



# Nutrition Science Program Student Handbook

UNIVERSITY OF ILLINOIS CHICAGO

Revised August 2023

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# Introduction

UNIVERSITY OF ILLINOIS CHICAGO  
COLLEGE OF APPLIED HEALTH SCIENCES  
DEPARTMENT OF KINESIOLOGY & NUTRITION

## Preface

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

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

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

*August 2023*

**You have chosen a great undergraduate degree! Our Bachelor of Science in Nutrition focuses on intensive study in biological and physical sciences to understand the relationships between nutrients and human health.**

**Our Nutrition Science program will provide:**

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

**There are two tracks for students in the nutrition programs at UIC. One is to pursue a career as a registered dietitian nutritionist. The other is to pursue an undergraduate degree in nutrition as a foundation for a professional health degree or for careers in research, industry, and community settings.**

Please note that as of January 2024, the Commission on Dietetic Registration will require students to have a Masters' degree (in any area) to sit for the Registration Examination for Dietitians.

Graduates of the Nutrition Science/DPD program will receive a verification statement upon successful completion of the degree and program requirements. They are eligible to apply for one of 18 spots in the Accelerated MS/CP program in the summer prior to their last year in the Nutrition Science program. Students will also have the option of applying to an accredited dietetic internship outside of UIC.

#### **Registered Dietitian Nutritionist Path:**

Career options and specialty areas for dietitians are diverse and flexible. RDNs can:

- perform **medical nutrition therapy** as part of the health care team in hospitals, clinics, or other health care facilities.
- manage **foodservice operations** in hospitals, school districts, colleges and universities, long-term care facilities, day-care centers, correctional facilities and more — overseeing everything from **food purchasing and preparation to setting menus and managing staff.**
- consult with **food companies, foodservice or restaurant managers, food vendors and distributors**, nursing home residents or company employees in corporate wellness programs.

- develop public awareness campaigns in **community and population health settings** to improve peoples' quality of life through healthy eating habits.
- help **athletes, police forces, firefighters and members of the military** understand the connection between food, fitness, and **performance in the field**.
- work in **communications, consumer affairs, public relations, marketing or product development** for food and nutrition-related businesses and industries.
- educate **physicians, nurses, dietetics students and other health practitioners** the sophisticated science of nutrition and dietetics in universities and medical centers,
- conduct **dietetics research** to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

Resource: <https://www.eatright.org/become-an-rdn>

## Salaries and Job Outlook

According to the *2021 Compensation & Benefits Survey of the Dietetics Profession*, **the median full-time salary of RDNs is \$72,000 per year**. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDNs. Salaries increase with experience and **many RDNs — particularly those in business, management, education, and research — earn incomes above \$90,000**.

According to the US Bureau of Labor Statistics, employment of dietitians is projected to grow 7% from 2021-2031, as fast as the average for all occupations, because of the increased emphasis on the role of food and nutrition in preventing and treating diseases, a growing and aging population and public interest in nutrition.

Registered dietitians must meet the following criteria to earn the RD credential:

1. **Earn a degree from an accredited dietetics program.** Classes vary according to program, but in general, coursework covers subjects that may range from food and nutrition sciences, foodservice systems management, business, economics, computer science, culinary arts, sociology and communication to science courses such as biochemistry, physiology, microbiology, anatomy and chemistry. *Note: Effective January 1, 2024, a minimum of a master's degree will be required to be eligible for the RDN exam.*
2. **Complete a supervised practice requirement.** In addition to earning a degree, individuals must complete at least 1,000 hours of supervised

- practice to gain real-world experience and apply knowledge learned in the classroom to the context of a variety of work settings.
3. **Pass a national exam for RDNs.** Once you complete your degree and supervised practice, you may schedule to take CDR's Registration Examination for Registered Dietitians to become a credentialed as registered dietetics nutritionist. This is called "RDN eligibility," meaning you have completed the requirements to become eligible to take the national exam.
  4. **Meet requirements to practice in your state.** Many states have regulatory laws (i.e. licensure) for food and nutrition practitioners. All states accept the RDN credential for state licensure purposes.
  5. **Stay up-to-date in dietetics through continuing education.** After successfully passing the national exam and earning the credential, RDNs maintain ongoing professional development in order to stay up to date on the latest research, recommendations and best practices.

Dietetics education programs in [colleges and universities are accredited](#) by the Accreditation Council for Education in Nutrition and Dietetics—or ACEND. As an accrediting agency, ACEND makes sure that [students preparing for careers as RDNs](#) are getting the education they need to qualify for taking the national RDN exam.

**Resource:** <https://www.eatright.org/become-an-rdn>

The Nutrition Science Program in Dietetics at the University of Illinois Chicago is currently granted continuing accreditation by the Accreditation Council for Education in Nutrition and Dietetics. The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, Telephone: 312/899-4876.

See the end of this document for information on the mission, objectives, and goals of the DPD program.

### **Pre-Health Career Path:**

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

- Pre-health profession coursework is a component of the Nutrition Science degree.
- Small program that enhances experiential learning opportunities and 1:1 interactions with professors.
- Research opportunities with faculty inform personalized letters of recommendation.

- Program with five decades of success on the national accreditation examination, comprehensive clinical experiential learning, and competitive admission to dietetic internships.
- An undergraduate degree in nutrition will provide a unique, science-based degree that will provide the foundation knowledge needed by future physicians to confront the profound impact poor diet has on overall well-being and provide a competitive edge to your health profession application.

## NUTRITION SCIENCE PROGRAM MISSION & PHILOSOPHY

### MISSION

The DPD mission is to provide students with the skills and knowledge to be confident and competent in their dietetic internship, to communicate and collaborate for human-centered care, and to have the preparation to advance health equity across diverse communities. Graduates of the DPD will be lifelong learners who promote science-based practice to advance the field of nutrition and dietetics.

### PHILOSOPHY

The Nutrition Programs believes that:

- 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.
- A broadly based body of knowledge and skills exists, the acquisition of which constitutes the justification of the profession of dietetics.
- 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.
- Its commitment to active research programs is vital for the advancement of the profession.
- It has a responsibility to provide public service as an essential component of the profession.

## PROGRAM ADMINISTRATION AND FACULTY

[ahs.uic.edu/kinesiology-nutrition/directory](https://ahs.uic.edu/kinesiology-nutrition/directory)

<p><b><u>Interim Department Head</u></b>  <i>David Marquez</i>          Professor</p>	<p><b><u>Adjunct Clinical Instructors</u></b>  <i>Kate Hempstead, MS, RD, LDN,</i>  <i>CSO</i>          Area of Expertise: Oncology</p>
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<i>Zhenyuan Song, PhD</i>	<i>Lacey Pezley PhD, RD, LDN</i>

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## CURRICULUM OVERVIEW NUTRITION SCIENCE PROGRAM OF STUDY

Required Courses and Sample Program of Study:

<b>First Year: Fall Semester</b>	<b>First Year: Spring Semester</b>
HN 100 – Intro to Nutrition (First Year Seminar): 2cr	Chem 124- Chemical Dynamics Chem 125 – Foundations of Chemical Inquiry II: 2cr
Chem 122- Matter and Energy: 3cr Chem 123: Foundations of Chemical Inquiry I: 2cr	**English 161 - Academic Writing II: 3cr
Bio 110 - Biology of Cells & Organisms: 4cr	Math 110 - College Algebra: 3cr
**English 160 - Academic Writing I: 3cr	Soc 100 – Intro to Sociology: 3cr
Understanding the Creative Arts: 3cr	Total: 15cr
Total: 17cr	
<b>Second Year: Fall Semester</b>	<b>Second Year: Spring Semester</b>
Chem 232 – Structure and Function: 3cr	Chem 352 - Biochemistry: 3cr
KN 251 – Anatomy & Physiology I: 5cr	KN 252 – Anatomy & Physiology II: 5cr
Psych 100 – Intro to Psychology: 4cr	HN 110 – Foods: 3cr
HN 196 – Nutrition: 3cr	Comm 100 - Communication: 3cr
Total: 16cr	Understanding the Past: 3cr
	Total: 17cr
<b>Third Year: Fall Semester</b>	<b>Third Year: Spring Semester</b>
HN 302 - Nutrition Assessment: 3cr	HN 306 – Nutrition Education: 3cr
HN 202- Culture & Food: 2cr	HN 309 – Nutrition Science II: 3cr
HN 308 – Nutrition Science I: 3cr	HN 313 – Community Nutrition: 3cr
HN 318 – Mechanisms of Chronic Disease: 3cr	<i>HN 330 – Quantity Food Production: 3cr</i>
Electives: 3cr	Electives: 2cr
Total: 14cr	Total: 14cr
<b>Fourth Year: Fall Semester</b>	<b>Fourth Year: Spring Semester</b>
HN 300 – Science of Food: 3cr	HN 420 – Clinical Nutrition II: 3cr
HN 311 – Nutrition through the Lifecycle: 3cr	HN 423 – Nutrition Counseling: 3cr
HN 320 – Clinical Nutrition I: 3cr	HN 440 – The Research Process: 3cr
<i>HN 332 – Food Service Management: 2cr</i>	HN 396: Interprofessional Collaboration: 1cr
Electives: 3	Electives: 4
Total: 14cr	Total: 14cr

*\*Italicized courses are required for students in the DPD track.*

\*\* Students must receive a C or better in English 160 and English 161. In all other courses, students may progress with a D in a course, however, a C or better is required in all DPD courses to apply to the Accelerated MS/CP program.

Students who take a placement exam and place into ENGL 161 will not be required to go back and take ENGL 160. If a student passes ENGL 161 with an “A” or a “B”, they will be given retroactive credit for ENGL 160 (so will earn the three credits towards graduation). But, if a student passes with a “C”, they will have an exception entered (so would not earn the three credits, but would not have to take ENGL 160).

Nutrition Science students need to take the required DPD courses to be eligible for receiving a verification statement. The verification statement is required to apply to a dietetic internship or the UIC Accelerated master’s Coordinated Program. Italicized courses are only required for students who wish to become a registered dietitian.

Course descriptions are online [catalog.uic.edu/ucat/course-descriptions/](http://catalog.uic.edu/ucat/course-descriptions/)

The *Schedule of Classes* is also online:

[osswswebcs4.admin.uillinois.edu/PORTAL\\_UIC/myuic/classschedule.html](http://osswswebcs4.admin.uillinois.edu/PORTAL_UIC/myuic/classschedule.html)

*Note: Curriculum is subject to change from time to time. It is up to the candidate to ensure they have completed the most recent requirements.*

## ACADEMIC ADVISING

Academic advising for Nutrition Science students in their LAST year of the program is done with Kirsten Straughan (kstrau1@uic.edu) Advising for all other NS students is done with Melvin Woolfolk (mwoolf2@uic.edu). Appointments with your advisor can be made in the iAdvise portal. You should plan on meeting with your advisor at least once each semester to plan your upcoming courses.

- Log into the my.uic.edu portal
- Select “advising” tab at the top of the screen and click on the “iAdvise” icon.
- Your assigned academic advisor will be listed in your “My Success Network” on the homepage. If not found on the homepage, use the drop-down menu on the left-hand side to locate your success network.
- Select your academic advisor and follow the prompts to schedule an appointment. If your assigned advisor does not appear in your “My Success Network”, type their name in the search bar.
- Be sure to select the appropriate reason for your visit.

You can use UAchieve to view your Degree Audit.

- Log into your my.uic.edu account
- Scroll down until you see the red UAchieve Degree Audit box.

## ACADEMIC POLICIES AND PROCEDURES

### GRADING AND GRADE POINT SYSTEMS

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

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

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

The computation would be as follows:

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

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

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

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

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

**W** Withdrawn from the course, without penalty (no grade); however, a W remains on the grade transcript if withdrawal from course is after 10 day period.

**DFR** Grade temporarily deferred.

**I** Incomplete (I). May be assigned if the student has incomplete course work or is absent from the final examination. **Please note: any outstanding work not completed by the end of the semester of enrollment MUST be finished by the mid-point of the following semester (including summer for work not completed during the spring semester).** Due to the progressive nature of the NS program, the requirements for incomplete work are more stringent than those of

the university as a whole. If a student does not complete the work from the previous semester by the mid-point of the following semester, the grade for that class will be calculated based on the assignments / exams as completed. It is the student's responsibility to ensure that all work is submitted to allow for an Incomplete to be replaced with a grade.

**S/U** Satisfactory/unsatisfactory

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

## REGISTRATION

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

### HOW DO I REGISTER FOR CLASSES?

Please refer to the following website for detailed instructions on how to register for courses. <https://registrar.uic.edu/registration/>

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

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

- Currently enrolled students are eligible to register and should receive online Time Tickets (or appointments) for advance registration.
- Students who are continuing, but not currently enrolled, are eligible to register beginning with the open registration period.
- Readmitted students will receive registration information along with their notices of readmission.
- 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

## COURSE OVERRIDES

Most Nutrition (HN) courses are blocked for students who are not enrolled in one of our programs. Manual overrides must be entered for each student for each course. Please contact Kirsten Straughan at [kstrau@uic.edu](mailto:kstrau@uic.edu) or to request a course override (be sure to include your UIN with the request). Please note that we cannot provide overrides for courses outside of our department. If you need to get into a course in another department, then you will have to contact the department directly.

## ADD AND DROP POLICIES

The Courses may be added/dropped online using the [XE Registration System \(available through my.uic.edu\)](#) through the second Friday of fall and spring semesters, or through the first Wednesday of Summer Session 1 and first Friday of Summer Session 2. More information can be found on the registrar's website:

<https://registrar.uic.edu/registration/add-drop/>

For dropping a course between week 3 and week 10, you can submit a request with your academic advisors approval here: <https://ahs.uic.edu/inside-ahs/student-resources/registration/>

## CANCELLING REGISTRATION

For a student to cancel their registration and receive a 100% refund of tuition and fees, the student must drop all of their classes through the Student Self-Service menu in the *my.UIC* portal during the add/drop period. Students should refer to Registrar's website these deadline dates: [http://registrar.uic.edu/registration/policies\\_procedures.html](http://registrar.uic.edu/registration/policies_procedures.html). Petitions for a cancellation of registration after this period will only be considered for extenuating circumstances.

## POLICY ON REPEATING COURSES

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

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

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

More information on GPA recalculation with repeated courses can be found here:

<https://registrar.uic.edu/student-records/course-repeat/>

## STUDENTS WITH DISABILITIES AND ACCOMMODATIONS

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

Before any request for accommodation can be considered, the student must provide verification of the disability. This can be done by consulting the Disability Resource Center (DRC) [http://www.uic.edu/depts/oaa/disability\\_resources/index.html](http://www.uic.edu/depts/oaa/disability_resources/index.html) at 312-413-2183 or via email at [drc@uic.edu](mailto:drc@uic.edu).

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

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

After receiving a LOA, an instructor may initiate a conversation with the DRC to better understand how a given accommodation applies to his/her class or to suggest modification to the LOA. Instructors may work closely with students and DRC staff to collaboratively develop the LOA.

If a student is encountering problems with accommodations being provided in a course the student should alert the NS Program Director and/or the DRC.

## RELIGIOUS HOLIDAYS

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

"The faculty of the University of Illinois Chicago shall make every effort to avoid scheduling examinations or requiring that student projects be turned in or completed on religious holidays. Students who wish to observe their religious holidays shall notify the faculty member, by the tenth day of the term, of the date when they will be absent unless the religious holiday is observed on or before the tenth day. In such cases, the student



shall notify the faculty member at least five days in advance of the date when he/she will be absent. The faculty member shall make every reasonable effort to honor the request, not penalize the student for missing the class, and if an examination or project is due during the absence, give the student an exam or assignment equivalent to the one completed by those students in attendance. If the student feels aggrieved, he or she may request remedy through the campus grievance procedure.”

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

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

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

These Procedures **may only** be used by Students:

- With a Complaint or Grievance regarding academic standing during their enrollment at UIC.
- About an academic decision made about them by an agent (e.g., faculty or staff member, administrator, committee) of the University of Illinois Chicago that directly and adversely affects the Student.

These Procedures **may not** be used:

- In deciding or appealing issues relating to student discipline under the purview of the Senate Student Judiciary Committee
- 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)
- By applicants for admission
- In review of any decision by any university administrator or properly constituted board or committee relating to allocation of resources to support any unit’s projects or programs.

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

#### Academic complaints:

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

#### Departmental or Programmatic Complaints:

Initially, the student is to bring the complaint to the program director. If academic or departmental/programmatic complaints remain unresolved, then the complaint moves to a formal procedure. The Chair of Department of Kinesiology and Nutrition would be the next point of contact in the process to achieve resolution and finally the AHS Academic Affairs/Office of the Dean.

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

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

## 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 the following conditions:

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

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

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

Students must declare your intent to graduate via the my.UIC portal by the deadlines indicated below. The link to apply for graduation and more information can be found here: <http://ahs.uic.edu/inside-ahs/student-resources/graduation/apply-to-graduate/>

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

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

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

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

### **Graduation Review:**

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

On completion of the term in which you plan to graduate, the Program Director will evaluate final grades, final GPA, and all other requirements. This process generally takes about three weeks, after which the department will forward the final list of certified undergraduate degree recipients to the College of Applied Health Sciences and the list of certified graduate degree recipients to the Graduate College. The College will forward this final list the Registrar's Office and the degree is then posted to the student's transcript (diplomas are mailed to graduates within approximately three months thereafter).

Appearance of a name in the AHS Commencement Program is not an assurance that the degree has been awarded since commencement is held before all evaluations have been completed.

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

### **Commencement Ceremony:**

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

### **Graduation with Honors:**

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

Summa cum laude	3.9 and above
Magna cum laude	3.75 to 3.89
Cum laude	3.50 to 3.74

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

### **GUIDELINES REGARDING ACADEMIC INTEGRITY**

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

#### **Academic dishonesty includes, but is not limited to:**

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

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

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

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

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

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

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

## PROBATION AND DISMISSAL RULES

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

The College of Applied Health Sciences follows the campus policy and procedures on academic appeals and grievances. 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:

- Failure to meet the program minimum requirements.
- 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
- Unsatisfactory progress toward completion of the degree requirements.

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

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

### Undergraduate students:

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

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

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

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

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

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

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

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

B = (credits completed)

C = (current or planned credits)

### **Dismissal Rules for Undergraduate Students:**

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

- If it is decided that a student should be dismissed from the Nutrition Science Program, the student will be notified by the college of this decision.

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

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.

## PROFESSIONAL AND BEHAVIORAL EXPECTATIONS

### THE STUDENT DISCIPLINARY POLICY

The Student Disciplinary Policy outlines expectations for student behavior, both on and off campus. Information was updated in the Policy related to recent federal and state legislative requirements. The policy information has also been reformatted for clarity and ease-of-use. For more information, visit <https://dos.uic.edu/wp-content/uploads/sites/262/2018/10/DOS-Student-Disciplinary-Policy-2018-2019-FINAL.pdf>.

### 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.

## **ENGAGEMENT IN PERSONAL NUTRITION ENTERPRISES AND ACTIVITIES**

### **PURPOSE**

To provide program policy recognizing concern associated with engagement by students in personal nutrition enterprises and activities with acknowledgement that all students in the DPD or Coordinated Program (1) are in the education or supervised practice phase of their education and training, (2) are yet to be verified as demonstrating entry-level Registered Dietitian competence in all ACEND-required competencies, and (3) are not credentialed through the Commission on Dietetic Registration (CDR) as Registered Dietitians.

Under the auspices of the DPD and Master's Coordinated (MS/CP) Program:

- All students are required to abide by the Code of Ethics for the Nutrition and Dietetics Profession.
- Each student must comply with all requirements and provisions of nutrition and dietetics practice acts/legislation as well as Telehealth policies and legislation at federal and state levels.
- Compliance with Standards of Practice (SOPs) and Standards of Professional Performance (SOPPs) in both general practice and specific focus areas is also expected and required of all interns enrolled in UIC's DPD or MS/CP Program.

### **POLICY**

The DPD and MS/CP programs at the University of Illinois Chicago do not support, endorse, or condone any roles and activities associated with the provision of nutrition counseling and advising services by interns/students outside their program's curriculum and supervised practice.

### **PROCEDURE**

While enrolled in the DPD or MS/CP program, students will:

1. Not refer to themselves as "nutritionist" or any other protected title as specified per state-based nutrition and dietetics practice acts/legislation in any document or personal reference (including but not limited to resumes, personal applications, personal introductions, presentations, educational materials, projects, and assignments) and social media platforms to which they subscribe.



2. Not provide nutrition assessment, individual or group nutrition counseling, or advising of paying or non-paying clients, patients, or followers of any enterprises, social media platforms to which they subscribe, or any other entity in which they engage unless under the direct supervision and responsibility of our programs' approved preceptors.

3. Limit social media posts to generic information associated with topics such as normal nutrition and sharing of credible, research-based resources providing evidence-based information associated with diet, nutrition, health, and wellness.

*\* Please note that those interns/students who are credentialed as Dietetic Technicians, Registered (DTRs) are able to use that credential in employment responsibilities in accordance with and under the supervision of a credentialed individual as specified by provisions of state legislation.*

Failure to comply with these requirements will likely result in complaints made to state licensure boards and to the Ethics Committee of the Commission on Dietetic Registration which can jeopardize future practice in the profession of nutrition and dietetics.

As engaging in the activities addressed herein present potentially serious professional and ethical concerns and consequences, failure to comply with this policy will lead to dismissal from the program.

## STUDENT HEALTH

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

## STATEMENT ON SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT

According to the University of Illinois Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct, the University of Illinois prohibits and will not tolerate sex discrimination, sexual harassment, or other sexual misconduct of any kind (including sexual assault, sexual violence, and sexual abuse) of or by employees, students, and visitors. The University will take action to provide remedies when such discrimination, harassment, or misconduct is discovered. The University complies with applicable federal and state laws to achieve an environment for study, work, and public engagement that is free from sex discrimination, sexual discrimination, and sexual

misconduct. Please consult the Office of Access and Equity <http://oae.uic.edu/> or Sexual Misconduct (<http://sexualmisconduct.uic.edu/>) websites for further details on this policy's related to sexual discrimination, sexual harassment and sexual misconduct.

## DISCRIMINATION

The University of Illinois Chicago 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/>.

## INCIDENT REPORT FORM

All members of the university community are encouraged to report violations of the University's Standards of Conduct, as described in the Student Disciplinary Policy, by filing a formal complaint. To report behavioral misconduct, please use the Student Misconduct Incident Report at <https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago>. To report academic misconduct, please use the Academic Integrity Incident Report at [https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout\\_id=10](https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout_id=10).

## FERPA (FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT)

Pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, the University cannot disclose personally identifiable information contained in the student's education records without the student's written consent, except to the extent that FERPA authorizes disclosure without consent. A parent does not have the automatic right to view his/her child's records without the express written consent of the student, unless that parent can provide proof that the student is still a dependent for income tax purposes. View the complete UIC Student Records Policy here: [https://registrar.uic.edu/campus\\_policies/records\\_policy.html](https://registrar.uic.edu/campus_policies/records_policy.html).

Students may grant any third party (e.g., spouse, parent and/or sponsor) permission to access their financial aid records by completing the FERPA Release Form and returning it to the Office of Student Financial Aid (OSFA). Please visit the Forms section of the OSFA

website for the current FERPA Release Form. For release of educational records, student must follow up with individual offices for their FERPA release forms. A FERPA release must be signed for each office for which a third party is requesting records access.

## NUTRITION SCIENCE PROGRAM POLICIES AND PROCEDURES

### ASSESSMENT OF PRIOR LEARNING, CREDIT TOWARDS PROGRAM REQUIREMENTS AND COURSE EXEMPTIONS

#### Credit by Examination for Prerequisite Courses

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

- ACT English/SAT Verbal
- Advanced Placement (AP)
- International Baccalaureate (IB)
- Proficiency Examinations for Enrolled Students

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

Information on how students receive credit for each of the above can be found here: <https://catalog.uic.edu/ucats/degree-programs/academic-standing/#creditbyexam>

#### POLICY ON COURSE EXEMPTIONS

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

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

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

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

## CLASS ATTENDANCE

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

The student is responsible for notifying the instructor of each day that he/she/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.

## REQUESTING AN EXTENDED ABSENCE FOR AN EMERGENCY

When students have *extenuating* circumstances, such as a significant illness or death in the family, that will result in an extended period of time of missing class, students can reach out to the Dean of Students Office to request a letter of excusal.

## 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

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

## POLICY ON DEFERMENT/LEAVE OF ABSENCE FROM NUTRITION SCIENCE PROGRAM

Students can be away from the university for one semester without being enrolled. If a student will be away for more than one semester, excluding the summer term, the student will need to reapply to the university to continue his or her enrollment. In some cases, such as an illness or other extenuating circumstance, a student may request a leave of absence for a period of more than one semester. Students who wish to consider this option must speak with their academic advisor and/or program director for approval of a

leave. If a leave is approved, a student will not need to reapply to their program to continue their enrollment in a future term. Students who are inactive for more than 1 year must meet with the Director of the Nutrition Science Program to discuss their options.

## FINANCIAL RESPONSIBILITIES

### UNDERGRADUATE BASIC TUITION & FEES

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

[http://www.uic.edu/depts/oar/undergrad/tuition\\_undergrad.html](http://www.uic.edu/depts/oar/undergrad/tuition_undergrad.html)

While enrolled in the Nutrition Science, the student will incur additional expenses which include mandatory expenses and optional expenses. The mandatory expenses are those that are associated with curriculum requirements.

### CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES

Health Insurance.....*Variable*

Transportation.....*Variable*

### OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES

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

SNA Membership..... \$10.00

### EXPENSES IMMEDIATELY FOLLOWING GRADUATION

Students applying to a dietetic internship can expect the following expenses for the application process. Each internship will vary for tuition and fees. See below link for a listing of dietetic internships by state: <https://www.eatrightpro.org/acend/accredited-programs/program-directory>

### D & D DIGITAL

D & D Digital is the Online Dietetics Internship Matching Service for the Academy of Nutrition and Dietetics. There is a \$60 fee for participating in the match.

### THE DIETETICS CENTRALIZED APPLICATION SYSTEM (DICAS)

The Dietetic Internship Centralized Application System (DICAS) is the online applicant portal, for use by students who are applying to Dietetic Internship programs that participate in the DICAS Match. The DICAS Online is a service of the Academy of Nutrition and Dietetics. It offers applicants a convenient, state-of-the-art, web-based application service that will allow them to apply to any number of participating dietetic internship programs by completing a single online application.

The fee is \$50 to submit the first application, and \$25 for each additional application.

Here is more information on the computer matching process for dietetic internships:  
<https://www.eatrightpro.org/acend/students-and-advancing-education/application-process-for-students>

## 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.

### **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

General E-mail: [money@uic.edu](mailto:money@uic.edu) || AHS Specific Email: [AHSFinAid@uic.edu](mailto:AHSFinAid@uic.edu)

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

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

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

Kris and Savitri Kamath scholarship awarded for academic excellence of one undergraduate and two graduate (MS or PhD) students in nutrition. Applications are sent to all graduating students in the spring semester of their final year.

### **Phyllis and Sam Bowen Scholarship**

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

### **Pan Walker Scholarship**

The UIC Asha Pan Walker Scholarship Fund supports scholarships to undergraduate students studying nutrition and is based on financial need.

### **Van Doren Scholarship**

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

### **Academy of Nutrition and Dietetics Scholarships**

The Academy of Nutrition and Dietetics, through its many association groups, offers a variety of scholarships and educational stipends to individuals pursuing undergraduate and advanced degrees in dietetics or food and nutrition related areas. General scholarship and educational stipend information from the Academy Foundation, the dietetic practice groups and affiliate (state) and district dietetic associations can be accessed from this site: <http://www.eatright.org/students/careers/aid.aspx>. Please note that you must be a student member of the Academy to apply. Applications open in February of each year.

## **STUDENT RESOURCES**

### **STUDENT NUTRITION ASSOCIATION (SNA)**

The purpose of this organization is to utilize nutrition 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.

### **ACADEMIC SUPPORT & ACHIEVEMENT PROGRAM (ASAP)**

901 West Roosevelt Road, Room 356 PEB (312) 996-9377

The Academic Support and Achievement Program (ASAP) is a center provided by the College of Applied Health Sciences. Located in room 356 of PEB, ASAP offers tutoring, academic workshops, books, printing, and more. ASAP tutors are upper-class students [who have successfully completed the courses they tutor]. All students are highly encouraged to attend and “brain build.”

ASAP is open Monday –Thursday 8:30am – 5pm and Fridays 8:30am – 3pm. For more information, visit us in person in 356 PEB or online at [ahs.uic.edu/inside-ahs/student-resources/academic-support-achievement-program/](http://ahs.uic.edu/inside-ahs/student-resources/academic-support-achievement-program/)

### **AHS STUDENT COUNCIL**

[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.

### AFRICAN AMERICAN ACADEMIC NETWORK

[www.uic.edu/depts/aaan/](http://www.uic.edu/depts/aaan/)

The AAAN promotes success and high impact engagement for students of African descent through comprehensive advising, developmental programming, student advocacy and structured learning experiences within an inclusive community.

### CAMPUS ADVOCACY NETWORK

286 Roosevelt Road Building (RRB) (312) 413-1025 [can.uic.edu/](http://can.uic.edu/)

Provides education, training and advocacy for students, staff, and faculty who need assistance or information on issues related to gender-based violence (such as sexual assault, domestic/dating violence, harassment, and stalking) or feeling unsafe.

### CAMPUSCARE - STUDENT HEALTH BENEFIT PROGRAM

820 South Wood Street, CSN 911, Suite W310 [campuscare.uic.edu/](http://campuscare.uic.edu/)

### COUNSELING CENTER

2010 Student Services Building (SSB) (312) 996-3490 [www.uic.edu/depts/counseling](http://www.uic.edu/depts/counseling)

The Counseling Center provides diverse services to help students deal with stress, handle a crisis or trauma, cope with the transition to college, gain strength from general and cultural identity, or manage serious mental illness and many other issues. Our counselors can help students increase resilience and positive well-being by developing effective coping and problem-solving skills.

### DEAN OF STUDENTS OFFICE

3030 Student Services Building (SSB) (312) 996-4857 [www.uic.edu/depts/dos](http://www.uic.edu/depts/dos)

The Office of the Dean of Students strives to be the campus leader in fostering a caring and supportive environment where all students matter. Through a variety of office, including Student Assistance, Community Standards, Student Legal and Student Veterans, we assist students in resolving issues so they can focus on their academic and social development.

### LATIN AMERICAN RECRUITMENT AND EDUCATIONAL SERVICES (L.A.R.E.S.)

[lares.uic.edu/](http://lares.uic.edu/)

LARES was established to assist UIC in the recruitment of Latino students and to provide academic support to increase their chances for success.



## STUDENT ADVOCACY SERVICES

Student Advocacy Services in the Office of the Dean of Students assists students faced with personal challenges that may conflict with their ability to be successful at UIC. Whether students are dealing with issues of crime victimization, safety and security, health emergencies, homelessness, food insecurities, financial problems, family issues, or interpersonal concerns, we are here to advocate for their needs. To request assistance, visit [cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout\\_id=2](http://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout_id=2)

## STUDENT OMBUDS SERVICES

The Student Ombuds Service provides an impartial advocate for fairness who investigates student complaints. The types of complaints addressed by this service include: grade disputes, grievance procedures, student record errors, billing/financial issues, registration problems, and other administrative concerns. For more information, visit [dos.uic.edu/](http://dos.uic.edu/) To request assistance, call 312-996-4857 or visit [cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout\\_id=2](http://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout_id=2)

## STUDENT LEGAL SERVICES

UIC's Student Legal Services (SLS) is a full-service law office dedicated to providing legal solutions for currently enrolled students. SLS offers advice and representation on a wide variety of legal matters, including:

- Landlord-Tenant Matters
- Expungement of Records
- Family Law
- Some Criminal Matters
- Traffic Issues
- Orders of Protection
- Employment Agreements

To make an appointment, call 312-996-9214.

## U AND I CARE PROGRAM

The U and I Care program provides a network of care for UIC students and centralizes campus information and resources related to student advocacy efforts through three components: a website containing resource and referral information, educational outreach activities and services, and U and I Care Partners. For more information and resources, please visit [dos.uic.edu/uicare.shtml](http://dos.uic.edu/uicare.shtml)

## WRITING CENTER

[www.uic.edu/depts/engl/writing/](http://www.uic.edu/depts/engl/writing/)

Provides individual support for all writing, whether it be research, personal statements, lab reports, memos, class assignments, applications or whatever you have.

## VETERANS AFFAIRS

Student Veteran Affairs 3030 Student Services Building (312) 996-4857  
[www.uic.edu/depts/dos/studentveteranaffairs.shtml](http://www.uic.edu/depts/dos/studentveteranaffairs.shtml)

## UIC NUTRITION SCIENCE DPD PROGRAM MISSION, GOALS, OBJECTIVES & PHILOSOPHY

### MISSION

The mission of the DPD is to provide program graduates with the skills and knowledge to be comfortable and competent in their dietetic internship and serve as professionals capable of providing excellent entry-level dietetic services in numerous food service, management, clinical and underserved community settings.

### GOALS AND OBJECTIVES

**Program Goal 1:** The UIC Didactic Program will provide academic preparation which supports successful placement into a supervised practice program, as well as subsequent success on passing the Registration Examination for Dietitians.

#### Program Objectives for Goal 1:

- 80% of DPD students who apply for a dietetic internship will receive an offer within 12 months of graduation.
- 70% of DPD graduates will apply for a dietetic internship.
- Annual first time overall scaled scores and domain specific scores on the registration exam will exceed the national average over a 5-year period.
- 80% of graduates over a 5-year period will pass the national Registration Exam within one year of first attempt.
- >85% of didactic program students will successfully complete the program annually within 3 years of beginning the program.
- Over 5 years, >80% of dietetic internship directors who respond to our survey will report that the UIC intern was either thoroughly prepared (rating=4) or mostly prepared (rating=3) in terms of the overall knowledge and skill set of the UIC DPD program graduates.

**Program Goal 2:** The UIC Didactic Program will prepare graduates with the nutritional knowledge, communication, and collaboration skills necessary to serve diverse and underserved communities.

**Program Objectives for Goal 2:**

- 30% of alumni participate or work in community nutrition setting in an underserved setting within 2.5 years 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 DPD student at UIC.
- Over 5 years, >80% of dietetic internship directors who respond to our survey will report that the UIC intern was either thoroughly prepared (rating=4) or mostly prepared (rating=3) with an appreciation for the communication skills necessary to work with diverse populations.

**Program Goal 3:** The UIC Didactic Program will integrate scientific research into the curriculum to advance and disseminate knowledge related to nutrition.

**Program Objective for Goal 3:**

- >90% of students will respond that the program more than adequately prepared them with a strong scientific foundation in the field of nutrition/dietetics.

***Program assessment data regarding the goals & objectives and RD exam pass results of our program is available upon request from the Program Director.***

## PHILOSOPHY

The Nutrition Programs believes that:

- 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.
- A broadly based body of knowledge and skills exists, the acquisition of which constitutes the justification of the profession of dietetics.
- 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.
- Its commitment to active research programs is vital for the advancement of the profession.
- It has a responsibility to provide public service as an essential component of the profession.

## CORE KNOWLEDGE FOR THE RD

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

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

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.

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

*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 an understanding of the importance and expectations of a professional in mentoring and precepting others.

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

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

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.

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

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

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.