PREFACE

The policies and procedures detailed on the following pages are meant to supplement, and not replace, those outlined in the College of Allied Health Student Handbook.

The University of Oklahoma Health Sciences Center is committed to a policy of nondiscrimination in the admission and education of students. The Affirmative Action Office monitors policies, procedures, and programs to ensure they are developed and carried out in a manner which does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age or disability.

MISSION OF THE UNIVERSITY OF OKLAHOMA

The mission of the University of Oklahoma is to provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society.

MISSION OF THE COLLEGE OF ALLIED HEALTH

The mission of the College of Allied Health is to educate allied health students at the undergraduate, graduate and post-professional levels for Oklahoma and the global community; expand knowledge in the allied health professions through research, scholarship and policy development; and to provide allied health professional service to the University, Oklahoma and society.

MISSION OF THE DEPARTMENT OF NUTRITIONAL SCIENCES

- The mission of the Department of Nutritional Sciences is to provide a quality education program to produce qualified entry-level dietitians with enhanced skills in clinical dietetics with an emphasis in Nutrition Therapy capable of functioning as professional clinicians.

MISSION OF THE DIETETIC EDUCATION PROGRAM IN CLINICAL DIETETICS

- Provide a quality education program to produce qualified entry-level dietitians with enhanced skills in clinical dietetics with an emphasis in Nutrition Therapy capable of functioning as professional clinicians.
August 13, 2013

Dear Dietetic Education Program Student,

Welcome to the Department of Nutritional Sciences (NS). Students admitted to this program have completed all prerequisite courses required for the Dietetic Education Program (DE). This program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the Academy of Nutrition and Dietetics (the Academy) accrediting agency for education programs preparing students for careers as registered dietitians. The curriculum you will study is based on ACEND’s 2012 Standard Eligibility Requirements and Accreditation Standards (Foundation Knowledge, Skills, and Competency Requirements for Entry-Level Dietitians) and results in a Bachelor of Science (BS) degree. In addition to your BS degree, upon completion of the DE program, you will receive a verification statement. Then you will be eligible to take the examination administered by The Commission on Dietetic Registration (CDR), the credentialing agency for the Academy. When you pass, you will be a Registered Dietitian (RD). We encourage graduates who become RDs to maintain full membership in the Academy which is the world’s largest organization of food and nutrition professionals.

Within this *Department of Nutritional Sciences DE Student Handbook* you will find specific information related to the DE. It is very important that you be familiar with all of it. Please sign the form below to confirm your knowledge of the DE and indicate your willingness and agreement to abide by the policies pertaining to the DE.

There are two copies of this letter in the handbook. Please tear out and return one entire page, with appropriate signatures, to Dawn Horton within two weeks of the first day of classes.

Thank you for your cooperation!

Sandy Richardson, M.S., R.D., L.D.
DE Director

My signature below indicates my intent to participate in the Dietetic Education Program (DE). I am in possession of the information pertaining to the DE and am aware of its contents. I agree to abide by the policies pertaining to the DE as set forth in this handbook.

____________________________
Student:  Print Name

____________________________
Student Signature/Date

____________________________
Witness Signature/Date

SIGN AND TEAR OUT THIS COPY AND SUBMIT TO DAWN HORTON
August 13, 2013

Dear Dietetic Education Program Student,

Welcome to the Department of Nutritional Sciences (NS). Students admitted to this program have completed all prerequisite courses required for the Dietetic Education Program (DE). This program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the Academy of Nutrition and Dietetics (the Academy) accrediting agency for education programs preparing students for careers as registered dietitians. The curriculum you will study is based on ACEND’s 2012 Standard Eligibility Requirements and Accreditation Standards (Foundation Knowledge, Skills, and Competency Requirements for Entry-Level Dietitians) and results in a Bachelor of Science (BS) degree. In addition to your BS degree, upon completion of the DE program, you will receive a verification statement. Then you will be eligible to take the examination administered by The Commission on Dietetic Registration (CDR), the credentialing agency for the Academy. When you pass, you will be a Registered Dietitian (RD). We encourage graduates who become RDs to maintain full membership in the Academy which is the world's largest organization of food and nutrition professionals.

Within this Department of Nutritional Sciences DE Student Handbook you will find specific information related to the DE. It is very important that you be familiar with all of it. Please sign the form below to confirm your knowledge of the DE and indicate your willingness and agreement to abide by the policies pertaining to the DE.

There are two copies of this letter in the handbook. Please tear out and return one entire page, with appropriate signatures, to the DE Director within two weeks of the first day of classes.

Thank you for your cooperation!

Sandy Richardson, M.S., R.D., L.D.
DE Director

My signature below indicates my intent to participate in the Dietetic Education Program. I am in possession of the information pertaining to the DE and am aware of its contents. I agree to abide by the policies pertaining to the DE set forth in this handbook.

____________________________
Student: Print Name

____________________________
Student Signature/Date

____________________________
Witness Signature/Date

SIGN AND TEAR OUT THIS COPY AND SUBMIT TO DAWN HORTON
I understand that the success of my clinical or academic rotation may require communication between the staff of my rotation site and University program faculty and staff. These communications will relate to my education, performance, and progression in the rotation and may include, but are not limited to, discussion of the following:

- My interaction with patients/staff/instructors
- My performance
- My status in program
- My competency and skill levels
- My initiative and professional behavior

I __________________________ give the University of Oklahoma Health Sciences Center, Nutritional Sciences program faculty and staff permission to disclose my relevant education records/information to the clinical/academic rotation sites for academic year(s) 20____ to 20_____, only to the extent necessary for my progression in and completion of my chosen academic program.

________________________________________
Student Signature

________________________________________
Date

Print name, sign, date, and return to Dawn Horton
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TYPE AND DESCRIPTION OF THE PROGRAM

The Dietetic Education Program (DE) is a baccalaureate degree curriculum that provides academic training so that students become eligible to take the examination to become a Registered Dietitian (RD). The program length is approximately 24 months and upon completion students are awarded the Bachelor of Science degree in Nutrition Science (NS) as well as a verification statement that they have met the academic requirements set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

The inherent strength of the Program lies in the provision of carefully coordinated supervised practice experiences which complement and enhance didactic instruction. This continual interplay of didactic and hands-on learning provides an opportunity for the development of a sophisticated expertise in the delivery of quality nutrition care. Graduates of the Program are competent to perform in any entry-level position as a registered dietitian with a concentration in nutrition focused outcomes. An additional inherent strength of the DE is the requirement of a strong science background, including courses in inorganic chemistry, organic chemistry, biochemistry, physiology, nutritional biochemistry and physiology. Students are expected to arrive for the Program with adequate to strong basic skills, e.g. grammar, writing skills, math skills, science, etc.

The Program requires adaptation to schedules which often differ from those which may have been previously experienced. The greater part of each day is usually spent in a classroom or supervised practice setting. The curriculum has been designed to allow for sequential progression of material within individual courses as well as within the total Program.

The number of clock hours spent in classroom and supervised experiences is based upon the credit hours assigned a given course or practicum by the standards of both the College of Allied Health and the ACEND. ACEND requires dietetic programs to provide a minimum of 1200 supervised practice hours. Supervised practice experiences take place in facilities anywhere within the state of Oklahoma. Students are responsible for providing their own transportation and living quarters.

In addition to the educational opportunities provided by the Program, the Health Sciences Center offers many additional activities that enrich professional growth. Faculty expect dietetic students to take advantage of these experiences and be willing to attend/participate in special conferences and lectures, grand rounds, independent study exercises, and other educational experiences.

Evaluation tools are utilized to help the student progress toward the goal of becoming a competent entry-level dietitian. The performance evaluation process consists of the student’s self-evaluation of progress and competence, as well as the supervisor’s evaluation of the student’s performance. Students usually participate in the evaluation process at both midpoint and upon completion of each course which has a practicum component. Students are also asked to evaluate each course (both didactic and curriculum components), the quality of instruction provided, and the Program itself.

PROGRAM MISSION AND GOALS

The mission of the DE is to provide a quality education program to produce qualified entry-level dietitians with enhanced skills in dietetics with an emphasis in Nutrition Focused Outcomes capable of functioning as professional clinicians.

The goals of the Dietetic Education Program are to:

1. Graduate competent entry-level practitioners that obtain the credentials “Registered Dietitian”.
2. Graduate practitioners who demonstrate professionalism, ethical behavior and enhanced clinician skills in Medical Nutrition Therapy.

The Program actively seeks to graduate individuals capable of assuming the complex responsibilities which dietetic practice requires. In meeting this challenge, the graduate should:

- Effectively function in an entry-level position in clinical dietetics with emphasis in Nutrition Therapy. Within 12 months of completing the program, at least 60% of graduates will have passed the RD exam, obtained employment related to their major or enrolled in an accredited continuing education program as indicated on alumni surveys;

- Be adequately prepared for the National Registration Exam as evidenced by a class pass rate of at least 80% over a 5-year period.

PROGRAM COMPETENCIES

Program competencies outlined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) depict the level of skill which students graduating from the Program should have attained. Current Program competencies can be found at http://www.eatright.org/ACEND/content.aspx?id=40. All competencies must be met at a pre-determined level to progress in the program.

HOW THE DE PROGRAM FITS INTO THE CREDENTIALING PROCESS FOR REGISTERED DIETITIANS

Students admitted to the Program have completed all prerequisite courses required. Students then embark on curriculum accredited by ACEND (Foundation Knowledge, Skills, and Competency Requirements for Entry-Level Dietitians). Following successful completion of both components, the student has earned a Bachelor of Science degree and verification of education statements assuring ACEND that all requirements have been met. Students will then be allowed to take the examination administered by The Commission on Dietetic Registration (CDR). When the exam is passed, the credential of Registered Dietitian (RD) is awarded and full membership in the Academy is offered. The Academy is the world's largest organization of food and nutrition professionals.

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
Phone: 800/877-1600, ext. 5400 or 312/899-0040
Fax: 312/899-4817
Website: http://www.eatright.org/acend/default.aspx

Commission on Dietetic Registration
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
312-899-0040, Ext. 5500 or 800-877-1600 Ext. 5500
Fax: 312-899-4772
http://cdrnet.org/
Email: cdr@eatright.org
ESTIMATED COSTS TO STUDENTS

a. Tuition and Fees

Student expenses encompass a variety of activities and/or fees, all of which are subject to change during the student’s course of study. Approximate expenses include a $40 application fee to the University of Oklahoma Health Sciences Center. In addition, the College of Allied Health requires students applying for the DE program (BS degree) to submit a $25 processing fee. Students are required to provide sealed official transcripts from all schools previously attended. Note that schools may charge a transcript fee. Tuition cost and mandatory fees are listed on the Bursars link at: http://www.ouhsc.edu/financialservices/Bursars.asp. A program fee of $700 per semester is also required.

Students may expect additional costs that include, but are not limited to, a personal computer, textbooks, fees to ADA and lab fees. Costs can change, and students are encouraged to call the Financial Aid office at (405) 271-2118 or visit the Bursars website for additional information. Information for international student tuition can also be found at the website http://www.ouhsc.edu/financialservices/bursar/default.asp.

Students accepted for admission must confirm their intention to enroll and attend with a $100 non-refundable deposit. The deposit is applied toward tuition and fees during the first term. Students may be accepted contingent upon successful completion of all pre-requisites prior to the fall of admittance.

b. Financial assistance/scholarships

Any full-time student who has been accepted for enrollment at OUHSC and is in good standing (i.e. not on conditional admission) may apply for financial assistance. An entering student should obtain the necessary application packet as early as possible from the Office of Financial Aids. Note: If this is not your first Bachelors degree, please contact this service for assistance. If you already have a Bachelors degree, financial assistance is handled differently.

For additional information about financial aid, contact the Office of Financial Aid, P.O. Box 26901, Oklahoma City, OK 73190. The office is located in Room 241, Basic Sciences Education Building; telephone (405) 271-2118; website: http://w3.ouhsc.edu/sfs/.

Scholarships are available from ACEND and the Oklahoma Academy of Nutrition and Dietetics (OAND) on a yearly basis. Applications for ACEND scholarships are typically distributed in December and due in February. Applications for OAND) scholarships are made available in the spring of each year. The Department sponsors modest scholarships, as well. Students will be notified as information becomes available.

c. Withdrawal and refund of tuition and fees

For policies and procedures regarding withdrawal and refund of tuition and fees, contact the Bursar’s Office via phone at (405) 271-2433, email Bursar’s Office at OUHSCBursar@ouhsc.edu or visit the Bursar’s website at http://www.ouhsc.edu/financialservices/bursar/default.asp.

d. Other costs

Upon graduation from the DE program, the student will have additional fees relating to the cost...
of taking the National Registration Exam ($200.00), and obtaining Oklahoma Licensure ($23.00 for an extended background check plus $120.00 for initial license). These fees are subject to change. Check www.cdrnet.org for the national exam and http://www.okmedicalboard.org/ for Oklahoma Licensure (or the state where you plan to practice).

ACCREDITATION STATUS
The DE Program is accredited through 2014 by ACEND.

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
Phone: 800/877-1600, ext. 5400 or 312/899-0040
Fax: 312/899-4817
Website: http://www.eatright.org/acend/default.aspx

STUDENT ADVISEMENT
As stated in the CAH Student Handbook, the responsibility for meeting graduation requirements rests with the student. However, faculty within the Department feel a responsibility to provide accurate and appropriate academic counseling in order to assist the student in ensuring an optimum graduation date. For this reason, each student should assume responsibility for meeting with the advisor at least once per semester and more frequently as necessary. Please seek out your advisor as questions arise and/or as you encounter difficulties with which you need assistance. If utilized appropriately your advisor will play a key role in guiding you efficiently through the academic processes associated with earning an advanced degree.

Students should seek help from their advisors if or when academic problems develop.

Faculty is generally available for appointments throughout the week. Students should make appointments with faculty through the individual faculty member. A student who repeatedly has difficulty contacting a faculty member should contact the Program Director or Department Chair.

Faculty and students are not to fraternize outside of working hours unless the entire group of students and faculty are present. Students are not to use faculty as a "sounding board" to complain about other faculty. If a student has a complaint about a course taught by a faculty member, he/she should meet with the instructor of that course to discuss the concerns. If concerns addressed with the faculty member are not dealt with satisfactorily, then the student should contact the Program Director to discuss this situation. If concerns addressed with the Program Director are not dealt with satisfactorily then the student should contact the Chairman. When academic concerns have not been satisfactorily resolved at the department level, the student should refer to the College of Allied Health (CAH) Student Handbook for information on the academic appeals process.

Students are not to make personal requests of the Department staff, i.e., photocopying, typing, transmitting personal incoming telephone calls (except in emergencies), etc. Students may purchase a copy card in the Office of Academic and Student Services (Room 1009).

POLICY FOR NS UNDERGRADUATES DESIRING TO ENROLL IN GRADUATE COURSES
Graduate studies and graduate courses are designed for those students who desire advanced education and
training and whose academic record indicates they have the potential to successfully complete course work at an advanced level.

The Department policy for undergraduate students desiring to enroll in NS graduate courses is as follows:

**Juniors**

1st Semester - Students are not eligible to enroll in an NS graduate course.

2nd Semester - Students are eligible to enroll in a graduate course for graduate or undergraduate credit under the following conditions:

1. The student must have earned a minimum HSC cumulative GPA that rounds to 3.00 (2 decimal places);
2. The student must have earned no grade lower than a "B" and no "U's" (unsatisfactory) during the first fall semester of the DE Program (regardless of course prefix, level of course, or site of course offering);
3. The student must have discussed the course with the course instructor and the instructor must have given permission to enroll; and
4. If graduate credit is desired, the student must:
   - Have discussed the ramifications of enrolling in a graduate course with the Graduate Program Director; and
   - Completed the "Application for Graduate Credit of Courses Taken During Junior and Senior Years" form; the form may be obtained from either the CAH Office of Academic and Student Services or the NS Departmental Office; the form must be completed and submitted to the NS Office prior to enrollment.

**Seniors**

All seniors are eligible to enroll in a graduate course for undergraduate credit under the following conditions:

1. The student must have earned a minimum HSC cumulative GPA that rounds to 3.00 (2 decimal places);
2. The student must have earned no grade lower than a "B" and no "U's" (unsatisfactory) in any course with an NS prefix; and
3. The student must receive permission of the course instructor.

All seniors are eligible to enroll in a graduate course for graduate credit under the following conditions:

1. The student must have earned a minimum HSC cumulative GPA that rounds to 3.00 (2 decimal places);
2. The student must have earned no grade lower than a "B" and no "U's" (unsatisfactory) in any course with an NS prefix;
3. The student must have discussed the ramifications of enrolling in a graduate course with the Graduate Liaison; and
4. The student must have completed the "Application for Graduate Credit of Courses Taken During Junior and Senior Years" form; the form may be obtained from either the CAH Office of Academic and Student Services or the NS Departmental Office; the form must be completed and submitted to the NS Office prior to enrollment.

*Undergraduate students desiring to enroll in a graduate course outside of the Department of Nutritional Sciences should discuss appropriate procedures with the respective department offering the course.

Permission to enroll in a graduate course is not automatic. The instructor always reserves the right to deny admission to an undergraduate.

ACADEMIC PROGRAM SCHEDULE AND CURRICULUM

a.) Scheduling and program calendar including vacation and holidays

The DE Program observes the University calendar which may be accessed through the Office of Admissions and Records website at http://www.ouhsc.edu/admissions/. However, the supervised practicum may require that students work during holidays.

b.) Curriculum (subject to change to accommodate supervised practice hours)
# DEPARTMENT OF NUTRITIONAL SCIENCES
## DIETETIC EDUCATION PROGRAM CURRICULUM SCHEDULE

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<td>NS 3153</td>
<td>Nutr. Dur. Life Cycle</td>
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<td>NS 3134</td>
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<td>NS 3246</td>
<td>Medical Nutrition Therapy I</td>
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<td>Research Methodology</td>
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<td>NS 4132</td>
<td>Weight Management</td>
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<td>Community Nutrition</td>
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<td></td>
<td>Supervised Practice</td>
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<tr>
<td>NS 4131</td>
<td>Introduction to NS Research</td>
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<td>1</td>
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<td>Elective hours if needed</td>
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**Spring – Senior 2012 Stds**

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<th>CLOCK HRS/SEM.</th>
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**TOTALS:**

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*SP = Supervised Practice

updated August 1, 2012
*some course rearrangement and/or change in course numbers may occur

**Students may be accepted into the program with a minimum of 60 hours but must have 64 hours to graduate. The Program requires 61 hours. Students are responsible for tracking hours to determine if they will require elective hours.

TOTAL = ≥ 64 Hours

ATTENDANCE

Students are expected to attend all lectures, laboratories, and practicum. The student should be familiar with each instructor’s policy on absences. Many instructors require students to contact them if the student will be late. RDs are health care professionals and as such students should strive to be as professional as possible.

Students are expected to complete all scheduled supervised practice hours. If a student has a personal emergency (e.g., death or serious illness in family), extenuating circumstances (e.g., serious transportation problems), or illness, that prevent participation, he/she is required to call the course instructor and the supervisor/preceptor at the facility site by the time designated by both. Failure to call to report an absence from supervised practice hours is considered inappropriate and unprofessional behavior. If the behavior continues, it may result in suspension from the course and ultimately suspension or expulsion from the program.

Time missed from scheduled supervised practice experiences must be made up and will be scheduled by the course instructor and/or preceptor. Time misses must be an excused absence. Check with your instructor or preceptor to determine what may be called an excused absence. The only exceptions to excused absences are as follows:

1. Students serving on College of Allied Health Academic Appeals will be excused from clinical experiences.

2. Students are excused to attend the funeral of an immediate family member.

Time missed from supervised practice must be made up, however, if any time is missed. When a student misses class or supervised practice he/she is expected to complete any assigned work, exams, and projects that were due during the absence. It is the student’s responsibility to secure handouts and notes from the missed classes. It is also the student’s responsibility to contact the preceptor and instructor regarding making up missed supervised practice hours.

Students absent from class for a religious observance will have examinations, presentations, or supervised practice experiences rescheduled without penalty. It is the student’s responsibility to notify the instructor of the absence prior to the religious holiday. Rescheduling of make-up work will be at the instructor’s discretion.

ACCIDENTS, ILLNESS, AND INJURY

Students are to immediately report any accident or illness, regardless of how minor and, with respect to injuries, regardless of whether the student feels injured. Report injuries to the Department immediately. If you are in a facility, contact both the respective preceptor and CP Director immediately. The student is to be familiar with the accident/injury policy of each facility/site so that appropriate procedures can be followed should an accident or injury occur. Report to the OUHSC
Green Clinic as soon as possible for evaluation. **Accidents and injuries must be reported immediately.** Hours missed during rotation must be made up at a later time.

**DISCIPLINARY ACTION / SUSPENSION/TERMINATION PROCEDURES**

A student within the Department of NS is subject to disciplinary action if:

a.) The student engages in conduct that is deliberately unbecoming to the Department, a practice setting, or the Profession (Code of Ethics for Dietitians is applicable to dietetic students), or is unethical in nature; and/or

b.) The student engages in dishonest work as identified in the Academic Misconduct Code (presented in its entirety in the CAH Student Handbook). The Code describes academic misconduct as including:

- cheating (using unauthorized materials, information, or study aids in any academic exercise or on national board examinations)
- plagiarizing (stealing or passing off ideas or work of another without crediting the source)
- falsification of records
- unauthorized possession of examinations
- intimidation and any and all other actions that may improperly affect the evaluation of academic performance or achievement
- assisting others in any of the above acts
- attempts to engage in such acts

A variety of sanctions may be imposed upon a student engaging in inappropriate acts/behaviors, including warning, censure, probation, suspension, expulsion, and/or restitution. The CAH Student Handbook describes each type of sanction.

Students who have received a disciplinary sanction of any kind are subject to dismissal pending review of the Departmental Academic Progress Committee.

**GRIEVANCE PROCEDURES AND ACADEMIC APPEALS**

A student has the right to appeal any:

- academic course or evaluation (through the College of Allied Health)
- action construed as discriminatory or harassment (through the College of Allied Health)
- disciplinary action

The University has well-established procedures that allow for student appeal and/or grievance. A student who desires information or guidance regarding the appeals process, or how to initiate the appeals process, should contact the Chairperson or the Director of the Office of Academic and Student Services (room 1009, College of Health Building). The student should also refer to the CAH Student Handbook for additional information.

**SUPERVISED PRACTICE AND PRACTICUMS**

Supervised practice allows the student to put into practice, for a consecutive period of time, the knowledge and skills acquired during the course of study. The Food and Nutrition Services Practicum is offered during the summer between the junior and senior year. The Community Practicum and Medical Nutrition Capstone and Practicum is offered during the spring of the senior year. The student must have successfully completed all prerequisites in the Program before being allowed to enroll in the Medical Nutrition Capstone since the
experience is the culmination of the student’s total training in the Program. In all practicum experiences, students are required to adhere to their respective facility hours.

**COMPETENCY EXAM**

A mid-program competency examination will be given the first Monday following completion of the Management Rotation. Management Rotation begins in the summer between the junior and senior year and concludes on or about the third week of July. The exam covers all department course work presented in the first three semesters (fall, spring, summer) of the program. Students must answer 70% of the questions correctly to progress in the program. Students not passing will take a new version of the exam after a one-week study period. Students that do not pass the exam on the second attempt will take a new version of the exam after a two-week study period. Any student not passing the exam on the third attempt will be required to leave the program. This exam is not a part of any course grade.

A final competency exam covering all course work in the Program will be given the first Friday following Community Rotation and prior to entry into the Capstone clinical practicum. Community Rotation concludes on or about the last week in February. Students must pass the exam with a score of at least 70% in order to progress to the Capstone practicum.

The exam covers all department course work presented over the five semesters (fall, spring, summer, fall, and spring-up to Capstone Practicum) of the program. Students must answer 70% of the questions correctly to progress in the program. Students not passing will take a new version of the exam after a one-week study period. Students that do not pass the exam on the second attempt will take a new version of the exam after a two-week study period. Students not passing the exam on the third attempt will be required to take a one-month study leave from the program. Faculty will be available to work with the student(s) in areas of deficiency. A fourth exam will be given at the end of the one-month study leave. Students not passing the exam on the fourth attempt will not graduate from the program until all clinical hours are complete. This exam is not a part of any course grade.

Test specifications for the exams are:

- **Principles of Dietetics** 12%
- **Nutrition Care for Individuals and Groups** 50%
- **Management of Food and Nutrition Programs and services** 21%
- **Food Service Systems** 17%

All competency exams consist of multiple choice questions with four choices for responses to each question.

The purposes of having students complete these exams are to:

1. To motivate students to begin preparation for the National Registration Exam;
2. To provide the student with practice in taking comprehensive multiple choice exams;
3. To ensure that the student may demonstrate an adequate knowledge and application base for entry-level practice in dietetics;
4. To allow the student to identify knowledge and application areas in which further study and practice is needed in order to be adequately prepared for the Registration Examination.
5. Required to progress in the Program.
COURSE ZERO GRADING POLICY

The zero grade indicates a serious deficiency in professional responsibilities, or adherence to policies of the Department, practicum facility, and/or coursework. This may include but is not limited to policies relating to attendance, appearance, conduct, paperwork (e.g., time sheets, performance evaluations, medical records, etc.), patient care, supervision, supervised hours preparation (e.g., health forms, CPR, etc.), respect of facility policies and procedures, and relationships with facility supervisors, other professionals, peers, staff, and faculty. The course instructor is responsible for assigning zero grades and for informing the student of zero grades. The specific reasons for assigning a zero grade are outlined in the course guidelines for all courses and will be carefully reviewed by the course instructor/coordinator on the first day of class.

Zero grades impact the final grade in courses as follows:

One zero grade results in the reduction of final course grade by one letter grade.

Two zero grades results in the reduction of final course grade by two letter grades.

In the event that a specific incident of inappropriate, unprofessional, or unethical behavior is observed by or reported by an instructor or preceptor to the Program Director, the incident will be thoroughly investigated and reported in writing to the course instructor/coordinator. If the behavior is judged by the faculty and/or Program Director to be inappropriate, unprofessional, or unethical, the report will be placed in the student's permanent file as a written warning. However, in the extreme case the faculty might determine that an initial incident is serious enough that the student should be suspended from course participation immediately and receive an "F" in the course, the student would then be unable to progress further in the Program and might ultimately be suspended or expelled from the Program. As specified in the CAH Student Handbook, the Dean would be notified of academic misconduct and the established procedure would be followed.

PRIOR EXPERIENCE/EDUCATION

The DE does not give credit for prior work experience. The student must complete all rotations in their entirety regardless of the interns previous work experience. The Program will not accept prerequisite course work taken more than 5 years prior to applying. Any deviation from this policy is at the discretion of the Program Director.

ACADEMIC PROGRESS IN PROGRAM

The Department uses the academic standards set forth in the CAH Student Handbook. In addition to the four factors required to maintain good standing in the College, the student must also successfully pass the two major comprehensive competency exams with a score of 70% or greater in order to progress in the Program.

Each student is expected to make a minimum grade of “C” or better in each required course to maintain a cumulative grade point average of 2.50 or better, and a grade point average of 2.50 on all course work taken in the professional program in order to remain in good academic standing with the College. When a student earns less than a “C” in a Departmental course, he/she may not progress further in the Program. The Director will assess the situation and choose to allow the course in question may be repeated one time (one year later), and the student must earn a “C” or better in order to progress further in the Program. Or the Director may opt to dismiss the student from the Program permanently. The student must pass the two major comprehensive competency exams with a score of 70% or greater, to progress further in the Program. Refer to the current edition of CAH Student Handbook Academic Standards, for more information.
GRADUATION REQUIREMENTS

In addition to the graduation requirements outlined in the CAH Student Handbook, the Department requires the student to have completed the following requirements in order to graduate:

1. All prerequisite and Program coursework;
2. All Departmental courses with a grade of "C" or better or Satisfactory (S) in coursework;
3. Be in good academic standing within the College;
4. Successfully complete all required supervised practice; and
5. Pass the two major comprehensive competency exams with a score of 70% or greater on each exam.

FACULTY AND STAFF

Faculty and staff are employed for the express purpose of providing the professional education required by the Program. The primary objective of the faculty is to guide the student in the pursuit of advanced knowledge. Each faculty member is interested in you as an individual and looks forward to assisting you in your professional growth.

Office hours may vary among faculty. Students should make appointments with faculty through the individual faculty member. A student who repeatedly has difficulty contacting a faculty member may notify the Chairperson.

DEPARTMENT FACILITIES

The Department of Nutritional Sciences is located on the third floor of the College of Allied Health, 1200 N. Stonewall, Oklahoma City, OK, in suite 3057. Faculty members and Departmental Office Staff are located in this suite. In addition, the food sciences laboratory is on the third floor, room 3055.

Student mailboxes are located on the first floor. Student mailboxes, although open, are confidential. Messages for faculty may be given to the Department Staff to be placed in the respective faculty mailbox.

The telephones in the Department Office are business phones and not for student use, except in case of emergency. Faculty phones are not to be used by students without direct authorization from the respective faculty member.

The Department maintains several pieces of equipment, which can be utilized by the students when needed for class presentations, etc. All such equipment should be checked out from the Departmental Staff.

Student lockers (located on the second floor) are available on a first-come-first-served basis and are checked out through the Office of Academic and Student Services. Students are responsible for any items placed in their lockers and each should provide some type of lock.

OUHSC LIBRARY
The Robert M. Bird Health Sciences Library contains a collection of over 243,000 books, journals, audiovisuals and electronic resources. It is responsible for the informational materials and services that are needed to support the research and educational programs on the OUHSC campus and serves as the major resource for health information in Oklahoma. Library faculty and staff are exceptional in providing individualized service to both students and faculty. The Library also provides a number of on-line data base searching capabilities which are helpful to students. 
http://library.ouhsc.edu/

When a student needs materials not available in the Library, they may be borrowed from Interlibrary Loan. The Library is a member of several networks designed to expedite the transfer of information between libraries in an effective manner.

The Library also provides orientation tours, course-related bibliographic instruction and seminars on using various research tools.

**APPEARANCE AND IDENTIFICATION**

Whether on campus or in a facility, the students are expected to project the best image possible since each student now represents the profession of nutrition/dietetics as well as the Department and College.

Student standards of dress and appearance ensure consistent and acceptable presentation to patients, visitors, faculty, staff, and preceptors. Dress and appearance requirements in classes and practicum may vary depending on the instructor and facility preceptor. It is the student’s responsibility to find out what the particular standards are for each situation prior to arrival at the facility.

When a student is inappropriately dressed for a practicum experience, he/she will be sent home and the missed clinical experience will be made-up at a later date, if possible. Should this happen, the student will be given a zero grade, because actions described are considered to be failure to display professional behavior on institution premises or at institution-sponsored or institution-supervised functions. If inappropriate appearance and/or conduct continue to be a problem, the procedures for disciplinary action will be imposed upon the student as outlined in the **CAH Student Handbook** and in the guidelines for specific courses.

- **Nametags** -- Official Departmental name tags must be worn in ALL facilities on the upper left-hand side and students will not be allowed to participate in a practice activity without their official identification.

- **Dress** -- Dress in the facilities depends upon the requirements of the particular institution or agency to which the student is assigned. Many facilities require lab coats worn over street clothes.

1. White lab coats may or may not be required in facilities or for courses. If lab coats are required, they may be full-length, ¾ length or blazer style with full length sleeves. Lab coats should be clean, white, neat and pressed at all times, with name tags in evidence.

2. Regular street clothes, whether worn with or without lab coats, should always be neat, clean, and pressed.

   Women: no jeans, T-shirts, halter tops, shorts, Capri pants, knee socks or loudly colored hosiery;; no mini-skirts; skirts should be below the knee; skirt or dress must exceed the length of the lab coat unless street-length lab coats are worn; no wooden or plastic “clog-type” shoes; all footwear must be worn with hosiery or socks as appropriate; all shoes should be neat, clean, and appropriate with closed toes (no sandals or flip flops); no high-heeled shoes (heels should be ≤ 1 1/2”); blouses worn with pants or skirts must be tucked in and worn with a belt if
belt loops are present. Low necklines are not permissible. Nail polish may not be worn in the foodservice area.

Men: no jeans, T-shirts, shorts, flip flops or sandals are to be worn; pants with belt loops should always be worn with a belt and shirts should be tucked in; shoes should be neat, clean, closed toed and polished. Appropriate socks are worn with shoes.

Pant length for both men and women should be appropriate. Pants should neither drag the ground nor be so short as to attract attention.

3. Heavy scents should be avoided in the patient care areas. Strong odors, even of a pleasant nature, are often offensive to those who are ill.

4. Daily personal hygiene is a must.

5. Hair is a natural reservoir for bacteria and disease-producing organisms, and thus should be worn in such a way as not to make contact with patient records, food trays, patient bedding, etc. Hair should always be clean and arranged in a conservative style that does not fall in the face. Unusual hair styles and/or colors are not permitted. Beards are acceptable for males if they are neat, conservative, and kept closely trimmed. Goatees or other unusual facial hair is not permitted. Note that some facilities may not allow facial hair. Check with your preceptor during practicum and course instructors.

6. Jewelry large enough to be inadvertently grasped by a patient, caught in equipment, or of a nature that appears unsuitable in the health care setting, should be avoided. Earrings should appear no more than ½ inch below the ear lobe. Valuable jewelry should be left at home due to the risk of loss or theft. Jewelry should be conservative, no more than one earring in each ear, no more than one ring per hand, and no more than one necklace. Jewelry will not be worn in visible piercings except the ears.

7. If in doubt as to whether a particular ensemble or article of dress is appropriate, do not wear it. Remember that professional dress is conservative dress. Interpretation of appropriateness rests entirely with the instructor and/or facility staff.

8. Tattoos. Tattoos are not permitted to be visible.

Amid all of these guidelines and apparent restrictions, please try to remember that appearance and conduct are major ways to instill confidence in patients and earn respect from peers, facility staff, faculty, and other health professionals. Be aware that some courses or practicum may require more restrictions. Students are expected to comply with the DE handbook and course requirements.

PROFESSIONAL CONDUCT

Students are expected to maintain a pleasant, courteous, and respectful attitude toward patients, peers, faculty, and other health professionals at all times. It is important for the student to be appropriately responsive to all health professionals, to abide by the established policies and procedures of the institution, as well as to adhere to the specific lines of authority.

Students are expected to fully comply with the professional conduct guidelines outlined in the CAH Student Handbook and the Code of Ethics for the Dietetic Profession (http://www.eatright.org/codeofethics/) in the classroom, facilities, and professional events. Misconduct is subject to disciplinary action as outlined in this handbook and the CAH Student Handbook.

This is especially important as it relates to the confidentiality of patient medical and personal information. It is inappropriate for students to discuss personal matters with patients and other health professionals, or
to solicit personal advice from such persons. Students must not behave in any fashion that will upset
patients or disrupt the efficiency of institutional operations. Conflicts of personality should not be
displayed. Comments and actions must be professional and appropriate to the clinical setting. Personal
use of laptop computers or tablets, cell phones and/or other electronic devices, must be approved by your
instructor in class and by your preceptor in facilities. Rules governing use may vary from facility to facility
and instructor to instructor. Rules governing use may vary from facility to facility
and instructor to instructor. Use of unapproved electronic devices including “inappropriate use of” as
determined by the instructor and/or preceptor can result in dismissal from class and/or the facility.
Dismissal from a facility has serious ramifications and can result in dismissal from the program.

The HIPAA (Health Insurance Portability and Accountability Act) Regulations place stringent requirements
on practitioners to protect the privacy of patients. Students should refer to their College of Allied Health
Student Handbook for further HIPAA guidelines; in addition, students must follow these minimum
guidelines:

- Maintain confidentiality concerning all patient information by removing all identifiers on films
  and procedure reports. Students should refer to the Departmental Student Handbook for a
  listing of all identifiers.
- Restrict the use and/or disclosure of information, even though permitted, to the minimum
  necessary to accomplish the intended educational purpose.

Electronic/Social Networking Media

In order to promote professionalism and protect privacy, dietetic students shall not post photos,
comments, or other forms of web based material of OU faculty, students, clinical personnel or
patients to web based social media sites such as, but not limited to, Face Book, My Space,
Twitter or blog sites, without the person’s written permission. Students should be especially
careful of discussing any information protected by HIPAA. In addition, no student shall supply or
forward photos, comments, or other web based materials to anyone for posting on any web based
communication sites, without that person’s written consent. Any student found to have posted,
supplied or forwarded materials for postings used on web based communication sites without
written permission of said persons may be dismissed from the program. The original written
permission must be filed with the Department. In addition, OUHSC students may not post
objectionable photos or use inappropriate language on social media while a student in the
Program.

ACCESS TO STUDENT SUPPORT SERVICES

a) Health services, counseling and testing

As a student at the HSC campus, your Student Health Fee contributes to Student Health
Services (SHS). SHS are provided in the Family Medicine Center (FMC) at 900 N.E. 10th St.,
Oklahoma City. The FMC provides acute and chronic care for injuries and illnesses, as well as
routine preventative care, physician-ordered laboratory and X-ray performed in the FMC. The
FMC staff will make every effort to schedule your appointment at a time that is convenient for
you. If you need anything, do not hesitate to contact Judy Davis, Student Health Coordinator,
at studenthealthnurse@ouhsc.edu. For more information, visit the Student Health Services
webpage at http://students.ouhsc.edu/HealthServices.asp

b) Academic resources

The mission of the University of Oklahoma is to provide the best possible educational
experience for our students through excellence in teaching, research and creative activity, and
service to the state and society. Visit the HSC Student Affairs website at
http://students.ouhsc.edu/AcademicResources.asp for a comprehensive listing of academic
HEALTH AND LIABILITY INSURANCE REQUIREMENTS
All students in the College of Allied are required to have health insurance coverage. Students may purchase health insurance through the Office of Academic and Student Services in the College of Health Building. All College of Allied Health students having patient contact (including Internship students) are required to carry general liability insurance. Please refer to the College of Allied Health Student Handbook (see web address below) for additional information.
http://www.ah.ouhsc.edu/main/student_information/currentstudents.asp

REQUIRED HEALTH FORMS
All students must provide evidence which documents results of various tests and immunizations prior to enrollment. Failure to provide the required health and immunization data will prevent students from participating in clinical experiences. Call the Department if you have questions about the required health forms and due dates, thereof.

CARDIOPULMONARY RESUSCITATION (CPR)
Students are required to provide proof of completion of a cardiopulmonary resuscitation course administered by the American Heart Association prior to participating in clinical experiences. The American Heart Association requires recertification every two years.

TRAVEL (SAFETY AND LIABILITY)
It is a requirement that the student have a safe and reliable mode of transportation to ensure arrival at any class or practice setting at the designated time in a healthy condition. There may be times when the student may be required to travel outside of the Oklahoma City metropolitan area in order to complete a rotation or assignment. It is the student's responsibility to provide transportation and assume the costs of travel. The University assumes no liability for accident or injury in travel to and from a practice or academic setting. Any accident on University property or in a practice setting should be reported immediately to the Department Chairperson.

ALCOHOL POLICY
The position of University Legal Counsel and the College of Allied Health is that no State funds may be used to purchase alcohol, that a cash bar may be utilized if it is run by non-University parties, and that at private gatherings, the owner of the site is liable should an individual who has been drinking have an accident while driving home from a gathering. Thus, Department faculty has established the following alcohol policy for the Department: no alcohol will be served at any Department-sponsored, student-attended function or gathering at either faculty homes or on Campus. If a Department-sponsored, student-attended event is held at a site other than a faculty home or on Campus, the individual is obligated to be very aware of the liability issue.

DIRECTORY INFORMATION
The Department desires to maintain a current address and telephone number for each student. Thus, if a student changes residence, etc., this information should be communicated to Department Staff as
soon as possible. Communication of a name change must be made via an official form ("Student Information Change Request" form) obtainable from Department Staff or from the CAH Office of Academic and Student Services.

The Department will not provide birth dates, social security numbers, addresses, or phone numbers to other students without consent of the respective individual.

STUDENT REPRESENTATION

Students are urged to assist with program development and student governance by volunteering for those committees and activities available:

- College of Allied Health Student Association
- Departmental Committees
- Student Dietetic Association

COLLEGE OF ALLIED HEALTH STUDENT ASSOCIATION

A Student Association exists within the College of Allied Health and the University of Oklahoma Health Sciences Center. Students may volunteer to be a CAH Student Association representative from the Department of NS. Should more students volunteer than there are available vacancies, the Graduate Liaison will administer a run-off election. Forms to volunteer for both the CAH Student Association and other Department committees are distributed at the beginning of each fall semester.

STUDENT DIETETIC ASSOCIATION

A Student Dietetic Association (SDA) exists within the Department for those students (undergraduate, professional and graduate) who desire to participate in an organization that celebrates and promotes the Profession of Dietetics. Sponsorship of the SDA rotates among faculty and information relative to membership is circulated at the beginning of each fall semester and is available at all times from Departmental Staff or Faculty. Dues, by-laws, activities, etc., are established by the organization. Students are also encouraged to become student members of the Oklahoma City District Dietetic Association (OCDDA), the OKAND and ACEND.

BUILDING ACCESS

Students may have access to the building to utilize the Department's student computers and/or the Department's library collection. Access is available through the student's "OneCard". The OneCard is used as an ID and building/room/lab access card. OneCard services are located in the Service Center Building, Room 114.

PROFESSIONAL MEETINGS AND ACTIVITIES

The faculty believes in providing opportunities which develop and enhance the professional growth of the student. Thus, as a matter of policy, students are highly encouraged to participate in professional meetings, conventions, projects, etc. The following activities are highly encouraged: (1) student memberships in local, state, and national professional organizations; (2) preparation, display, and presentation of professional-related exhibits, essays, etc.; (3) participation in National Nutrition Month activities; and (4) attendance and participation at any function in which new knowledge or the quality of professionalism is enhanced.
In promoting the above philosophy, students are encouraged to attend certain professional meetings when possible:

- Oklahoma City District Dietetic Association meetings and
- OKAND meetings in the spring and fall

The faculty encourages students to also attend other nutrition-related meetings and seminars, which are offered at times other than those that require the student to be in class or clinical experience. Approval to attend conferences, seminars, etc., which conflict with routine academic schedules is to be arranged through the Program Director after securing initial approval from the supervising RD at the respective affiliation site (if the student is in a supervised practice experience).

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The OUHSC is committed to a policy of nondiscrimination in the admission and education of students. This institution, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. The Office of Equal Opportunity and Affirmative Action is located in the Service Center Building, Room 113, telephone 271-2110.

Equal Opportunity and Nondiscrimination Policy

The Oklahoma State Regents for Higher Education has issued the following policy (adopted August 16, 1991) for students with disabilities:

Section I: Equal Opportunity Policy for the State System—The Oklahoma State System for Higher Education in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations will not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

Section II: Policy for Disabled Students in the State System - Qualified current or prospective or disabled persons may not, on the basis of disability, be denied access to or be subjected to discrimination in the Oklahoma State System of Higher Education.

In administering this policy, the state regents and the institutions within the Oklahoma State System of Higher Education will use the following guidelines:

1. Limitations may not be made on the number or proportion of disabled persons admitted to the institutions with the state system or to a program administered in the state system.

2. The qualified disabled person must identify his/her disability before he/she may request accommodation for assessment for admission, retention, transfer or award within the state system.

Definitions: A disability will be those currently defined in federal law.

The assessment criteria or admissions test used for disabled students will have been validated as a predictor of academic success and will not have a disproportionately adverse affect in excluding
persons based on disability status. Such tests will be administered in ways and in facilities that assure reasonable accommodation and accessibility.

PROTECTION OF PRIVACY OF INFORMATION AND ACCESS TO PERSONAL RECORDS

Public law 93-380 (also known as the Buckley Amendment, also known as the Privacy Rights of Parents and Students Section 438 of the General Education Provisions Act) permits the release of "directory information" about students without the student's written consent. "Directory information" includes:

- Student's name, local and permanent addresses, telephone number, college, major, classification, current enrollment status, participation in recognized student activities, dates of attendance, degrees and awards received and dates of receipt, posting of individual student's grades and interim class evaluations by code number or ID number, and anticipated date of graduation based on completed hours.

The Law provides that any student may upon written request restrict the printing of such personal information relating to himself/herself as is provided in "directory information." Forms for withholding student "directory information" are available in the Office of Admissions and Records, located in room 204 of the Basic Sciences Education Building.

The Law requires the written consent of the student for the release to anyone (including parents) of other than "directory information" with the following exceptions: (a) other school officials within the educational institution who have legitimate educational interest; (b) officials of schools to which the students seek to transfer; " the Comptroller General of the United States, the HEW Secretary, the administrative head of an education agency, or State educational authorities; (d) in connection with a student's application for, or receipt of, financial aid; (e) State and local officials or authorities to which such information is specifically required to be reported under State statute and adopted prior to November 19, 1974; (f) organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public; (g) accrediting organizations; (h) parents of a dependent student upon proof of dependency (exclusive of international students); (i) in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons; and (j) to comply with a judicial order or lawfully issued subpoena.

Personal information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

Under the Law, any student has the right to inspect and challenge his or her own educational file with the exception of letters of recommendations or other material when the author was guaranteed confidentiality prior to January 1, 1975. Positive identification of the student shall be required prior to such examination and the student is not guaranteed the right of privacy in examining the records or the right to remove them.

Each educational institution is required by the Law to maintain a record, kept with the educational records of each student, which will indicate all individuals, agencies, or organizations (other than those specified as having access without the student's written consent) having obtained access to the student's record (AMENDED AND REISSUED August 1, 1983).

Student records are maintained in the Departmental Office (as well as some in the Office of Student Affairs of the College of Allied Health). A student may review his Departmental file/records at any time in the presence of either his/her advisor, the Program Director or Departmental Chairperson. In very busy times, the student may be asked to wait 24 hours before an appropriate time may be found for such a review. It is never the intent to withhold any information from the student.
STUDENT LEARNING ASSESSMENT

In order to graduate, the student must:

1. Earn a grade of 70 or better on the didactic portion of the course;
2. Pass the competency exams (mid and final) with a score of 70 or better;
3. Receive an overall passing score on the supervised practice as described in each curriculum: Management, Community, and Clinical;
4. Have exhibited no actions which have resulted in expulsion from a participating facility or organization, or from the Program- unless resolved;
5. Have completed the required supervised practice hours as noted in the course guidelines for each module;
6. Have submitted all required evaluation instruments and assignments; and
7. Have returned all borrowed textbooks, keys (if applicable), and materials to any OUHSC person, facility or sponsoring institution from which they were borrowed.

VERIFICATION STATEMENT

To establish eligibility to write the registration examination for dietitians, a verification statement is required by the Commission on Dietetic Registration upon completion of the DE. The verification statement is given at the completion of the DE after final transcripts post. The DE Director will provide each graduate with five (5) verification statements.

Statements are needed when applying to:

CDR for registration eligibility
   The Academy for membership
   Individual states for licensure
   Potential employers