Student Handbook
For the
Didactic Program in Dietetics
2016-2017
Academic Year
## UMES DPD Handbook

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Welcome Dietetics Students – 2016 – 2017 Academic Year

Welcome to the University of Maryland Eastern Shore (UMES). The Dietetics Program at UMES is a concentration within the Department of Human Ecology and is designed to prepare students for careers in nutrition and dietetics. This is an exciting time to be involved in the study of food and nutrition because so much attention is being focused on the relationship between diet and health. It is my hope that you will also find it an exciting and rewarding career choice.

The UMES undergraduate program in dietetics (DPD) underwent a program review November 16 & 17, 2015 by the Accreditation Council for Education of Nutrition and Dietetics (ACEND) to reaffirm continuation of our program accreditation. The DPD program is currently accredited for a maximum of 25 third and fourth year students and the accreditation period extends until July 31, 2017. ACEND has determined that the program, while fully accredited, needs to enhance efforts to improve student pass rate on the dietetic registration exam. In an effort to improve the program and student performance, policies have been put in place to enhance student academic achievement and leadership skills. One important policy is that students will not be issued a Verification Statement for completion of the DPD competencies upon graduation unless the student has achieved a grade point average (GPA) of 2.75.

Beginning spring semester 2017, the UMES DPD program will be adopting the 2017 ACEND Accreditation Standards and Core Knowledge Requirements which are listed on page 20 of this handbook.

Please do not hesitate to call me or send me an email if you have any questions about this information. It is the responsibility of all dietetic students to carefully read this handbook.

With warm regards,

Malinda D. Cecil
Malinda D. Cecil, PhD, RD, LDN
Instructor and Dietetics Program Director
410-651-7578
mdcecil@umes.edu
Introduction to the Dietetics Program

Dietetics is the science and art of applying the principles of food and nutrition to health. It's a vital, growing profession with many career possibilities. Whichever option you choose, you'll share your knowledge of food and nutrition to help people make healthful food choices. If you're thinking about a career in dietetics, the Academy of Nutrition and Dietetics — formerly the American Dietetic Association — is your online career resource. http://www.eatright.org/BecomeanRDorDTR/

The path to becoming a Registered Dietitian requires successful completion of the dietetics concentration within the Department of Human Ecology housed in the School of Agriculture and Natural Sciences at the University of Maryland Eastern Shore (UMES). The dietetics curriculum is based on the accreditation standards established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to ensure students are prepared with the necessary entry level knowledge and skills for the dietetics profession. Completion of the dietetics curriculum provides students with the “eligibility” to pursue both an ACEND accredited dietetic internship and sit for the Dietetic Technician Registration (DTR) exam offered through the Commission on Dietetic Registration (CDR). Upon successful completion of a post-baccalaureate ACEND accredited dietetic internship, students are eligible to take the national examination to become a Registered Dietitian (RD) offered through CDR.

Career Opportunities

Students who pass the Dietetic Registration Exam and become a Registered Dietitians may apply for state licensure where applicable. Registered Dietitians are employed by industry, public health services, hospitals and medical centers, food and nutrition services, communications, and other local, state, national and international agencies in research and educational programs.

Program Philosophy

The philosophical tenets and programmatic focus for all concentrations within the Dept. of Human Ecology is to support the mission of the 1890-land grant university. This mission is carried out through teaching, research and community service. Students are challenged to make contributions that will enhance the quality of life for individuals and families in diverse societies. Additionally, students develop skills that empower individuals to cope with change, explore new technologies, and manage resources wisely. Learning is viewed as a life-long activity.

Consistent with this overall departmental philosophy of excellence is the idea that dietetics education is designed to prepare students to become experts in the interrelationship between food-nutrition and health. Dietitians translate food and nutrition research into information the consumer can use to enhance health and prevent diet related disease. The dietetics concentration promotes an active learning environment that combines foundational knowledge about food and nutrition with experiential learning opportunities. Students are able to practice skills in both the classroom and practicum settings; along with additional undergraduate research opportunities. Faculty members and students are encouraged to seek new learning opportunities outside the classroom and share this information in both formal and informal settings. The departmental faculty members strive to provide educational experiences that promote the development of self-confidence, leadership skills, and professionalism. The ethical practice of dietetics is promoted through coursework and the opportunities to work with competent, credentialed practitioners in the field during practicum experiences.
Program Mission

To offer educational opportunities for students to develop mastery of food and nutrition principles, and to acquire skills for effective dietetic practice; enhance leadership qualities; and foster career development.

The following goals and outcome objectives have been established for the Dietetics Program:

**Goal One:** To provide a program of study which prepares qualified students for successful performance in nutrition and dietetics related fields.

**Objective:** Students will meet professional standards for entry into the dietetics profession

**Expected Outcomes:**
1. 80 percent of students admitted to the Didactic Program in Dietetics, after successful completion of 55 credit hours, will complete the program within three years with a GPA of at least 2.75.
2. Over a five year period, 50 percent of graduates will apply to a dietetic internship within one year of graduation.
3. Over a five year period, 50 percent of applicants will be accepted into a dietetic internship within one year of graduation.
4. Over a five year period, 80 percent of graduates who sit for the Dietetic Registration Examination will successfully pass it on the first attempt.
5. 80 percent of graduates will rate themselves on an exit survey as well prepared or very well prepared for entry into the nutrition and dietetics professions.
6. Over a five year period, 80 percent of DI program directors surveyed will rate graduates’ program preparation as well prepared or very well prepared on the UMES DPD core knowledge and skills survey.

**Goal Two:** To promote lifelong learning, diversity, and leadership skills in graduates within the field of nutrition and dietetics.

**Objective:** Students will become lifelong learners, embrace diversity, and display leadership skills.

**Expected Outcomes:**
1. Over a five year period, 75 percent of graduates will have attended two or more nutrition related continuing education workshops.
2. Over a five year period, 50 percent of graduates will be engaged in at least one nutrition related leadership or community service activity.
3. Over a five year period, 75 percent of graduates will be employed in a dietetic related position that serves diverse populations.
4. Over a five year period, 50 percent of graduates will be pursuing a graduate degree.

**DPD Outcome Assessment**

Program outcomes and appropriate measures to assess achievement of goals and program effectiveness have been established for the didactic program. Outcome data for the program is available upon request from the Department of Human Ecology dietetics program director, Dr. Malinda Cecil at mdcecil@umes.edu

**University Nondiscrimination Policy and Integration Statement**
“The University of Maryland Eastern Shore is committed to providing equal opportunity through its employment practices, educational programs, admissions and the many services it offers to the community. It is the policy of the University that no person shall be discriminated against on the basis of race, sex, color, religion, national origin or ancestry, age, marital status or handicap.” p.13., UMES Undergraduate Catalog 2011-13

**Human Ecology Degree – Dietetics Credentialing**

The Department offers a degree in Human Ecology with a concentration in dietetics. A Baccalaureate degree is conferred upon completion of a minimum of 120-123 hours of course work-depending on the year in which a student enrolled (see course descriptions and revisions). Successful completion of the Didactic Program is the first step toward dietetic credentialing. The remaining two steps consist of completing a supervised practice experience through an ACEND accredited Dietetic Internship. The final step is to successfully pass the national Registration Examination for Dietitians administered through the Commission on Dietetic Registration (CDR). Additionally, as of June 1, 2009, graduates of an accredited didactic program are eligible to take the Dietetic Technician Registration exam through the DTR pathway III provision approved by CDR.

**DPD Program Admissions Requirements**

Program admission requirements are the same as those for the university. Freshman applicants must have graduated from an accredited secondary school. For optimal admission consideration, an academic grade point average (GPA) of at least 2.5 and scored competitively on the SAT or ACT tests. See undergraduate catalog for additional admissions information at [http://www.umes.edu/WorkArea/DownloadAsset.aspx?id=40556](http://www.umes.edu/WorkArea/DownloadAsset.aspx?id=40556).

Students may complete the Declaration of Major form with a designated concentration in Dietetics as a freshman or transfer student, and be assigned an advisor. **However, the declaration of a concentration in dietetics does not constitute admission into the program.** Also, once admitted, DPD students are required to become student members of the Academy of Nutrition and Dietetics to be able to access the Evidenced Analysis Library and position papers. The current student membership fee is $50.

Beginning with fall semester 2015, students who wish to be admitted into the Didactic Program in Dietetics may apply for admission after completing a minimum of 28 semester hours with a minimum overall GPA of 2.75 and a grade of “C” or better in foundation courses BIOL 111/113; CHEM 111/113 and CHEM 112/114; NUDT 210; MATH 209; ENGL 101 and ENGL 102; SOCI 101; PSYCH 200; and EXSC 111; including: HUEC 100 First Year Experience and satisfactory passage of the English Proficiency Exam. See Appendix A for University admissions policies. Information about tuition and fees is included in Appendix E. **Application forms for the DPD program can be obtained from the program director upon request.**

**Graduation Requirements:**

In order to receive a verification statement for completion of the required didactic curriculum, the program must be accredited by the Accreditation Council for Nutrition and Dietetics Education, an agency of the Academy of Nutrition and Dietetics and students must meet all requirements put forth for both admission and retention and be approved for graduation by the Registrar at University of Maryland Eastern Shore. Students who graduated from the program with an overall GPA of 2.75 or higher are eligible to receive a DPD Verification Statement.
Student Attendance Policy

DPD students shall abide by the UMES class attendance policy outline in Appendix B.

Policy for Issuance of a Verification Statement

A student must be in good standing with the University and have completed the DDP course sequence with a cumulative GPA of 2.75 or higher at the time of graduation. Successful completion of the didactic program in dietetics and receipt of a Verification Statement do not guarantee acceptance into a post-baccalaureate dietetic internship.

Exit Interviews

DPD students will be administered a program and departmental exit interview to assess satisfaction with the program and confidence in being prepared for a dietetic internship.

Program Retention and Remediation Procedures

Students are encouraged to become involved in the Human Ecology Club, induction into Kappa Omicron Nu, and Department service learning projects. Each student is also required to become a student member of the Academy of Nutrition and Dietetics and participate in local, state, and national meetings when possible. A detailed description of Department organizations is found in Appendix F.

Student academic records are reviewed after each semester and students who do not maintain the required GPA of 2.75 for a Verification Statement are counseled and referred to academic support through CAAS and their academic coach. In most situations, the DPD advisor will develop a personal academic improvement plan and contract with the student on specific activities designed to improve his or her academic standing. A series of advising meetings will be scheduled with the student to review progress on the plan. It is a Department requirement that students must repeat courses in which they have received a “D” or lower. If a student continues to have difficulty maintaining the minimum GPA of 2.75 for a Verification Statement, the student may be advised to consider transferring into other concentrations within the Department of Human Ecology such as nutrition or Family and Consumers Sciences.

Transfer Students

Students who have attended any accredited institution of higher education and have earned at least one (1) credit hour or more will be classified as a transfer student. Students must be in good judicial, academic, and financial standing to be considered for admission as a transfer student. Transfer students who have less than 28 credits must submit a high school transcript and SAT or ACT test scores unless they have been out of school longer than two years.

Students desiring to transfer into the Department of Human Ecology from another program on campus or outside the University must have a 2.5 GPA (C+). Completion of the “Request for Change of Major” must be signed by the transferring Department Chair prior to approval by the department for which transfer is being sought. The Department of Human Ecology requires that all students maintain a “C” in each course of their Program Core and Program Electives and a “C” average in General Education and Supportive Course Requirements. Successful transfer into the Dept. of Human Ecology does not guarantee
enrollment into the DPD program. Transfer students must follow the DPD admissions procedure outlined above and apply for admission to the DPD program.

**Transcript Evaluation**

Students who have attained a Baccalaureate degree or Master’s Degree and wish to pursue a career in dietetics may contact the didactic program director, Malinda D. Cecil, PhD, RD, LDN at mdcecil@umes.edu or 443-783-3642 to inquire about transcript evaluations to assess educational requirements.

**Assessment of Prior Learning**

Students may apply for Credit by Examination under specific conditions outlined below. Otherwise, there is no other policy for assessment of prior learning.

**Credit by Examination**

Credit towards the bachelor’s degree may be established by examination under the conditions below: For further information, please contact the Office of the Registrar at 410-651-6414.

1. The applicant must have completed at least 12 semester credits at UMES with an average grade of "C" or better before making application for an examination to establish credit. The Department Chair and Dean may waive this regulation for entering freshmen who wish to pursue the examination to establish credit based on previous training.
2. The total number of credits that may be established by examination cannot exceed 60 semester credits. "Credit by Examination" cannot be used for a course in which the student has previously earned a letter grade (A, B, C, D, or F); or in which the student received a W or an I grade. Additionally, credit by examination cannot be awarded for a course which was audited during a previous semester. Usually credit by examination will not be accepted for any part of the final thirty (30) semester credits, which must be completed in residence. However, if permission is granted by the Vice President for Academic Affairs, six (6) semester hours of the final thirty (30) may be established by examination. However, in no case does this permission waive the minimum residence requirement of 30 semester credits.
3. The fee for credit by examination is $30.00 per semester credit hour for full-time students. A grade of "C" or higher must be obtained in order to establish credit by examination.
4. Applications for examination to establish credit by examination must be approved on an individual course basis. Approval will not be granted at the same time for examinations in a sequence of courses. Approval to take an examination in any course will depend upon the student having established credit in all prerequisites or having received the approval of the Department Chair, the Dean and the Vice President for Academic Affairs. Application for credit by examination is equivalent to registration for a course with the following conditions:
   a. A student may cancel an application at any time prior to completion of the examination with no entry on the permanent record. The examination instructor will make the results of the examination available to the student prior to formal submission of the grade. A student may elect not to have the grade recorded. In this case, a symbol of "W" will be recorded. No course may be attempted again in this manner.
   b. Grades earned on examination to establish credit will be posted on the student’s transcript and used in computing the student’s grade point average. Such credits shall be accompanied by the phrase, "By Exam" or "By CLEP," whichever is applicable.
   c. The instructor must certify on the report of the examination that copies of the examination questions and the student’s answers have been filed in the Office of the Registrar.
d. The instructor must certify on the report of the examination that copies of the examination questions and the student’s answers have been filed in the Office of the Registrar.

e. Part-time or special students are not eligible to establish credit by examination.

**Note:** Students are advised that UMCP and UMBC and many other institutions will not accept transfer credits taken through this process.

**Alternative Credits**

All undergraduate students who enroll in degree programs will be required to complete 12 alternative credits before graduating. Alternative credits can be earned by completing internships, summer and winter session courses, on-line courses, independent study, undergraduate research, credit by examination and courses completed while studying abroad.

**Course Description for DPD**

The UMES Didactic Program in Dietetics seeks to provide students with the knowledge and skills required to succeed in the Dietetic Internship and graduate work. In addition the program must fit into the larger context of the requirements necessary to complete a Bachelor of Science degree at UMES.

**Required Major Courses in the Department of Human Ecology**

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**Dietetics Recommended Course Sequence**

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17
The UMES DPD Program endeavors to provide students with foundation knowledge and skills needed to achieve a career in nutrition and dietetics. The curriculum and course content are grounded in evidenced based research and is designed to provide students with opportunities to apply knowledge gained in the classroom to real life situations. The upper level course sequence builds on foundation knowledge acquired during the first two years of coursework and prepares students for success in a Dietetic Internship and graduate work. A departmental curriculum committee consisting of faculty members meets periodically to make recommendations for program revisions including changes in course schedules, new courses, and descriptions. Curriculum revisions are based upon current standards of practice, research, and ACEND and NDEP recommendations. The most recent curriculum revision occurred fall 2011 and gained University approval for implementation fall 2013.

Senior Practicum Experience and Professional Dress and Behavior

Dietetic students are required to take NUDT 475 Senior practicum. This is considered the Senior Capstone Experience in the DPD. It is designed to give students an opportunity to experience the diversity of experiences in the field of dietetics. Except under unusual circumstances, it is offered during the second semester of the senior year. Students are not expected to be substitute labor for absent employees, nor are they paid for any activities performed during their practicum experience. Prior to the practicum experience students must complete the Student Health Examination Record found in appendix C.

All students are expected to dress professionally during the practicum, no jeans or revealing tight fitting tops, comfortable shoes with non-slip sole. Lab coats and hair nets may be required in a faculty. Students are encouraged to act professionally at all times. Students whose conduct does not comport to the expected behavior risk being dismissed from the field experience. Students have the right to appeal these dismissals. Students are asked to report disputes or concerns about issues or treatment during a filed experience to the Program Director who will assist in resolving disputes or address concerns.

HIPPA Requirements

During your various rotations it is imperative that you keep all information confidential. This information includes but is not limited to medical information about patients, patients which are in various
facilities, billing information, costs from vendors, free and reduced lunch students, students attending various schools, contact information for clients, and computer access codes and passwords at rotations. When preparing your practicum assignments please remember to remove the patient name and/or number for submission in your portfolio. You portfolio is a public document. You may be required to attend an employee training session and asked to sign an agreement at assigned rotations concerning your HIPPA compliance.

Drug Screens and Criminal Background Checks

Increasingly more healthcare facilities and institutions are requiring drug testing and criminal background checks. Currently, only one facility in the DPD program has a requirement for drug screening and a criminal background check. Students are not routinely charged for these services. However, should there be changes in this policy students will be informed verbally and through electronic communication by the instructor prior to the course the beginning of the class. A disclaimer is also included in the course syllabus notifying students of the potential charge for drug screens and background checks. Typically these services cost between $40 and $75. Efforts will be made to keep these costs at a minimum should it be necessary to collect fees from students for these services.

University Liability Insurance

The University of Maryland Eastern Shore provides liability insurance for students in the dietetics program during the field based learning experiences such as practicum and field trips. It is through Homeland Insurance Company of New York - NAIC #34452-200 - Individual Insureds: Allied Health Students of University of Maryland, Eastern Shore, Dietetic Programs. The list of facilities is reviewed and updated annually. This insurance covers the student for acts, which may cause injury to clients, employees or visitors in the facility. Certificates of liability insurance are issued to all facilities used in the program. A list of facility certificates is available upon request.

When students become ill or require emergency care while in the field, if they must contact both their instructor and preceptor when possible, and seek medical attention immediately. In the event of an accident, the DPD accident form must be completed; a copy of which can be found in Appendix D.

Liability for Safety in Travel

Students are generally required to arrange their own transportation to a facility during the foodservice systems management lab and senior practicum and have automobile insurance in compliance with state law. When the entire class is going on a field trip, the program will provide transportation for the group. Students will be required to complete the Waiver of Liability and Hold Harmless Agreement prior to the travel available on the Student Affairs and Enrollment Management website: http://www.umes.edu/student/students.html#forms

Lack of transportation to a facility is not a valid excuse for missing days from the experience. Students are asked to report problems with transportation immediately. The program will try to assist the students with the problem when possible.

Calendar for the DPD Student

The academic calendar is posted on the UMES website and can be accessed at the following web address http://www.umes.edu/Academic/index.aspx?id=27854 The University of Delaware (UD) and the University of Maryland Eastern Shore (UMES) are institutions with internship programs closest to UMES.
Both the UD and UMES usually hold Open Houses for students. If you would like to attend, please talk to Dr. Cecil or Mrs. Ferraro. Below is a general calendar of activities for the DPD program.

**Junior Year**

**March**
Meet with advisor to pre-register for senior year classes and review degree audit to insure all course requirements will be met by anticipated date of graduation.

**April-May**
Meet again with advisor/DPD Director to discuss internship options, personal statement and application process including deadlines for Match and DICAS applications, letters of recommendations and transcripts. This is especially important if the student is a December graduate and plans to participate in the fall match.

**Senior Year**

**August – January**
Complete dietetic internship application through DICAS & D&D Digital

**September – October**
Meet with DPD Director to discuss internship interests
Select at least three to five internships/graduate schools of interest

**September 13**
December Commencement applications due in Registrar’s Office

**September 25**
DICAS application closes for fall match – D&D ranking completed

**October**
Winter/Spring Pre-registration advising

**November**
Begin dietetic internship application process for spring match through DICAS system/graduate schools of interest

**November 3**
Notification day for fall internship applicant match starting at 7pm

**November 5**
Notification of DI Directors of acceptance by 5pm

**November 30**
Deadline for submitting Clearance Form for December graduation

**November – January**
Encourage attendance at internship open houses as practical

**January**
DPD Director reviews Computer Matching process with seniors

**February**
Sign up for computer matching process

**April**
Internships are assigned through computer matching process. Seniors not matched are encouraged to discuss with the DPD director alternative routes to dietetic registration and the application process to sit for the DTR exam.

**May**
Complete exit interview, contact information and paperwork for DTR exam

**FERPA Statement**

*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)* is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.
The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access;

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, then the Registrar shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student’s education records that the student believes is inaccurate;

Students may ask the University to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent;

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Maryland Eastern Shore to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Affairs and Enrolment Management

UMES has a variety of student services and student organizations, service clubs and leadership opportunities. Information can be found at the website listed below.

https://www.umes.edu/Student/depts.html#sad

In addition there are a variety of student support services through both Student Affairs and Enrolment Management and Academic Affairs. A table listing these services can be found on the following page.

Access to Student Support Service

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<th>RESOURCES</th>
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<th>PHONE NUMBER</th>
<th>SERVICES</th>
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<tr>
<td>TUTORING &amp; MENTORS</td>
<td>SDC Suite 2200</td>
<td>Mrs. Andrea Taylor, Ms. Robin Burton</td>
<td>410-551-7510</td>
<td>Provides tutorial support with course content and study skills. Stresses discipline, commitment, and academic achievement. Provides student mentors for new students enrolled in First Year Experience courses.</td>
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<tr>
<td>UNDECLARED STUDENT ADVISING</td>
<td>SDC Suite 2200</td>
<td>Ms. Taeseta Tailey</td>
<td>410-551-7659</td>
<td>Provides assistance regarding programs of study and career options, course selection and information on use of catalog as well as guidance to students who have selected a major (undeclared).</td>
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<td>ACADEMIC COACHING</td>
<td>SDC Suite 2200</td>
<td>Ms. Robin Burton, Mrs. Betty Harmon, Mrs. Andrea Taylor, Mrs. Taeseta Tailey</td>
<td>410-651-6215 / 6457</td>
<td>Provides academic coaching and strategies to retain all students. Provides assistance regarding programs of study, course selection and information on use of online catalog and registration.</td>
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<td>PROBATION ACADEMIC COACH</td>
<td>SDC Suite 2200</td>
<td>Ms. Constance Hawkins</td>
<td>410-551-7972</td>
<td>Provides support for students with a Cumulative GPA below 2.0. Offers tutorial support and guidance with course selection.</td>
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<td>CAREER SERVICES</td>
<td>SSC 2nd Floor</td>
<td>Dr. Therese Queenan</td>
<td>410-551-6447</td>
<td>Provides individualized career counseling involving the beginning stages of career development and assessment, gathering of occupational information, and utilization of computerized career guidance programs, resume prep and interviewing techniques.</td>
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<td>COUNSELING SERVICES</td>
<td>SDC 2nd Floor</td>
<td>Dr. Ronnie McLean</td>
<td>410-551-6449</td>
<td>Provides individual counseling to all students; solves social and personal adjustment problems as well as counseling to students unsure about major and careers. Specializes in mental health counseling.</td>
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<tr>
<td>STUDENT AFFAIRS &amp; ENROLLMENT MANAGEMENT</td>
<td>SSC 2nd Floor</td>
<td>Mrs. Cheryl Collier-Mills</td>
<td>410-551-6440</td>
<td>Assists students with the transition to college life and acts as a resource for referrals in problem-solving and decision-making.</td>
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<td>RESIDENCE LIFE</td>
<td>Office of Residence Life</td>
<td>Mrs. Bonita Brown-Rashaw</td>
<td>410-551-6144</td>
<td>Provides access to a variety of residential facilities such as efficiency apartments and rooms with semi-private facilities. Manages safe and affordable on-campus student housing.</td>
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<td>REGISTRAR</td>
<td>SDC 1st Floor</td>
<td>Mrs. Cheryl Holden-Duffy</td>
<td>410-551-6444</td>
<td>Provides assistance with all university academic records; issuers of transcripts, enrollment verifications, withdrawals from the university, degree certification, change of majors, etc. Offers assistance with registration, graduation requirements and/or problems entering data into HawkWise.</td>
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<td>DISABILITY SERVICES</td>
<td>SSC 2nd Floor</td>
<td>Dr. Dorothy Josephh</td>
<td>410-551-2446</td>
<td>Facilitate Equal Opportunity for students with special needs. Advocacy to assist students in maximizing their academic potential; campus visits, pre-admissions, classroom accommodations, etc.</td>
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<tr>
<td>FINANCIAL AID</td>
<td>SDC 1st Floor</td>
<td>Mr. James Kellem</td>
<td>410-551-6172</td>
<td>Provides financial assistance in the form of grants, loans, scholarships and work-study programs. Financial aid is awarded on the basis of need and in the order of application.</td>
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<td>WRITING CENTER</td>
<td>Wilson Hall 1107</td>
<td>Dr. Terry Smith</td>
<td>410-621-3011</td>
<td>Provides assistance in all stages of the writing process. Mon-Thurs: 10:00 am – 6:00 pm; Fri: 10:00 am 2:00 pm. Open to all students in all courses.</td>
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<tr>
<td>HEALTH CENTER</td>
<td>Lida Brown Bldg.</td>
<td>Mrs. Sharon Grant</td>
<td>410-551-6597</td>
<td>Provides medical services to student population including treatment, diagnoses, consultation and referral for variety of health issues such as illness, injury, immunizations and preventive care. Monitor immunization compliance and student health insurance program.</td>
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- Academic Support – Center for Access and Academic Support (CAAS)
- Office of Services for Students with Disabilities (OSSD)
The Frederick Douglas Library

Information Technology Center
https://www.umes.edu/it/Default.aspx?id=1290

Student Health Services

Additional services include: the Writing Center, Counseling Center, Wellness Center, and Neebo campus bookstore.

Disability Statement

Students capable of success, regardless of their disabilities are admitted to the university. The faculty and staff of the University of Maryland Eastern Shore work cooperatively to assist their students in achieving their educational goals. Moreover, students with disabilities are accommodated in accordance with both federal and state laws. To receive special accommodations for a disability, the student must register with Student Disability Services before any accommodations can be granted. At the time of registering for disability services, please bring documentation to support your claimed disability. The documentation must be within three years and provided by a licensed professional with expertise in the special disability area. If you have questions about disability services or accommodations, please contact Dr. Dorling Joseph at (410) 621-3446. The Student Disability Services office is located in the Student Services Center (SSC), Suite 2169.

Student Grievance Procedure

Students with grievances, complaints, concerns, or problems are encouraged to speak with the program director. If the problem cannot be resolved at this level, the student should put the grievance in writing and make an appointment with the department chairperson to discuss the problem. Students can reach the department chairperson at 410-651-6056. When possible, student concerns are handled at the department level. However, if the problem cannot be resolved at the departmental level, the student may pursue progressive recourse through the Office of the Dean of the School of Agricultural and Natural Sciences followed by the Vice President/Provost for Academic Affairs or the President. All decisions are made in accordance with the policies and procedures outlined by the Board of Regents and the laws of the State of Maryland. Some discretionary powers may rest with the president’s office, as prescribed by policies of the Board of Regents of the University System of Maryland. To reach ACEND for matters associated with accreditation grievances, the address and phone number is: The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995; 800/877-1600, ext. 5400.

*The DPD program is responsible for keeping a confidential chronological record of all student complaints and resolutions related to ACEND accreditation standards for a period of five years.

Formal Assessment of Student Learning

Methods of assessment of student learning are clearly mentioned in each course syllabus and reviewed by DPD faculty at the start of each semester. Grading methods, number of points possible and methods of assessment are all part of the course syllabus. Students in NUDT 472 – Foodservice Systems
Management Lab and NUDT 475 – Senior Practicum may have additional assessments by preceptors during their field placement experiences.

Periodic informal evaluation conferences may be held with faculty, Department Chairperson and Program Director. The purpose of the conferences is to guide you and assist you in developing as a healthcare provider. The Program Director will evaluate your progress toward meeting the goals of the program at the end of each semester and the beginning of a new semester. All evaluations will protect the student’s right to privacy. See Appendix B for University dismissal and reinstatement policies.

**UMES Code of Conduct and Student Values**

The University of Maryland Eastern Shore claims certain foundational principles of values upon which its entire existence stands. All students at the University of Maryland Eastern Shore have the duty to observe and uphold and accept these values as standards of conduct. These include honor, personal and academic integrity, mutual respect for personal and property rights of others, justice, freedom, diversity, leadership, civility, courtesy, fairness, spirituality, and loyalty to the University. We have established this Code of Student Values, which forms the model of conduct for student members of our academic community. The student conduct policy manual can be accessed at [http://www.umes.edu/student/code.pdf](http://www.umes.edu/student/code.pdf)

**Prohibited Conduct**

The following conduct is prohibited by the University of Maryland Eastern Shore and subject to disciplinary action in accordance with the Student Code of Conduct. Attempts to commit acts prohibited by this Code shall be punished to the same extent as completed acts, which may include suspension and/or expulsion from the University. Students and student organizations are responsible for the conduct of their guest(s) on, or in University property and at functions sponsored by the University, and may be disciplined for a guest’s violation of this Student Code of Conduct. Pursuant to the University’s parental notification policy, parents or guardians will be notified when students under the age of twenty-one (21) receive disciplinary sanctions for abuse and/or misuse of alcohol, and drugs, or for arrest. Please note this is not an exhaustive list, a more complete list is available in the Student Code of Conduct.

1. Computer Misuse and Dishonesty
2. Forgery, Fraud, and Dishonesty
3. Improper Possession, Use or Abuse of Alcoholic Beverages
4. Drugs
5. Discriminatory Conduct
6. Violence to Persons
7. Theft, Vandalism, Destruction and Abuse of Property
8. Disruptive, Disorderly, or Reckless Conduct
9. Possession of Dangerous Weapons, Firearms, or Explosives
10. Violations of Residence Life and Housing/Rules and Regulations
11. Cellular Telephone and Pagers in the Classroom
12. Obstruction of the free flow of pedestrian or vehicular traffic
13. Arson
14. Harassment
15. Sexual Assault
16. Stalking
17. Illegal Gambling or Wagering
18. Hazing
19. On or Off Campus Event Related Misconduct
IMPORTANT UNIVERSITY REGULATIONS WHICH APPLY TO STUDENTS

The following behavior may result in referral to the UMES campus Conduct System for appropriate action. Typically, disciplinary sanctions will be imposed not only for individual misconduct that demonstrates a disregard for institutional behavior standards, but also for conduct that indicates disregard for the rights and welfare of others as members of an academic community. Such conduct may ultimately call into question the student’s membership in the University community, either because he/she has violated elementary standards of behavior necessary for the maintenance of an educational milieu or because his/her continued presence at the University adversely affects the ability of others to pursue their educational goals.

• **Violation of Fire Regulations** - This includes failure to comply with evacuation procedures, tampering with fire-protection apparatus, use or possession of fireworks or firearms, use of open-flame devices or combustible materials which endanger the safety or well-being of the University community, or unauthorized use of electrical equipment.

• **Behavior Which Jeopardizes the Safety or Well-Being of Other Members of the University Community or Persons Coming onto University Property** - This includes physical harassment of, or interference with, fire fighters, police officers, or other persons engaged in the performance of their official duties; physical abuse or threatening physical abuse of any person on University property; and/or forcible detention of any person on University property.

• **Unauthorized Possession, Use, or Distribution of Alcoholic Beverages on or in University Property** - University policy, consistent with State and County Laws, restricts on-campus use of alcoholic beverages in specified areas.

• **Possession, Use, Sale or Distribution of Illegal Drugs or of Drugs for Which the Required Prescription Has Not Been Obtained** - This includes possession, use, distribution, sale, manufacture of, or processing of, illegal or un-prescribed narcotics, drugs, and/or hallucinogenic substances.

• **Destruction, Theft, Attempted Theft or Impairment of Personal or University Property** - Disciplinary action may include a requirement of restitution.

• **Unauthorized Possession or Use of University Keys** - Keys to rooms or buildings on the university campus may be obtained only through official channels.

• **Unauthorized Entry into or Presence in a University Building or Facility** - Except for properly scheduled use, classroom, administration, and recreation buildings are closed to general student use on holidays, Saturday afternoons, Sundays, and after 12:00 midnight during the week. Students may use a building or facility for a specified purpose upon written permission from a member of the faculty, with approval of the academic or administrative officer normally having control over such building or facility. Such permission may also be revoked or withdrawn.

• **Plagiarism, Cheating and Other Academic Irregularities** - A student who violates accepted academic procedure may be referred to the Department Chairman or to an Ad Hoc Committee on Academic Dishonesty.
• **Falsification, Forgery or Modification of Any Official University Record** - Identification card, absence excuses, parking stickers, transcripts, examinations, grade cards, admission applications, etc. are all Official University records. Tampering with any of these records may invoke conduct actions.

• **Actions on the Part of Students Which Substantially Obstruct, Disrupt, or Interfere with Non-Academic Activities on University Premises by Members or Authorized Non-Members of the University Community.**

• **Obstruction of, Disruption of, or Interference with Any University Activity of an Academic Nature** - Discipline in the classroom is the responsibility of the faculty member in charge of the class. Misbehavior of a type that interferes with the educational efficiency of a class will be considered sufficient cause for suspending a student from the class. If a student is suspended from class for disciplinary reasons, he/she should report immediately to the Department Chair. The Department Chair will investigate the incident and will report it to the Academic Dean, who will in turn report it to the Vice President for Academic Affairs to determine whether or not past disciplinary action has been taken against the student. The Department Chair will then write a letter to the student indicating the disposition of the case. The student will be required to present this letter to the instructor who suspended him/her before he/she can be readmitted to class. A copy of this letter will be sent to the Chair of the Student Judiciary Council.

• **Failure to Meet Financial Obligations to the University** - This includes refusal to pay delinquent accounts and use of worthless checks or money orders as payment to the University for tuition board, fees, library fines, traffic penalties, etc.

• **Violations of University Housing Regulations.**

• **Violations of University Campus Traffic Rules and Regulations.**

**Suspension of Students and Organizations from University Activities and/or Facilities**
Suspension from University activities and facilities occurs when a student breaks the University's Code of Student Conduct. The person in charge of a unit of the University directly related to the code violation (the person in charge of a department, division, organization building, facility, or unit such as the Dining Hall, Student Center, etc.) may recommend suspension of any student or organization from a facility, pending action by the Conduct Board, which adjudicates all such incidents and notifies the student(s) of the disposition of the case. A file of such actions is kept in the office of the conduct administrator.

**Academic Honesty:**

Academic honesty and integrity lie at the heart of any educational enterprise. Students are expected to do their own work and neither to give nor receive assistance during quizzes, examinations, or other class exercises. Because the university takes academic honesty seriously, penalties for violations may be severe, including failing the course and possibly being dismissed from the university. Students accused of academic dishonesty will be given due process before disciplinary action is taken. **Please request most current policy and procedure followed when academic dishonesty accusations are lodged by faculty against students from the faculty member, the academic advisor, or the department chair.**

Cheating and plagiarism are two of the most common forms of academic dishonesty and are described below:

Cheating includes but is not limited to:

a. giving answers to others in a testing situation without permission of the instructor;
b. taking or receiving answers from others in a test situation without permission of the instructor;
c. having possession of test materials without permission;
d. taking, giving, or receiving test materials prior to tests without permission;
e. having someone else take a test or perform an assignment for you;
f. submitting as your own work, work done by someone else;
g. permitting someone else to submit your work under that person’s name;
h. falsifying research data or other research material;
i. copying with or without permission any work, e.g., essays, short stories, poems, etc., from computer, hard drive or discs and presenting them as your own.

Plagiarism is the act of presenting as your own creation works actually created by others. Plagiarism consists of:

a. taking ideas from a source without clearly giving proper reference in a way that identifies the original source of the ideas and distinguishes them from your own;
b. indirectly quoting or paraphrasing material taken from a source without clearly giving proper reference in a way that identifies the original source and distinguishes the paraphrased material from your own compositions;
c. directly quoting or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as your own creation.

University Dress Code

The dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one’s affairs, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role for values and ethics. The continuous demonstration of appropriate manners and dress insures that University of Maryland Eastern Shore students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives -essential areas of development necessary for propelling students toward successful careers. Students may be denied admission to various function, and facilities if their manner of dress is inappropriate, and facilities if their manner of dress. On this premise students at the University of Maryland Eastern Shore are expected to dress neatly at all times. The following are examples of inappropriate dress for dinning and classroom attendance, they include but are not limited to Pajamas, caps, do-rags, midriffs or halters, mesh shirts, netted shirts, tube tops or cutoff tee shirts Students should contact the Office of Public Safety for more information and a copy of the report.

All students should wear shoes with non-slip soles during their practicum experience. Lab coats and hair nets may be required in a faculty. Students are encouraged to act professionally at all times. Students whose conduct does not comport to the expected behavior risk being dismissed from the field experience. Students have the right to appeal these dismissals. Students are asked to report disputes or concerns about issues or treatment during a filed based experience to the Program Director who will assist in resolving disputes or address concerns.
Becoming a Registered Dietitian – 2017 Core Knowledge Requirements

The program’s curriculum must prepare students with the following core knowledge:

**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 Use current information technologies to locate and apply evidence-based guidelines and protocols.
KRDN 1.3 Apply critical thinking skills.

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

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

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

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

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

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
KRDN 3.2 Develop 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 Explain the processes involved in delivering quality food and nutrition services.
KRDN 3.5 Describe basic concepts of nutritional genomics.
Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

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

KRDN 4.1 Apply management theories to the development of programs or services.
KRDN 4.2 Evaluate a budget and interpret financial data.
KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
KRDN 4.4 Apply the principles of human resource management to different situations.
KRDN 4.5 Describe safety principles related to food, personnel and consumers.
KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Description of Learning Activities

5.3 The program’s curriculum must provide learning activities to attain the breadth and depth of the required curriculum components and core knowledge. Syllabi for courses taught within the academic unit must include these learning activities with the associated KRDNs.

- Learning activities must prepare students for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.
- Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females and older adults.
- Learning activities must use a variety of educational approaches necessary for delivery of curriculum content, to meet learner needs and to facilitate learning objectives.

Frequently Asked Questions about Becoming a Registered Dietitian

This information is NOT meant to replace counseling sessions with the DPD Director. You can plan with your advisor a schedule to fit your individual needs, based on the course sequence for the concentration. Ask the DPD Director if you have any questions regarding dietetics.

1. What is a Registered Dietitian?

The Registered Dietitian (RD) credential is the only credential nationally recognized in foods and nutrition. The RD is marketed as the nutrition expert and the credential is required for most employment in the healthcare industry and preferred for many other employment opportunities in foods and nutrition. The credential is particularly important when nutrition counseling/advice is a component of the employment. Due to the marketing of the RD credential, expect to see it required even more in the future as necessary for employment.

2. How do I become a RD?

The RD credential is earned after successfully passing a nationally administered exam. To be eligible to take the exam requires completion of two different components of study:
1) a classroom component (didactic)
2) a supervised practice component (pre-professional experience) and issuance of a Verification Statement

3. **What is a Didactic program in Dietetics (DPD)?**

The Didactic Program in Dietetics (DPD) gives you the classroom component, culminating in a B.S. degree. When you successfully complete the DPD and meet all graduation requirements, you will receive a verification statement. This verification is required for you to enter a dietetic internship program. The DPD must be followed, as a post-baccalaureate program, by a supervised practice (experience) program to qualify you to take the RD exam. Current supervised practice programs are:

- **Dietetic Internships (DI) or Graduate level Coordinated Programs or Independent Programs (IP)**

Applications to the professional practice programs occur in the senior year. The RD exam is taken after the experience program is completed. Experience programs are normally 10 - 12 months long. Therefore this option requires a total commitment of about five years.

4. **How do I find out about Dietetic Internships or Other Post Baccalaureate Experience Programs? How many are accepted?**

Access the Eatright.org Student website for accredited program information at: [http://www.eatright.org/BecomeanRDorDTR/](http://www.eatright.org/BecomeanRDorDTR/). There are several hundred programs. The Program Director provides assistance during the application process and this is now done through the Dietetic Computerized Application System or DICAS. Applications are can be submitted twice a year. Once in September of the senior year for notification in November for December graduates. This is commonly known as the fall match. Then again in February of the senior year for notification in April for May graduates. This is commonly known as the spring match. Matching is also done through a computerized system handled by D & D Digital. Nationally, approximately 50% of seniors in the DPD who apply for pre-professional experience are matched. These programs are very competitive. Students may re-apply at the next application time if they are not initially accepted. Once you have gone through a match process but did not receive an appointment to an internship, you are eligible to apply for an independent program. The DPD director can provide more information about this option.

5. **How important are my grades in this curriculum?**

Although the total picture of your record (grades, work experience, recommendation, activities, etc.) is important, the aspect of grades cannot be minimized. Dietetic Internship programs publish minimum GPA’s to apply, and to remain, in the program. Because the acceptance may partially depend on the applicant pool, usually the GPA’s of those accepted is higher than the published minimum. In general internship programs have primarily accepted students with GPA’s that average 3.0. Additionally, internships seem to prefer grades above a C in major courses. An internship must accept students from many different DPD curriculums, although they control which students are put on their match list.

6. **What is the current job demand for dietitians?**

The job demand is primarily for the RD credentialed professional. Job demand in dietetics has been very good and is expected to increase. Statistics from the U.S. Bureau of Labor Occupational Outlook Handbook reports that employment of dietitians and nutritionists is expected to increase 20 percent through 2020 which is a faster rate than average for all occupations. The web site to check for updates is [www.bls.gov/oco/ocos077.htm](http://www.bls.gov/oco/ocos077.htm). Like all majors, some areas of the country may be more saturated than others.
7. How much money will I make as a RD?

Salaries vary greatly with locale and with whether or not the employment responsibilities are primarily a job, or include additional responsibilities related more to a career. The median income for a Registered Dietitian was $53,250 in May 2010. The lowest 10 percent earned less than $33,330, and the top 10 percent earned more than $75,480. The highest salaries are for career employments and these often require more education and/or specialization. For example, if you are going to always live in one location, and that location is limited in upward mobility employment for RD’s, you may receive yearly adjustments, but your salary may see slow growth. If you are mobile, can move into different aspects of the dietetics profession, your salary will usually grow with you. Employment which is career-oriented, specialized, and administrative generally commands a higher salary ($50,000-$100,000). These positions are usually not entry-level.

There are also part-time positions which vary in salary but offer flexibility. Approximately 20 percent of dietitians work part-time. Many of these positions are found in long-term care or in community based feeding programs. Recent healthcare legislation and CMS decisions may open up even more opportunities for full and part-time employment.

8. Where do RD’s work?

In the broad application of the field, anywhere there is food or health, there is a potential need for a RD. This includes business, government, media, health care, and all aspects of the food industry. Currently, approximately two-thirds of the profession is employed in the health care industry. This statistic will probably remain stable except more of the health care employment in the future may be with wellness rather than with sickness. Health care employment will continue in specialized areas such as: diabetes, nutrition support, renal and bariatric surgery. Employment opportunities continue to increase in private practice and consultant practice, most of which are in health care, the food industry, and in “entrepreneurial” kinds of opportunities. Below are listed examples of employment in dietetics:

Traditional employment positions:
- Clinical Dietitian, General Patient Care
- Clinical Dietitian, Specializing in Nutrition Support, Diabetes, Renal, Oncology, Pediatrics, and Cardiovascular
- Administrative Dietitian, General Foodservice Systems Management and Clinical Services
- Administrative Dietitian, Specializing in Procurement, Personnel, Foodservice Production
- Consultant Dietitian, General Clinical and Administrative responsibilities in Extended Care facilities, small hospitals, retirement centers.
- Consultant Dietitian, “Entrepreneurial” jobs **(see below)
- Community Dietitian, General with programs, e.g. WIC, MCH, Head Start, State Board of Health Programs, USDA and HHS positions, Trade associations.
- Consultant Dietitian in private business venture
- Contract Foodservice Management Companies such as Compass Group; Aramark and Sodexo

Other traditional employment positions:
- School Foodservice
- Sales and marketing (Food & Pharmaceutical)
- Wellness, Food Industry
- Correction Institutions
- Nutrition Education positions, e.g., Dairy Council, Meat Board Nutrition, Weight Watchers.
- National Associations e.g., Academy of Nutrition and Dietetics
Entrepreneurial opportunities:

- Spas
- Leisure industry (cruise ships, health vacations, etc.)
- Clinical Research Organizations
- Professional Athletic Teams
- Olympic Organization
- Media Industry (CNN, major newspapers, etc.)
- Legislative and lobby groups
- Nutrition interest groups
- Free Lance Author
- Zoo nutritionist!

For additional job ideas check [http://www.healthecareers.com/eatright/search-jobs/](http://www.healthecareers.com/eatright/search-jobs/) and [http://www.sne.org](http://www.sne.org) and click on Resources and click again on Careers in Human Nutrition.

In 2010, the Academy of Nutrition and Dietetics conducted an entry-level dietetics practice audit and the results of that audit were published in an article which can be accessed at the following website: [http://cdrnet.org/vault/2459/web/files/PracticeAudit2010.pdf](http://cdrnet.org/vault/2459/web/files/PracticeAudit2010.pdf).

9. What kinds of jobs can I get without the RD certification?

Although most of the job market is for the RD, there are also opportunities open to the dietetics major who does not complete the requirements to be a RD. If you do not become an RD, you need to be more open to different kinds of positions and to different locations to secure them. Some opportunities for non-RD’s will also offer upward mobility and career possibilities.

Actual examples of employment of DPD majors who did not become RD’s include:

- Diet Technician
- Foodservice Supervisor
- Sales and marketing within the health or food industry
- Catering
- Foodservice Systems Management e.g. College or University Foodservice or Contract Foodservice Management Company e.g., Sodexho, ARAMARK

- Jobs in public health programs e.g., WIC, Head Start
- School food service
- Nutrition education positions e.g., Dairy and Nutrition Council
- Nutrition, Fitness, and Health positions

10. Is summer employment important?

Yes. In today’s employment environment, anything you can do to enhance your resumé is important. Many supervised experience programs require at least one summer employment related to dietetics. A survey showed 85% of successful applicants to internship programs had more than 1 summer
of work experience. Foodservice systems experiences are appropriate as well as working in the health care environment.

Take advantage of all opportunities available to you to enhance your learning and help you secure good study habits and grades. These include the free workshops offered regarding time management, test taking skills, reading skills, note taking, problem solving, reading efficiency, etc. Even if you are good at these tasks, there is always new information to be learned.

11. Is it important to join the Academy of Nutrition and Dietetics (AND)?

Yes this is very important and students are encouraged to join by May of their junior year. The Academy of Nutrition and Dietetics (AND) welcomes student members. For a reduced fee, you will receive the monthly Journal of the Academy of Nutrition and Dietetics as well as many mailings and electronic sources of information sent to dietetic professionals. Articles in the journal are often assigned in junior/senior classes. Other informative articles specific to students are often included in the journal, for example, tips on completing an employment application. As a member of AND, you will also have the opportunity to join practice groups that specialize in various areas in dietetics. This is a good way to help decide if you have a special inclination for one area of practice over another. You may join AND on the web site www.eatright.org. In addition, the AND Foundation offers many scholarships each year. You must be a member of AND to be eligible for these.

12. What about graduate school and this major?

The DPD is a very good preparation for graduate school and a number of graduates have completed graduate degrees at both the Master’s and PhD levels. The DPD can also be a route to enter medical, nursing, and PA programs. Nationally, surveys indicate a high percentage (over 50%) of RD’s hold graduate degrees. At this time, getting a graduate degree is not necessary for entry-level employment in dietetics, but will open up additional career opportunities for the RD. In some areas of the country having an advanced degree will almost be standard since many RD’s in that area will have earned one. Some of the types of employment which normally require graduate degrees include federal and state government, educational institutions, clinical specialties, and selected industry and management jobs. Research studies indicate higher job satisfaction and frequently higher salaries (although not always) among dietitians who have earned graduate degrees.

13. Can graduate work substitute for any of the didactic or supervised practice experience needed to take the RD exam?

A few of the graduate courses can substitute for undergraduate course work, but at the present time, graduate work cannot substitute for any of the supervised practice experience, although many universities have Masters of Science (MS) programs that incorporate an internship experience with the MS coursework.

14. What’s a dietetic technician?

A dietetic technician completes an Associate degree (two year program of study) that includes classroom (didactic) work as well as an experience component. The graduate of these programs also takes an examination to be credentialed as a Dietetic Technician Registered (DTR). These individuals generally work under a RD to perform routine duties at the technical level. Some hospitals will employ B.S. dietetics majors without the DTR credential, as a dietetic technician. Other health care positions require the actual DTR credential for employment. Currently, graduates of a DPD who have received a Verification Statement are eligible to sit for the Dietetic Technician Registration Exam. (DTR). Discuss this option with
15. **What is the difference between a “nutritionist” and a Registered Dietitian?**

When you hear the term “nutritionist”, you must ask for more information to verify the qualifications of the person using this title. Unlike the RD credential, there is no national standard or credential associated with “nutritionist”. This means anyone can legitimately call themselves by this title with or without any educational preparation in foods and nutrition. The term nutritionist could be appropriately used if the person were educated in nutrition. For example, an RD is also a nutritionist as well as university professors and researchers in foods and nutrition. Sometimes the title is actually used for employment titles for RD’s in some settings e.g., Public Health, clinical specialties, and in state and federal government. However, since the term is not regulated or credentialed, it is also often used by people without any training who may actually do harm by giving inappropriate advice. Therefore, when you hear the term “nutritionist” you need to request more information about the person’s qualifications before you can feel secure with the advice you are getting.

16. **What’s a licensed dietitian or a certified dietitian?**

Licensure is a state mandated requirement for selected professionals. States vary as to which professionals they require to be licensed. For example, a pharmacist, physician, nurse, lawyer must have a state license to practice their professions. Licensure generally specifies the kinds of services the bearer of the license can give, thus protecting the public from receiving those services by a person that is not or licensed. Certification is a state credential that recognizes, or certifies, the professional credential. You may see a dietitian use the initials LD or CD after their RD to indicate this status. Some states combine the licensure credential for both nutritionist and dietitian making the initials LDN – Licensed dietitian nutritionist. At this time, an RD is automatically qualified to make application to be a LD or a CD where applicable. The RD must pay for the state but the RD does not usually need to do additional qualifying coursework or experience. State and federal regulations often specify that a professional be licensed or otherwise recognized by the state for delivery of services when state and federal monies are involved. Therefore, it is generally seen as beneficial for RD’s to also be additionally state credentialed if the state in which they work offers it. It is important to understand licensure laws vary from state to state and in some instances, licensure may be required in one practice setting but not in another. So if you move out of state, be sure to check the licensure laws in your new state of residence.

17. **What is required for an RD to maintain the credential?**

Life-long learning is an expected outcome of dietetics education. The profession requires evidence of continuing growth every five years to maintain the RD credential. In addition, the Commission on Dietetic Registration, the credentialing agency of The Academy of Nutrition and Dietetics, assesses an annual fee to maintain the RD credential. Continuing education activities may include attending professional meetings and seminars, taking additional course work, doing individual self-studies on topics related to dietetics, etc. The *Journal of the Academy of Nutrition and Dietetics* routinely includes one or two articles about which one can answer questions to earn continuing professional education. Maintenance of the RD credential now requires the completion of a self-assessment and an individual learning plan. Please see the eatright.org website for more information.
Appendix A

University Admission Policies
FRESHMAN ADMISSIONS REQUIREMENTS

General Policies
As a condition of admission, prospective freshmen will be expected to have graduated from an accredited high school and have successfully completed an academic program of study which includes the following minimum course requirements:

1. Four years of English;
2. Three years of social science/history;
3. Two years of laboratory-based science.
4. Three years of mathematics, including Algebra I, II and Geometry;
5. Two years of a foreign language.

Applicable courses pertinent to the Freshman Admission Requirements may include the following:

Mathematics

Science
Anatomy, Physiology, Biology, Chemistry, Earth Science, Physical Science, General Science, Genetics, Geology, Laboratory Science, Physics, Zoology, Botany, Environmental Science, and Astronomy.

Social Studies
High School General Equivalency Diploma (GED)
Applicants for admission, who have earned a GED, are accepted for admission provided they obtain an average standard score of 50 with no score under 40, or if all standard scores are above 45 on the standardized exam.

Graduates of Non-Accredited Maryland High Schools
Applicants are required to have competitive SAT/ACT test scores and commendable grades. Students who meet or do not meet entrance requirements can qualify for conditional admission. The conditional status is removed upon the completion of 24 semester hours and a GPA of 2.00 or higher.

Admissions Procedures
Prospective students are required to complete an Application for Admission and pay a $25.00 non-refundable application fee. Applicants must also have submitted official secondary and/or college transcripts and official SAT or ACT test scores.

When to Apply
Applications must be received in sufficient time to be properly evaluated. The application priority date for the fall semester is July 15th. For the spring semester, December 1 is the application priority deadline. Applications can be processed over the web at www.umes.edu. Applications received beyond these dates will be considered on a space available basis. Decisions for admission are made on a rolling basis throughout the year.

Senior High School Grades
Normally, cumulative grade point averages are based on grades earned through the eleventh grade. When it appears that mid-year grades for the senior year of high school may affect a student's admission status, the grades will be requested and considered before a final admission decision is made. Once admitted, all students must submit final transcripts verifying graduation.

CATEGORIES OF UNDERGRADUATE ADMISSIONS

Freshmen
Regular Admission:
Applicants must have scored competitively on the SAT or ACT test and must have earned commendable grades in high school academic subjects. Exception: Students with these qualifications admitted from non-accredited Maryland high schools can qualify for conditional admission.

Early Admission:
Although UMES generally requires applicants to earn a high school diploma prior to their first registration, UMES will admit well-qualified students without this documentation provided the student:

- has a minimum "B"/(3.0) average in academic subjects;
- is within four semester courses (two Carnegie Units) of high school graduation, and
- has the endorsement of parents, the high school, and superintendent of schools, when appropriate.

Concurrent Enrollment Admission:
Local high school students who satisfy the requirements for an early admission, but wish to attend UMES while continuing to be enrolled at their high schools, may do so provided they have the approval of their parents and the high school principal. Fees are charged at the same rate as for undergraduate students.

**Special Students**

Applicants who qualify for admission but do not desire to work towards a baccalaureate degree may be admitted as non-degree seeking, or special, students. These post-baccalaureate students may enroll in undergraduate courses for which they possess the necessary prerequisites, but may not enroll in courses restricted to degree seeking students only. Non-degree seeking (special) students who do not have a baccalaureate degree must submit transcripts and meet regular admission standards. Applicants who do not qualify for admissions, but desire to take some skills courses may be allowed to enroll in such courses if prior permission from the chairperson of the department in which the courses are located is obtained.

**Veterans**

UMES is fully accredited for accepting veteran students and assists them in their certification. Credit is given for any work done during the period of service which is related to the major field of study. A Certificate of Eligibility must be submitted to the Office of Admissions and Registration when the veteran reports for registration. Benefits to which veterans are entitled will be sent each month directly to them by the Veterans Administration after proper certification has been obtained. Veterans are responsible for the payment of all fees and expenses at the same time as all other students. The Admissions Office coordinates veteran services, and veterans are advised to contact the office for further information on admissions, tutorials, and special programs.

**Transfer Students**

A student who has attended any accredited institution of higher education and has earned at least one (1) or more credit hours will be considered as a transfer student.

An official high school transcript is required of students who have earned less than 28 semester hours. SAT or ACT scores are required unless students have been out of high school two years or more.

A student must be in good judicial, academic, and financial standing in order to be considered for admission to the University.

**International Students**

UMES is certified by the Immigration Customs Enforcement (ICE) for acceptance and certification of international students, through the Student and Exchange Visitor Information System (SEVIS).

International students should apply well in advance (a six-month period is recommended) of the beginning of the fall or spring semester in the prescribed manner. The application must be completed in all respects and must be accompanied by proof of financial self-sufficiency and knowledge of English. Students from non-English speaking countries should forward the results of the Test of English as a Foreign Language (TOEFL). This test is administered by Educational Testing Service, Princeton, New Jersey 08450.
International students must request their high school, secondary school, and/or other institutions of higher education to forward copies of transcripts, mark sheets, diplomas, or degrees directly to the Office of Admissions. Documents attached to the application will not normally be accepted unless certified by United States Officials abroad. International students must receive permission from the Immigration, Customs and Enforcement in order to accept off-campus part-time employment in the United States.

An international student will receive an I-20 Form only after acceptance to the University which will enable the securing of the proper visa from the Office of the American Consulates abroad. The twenty-five dollar ($25.00) processing fee should be submitted with the application and should be in American check or currency.

**Enrollment 101 and New Student Orientation**

Enrollment 101 is a one-day activity for students and parents offered during the summer to enable students to complete the registration process prior to the start of the semester. New Student Orientation (NSO) is a two-day summer program designed to familiarize new students with campus life at UMES. NSO is generally offered two days prior to the start of classes and is sponsored by the New Student Orientation Committee. Students accepted into the University receive detailed information about the program and registration materials from the Committee for Enrollment 101 and NSO. There is a minimal fee for the program that is separate from the semester charges. All new and transfer students with fewer than 24 credit hours are required to participate in the University-wide Enrollment 101 and New Student Orientation. Other students, such as transfer students with more than twenty-four (24) credits and Special Students, are encouraged to attend, but are not required to do so.

**Direct Transfer and Articulation Agreements**

UMES fully ascribes to the Maryland Higher Education Commission (MHEC) Articulation Agreement. UMES has direct transfer agreements with all Maryland community colleges, many out-of-state community colleges, and all University of System of Maryland institutions. Direct transfer allows automatic admission and transfer of all college level credits of a "C" or better. See Appendix 1 for full text of applicable MHEC regulations.

UMES Undergraduate Catalog 2011-2013, pp.47-50.
APPENDIX B

UMES Class Attendance Policy
CLASS ATTENDANCE

1. The University expects all students to take full individual responsibility for their academic work and progress. All students must meet the qualitative and quantitative requirements of each course in their curricula to progress satisfactorily. They are expected to attend classes regularly, for consistent attendance offers the most effective opportunity open to all students to gain command of the concepts and materials of their courses of study. Absences (whether excused or unexcused) do not alter what is expected of students qualitatively and quantitatively.

2. In many courses, such as those requiring group discussion, laboratories, clinics, public speaking or language conversation, or performance of particular skills, in-class participation is an essential part of the work of the course. In other courses, occasional in-class assessments may occur without prior notice.

3. The University will excuse the absences of students that result from instances such as: illness (where the student is too ill to attend class), death in the immediate family (family members are defined as being one or more of the following persons: father, stepfather, grandfather, or legal guardian, mother, stepmother, grandmother, sister, brother, stepsister, stepbrother, any person living as an integral member of a student’s home), religious observance (where the nature of the observance prevents the student from being present during the class period), participation in University activities at the request of University authorities, and compelling circumstances beyond the student’s control. Students
requesting excused absences must furnish acceptable documentation to their course instructors to support their assertion that absences were the result of one of these causes. However, the nature of some courses will preclude makeup of assessments missed. In these cases, students will not be penalized for excused absences; grades will be computed on actual assessment as explained in the course’s syllabus. Otherwise, students with excused absences will be given an opportunity to make up missed assessments. The responsibility for granting excused absences and determining which assessments can be made up lies with the instructor of each individual course. Absences (whether excused or unexcused) do not relieve the students of their responsibility to complete the course assessments. Instructors are especially understanding in cases related to health and/or death, provided the student provides proper documentation.

4. Students must notify their instructors of the reason for any absence as soon as possible. Where the reason for an absence from a scheduled assessment is known in advance (for example, in cases of religious observance or participation in University activities at the request of University authorities), students must inform their instructors two weeks prior to the absence, if known that far in advance, or immediately upon discovering the impending absence. Prior notification is particularly important in connection with examinations and other major assessments, since failure to reschedule them before conclusion of the final examination period may result in loss of credits during the semester. When the reason is not known in advance (for example, in cases of health related emergencies or compelling circumstances beyond their control), students must inform their instructors as soon as possible after its development.

5. Each department and school may develop a general policy for class attendance as long as it conforms to this UMES Policy for Class Attendance.

6. Each instructor is responsible for distributing to each student a written statement as part of the course syllabus at the beginning of the semester in order to inform each class of the nature of in-class participation and assessments expected and what effect absences will have on the evaluation of the student’s work in the course. This statement must include any department and school policies, which are applicable to the course. The instructor in accordance with this statement, the general policy of his or her department and school, and this UMES Policy for Class Attendance shall handle absences.

7. In cases of dispute, the student may appeal to the chair of the department offering the course within one week from the date of the refusal of the right to a make-up assignment. In those instances where the instructor is the chair, the appeal may be made to the dean. The dean’s decision will be final in all cases. When permitted, a makeup assessment must be given on campus unless the published schedule or course description requires other arrangements. The makeup assessment must be held at a time and place mutually agreeable to the instructor and student. The makeup assessment must not interfere with the student’s regularly scheduled classes. In the event that a group of students requires the same make-up assessment, one make-up assessment time may be scheduled at the convenience of the instructor and the largest possible number of students involved, and a second make up for the remaining group.

8. All students are expected to attend all classes. Excessive unexcused absences for any reason may result in either a low grade or course failure. All students will be considered excessively absent from a class if they miss a class more hours during the semester or term than the class meets each week. For example a student should not miss (unexcused absence) a class that meets three hours per week more than three hours during the semester or term nor be absent from a class that meets one hour per week more than once during the semester or term. At the beginning of each semester or term, the class instructor will distribute this written policy and other relevant information as part of the course syllabus,
regarding his/her expectations on absenteeism, attendance, warnings, requests for withdrawal, and make-up privileges.

9. Instructors are to document students’ class attendance through the process of taking and maintaining daily attendance during each semester.

**Procedures for Student Absences**

Although the University does not encourage constant absence from class, it is aware that situations may arise when a student will not be able to attend class for one or more reasons (i.e., death, illness, etc.). It is the responsibility of the student to inform the department of his/her major, if the student is unable to attend class. Once this information has been received from the student, the departmental office is to notify the faculty of all courses of which the student is enrolled of the student’s absence. It will be the responsibility of the student and faculty to decide on how the missed assignments are to be handled. Upon the student’s return, he/she must provide documentation to the departmental office.

If a student decides not to return to the University, then the student should refer to the policy on Withdrawal from the University. A form is required to complete this process.

*UMES Undergraduate Catalog 2011-2013, pp.77-
STUDENT EXPENSES

TUITION, FEES, AND EXPENSES

Fee charges are subject to change with approval by the Board of Regents. All charges are announced in advance. A schedule of charges is available from the Office of Administrative Affairs. Notwithstanding any other provision of this or any other University publication, the University reserves the right to make changes in tuition, fees, and other charges at any time such charges are deemed necessary by the University and the University System of Maryland Board of Regents. Payment for tuition and fees is made to the Office of Student Accounts in the Student Development Center. To view current fees visit http://www.umes.edu/About/Default.aspx?id=241 to view current fees. Information about payment policies and determination of in-state and out of state tuition can be found in the current undergraduate catalog at http://www.umes.edu/Academic/Index.aspx?id=8202 and select the appropriate academic year.

WITHDRAWAL AND REFUND OF FEES

Fall and Spring Semesters

Any student who desires or is compelled to withdraw from the University for any cause at any time during the academic year should secure an application for withdrawal from the Office of The Registrar, obtain the proper signatures and file it in the Office the Registrar. The effective date for withdrawals, with regard to refunds and grades, is the date the form is filed at the Office of Admissions and
Registration. No student may withdraw after the last scheduled day of classes in a given semester. Exceptions will be referred to the Academic Appeals Board. Students withdrawing from the University during a semester will be credited for all academic fees charged to them, in accordance with the following schedule.

<table>
<thead>
<tr>
<th>Period from First Day of Instruction</th>
<th>Refundable Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two weeks or less</td>
<td>80</td>
</tr>
<tr>
<td>Between two and three weeks</td>
<td>60</td>
</tr>
<tr>
<td>Between three and four weeks</td>
<td>40</td>
</tr>
<tr>
<td>After four weeks</td>
<td>No refund</td>
</tr>
</tbody>
</table>

No part of the charges for room and board is refundable, except when the student officially withdraws from the University or is given permission by the appropriate officials of the University to move from the residence facility and/or to discontinue dining hall privileges. When permission is given to discontinue dining hall privileges, the meal card must be turned in to the Office of the Vice President for Administrative Affairs. In these cases, the room refund will be computed by deducting ten percent (10%) of the charge for the semester as a service charge and the remainder will be prorated on a weekly basis. Refunds to students for board (dining hall) charges will be calculated in the same manner. No room and/or board refunds will be made after the fourteenth week of the semester. Weekly basis shall be defined as a complete week or any fraction thereof. The information below is provided as a guide only and is not considered by the University to be a contract or binding.

Tuition and University Fees

The charges listed below are paid to the University. They do not include items such as transportation, textbooks, personal items, social affairs, etc. Students are advised to estimate approximately $2000 to $2500 per school year as additional cost to cover these items. This estimated range is entirely dependent upon individual needs.

A Schedule of Fees & Expenses for 2016 – 2017 can be found at the following website: https://www.umes.edu/About/Pages/Tuition-and-Fees/
Appendix C

Academic Dismissal and Reinstatement Policies
ACADEMIC DISMISSAL AND REINSTATEMENT

When a student is academically dismissed from UMES, he/she is not eligible to register with any campus or program of the University System of Maryland. To become eligible for registration once again, he/she must complete the Application for Reinstatement prior to the desired date of reinstatement. Applications for Reinstatement must be filed by the following deadlines:

**Fall Semester**
- **April 1** - Students who have been out one or more semesters and want to return for the Fall Semester
- **June 15** - Current semester students on dismissal at the end of the Spring Semester and want to return for the Fall Semester

**Spring Semester**
- **November 1** - Students who have been out one or more semesters and want to return for the Spring Semester
- **January 5** - Current semester students on dismissal at the end of the Fall Semester and want to return for the Spring Semester

Applications received after the deadline indicated above will be considered for the next session. Applications may be obtained online at [www.umes.edu/registrar](http://www.umes.edu/registrar) or by writing to the Office of the Registrar, Student Development and Cultural Center, University of Maryland Eastern Shore, Princess Anne, Maryland 21853.

A student wishing to transfer to another program at UMES must wait until reinstatement has been granted before applying for admission to that program. The UMES Academic Appeals Board will not normally grant reinstatement until at least one semester has elapsed from the time of the student's dismissal.

A student who is reinstated after academic dismissal will be on academic probation. The same conditions of probation may be imposed on any student who seeks admission by transfer from another university or college and whose record at the previous school warrants this action.

Any appeal concerning the regulation governing academic probation or academic dismissal shall be directed to the School’s specific Academic Appeals Board, which is empowered to grant relief in unusual cases if the circumstances warrant such action.

No student on academic probation is permitted to register for more than fourteen (14) semester hours. The student on academic probation should carry twelve (12) academic semester hours in order to absolve academic probation in one semester. Students on probation are urged to work with a faculty advisor before registering in order to take full advantage of the exceptions and special provisions.
ACADEMIC STANDING

Class standing for purposes of taking upper level courses, voting in S.G.A. elections, selective service reports, etc., is determined on the following scale:

<table>
<thead>
<tr>
<th>Earned Credit Hours</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-27</td>
<td>Freshman</td>
</tr>
<tr>
<td>28-55</td>
<td>Sophomore</td>
</tr>
<tr>
<td>56-83</td>
<td>Junior</td>
</tr>
<tr>
<td>84 and above</td>
<td>Senior</td>
</tr>
</tbody>
</table>

Students should complete the general education courses and earn 56 academic hours before they enroll in upper level courses.

ACADEMIC PROBATION AND DISMISSAL

Good Academic Standing

Students are considered to be in good academic standing and performing satisfactorily at UMES if their cumulative GPA is at least 2.0.

Unsatisfactory Performance:

<table>
<thead>
<tr>
<th>Total Hours Attempted</th>
<th>Academic <strong>Dismissal</strong> If Cum. GPA is</th>
<th>Academic <strong>Probation</strong> If Cum. GPA is in the range</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24</td>
<td>1.549 or below</td>
<td>1.550 to 1.999</td>
</tr>
<tr>
<td>25-48</td>
<td>1.699 or below</td>
<td>1.700 to 1.999</td>
</tr>
<tr>
<td>49-73</td>
<td>1.799 or below</td>
<td>1.800 to 1.999</td>
</tr>
<tr>
<td>74 and above</td>
<td>1.949 or below</td>
<td>1.950 to 1.999</td>
</tr>
</tbody>
</table>

All credit hours transferred to UMES are included in the Total Hours Attempted in the first column of the above table when determining the category of academic performance. The cumulative GPA is computed by using

- the number of credit hours attempted at UMES and corresponding grades earned, and
- the credit hours attempted elsewhere within the University System of Maryland and the corresponding grades earned, when the grades also transfer to UMES. If the grades do not transfer, the hours are not used in computing the GPA.

Academic Probation

Any student will be placed on academic probation if he/she

1. fails to maintain the cumulative grade point average consistent with the number of credit hours attempted, or
2. has been reinstated to the University following academic dismissal.

Students on academic probation are restricted to no more than thirteen (13) credit hours per semester and are required to repeat all courses in which deficiencies have been received, as scheduling allows.
Students on academic probation are required to participate in prescribed academic crises intervention programs and activities provided by the major department and/or UMES Student Support Services.

Students must abide by ALL regulations during the entire period of academic probation.

**Academic Dismissal**

Students matriculating as first time freshmen will not be academically dismissed at the end of their first semester regardless of cumulative grade point average or number of credit hours earned. Beginning with their second semester, such students will be subject to the standards given in the table above.

A student, other than a first semester freshman, will be academically dismissed if he/she

1. fails to maintain the cumulative grade point average consistent with the number of credits attempted, or

2. falls in the category of Academic Probation for two consecutive semesters.

A student who has been academically dismissed and who is reinstated will still be subject to the standards set forth in the table above. For example, a student will be academically dismissed again at the end of the first semester after reinstatement, if he/she remains in the Academic Dismissal category.

**ALLEGED ARBITRARY AND CAPRICIOUS GRADING**

(Procedures for Review - Campus Policy #III-1.20 (A) 1-1-92)

A. **Definitions**

1. "Arbitrary and Capricious Grading":
   a. The assignment of a course grade to a student on some basis other than performance in the course, or
   b. The assignment of a course grade to a student by unreasonable application of standards different from standards that were applied to other students that were in that course, or
   c. The assignment of a course grade by a substantial and unreasonable departure from the instructor's initially articulated standards.

2. "Student" refers to any individual registered and in attendance at UMES, and includes both undergraduate and graduate levels.

3. "Instructor" Instructor refers to any tenured or non-tenured teacher or any Graduate Assistant teaching a course and assigning grades at UMES.

4. "Day to Day" Refers to the normal working day at UMES.

B. **Informal Procedures**
5. A student who believes he or she has received an improper final grade in a course should inform the instructor promptly. The instructor shall meet with the student at a mutually convenient time and place within ten days of receipt of the information. The purpose of the meeting is to attempt to reach a resolution.

6. If the instructor has left the University, is on approved leave, or cannot be reached by the student, the student should contact the Department Chairperson. The Department Chairperson, or a designee, shall meet with the student as described above to solve the problem.

c. **Formal Appeal**
   A formal appeal is available only upon a showing that the informal process has been exhausted.

7. **General Requirements**
   a. An appeal must be made in writing, addressed to the appropriate dean, and contain the following: the course title and number, the instructor’s name, a statement detailing why the grade is believed to be arbitrary and capricious as defined in this policy, and all relevant supporting evidence.

   b. An appeal must be received in the Dean's Office within 20 (twenty) days of the first day of instruction of the next semester (excluding summer).

8. **Procedures**
   a. Each school shall have a standing committee of two tenured professors and one senior level student for the undergraduate school or graduate student for the graduate school to hear appeals of arbitrary and capricious grading. The appeal shall be heard within the academic unit offering the course. If the instructor of the course is a member of the committee, that instructor shall be replaced by an alternate designated by the dean.

   b. Each written appeal is to be reviewed by the entire committee for a decision by the majority. The committee shall either dismiss the appeal or move it forward.

   c. **Grounds for dismissal:** The student has submitted the same complaint to any other grievance procedure; the allegations, if true, would not constitute arbitrary and capricious grading; the appeal was not timely, or the informal process has not been exhausted.

   d. If the appeal is dismissed, the committee shall notify the student in writing within ten days of the decision, and include the reason or reasons for the dismissal.

   e. If the appeal is not dismissed, the committee shall submit a copy of the appeal to the instructor. The instructor must reply in writing to the committee within ten days.
f. If, based on the instructor’s reply, the committee feels there is a viable solution, that solution should be pursued with the student and the instructor.

g. If no solution is reached, a fact-finding meeting with the student and the instructor shall be held promptly. It is to be non-adversarial and informal with neither party represented by an advocate. Witnesses may be asked to make a statement to the committee if the committee is informed prior to the meeting. The meeting shall not be open to the public.

h. The committee shall meet privately at the close of the fact-finding meeting to decide whether a majority believes the evidence supports the allegation of arbitrary and capricious grading beyond a reasonable doubt.

i. The committee shall notify the student, the instructor, and the Dean in writing of the decision within five days of the meeting.

D. Authority of the Committee

9. The committee has the authority to take any action it believes will bring about substantial justice, including but not limited to:

   a. directing the professor to grade the student's work anew;
   b. directing the instructor to administer a new final exam or paper;
   c. directing the cancellation of the student's registration in a course;
   d. directing the award of a grade of "pass" in the course.

10. The committee does not have the authority to

   a. assign a letter grade for the course, or
   b. reprimand or take disciplinary action against the instructor.

11. The decision of the committee is final and binding on both parties. The decision may not be appealed to any other body with UMES or the University System of Maryland.

E. Implementation
The Dean shall be responsible for implementing the decision of the committee.
Appendix D

Student Health Examination Record
STUDENT HEALTH EXAMINATION RECORD

Name __________________________   M  S  W  D    Date of Birth_________________

Notify in case of Emergency ________________________________________________

Address ________________________________________________________________

Telephone Number (s): Residence ( ) __________ Office ( ) ________________

Student: Have you had any of the following? (Please check and explain “YES” answers)

<table>
<thead>
<tr>
<th>PERSONAL HISTORY</th>
<th>YES</th>
<th>NO</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arthritis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malignant disease</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diabetes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart Disease</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Blood Pressure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stroke</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Diseases</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IMMUNIZATION INFORMATION YES NO Date of last Booster

<table>
<thead>
<tr>
<th>IMMUNIZATION INFORMATION</th>
<th>YES</th>
<th>NO</th>
<th>Date of last Booster</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR (after 1980)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RPR or STS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPD Skin Test</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis #2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis #3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the above information is correct.

Student’s Signature ___________________________________        Date_____________

*See reverse side
To Be Completed By Physician

PHYSICAL EXAMINATION

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ears</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eyes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teeth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nose and Throat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lungs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hernia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extremities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Menstrual History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood Pressure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Pulse</th>
<th>Respirations</th>
</tr>
</thead>
</table>

Physician:

Name _________________________________________________

Signature ______________________________________________

Address _______________________________________________
Appendix E

Accident Form
**UNIVERSITY OF MARYLAND EASTERN SHORE**

**DPD Accident Form**

<table>
<thead>
<tr>
<th>Date of Accident:</th>
<th>Time of Accident:</th>
</tr>
</thead>
</table>

**Date of Report:** __________

<table>
<thead>
<tr>
<th>Name:</th>
<th>Age:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Residence Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Phone:</th>
<th>Residence Phone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Place of Accident (On or Off Campus and location in facility. Explain):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Describe what occurred:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Injuries Sustained:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Witness Name:</th>
<th>Witness Phone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Witness Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>First Aid Provided: Yes No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>First Aid Provided By Whom:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Referral To: (Health Services, Emergency Room, Physician):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Person Completing Form:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title of person Completing the form:</th>
</tr>
</thead>
</table>

**Injury at Assigned Rotations**

All injuries and/or accidents must be reported to the assigned preceptor and program director as soon as possible. The intern should obtain emergency medical care. An accident report will be completed as soon as possible and submitted to the facility preceptor, where the accident occurred and a copy will be faxed to the program director. Please complete the facility accident form and the University of Maryland Accident Form. Interns are responsible for all medical costs and treatment related to the occurrence.

6/2013
Appendix F

Human Ecology Student Organizations
Human Ecology Student Organizations

The Human Ecology Club represents the Human Ecology Department through service learning projects, community service and activities on campus as well as the surrounding communities. Membership is open to all Human Ecology students.

Kappa Omicron Nu (KON) Honor Society is the national honor society for Family and Consumer Sciences majors. KON membership confers both honor and obligation. The honor is in recognition of integrity, high standards of scholarship and the promise of a future filled with achievement. The obligation involves earnest and loyal efforts toward the advancement of scholarship, personal development, leadership skills, and maintenance of the organization’s high performance standards.

KON membership is open to undergraduate and graduate students with a declared major in a Family and Consumer Sciences discipline. All students must meet established criteria and guidelines for membership eligibility (3.0 Cum GPA, completion of 8 credit hours in Family and Consumer Sciences area, sophomore standing).
Appendix G

CODE OF ETHICS FOR THE DIETETICS PROFESSIONAL
American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

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

APPLICATION
The Code of Ethics applies to the following practitioners:

(a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
(b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
(c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.

2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.

   The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.

4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.

   a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.

   b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.

   c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.

   a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.

   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.

   c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. The dietetics practitioner does not engage in false or misleading practices or communications.

   a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.

   b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.

   c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
Figure. Alignment of American Dietetic Association (ADA) Values to the Principles of the Code of Ethics for the Profession of Dietetics.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
   a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
   b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
   c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.
   a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
   b. The dietetics practitioner respects the client’s right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
   a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
   b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.

   a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.

   b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principle:

   a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
b. It shall not be a violation of this principle for a dietetics
practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

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

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

Responsibilities to Colleagues and Other Professionals

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

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

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

ETHICS CASES

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

Committee

A three (3)-person committee, comprised of members of ADA and/or CDR-credentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the president-elect of ADA, the chairperson of CDR, or the speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three (3) years. Terms will be staggered to allow for continuity. The chairship will rotate among the three (3) committee members. The chairship will be awarded to the person moving into the third year of the three (3)-year term of office.

The Committee will have authority to consult with subject experts as necessary to conduct its business. The Committee may perform such other educational activities as might be necessary to assist members and credentialed practitioners to understand the Code of Ethics.

ETHICS OPINIONS

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

ETHICS CASES

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

A complaint that a member or credentialed practitioner has allegedly violated the Code of Ethics for the Profession of Dietetics must be submitted in writing on the appropriate form to the Ethics Committee.

The complaint must be made within one (1) year of the date that the complainant (person making complaint) first became aware of the alleged violation or within one (1) year from the issuance of a final decision in an administrative, licensure board, or judicial action involving the facts asserted in the complaint.

The complainant need not be a member of ADA nor a practitioner credentialed by CDR.

The complaint must contain details on the activities complained of; the basis for complainant’s knowledge of these activities; names, addresses, and telephone numbers of all persons involved or who might have knowledge of the activities; and whether the complaint has been submitted to a court, an administrative body, or a state licensure board. The complaint must also cite the section(s) of the Code of Ethics for the Profession of Dietetics allegedly violated.

The complaint must be signed and sworn to by the complainant(s).

2. **Preliminary Review of Complaint**

The chair of the Ethics Committee, legal counsel for ADA, and appropriate staff will review the complaint to determine whether all the required information has been submitted by the complainant and whether an ethics question is involved.

If a complaint is made regarding an alleged violation of the Code of Ethics for the Profession of Dietetics and a similar complaint is already under consideration regarding the same individual by a state licensure board of examiners, an administrative body, or a court of law, the Ethics Committee will not process the complaint until a final decision has been issued.

3. **Response**

If the preliminary review determines that the process should proceed, the ADA staff or chair of
the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made.

The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form.

The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent(s).

If the Ethics Committee does not receive a response, the chair of the Ethics Committee or his or her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation.

The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the decision of the Committee.

4. Ethics Committee Review

The chair of the Ethics Committee will add the complaint and response to the Committee’s agenda, after consultation with legal counsel and appropriate staff. The complaint and the response will be reviewed by the Ethics Committee.

The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist it in reviewing the complaint and response and determining further action.

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee’s preliminary opinion with a request that the respondent take certain actions, including, but not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter.

The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

5. Licensure Board Action or Final Judicial or Administrative Action

When the Ethics Committee is informed by a state licensure body that a person subject to the Code of Ethics for the Profession of Dietetics has had his or her license suspended or revoked for reasons covered by the Code, the Committee may take appropriate disciplinary action without a formal hearing.

When a person has been finally adjudged or has admitted to committing a misdemeanor or felony as specified in Principle 4 of the Code, the Committee may take appropriate disciplinary action without a formal hearing.

6. Hearings

A. General

Hearings shall be held as determined by the Ethics Committee under the following guidelines.

Hearing dates will be established by the chairman of the Ethics Committee. All hearings will be held in Chicago, IL.

The Ethics Committee will notify the respondent and the complainant by certified mail, return-receipt requested, of the date, time, and place of the hearing.

The respondent may request a copy of the file on the case and will be allowed at least one postponement, provided the request for postponement is received by ADA at least fourteen (14) days before the hearing date.

B. Conduct of Hearings

The chair of the Ethics Committee will conduct a hearing with appropriate staff and legal counsel present. Individual(s) who have no conflict of interest will be appointed.

In the event that any Ethics Committee member cannot serve on the hearing panel for any reason, a replacement will be appointed by the representative of the original body that made the appointment, either the ADA president, the CDR chairperson, or the speaker of the House of Delegates as appropriate.

The parties shall have the right to appear, to present witnesses and evidence, to cross-examine the opposing party and adverse witnesses, and to have legal counsel present. Legal counsel for the parties may advise their clients, but may only participate in the hearings with the permission of the chair.

The hearing is the sole opportunity for the participants to present their positions.

Three members of the Ethics Committee shall constitute a quorum. Affirmative vote of two thirds (2/3) of the members voting will be required to reach a decision.

A transcript will be prepared and will be available to the parties at cost.

C. Costs

ADA will bear the costs for the Ethics Committee, legal counsel, staff, and any other parties called by ADA. ADA will bear the travel costs and one (1) night’s hotel expenses for the complainant and respondent and one person that each chooses to bring, provided that such person is necessary to the conduct of the hearing as determined by the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of these procedures.
The respondent and the complainant will be responsible for all costs and fees incurred in their preparation for and attendance at the hear-
ing, except expenses for travel and hotel as stated above.

D. Decision

The Ethics Committee will render a written decision specifying the reasons therefore and citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have been violated. The Committee will decide that:
1) the respondent is acquitted;
2) educational opportunities are pursued;
3) the respondent is censured, placed on probation, suspended, or expelled from ADA; and/or
4) the credential of the respondent is suspended or revoked by the CDR of the ADA.

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

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

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

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

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

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

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

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

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

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

8. Definitions of Disciplinary Action

Censure: A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Not applicable to the disciplinary action.

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

Time frame: Specified time to be decided on a case-by-case basis.

Suspension: Temporary loss of membership and all membership benefits and privileges for a specified time with the exception of retention of coverage under health and disability insurance. ADA group malpractice insurance will not be available and will not be renewed during the suspension period.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension of Registration: Temporary loss of credential and all benefits and privileges for a specified period of time. It may include mandatory participation in remedial programs (eg. education, professional counseling, and peer assistance).

At the end of the specified suspension period, membership and registration benefits and privileges are automatically restored.

Time frame: Specified time to be decided on a case-by-case basis.

Expulsion: Removal from membership and a loss of all benefits and privileges.

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

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

9. Appeals

A. General

Only the respondent may appeal an adverse decision to ADA. During the appeals pro-
cess, the membership and reg-
istration status of the respon-
dent remains unchanged.

The ADA president, the chairperson of CDR, and the speaker of the House of Dele-
gates shall each appoint one person to hear the appeal. These individuals shall consti-
tute the Appeals Committee for that particular case. Individu-
als who have no conflict of in-
terest will be appointed.

B. Recourse to the Appeals Com-
mittee

To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at ADA headquarters, by certi-
* fied mail, return-receipt re-
quested, that the respondent wishes to appeal the decision. This notification must be re-
ceived within thirty (30) cal-
endar days after receipt of the letter advising the respon-
dent/appellant of the Ethics Committee’s decision.

C. Contents

The appeal must be in writ-
ing and contain, at a mini-
mum, the following informa-
tion:
1. The decision being ap-
pealed.
2. The date of the decision.
3. Why the individual feels 
the decision is wrong or 
was improperly rendered 
(See E, “Scope of Review”).
4. The redress sought by the 
individual.
5. The appeal will be signed 
and sworn to.

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

D. Procedures

Upon receipt of this notifi-
cation, appropriate staff shall 
promptly notify the chair of 
the Appeals Committee that 
the respondent/appellant is 
appealing a decision made by 
the Ethics Committee.

The Appeals Committee 
chair shall acknowledge 
the appeal and request a copy of the 
relevant written information 
on the case from appro-
priate staff.
1. Location and participants
   a. All appeals hearings will 
be held in Chicago, IL.
   b. The complainant/appel-
lee, the respondent/appel-
ellant, and the chair of 
the Ethics Committee 
will have the opportu-
nity to participate in 
the appeals hearing.
   c. The parties may have 
legal counsel present, 
who may advise their 
clients, but may only 
participate in the hear-
ings with the permis-
sion of the chair.
   d. Attendance at the hear-
ing will be limited to 
persons determined by 
the chair to have a di-
rect connection with 
the appeal and appro-
priate staff and legal 
counsel.
2. Conduct of the hearing

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

E. Scope of Review

The Appeals Committee will only determine whether the Ethics Committee com-
mitted procedural error that affected 
its decision, whether the Ethics Com-
mitee’s decision was con-
trary to the weight of the evi-
dence presented to it, or 
whether there is new and sub-
stantial evidence that would likely 
have affected the Ethics Committee’s 
decision that was unavailable to the 
parties at the time of the Ethics Commit-
tee’s hearing for reasons be-

In reviewing the decision of 
The Ethics Committee, the Ap-
ppeals Committee shall consider only the transcript of the hear-
ing and the evidence presented 
to the Ethics Committee.

F. Record of Hearing

A transcript will be pre-
pared and will be maintained 
in the case file.

G. Decision of Appeals Committee

1. The Appeals Committee 
shall prepare a written de-
cision stating the reasons 
therefore. The decision shall 
be to affirm, modify, or re-
ject the decision and/or dis-
ciplinary action of the Eth-
ics Committee or to remand 
the case to the Ethics Com-
mittee with instructions for 
further proceedings.

2. Decisions of the Appeals 
Committee will be final.

H. Costs

ADA will bear the costs for 
the Appeals Committee, staff, 
and legal counsel, and any par-
ties called by ADA. ADA will 
bear the travel and one night’s 
hotel expenses for the respon-
dent/appellant, the complain-
ant/appellee, and the chair of 
the Ethics Committee. The 
Ethics Committee shall issue 
regulations to govern the pay-
ment of these expenses, which 
shall be incorporated and made 
part of this procedure.

The respondent/appellant and 
the complainant/appellee will 
be responsible for all costs and 
fees incurred in their prepara-
tion for and attendance at the 
hearing, except expenses for 
travel and hotel as stated above.

10. Notification of Adverse Action

If the respondent is disciplined 
by the Ethics Committee and 
does not appeal the decision, the 
chair of the Ethics Committee 
will notify the appropriate ADA 
organizational units, CDR, the 
affiliate dietetic association, ap-
propriate licensure boards, and 
governmental and private bodies
within thirty (30) days after notification of the final decision.

In the event the respondent ap-
peals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee.

In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. Record Keeping
A. Records will be kept for a period of time after the disposition of the case in accordance with ADA’s record retention policy.
B. Information will be provided only upon written request and affirmative response from ADA’s legal counsel.

12. Confidentiality Procedures
The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:
A. The need for confidentiality will be stressed in initial communications with all parties.
B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.
C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.
D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.
E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.
F. The Committee chair will stress the importance of confidentiality at the time of the hearing.
G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.
H. The transcript will be available if there is an appeal of the Ethics Committee’s decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.

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

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Please refer to the eatright.org website.
Appendix H

STUDENT ACKNOWLEDGEMENT FORM
Student Acknowledgment of DPD Handbook, Admissions and Verification Statement Issuance Policies

I, ______________________________ acknowledge receipt of the student handbook for the Didactic Program in Dietetics (DPD). I have reviewed its contents and understand the eligibility requirements for admission into the DPD concentration within the Department of Human Ecology. I have read the policy for the issuance of a Verification Statement and understand it requires completion of the DPD course sequence with a cumulative GPA of 2.75 or higher at the time of graduation. I also acknowledge that successful completion of the DPD concentration and receipt of a Verification Statement do not guarantee acceptance into a post baccalaureate dietetic internship.

Student Signature*: _________________________________ Date: ___________________

DPD Director: ____________________________________ Date: ___________________

*Student is to sign acknowledgement and give document to the DPD Director to be placed in the student’s file.