

The OU Health Sciences Center Nutritional Sciences Master of Arts Dietetic Education Program Handbook 2020-2022 is a PDF document with embedded bookmarks. Simply click on the main heading or section number on the Table of Contents or Index.

Please note, the information contained in this handbook may change from time to time by action of appropriate segments of the University.

# Nutritional Sciences Master of Arts Dietetic Education Program Handbook 2020-2022

The University of Oklahoma  
Health Sciences Center

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UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

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# 1 - MISSION OF THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

The mission of the University of Oklahoma Health Sciences Center, as a comprehensive academic health center, is to educate students at the professional, graduate, and undergraduate levels to become highly qualified health services practitioners, educators, and research scientists; to conduct research and creative activities for the advancement of knowledge through teaching and development of skills; and to provide continuing education, public service, and clinical care of exemplary quality.

## 2 - MISSION OF THE COLLEGE OF ALLIED HEALTH

The mission of the College of Allied Health is to empower life by maximizing human potential through allied health interprofessional, education, research, care, and community engagement.

## 3 - MISSION OF THE DEPARTMENT OF NUTRITIONAL SCIENCES

The mission of the Department of Nutritional Sciences is to provide the best possible educational experience for our students through excellence in teaching, research, and creative activities and provide service to the university, state and society.

## 4 - PROGRAM DESCRIPTION

The Coordinated Program for Master of Arts in Dietetics (CPMA) program consists of 64 credit hours of sequenced and integrated didactic and clinical courses. All didactic course work is offered at the University of Oklahoma Health Sciences Center in Oklahoma City. Students complete supervised practice hours in various facilities throughout the state. Supervised practice provides a "hands-on" experience while working with patients exhibiting disease states studied in the classroom. Upon successful completion of the required coursework and supervised practice hours, the graduate receives a Master of Arts in Nutritional Sciences degree and is eligible to take the Registry Examination for Dietitians to become a Registered Dietitian Nutritionist (RDN).

## 5 - PROGRAM MISSION, GOALS AND OUTCOME MEASURES

The mission of the OUHSC Coordinated Program for Master of Arts in Dietetics is to provide the best possible didactic and supervised practice to produce qualified entry-level registered dietitians through excellence in teaching, research and scholarly activities, and service.

### 5.1 - Goal #1– Graduate competent entry-level practitioners that obtain the credentials “Registered Dietitian Nutritionist.”

*Program Objectives for Goal 1:*

- At least 80% of program students complete program/degree requirements within 3 years (150% of the program length).
- Eighty percent of graduating students will agree or strongly agree that the Program fulfills the criterion (qualified entry-level dietitians).
- Eighty percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.

### 5.2 - Goal #2 – Graduate practitioners who demonstrate professionalism, ethical behavior and enhanced skills to promote advanced professional practice.

*Program Objectives for Goal 2:*

- At least 70% of students will receive an overall score >3 on the Evaluation of Advanced Practice Proposal.
- Eighty percent of graduating students will agree or strongly agree that the Program prepared them for beyond-entry-level

practice in nutrition and dietetics.

- At least 80% of graduates will perform above average based on employer surveys.

Program outcomes data are available upon request. Contact the program director.

## 6 - HOW THE CPMA PROGRAM FITS INTO THE CREDENTIALING PROCESS FOR REGISTERED DIETITIAN NUTRITIONISTS

Students admitted to the CPMA have completed all prerequisite courses. Students then embark on curriculum including both didactic coursework and supervised practice that is planned to meet the 2017 ACEND core knowledge (KRDN) and competencies (CRDN) for the Registered Dietitian Nutritionist.

CPMA competencies outlined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) depict the level of knowledge and skills (competencies) which students graduating from the CPMA should have attained. Current CPMA competencies can be found at <https://www.eatrightpro.org/acend>. Competencies must be met at a pre-determined level to progress in the program. Following successful completion of both components, the student has earned a Master of Arts degree in Nutritional Sciences and receives a verification of education statement.

The program director will notify the Commission on Dietetic Registration and submit required forms. CDR then notifies the students they may register for the national registry examination. When the student passes the exam, they are credentialed as Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN). All credentialed RD/RDNs are required to participate in continuing professional education to maintain their credential. Membership in the Academy of Nutrition and Dietetics, the world's largest organization of food and nutrition professionals, is encouraged but not required. The CPMA Program is accredited through 2019 by ACEND.

### Accreditation Council for Education in Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190

Chicago, Illinois 60606-6995

Phone: 800/877-1600, ext. 5400

Website: <https://www.eatrightpro.org/acend>

Email: [acend@eatright.org](mailto:acend@eatright.org)

### Commission on Dietetic Registration

120 South Riverside Plaza, Suite 2190 Chicago, Illinois 60606-6995

Phone: 800-877-1600, Ext. 5500

Website: <http://www.cdrnet.org>

Email: [cdr@eatright.org](mailto:cdr@eatright.org)

## 7 - APPLICATION, SELECTION, ADMISSION

Application criteria and prerequisite courses are located on the [College website](#). Students must apply online and there is a \$100 application fee. A selection committee evaluates applications and interviews candidates prior to admission. All prerequisite coursework must be completed prior to beginning the program. Students are admitted only for start in the summer semester. Students who choose to add the Master of Science in Nutritional Sciences (MS) option must also apply to the MS program through the Graduate College. This application is online and costs \$125.

## 8 - CREDIT FOR PRIOR LEARNING AND RECENCY OF EDUCATION

Prerequisite courses are transferrable and must be evaluated as part of the application process. Certain prerequisite courses (Introductory Nutrition, Biochemistry, and Human Physiology) must have been taken in the five years prior to admission. The CPMA does not award supervised practice credit for prior learning (e.g. prior work experience). For special consideration, contact the Program Director.

## 9 - FINANCIAL INFORMATION

### 9.1 - Tuition cost and mandatory fees

Tuition cost and mandatory fees are listed on the [Bursars site](#). Program-specific fees include: \$100 per semester Allied Health

Clinical Education fee, \$950 per semester Nutritional Sciences supervised practice fee. Students may expect additional costs that include, but are not limited to, a personal computer, textbooks, mandatory student membership in Academy of Nutrition and Dietetics (\$65) and lab fees including \$70 Allied Health Simulated Patient fee (NS 7121), \$200 eMedley fee (for supervised practice, one-time fee), and \$160 NS 7412 Food Preparation Practicum fee.

## 9.2 - 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 Aid. Note: If you have already earned a baccalaureate degree, please contact the Office of Financial Aid for assistance as financial aid is handled differently for those students. Students taking courses as a “special student”—which include CPMA students without an undergraduate degree who are pursuing the MA/MS dual option—do not qualify for financial aid for the courses taken as a special student.

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](#).

Scholarships are available from the Academy of Nutrition and Dietetics Foundation (ANDF) and the Oklahoma Academy of Nutrition and Dietetics (OkAND). Applications for ANDF scholarships are typically distributed in December and due in February. Applications for OkAND scholarships use the same form and are due in January. The Department also sponsors scholarships. All students will be notified of opportunities as information becomes available.

## 9.3 - 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](#) or visit their [site](#).

## 9.4 - Other costs

In addition to books, a laptop computer and supplies, students are required to purchase a lab coat and professional clothing suitable for supervised practice rotations. Students may be placed outside of the Oklahoma City metro area for rotations and may incur additional expense for housing and travel. All transportation costs during the program are the student’s responsibility.

# 10 - CPMA WITH MS DEGREE DUAL OPTION

The Department of Nutritional Sciences has a long-standing agreement with the Graduate College to allow up to 19 hours of CPMA coursework to additionally count toward 19 hours of the Master of Science in Nutritional Sciences (MS) graduate degree.

A Master of Science degree is a graduate degree, meaning it develops a different skill set than the Master of Arts professional degree. The CPMA degree program seeks to teach skills required for the profession of dietetics. The MS program seeks to enhance critical thinking and problem solving, to teach how to ask good questions, gather and evaluate information, and share new knowledge with others. Students do NOT have to complete an MS to be a registered dietitian, but it may help develop specific skills that can translate to the workplace, depending on the type of career the student desires. Any student who wants to know more about the MA/MS dual option should speak with the CPMA and MS Program Directors.

In order to take advantage of this agreement, CPMA students must also apply to the MS program via the Graduate College (\$125 application fee). Students who already have an undergraduate degree should apply as soon as possible, with the last opportunity to get credit for all 19 hours in August following the first summer semester.

Students who enter the CPMA program without an undergraduate degree will apply to take 2 courses as a special student (NS 5233 Research Methods in Dietetics and 5823 Energy Nutrients). Because these courses will confer graduate credit, they do not count toward hours to complete a Bachelor of Science degree. In order to complete the minimum 30 hours for an undergraduate degree, students who take these courses as a special student must also take 2 hours of NS 4960 Directed Readings. After the first Spring semester (the end of the first full year of the program), students who do not have an undergraduate degree will be awarded a Bachelor of Sciences in Nutritional Sciences. After this degree is earned, these students will apply to the Graduate College.

As noted, 19 hours from the CPMA program can count toward the MS program. A minimum of 34 credit hours is required for the MS in Nutritional Sciences. These remaining hours include core requirements (such as Thesis, Biostatistics Methods I, and Seminar) plus additional hours of electives as selected by the student. Many Nutritional Sciences electives are taught every other year, so you will have an opportunity to take a wide variety of courses. All students in the MA/MS dual option must

complete a thesis, and students will work with their faculty mentor to complete this project.

For additional information and requirements for the MS, please see that program handbook and/or contact the MS Program Director, Dr. Susan Sisson.

## 11 - STUDENT ADVISEMENT, ACADEMIC AND PROFESSIONAL PROGRESS

- Advising on enrollment is not routinely required, since the curriculum for the CPMA is set, but students are encouraged to seek advisement and/or help in courses as needed with the Program Director or other faculty. Ultimately, responsibility for meeting graduation requirements rests with the student. Department faculty are generally available for appointments throughout the week. Students should make appointments by contacting the individual faculty member. A student who repeatedly has difficulty contacting a faculty member should contact the CPMA Program Director or Department Chair.
- Students' academic and professional progress in the program is monitored through the Department's Academic and Professional Progress Committee (AAPC), consisting of teaching faculty of the Department. The APPC will meet at the end of each semester, and more often if needed, to review the progress of each student. The APPC analyzes each student's overall academic, clinical, and professional performance and makes recommendations in writing to the Dean regarding each student's academic and professional progress. The APPC may recommend that the Dean commend, promote, retain, place on or continue probation, suspend, or dismiss a student. Recommendations may also include, but are not limited to:
  - Individualizing course sequence and selection.
  - Modifying standard timing and sequence of coursework.
  - Repeating courses.
  - Adding courses to strengthen basic competencies.
  - Assigning specialized academic and/or clinical projects.
  - Making program modifications to allow for higher-level work and advanced studies for students making exceptional progress.
- When a student's semester grades and/or clinical and/or professional performance do not constitute required progress, that student is informed of the recommendations of the Academic and Professional Progress Committee by letter from the Dean, which includes the Dean's decision and necessary sanctions.
- Students who have minimal chances of success in the program will be counseling into career paths that are appropriate to their ability.

## 12 - UNIVERSITY AND COLLEGE POLICIES

Students are responsible for following all policies in the OUHSC Student Handbook, the College of Allied Health Handbook, and in this CPMA program handbook.

### 12.1 - OUHSC Student Handbook

University policies are available in the [\*OUHSC Student Handbook\*](#). This information includes:

#### Academic Policies

- Academic appeals boards
- Academic probation, suspension, and dismissal
- Academic integrity
- Academic misconduct
- Academic work load
- Admission/enrollment as a special student
- Administrative withdrawal
- Alumni information
- Auditing courses
- Cancellation of courses
- Cap and gown
- Change of address and/or name

- Change of college and/or major
- Changes of enrollment
- Class attendance
- Enrollment and degree verification
- Enrollment cancellation
- Enrollment holds
- Enrollment instructions
- Environmental health and safety procedures
- Extra-institutional learning
- Full-time enrollment
- Grading regulations relative to incompletes
- Grading regulations relative to withdrawals and drops
- Grading system
- Graduation
- Graduation ceremony
- Graduation guidelines
- Honors program
- Insufficient enrollment
- Late registration
- Leave of absence
- Intercampus enrollment
- Prevention of alcohol abuse and drug use on campus and in the workplace
- Reasonable accommodation
- Release of student information and access to student records
- Smoking policy
- Standard for scholarship (Regent's policy)
- Student rights and responsibilities code
- Student rights and responsibilities code procedures
- Student professional behavior in an academic program policy
- Student responsibility
- Teachers English proficiency
- Transcripts
- Veterans policy
- Withdrawal for false information
- Withdrawal procedures

#### **University Policies**

- Sexual assault, discrimination and harassment policy
- Consensual sexual relationships policy
- Pregnancy
- Non-discrimination policy
- Equal opportunity policy

#### **Equal opportunity and nondiscrimination policy**

##### **Class schedule**

- How to read the class schedule (left to right)
- Section number definitions

#### **Final exam schedule and regulations**

##### **Tuition and fees policies**

- Billing and collection
- Loan and scholarship disbursement
- Obligation and collection of student fees – Regents' Policy 4.5
- Refund policy
- Cancellation/withdrawal policy
- Students called to active military duty



- Student health fee exemptions

## Resources

- Admissions and records
- Athletic tickets
- Bursar's office
- Campus police
- Student counseling services
- Environmental health and safety
- Financial aid
- University Health Club
- Huston Huffman Physical Fitness Center
- Goddard Health Center
- Health Insurance
- Student Health Services
- Housing
- HSC Daily News
- HSC Student Affairs
- Identification Cards
- International Student Services
- Library
- Parking
- Veterans Services
- Student Organizations
- Campus Map

## 12.2 - College of Allied Health Student Handbook

Students are also required to adhere to the [\*College of Allied Health \(CAH\) Student Handbook\*](#). This handbook includes:

College History

Academic Integrity & Standards

Academic & Professional Progress Policies

- Professional performance and behavior
- Sanctions for professional misconduct
- Academic appeals
  - Academic appeal process
  - General guidelines
    - Student guidelines
    - Faculty guidelines
  - Flowchart

General College & University Policies

Student Computing Information

Student Awards and Honors

Campus Services, Requirements, and Resources

Tuition and Fee Information

Enrollment

Student Organizations

- *College of Allied Health Student Association Bylaws*

- *OUHSC Student Government Association Constitution*
- *OUHSC Student Government Association Senate Bylaws*
- *OU-Tulsa Student Government Association Constitution*

College of Allied Health Administrative Offices

Finding Answers to Your Questions

*College of Allied Health Academic Calendar*

## 13 - POLICY FOR NS UNDERGRADUATES DESIRING TO ENROLL IN GRADUATE COURSES

As noted above in the CPMA with MS Dual Degree Option, for students without an undergraduate degree who are pursuing the dual MA/MS option, two courses are taken as an undergraduate for graduate credit (NS 5233 Research Methods in Dietetics and NS 5823 Energy Nutrients). These two courses will require special permission from the Graduate College to enroll as a special student. Before the semester begins for each of these courses, you must turn in a request for this special permission. It is your responsibility to work with your MS advisor and Dawn Horton to ensure that this paperwork is done. Please note that financial aid is not available for these two courses where you are enrolled as a special student. For additional information about enrolling in a graduate course, see the Graduate College bulletin at <http://graduate.ouhsc.edu/GCBulletin/>

## 14 - ACADEMIC PROGRAM CALENDAR

The CPMA observes the University calendar which may be accessed through the [Office of Admissions and Records website](#). However, the supervised practicum may require that students work during holidays. For example, during the spring of the second year, there is no spring break as students will be onsite in healthcare facilities as a part of their supervised practice.

## 15 - ATTENDANCE AT CLASS AND SUPERVISED PRACTICE ROTATION

Students are required to attend all lectures, laboratories, and practicum. Refer to the [OUHSC class attendance policy](#) and specific course syllabi provided by each instructor. Students are required 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 before the scheduled arrival time.** Failure to call to report an absence from supervised practice hours is considered inappropriate and unprofessional behavior. Time missed from supervised practice must be made up during the course or rotation when it occurs. 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.

All supervised practice hours must be completed in order to pass the associated practicum course. All supervised practice hours are recorded on weekly summaries in the online tracking system. Students must accurately log all hours and submit the weekly summary promptly, so that the preceptor may sign off on those hours. It is the student's responsibility to ensure that the preceptor has signed the weekly summaries. Each week, the Student Programs Coordinator reviews these time sheets to ensure that the appropriate number of hours are recorded and that the preceptor has signed off. They report any issues to the instructor, who will contact the student as needed to resolve the issue.

## 16 - 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. Students who receive zero grade in a course are also subject to the Student Professional Behavior in an Academic Program policy (see below).

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.

## 17 - STUDENT PROFESSIONAL BEHAVIOR IN AN ACADEMIC PROGRAM POLICY

Students must comply with the *Student Professional Behavior in an Academic Program Policy* contained in the [OUHSC Student Handbook](#). Instances of inappropriate dress or behavior, habitual tardiness, poor attendance, the student's failure to notify the course instructor, preceptor, or departmental clinical coordinator that they will be late or miss class or supervised practice rotation or other infractions as described in the policy may result in issuance of a Professional Concerns Report (PCR). Three occasions of failure to meet expected standards of ethical and professional conduct as documented by PCRs and/or documentation in the student's file may result in sanctions including probation, suspension, or dismissal from the program.

## 18 - 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. If you are in a facility, contact both the preceptor and the faculty 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. If on campus the student must report to the OUHSC Student Health as soon as possible for evaluation of the injury. Provide the program director a copy of any incident report filed at the facility. Hours missed during a supervised practice rotation due to accident, illness or injury must be made up at a later time.

## 19 - DIETETIC EDUCATION PROGRAM CURRICULUM SCHEDULE

### [DIETETIC EDUCATION PROGRAM CURRICULUM SCHEDULE](#)

## 20 - CPMA MID PROGRAM COMPETENCY EXAM

In order to ensure that students are retaining knowledge from classes and practicums, are able to demonstrate critical thinking and are on track to be successful in passing the national registry exam, a **mid-program competency examination** will be given as noted on the curriculum. The exam covers all department course work presented up to that point in 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 one-week study period. Any student not passing the exam on the third attempt will be referred to the Academic Progress Committee to determine appropriate action, up to and including the option that the student is dismissed from the program. This exam is not a part of any course grade.

**Purpose and Composition of the Exam** – There will be a total of 70 questions from all the material you have had thus far in the program (see table below). The purpose of the exam is to evaluate whether you are able to integrate and apply what you have learned thus far in the prerequisites and courses you have had in the program. For example, the Introduction to Nutrition material has been reviewed and applied in multiple courses. There may be questions related to human physiology that was reviewed or applied in MNT or Nutritional Assessment, or microbiology as reviewed and applied in your practicums.

**Who Writes the Exam** – A team of three or more faculty who have taught the courses you have taken during the last three semesters will compile the exam. Each team member will evaluate the exam for face validity by taking the test to determine the extent to which it is subjectively viewed as covering the concepts it is designed to measure. A minimum of two of the faculty will check each question for content validity. This means they are considered recognized subject matter experts and are able to evaluate whether the question assesses the defined content as per the RD Study Outline provided by Commission on Dietetic Registration.

## 21 - FINAL COMPETENCY EXAM

Prior to full-time rotations, students will take a 140 question final competency exam covering all course work in the CPMA. Students who pass the exam with a score of at least 70% may proceed to the first full-time practicum. If a student scores  $\leq 69\%$ , he or she must return to take a new version of the exam after a two-week study period. Students who do not pass the exam on

the second attempt will have another two-week study period and must return again to take the exam for the third time. Practicum hours missed to re-take the exam must be made up. If the student does not pass the exam on the third attempt, the student and the program director will agree about the remediation program (examples might include the Inman Seminar on CD at [www.inmanassoc.com](http://www.inmanassoc.com), Breeding review at [www.dietitianworkshops.com](http://www.dietitianworkshops.com), [www.DietitianExam.com](http://www.DietitianExam.com), Student Exam Prep (StEP) at [www.eatright.org](http://www.eatright.org)). The remediation program will be at the student's expense, and the student provides proof of enrollment and a written plan for completion before he or she progresses in full-time practicum enrollment.

**Who Writes the Exam** – A team of three or more faculty who have taught the courses during the program will compile the exam. Each team member will evaluate the exam for face validity by taking the test to determine the extent to which it is subjectively viewed as covering the concepts it is designed to measure. A minimum of two of the faculty will check each question for content validity. This means they are considered recognized subject matter experts and are able to evaluate whether the question assesses the defined content as per the RD Study Outline provided by Commission on Dietetic Registration.

Test specifications for the final competency exams will be the same as for the national exam administered by CDR and will consist of multiple choice questions with four responses to each question. The latest study guide for the RD exam is on the CDR website at [www.cdrnet.org](http://www.cdrnet.org). You may also obtain a copy from the DE program director.

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

The purposes of having students complete these exams are to:

- Motivate students to begin preparation for the National Registration Exam
- Provide the student with practice in taking comprehensive multiple choice exams
- Ensure that the student demonstrates an adequate knowledge and application base for entry-level practice in dietetics
- 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

## 22 - DEPARTMENT GRADUATION REQUIREMENTS

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

- All prerequisite and CPMA coursework;
- All Departmental courses with a grade of "C" or better or Satisfactory (S) in coursework;
- Be in good academic standing within the College;
- Successfully complete all required supervised practice; and
- Pass the mid program comprehensive competency exam with a score of  $\geq 70\%$ .

## 23 - FACULTY, STAFF AND PRECEPTORS

Faculty are full-time university employees who deliver the didactic education required by the CPMA. In addition, they may conduct research, engage in scholarly activities and/or professional practice, direct programs and provide service to the university, College of Allied Health, community and professional organizations. A primary objective of each faculty member 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. Students should make appointments or observe office hours as listed in course syllabi. A student who repeatedly has difficulty contacting a faculty member may notify the Chairperson. Address each faculty member as

- Allen Knehans, PhD (**Dr. Knehans or Dr. K**)
- Leah Hoffman, PhD, RD/LD, CNSC (**Dr. Hoffman**)
- Jenny Graef, PhD, RD (**Dr. Graef**)
- Susan Sisson, PhD, RDN, CHES, FACS (b) (**Dr. Sisson**)
- Peggy Turner, MS, RD, LD, FAND (**Professor Turner**)
- Brian dela Cruz, MS, RDN, LD (**Professor dela Cruz**)

**Adjunct faculty** are individuals who are employed part-time as instructors. Address them by the appropriate title: “Professor ...”

**Staff** in the department and college are highly valued team members. If a staff member asks you for to provide something (such as an immunization record, verification of cardiopulmonary resuscitation, etc.) or gives you instructions in person, on the phone or in an email message, you are expected to respond immediately. The department staff prefer to be addressed by their first names:

- **Patsy** Johnson, Administrative Manager
- **Dawn** Horton, Student Programs Coordinator

You may also have interactions with staff in the Office of Academic and Student Services (room 1009). Address these individuals as:

- Susan Tucker, MPH, OTR/L and Assistant Dean for Student Affairs (**Professor Tucker**)
- Paije Fauser, BA, Director of Student Services (**Ms. Fauser**)
- Debbie Arnold, Staff Assistant (**Ms. Arnold**)
- Cheryl Walk, Senior Administrative Assistant (**Ms. Walk**)

**Preceptors** are responsible for your professional training during the supervised practice rotations. You must treat these volunteers with the same respect you are expected to show faculty and staff. If you have any concern about a preceptor, contact the program director and/or clinical coordinator immediately. Unless the preceptor gives you permission to use their first name, address them as Mr. or Ms.

Failure to show respect to faculty, staff and preceptors will result in a professional concerns report.

## 24 - 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. The Department mailing address is:

Department of Nutritional Sciences  
College of Allied Health  
PO Box 26901, AHB 3057  
Oklahoma City, OK 73126-0901

The physical address is:

Department of Nutritional Sciences  
College of Allied Health  
1200 North Stonewall, AHB 3057  
Oklahoma City, OK 73104

Messages for faculty may be given to the Department Staff (Dawn or Patsy) 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 **equipment and visual aids**, which can be utilized by the students when needed for class presentations, etc. All such equipment should be checked out from the Departmental Staff (Dawn or Patsy).

**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 in room 1009. Students are responsible for any items placed in their lockers and each should provide some type of lock.

## 25 - 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 online database searching capabilities which are helpful to students. [Access the library online.](#)

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.

## 26 - APPEARANCE AND IDENTIFICATION

Whether on campus or in a clinical environment, the student should project a professional image. Although structured guidelines are identified only for dress in the clinical setting, it is the desire of faculty and dean that students appear neat, clean and well-groomed at all times.

The following are minimal departmental guidelines. Additional dress and identification guidelines of a particular site/facility must also be observed. The student should ask on the first day of a rotation for any additional facility guidelines relative to dress and identification.

For the Food Preparation Practicum and CHAMP Camp, the OU Nutrition Polo Shirts must be worn. Ordering information for the polo shirts will be provided.

**Identification:** The Department arranges for official nametags, which are purchased by the student. Nametags must be worn in all practice settings and students will not be allowed to participate in a practice setting without some type of official identification. It is important that the student be easily identified by both name and discipline, particularly in a setting where students and professionals from many disciplines are engaged in the delivery of health care. In addition, the student purchases a picture ID that is to be worn in any facility located on the Health Sciences Center Campus.

**Dress:** Professional dress is conservative business attire. In any practice setting, no casual clothing, including jeans, should be worn unless the preceptor has specifically indicated such for a particular activity. Uniforms are typically not required as most facilities require lab coats worn over professional clothes. Occasionally, students may be asked to wear scrubs, depending on the assigned facility. If you do wear scrubs, they should be clean and neat.

**Shoes:** Feet must be protected; therefore, do not wear sandals, flip-flops, or any other open-toed shoes. For the Food Service Management and Food Preparation Practicum, black non-slip shoes are required.

**Hair:** Hair absolutely must be clean and neatly groomed; hair is a natural reservoir for bacteria and disease-producing organisms and thus should be worn in such a way as to not make contact with patient records, equipment, food trays, patient bedding, etc. (i.e. wear away from the face). Beards are acceptable for males if they are neat and kept closely trimmed. (Exception: some facilities may not allow beards in the foodservice area. The student should ask the preceptor prior to the respective rotation.) Specific facility guidelines for covering/restricting hair must be strictly observed during the foodservice rotation.

**Jewelry:** Avoid jewelry that is large and could inadvertently be grasped by a patient, caught in patients' bedding, or fall into the food. The best rule is to leave jewelry at home.

**Scents:** Avoid heavy scents. Strong odors, even of a pleasant nature, are often offensive to those who are ill.

**Hygiene:** Daily personal hygiene is a must; nails should be clean, trimmed and free of polish. Teeth, hair, and body should be clean and free of odor. Avoid putting your hands to your hair, face, and mouth, and wash hands frequently.

**Undergarments:** Undergarments should not show through outer clothing.

**Lab coats:** Lab coats should be solid white, clean, and should be starched. Lab coat should be pressed and have sharp creases regardless of type of fabric. Lab coats should be kept on a hanger when not worn. Lab coat should be **blazer-length**.

If in doubt as to whether a particular article of dress is appropriate, do not wear it. Consult with your preceptor or Program Director about an article where there is question. Above all, remember that professional dress is conservative dress. Interpretation of appropriateness rests entirely with facility staff followed by that of the Program Director. Facility preceptors/supervisors have been instructed to send a student home to change clothes if they are dressed inappropriately. Time missed to go home and change will have to be made up at the preceptor's convenience.

Amid all of these guidelines and apparent restrictions, please try and remember that appearance is a major way in which to instill confidence in others and earn respect from peers, facility personnel and other healthcare professionals with whom you

come in contact. If unable to command respect, a student may receive little assistance/cooperation when it is needed most. You do not want your knowledge and work to be missed due to what you are wearing.

## **27 - ELECTRONIC/SOCIAL NETWORKING MEDIA**

In order to promote professionalism and protect privacy, dietetic students are not to post photos, comments, or any course-related material of OU faculty, students, clinical personnel or patients to web-based social media sites such as, but not limited to, Facebook, MySpace, Twitter, Instagram, 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 CPMA.

## **28 - HIPAA REGULATIONS**

The HIPAA (Health Insurance Portability and Accountability Act) Regulations place stringent requirements on practitioners to protect the privacy of patients. Facilities may require the student to complete additional HIPAA training. Students should refer to their College of Allied Health Student Handbook for further HIPAA guidelines. All students must complete training prior to beginning the program.

## **29 - IMMUNIZATIONS**

All students must complete or show evidence of completing the required vaccinations included on the Vaccine History form. Vaccinations must be completed before admission must remain current throughout the program. Students are responsible for keeping track of immunization records and keeping current with the department. Get your flu shot annually. Most facilities where you will do rotations require employees and students to take flu shots or wear a mask at all times in the hospital.

## **30 - CPR CERTIFICATION**

All students admitted to the College of Allied Health are required to complete the American Heart Association BLS – Health Care Provider level course prior to beginning the CPMA program and to submit evidence of completing such to the department. Contact the American Heart Association (405) 942-2444 Oklahoma City or (918) 747-8254 Tulsa for additional information.

## **31 - HEALTH AND LIABILITY INSURANCE**

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 students) are required to carry general liability insurance. The College has a policy with American Casualty Company of Reading, PA. Representing agent is Healthcare Division of Affinity Insurance Services, 159 East County Line Road, Hatboro, PA, 19040-1218. The limits of liability are \$1,000,000 each claim and \$3,000,000 aggregate. The College of Allied Health has already assumed this cost for you. You will provide your preceptors with a copy of proof of student liability insurance on the first day of each of your rotations.

## **32 - REASONABLE ACCOMMODATION FOR SPECIAL NEEDS**

Any student who has a disability that may prevent full demonstration of his or her abilities should contact the Division of Educational Services located in BSEB Room 200 or call 271-2655. The student must identify themselves as an individual with a disability and provide any required documentation. For additional information about reasonable accommodation for special needs, please refer to the [Disability Resource Center](#).

## **33 - STUDENT SUPPORT SERVICES**

A well-staffed and very competent Office of Academic Student Services exists within the College of Allied Health. The Director



and staff handle a wide variety of issues relative to student advisement, admission, enrollment, grades, classroom and technical support, retention, and graduation. The University of Oklahoma Health Sciences Center provides additional well-organized and well-staffed support services to assist faculty and students, including a public relations department to oversee marketing and visibility and assist with public relations activities; an office of research administration which assists with grant preparation; and a media, graphics and photography department which assists in designing and duplicating a variety of materials/resources. For a list of services, [visit here](#). You may also e-mail HSC Student Affairs at [student-affairs@ouhsc.edu](mailto:student-affairs@ouhsc.edu) for assistance.

## 34 - WITHDRAWAL AND REFUND OF TUITION AND FEES

For information on withdrawal and refund of tuition and fees, refer to the [OUHSC Student Handbook](#). Pertinent dates may be found on the [Academic Calendar](#).

## 35 - SUPERVISED PRACTICE FACILITY SITES

- Supervised practice sites are selected based on their ability to provide students with an excellent learning experience. Students are not compensated for supervised practice and must not be used to replace employees.
- The University and program policy is to maintain written agreements with institutions, organizations, and agencies that provide supervised practice sites where students meet competencies required by ACEND. Periodic evaluation of adequacy and appropriateness of sites is completed at least every five years or sooner as required to renew the affiliation agreement which delineates the rights and responsibilities of both the sponsoring organization and the university. Representatives of the organization and administrators from the university sign the written document.

## 36 - TRAVEL (SAFETY AND LIABILITY) AND HOUSING

Students are required to have a reliable mode of transportation to ensure safe and timely arrival at the practice setting, at the designated times, in a healthy condition. Students may be assigned to facilities outside of the Oklahoma City metropolitan area and are expected to provide their own transportation. It is the student's responsibility to provide transportation and assume the costs of travel.

There may be times when the student will incur housing/hotel expenses when placed at a site that is outside of the Oklahoma City metropolitan area. Again, it is the responsibility of the student to secure such housing arrangements and to assume any additional housing/hotel costs. No allowance is provided for either travel or housing. The University assumes no liability for accident or injury in travel to and from a practice setting.

## 37 - HAZARDOUS WEATHER

If bad weather develops while the student is at school, official notice of closing and cancellation of classes is valid only when originating from the Provost's Office, to the Office of the Dean, and subsequently through the Department. This notice is communicated to students in classes and clinical facilities as soon as it is received.

If the student is involved in patient care activities in hospitals or clinics at the time a weather closing occurs, students are expected to mirror preceptors in attendance. If the facility is open and the student is assigned to be there, he or she is expected to report for duty and complete tasks as assigned. Under no condition should students abruptly leave clinical facilities as this may compromise the care of patients and leave a poor impression with the clinical staff of the facility. Even if the university is closed by order of the Provost, students are expected to report to the rotation. In the event the student cannot get to the site, he or she must do the following:

1. Call the preceptor (do not email). On the first day at the site you should ask for a number at which to call them.
2. Call the Clinical Coordinator and course instructor to let them know that you have called the preceptor and received approval to either be absent or come in late.
3. Let the Clinical Coordinator and course faculty know whether you want to take a personal day or what the plan is to make up the hours if you will be late or have an approved absence.

In the event that the clinical facility in which the student is working closes, and the College does not, the student is not excused from attending classes or clinical activities for that day. The student must contact the Clinical Coordinator or course faculty immediately for instructions regarding alternate clinical education activities (e.g., temporary move to another site) or making up missed time.



If hazardous weather develops while at home, information regarding the closing of the Health Sciences Center and cancellation of classes is available via the news media. If the student fails to gain

information by this means, call the OUHSC number for hazardous weather information at 271-6499 (the line is often busy, so redial several times).

If the student fails to report to their location because of hazardous weather, the absence will not be excused and they may receive a zero grade as per the course syllabus. The student is required to contact the clinical facility preceptor, Clinical Coordinator and course faculty to inform them of the intended absence. If you cannot speak to the faculty or supervisor directly, leave a specific message with the time, date, message, and phone number where the student can be reached. If a student does not follow the policy, they can expect a professional concerns report.

NOTE: You must always follow the course syllabus. Contact the course faculty if you are in doubt about what to do in case of bad weather.

## **38 - CHARTING IN THE MEDICAL RECORD**

You must always sign your name into the medical record when making an entry. The course instructor and facility preceptor will give you details of what is expected.

## **39 - 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 in room 1009 of the College of Allied Health Building. The Department will not provide birth dates, social security numbers, addresses, or phone numbers to other students without consent of the respective individual.

## **40 - 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. Students also have the opportunity to deny "directory information" on the course enrollment form completed the first day of the studentship experience.

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; (c) 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 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.

## **41 - RACIAL, ETHNIC, AND SEXUAL HARASSMENT**

The Department and College abide by the University of Oklahoma policies on racial, ethnic and sexual harassment, which can be accessed [here](#). If a student thinks that he/she has been harassed as a consequence of participating in the program as a student, a complaint should be filed with the Affirmative Action Office, Bird Health Sciences Center Library, Room 111, 271-2110.

## **42 - BUILDING ACCESS**

Access is available through the student's "OneCard." The OneCard is used as an ID and building/room/lab access card. The "OneCard" is \$10.00 for students, which is collected at the time a photo is taken. Replacement cards for lost or stolen ID's is \$15.00. Payment may be made by cash or check. OneCard services are located in the Service Center Building.

## **43 - 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 have 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 the Campus or a faculty home, the individual is obligated to be very aware of the liability issue.

## **44 - NO SMOKING POLICY**

The OUHSC campus has a no smoking policy.

## **45 - PROFESSIONAL MEETINGS AND ACTIVITIES**

The faculty believes in providing opportunities which develop and enhance the professional growth of the student. Membership in the Academy of Nutrition and Dietetics (AND) is required. As a matter of policy, students are also 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. Some reimbursement for registration fees (in- and out-of-state) is available from College of Allied Health Student Association.

- Oklahoma City District Dietetic Association meetings (OCDDA);
- Conventions of the Oklahoma Academy of Nutrition and Dietetics (fall and spring)
- Food and Nutrition Conference and Exhibits (FNCE), the annual convention of the Academy of Nutrition and Dietetics (held each fall).

The faculty encourages students to also attend other nutrition-related meetings and seminars, which are offered at times other than those, which require the student to be in scheduled experiences. Approval to attend conferences, seminars, etc., which

conflict with routine academic schedules is to be arranged through the course faculty after securing initial approval from the preceptor at the respective affiliation site.

## **46 - STUDENT REPRESENTATION: STUDENT ADVISORY TEAM (STAT)**

Students are urged to assist with program development and student governance by attending student governance meetings and volunteering for committees. One opportunity includes volunteering for the Student Advisory Team (STAT). Each class will elect a representative to attend the beginning of Department Faculty Meeting once per month to bring to the faculty any issues the class is currently facing. New representatives will be chosen each October.

## **47 - 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 Student Dietetic Association faculty sponsor 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.

## **48 - 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, bylaws, activities, etc., are established by the organization. Students are also encouraged to become student members of the Oklahoma City District Dietetic Association (OCDDA), OkAND, and AND.

## **49 - 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.

## **50 - 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:

- 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.
- 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 effect in excluding persons based on disability status. Such tests will be administered in ways and in facilities that assure reasonable accommodation and accessibility.

## 51 - ROTATION ASSIGNMENT POLICY

The University and program policy is to maintain written agreements with institutions, organizations and agencies that provide supervised practice sites where students meet competencies required by ACEND. Periodic evaluation of adequacy and appropriateness of sites is completed at least every five years or sooner as required to renew the affiliation agreement which delineates the rights and responsibilities of both the sponsoring organization and the university. Representatives of the organization and administrators from the university sign the written document.

Students are assigned to supervised practice locations by the Rotation Placement Committee, which is composed of the Clinical Coordinator (who chairs the committee), the CPMA Program Director, and clinical faculty who teach clinical-related courses. The goal for student placement is not convenience of travel or housing, but matching the right student with the right learning environment. The Rotation Placement Committee considers many factors when making assignments, including but not limited to the student's career goals, performance in related courses, characteristics and preferences of the preceptor, and availability and capabilities of facilities. Students are strongly encouraged to communicate with the faculty on the Rotation Placement Committee about their career goals and interests, so that informed decisions may be made. This communication may be done in-person by making an appointment or over e-mail. The Rotation Placement Committee makes an effort to accommodate student preferences in location of practicum experiences, but student preferences on location will not override the ultimate goal of a good learning experience. Students must be aware that travel to a more distant facility is a possibility, and should plan financially for this possibility during the first year of the program. Students should also be reassured that every site used by OUHSC is staffed by capable preceptors who are able to guide a student through completion of all necessary competencies.

Supervised practice occurs in each of the following semesters:

**Spring I** – There is one supervised practice rotation during this semester. NS 7121 Counseling Practicum will primarily take place at the College of Allied Health Building.

**Summer I** – Supervised practice rotations (NS 7412 Food Preparation Practicum) take place at the College of Allied Health Building in room 3055.

**Fall II** – There is one supervised practice rotation during this semester, NS 7542 Medical Nutrition Therapy Practicum. This will take place at hospitals in the OKC metro area, where students will work in small groups with a supervisor.

**Spring II and Summer III** – NOTE: For the practicums in Spring II and Summer III, students will be placed individually in facilities state-wide. The Rotation Placement Committee will make assignments in late Fall II. **Students are cautioned not to sign leases or housing contracts for spring or summer prior to that time. Students may be placed in Tulsa or elsewhere in the state for these practicums.**

**Note: having a lease or housing contract in place will not be taken into consideration for student placement.**

## 52 - ACADEMIC APPEALS AND COMPLAINTS

- The CPMA program follows the OUHSC/College of Allied Health process for Academic Appeals. A student may request a hearing before the Academic Appeals Board for appeals related to an academic evaluation in a course; a thesis or dissertation defense, a general or comprehensive exam, suspension or dismissal under the Student Professional Behavior in an Academic Program Policy, and academic program-related decisions resulting in the student being dismissed from a program or being required to repeat a semester or year. The process is meant to provide a mechanism for a consistent appeals process that treats both parties as fairly and as impartially as possible, that protects confidentiality, and is as expedient as possible. Refer to the [College of Allied Health Student Handbook](#) for the full appeals process.
- For complaints related to sexual misconduct, discrimination, and harassment, refer to the [OUHSC Student Handbook](#).
- For complaints related to HIPAA compliance, refer to the [OUHSC Office of Compliance](#).
- For complaints about the program that do not fall under the purview of the above processes, the process below should be followed:
  - A student should first attempt to resolve the matter informally via a conference with the individual associated with

the program (faculty member, staff, preceptor, instructor, or evaluator) as soon as possible after the precipitating event. The student should set forth his or her concerns in writing and set up a conference.

- If the dispute is not resolved to the satisfaction of the student after conference with the other individual, the student must attempt to resolve the matter with the program director within 10 days after the conference with the other individual. Again, the student should set forth his or her concerns in writing, send this document via e-mail to the program director, and set up a conference with the program director. (In those cases in which the complaint is against the program director, the student should attempt to resolve the matter with the department chair.) During this part of the informal resolution process, the program director will meet with the student and consider the information contained in the detailed written statement provided by the student, confer with the other individual if deemed necessary, attempt to resolve the matter, and advise the student that he or she may further address the complaint to the department chair.
- If the issue is again not resolved to the satisfaction of the student after the conference with the program director or the conference with the program director is not appropriate, the student should address the concern with the department chair within 10 days of the conference with the program director. At this point, the complaint is considered a formal complaint, and record of the complaint and its resolution will be kept on file for at least 7 years per ACEND accreditation standards. Prior to this meeting with the department chair, the student should set forth his or her complaint in writing and send it to the department chair via e-mail when setting up the conference. The department chair will again attempt to resolve the issue to the satisfaction of the parties involved and may involve the college dean as needed.
- Complaints against the program related to noncompliance with ACEND accreditation standards may be submitted in writing after all other options within the program and within OUHSC have been exhausted. These complaints may be submitted directly to [ACEND](#).

## 53 - ONLINE TESTING POLICY

When online testing is used, the following procedures will be in place:

- All online exams will be delivered via the University's secure learning management system, [Desire2Learn](#).
- Students must sign in with their own user name and confidential password to access and take the test. Passwords must be maintained according to the OUHSC campus [Password Management Policy](#).