edu/PaymentPlan>.
5. Note the fall, spring and summer due dates. Fall = September 28; Spring = February 28; Summer = June 28.
6. Check your student account balance each month for incidental charges.
7. Check your University assigned email account often for important messages from the University.
8. Watch a “New Student Orientation” webinar at [https://paymybill.uillinois.edu/new\\_students/paying\\_your\\_bill\\_orientation](https://paymybill.uillinois.edu/new_students/paying_your_bill_orientation)
9. “Like” us on our Facebook page! Just search for “University of Illinois - USFSCO”.
10. See the website for information about setting up the account.



## 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, PO Box 19455, Springfield, IL 62794-9455.

USFSCO Customer Service

Email: [usfscohelp@uillinois.edu](mailto: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.

## E. Refund Policy

Please consult the Office of the Registrar website 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
Complete withdrawal 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 website: <a href="http://registrar.uic.edu">http://registrar.uic.edu</a> )
Individual or multiple course drop(s) while remaining registered for one or more courses	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 <sup>a</sup>
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%

<sup>a</sup> Less a pro rata administrative fee of \$50.

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 on Withdrawal from 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 the university catalog and this handbook 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](mailto:money@uic.edu)

Web Site: <http://www.financialaid.uic.edu>

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

### **Phyllis Bowen Scholarship**

Annual, \$1000 award based on financial need. Provided to nutrition student entering their last year in the nutrition programs.

### **Kris and Savitri K. Kamath Scholarship**

Kris and Savitri Kamath scholarship awarded for academic excellence of undergraduate and/or graduate students in nutrition. Applications are sent to all second year students in the late winter/spring of each year.

### **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.

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 of Nutrition and Dietetics 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>

### **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 disenroll 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/>. Information is also available in the online *Schedule of Classes*, <http://www.uic.edu/index.html>/ home page by typing in *CampusCare* in the search function or at their campus-specific Web site.

## V. 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](mailto: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](mailto: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](mailto: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 visit their website: <https://aaan.uic.edu/> or contact them at (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, religion, sex, national origin, ancestry, age, order of protection status, genetic information, 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 June 24, 2010

*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/oae/>

**H. General Information and Student Resources**

- **For General Information and Available Resources at UIC, please see the Savvy Student's guide to UIC:** <http://catalog.uic.edu/ucat/the-university/savvy-students-guide/>
- **The UIC Undergraduate Student Catalog is available at:** <http://www.uic.edu/ucat/catalog/>
- **The UIC Graduate Student Catalog is available at:** <http://www.uic.edu/gcat/index.shtml>
- **UIC App:** <http://accc.uic.edu/service/uic-mobile>

## **VI. Handbook Agreement**

By signing this page, you acknowledge that you have read and understand the contents of this handbook and you agree to abide by these guidelines.

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Printed Name

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Signature

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Date

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