



Virtua Health College
of Medicine & Life Sciences
of Rowan University

Master of Science in Nutrition
COORDINATED PROGRAM IN DIETETICS
Student Handbook - Policy and Procedures

Policy: Students enrolled in the Rowan Coordinated Program in Dietetics uphold the established standards of the university and the standards/expected competencies as detailed by ACEND accreditation plan.

2025 -2026

Virtua Health College of Medicine & Life Sciences
Rita & Larry Salva School of Nutrition and Health Professions
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Rowan University- Mission Statement

Rowan University will become a new model for higher education by being inclusive, agile, and responsive, offering diverse scholarly and creative educational experiences, pathways, environments, and services to meet the needs of all students; maintaining agility by strategically delivering organizational capacity across the institution; and responding to emerging demands and opportunities regionally and nationally.

Health and Exercise Science Department- Mission Statement

The Department of Health and Exercise Science (HES) is a local, national and international leader in providing a student-centered education within its academic, scholarship, and internship programs.

The HES mission is to create an enlightening intellectual environment for the professional development, achievement, and distinction of our graduates at the national and international level. Faculty and staff are committed to providing learning opportunities that promote intellectual, professional, and personal growth for all through high quality education, clinical practice, scholarship, and service.

Coordinated Program in Dietetics- Mission Statement

The mission of the Rowan University Coordinated Program in Dietetics (CPD) is to prepare competent entry-level nutrition and dietetic practitioners to provide evidence-based nutrition services to diverse individuals and groups as they promote health and wellness in a variety of healthcare, food service, research and education settings.

ACEND Mission Statement

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is an autonomous accrediting agency for education programs preparing students to begin careers as registered dietitians or dietetic technicians, registered. Programs meeting the ACEND® Accreditation Standards are accredited by ACEND®. ACEND®'s mission is to ensure the quality of nutrition and dietetics education to advance the practice of the profession.

INTRODUCTION

The Profession of Nutrition And Dietetics

Public interest in nutrition, food, wellness, and health promotion is growing rapidly. Consumers need guidance in applying basic nutrition and health principles to their wellness management goals. The Registered Dietitian/Nutritionist (RDN) is the nutrition expert that is nationally recognized by medical professionals and the public as a credible source of evidence-based health and wellness information. As recognized specialists in nutrition and dietetics, the RDN offers expertise to individuals and groups desiring to maintain, improve, or restore health.

RDNs may work in clinical practice facilities such as in a hospital, rehabilitation center, nursing home or other extended care facility. RDNs may also work in a community health setting, such as at a health department, especially in programs for at-risk populations, such as WIC (Women, Infants, and Children), Head Start, or programs for seniors. Some RDN's responsibilities are concentrated in the foodservice operations where dietary modifications may be necessary. Areas of career opportunities for RDNs include but are not limited to the following:

- Clinical dietetic practice
- Public health or community nutrition
- Wellness/health promotion
- Higher education
- Food industry
- Foodservice management
- Private practice/nutritional counseling
- Media Specialist

As of January 2024, ACEND requires a master's degree for eligibility for nutrition program graduates to sit for the Registration Exam for Dietitians. ***The accelerated M.S. of Rowan's Coordinated Program in Dietetics (CPD) prepares graduates with a M.S. degree and recognizes these graduates as eligible candidates to take the Dietitian Registration Exam upon program completion.*** Once the candidate passes the exam, they become certified as a Registered Dietitian Nutritionist (RDN.) through the Commission on Dietetic Registration (CDR).

The Registered Dietitian Nutritionist (RDN) Credentialing Process:

The RDN professional credential is used by individuals who have accomplished the following steps according to Commission of Dietetic Registration (CDR):

- Met current minimum academic requirements and supervised practice hours as approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and completed the minimum of a B.S. degree granted by a U.S. regionally accredited college or university, or foreign equivalent (before 2024); completed a M.S. degree after January 1, 2024.
- Completed a supervised practice program accredited by ACEND
- Successfully pass the Registration Examination for Dietitians - CDR
- Maintain the registration with CDR and comply with the Professional Development Portfolio (PDP) recertification requirements.

COORDINATED PROGRAM IN DIETETICS AT ROWAN UNIVERSITY

In the fall 2015, Rowan University launched a Bachelor of Science (B.S.) in Nutrition through the Department of Health and Exercise Science in the School of Health Professions. The B.S. in Nutrition offers students the opportunity to apply for the Coordinated Program in Dietetics (CPD) once all admission requirements are met—typically in Sophomore undergraduate year. The B.S. in Nutrition - Dietetics allows a direct path for CPD accepted students to earn an M.S. degree in Dietetics. The B.S. to M.S. aspect of Rowan University's CPD also allows M.S. graduates to become eligible to participate in the nationally recognized Registered Dietitian Nutritionist (RDN) credentialing exam administered by the Commission on Dietetic Registration (CDR).

The junior, senior and graduate year curriculum that makes up Rowan University's CPD is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (A.N.D.). Rowan's CPD curriculum combines academic instruction with 1,000 hours of supervised practice experiences (see Appendix A) giving students the opportunity to apply knowledge and career required competencies beyond the classroom.

The Rowan University CPD design encompasses all the components of core dietetics knowledge and competencies in the classroom, labs, clinical rotations in health care facilities, community nutrition programs, private practices, institutional foodservice, and school nutrition programs (see Appendix B). Additionally, the CPD design allows students to focus on the research aspect of nutrition and wellness with unique engagement opportunities presented by Rowan faculty as well as independent research under faculty guidance.

Rowan University's ACEND accredited CPD is based on an educational theory that fosters adult student learning through a variety of opportunities, including coursework, research opportunities, campus and community-based activities combined with the required 1,000 hour supervised practice experience.

During the graduate year of the Rowan CPD, all academic didactic courses are offered online through **Rowan Global**, the university's distance education division, while being taught by CPD faculty and instructors. CPD student utilize CANVAS as the course management system for their participation in this stage of CPD enrollment. **Rowan Global** supports the CPD student's technology training and helps with any equipment or other technical issues.

CPD PROGRAM COMPONENTS

Equitable Treatment: Rowan University's ACEND accredited CPD works to ensure an inclusive learning environment for all program stakeholders. The CPD and the university support equitable treatment policies that protect all stakeholders including discrimination based on race, ethnicity, national origin, gender/gender identity, religion, sexual orientation, disability, size, socioeconomic status, political association, and age.

Coursework: The curriculum is designed to meet the knowledge and competency standards that are established by ACEND to ensure that CPD graduates will be qualified to sit for the *Registration Examination for Dietitians* upon program completion verification. Given the wellness-orientation of the department, CPD students will develop knowledge skills in the areas of health behavior change and behavioral coaching through several courses within the curriculum. Additionally, CPD students will also learn to effectively serve diverse populations, including but not limited to differences in culture, geography, ethnicity, ability level and health status.

Supervised Practice Rotations: The Rowan University CPD requires 1,000 hours of supervised practice in various nutrition and dietetic professional affiliated facilities throughout the state. A minimum of 80 supervised practice rotation hours are built into the undergraduate curriculum during the junior and senior years of the CPD. The remainder of the supervised practice rotation hours will be completed during the graduate year of the program (see Appendix A). The CPD required 1,000 hour supervised learning experience is usually completed in 8-12 months depending on the availability of the schedule from the affiliated learning facilities.

Graduate Coursework: Graduate level students register for two separate six (6) credit graduate level courses in the Fall and Spring semesters to achieve approximately 460 supervised-practice hours from each course by completing all scheduled rotations at various affiliated facilities throughout the state. A student must complete a minimum of 1,000 hours of supervised practice before graduation with the M.S. degree in accordance with ACEND accreditation requirements.

Research Opportunities: As a research institution, Rowan faculty consistently engage in timely and real-world research projects that provide opportunities for CPD students to actively participate in the entire research process. Participation in these unique research opportunities affords CPD students with a solid understanding of the need for evidence-based practice among dietetic professionals in practice.

Campus and Community Activities: Prior to acceptance into CPD, students are required to earn a minimum of 20 Professional Development Hours (PDHs) aligned to specific departmental courses as part of the undergraduate component of the CDP. PDH allows future CPD students to explore the health care fields and the various career fields of dietetic profession. There are many opportunities for future CPD students to earn the PDH requirement. PDH allows students to engage in hands-on projects on campus and in the surrounding community. PDH that requires missing a scheduled course requires prior approval from the Program Director.

Rowan University's CPD Goals and Outcome Measures

Goals	Outcome Measures
Program graduates will have the knowledge and skills about wellness and nutrition to promote evidence-based health services as a competent entry-level dietitian.	<ul style="list-style-type: none"> • Of graduates who seek employment, at least 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation. • At least 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. • Of employers who hire CPD program graduates, at least 80 percent of employers agree that their new CPD hire was adequately prepared for entry-level practice. • Within a year of completion, 80% of CPD graduates note that program prepared them for competence as entry-level nutrition practitioners.
Program graduates will be prepared for competent entry-level nutrition practices and services that are culturally appropriate for individuals and groups in various practice settings.	<ul style="list-style-type: none"> • At least 80% 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 employers who hire CPD program graduates, at least 80% of employers agree that their new CPD hire was adequately prepared for entry-level practice. • Within a year of completion, 80% of CPD graduates note that program prepared them for competence as entry-level nutrition practitioners.

NOTE: Rowan University's CPD outcomes are available upon written request.

CPD ACADEMIC AND PROGRAM ADVISEMENT

Dr. Maureen A. Reidenauer, RDN is the faculty coordinator of the Nutrition program and the director of the Rowan University CPD. *All students within the program should make an appointment to meet with her each semester.* Dr. Reidenauer can be reached via email at reidenauer@rowan.edu or by phone 856-256-4500 ext. 53740.

See Dr. Reidenauer for questions in the following areas:

- Description and content of courses within the CPD
- Career planning within the Nutrition and Dietetics field
- Involvement in the Academy of Nutrition and Dietetics (AND), the New Jersey Academy of Nutrition and Dietetics NJAND, the student chapter of the National Wellness Institute, and student clubs in Department of Health and Exercise Science
- Self-assessment and progress in the program
- Portfolio development and presentation

Mrs. Laurie Dwyer, MS, NSCA-CPT is the academic advisor for BS-Nutrition and BS/MS - Nutrition and Dietetics degrees. *All students should meet with their academic advisor each semester to ensure proper degree progression, academic support and degree requirements.* Mrs. Dwyer's email is dwyerl@rowan.edu and you can schedule an appointment with her through the Starfish website: rowan.edu/rsn or by calling 856-256-4785.

See Mrs. Dwyer for any of the following:

- Fulfillment of Rowan core classes and major courses to meet graduation requirements
- Planning degree progression and academic support for success
- Process and eligibility requirements to apply to the CDP
- Qualifications and process to graduate with B.S. in Nutrition degree
- Qualifications and process to graduate with B.S/M.S. in Nutrition & Dietetics
- GPA verification statement to apply to the CDP
- ADD paperwork and explanation of benefits
- Transfer of credits from another college or university

CPD PROGRAM POLICIES

I. STUDENT ACCOUNTABILITY

A. CPD Student Attendance

Class Attendance: Student attendance in all CPD courses is imperative and required to meet the basic Core Knowledge and Competencies for Registered Dietitians (RDN) and to achieve professional competence. Professional behavior and respect for others with diverse viewpoints are always expected in all university classes.

Online class verification policy:

Rowan University's duo identification system for student identification is used to verify student's identity in online courses as well as all student access to the online course management system, Canvas, university libraries and other student services.

Illness or Injury

- If CPD student must miss class due to an illness, death, or family emergency, they must inform their instructor and the CPD director **prior to the scheduled class.** (See Appendix C)
- Illness that warrants missing a class or supervised practice include temperature, vomiting, or diarrhea. Students are not to return to school or work until 24 hours after a fever has subsided, and/or following the last episode of vomiting or diarrhea. (See Appendix D)
- Contagious bacterial illness requiring antibiotics such as, "Pink Eye" warrant that the CPD student stays home for 24 hours after the first dose of antibiotics. (See Appendix C & D)

Supervised Practice Attendance: *Attendance is mandatory and required for all supervised practice experiences.* If a CPD student must miss a supervised practice experience due to illness, death, or family emergency, ***they must inform their preceptor, clinical coordinator, and the director prior to the scheduled shift.*** It is the student's responsibility to reschedule the missed supervised practice hours. Students are accountable for all material covered in supervised practice. It is expected that the student will complete the assigned supervised practice learning activities as responsibly as they would in professional work activities. (See Appendices C & D).

Scheduled Cohort Meetings: At the beginning of each semester, CPD will receive notification of scheduled Cohort Meetings—***attendance at these meetings is required.*** Meetings can/will take place on campus and via ZOOM as advertised.

B. Orientation, Training and Other Requirements

The affiliated CPD supervised practice facility may require an orientation and/or specific pre-rotation trainings for the students assigned to their facility. CPD students are required to follow the regulations of the facility and are to fulfill any required pre-participation and follow up training activities throughout their assigned supervised practice rotation(s).

Student Supervised Practice Schedules: In general, the CPD student is responsible for:

- Verifying the starting and ending dates/times of supervised practice rotation.
- Reporting to the supervised practice preceptor to whom they are assigned promptly at the scheduled time and adhere to the established schedule.
- Maintain communication with the supervised practice supervisor and the clinical coordinator using email or phone contact.
- Professional behavior is expected for all communication methods including language used in the email, promptness in reply and following up on any directions, concerns, or issues.
- Be prepared to begin the planned supervised practice experiences activities, and/or assignments immediately upon reporting to the supervised practice preceptor.
- Documentation of all hours of supervised practice and submitting to clinical coordinator.

Access to Medical Records: All CPD students will follow the confidentiality policies and procedures of the supervised practice facility to ensure compliance with privacy laws and regulations.

- When uncertain about patient privacy rules and regulations, the CPD student should always check with the facility preceptor and/or the Clinical Coordinator.
- In the event a violation is suspected, a full investigation will be conducted by the Program Director and the compliance officer at the facility. **(HIPAA training must be completed prior to beginning of junior year.** See Appendix G for a complete checklist of the required documents)

Drug Testing and Criminal Background Checks: An initial background check is required before the CPD student begins graduate level supervised practice. However, students are advised that they must comply with any additional requirements of the supervised practice facility regarding drug testing and criminal background checks. (See Appendix G for complete checklist of requirements)

Supervised Practice Requirements: CPD students are required to follow the supervised practice facility policies regarding, but not limited to, dress code, grooming requirements, scheduling, completion of paperwork, and patient confidentiality.

C. Illness or Injury

Unfortunately, while participating in the supervised practice off campus, CPD students may suffer an accidental injury or become ill. The affiliated supervised practice facility will provide the same emergency medical care to the CPD student as that extended to their employees. Payment for treatment of the illness or injury will be the responsibility of the CPD student.

Incident and/or Accident Reporting: In the event of an incident or accident involving a CPD student, the student will complete the appropriate incident reporting form supplied by the supervised practice facility and immediately notify the Clinical Coordinator or Program Director.

The following steps should take place upon the incurrence of incident or accident:

- The CPD student should request a copy of the facilities incident report to allow the Clinical Coordinator or Program Director the opportunity to cosign the incident report.
- If the supervised practice facility is unable to provide a copy, the CPD student will complete a written anecdotal record for the Clinical Coordinator or Program Director providing the same information found on the incident report, including details of the incident and any physician involvement.
 - Both the involved supervised practice facility supervisor and the CPD student must sign the anecdotal record of the incident.
- The Clinical Coordinator or Program Director will include measures taken to avoid further incidents, such as teaching of clients, counseling, and teaching of CPD student, or other appropriate measures.
- Within two days of the occurrence, the anecdotal record or agency incident reporting form will be submitted to the Clinical Coordinator for inclusion in the CPD student's file.
- All incident documentation remains in the CPD student's file until the student graduates, or longer if required by law, government regulations, or other industry standards. (See Appendices C & D)

NOTE: Failure to comply with any supervised practice policies and procedures can and will result in disciplinary action. The severity of the unauthorized activity will determine the extent of the disciplinary action up to and including dismissal from the program.

Planned Absences or Delay in Reporting for Scheduled Supervised Practice:

- Planned absences (for appropriate reasons) may be arranged ***upon prior approval of the Program Director***. The CPD student must inform the Clinical Coordinator regarding the approval for planned absence at least one week prior. (See Appendix C)
- If the absence has been approved by the Program Director, the CPD student will inform the supervised practice rotation supervisor at the assigned supervised practice facility.
- The make-up of any time missed from supervised practice rotation hours and documentation of make-up time is to be submitted to Clinical Coordinator in a timely fashion (Appendix F).

Time for Making-Up Supervised Practice Experiences

The make-up of missed supervised practice experiences must be scheduled on the student's own time and address the following:

- An emphasis is placed on the make-up of missed learning experiences, however, equally important is the time spent in meeting the objectives of the experiences and to allow the student sufficient practice to develop the level of proficiency required.
 - The make-up time, therefore, must equal the supervised practice rotation guidelines and must be consecutive hours to assure continuity of the learning process.
- Make-up of missed supervised practice rotations must be scheduled at a time when the supervised practice facility supervisor is available to provide the necessary direction and conduct CPD student learning evaluation.

- Make-up of missed time cannot be scheduled at times the CPD student is expected to be attending other scheduled courses or supervised practice rotations.
- For the CPD student to receive a passing grade for the course and to progress to additional supervised practice rotations, all make-up time and learning experiences must be completed prior to the end of the current enrollment term.
- It is the CPD student's responsibility for initiating and completing a plan for making up the time missed immediately upon returning to the supervised practice facility.
- The proposed plan needs to be documented in writing and approved by the Clinical Coordinator or Program Director. (See Appendix F)
- The proposed make-up plan must be completed in its entirety including the required signatures. The original is to be submitted to the Clinical Coordinator and a copy must be submitted to the supervised practice supervisor. The CPD student should also retain a copy for their files.
- If it is impossible to make-up the assigned supervised rotation experiences and the related clinical hours within the term/session the CPD student may have to withdraw from the enrolled supervised practice rotation course.
- Withdrawal from a supervised practice rotation course will delay progression to subsequent supervised practice courses and delay the year of graduation.

Inclement Weather Policy: CPD students do not attend any supervised practice when Rowan University is closed due to weather conditions but will have to make up lost hours at a later date.

II. General Academic Policies

A. Access to Student Support Services

Student support services for CPD students can be found on the university's website <https://sites.rowan.edu/studentaffairs>. Examples of available services are the Orientation and Student Leadership Programs, Accessibility Services, Career Advancement Center, Dining, Bookstore, Library, Fitness Center, Wellness Center, student organizations, Academic Advising, IT, Financial Aid and Registrar, etc. Some academic supports may need to be customized possible for participation in affiliated facility supervised practice rotations.

B. Academic Integrity

Academic integrity means that student learning is genuine and that the CPD student has built strong skills, knowledge, and accountability so that they are prepared for later coursework and their future profession. (See Appendix H) Academic Integrity starts with each student on Rowan's campus. We know that each of you have worked hard to get to where you are today and take pride in the time and effort you put into your studies. As such, demonstrating Academic Integrity means that you embody values such as "honesty, trust, fairness, respect, responsibility, and courage" (International

Center for Academic Integrity, 2021). This website is designed to provide you with resources and answers to frequently asked questions to help address situations you may encounter related to academic integrity with your studies.

We recognize that students may be faced with higher levels of stress and difficulties that can make it tempting to take actions that could lead to academic integrity violations. Academic integrity actions include the following:

- working with other students on assignments that are supposed to be completed individually
- copying and pasting material from the internet (including AI/ChatGPT)
- borrowing a friend's assignment with the intent to use it as a guide but copying it due to time constraints.

You are probably aware that working on an exam with a classmate without permission is a violation, but did you know that posting course materials to websites (Chegg, Course Hero, StuDocu, etc.) can also be a violation (and can even be copyright infringement)?

If you find yourself struggling with coursework or running out of time to study and prepare for an upcoming exam, we encourage you to seek help from your instructors first. They are there to help assist you and provide you with the best learning experience possible. Help and resources for students can be located at https://sites.rowan.edu/academic-affairs/academic_integrity.

C. Disciplinary Termination Procedures

The process for disciplinary actions is explained on the University's website under University Policies - Student Responsibilities, Rights and Disciplinary Procedures. CPD students have the opportunity to find this information on the Rowan University website. The link can be located at <https://confluence.rowan.edu/display/POLICY/Student+Code+of+Conduct>

D. Holidays and Vacation

There is no permitted vacation time during the academic year or supervised practice hours. CPD students follow the academic calendar of the university.

E. Professional Memberships

The Academy of Nutrition and Dietetics Student Membership-All CPD students **are required to maintain a student membership** in the Academy of Nutrition and Dietetics (AND), and to provide a membership card with student member number to Clinical Coordinator or Program Director.

- Membership carries numerous student benefits including access to The Academy's Evidence Analysis Library (EAL) and discounted rates for CPD course resources. CPD students can find more information and join at www.eatrightpro.org/member-types-and-benefits.
- The AND student membership cost is approximately \$60.00 per year--note this requirement must be renewed annually throughout the CPD period.

III. SUPERVISED PRACTICE ASSIGNMENTS

A. Supervised Practice Placements

CPD student placements for supervised practice rotations are made available from affiliated learning facilities throughout the state. CPD student placements are arranged through collaboration between the Program Director and Clinical Coordinator in compliance with Rowan University policies and procedures. CPD students will be assigned to only those facilities identified and affiliated by Rowan University's CPD program. CPD students will accept the assignment and comply with all policies and procedures of the program.

Supervised practice rotations, that are included in CPD curriculum, are designed to meet the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Core Knowledge and Competencies standards for the RD/RDN. Supervised practice rotations include various practice areas in clinical dietetics, food service management, research, specialty, and community dietetics practice. CDP practice rotations include emphasis on supervised experiences in medical nutrition therapy MNT.

B. Purpose of Supervised Practice

The purpose of supervised practice rotations in the CPD is to provide an appropriate supervised learning and skills development experience while working to protect the interests of the student, the supervised practice rotation facility, and the university. Supervised practice experience facilities are selected based on the availability of resources within the affiliated facility to provide the planned and approved supervised learning activities and the willingness of the facility staff to offer the experiences as outlined in the supervised practice curriculum. All supervised practice facilities sign a written contractual agreement agree to provide the planned learning experiences and to mentor the professional development of CPD students.

C. Procedure of Supervised Practice Assignments

The number of CPD students assigned to a supervised practice facility at a given time is determined by the supervised practice supervisor, the Program Director, and the Clinical Coordinator. When assigning supervised practice rotations, the CPD student's preferences and several other factors are taken into consideration. The CPD reserves the right to reassign a student to a different clinical facility to best serve the learning environment for each CPD student.

D. Travel Time to Rotation Facilities

CPD student's travel time to clinical, administrative, and community facilities or supervised practice facilities does not count as supervised practice time. The CPD seeks to maintain a reasonable travel time for all supervised practice rotations, but this does not guarantee any travel time due to nature of limitations of practice facilities, CPD student's living arrangements and traffic conditions in the area.

E. Transportation to Supervised Practice Facilities

The required travel to supervised practice facilities during the CPD is the responsibility of the student. CPD students are expected to have a car or to provide their own transportation to all supervised practice facilities, no exceptions will be made. Many of the CPD supervised practice facilities are not accessible by public transportation. ***CPD students are responsible for all expenses involved in transportation and parking.***

F. Safety in Travel to Supervised Practice Facilities

The focus on safety in travel is to protect the CPD students and Rowan University from potential liability in the case of a motor vehicle accident. The CPD student is required to hold a valid driver's licenses, proof of vehicle registration, and insurance for their vehicle. Additionally, the CPD student must complete the Rowan University Travel plan (see Appendix I).

CPD students are not permitted to ride in the same vehicle as the Clinical Coordinator or Program Director to any event, supervised practice facility or other learning activity. CPD students are not permitted to ride in the same vehicle as the supervised practice preceptor. In any situation that requires travel to alternative facilities, the student is advised to follow the preceptor vehicle in their own car. Students are permitted to ride share with other CPD students in their program at their own discretion.

G. Additional Policies for Supervised Practice

- CPD students remain at the assigned supervised practice facility for time required to complete assigned responsibilities for the day. As an aspiring dietetic professional, no time clock is punched.
- CPD students are NOT to alter practice hours to meet vacation needs of supervised practice facility without approval from the Clinical Coordinator.
- Any changes in a CPD students originally approved supervised practice schedule must be approved in advance by the Clinical Coordinator and facility supervisor.
- CPD students will complete a supervised practice hour documentation sheet for all planned and executed learning activities throughout their assigned supervised practice rotations. CPD students are to submit their documentation forms to the Clinical Coordinator at the end of each supervised practice rotation.
- A final grade for each of the supervised practice rotation course will be mutually determined by evaluation of university faculty and facility preceptor(s).
- If it is impossible to make-up the supervised practice rotation experience assignments and the related hours within the term/session, the CPD student may have to withdraw from the supervised practice rotation course.
- Withdrawal from a supervised practice rotation course will delay progression to subsequent supervised practice courses and delay the year of graduation.
- In the event that a CPD student is absent for 10 days, consecutive or nonconsecutive, (80

hours of supervised practice) or more they may be required to withdraw from supervised practice rotation course. The evaluation of impact from extended absences will be evaluated by on a case-by-case basis.

H. Meals While at a Supervised Practice Experience Facility

The CPD student is responsible for the cost of meals and/or snacks obtained while at the assigned supervised practice facility.

I. Supervised Practice Preceptor Qualifications

Supervised practice facility supervisor/preceptors are an asset to the CPD student's learning experience. Facility supervisors/preceptors are expected to have the core knowledge and expertise in their field of dietetics, community health and/or food service management as evidenced by their having appropriate professional degrees and/or certifications.

- CPD preceptors will have their resumes on file at the university-their resume should document that they regularly participate in appropriate professional development programs and training.
- CPD preceptors have a minimum of two (2) years of experience in their field.
- CPD preceptors should be engaged and have a desire in mentoring and evaluating their dietetic intern's performance.
- CPD preceptors should show commitment to their own professional learning.

IV. Student Preparation for Supervised Practice Experience

A. Physical Examination and Health Insurance

Physical Examination:

Rowan University's CPD students are required to have a physical examination, including specific immunizations, completed **prior** to beginning supervised practice in the graduate year of the program. *All physical examination paperwork is due on or before August 1st prior to the beginning of the graduate year of the CPD program.* All paperwork must be accurate and complete, or the student will not be able to begin any graduate supervised practice hours until the physical examination is completed.

Purpose of Physical Exam: The purpose of the physical exam is to determine that the student's state of health is appropriate to work with patients. The physical exam is required for the protection of the CPD student as well as for the protection of the patients and clients with whom the student will encounter during their supervised practice rotations. It is also intended to protect the interests of the clinical facilities and Rowan University.

Physical Exam Form: The CPD student will receive the physical examination form outlining the required elements of the examination and the required documentation of the physical examination. It is the CPD student's responsibility to ensure that the physical examination form is completed and submitted by August 1st of the graduate year. This CPD student responsibility includes complying with needed immunization records or titers as specified and the accurate timing of all immunizations or tests. CPD students should make sure to allow sufficient time to complete the requirements. The form must be completed by the examining physician or their designee.

Physical Exam Procedure:

- The CPD student obtains physical examination form from the Clinical Coordinator or Program Director.
- The CPD student is to have a physical examination by qualified medical provider—including immunization and vaccinations.
- The CPD student submits a copy of the fully complete physical examination form to the Clinical Coordinator for the maintenance of program records.
 - NOTE: All information is confidential and will be kept in a locked filing cabinet in a locked secure office in the Department of Health and Exercise Science.
 - CPD students should retain a copy of this report for their own records.
- Any special accommodations due to student's physical limitation must be in compliance with the program's technical standards (Appendix J) and submitted in a written letter or email to the Program Director by the primary care physician.
- The Program Director reserves the right to request an additional physical examination at any time during the graduate program supervised practice to maintain the programs technical standards policies and the integrity of the CPD at Rowan University.

Health Insurance and Fitness to Return to Work:

Health Insurance Requirements: *The CPD student is required to carry health insurance and must provide proof of health insurance to the Clinical Coordinator by August 1st of the graduate supervised practice year.* The CPD student should submit a copy of their insurance card to the Clinical Coordinator. The copy of the insurance card will be kept in a locked file in a locked filing cabinet in the Program Director's office.

Future Health Issues: In the event of an illness or injury requiring an absence from class or supervised practice the CPD student must submit a letter from the primary care physician stating the student is "fit to return to class or supervised practice". The Program Director reserves the right to request an additional physical examination at any time during the CPD to maintain the programs technical standards policies and the integrity of the CPD at Rowan University.

B. Liability Insurance

Certificate of Insurance: Rowan University's Office of Risk Management and Insurance handle the

necessary business contracts and agreements for any student internships that are hosted at an affiliated learning facility for CPD students. Further information can be located at the following website <https://sites.rowan.edu/rmi/certs.html>.

C. Background Check Requirements

Rowan University - Coordinated Dietetics Program has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements.

Requirements steps:

1. Go to <https://mycb.castlebranch.com>
2. In the upper right-hand corner, enter the Package Code that is below.

Package Code OZ41: Background Check - Drug Test

After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements. You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

Criminal Background Check:

- Castle Branch will enter the test date in the System.
- Castle Branch will email you a registration ID within 1-2 Business Days after you place your order on the <https://portal.castlebranch.com>

Urine Drug Screening:

- You will also receive the location closest to your address in that email. You must complete the drug test within 30 days of receiving the email or your registration ID will expire.
- No student will be eligible to attend clinical experiences if the urine drug screen is positive.
 - A “negative diluted” result cannot be accepted.
 - Students can repeat the urine drug screen at their expense, but the results must be negative prior to the first clinical day.
- Repeat urine drug screens may be required according to individual supervised practice facility’s policy during the program.

Background Search and Drug Testing Requirements and Fees		
Background Search	Fees	Responsible Party for Payment of Fees (ex. Client or Applicants)
Flat Rate County Criminal Records Search (<i>current, maiden, and alias names</i>)	\$58.00 for Background Screening only - or - \$99.00 Package Price (Package includes Background Screening and Drug Testing – see separate Statement of Service for details)	Applicant
Nationwide Healthcare Fraud and Abuse Scan		
National Record Indicator with Sex Offender Index (<i>current, maiden, and alias names</i>)		
Residency History		
Social Security Alert		
Drug Test (see separate Statement of Service for details)		

The Clinical Coordinator and/or the Program Director will review the report and take appropriate action if needed to protect patients/clients from harm or abuse. Appropriate action includes refusing to place the student at a supervised practice facility. The CPD student may need to repeat background checks at any time during their CPD enrollment dependent upon the assigned supervised practice facility requirements.

D. SERVSAFE® Certification Requirement

CPD students are required to pass the SERVSAFE certification exam to participate in graduate supervised practice rotations. The exam is offered to CPD students during enrollment in the undergraduate component of CPD participation. There is an additional cost (See Appendix K) for this industry credentialing exam offered by the National Restaurant Association. All CPD students must obtain this certification as a component of completion for the Rowan University CPD program.

E. HIPAA Training and Certification

It is the policy of Rowan University that all CPD students receive training and certification on the Health Insurance Portability & Accountability Act (HIPAA) prior to beginning their supervised practice rotations. The purpose of this policy is to ensure that the student is trained on the proper policies and procedures specified by HIPAA for protecting the privacy of and security of patient medical information. Information about how to access and complete required HIPAA training will be provided to the CPD student by the Clinical Coordinator.

F. Additional Requirements from the Clinical Facility

Some clinical facilities may have requirements in addition to those specified above. Examples of such would be drug screening, additional medical testing, attendance at a hospital orientation session, or an interview. Affiliated learning facilities may require that CPD maintain a specific dress code. The CPD student must comply with any additional requirements to participate in the assigned supervised practice facility.

V. Supervised Practice Requirements

A. Supervised Practice Course Fees

CPD students enrolled in NUT 530 Medical Supervised Practice will be charged an additional course fee for their rotations at Inspira Health Network Hospitals (see Appendix K). This CPD fee covers costs associated with the administration of this comprehensive supervised dietetic specific rotation. There are no additional fees associated with NUT 520 Supervised Practice

B. Student Performance in Supervised Practice

Performance Assessment Procedure: Ongoing performance assessment will be provided by both the supervised practice rotation preceptor and the Clinical Coordinator. The CPD student will be evaluated according to the ACEND competencies and standards aligned to the supervised practice rotation. Performance evaluations will reflect the supervised practice preceptor's overall assessment of the CPD student's performance in the supervised practice rotation.

- The CPD student will be evaluated on his/her ability to complete required learning activities, performance, and written assignments by his/her supervised practice preceptor at the end of each supervised practice rotation.
- The supervised practice rotation preceptor will review the evaluation with the CPD student prior to submitting it to the Clinical Coordinator.
- The Clinical Coordinator will evaluate the CPD student's performance and overall progress in supervised practice rotation.
- The CPD student is responsible for maintaining the documentation of all hours and learning activities during the supervised practice rotation.

C. Medical Insurance:

It is required that students participating in the Rowan University CPD have medical insurance coverage, either through a family medical plan or the health insurance program available to students at special rates. The student plan supplements the coverage provided free or at reduced costs by the Student Health Center on campus and covers payable claims for medical expenses if the student requires care away from the campus. Students are not employees of Rowan University or the facilities/organizations in which they are involved in supervised practice and are not covered

by Worker's Compensation. The university's policy on insurance is found at <http://www.rowan.edu/open/studentaffairs2/healthcenter/insurance.html>

D. Outside Employment During CPD

Rowan University's CPD involves a very comprehensive and intensive curriculum. The academic course load and overall programmatic demands on the CPD students' time are such that it is very difficult for students to successfully complete classes and simultaneously hold an outside job. Holding an outside job during the CPD is ***strongly discouraged***. Scheduling of CPD classes, labs, and professional activities take priority over employment.

VI. Evaluation of Performance and Progression in the CPD

A. Monitoring Student Development and Progress

Following admission to the CPD program, the Academic Advisor, Rowan University faculty, supervised practice facility preceptors, and the Program Director will monitor CPD student development and progress. Regular one-on-one evaluations between faculty, preceptors, and the student are an integral part of the CPD experience.

CPD Student Performance Monitoring:

- CPD students will have their performance monitored to provide for the early detection of academic difficulty and will take into consideration professional and ethical behavior and academic integrity of the student.
- University faculty will communicate with the Program Director regarding student's poor academic performance.
 - The Academic Advisor, Clinical Coordinator or the Program Director will meet with the CPD struggling CPD student to establish a plan for academic success in order to advance through the CPD program.
- CPD students are required to meet with the Academic Advisor once per semester to register courses following the curriculum guide and verify their GPA standing.
- Progression in the CPD is granted if the following requirements are maintained:
 - Completion of major/nutrition courses with no grade lower than a "C".
 - All courses during the master year must be completed with a grade of "B" or better.
 - A specific listing of these courses is listed in the program handbook (See Appendix L).
 - Students sign this agreement when they are accepted and choose Dietetics concentration prior to their participation in the CPD.
 - An overall GPA of 3.0, as well as GPA of 3.0 in major courses, is needed in order to maintain their standing in the CPD – *students will be encouraged to seek tutoring and/or retake courses to improve their GPA if needed.*
 - Failure to maintain the required GPA requires placement of the CPD student on a probationary status.
 - Once on suspension/ probation, the CPD faculty will meet to determine what

additional academic or professional experience work is required of the CPD student with the details listed in an agreed upon contract. (See Appendix E for sample disciplinary letters)

- Satisfactory recommendations from all faculty who have had the student in professional courses (Dietetics specific courses) (See Appendix M)
- Satisfactory evaluations from supervised professional experience preceptors (See Appendix M for sample evaluation form and expectations for supervised practice facilities).
- The CPD student has maintained a high standard of ethics (Code of Ethics below).

B. Code of Ethical Behavior

Rowan University's CPD students are required and expected to adhere to the Academy of Nutrition and Dietetics (AND) Code of Ethics that can be located at the following link

<http://www.eatrightpro.org/practice/code-of-ethics>.

CPD students must exhibit professional and ethical behavior and academic integrity in the classroom and supervised practice at all times. If a student exhibits unprofessional, unethical behavior or academic dishonesty, this will constitute inappropriate conduct subject to disciplinary action. Examples of unprofessional, unethical behavior, or academic dishonesty include, but are not limited to:

- Unexcused absence class or supervised practice
- Disrespect exhibited toward peers, faculty, or preceptors
- Inappropriate or foul language
- Refusal to work with another person based on the individual's personal beliefs, race, culture, or religious preference.
- Failure to display stable mental, physical or emotional behavior(s) which may affect another's well-being (See Appendix J: Technical Standards)
- Use of any substance that may impair clinical judgment or be harmful to self or others or failure to pass drug screen.
- Failure to pass background check
- Cheating or plagiarism (the student may receive a grade of F)
- Failure to maintain confidentiality in interactions or records (HIPAA violation)
- Attempting activities without adequate orientation, skill preparation, or appropriate assistance.

C. Discipline Policy

Rowan University's CPD students will be notified by the Program Director when a discipline related incident has occurred and been recorded.

- The first incident will result in a **verbal warning** regarding the seriousness of the incident and documentation in the student file.
- The second incident will result in a written letter outlining the details of

probation from the program.

- Copy of the letter is kept in student file. (Appendix E)
- The third incident will result in a written letter outlining the details of ***suspension from the program.***
 - Copy of the letter is kept in student file. (Appendix E)
- The fourth incident will result in a written letter outlining the details of ***expulsion from the program.***
 - Copy of the letter is kept in student file. (Appendix E)

VII. Disciplinary Process

A. Suspension/ Probation Status-Unprofessional or Unethical Behavior

- A CPD student whose pattern of unprofessional or unethical behavior, whether within a semester or from semester to semester, is found unacceptable, they will meet with the Program Director. The CDP student will receive a verbal warning and create a plan of action to address the unacceptable behavior.
- A CPD student whose pattern of unprofessional or unethical behavior, whether within a semester or from semester to semester, is found excessive (a total of two incidents) will be placed on probation from a regular appointment in the program.
- A CPD student whose pattern of unprofessional or unethical behavior, whether within a semester or from semester to semester, is found excessive (a total of three incidents) will be suspended from a regular appointment in the program.
- A CPD student whose pattern of unprofessional or unethical behavior, whether within a semester or from semester to semester, is found excessive (a total of four incidents) will be expelled from a regular appointment in the program.
- Immediate expulsion may occur due to more serious behaviors as outlined in the disciplinary letter (Appendix E)
- All necessary documentation will be completed and placed in the CPD student's personal program file.

B. Academic Performance Issues

Academic actions that result in suspension/ probation from CPD include:

- Less than a grade of C in an undergraduate CPD core course or a B in any graduate level required course will result in CPD faculty determining what additional work is required of the CPD student with the details listed in a contract signed by the student, faculty and Program Director.
- Failure to maintain a minimum cumulative grade point average (GPA) of 3.0 (on a 4.0 scale) will result in CPD faculty determining what additional work is required of the CPD student with details listed in a contract signed by the student, faculty, and Program Director.
- Any CPD student receiving an unsatisfactory rating from any supervised practice preceptor,

which is mutually substantiated by the CPD instructor, will be required to complete additional work with the details listed in a contract signed by the student, faculty, and Program Director.

C. Additional Sanctions on Program Advancement

- If unprofessional or unethical behavior continues through the probationary and suspension periods, a student's participation in the professional phase of the CPD will be terminated.
- If a CPD student fails to maintain the minimum grade standard in more than two required CPD course or a minimum cumulative GPA (3.0) through the probationary and suspension periods, the student's participation in the professional phase of the CPD will be terminated.
- If a CPD student receives less than a C (UG) and/or B (G) grade in two or more CPD courses through the probationary and suspension periods, the student's enrollment in the program will be terminated.
- Students terminated from the CPD for any reason may follow University's appeal procedures.
- Resignation: If the CPD student finds it necessary to resign from the program, they must submit a letter of resignation to the CDP Program Director. If a CPD student discontinues in the program after the beginning of classes, the position held by that student shall cease to exist. If the student should choose to later reapply to the CPD, they will be considered on an equal basis with all other applicants.

D. Student Retention

CPD students who are not meeting academic standards will be counselled by the Program Director to improve performance and provided every opportunity to return to full standing in the program.

E. Policy for Withdrawal And Refunds.

Students in the CPD follow the Rowan University policy for withdrawal from courses <https://sites.rowan.edu/registrar/registration-information/registration-adjustments.html> and the Rowan University policy for refund of tuition and fees. <https://sites.rowan.edu/bursar/refunds/index.html>

F. Timeframe for CPD Completion

CPD students will ordinarily complete the professional phase of the program in 4.5 years. However, students are permitted a maximum of 4.167 years to complete the program requirements applicable at the time the student enrolls. This extension is granted on a case-by-case basis.

VIII. Prior Learning or Competence Assessment

Rowan University's CPD will consider whether or not to accept credit hours from prior learning to contribute to the B.S. and M.S. degrees on a case-by-case basis, following university policies. The transferring of previous supervised practice rotation hours from previous ACEND program of study will be evaluated on a case-by-case basis prior to admission to the CPD. In the event that a transfer

student has course work that is more than five years old, it cannot be counted toward CPD requirements.

The evaluation on the equivalency of prior education will be based on an assessment of prior learning or competence following the below procedures:

- Potential transfer students provides a formal transcript of the prior education and course content descriptions to the Academic Advisor, such as previous course descriptions from catalog, syllabi, assignments and exams.
- A comprehensive evaluation of potential equivalency between the prior education and Rowan University's CPD will be discussion among the Academic Advisor, the Program Director and faculty, and the department chair.
- The Academic Advisor presents the decision to the students.

IX. Professional Policies

A. Leadership in Dietetics

Upon acceptance into the Rowan University CPD in the junior year of BS Nutrition program, CPD students are required to join the Academy of Nutrition and Dietetics (AND) with concurrent membership in the New Jersey Academy of Nutrition and Dietetics (NJAND). Students are expected to pay the appropriate registration fees (see Appendix K) each year in CPD. Professional membership is expected during junior, senior, and graduate years in the CPD program--considered the professional phase of the Rowan University CPD program.

Additional Leadership Requirements:

- ***Students are expected to participate in local professional meetings and activities that occur during their CPD enrollment.***
 - Participation includes regional dietetics meetings.
 - Students will be advised of upcoming professional meetings that complement their didactic activities.
- **During the undergraduate CPD program** enrollment period, students are ***encouraged*** to attend two professional meetings of their choice.
 - One of the professional meetings may be a state/national meeting.
 - The other meeting may be a local meeting, webinar or an educational meeting affiliated with your supervised practice.
- **During the graduate year of the CPD**, students ***are required*** to attend two professional meetings, one or the required meetings must be a state/national meeting, and the other meeting may be one of the CPD student's choice.
 - The Rowan University's Dietetic Student Club sponsored meetings would meet this requirement.

IX. Guidelines for Supervised Practice Facilities

A. Confidential Information

All supervised practice-related materials and information obtained and utilized during supervised practice rotations are confidential. CPD students should not discuss any facility patient or client information in any public place, especially elevators, lounges, or cafeteria. CPD students should only use initials when referring to patients or clients in written case studies, reports, or logbooks.

CDP student should not repeat gossip or discuss personality conflicts with peers or facility staff. Information obtained through patient assessment and clinical rounds at an assigned supervised practice facility is to remain strictly confidential. The sharing of any confidential information with Clinical Coordinator, preceptor, or appropriate health professional should only be undertaken by CPD student in appropriate location and not a public area.

B. Other Facility Considerations

- Microorganisms are more prevalent in the hospital; therefore, avoid mouth contact with hands, pencils, etc. and wash hands often and correctly.
- Telephones in the clinical facilities are for business purposes ONLY.
- **Cell phones are to be turned off during supervised practice times.**
- Students ***must not*** replace employees during supervised practice.
- Conversation should be kept at a minimum and at a discreet volume while moving through hallways and patient areas within a clinical facility.
- Arrive at the supervised practice facility before the stated time to start work. This allows time to be prepared for your assignment.
 - Be sure your assigned preceptor knows your general whereabouts when in the facility.
 - **It is the student's responsibility to contact the facility, your instructor, and the program director if unable to arrive as scheduled, due to illness injury, or other unforeseen circumstances.**
- Do not chew gum or use tobacco, alcohol, or drugs while in clinical facilities.
- Class attendance hours for supervised practice experiences meet the minimum accreditation requirements.
 - If clinical clock hours are missed at any time, the student must complete those hours at another arranged time.
 - Extra hours accumulated from additional class experiences or assignments cannot be used to replace "missed" supervised practice hours.
- As a professional courtesy, instructors and preceptors are to be addressed by their appropriate title (Doctor, Professor, Miss, Ms., Mrs., or Mr.).

C. Facility Dress Code

Because CPD students present a particular image to the patient, a neat, professional appearance is especially important. In some situations, certain attire is recommended or required. For example, junior and senior students wear clean and pressed lab coats for clinical and many foodservice administration assignments.

- Check with the supervisor at each facility for specific requirements for dress and conduct.
- CPD students are to maintain hair of natural hue throughout their supervised practice.
- Nametags should be worn when in the clinical, foodservice facilities and community nutrition facilities.
- Whenever in a foodservice area, a hair restraint must be worn with hair worn off the shoulders and securely pinned away from the face.
 - Students should wear a hairnet or cap in these locations if required by the facility.
- In foodservice areas and laboratories, enclosed leather slip-resistant shoes are required.
- Avoid wearing nail polish or perfume/cologne in foodservice or clinical areas.
- The smell of cigarette or cigar smoke can be very offensive to patients and clients; therefore, one should refrain from smoking prior to a clinical assignment or rotation.
- Only one pair of non-dangling, non-obtrusive earrings can be worn in clinical, community or foodservice areas.
- Tattoos and body piercing should be attempted to be covered during any scheduled lab or supervised practice.
- Facial piercings, such as a nose ring, must be removed during any lab or supervised practice.
- Hair color must be of natural hue.

Professional dress is expected for class presentations, tours, field trips, guest speakers, health fairs, and professional meetings or anytime CPD students are representing Rowan University's program. Because CPD students are assigned to work in professional healthcare and industry settings they are cautioned to dress conservatively. ***CPD students need to avoid wearing leggings, jeans, tank tops, flip-flops, open-toed shoes, tight-fitting clothes, extremes in fashion, or clothes revealing cleavage or their torso.*** Professional attire for women includes knee length skirts and dresses and/or casual professional slacks coordinated with appropriate top and/or jacket. Professional attire for men includes casual professional slacks, collared shirt, and tie.

X. Program Completion, Graduation and Verification

A. B.S. in Nutrition to M.S. in Dietetics Pathway

Rowan University's CPD allows students to earn a Bachelor of Science (B.S.) in Nutrition degree that is followed by direct enrollment authorization into the Master of Science (M.S.) in Dietetics

degree. CPD students must meet graduate level prerequisites prior to participating in continuing CPD courses.

Undergraduate Professional Development Hours:

Prior to registering to graduate year CPD courses, a student must complete assigned professional development hours (PDHs) outside of the classroom. A thorough description of PDHs is given in the ***Introduction to Nutrition Profession*** course, which is offered first semester of the sophomore year. In general, PDH include field experience in nutritional professions, participation in conferences, professional organizations and certification programs related to the nutrition and dietetics field. Most PDH hours can be completed at little or no cost to students and many opportunities are offered on campus. PDH are essential for providing students with hands-on experience and practical knowledge that will better prepare them for the workplace upon graduation. PDH that is during class time requires prior approval from the Program Director.

Grade Point Average:

Rowan University's CPD students must earn a C or higher in all major courses and a 3.0 overall GPA to maintain their acceptance into the M.S. in Nutrition and Dietetics program. An overall GPA of 3.0 with no less than a B in all major courses is required to earn the M.S. degree.

A STUDENT MAY NOT REGISTER FOR OR BEGIN CPD SUPERVISED ROTATIONS UNTIL THE G.P.A. STANDARD IS MET.

Graduation Application:

All CPD students are required to meet with Academic Advisor to assist with graduation requirements.

- Undergraduate CPD students must apply for graduation from their B.S. Nutrition program. The undergraduate application for graduation should be made **the start** of a student's final semester of their undergraduate year through the Academic Advisor's office.
- CPD students need to apply for graduation at senior year to receive their B.S degree and at the beginning of their fifth year for graduation with their M.S. degree. CPD students must have completed all requirements with no more than 12 credits left to take **one semester prior to graduation** in order to participate in the annual May commencement ceremony.

Supervised Practice:

CPD students must complete 1,000 hours of supervised practice before graduation from the M.S. in Dietetics program. According to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Approximately 80 preprofessional practice hours will be scheduled during the undergraduate years of Rowan University's CPD. The majority of the required 1,000 hours of supervised practice for CPD completion will be acquired during the M.S. degree – the third year of the CPD. (see Appendix A)

B. Requirements for Issuing of CDR Verification Statement

The Program Director will complete a *Verification Statement* for all CPD students who have successfully completed all academic and supervised practice hour requirements of the ACEND accredited program at Rowan University. The Verification Statement is required by the Academy of Nutrition and Dietetics, Commission on Dietetic Registration (CDR) to be eligible to participate in the Registration Examination for Dietitians.

C. Confidentiality of Student Records in the Department

Rowan University's CPD maintains confidential files/records on each student. CPD student files include routine academic and professional documents, student supervised practice performance evaluations, and clinical preparation requirements for supervised practice. It is the policy of the CPD to maintain the confidentiality of student records/files in accordance with federal legislation. Only ethical and lawful means will be used to gather information from or about the student and to provide appropriate and adequate safeguards to maintain confidentiality. Protection of the confidentiality of student files/ records refers to the collection and use of, access to, and dissemination and retention of information maintained in the student record/file. All CPD student records/files are maintained by the department are secured in locked file drawers. Access to CPD files is limited to the CPD faculty and staff. CPD students may access their file at any time; assistance is required from faculty to unlock office or cabinet and access password protected computers.

XI. Expected Expenses During the CPD

A. Expected Expenses-These estimates of expected expenses may vary from one individual to the next and are subject to change without notice.

List of Expected Expenses	
Transportation to supervised practice rotation facilities and professional meetings	Varies with personal arrangements
Meals for off-campus learning experiences, supervised practice experiences and professional meetings	Varies with personal preferences
Student membership in the Academy of Nutrition and Dietetics	\$60 per year
Lab coats and/or scrubs that meet program specifications	\$60 (approximately)
Reference books and textbooks for use in supervised practice	\$350-\$450 per semester
NUT 530 Medical Supervised Practice Course Fees	See Graduate tuition and fees website for most recent costs
Appropriate professional meetings, if attended, i.e. the Food and Nutrition Conference and Exposition (FNCE)	\$200-\$350 per year
ServSafe Certification Course	\$80-\$100
Health Insurance	Varies with personal arrangements

Personal computer and internet access	Reliable with full-time access required
Background check and fingerprinting	\$60 to \$100
Drug Test and other required medical requirements	\$40.00 - \$100.00
Registration Examination fee	\$200

B. Other Anticipated CPD Student Expenses

Medical Expenses Related to Immunizations:

Standard medical requirements for the program include a drug test and immunization record (including Hepatitis B series). Individual supervised practice facilities may have additional requirements (such as flu shot). CPD students are responsible for any costs incurred.

Outside Employment:

CPD students are highly encouraged to not seek employment during the master year of the study unless it is imperative. Graduate-level CPD students will be expected to participate in up to 40 supervised practice hours per week and take online courses. If an outside job must be maintained, hours for that job must be scheduled during the evenings or on weekends only. Since schedule supervised practice hours MAY also may entail some weekend or evening activities, the CPD student should work closely with the supervised practice facility preceptor in scheduling issues. Outside employment schedules may reduce the quality of the CPD student's supervised practice experience and make additional supervised practice experiences necessary to meet the competencies required for entry-level RDNs.

Reference Materials and Textbooks:

The value of textbooks as a reference in practice is one of the main criteria used by the CPD faculty in selecting a course textbook. Therefore, CPD students are strongly encouraged to keep their food and nutrition, science, communications, management books as valued resources to be utilized during their supervised practice rotations. In addition, the preceptors may recommend guidebooks as references for the supervised practice experience.

Technology:

All CPD students will be expected to have a reliable computer with internet access. Although CPD students have access to computer labs in the library, most students find that time management is easier if they have their own computer. All students are required to use their Rowan University email and that they check frequently because e-mail is a major means of communication for the CPD.

Financial Aid:

Information available at <https://sites.rowan.edu/financial-aid>

XII. Registration and Licensure

The Registration Examination for Dietitians

The registration examination for Dietitians is administered through the Commission on Dietetic Registration (CDR) and includes a variety of questions that are designed to test at either the comprehension or application level of understanding. Comprehension questions require accurate understanding of concepts, principles, and procedures, and include the ability to translate information presented in different formats, such as graphs, tables, and formulas. The handbook for the registration exam found at:

[https://admin.cdrnet.org/vault/2459/web///RD%20Handbook%20September\[1\].pdf](https://admin.cdrnet.org/vault/2459/web///RD%20Handbook%20September[1].pdf)

XIII. Student Grievance and Complaints

A. Student Complaints

Rowan University's CDP has developed a student complaint policy, which includes procedures to be followed in the event of a written complaint related to the ACEND accreditation standards. The policy ensures a student's right to due process and an appeal mechanism.

POLICY: Students will be advised to submit complaints directly to ACEND only after all other options with the university are exhausted.

- If a CPD student has a complaint of an academic nature, they are encouraged to follow Rowan University Grade Dispute Policy that can be found at the following university link (http://www.rowan.edu/provost/policies/documents/GradeDisputePolicy_001.pdf)
- If there is a non-academic concern related to the Coordinated Program in Dietetics, students should contact the Program Director, Dr. Maureen Reidenauer, at reidenauer@rowan.edu.
- If the nonacademic concern is not resolved at the program level, the CPD student should then contact the chair of the Department of Health and Exercise Science, Dr. Leslie Spencer, in writing at: spencer@rowan.edu
- If CPD student concern is still not resolved, they are encouraged to contact the Dean of School of Health Professions.

Rowan University's CPD provides information about the complaint policy to students through the program webpage to allow public to access. The CPD will maintain a chronological record of student complaints related to the ACEND accreditation standards, including the resolution of complaints for a period of seven years. The program will allow inspection of complaint records during on-site evaluation visits by ACEND.

B. Opportunity and Procedure to File Complaints with ACEND

POLICY: Any individual, including students, faculty, dietetics practitioners and/or members of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students.

ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. ACEND acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant to be processed by ACEND. Anonymous complaints are not considered.

Please visit this link for more information the process:

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390>

Headquarters

Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600
Phone: 312/899-0040

Appendices

Appendix A:

Supervised Practice Hours Schedule

Undergraduate Year One – Gourmet Dining

- **Fall Semester** 20 Hours
 - Dietitian Shadowing
 - Social Media/Marketing
 - Allergens—Awareness and Interventions
 - Chat-N-Chew [tabling events]
- **Spring Semester** [Continuation] 20 Hours
 - Dietitian Shadowing
 - Social Media/Marketing
 - Allergens—Awareness and Interventions
 - Chat-N-Chew [tabling events]

Undergraduate Year Two – Various Opportunities [Alternating each semester]

- **Fall Semester** – 20 Hours
 - Research Experience and Presentations
 - Departmental Research Experiences
 - Research/Case Study Presentations
- **Spring Semester**
 - Special Populations and IPE
 - Campus wide community departmental education events
 - Participation in Inter Professional Education [IPE] campus events

Graduate Year – 920 Hours [Alternating each semester]

- **Fall Semester** – 460 Hours
 - NUT 00520 -Community Nutrition Rotation
 - School Lunch Program
 - Meals on Wheels
 - Food Insecurity
 - Lifecycle Nutrition Experiences
 - Specialty Opportunities
- **Spring Semester**– 460 Hours
 - NUT 00530-Clinical Nutrition Rotation
 - Institutional Food Service
 - Inpatient Rotations
 - Outpatient Rotations
 - Clinical Practice Activities

Appendix B:

2022 ACEND Competencies for CPD

Domain 1. Scientific and Evidence Base of Practice:	
Integration of scientific information and translation of research into practice.	
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2	Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4	Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
CRDN 1.5	Incorporate critical-thinking skills in overall practice.
Domain 2. Professional Practice Expectations:	
Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.	
CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3	Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4	Function as a member of interprofessional teams.
CRDN 2.5	Work collaboratively with NDTRs and/or support personnel in other disciplines.
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7	Apply change management strategies to achieve desired outcomes.
CRDN 2.8	Demonstrate negotiation skills.
CRDN 2.9	Actively contribute to nutrition and dietetics professional and community organizations.
CRDN 2.10	Demonstrate professional attributes in all areas of practice.
CRDN 2.11	Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
CRDN 2.12	Implement culturally sensitive strategies to address cultural biases and differences.
CRDN 2.13	Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
Domain 3. Clinical and Client Services:	
Development and delivery of information, products and services to individuals, groups and populations.	
CRDN 3.1	Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2	Conduct nutrition focused physical exams.
CRDN 3.3	Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B ₁₂ or iron supplementation).
CRDN 3.4	Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
CRDN 3.5	Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
CRDN 3.6	Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
CRDN 3.7	Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
CRDN 3.8	Design, implement and evaluate presentations to a target audience.
CRDN 3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.10	Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.
Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.
CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.
CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).
Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.
CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
CRDN 5.5 Demonstrate the ability to resolve conflict.
CRDN 5.6 Promote team involvement and recognize the skills of each member.
CRDN 5.7 Mentor others.
CRDN 5.8 Identify and articulate the value of precepting.

Appendix C: Leave of Absence Form

Application for excused absences for emergency/sick leave requires that this form be completed to include all signatures 2 weeks prior to your requested sick day (e.g., doctor's appointment) or the next business day for reporting of time missed because of a sick leave related event. If you are in a rotation, you should have the form signed by your preceptor and the clinical coordinator or the program director. A copy of the completed form should be provided to the program director

Any absence beyond 2 days will be evaluated on a case by case basis for the number of hours that needs to be completed at an alternative date in order to meet the required number of hours for supervised practice.

Name: _____ Date Form Completed: _____

Period of Leave and Total Hours:

Leave START Date and Time for which you are requesting or reporting sick/personal leave:

Leave END Date and Time for which you are requesting or reporting sick/personal leave:

Please describe what obligations or responsibilities that will be (or were) missed during the requested/reported sick/personal leave period:

If applicable, describe how these obligations or responsibilities will be met or covered:

For cases of unanticipated/emergency sick leave, please describe the timing and mechanism by which you notified any parties affected by your absence:

Intern Signature: _____

Approved:

Program Director

Not Approved:

Program Director

Appendix D: Incident Report

Date of Report: _____ Time: _____

Date of Accident: _____

Name: _____ Age: _____

Home Address: _____

Residence Address: _____

Home Phone: _____

Place of Accident (On or Off Campus and location in facility). Please Explain:

Describe what occurred:

Injuries Sustained:

Witness Name: _____ Witness Phone: _____

Witness Address: _____

First Aid Provided: Yes No

First Aid Provided By Whom: _____

Referral To: (Health Services, Emergency Room, Physician) _____

Name of Person Completing Form: _____

Title of Person Completing the Form: _____

Appendix E: Probation Letter Sample

Date

Name

Address

CSZ

Dear “name”

This is to confirm our conversation on (date) regarding your status in the Rowan University Coordinated Master’s Program in Dietetics (Rowan University CPD). The CPD has decided to place you on probation for the following reason(s):

- ☐ failure to meet required GPA’s
- ☐ failure to meet supervised practice professional behavior policies
- ☐ failure to follow AND Code of Ethics
- ☐ failure to maintain appropriate professional behavior
- ☐ failure to meet professional dress code policies
- ☐ failure to follow the Travel Policy

As a result of the above reasons, the following actions are being taken:

_____ as determined by Rowan University’s CPD

It is our sincere hope that you will take this opportunity to reflect on current progress so that you can make the necessary changes in order to return to full eligibility within the Rowan University’s CPD

Sincerely,

Dr. Maureen A. Reidenauer, RDN
Director, Coordinated Program in Dietetics

Appendix E:

Suspension Letter Sample

Date

Name

Address

CSZ

Dear “name”

This is to confirm your status in the Rowan University Coordinated Master’s Program in Dietetics (Rowan University CPD).

The Rowan University CPD has decided to suspend you for the following reason(s):

☐ a second failure to meet minimum academic standards

☐ academic dishonesty

☐ situation involving substance abuse

☐ continued or second violation of policy on supervised practice education professional behavior policies

☐ any incident of harassment, or lack of sensitivity to cultural diversity

☐ a second violation of the Travel Policy

The following outcomes are the decision of the Rowan University CPD

☐ All supervised practice experiences will cease as of date of suspension.

☐ Notification of the Dean of Students or Provost’s Office

Suspended individuals may reapply for admission to the Rowan University CPD in the spring following suspension if remediation of the situation has been approved by Rowan University CPD. Suspension does not in any way imply that one’s place in the Rowan University CPD will be held.

The student has the right to appeal a suspension to the Chairperson of the Department of Health and Exercise Science (Please See Rowan University Student Handbook, pg 46).

Please contact me at your earliest convenience so that changes can be made to your academic plan.

Sincerely,

Dr. Maureen Reidenauer, RDN
Director, Coordinated Program in Dietetics

Appendix E: Expulsion Letter Sample

Date

Name

Address

CSZ

Dear “name”

This letter is to inform you that you are suspended from the Rowan University CPD for the following reasons:

- ☐ a third failure to meet academic requirements
- ☐ a third or a continued violation of supervised practice education policies
- ☐ a third violation of the Travel Policy
- ☐ a second situation involving substance abuse
- ☐ a situation involving recommendation or dispensing a controlled substance
- ☐ a second incident of harassment or insensitivity to cultural diversity
- ☐ Other

The following outcomes are the decision of Rowan University’s CPD

- ☐ All supervised practice experiences will cease as of date of expulsion.
- ☐ Notification of the Dean of Students or Provost’s Office.

Expulsed students can never reapply to the Rowan University CPD. The student has the right to appeal an expulsion decision to the Chairperson of the Department of Health and Exercise Science.

Please contact me at your earliest convenience so that changes can be made to your academic plan.

Sincerely,

Dr. Maureen A. Reidenauer, RDN
Director, Coordinated Program in Dietetics

Appendix F: Plan for Supervised Practice Make-Up Time

Student Name _____

Date of Absence _____

Current Date _____

Total Clinical Hours Missed _____

Unit of Study Hours Missed _____

Reason for Absence/Lateness/ _____

Time Missed _____

Filled out by the supervised practice preceptor and clinical coordinator

The following schedule of dates and times will be followed by the student to make-up the missed Supervised practice hours and all learning experiences:

Date _____ Time _____

Total Hours _____

Supervising Preceptor _____

Date _____ Time _____

Total Hours _____

Supervising Preceptor _____

Date _____ Time _____

Total Hours _____

Supervising Preceptor _____

This form must be signed and dated by both the student and the Supervised Practice Preceptor. The original form should be given to the Clinical Coordinator. The student is to make two copies and give one copy to their Supervised Practice Preceptor and keep one for their own records.

Signature of student _____ Date _____

Signature of Preceptor _____ Date _____

Log all hours in the supervised practice hours section on Canvas under “make-up hours”

Appendix G: Required Documents Checklist

Junior Year

Item Needed	Received/Completed
Handbook Receipt Acknowledgement	
PDH Record	
Copy of Health Insurance Card	
Academy Membership Card	
HIPAA Certification Record	
Travel Form	
Rotation Hour Record	
Rotation Evaluation	
Attendance at Meeting Documentation	

Senior Year

Item Needed	Received/Completed
Handbook Receipt Acknowledgement	
Copy of Health Insurance Card	
Academy Membership Card	
CITI Research Training Proof	
ServSafe Certification	
Travel Form	
Rotation Hour Record	
Rotation Evaluation	
Attendance at Meeting Documentation	

Graduate Year

Item Needed	Received/Completed
Handbook Receipt Acknowledgement	
Copy of Health Insurance Card	
Physical Examination	
Immunizations	
Flu Shot	
Background check	
Urine Drug Screening	
Travel Form	
Academy Membership Card	
Rotation Artifacts	
Rotation Evaluations	
Attendance at Meeting Documentation (2)	

Appendix H: Academic Integrity

Maintaining academic integrity: Information for students

Rowan University values the academic integrity of your courses. Your professors' goal is to ensure you have the best educational experiences so that you gain the knowledge and skills that you will apply to your future careers.

What academic integrity means:

Academic integrity means presenting your coursework in an honest and responsible manner. For example, in writing assignments, it means being clear regarding which ideas are your own versus those of others, such as scholars within the academic discipline. For research-based assignments, academic integrity also means being honest regarding your research methods and results. For course projects, quizzes, and exams, etc., academic integrity means that the work and answers are your own versus the work and answers of others.

Why academic integrity is important:

Academic integrity reflects your academic and professional reputation. When you ensure that you present your coursework appropriately and honestly, that reflects well on you. It also reflects well on the university, as well as your future profession. Violating principles of academic integrity demonstrates to others that you and your work cannot be trusted. And if your work cannot be trusted, it is not meaningful.

How to ensure the academic integrity of your writing assignments:

In courses in which you gain writing skills, your professors want to ensure you understand how to best present your ideas, as well as those of others, appropriately and professionally. To present the ideas of others properly, it is important to ensure you are citing and referencing the work of others according to the style appropriate for the various academic disciplines. Common style manuals include the [APA Style Manual](#) and the [MLA Style Manual](#). It might be the case that some of your courses will require such a manual as one of your textbooks. Understanding such professional styles will be useful to you over the course of your college career, as well as your professional career.

Failure to present your written work appropriately results in plagiarism. Plagiarism occurs when individuals misrepresent the ideas of others as their own, as well as when the ideas, concepts, or results of others are not cited or referenced appropriately. Sometimes students plagiarize without realizing they have done so due to inexperience with proper citations or references included in their written products. In addition, sometimes negligence results in plagiarism as well. For example, students might understand how to properly cite and reference the ideas and results of others but fail to do so due to carelessness. Finally, sometimes plagiarism occurs intentionally such as when students copy verbatim the ideas or results of others intentionally.

How to ensure you do not plagiarize unintentionally:

As mentioned above, become familiar with the appropriate writing style expected within your courses. In addition to the manuals, many online resources are available that include such information. For example, Googling “how to properly cite a research article” will result in many websites to assist you. Your course instructor also can assist you when writing drafts of your paper. You can ask your instructor to provide feedback as to whether or not you are properly citing and referencing the material you are presenting. In addition, [Rowan University's Writing Center](#) is an excellent resource for students. The Writing Center provides support for students in all levels of coursework, ranging from College Composition I courses to doctoral dissertations.

How to ensure the academic integrity of course projects, quizzes, exams, etc:

When you are completing course projects, quizzes, and exams, you should present work and provide answers that are your own as opposed to that of others. This means you should work independently and honestly.

Using others' work or answers is dishonest. For example, asking classmates for their work or answers is inappropriate, as is seeking work or answers from online resources such as Chegg or Course Hero. While such websites can provide useful help to students in the form of proofreading services or tutoring, seeking work or answers for projects, quizzes, and exams is improper. Posting your coursework, quizzes, and exams on such websites also is a violation of academic integrity. If you are not sure whether you can collaborate with others or use external sources for an assignment, discuss it with your professor.

Often, students who are found responsible for violations report that they felt overwhelmed or stressed due to academic or personal matters. If you feel this way, please use these University resources for assistance:

- [Counseling and Psychological Services](#) in the [Wellness Center](#)
- Reference librarians in [Campbell Library](#). They are available to assist you with learning how to identify and find appropriate sources for your assignments.
- Your instructor. Instructors are happy to address student questions about course material, assignments, and citation styles.
- [Tutoring](#) and [Success Coaching](#). Tutoring involves meeting with a peer tutor who can address your questions about specific course material. Success coaches will discuss your overall well-being and help you productively manage your time, organize your academic work, and connect with University resources.

Use these strategies to avoid academic integrity violations:

- Do not share your work with others, even if they promise not to copy it. Numerous violations occur when others copy the work, even when the student who completed it did not intend that.
- If you use Chegg or other sites for buying books or assistance with studying, ensure that you do not share your account with others, who may use it without your knowledge to cheat. Also, make sure you never click on these sites during exams or use them inappropriately.
- When in doubt as to whether you can use external resources or collaborate with others, ask your professor up front. They will be glad to help you.

How professors detect violations of academic integrity:

Many professors utilize plagiarism detection software (such as Turnitin) when assessing students' papers. Such software allows professors to review students' papers, and it indicates whether statements within the papers exist elsewhere by examining the text similarity with other sources. Professors also can identify students who cheat by use of websites such as Chegg. For example, Chegg provides professors with the names and email addresses of students who post and view quiz and exam items and answers.

Violations of academic integrity are reported by your professors to the [Office of the Provost](#) in accordance with Rowan University policy:

It is important for students to be familiar with [Rowan University's Academic Integrity Policy](#). As stated on the website, "The purpose of the academic integrity policy is to provide students, faculty, and staff with guidelines about what behaviors violate academic integrity expectations, and the process for addressing academic integrity problems." The policy includes information such as definitions of types of violations, violation reporting procedures, levels of violations, and sanctions for violations.

Violations that result in hearings with the Academic Integrity Review Board:

Students reported at Levels 1 or 2 have the right to appeal the allegation by meeting with the Board. Students reported at Levels 3 or 4 have a mandatory meeting with the Board. Hearings consist of a meeting that includes the student, the professor, and the Board. The Board consists of four to six representatives from across the university and includes faculty, administrators, and students.

At the beginning of a hearing, both the professor and student have an opportunity to make an opening statement to explain to the Board what occurred. The Board members then ask questions so that they may best understand the details. After all questions have been answered, the professor and student have an opportunity to make closing statements. The professor and students are then excused. The Board members

then discuss and deliberate in private regarding their findings and recommendations to the Vice President of Student Affairs. The recommendations include indicating whether the burden of proof was met by the professor to conclude that a violation occurred. If it is determined that a violation occurred, the Board recommends sanctions. The Board then submits their findings and recommendations to the Vice President of Student Affairs. The Vice President renders the final decision and informs the professor and student of the outcome.

What to do if you are reported for a violation:

If your professor alleges that you have committed a violation and submits a report, ensure you have a productive conversation with your professor. Discuss why the professor alleges you have committed a violation. Such conversations can be very informative if you are unsure in what manner you have violated policy.

Who to contact with questions about the policy, reporting procedures, and the hearing process:

If you have any questions, please contact the Vice President for Student Affairs, Dr. Rory McElwee, at mcelwee@rowan.edu. Dr. McElwee coordinates the processing of violation reports and facilitates the violation hearings. She is free to discuss at any time the policy and procedures and answer any questions students may have.

The faculty and staff of Rowan University are here to support you. This includes educating and supporting students in maintaining the academic integrity of your courses.

Office of Academic Affairs

Bole Hall

201 Mullica Hill Road

856-256-4108

Glassboro, NJ 08028-1701

856-256-4435 fax

Appendix I:

Rowan University Student Travel Plan

Acknowledgment and Release Agreement for Rowan Students Participating in Activities (on or off Campus), Field Trips and Similar Activities

By signing below, I acknowledge that as a Rowan University (“Rowan”) student, while I am participating in activities (on or off campus), including field trips and other Rowan associated activities, including but not limited to academic, drama, music, athletic, volunteer or other activities, and/or Rowan sponsored, affiliated or approved clubs (collectively, “activities”), I am expected to conduct myself in accordance with Rowan policies. I understand that the Rowan Student Code of Conduct applies to my conduct during these activities.

I agree to conduct myself in conformance with Rowan policies and agree to be under the general authority and supervision of the club/class sponsor/faculty member or other Rowan approved and/or designated supervisor. I understand that the class/club sponsor/faculty member, designated supervisor and Rowan are not responsible for my negligence or misconduct or for any losses, damages and/or injuries I may suffer while participating in the activities.

I agree that I am voluntarily participating in these activities, which may or may not include transportation provided by Rowan, and I assume all risks of injury, illness, or loss of personal property resulting from such participation. I acknowledge that there are risks of personal injury, illness and possible loss of life, which may result from participating in this Event. This waiver and release of liability includes, without limitation, all injuries which may occur as a result of my participation in the activities. I agree to release and discharge Rowan, and all affiliates, employees, agents, representatives, successors, or assigns (“Released Parties”), from any and all claims or causes of action relating to the activities and I agree to voluntarily give up and waive any right that I may have to bring a legal action against Rowan, and all affiliates, employees, agents, representatives, successors, or assigns for personal injury or property damage. I further agree that this Release and Agreement not to sue will be binding on my heirs and successors.

I further agree that if a claim is filed by a third party in connection with any of my conduct or behavior while engaged in these activities, I will indemnify and hold harmless Released Parties against any such claims, including attorney’s fees incurred by Rowan in defending such claims.

I fully understand any and all potential risks that may relate to participation in the specific activity I have chosen.

I hereby also consent to and authorize the use and reproduction by Rowan, or anyone authorized by Rowan, of any and all photographs, videography, and audio recordings that have been taken of me during the activities, without compensation to me or my assignees.

If any portion of this release from liability shall be deemed by a Court of competent jurisdiction to be invalid, then the remainder of this release from liability shall remain in full force and effect and the

offending provision or provisions will be severed therefrom. By signing this release, I acknowledge that I understand its content and that this release cannot be modified orally.

I acknowledge that I have carefully read this document and fully understand that it is a release of liability and that I am at least 18 years of age and competent to sign this document.

_____ Signature	_____ Print Name	_____ Date
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_____ Signature of Legal Guardian (if under 18)	_____ Print Name	_____ Date
--	---------------------	---------------

Appendix J: Technical Standards

The practice of clinical dietetics requires the following functional abilities with or without reasonable accommodations:

1. **Visual acuity** must be adequate to assess patients and their environments, as well as to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):
 - Detect changes in skin color or condition
 - Collect data from recording equipment and measurement devices used in patient care such as scales and tape measures, body composition instruments.
 - Use of an electronic medical record
 - Detect a fire in a patient area and initiate emergency action
2. **Hearing ability** must be of sufficient acuity to assess patients and their environments and to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):
 - Communicate clearly in telephone conversations
 - Communicate effectively with patients and with other members of the healthcare team
 - Detect sounds related to bodily functions using a stethoscope
3. **Olfactory ability** must be adequate to assess patients and to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):
 - Detect foul odors of bodily fluids or spoiled foods
 - Detect smoke from burning materials
 - Detect ketones on a client's breath
4. **Tactile ability** must be sufficient to assess patients and to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):
 - Detect unsafe temperature levels in foods and liquids
5. **Strength and mobility** must be sufficient to lift supplies and equipment (a minimum of 20 lbs.) if in a food service, community or clinical setting
6. **Fine motor skills** must be sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities (nonexclusive):
 - Accurately measure body weight, height, head circumference, waist and skin folds, and to use various body fluids to determine aspects of nutritional status (saliva, urine, blood)
 - Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
7. **Physical endurance and health** must be sufficient to complete assigned periods of clinical practice, meaning have the stamina to complete a full day in a facility, possibly on one's feet for the majority of the day and to function effectively under stress in acute health care situations.

8. **Ability to speak, comprehend, read, and write English** at a level that meets the need for accurate, clear, and effective communication is required.
9. **Professional Comportment** is necessary to function effectively under stress, to work as a part of a team and to respond appropriately to supervision; to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities.
10. **Cognitive ability** to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive client outcomes.
11. **Other Abilities** sufficient to demonstrate competencies such as the ability to arrive to a supervised practice facility in a timely basis; to meet the demands for timely performance of duties; to meet the organizational requirements to perform these duties in a professional and competent manner.

Technical Standards Acknowledgement of Understanding and Agreement

I attest that I have read the *Technical Standards for the Rowan University's CPD*, and I have had the opportunity to ask questions about these requirements. I affirm that I am capable of performing the technical standards expected of a student in the Rowan University CPD as outlined above with or without reasonable accommodations.

_____ Student Name Printed	_____ Date
_____ Student Signature	_____ Date

Appendix K: Estimated CPD Program Costs

Expected Expenses	Cost
Transportation to Supervised Practice sites and professional meetings	Varies with personal arrangements
Meals while off campus for off-campus experiences, supervised practice experiences and professional meetings	Varies with personal preferences
Student membership in the Academy of Nutrition and Dietetics	\$58 per year
Lab coats and/or scrubs that meet program specifications	\$60 (approximately)
Reference books and textbooks for use in supervised practice	\$350-\$450 per semester
NUT 530 Medical Supervised Practice Course Fees	See Graduate tuition and fees website for most recent costs
Appropriate professional meetings, if attended, i.e. the Food and Nutrition Conference and Exposition (FNCE)	\$200-\$350 per year
ServSafe Certification Course	\$80-\$100
Health Insurance	Varies with personal arrangements
Personal computer and internet access	Reliable with full-time access required
Background check and fingerprinting	\$60 to \$100
Drug Test and other required medical requirements	\$40.00 - \$100.00
Typhon Software Student Fee	\$90.00
Registration Examination fee	\$200

Appendix L: CPD Courses

ROWAN UNIVERSITY - DEPARTMENT OF HEALTH AND EXERCISE SCIENCE (0844/C831) Bachelor of Science in Nutrition – concentration in Dietetics (120 credits)-Fall '25

NAME: _____ ID#: _____ Date: _____

Advisor: Mrs. Laurie Dwyer (Dwyerl@rowan.edu)

Program Coordinator: Dr. Maureen Reidenauer

Pre-Dietetic Phase				Freshman Year			
Semester 1				Semester 2			
Course	S.H.	Grade	Sem/Year	Course	S.H.	Grade	Sem/Year
College Composition I COMP 01111	3			College Composition II COMP 01112	3		
Anatomy/Physiology I lecture/lab (M) BIOL 10210/L0210	4			Anatomy/Physiology II lecture/lab (M) BIOL 10212/L0212	4		
Chemistry I lecture/lab (M) CHEM 06100/L6100	4			Chemistry 2 lecture/lab (M) CHEM 06101/L6101	4		
Basic Nutrition (M)-RS NUT 00200	3			Intro to Nut. Professions (M) NUT 00230 20 PD Hours	3		
Semester Total	14			Semester Total	14		
Sophomore Year							
Semester 1				Semester 2			
Course	S.H.	Grade	Sem/Year	Course	S.H.	Grade	Sem/Year
Essentials of Psychology PSY 01107	3			Health Behavior (M) HPW 00350	3		
Public Speaking CMS 04205 OR Digital Presentation CMS 04206	3			Medical Anthropology ANTH 00215	3		
Organic Chemistry I lecture and lab (M) CHEM 07200/L7200	4			Human Metabolism in Nutrition (M) NUT00360	3		
Found of Biology I lecture and lab (M) MCB 01101/L1101	4			Found of Biology 2 lecture/lab (M) MCB 01102/L1102	4		
				Statistics I STAT 00260	3		
Semester Total	14			Semester Total	16		
Application Process to be admitted into the M.S. Program to continue with Dietetic CADP							
Junior Year							
Semester 1				Semester 2			
Course	S.H.	Grade	Sem/Year	Course	S.H.	Grade	Sem/Year
Lifecycle Nutrition (M) NUT 00300	3			Research Methods in HP (M) HLT 00355	3		
Community Nutrition (M) NUT 00350	3			Mgmt Food & Nut Services (M) NUT 00310	3		
Nutrition For Fitness (M) NUT 00415	3			Tech of Food Preparation (M)NUT 00320	3		
Microbiology (M) BIOL 11330	4			Artistic Literacy Choice	3		
Literature-writing intensive choice	3			Free Elective	3		
Semester Total	16			Semester Total	15		
Senior Year							
Semester 1				Semester 2			
Course	S.H.	Grade	Sem/Year	Course	S.H.	Grade	Sem/Year
Nutrition Therapy 1 (M) NUT 00330	3			Nutrition Therapy 2 (M) NUT 03440 / with lab (M) NUT 00341	4		
Contemporary Issues Nut (M)NUT 00420	3			Nutrition and Public Health (M)NUT 00410	3		
Nutrition Education (M) NUT 00470	3			Principles of Food Science (M) NUT 00425	3		
Macronutrient Met (M) NUT 00490	3			Micronutrient Met (M) NUT 00495	3		
Free Elective	3			Free Elective	3		
Semester Total	15			Semester Total	16		

Acceptance into the Coordinated Dietetic CADP (between the 2nd and 3rd year) is competitive and a major and overall GPA of 3.0 is required of students to continue into the M.S. Nutrition/Dietetics degree.

Most major courses **(M)** require a C or better for progression. To maintain status in the Dietetic masters, students maintain a GPA of 3.0.

Found of Mathematical Reasoning: Semester _____ Grade _____

Improving Reading Skills: Semester _____ Grade _____

Appendix M: Sample Preceptor Evaluation Form

Intern's Name: _____ Facility: _____

Date: _____ Preceptor: _____

Please evaluate the intern by indicating their level of performance at this experience mid-point using the following grading scale:

1. Very weak and needs more work with help from preceptor.
 2. Weak and needs more work with intern self- study.
 3. Performing as expected at this time.
 4. Performing above average, doing better than expected.
- N/A. Not applicable to this rotation

Add comments in each area as needed.

KNOWLEDGE					
The intern is adequately prepared and knowledgeable in association between diet and disease.	1	2	3	4	N/A
The intern can appropriately apply basic principles of nutrition assessment.	1	2	3	4	N/A
The intern appropriately applies all components of Medical Nutrition Therapy process.	1	2	3	4	N/A
The intern correctly identifies nutrient content of foods and nutritional supplements.	1	2	3	4	N/A
The intern identifies health risk and needs based on evaluation of nutritional status.	1	2	3	4	N/A
Comments:					
NUTRITION CARE PLANNING					
The intern is able to prioritize client's nutrition care needs according to dietary guidelines.	1	2	3	4	N/A
The intern appropriately interprets and evaluates diet prescriptions for patients based on their assessed needs and goals.	1	2	3	4	N/A
The intern is able to appropriately gather information needed to develop a nutrition care plan.	1	2	3	4	N/A
The intern is able to accurately assess nutrition status and needs for diverse populations.	1	2	3	4	N/A
The intern is able to develop appropriate nutrition care plans and meal plans for diverse populations.	1	2	3	4	N/A
The intern selects and utilizes appropriate PES statements to guide the nutrition care plan for diverse pop	1	2	3	4	N/A
The intern correctly identifies malnutrition and severity utilizing Nutrition Focused Physical Exam (NFPE).	1	2	3	4	N/A
The intern accurately calculates and recommends appropriate Nutrition Support plan to support Nutrition plan.	1	2	3	4	N/A
Comments:					
PROFESSIONALISM					
The intern demonstrates professional attributes such as flexibility, customer focus, time management, work ethics and prioritization.	1	2	3	4	N/A
Comments:					

SELF DIRECTION					
The intern demonstrates active participation and Initiative in rotation projects, activities, and experiences.	1	2	3	4	N/A
Comments:					
PROJECTS					
The intern completes and delivers assigned projects as requested.	1	2	3	4	N/A
Comments:					
COMMUNICATION					
The intern maintains appropriate lines of verbal and written communication with preceptors, staff, and clients.	1	2	3	4	N/A
The intern accurately documents patient/client care according to standards and scope of practice.	1	2	3	4	N/A
The intern communicates effectively with preceptor	1	2	3	4	N/A
The intern communicates with team members	1	2	3	4	N/A
The intern is able to translate clinical diagnosis and treatment plans with clients in appropriate presentation.	1	2	3	4	N/A
Comments:					
Interviewing, Counseling and Patient Teaching					
The intern establishes rapport with patient/client.	1	2	3	4	N/A
The intern adjusts level of comprehension to patient/client.	1	2	3	4	N/A
The intern utilizes appropriate questioning skills.	1	2	3	4	N/A
The intern utilizes appropriate listening skills.	1	2	3	4	N/A
The intern accurately explains diet rationale/principles.	1	2	3	4	N/A
The intern	1	2	3	4	N/A
Comments:					
OVERALL PERFORMANCE					
How does the intern rate in overall performance expectations for this rotation performance at this midpoint?	1	2	3	4	
Comments:					

Intern Strengths:

Areas for Improvement:

GOALS for the remainder of the rotation:

Signatures:

Preceptor: _____

Date: _____

Intern: _____

Date: _____

Appendix N:

Dietetic Student Professional Phase Agreement

I _____ have been selected to the Rowan University Coordinated Master's Program in Dietetics (CPD). This is a professional graduate program. I understand the commitment involved and agree to fulfill all aspects to the best of my ability. For the next eight semesters, I agree to assimilate ACEND competencies learned in the classroom and supervised practice settings designated to me by the Program Director and the Clinical Coordinator. I understand the graduation requirements as outlined in the student handbook.

I _____ (initials) agree to not let an outside job interfere with my course work or supervised practice education duties and responsibilities.

I _____ (initials) understand that my supervised practice education is part of the Coordinated Program curriculum and series of classes. I understand that failure to perform supervised practice education duties and responsibilities will have a negative effect on my class grade, matriculation through the program, and graduation from Rowan University.

I _____ (initials) understand that my supervised practice will require mandatory attendance at any facility orientation. I understand that I may be asked to complete additional background checks, drug screens, immunizations, including the flu shot to participate in supervised practice education.

I _____ (initials) understand that I must be directly supervised by a Preceptor at all times of my clinical education. I have read and signed the Clinical Supervision Policy and agree to abide by its restrictions. I understand that if I fail to follow these policies that I will be subjected to disciplinary action as outlined in the RUATP student manual.

I _____ (initials) have read and understand the Travel Policy as outlined in the student manual. I understand all and will abide by all restrictions placed on me by this policy. I understand that if I fail to follow these policies that I will be subjected to disciplinary action as outlined in the student manual.

I _____ (initials) understand that there will be additional costs (ie, gas, tolls, etc.) when traveling to affiliated facility for my clinical assignment. These costs will not be reimbursed to the student by Rowan University.

Student's Name (Print)

Student's Signature

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APPENDIX O: AGREEMENT ON B.S. & M.S. IN NUTRITION CONCENTRATION – DIETETICS

Candidates are eligible for a Bachelor's degree in Nutrition – Concentration in Dietetics and a Masters degree in Nutrition and Dietetics, when they have achieved the following:

Standard requirements:

- All Basic Skills requirements have been completed.
- All appropriate general education courses, Rowan experience courses and major courses have been completed.
Academic Advising is recommended each semester to assure proper pre-requisites to meet and proper progression in major.
- Qualifying GPAs: **A minimum overall GPA of 3.0 is needed to advance to CP-ACEND Supervised Practice Rotations.**
- No “Incomplete” grades (IN) for any course.

Proper science course sequence to be completed prior to entering the professional phase:

1. Anatomy and Physiology with lab I and II
2. Chemistry with lab I and II
3. Organic Chemistry with lab I
4. Foundations of Biology with lab I I (If you transfer in biology 1 you can discuss options with the academic advisor)
5. Basic Nutrition
6. Intro to Nutrition Professions

Application for the professional phase:

- This will occur in the 4th semester, which is the Spring semester of the sophomore year, and requires the following:
- Completion of meeting with the Academic Advisor prior to the application.
- Submission of a resume, unofficial transcripts of the coursework completed prior to the application (overall GPA of 3.0 required), and written Self-Assessment application form.
- Completion of an interview with Program Director and other faculty members before April 1
- It is a competitive process to be accepted to the professional phase of the program.
- *No grades lower than a “D” in general education courses.*
- *No grades lower than a “C-” in science courses and major/nutrition courses*
- *A grade of B- or above in the science courses taken up to the application is highly recommended.*
- If accepted into the professional phase, candidates must maintain an overall GPA of 3.0 as well as GPA of 3.0 in major courses in order to maintain their standing into the M.S. in Nutrition and Dietetics program.

Program components to be completed during M.S. phase

1. 18 credits of online course work through 2 Summers, 1 Fall and 1 Spring semester.
2. 1,000 hours of supervised CPD Supervised Practice Rotations at affiliated learning facilities.

3. Overall GPA of 3.0 with no less than a B in all courses is required to earn M.S. degree.

Student: I have read and I understand all the requirements for graduating from this program.

Signature: _____ **Advisor:** _____

Date: _____

Name (Print): _____

Banner # _____

RECEIPT OF HANDBOOK VERIFICATION FORM

I _____ Banner ID # _____ have received
and read a copy of the Rowan University Coordinated Program in Dietetics Student
Handbook and understand all policies and procedures contained herein.

Student's Signature

Date