

STUDENT GUIDELINES

DEPARTMENT OF

CLINICAL NUTRITION



Department of Clinical Nutrition
Southwestern Allied Health Sciences School
The University of Texas Southwestern Medical Center

May, 2008

TABLE OF CONTENTS

Welcome Letter	
I.	Introduction and Institutional Information.....4
A.	Purpose of Student Guidelines.....4
B.	Mission of the Department of Clinical Nutrition.....4
C.	Accreditation statement for the Department of Clinical Nutrition5
D.	Organizational Chart6
II.	Academic Affairs7
A.	List of Courses7
B.	List of Essential Functions.....9
C.	Academic Standards and Progress.....10
1.	General10
2.	Faculty Advisor.....10
3.	Evaluation11
4.	Grading Levels11
5.	Examinations.....11
6.	Satisfactory Performance and Progress.....12
a.	Academic Performance12
b.	Academic Deficiencies13
7.	Conduct, Scholastic Integrity and Professional Behavior14
a.	Scholastic Integrity14
b.	Professional Behavior14
(1)	General Behavior14
(2)	Profession Specific Behavior.....15
8.	Request for Accommodation15
9.	Attendance15
10.	Attire.....17
11.	HIPPA Standards Requirements.....17
D.	E-mail, Telephone, FAX, Pager, Cell Phone, PDAs17
E.	Graduation Requirements19
III.	Student Affairs.....19
A.	Student Rights.....19
1.	Statement of Equal Opportunity19
2.	Protection of Privacy of Information20
3.	Grievances and Appeals20
(1)	Departmental/Program Specific20
(2)	HCS Courses.....21
B.	Other General Guidelines21
1.	Identification Badges.....21
2.	Change of Address or Name.....21
3.	Employment21
4.	Inclement Weather Policy21
5.	Leave of Absence Policy22
6.	Liability Insurance22
7.	Health Insurance22

8.	Student Exposure to Blood and/or Body Fluids.....	22
9.	Background Checks/Drug Screens	23
10.	Emergency Drills & Evacuation	23
11.	Withdrawals/Adds/Drops	24
12.	Immunization Requirements.....	24
13.	Use of UTSW Logo	25
14.	Smoking on Campus.....	26
15.	Children in the Workplace Policy.....	26
IV.	Other Program Specific Topics	26
	A. Clinical Education.....	26
	B. Equipment.....	26
	C. Career Information.....	27
V.	Acknowledgement Form.....	28

I. INTRODUCTION AND INSTITUTIONAL INFORMATION

A. Purpose of Student Guidelines

This manual describes the guidelines for students enrolled in the Department of Clinical Nutrition. These guidelines are extensions of those outlined in the current School Catalog (or its latest revision). Students are also bound by the University's Handbook of Operating Procedures, the Regent's Rules and Regulations, and individual course syllabi.

Please read these Student Guidelines carefully. At the end of this manual, you will find an acknowledgment form. This form states that you agree to follow these guidelines while you are enrolled as a student in this department. The form is to be signed, dated and returned to the department office during orientation.

This is a general information publication only. It is not intended to, nor does it contain, all regulations that relate to students. This manual, although revised annually, cannot always reflect up-to-the minute changes or developments in the Southwestern Allied Health Sciences School of The University of Texas Southwestern Medical Center. Contents of the manual are, therefore, subject to revision without notice. Changes will become effective whenever the proper authority so determines and will apply to both prospective students and those already enrolled.

The University of Texas Southwestern Medical Center reserves the right to withdraw a course at any time, change fees or tuition, rules, calendar, curriculum and any other requirement affecting students. The provision of this manual does not constitute a contract, express or implied, between any applicant, student or faculty member and the University of Texas Southwestern Medical Center or the Southwestern Allied Health Sciences School.

B. Mission of the Department of Clinical Nutrition

The Coordinated Program utilizes the unique resources of the medical center to prepare graduates to become registered dietitians capable of meeting the demands of the changing health care system. Having developed a strong knowledge base in clinical nutrition, graduates use food and nutrition information effectively in prevention and treatment of disease. Individualized experiences facilitate students' pursuit of their own career goals be they in health care, research, and/or as a nutrition authority for the public.

Based upon this philosophy, the program has established the following goals.

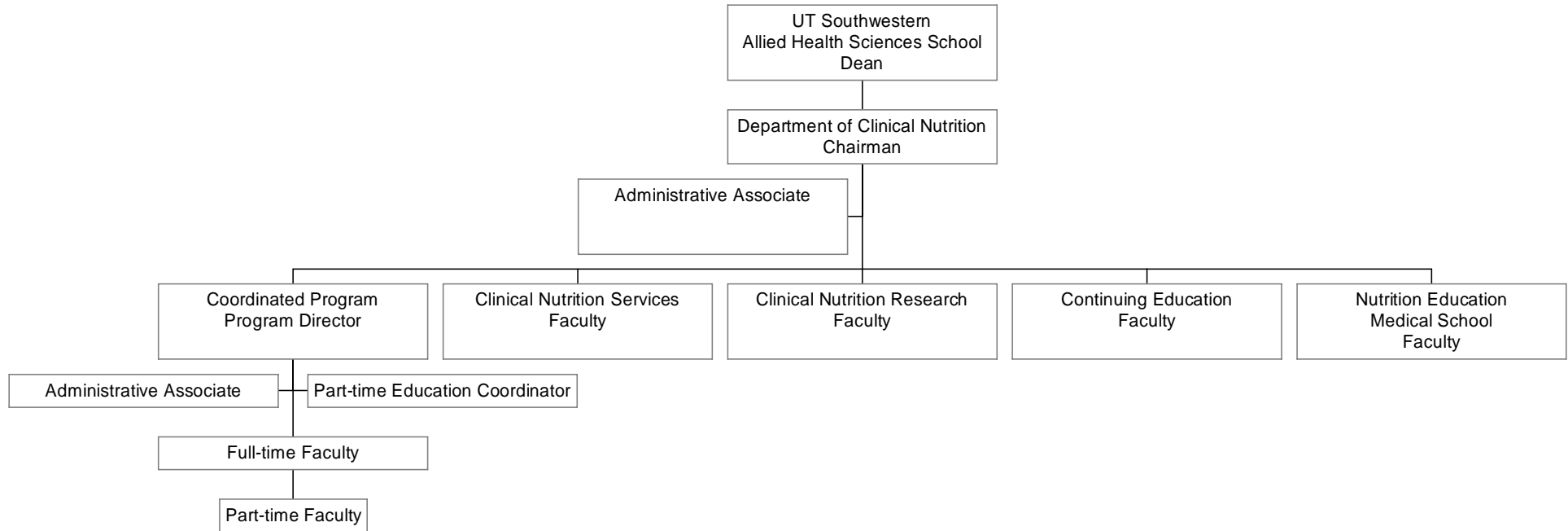
1. Admit academically qualified students and provide a supportive learning environment to optimize the number of students completing the program.
2. Prepare graduates to be competent entry-level dietitians.

3. Educate clinical dietitians to function in interdisciplinary teams to meet the demands of the health care community in Texas, including the needs for acute care, ambulatory care and preventive medicine.
4. Graduate dietitians prepared to care for the growing population in the state with specific needs – especially the geriatric population and diverse cultural groups.
5. Provide an increasing base of registered dietitians to serve as the authority on food and nutrition information for the public through the mass media, classes and other nutrition information venues.
6. Graduate dietitians who (a) interpret and translate evidence-based research in their practice and, (b) support outcomes-based research.

C. Accreditation Statement of Clinical Dietetics

The Coordinated Program in Dietetics is currently granted accreditation by the Commission on Accreditation for Dietetics Education of The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-4876. The most recent accreditation was received in 1999 with continuing accreditation in 2005. The program is scheduled for re-accreditation in 2010.

D. Organizational Chart



II. ACADEMIC AFFAIRS

A. List of Courses

1. PROGRAM OF INSTRUCTION

<u>Junior Year Fall</u>	<u>Credits</u>
CD 3201 Orientation to Clinical Dietetics	2
HCS 3311 Biochemistry (Lecture)	3
CD 3411 Clinical Nutrition A	4
CD 3151 Clinical Nutrition A Practicum	1
CD 3341 Food Science+	3
HCS 3101 Medical Terminology	1
CD 4171 Issues in Management and Nutritional Science	<u>1</u>
Total	15

<u>Junior Year Spring</u>	<u>Credits</u>
CD 3412 Clinical Nutrition B	4
CD 3252 Clinical Nutrition B Practicum	2
CD 3310 Nutrition in Human Metabolism	3
CD 3422 Management and Foodservice Operations	4
CD 4171 Issues in Management and Nutritional Science	<u>1</u>
Total	14

<u>Junior Year Summer</u>	<u>Credits</u>
CD 4055 Career Development Practicum	2-3
CD 4331 Nutrition and Growth and Development*	<u>3</u>
Total	5-6

<u>Senior Year Fall</u>	<u>Credits</u>
CD 4313 Clinical Nutrition C	3
CD 4653 Clinical Nutrition C Practicum	6
CD 4333 Nutrition Education	3
CD 4331 Nutrition and Growth and Development*	3
CD 4161 Nutrition in Aging	1
CD 4171 Issues in Management and Nutritional Science	<u>1</u>
Total	17

<u>Senior Year Spring</u>	<u>Credit</u>
CD 4214 Clinical Nutrition D	2
CD 4454 Clinical Nutrition D Practicum	4
CD 4234 Nutrition in Health Care Delivery	2
CD 4232 Pediatric Medical Nutrition Therapy	2
CD 4055 Career Development Practicum	1-4
CD 4171 Issues in Management and Nutritional Science	<u>1</u>
Total	12-15

*CD 4331 May be taken summer or fall.

CERTIFICATE TRACK

<u>Junior Year Spring</u>	<u>Credits</u>
CD 4003 Directed Study (Clinical Nutrition A practicum)	1
CD 3412 Clinical Nutrition B	4
CD 3252 Clinical Nutrition B Practicum	2
CD 4003 Directed Study (Management and Foodservice Operations)	1
CD 4171 ISS in Mgmt & Nutri Science	<u>1</u>
Total	9

<u>Senior Year Fall</u>	<u>Credits</u>
CD 4313 Clinical Nutrition C	3
CD 4653 Clinical Nutrition C Practicum	6
CD 4333 Nutrition Education	3
CD 4331 Nutrition and Growth and Development	3
CD 4161 Nutrition in Aging	1
CD 4171 ISS in Mgmt & Nutri Science	<u>1</u>
Total	17

<u>Senior Year Spring</u>	<u>Credits</u>
CD 4214 Clinical Nutrition D	2
CD 4454 Clinical Nutrition D Practicum	4
CD 4234 Nutrition in Health Care Delivery	2
CD 4232 Pediatric Medical Nutrition Therapy	2
CD 4455 Career Development Practicum	4
CD 4171 ISS in Mgmt & Nutri Science	<u>1</u>
Total	15

2. PREREQUISITES FOR CLINICAL DIETETICS COURSES

COURSE

PREREQUISITE

CD 3411 Clinical Nutrition A

CD 3151 Clinical Nutrition A Practicum

CD 3310 Nutrition in Human Metabolism

CD 3341 Food Science

CD 3412 Clinical Nutrition B

CD 3252 Clinical Nutrition B Practicum

HCS 3311 Biochemistry (Lecture)
Organic Chemistry
Consent of Instructor

CD 3411 Clinical Nutrition A
CD 3151 Clinical Nutrition A Practicum
CD 3341 Food Science

CD 3411 Clinical Nutrition A
CD 3151 Clinical Nutrition A Practicum
CD 3341 Food Science

CD 3422 Management and Food Service Operations	
CD 4313 Clinical Nutrition C	CD 3412 Clinical Nutrition B CD 3252 Clinical Nutrition B Practicum
CD 4653 Clinical Nutrition C Practicum	CD 3310 Nutrition In Human Metabolism CD 3412 Clinical Nutrition B CD 3252 Clinical Nutrition B Practicum
CD 4333 Nutrition Education	CD 3412 Clinical Nutrition B
CD 4331 Nutrition and Growth and Development	Consent of Instructor
CD 4161 Nutrition in Aging	Consent of Instructor
CD 4214 Clinical Nutrition D	CD 4313 Clinical Nutrition C CD 4653 Clinical Nutrition C Practicum
CD 4454 Clinical Nutrition D Practicum	CD 4313 Clinical Nutrition C CD 4653 Clinical Nutrition C Practicum
CD 4234 Nutrition in Health Care Delivery	CD 4333 Nutrition Education CD 4313 Clinical Nutrition C CD 4653 Clinical Nutrition C Practicum
CD 4232 Pediatric Medical Nutrition Therapy	CD 4331 Nutrition and Growth and Development CD 4313 Clinical Nutrition C CD 4653 Clinical Nutrition C Practicum
CD 4055 Career Development Practicum	CD 3412 Clinical Nutrition B CD 3252 Clinical Nutrition B Practicum

B. List of Essential Functions

Each Southwestern Allied Health Sciences School student must be able to:

1. Attend scheduled classes and laboratory sessions and be present for examination and testing.
2. Travel to practicum sites and have mobility within and around the sites.

3. Assimilate information presented via lecture, handouts, videos, discussions, computer, and/or other educational modalities.
4. Complete assignments such as written assignments, oral presentations, class participation, examinations, and computer-based activities.
5. Apply the assimilated information to appropriate clinical situations.
6. Effectively communicate with patients/clients, their families, faculty, and other professionals using oral, telephonic, written, and computer modalities in private and group settings.
7. Make effective use of learning resources at UT Southwestern and affiliated facilities.

In addition to essential functions for all students, each student in the Clinical Dietetics Program must be able to:

- 1) Participate in supervised practice activities for eight-hour days;
- 2) Demonstrate sufficient problem-solving skills to assess multifactorial aspects of nutritional care and organize and prioritize necessary tasks within time constraints;
- 3) Demonstrate sufficient vision, smell, and taste to evaluate the appearance, aroma, and flavor of food;
- 4) Demonstrate sufficient upper-body strength and manual dexterity to operate and clean household and institutional equipment required for food preparation and food service;
- 5) Demonstrate sufficient vision to observe compliance with food sanitation and safety code.

C. Academic Standards and Progress

1. General:

Student grades, conduct and professional behavior are factors in student promotion. All three must be satisfactory for the student to remain in the program. Each component of The University of Texas Southwestern Medical Center is responsible for student disciplinary matters, either academic or non-academic in nature, in a manner consistent with published Board of Regents Rules and Regulations as they relate to student conduct and the tenets of due process. Copies of the Regents' Rules pertaining to student conduct are available at the Office of Student Affairs. With the exception of courses that meet The University of Texas credit transfer criteria, advanced student placement or waiving of prerequisite or department courses is not available for applicants to the Clinical Dietetics program.

2. Faculty Advisor:

Each student will be assigned a member of the faculty as his or her Faculty Advisor. The role of the Faculty Advisor is to assure that the student is making satisfactory

progress in the program. Each student is encouraged to meet with his or her Faculty Advisor whenever a personal or academic problem arises that might impede his or her progress in the program. Each student is required to meet with his or her Faculty Advisor at least once each semester, so that the Faculty Advisor may assure that the student is making satisfactory progress and to suggest any needed improvements.

3. Evaluation

In general, the student's achievement in departmental courses is determined by:

- (1) course participation
- (2) written examinations
- (3) clinical performance evaluations
- (4) other written and/or oral assignments
- (5) evaluation of case review sessions and laboratory activities

4. Grading Levels

The program courses will be graded by the following scale or the appropriate equivalent:

90	-	100	A
80	-	89	B
70	-	79	C
60	-	69	D
Below		60	F

At the discretion of the instructor, I (incomplete) may be used in reporting a student's standing in a semester's work. An "incomplete" must be removed under written conditions and within one (1) year from the end of the semester in which the (incomplete) was reported. Should the established conditions not be met one year from the end of the semester in which the "incomplete" was reported, the instructor must assign a final grade. If after one year from the end of the semester the instructor has failed to assign a grade, the "incomplete" will be changed to a final grade of "F". An incomplete is not considered a final grade. A final grade must be assigned to calculate GPA.

NOTE: Courses taught by other departments may use different grade scales.

Program specific information regarding grading levels may be added and should accurately reflect program policy and procedures.

5. Examinations

Students are expected to take all examinations on the scheduled date. The rescheduling of an examination may be allowed if circumstances warrant permission by the course instructor (e.g. documented illness, previously identified religious holiday, or death in the family), otherwise there will be no exceptions to this policy. If a student fails to take a scheduled examination without obtaining permission from the instructor of the course, the student will receive a “zero” on that scheduled examination. Examinations are generally “timed,” therefore, all examinations will begin on the scheduled date and at the scheduled time. An examinee who has been delayed may be admitted to the examination up to 15 minutes after the session has started. The examinee will be given no extra time to complete the examination. Examinees arriving after the 15 minute “grace period” will automatically receive a “zero” on the examinations. Under extenuating circumstances and with timely notification from the student, exceptions to this policy may be considered by the course instructor.

6. Satisfactory Performance and Progress

a. Academic Performance

Student progress is reviewed by the department’s Committee on Student Progress on a systematic basis.

In general, satisfactory performance and progress are defined as:

1. Completing the required course sequence as stipulated in the degree plan with a grade of “C” or better.
2. Demonstrating acceptable clinical competence appropriate to the curriculum sequence. Clinical competence includes, but is not limited to, clinical judgment, technical and psychomotor skills, interpersonal skills and attitudes, and professional behavior.
3. Demonstrating professional behavior at all times in all aspects of the professional program. (Refer to Section II.D.). Failure to demonstrate professional behavior may result in a reduction in the course grade as stated in course policies.

To enroll in any required course in the curriculum, all prerequisites courses must be completed with a grade of “C” or better.

Course grades of D and F are not acceptable for any course. A student who earns a course grade of D in a Clinical Dietetics (CD) course will not be permitted to enroll in the subsequent courses for which that course is a prerequisite.

A student who earns a course grade of D in a single course may repeat that course the next time it is offered.

A student who earns a course grade of D in more than one course, or who earns a second course grade of D in retaking a course, will be dismissed from the program and the school for unsatisfactory academic performance.

A student who earns a grade of F in any course will be dismissed from the program and the school for unsatisfactory academic performance.

An academic deficiency occurs when any of the above requirements are not met.

All academic deficiencies are referred to the Department's/Programs Committee on Student Progress. Depending on the nature and seriousness of the deficiency and available program resources, a student is subject to remediation, probation, suspension, or dismissal.

b. Academic Deficiencies

Academic deficiencies are defined as:

- 1. Failure to complete the required course sequence as stipulated in the degree plan with grade of "C" or better.*
- 2. Failure to demonstrate acceptable clinical competence appropriate to the curriculum sequence. Clinical competence includes, but is not limited to, clinical judgment, technical and psychomotor skills, interpersonal skills and attitudes, and professional behavior.*
- 3. Failure to demonstrate professional behavior at all times in all aspects of the professional program. Failure to demonstrate professional behavior may result in a reduction in the course grade as stated in course policies.*

The Clinical Dietetics Faculty will identify and document in writing to the Department Chairman/Program Director any student having difficulty with one or more of his/her Clinical Dietetics (CD) designated courses. Health Care Sciences (HCS) designated courses are the responsibility of the appropriate HCS course director. If academic deficiencies occur within HCS designated courses, students are required to follow the guidelines established by HCS course directors.

The Department Chairman/Program Director, after reviewing the student's deficiencies with the appropriate faculty member(s), will notify the student in writing of his/her academic status. A faculty member will arrange assistance as necessary, taking into consideration the available department resources.

The faculty member(s) will notify the Department Chairman/Program Director of the course in writing of: (1) the type of assistance to be arranged, and (2) the time expected for the student to show an improvement.

When an academic deficiency has occurred, the situation is referred to the Department's Committee on Student Progress. Depending upon the frequency, nature,

and extent of the deficiency, a student may be (1) placed on academic probation, (2) required to repeat the course, (3) required to remove the deficiency by specific remediation activities, or (4) dismissed from the program. This may occur following periodic mid-term, or end-of-semester examinations. Any student required to repeat a course or a rotation must anticipate a delay in the timing of their graduation and the inclusion of additional tuition and fees required to repeat curriculum.

Any faculty member may recommend to the Department Chairman/Program Director that a student be considered for remediation, probation, suspension, or dismissal at any indicated time during the semester for any of the following reasons: improprieties in conduct, scholastic integrity and professional behavior. Refer to Regent's Rules and Regulations (Chapter 6, Section 3).

7. Conduct, Scholastic Integrity and Professional Behavior

a. Scholastic Integrity

Since the value of an academic degree depends upon the absolute integrity of the work done by the student for the degree, it is imperative that a student maintain a high standard of individual honor in his/her scholastic work. In April 1990, the Board of Regents of the UT System expanded the definition of academic dishonesty. It (Section 3.22) now reads:

“Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributed in whole or in part to another person, taking an examination for another person, an act designed to give unfair advantage to a student or the attempt to commit such acts.”

Scholastic dishonesty will be handled in accordance with the procedures for handling student discipline found in Part I, Chapter VI, Section 3 of the Regents' Rules and Regulations, and the SAHSS Scholastic Dishonesty Recommendations: A Guide for Faculty (January 2000).

b. Professional Behavior

(1) General Behavior

A student who demonstrates inappropriate ethical or professional behavior will be promptly advised and will be subject to disciplinary action. Penalties range from probation to dismissal from the program. Each student must consistently demonstrate the following behaviors in all aspects of the professional program:

a. Identify guidelines of each of the following entities that pertain to students and comply with them:

1. The Clinical Dietetics educational program
2. Southwestern Allied Health Sciences School and UT Southwestern Medical Center

3. Institutions in which the student has supervised practice

Professional behavior is monitored on a continuing basis by department faculty and administration. Deficiencies in professional behavior are referred to the Dean for review and possible disciplinary action. For behavior and actions that result in harm or potential harm to a patient, the student is subject to disenrollment and may incur further disciplinary action.

(2) Profession Specific Behavior

1. Demonstrate ethical behavior by the following:
 - a. Honesty
 - b. Accountability, including acknowledgement of personal errors, omissions and limitations.
 - c. Follow-through with promised information and/or service.
 - d. Maintenance of confidentiality of privileged information.
2. Demonstrate cooperativeness and consideration in interaction with others, including willing participation in teamwork and exhibition of flexibility when change is necessary.
3. Follow instructions.
4. Demonstrate promptness in meeting all commitments.
5. Pursue continuing self-growth through:
 - a. Self-evaluation
 - b. Acceptance of constructive criticism.
 - c. Setting goals for personal attainment.
6. Demonstrate respect for instructors and staff, fellow students, clinical personnel, and patients without regard to race, color, national origin, religion, sex, sexual orientation, veterans status, or disability.

8. Request for Accommodation

A student acquiring or identifying a disability after admission to a program should contact the Department Chairman/Program Director immediately after the disability is acquired or identified. The Department Chairman/Program Director will be responsible for guiding the student to the appropriate SAHSS policy.

9. Attendance

Regular attendance and punctual arrival is required for all classes and supervised practice. Students are responsible for all material that is presented and all class work, whether they are present or absent.

NOTIFICATION - Students are responsible for notifying the Department if they are going to be late or absent from class at any time. The Department should be notified

by telephone prior to the scheduled class/supervised practice time on each day of the absence. The department telephone number is (214) 648-1520.

If it is a day for supervised practice, the student must also notify the instructor at the clinical facility. These telephone calls must be completed in advance of the scheduled course meeting time. If the illness is more than one day of absence, the student must contact the Department and the facility (when supervised practice is planned) each day of the absence. Failure to meet attendance standards and/or to communicate according to designated procedures indicate inadequate professional behavior and may result in a reduction of course grade as stated in course policies.

ABSENCES - Excused absences will be handled on an individual basis by the course instructor, but are generally limited to the following:

1. Illness
2. Death or illness in the immediate family
3. Major personal problems
4. Military service
5. Subpoena
6. Jury Duty
7. Religious Holiday

The following rules apply specifically to absences:

1. Excused absences of five or more consecutive days will be reviewed by the Department Chairman for the possibility of a leave of absence, requiring the student to repeat the classes or clinical rotations missed, the semester, or the entire academic year.
2. Excused absences may necessitate make-up work as delineated in each course syllabus.
3. Unexcused absences will be reviewed by the Program Director for possible disciplinary action.
4. It is the student's responsibility to contact the course instructor immediately following an absence to request make-up work or examinations.
5. Scheduling of any elective physician appointment or other personal appointment during scheduled class or supervised practice time is strongly discouraged and must be approved by the course instructor in advance of the intended date of absence.

TARDINESS - Classes, labs, and supervised practice are to begin at the scheduled time.

Tardiness may result in a reduction in course grade as stated in course policies. Excessive tardiness (more than 3 occurrences in a course) will be reviewed by the Program Director for possible disciplinary action.

If classes, labs, or exams are missed for any reason, the decision as to whether the work or test can be made up is at the discretion of the course instructor. HCS course policies may differ from the CD course policies.

It is the student's responsibility to contact the course instructor or preceptor immediately following absenteeism or lateness regarding course work or exam make-up. Excusable reasons for absence are limited to: (1) illness, (2) death or illness in immediate family, (3) jury duty, (4) military service, (5) subpoena, and (6) faculty approved attendance at professional conferences. Not reporting an absence is considered unexcused.

10. Attire

- A. Classroom - Attire at The Southwestern Allied Health Sciences School should be suitable for general public acceptance and consistent with a professional school.
- B. Supervised Practice - Students should be professionally dressed and well groomed at all times. Any group activity such as a tour or observation, is considered a supervised practice activity. In hospital and clinic settings a clean pressed lab coat is to be worn over professional street clothes.

Student photo ID must be worn on the left side of the lab coat lapel at all times.

If at any time a student is informed that his/her attire is inappropriate based on the policies of the facility to which the student is assigned, the student will be required to adapt in accordance with the policy while in the facility.

11. HIPAA Standards Requirements

All students whose education includes contact with patients, patient records, or patient billing documentation, also referred to as "protected health information," will receive HIPAA compliance training, in accordance with UT Southwestern policy. Furthermore, clinical affiliates may impose additional requirements for HIPAA training of students.

The first part of student HIPAA training will be completed within the first 30 days of the students' first semester at UT Southwestern, regardless of the number of hours in which they are enrolled. At the SAHSS New Student Orientation, the student will be provided with the URL to the UT Southwestern Medical Center on-line HIPAA training. Students are obligated to complete the training, print certificates, and present them to their department within the first 30 days of their first semester.

D. E-mail, Telephone, FAX, Pager, Cell Phone, PDAs

1. E-Mail

All students will be assigned a campus e-mail account. All e-mail information from the academic and clinical departments will be sent to this address. **Students are responsible for checking and responding to GroupWise e-mail within 48 hours, as instructed by the department.** Students who have a commercial e-mail account may elect to forward their campus e-mail to this account, or they may access their UT Southwestern e-mail account while they are on campus or from a remote location. It is important to remember that campus e-mail and Internet use are intended for University related purposes only, very much the same as with campus telephones and FAX machines. Individuals found abusing these office communication methods may be subject to disciplinary action, up to and including dismissal and/or legal action.

2. Telephones

The telephones designated for student use are located in the 4th floor student lounge and in the main lobby, as well as in the student resource center (computer laboratory) on the 7th floor. Students should not use departmental telephones. Students should provide the Department's main number to persons who need to reach them in an emergency. Otherwise, students should use other means for obtaining personal messages while they are on campus.

3. FAX

The Departmental and Dean's Office FAX machines are not for student use.

4. Pagers

Pagers must be turned to vibrate during class. **Pagers may not be worn during written or practical exams.** Students who may be expecting an emergency page during an exam should ask the instructor to monitor their pagers.

5. Cell phones / Internet personal digital assistance devices (PDAs)

Cell phones / Internet PDAs must be turned off during class and when guidelines dictate in a clinical facility, according to the policy of the facility. Parkland Hospital and Zale Lipshy University Hospital specifically prohibit cell phone use in their facilities. **Students may not have cell phones, pagers, Internet PDAs, or any other electronic devices on their person or at their desk during written or practical exams.** Other arrangements should be made for emergency calls during exams.

6. PDA's and laptop/notebook computers

PDA's and laptop/notebook computers may be used in the classroom, only in a manner that does not disturb other students or the instructor. During exams, students may not use computers, PDA's, or any other electronic device without instructor approval.

For further clarification on the use of any electronic devices, students should consult their instructors.

E. Graduation Requirements

A candidate for the degree of Bachelor of Science in Clinical Dietetics or Post-baccalaureate Certificate in Clinical Dietetics in Southwestern Allied Health Sciences School must meet all of the following requirements:

1. The student must demonstrate a high order of scholarly achievement in Clinical Dietetics, including appropriate professional competencies. The Program's Student Progress Committee determines whether adequate mastery has been acquired.
2. The student must complete satisfactorily a minimum of 30 semester hours at Southwestern Allied Health Sciences School.
3. The student must discharge all financial obligations to the medical center. In the event of nonpayment, one or more actions may be taken by the Dean: a) readmission may be denied; b) a student's grades and official transcript may be withheld; and c) the degree to which the student would otherwise be entitled may be withheld.
4. The student must maintain at least a 2.0 cumulative grade point average, have no academic deficiencies, and have no incompletes.
5. The student must complete the academic requirements listed on his/her degree plan, including completion of any academic deficiencies in prerequisite courses, by the times stated in the student's official letter of acceptance. The student is responsible for submitting official documentation of successful completion of the prerequisites to the Office of the Registrar.

A student who has satisfactorily completed all academic requirements will receive a signed verification of program completion and be eligible:

- for active membership in The American Dietetic Association*
- to write the Registration Examination for Dietitians*
- to apply for licensure as a dietitian in the State of Texas*

III. Student Affairs

A. Student Rights

1. Statement of Equal Opportunity

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefit of or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions on the basis of race, color, national origin, religion, sex, age, veteran status or handicap.

Regents' Rules

2. Protection of Privacy of Information

The University of Texas Southwestern Medical Center at Dallas adheres to the provision of the Family Educational Rights and Privacy Act of 1974 and the Texas Open Records Act regarding disclosure of student records. Each department will determine whether to post student grades. Departments that choose to post student grades will do so only after a waiver has been signed by the student. UT guidelines will be followed in all cases where grades are posted. The Department of Clinical Nutrition does not post grades.

3. Grievances and Appeals

A student who has a grievance regarding grades or other academic decisions is obligated first to make a serious effort to resolve the issue with the instructor. If the issue cannot be resolved, the student should initiate a written appeal to the chair or program director within five (5) working days of the instructor decision. If the matter is not resolved to the student's satisfaction, the student may submit a written appeal to the Academic Affairs committee within five (5) working days of the chair/program director decision. The Academic Affairs committee will establish a faculty panel to hear the appeal within five (5) working days of the appeal receipt. If the matter is still not resolved to the student's satisfaction, a student may appeal in writing to the Dean or the person designated by the dean within five (5) working days of the Academic Affairs decision. The decision of the Dean or the designee is final.

a. For grievance regarding compliance with Accreditation Standards for Dietetic Education Programs:

The Commission on Accreditation for Dietetics Education will review complaints that relate to a program's compliance with the accreditation/approval standards. The Commission is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The American Dietetic Association at 20 South Riverside Plaza, Suite 2000, Chicago, IL 60606 or by calling 1-800-877-1600 ext. 4872.

Written complaints should be mailed to the Chair, Commission on Accreditation for Dietetics Education at the above address.

b. HCS Courses

A student who has a grievance regarding grades or other academic decisions is obligated first to make a serious effort to resolve the issue with the instructor. If the issue cannot be resolved, the student should initiate a written appeal to the chair of the Health Care Services Department (Dean, SAHSS) within five (5) working days. If the matter is not resolved to the student's satisfaction, the student may submit a written appeal to the Academic Affairs committee within five (5) working days of the Chair's decision. The Academic Affairs committee will establish a faculty panel to hear the appeal within ten (10) working days of the appeal receipt. The decision of the Academic Affairs committee is final.

B. Other General Guidelines

1. Identification Badges

While on the UT Southwestern campus, including its affiliated clinical facilities, students must wear their UT Southwestern identification (ID) badge, obtainable from the Student Affairs Office. Students must not attempt to use another student's ID badge or to permit another student to use their ID badge.

2. Change of Address or Name

Students are expected to keep the Department/Program and Registrar's Office fully apprised of their correct name and mailing address. If the student changes addresses and/or phone and/or name while in school, a change of address form must be filed with the Department/Program and Registrar's Office.

3. Employment

Student employment that interferes with the student's academic or clinical responsibilities is strongly discouraged.

4. Inclement Weather Policy

It is the policy of The University of Texas Southwestern Medical Center at Dallas to remain open regardless of weather conditions. If you question whether a specific class has been postponed due to weather, call the Department office and your class telephone tree contact for information.

Due to the variability of supervised practice activities, cancellations will vary depending upon the site. If inclement weather makes it dangerous to travel to the clinical facility, the student must contact the clinical instructor and the clinical facility as soon as possible to inform them that he/she will not be there and to see that any important patient responsibilities are covered. It is recommended that the student speak directly

to the supervising instructor and discuss alternatives for patient responsibilities including attempting to come in later in the day.

In making the decision regarding attendance during inclement weather, consider that:

1. The student has a professional responsibility to the patient/client and the facility to which he/she is assigned.
2. The individual can best judge the danger to his/her own safety based on his/her own transportation situation and other factors.

5. Leave of Absence Policy

A leave of absence not to exceed one year may be granted by the program director or department chair upon the request of a student as long as the student is in good academic standing.

The student needing a leave of absence should make a written request to the Program Director stating the reason for the request and the length of time for the absence. If the leave of absence is granted, the student will be guaranteed a space in the program at the specified end of the leave. (However, a space in the same class is NOT guaranteed).

Medical leave of absence requires written documentation from the physician stating anticipated time of the absence. Additionally, written documentation from the physician releasing the student from care and ability to return to school is required.

6. Liability Insurance

All students are required to carry medical liability insurance while enrolled as a student in a course involving patient contact. This insurance will be included in the student's registration fee. For detailed information, contact the Registrar's Office

7. Health Insurance

All students are required to retain a current health insurance plan. Students may purchase an approved plan through UT Southwestern or provide documentation of alternate coverage. Information regarding the UT System-approved plan is included with registration materials.

8. Student Exposure to Blood and/or Body Fluids

Services provided by: Exposure Control Program

Staff:	Trained nurse counselors and faculty from the Division of Infectious Diseases, Department of Internal Medicine
Location:	Zale Lipshy Health Center, 1 st floor Zale Lipshy University Hospital
Hours:	24 hours daily, 7 days per week
Pager:	(214) 588-6263

Procedure following exposure:

- 1) Wash hands and any other affected skin area with soap and water. Flush mucus membranes with water as soon as feasible.
- 2) Contact your supervisor to report the exposure.
- 3) Go immediately to the Zale Lipshy Health Center. Staff will:
 - a) Ensure completion of paperwork
 - b) Draw appropriate labs
 - c) Conduct risk assessment, including nature and degree of exposure
 - d) Utilize decision grid and implement plan of care and follow-up

Students may choose, at their discretion, to report directly to Parkland's Occupational Health Services (during business hours) or to the Parkland Emergency Department for initial care. If the exposure occurs at the V.A., students may report to Employee Health (during business hours) or to the Emergency Department for initial care. If the exposure occurs at another affiliated center, the student may use that center's program. Students initially treated at any of these sites should be referred to the Southwestern Exposure Control Program for follow-up care.

9. Background Checks/Drug Screens

In this time of heightened concern for security, students may be required by clinical affiliates to undergo additional background checks and/or drug screens in addition to that required by UT Southwestern. Any additional checks and or screens will be at the student's expense.

10. Emergency Drills & Evacuation

In the case of fire or fire drill, all Clinical Dietetic students are to assemble at the ground level parking lot adjacent to Harry Hines Blvd. and away from the building and parking structure. Students must report to their instructor for accounting of persons and for additional instructions. Students must not leave the assigned report area until cleared by their instructor.

11. Withdrawals/Adds/Drops

A student may drop from a course at any time before the beginning of the sixth week of classes (third week of summer term) and receive a “W,” indicating withdrawal without penalty. A student who elects to drop a course after the start of the sixth week of classes (third week in the summer term) will receive a “WP” if his/her cumulative performance at the time of drop indicates a passing grade. No student will receive a grade of “WP” except for resigning or dropping a course in the prescribed manner. A “WF” will be recorded if the student is failing at the time of the drop.

Students planning to drop from a course must do so before the official date of the final examination. Students who take the final examination in a course may not subsequently drop the course.

Failure to attend classes is not equivalent to an official drop. Failure to drop a course in the prescribed manner may result in the assignment of the grade of “F” or fail.

A student who drops or withdraws from all courses or fails to register in a given semester is reminded that such action is considered to be official withdrawal from school unless the Department Chair grants an official leave of absence for a specified period of time.

A student who withdraws and who subsequently wishes to be readmitted must complete the normal application process and will be considered in competition with other applicants.

No student may add a course without department approval, and in no instance after the twelfth day (ninth day in summer term).

Before dropping or adding courses, students must consult with an advisor in their academic department to ensure compliance with curricular regulations of that department.

12. Immunization Requirements

In order to meet our obligations to our students and patients, all students must have had the following immunizations prior to their initial registration into the University.

- a. **Tetanus/Diphtheria:** Documentation of one dose of tetanus/diphtheria toxoid (Td) within the last ten years.
- b. **Rubella:** Vaccination with the live rubella virus or a positive rubella antibody titer (copy of laboratory report)

NOTE: The diagnosis of rubella cannot be confirmed clinically. Other viral infections can cause similar symptoms and physical findings. Therefore, if you have not been vaccinated with live rubella vaccine, which was not available until 1969, and you believe you have had a natural infection with rubella virus, you must obtain a rubella antibody titer to verify the occurrence of the natural disease.

c. Rubeola: Vaccination with live attenuated rubeola

NOTE: All students born after December 31, 1956, must show proof of either two doses of vaccine administered on or after their first birthday (at least 30 days apart), or serologic proof of immunity (a copy of the laboratory report), or physician-validated history of the disease, consisting of a written statement that the student has had the disease on or about (date) and does not need the vaccination. The statement must be signed by a physician licensed to practice medicine in the United States.

d. Mumps: Vaccination with live attenuated mumps, only available after 1967, or past history of mumps

e. Hepatitis B: Allied health students in certain specified departments must receive a complete series of three Hepatitis B vaccinations or show serologic proof of immunity to Hepatitis B. The Hepatitis B requirements are for all students in the following departments: Medical Laboratory Sciences, Physician Assistant, Physical Therapy, and Prosthetics and Orthotics, Radiation Therapy.

f. Varicella (Chicken Pox): Allied health students in certain specific departments must provide proof of varicella vaccination, a positive titer confirming immunity or evidence of prior infection, or validated history of disease.

g. Tuberculin Skin Test (PPD): Students must provide documentation of one purified protein derivative (PPD) tuberculin test within the past year. If positive, student must provide documentation of a chest x-ray.

13. Use of UTSW Logo

The UT Southwestern logo mark and logotype, as they appear on official University publications and stationery, are registered trademarks and are protected by trademark laws. Their use on stationery and publications are governed by UT Southwestern Graphic Standards and Publication Policies. For possible use of the logo mark, logotype, or the name UT Southwestern on T-shirts, sweatshirts, or other wearing apparel, students should submit a proposal to the Chair and Dean for approval.

All items with the UT logo must be produced by a **University Approved Vendor through the University Store**. Students should consult with the University Store after receiving the above approvals.

14. Smoking on Campus

In an effort to provide a healthy, comfortable learning environment and to set high standards of health promotion, this institution has established the following policy regarding smoking:

There will be no smoking anywhere within the buildings of The University of Texas Southwestern Medical Center. Each campus has designated outdoor smoking areas. Contact the Physical Plant to identify these areas.

15. Children in the Workplace

UT Southwestern Policy prohibits children in the workplace, including Saturday, Sunday, and Holidays. The complexity of the campus, the dangers present in research facilities, and the fact that sick people are cared for on the campus all represent potential hazards to children. Children can be distracting to other students and employees. UT Southwestern cannot legally allow anyone, especially children, not on university related business into our working environment. There are significant hazards, the potential for distraction, and potential legal liabilities.

IV. Other Program Specific Topics

A. CLINICAL EDUCATION

Clinical Facilities

1. Students are liable for their own safety in traveling to and from clinical sites.
2. Students must pay all costs associated with clinical education travel and living expenses at clinical education sites.

Liability Insurance

All students must have professional liability insurance. The requirements may be satisfied at the time of registration by presenting satisfactory evidence of comparable coverage or by purchasing a policy through the school's group policy.

B. EQUIPMENT

During classes students may be assigned specific equipment for which they will be responsible. Should assigned equipment be abused, broken, or lost, the student will be required to replace it. Tools, materials and equipment are not to be taken off university premises.

C. CAREER INFORMATION

The Department of Clinical Nutrition periodically receives employment announcements for registered dietitian positions throughout the United States and in foreign countries. These announcements are posted on the departmental bulletin board. Interested students are welcome to use this resource.

V. Acknowledgement Form

STUDENT'S ACKNOWLEDGMENT

Date: _____

Dallas, Texas

I understand that the contents of these Student Guidelines are provided for my information as a student in the Clinical Dietetics Program.

By signing this statement, I acknowledge receipt of the UT Southwestern Department of Clinical Nutrition Student Guidelines and accept my responsibility to follow the regulations outlined in this manual.

Student's Name (PRINT)

Student's Signature

To be retained in your departmental files
RETURN TO ADMINISTRATIVE OFFICE -V6.100.

NOTE: This booklet is presented as an informational guide only. It is not intended to, nor does it, contain nor does it contain all the regulations that relate to students. This Student Guidelines, although revised periodically, cannot always reflect up-to-the-minute changes or developments in the Clinical Dietetics Program. Contents of the Student Guidelines are therefore subject to revision without notice. Changes become effective whenever the Department so determines and will apply to both prospective student and those already enrolled. The University of Texas Southwestern Medical Center reserves the right to alter any and all requirements affecting students. The Student Guidelines does not constitute a contract, express or implied, between students and The University of Texas System, The University of Texas Southwestern Medical Center, or the Southwestern Allied Health Sciences School.