



COORDINATED PROGRAM STUDENT HANDBOOK

UNIVERSITY OF ILLINOIS AT CHICAGO

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INTRODUCTION

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

Preface

The faculty and staff of the University of Illinois at Chicago Nutrition Programs join in welcoming you. We are very pleased that you have selected the 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 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.

You have chosen a great nutrition degree! Our Coordinated Program focuses on intensive clinical study in biological and physical sciences to understand the relationships between nutrients and human health and prepares you for a career as a registered dietitian!

Our Coordinated 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
- Broad range field experience

The Coordinated Program is a Master's level program. This handbook is for the Coordinated Program ONLY and does not apply to those students in the Nutrition Science Program or Traditional Master of Science in Nutrition.

Graduates of the CP will receive a verification statement upon successful completion of the degree and program requirements. They are then eligible to take the national dietetics registration exam to earn their RD/RDN credentials. Please note that as of January 2024, the Commission on Dietetic Registration will require students to have a Masters' degree to sit for the Registration Examination for Dietitians.

Program Administration

The Coordinated Program (CP) is a professional degree program offered through Kinesiology and Nutrition (KN) and College of Applied Health Sciences (CAHS) as well as being administered through the Graduate College of the University of Illinois Chicago. It is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) as a coordinated program.

Each nutrition faculty member participates in planning, teaching, and evaluating the CP program. Students participate in the evaluation of the courses offered and the CP curriculum. The 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 CP is Shayna Oshita and the assistant director is Tina Lam.

Registered Dietitian Nutritionist Path:

Registered Dietitians work in a wide variety of areas, including clinical nutrition, community nutrition, food service management, research, public relations and marketing and sports nutrition.

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, 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 conduct research in nutrition in health and disease, develop new food products, promote nutrition through radio, television, and written media, or teach nutrition and food service management at the college and university level.

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

1. Complete a ***minimum*** of a bachelor's degree at a U.S. regionally accredited university or college, or foreign equivalent.

2. Complete **didactic course work** at a didactic program or as part of a coordinated program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
3. ***Complete an ACEND-accredited supervised practice program/internship*** at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies (coordinated program). Typically, a dietetic internship will run nine to twelve months in length (longer if combined with a master's degree). Applicants participate in a computer matching program (Dietetic Internship Centralized Application Services <https://portal.dicas.org/>) as part of the internship application process.
4. ***Pass the national dietetics registration examination*** administered by the [Commission on Dietetic Registration](http://www.cdrnet.org) (CDR). Please refer to www.cdrnet.org.
5. **Complete continuing professional educational requirements** to maintain registration.

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. To maintain RDN status, a yearly fee of \$70.00 must be paid to the Commission of Dietetic Registration (CDR).

More info on the field of dietetics can be found on the Academy of Nutrition and Dietetics website at: <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students>

The Coordinated Program in Dietetics at the University of Illinois Chicago is currently granted continuing accreditation by the Accreditation Council for

Education in Nutrition and Dietetics of The Academy of Nutrition, 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 Coordinated Program.

COORDINATED PROGRAM MISSION, PHILOSOPHY, GOALS, & OBJECTIVES

MISSION

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

PHILOSOPHY

The UIC Nutrition Programs believe 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

GOALS & OBJECTIVES

Program Goal 1: The UIC Coordinated Program 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 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 MS/CP student at UIC.

Program Goal 3: The UIC Coordinated Program 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) 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 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

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

CORE KNOWLEDGE FOR THE RD

The Core Knowledge and Competencies must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program.

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

Knowledge

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 decisions.

KRDN 1.2 Select and use appropriate 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 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.

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

CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner 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 Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.

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

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.

KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.

KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.

KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.

KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, 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 Work collaboratively with NDTRs and/or support personnel in other disciplines.

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

CRDN 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.

CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

Domain 3. Clinical and Client 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 and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions, and develop plans to monitor the effectiveness of these interventions.

KRDN 3.2 Develop an 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 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).

KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.

KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

Competencies

Upon completion of the program, graduates are able to:

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).

CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.

CRDN 3.8 Design, implement and evaluate presentations to a target audience.

CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.14 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/financial management plan and interpret financial data.

KRDN 4.3 Demonstrate an understanding of 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 Apply safety and sanitation principles related to food, personnel and consumers.

KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.

KRDN 4.7 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 functions of human resources (such as training and scheduling).

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

CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition 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 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for support, presenting an elevator pitch).

KRDN 5.4 Practice resolving differences or dealing with conflict.

KRDN 5.5 Promote team involvement and recognize the skills of each member.

KRDN 5.6 Demonstrate an 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 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).

CRDN 5.5 Demonstrate the ability to resolve conflict.

CRDN 5.6 Promote team involvement and recognize the skills of each member.

CRDN 5.7 Mentor others.

CRDN 5.8 Identify and articulate the value of precepting.

Domain 6. Area of Concentration: Nutrition Literacy Knowledge

Upon completion of the program, graduates are able to:

KRDN 6.1: Demonstrate the ability to write nutrition goals for various patient audiences that enable them to bridge knowledge to directed action

KRDN 6.2: 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 6.3: Synthesize information and make written or verbal recommendations to other nutrition practitioners to foster collaborations and professional development.

KRDN 6.4: 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

CRDN 6.1: 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 6.2: Design and create a PSA or series of PSA to be used in the SP outpatient clinical

CRDN 6.3: 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 6.4: Write an editorial or blog responding to a nutrition trend discussed with a patient or client during your Outpatient Clinical or Professional Practice rotation

Program Administration and Faculty

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Curriculum Overview
Coordinated Program of Study

Example Program of Study:

First Year: Fall Semester	First Year: Spring Semester
HN 190 Intro to Dietetics (1cr)	HN 306 Nutrition Education (3cr)
HN 202 Culture and Food (2cr)	HN 309 Nutrition Science (3cr)
HN 302 Nutritional Assessment (3cr)	HN 313 Introduction to Community Nutrition (3cr)
HN 308 Nutrition Science I (3cr)	HN 330 Quantity Food Production (3cr)
HN 318 Genetic, Molecular, and Cellular Mechanisms of Chronic Disease (3cr)	HN 396 Independent study – Foundations in Interprofessional Collaborative Practice (1cr)
HN 440 The Research Process (3cr)	<i>HN 407 Writing Process in Nutrition (2cr)</i>
Total: 15 cr	Total: 16cr
Second Year: Fall Semester	Second Year: Spring Semester
HN 300 Science of Foods (3cr)	HN 455 Supervised Practice (1cr)
HN 311 Nutrition During the Life Cycle (3cr)	<i>HN 406 Food as Medicine II (2cr)</i>
HN 320 Clinical Nutrition I (3cr)	HN 420 Clinical Nutrition II (3cr)
HN 332 Food Service Management (2cr)	HN 423 Nutrition Counseling (3cr)
<i>HN 405 Food as Medicine I (2cr)</i>	<i>HN 503 Advanced Pathophysiology (3cr)</i>
<i>HN 510 Nutrition Physiological Aspects (3cr)</i>	Total: 12cr
Total: 15cr	
Second Year: Summer Semester	Third Year: Fall Semester
HN 455 Supervised Practice (5 cr)	HN 455 Supervised Practice (9 cr)
HN 594 Special Topics: Adv Peds (1cr)	<i>HN 555 Obesity (3cr)</i>
Total: 6cr	Total: 12cr

Italicized* courses count toward required graduate elective credits. *Bold and italicized*** courses count toward require graduate selective credits.

Coordinated Program students need to apply and be accepted into the CP and to take all of the required DPD courses and to be eligible for receiving a verification statement.

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

The *Schedule of Classes* is also online:

https://webcs7.osss.uic.edu/PORTAL_UIC/myuic/class-schedule.php

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 Coordinated Program students is done with Shayna Oshita and Tina Lam and should be scheduled via email. Students should plan on meeting with their advisor at least once each semester to plan upcoming courses.

Students can use UAchieve to view their Degree Audit.

- Log into your my.uic.edu account
- Scroll down until you see the red UAchieve Degree Audit box.
- Click on the arrow for “Select a Different Program”
- Choose “Nutrition, Coordinated Program...” and the last full semester
- Click on “Run Different Program”
- Please note, this does not include graduate student requirements. For those, run the original declared program audit assigned to you.

ACADEMIC POLICIES AND PROCEDURES

GRADUATE COLLEGE POLICIES AND PROCEDURES

Graduate College Policy and Procedures apply to students enrolled in the Traditional HN MS Program and can be found here:

<https://grad.uic.edu/academic-support/graduate-college-policies/>

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 (HN 396, HN 355, & HN 455)

Note: Courses numbered 001-099 and S/U 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/uPortal/f/welcome/normal/render.uP>

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 Shayna Oshita or Tina Lam 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 \(available through my.uic.edu\)](https://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

In order 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. 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. If a course needs to be repeated, this may affect the student's program completion date.

Courses with A or B grades may not be repeated. Normally, courses with a C grade may not be repeated. Courses with D, F, NC, or U grades **MUST** be repeated and a grade of C or better must be earned. In all cases, the original grade for the course and the grade for each repeat will appear on the transcript. In such cases, the course can be repeated only once and counted only once toward the degree requirements; the original grade continues to be included in the computation of the Graduate Degree GPA. The approval of both the instructor who will give the course and the director of graduate studies is required.

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/oa/disability_resources/index.html at 312-413-2183 or via email at 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 instructors 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 CP 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 at Chicago shall make every effort to avoid scheduling examinations or requiring that student projects be turned in or completed on religious holidays. Students who wish to observe their religious holidays shall notify the faculty member, by the tenth day of the term, of the date when they will be absent unless the religious holiday is observed on or before the tenth day. In such cases, the student shall notify the faculty member at least five days in advance of the date when he/she will be absent. The faculty member shall make every reasonable effort to honor the request, not penalize the student for missing the class, and if an examination or project is due during the absence, give the student an exam or assignment equivalent to the one completed by those students in attendance. If the student feels aggrieved, he or she may request remedy through the campus grievance procedure."

****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.****

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 at 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
- 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 Coordinated Program Director, Shayna Oshita, 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 of the following conditions:

- Complete all University degree requirements
- Complete the 66 hours of required DPD coursework for the verification statement
- Complete all major requirements in their major field
- Have at least a 3.0(B) average in their UIC course work and, if they have transfer course work, a 3.0(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: 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.
- For Bachelor's degree ONLY Earn a minimum of 120 hours that apply toward the degree

- For Master's degree ONLY Earn the minimum of 36 hours of required graduate level coursework that apply toward the graduate degree

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 (only for undergraduates):

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

Summa cum laude 3.9 and above

Magna cum laude 3.75 to 3.89

Cum laude 3.50 to 3.74

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

GUIDELINES REGARDING ACADEMIC INTEGRITY

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

Academic dishonesty includes, but is not limited to:

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

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

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

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

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

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

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

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.

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 3.0, use the following formula:

$$A (3.0) = B (\text{current GPA}) + C (x)$$

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

B = (credits completed)

C = (current or planned credits)

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

Probation Rules for Students:

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

- An overall grade point average of 3.0 in all courses designated as professional coursework within the Coordinated Program.
- A grade point average of 3.0 for each semester completed in the Coordinated Program in the Department of Kinesiology and Nutrition.
- A cumulative grade point average of 3.0 following matriculation into the Coordinated Program in the Department of Kinesiology and Nutrition.
- Satisfactory attainment of Knowledge of the RD (KRD) and Competencies of the RDN (CRDN) prescribed and published for any Coordinated Program in Dietetics course may be placed on probation. This may include

- unsatisfactory performance (<80%) on a final evaluation conducted by a site preceptor during supervised practice.
- If the student's grade point average is below 3.0 in a given semester, even though the previously attained grade point average is in excess of 3.0, the student will be placed on probation. The program and college will notify the student of their probationary status, including notice of the expectation that a 3.0 average will be earned in the succeeding semester.

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.

Removal of probationary status is dependent on earning a grade point average during the probationary semester which is sufficiently above 3.0 to maintain a grade point average of 3.0 or above for all work in the Coordinated Program in the Department of Kinesiology and Nutrition. If a cumulative GPA of 3.0 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.

Graduate students:

Graduate College Policy and Procedures for Graduation apply to students enrolled in the HN MS Program and can be found here:

<https://grad.uic.edu/academic-support/graduation-information/>

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.

Dismissal Rules for Students:

- A student on academic probation from the UIC Coordinated 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 3.0 GPA.
- 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.
- 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.

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 graduate 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.

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.

STUDENT HEALTH

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

STATEMENT ON SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT

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

environment for study, work, and public engagement that is free from sex discrimination, sexual discrimination, and sexual misconduct. Please consult the Office of Access and Equity <http://oae.uic.edu/> or Sexual Misconduct (<http://sexualmisconduct.uic.edu/>) websites for further details on this policy's related to sexual discrimination, sexual harassment and sexual misconduct.

DISCRIMINATION

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

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.

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.

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.

During Supervised Practice, the only personal information that the program will share with the sites is your name and relevant program information for the site. Two-point identification items will be discussed with the student and shared only when needed for remote/virtual sites. All other personal student information needed by the site will be supplied directly by the student.

Coordinated 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 undergraduate prerequisite courses 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/ucatt/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 Coordinated 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: Culture and Foo, 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 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.

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 located in the student computer room. If the computers are in use or out-of-service, the 5th floor common area in AHSB also has a computer lab. When the computer lab is full, use should be limited to 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 5th floor of AHSB.

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 >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 do not register for and attend courses for two consecutive semesters.

The student must also reapply to the Coordinated Program, 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.

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.

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 Coordinated Program (CP) (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 CP:

- 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 CP.

POLICY

The CP at the University of Illinois Chicago does 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 CP, 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.

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 reserve the right to hold the student back from beginning supervised practice until the student is deemed ready.

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 CDRN's "online preceptor training" module. They will be oriented to the appropriate rotation's assignment expectations, evaluation criteria and ACEND guidelines. Sites and preceptors understand that students must not be used to replace employees. Students should; however, expect to do any duty that their preceptor may be required to do.

The Coordinated Program has contractual agreements with many supervised practice sites. A current contractual agreement between UIC and the facility is required 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 can 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 cohorts.

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.

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 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 situation. You may be required to complete make-up time to work on areas needing improvement. 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.

Absences in supervised practice

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, being a member of a wedding party, 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 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 Chicagoland area which includes the surrounding suburbs. **Some sites may be over an hour away from your home. We try to 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 reliable transportation 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. Illinois 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 Illinois law. As a participant in the UIC CP, you signify agreement with these laws and the ability to comply.

Liability for safety in travel

- The CP assistant 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 CP 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.

Dress Code: All students are always expected to adhere to the professional attire standards described below while at the supervised practice sites, unless otherwise specified by your specific site.

- 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 and colognes should be indiscernible to patients and visitors

- makeup should be worn in a conservative manner
- Jewelry should be appropriate for a professional and clinical environment.
 - large rings, dangling bracelets, large or dangling earrings are not permitted
 - large necklaces or heavily layered necklaces are not permitted
 - ear gauges must be covered
 - promotional buttons are not allowed, except for those required or distributed by advocate healthcare
 - visible body jewelry (eyebrow, tongue, nose, etc.), other than earlobes, is not allowed
- Personal and oral hygiene should be exemplary
- Tattoos with slogans, graphics, or wording that are offensive must be covered (e.g., long sleeve shirt, gloves, etc.). Direct supervisors also have the discretion to require that an employee cover any tattoo(s) or combination of tattoos that could be considered offensive
- 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

Policy on issuing verification statements to students

TO receive a Coordinated Program in Dietetics verification statement from UIC, the student is required to:

- Complete all CP required academic coursework and supervised practice hours.
- Note that students must complete both the coursework and the supervised practice 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 degree requirements and be cleared by the registrar for graduation, which indicates that all degree requirements have been completed.

Other concerns:

- The CP 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 CP director will issue five (5) original signed (in blue ink) and/or digitally signed copies of the verification statement to each student.
- Verification statements are needed as proof of completion to sit for the registration examination and/or to establish eligibility for academy of nutrition and dietetics active membership.

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=oc9d1622c51782fi2a0d6004a28cdacoce99a032> 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.

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, and all CDR credentialed practitioners, whether or not they are members of the Academy.

Immunization and vaccination policy

Students are required to maintain immunizations and vaccinations that are up to date 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.

FINANCIAL RESPONSIBILITIES

GRADUATE BASIC TUITION & FEES

See Office of the Registrar Web site for a more current and complete information on full-time graduate tuition (Range I), differentials (Range I), fees, and assessments:

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

While enrolled in the Coordinated Program, 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

Throughout

Health Insurance.....*Variable*

Transportation.....*Variable*

Second & Third Year

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

Required Seminar Meetings.....\$150.00

Fee for Certified Background (Includes background check, drug testing, immunization tracking) initial and annual renewal.....\$108.00 + \$20.00

OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES

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

SNA Membership.....\$10.00/yr

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

IDA Spring Assembly.....\$90.00

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.

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

E-mail: money@uic.edu

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

An overview of funding options from the Graduate College is at

<https://grad.uic.edu/funding-awards/graduate-funding-overview/>

Upon admission into the program, all Graduate Students in the Department of Kinesiology and Nutrition receive a form to express their interest in obtaining a Teaching Assistantship or other form of Assistantship. **Please note that these opportunities are very limited.**

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.

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

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

<https://ahs.uic.edu/inside-ahs/student-resources/academic-support-and-achievement-program/>.

AHS STUDENT COUNCIL

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

<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.

Tutoring services: <https://aaan.uic.edu/tutoring-services/>

CAMPUS ADVOCACY NETWORK

286 Roosevelt Road Building (RRB) (312) 413-1025 <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 <https://campuscare.uic.edu/>

COMMUNITY STANDARDS

Community Standards empowers students to uphold the community values of integrity, accountability, and respect. In instances where student's behavioral choices are potentially in conflict with these values, the office facilitates a variety of methods meant to fairly resolve conflicts, hold students found responsible accountable for their actions, and spur their ethical and educational development. Please utilize these resources related to Community Standards:

[Student Disciplinary Policy](#)

[Report Academic Integrity Concerns](#)

[Report Behavioral Conduct Issues](#)

COUNSELING CENTER

2010 Student Services Building (SSB) (312) 996-3490

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

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.

DIVERSITY EDUCATION & BIAS PREVENTION

The Bias Reporting Tool allows students, faculty, and staff a place to report instances of bias and discrimination on campus, and coordinates with other campus units to support and educate those involved. We also offer training and resources on topics such as bystander intervention and implicit bias to the campus community.

[Bias Reporting Tool](#)

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

<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

https://cm.maxient.com/reportingform.php?UnivofIllinoisChicago&layout_id=2.

STUDENT ASSISTANCE

Student Assistance offers help to students in addressing the complex crises, life traumas, and barriers that may adversely affect their academic success or collegiate experience. Please utilize the following hyperlinks for Student Assistance requests:

[Student Assistance and Support Referral Form](#)

[U & I Care Fund \(emergency grants\)](#)
[Basic Needs Requests](#)

STUDENT NUTRITION ASSOCIATION

The purpose of this organization is to utilize nutrition knowledge and gain leadership skills in 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.

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 <https://dos.uic.edu/>. To request assistance, call 312-996-4857 or visit https://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.

WRITING CENTER

<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 provides a welcoming and supportive environment for our military-connected students. The office provides resources, assistance, and programming to ease the transition and ensure academic success of UIC Student Veterans. Staff are housed at the Cisar Veteran Center, Room 248 in Student Center East. Please utilize the following link to learn more about Veteran benefits and support:

[Student Veterans Affairs Website](#)

Handbook Agreement

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

Student Printed Name

Date

X

Student Signature