Benedictine University
Dietetic Internship Program
5700 College Road, Lisle, IL 60532

Dietetic Internship
2016-2017
Information Packet

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Revised 2012 (August)
Revised 2013 (August)
Revised 2014 (August)
Revised 2015 (August)
Revised 2015 (August)

Dietetic Internship Director: Julie Moreschi, M.S., R.D.N., L.D.N.

If found please return to:
Student’s Name:____________________________ Phone:____________________
# Mission and Philosophy

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Benedictine University
Dietetic Internship Program

Mission and Philosophy

Benedictine University Mission

Benedictine University is an inclusive academic community dedicated to teaching and learning, scholarship and service, truth and justice, as inspired by the Catholic intellectual tradition, the social teaching of the Church, and the principles of wisdom in the Rule of St. Benedict.

This Dietetic Internship Program will assist Benedictine University in the fulfillment of its mission through its contributions of the Dietetic Internship, concentration course offerings, and departmental faculty, to the development of skills to:

→ Communicate effectively; within and across cultural boundaries;
→ Reason and make informed judgments;
→ Identify and solve problems independently and cooperatively;
→ Develop a sense of intellectual curiosity and a desire for lifelong learning;
→ Understand the content, methodology, and interrelationships of specific areas of study;
→ Pursue and communicate the truth;
→ Confront and resolve ethical issues and contribute to the work of social justice;
→ Exhibit stewardship;
→ Benefit from a diversity of opinions, abilities, and cultures;
→ Value interdependence of cultures and nations;
→ Strive for a life lived in balance, and;
→ Foster appreciation and individual development of creative expression.
Nutrition Department Vision Statement

The Benedictine University Nutrition Programs will be recognized at the community, state, national, and international level for their leadership in developing optimal teaching and learning within nutrition programs. The programs will prepare future nutritionists, registered dietitians, and nutrition managers to address important food and nutrition issues that impact the quality of life of people.

Nutrition Department Mission Statement

The Nutrition Programs will assure the provision and promotion of high-quality education for preparation of learners, especially those who are future nutrition professionals. This will be achieved through the ongoing development of nutrition educators in pedagogies, skills for utilization of more learner-centered techniques and outcome evaluation techniques, within the larger collaborative network of community and educators.

Dietetic Internship Program Mission

The Benedictine University Dietetic Internship will provide a high quality program that is recognized as a superior model for the preparation of entry-level dietitians, and through the community and public health nutrition program concentration display excellence in provision of community and wellness initiatives and interventions across the lifespan.

Dietetic Internship Program Philosophy

The Benedictine University Dietetic Internship provides their interns with over 40 weeks of practical experience. The program is designed as a future-orientated, comprehensive, dynamic curriculum that is interdependent with the surrounding community. Leadership skills are fostered, cooperative learning from peers and mentors is encouraged, and self-responsibility is stressed. Upon satisfactory completion of the program, the intern will complete not only a masters degree, but also be a competent entry-level dietitian, eligible to apply for active membership in the Academy of Nutrition and Dietetics, and able to take the Registered Examination for licensure as a Registered Dietitian Nutritionist.

This program is designed for individuals whose career aspirations may include nutrition and health education assessment, planning, program delivery, counseling, outcome evaluation, and program administration in community, outpatient, corporate wellness, and private practice settings.
Dietetic Internship Accreditation Status

The Benedictine University Dietetic Internship is currently granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-5995, (800) 877-1500 ext. 5400. The program accepts 14 interns per year, and participates in the spring match.

Benedictine University students and alumni qualify to apply for an ACEND approved pre-match option. Six out of the 14 annual slots may be filled via pre-match.

Dietetic Internship Program Goals and Learning Outcomes

The Concentration coursework and Dietetic Internship build upon the core coursework. The focus is to assist students to meet program goals and learning outcomes as well as:

- Understand the principles of health behavior and behavior change;
- Plan and manage educational programs appropriate to target populations;
- Identify and foster personal qualities for leadership through coursework in entrepreneurship and intrapreneurship;
- Build upon the general knowledge earned in the DPD Program to critically analyze, integrate, and interrelate the principles of nutrition with related disciplines (e.g. physiology, pathophysiology, biochemistry, health, business, educational psychology, etc.) in a dynamic health care environment;
- Share professional knowledge with others in traditional and non-traditional nutrition education settings;
- Adhere to the professional Code of Ethics and Standards of Practice;
- Illustrate competence in all Dietetic Internship ACEND Accreditation standards through completion of a competency portfolio;
- Be provided active learning experiences necessary to enable them to become entry level practitioners. These experiences are designed to meet the Performance Requirements of The Academy of Nutrition and Dietetics and ACEND, so that students are eligible to take the registration exam and become licensed in the state of Illinois, and;
- Become competent Registered Dietitian Nutritionist after the completion of the internship and designated coursework, and passing the R.D.N exam.
The goals, outcome measures, and targets/benchmarks of the Dietetic Internship program are as follows:

<table>
<thead>
<tr>
<th>Goal #1 – The Dietetic Internship will prepare highly qualified entry-level Registered Dietitian Nutritionists.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outcome Measures</strong></td>
</tr>
<tr>
<td><em>Based on the most recent seven year period, 100% of Benedictine University (BU) graduates will successfully complete the program within 27 months or 150% of the anticipated 18 month program completion length.</em></td>
</tr>
<tr>
<td><em>Based on the most recent seven year period, at least 80% of graduates will pass the CDR credentialing exam for dietitian nutritionists within one year following first attempt.</em></td>
</tr>
<tr>
<td><em>Based on averages from the most recent seven year period, 100% of BenU graduates, will take the Registration Examination within 1 year of program completion.</em></td>
</tr>
<tr>
<td><em>Based on the most recent seven year period, using data obtained by both the BenU graduate survey and other information from professional networks, 75% of graduates will seek employment in dietetics within the first 12 months after program completion.</em></td>
</tr>
<tr>
<td>At least 90% of graduates will become skill entry-level Registered Dietitian Nutritionists, as evidenced by one or more of the following…</td>
</tr>
<tr>
<td>• Being hired by site preceptors</td>
</tr>
<tr>
<td>• Receiving a work or professional organization award</td>
</tr>
<tr>
<td>• Receiving a work promotion</td>
</tr>
<tr>
<td>• Employer survey rating of “outstanding” or “above average” entry level dietitian</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal #2 – Benedictine University’s Dietetic Internship will prepare graduates who demonstrate professionalism through their interpersonal relationships with patients and the health care team, as well as encouraging our graduates to participate in the mentoring of future dietetics professionals.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outcome Measure</strong></td>
</tr>
<tr>
<td>Based on returned BenU Employer Surveys completed one year post BenU program completion, 90% of employers will rate graduates at 4 on a 5 point scale for “developing interpersonal relationships” and “practices professionalism”.</td>
</tr>
<tr>
<td>Based on returned BenU Employer Surveys completed one year post BU program completion, 90% of graduates will rate themselves 4 on a 5 point scale for “interacting effectively with health care disciplines”.</td>
</tr>
<tr>
<td>Based on data collected annually from a “Graduate Update Survey”, 50% of graduates that respond to the survey will have experience serving as mentors for dietetic student education.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Goal #3 - The Benedictine University Dietetic Internship program will prepare dietetics professionals with knowledge and skills in community and public health nutrition as defined by Benedictine University’s public health nutrition competencies.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outcome Measure</strong></td>
</tr>
<tr>
<td>Based on returned BenU Graduate Surveys completed one year post BU program completion, 90% of graduates will rate themselves 4 on a 5 point scale for “The DI experience increased my knowledge related to community and public health nutrition?” AND 4 on a 5 point scale for “The DI experience increased my skills related to community and public health nutrition?”</td>
</tr>
</tbody>
</table>

*denotes a national benchmark that requires monitoring per the July 29, 2015 ACEND Accreditation Standards for Nutrition and Dietetics Internship(DI).

NOTE:Outcome data measuring achievement of program objectives is available to interns, prospective interns, and the public upon request.
The Benedictine University Dietetic Internship program is a general program with an emphasis in Community and Public Health Nutrition.

The Core Knowledge and Competencies must be the basis on which the program curriculum and learning activities are built and at least one concentration must be identified, all within the context of the mission and goals of the program.

The program’s curriculum must prepare interns with the following core competencies:

Upon completion of the program, graduates are able to:

<table>
<thead>
<tr>
<th>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.</td>
</tr>
<tr>
<td>CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.</td>
</tr>
<tr>
<td>CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.</td>
</tr>
<tr>
<td>CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.</td>
</tr>
<tr>
<td>CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.</td>
</tr>
<tr>
<td>CRDN 1.5 Incorporate critical-thinking skills in overall practice.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.</td>
</tr>
<tr>
<td>CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.</td>
</tr>
<tr>
<td>CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.</td>
</tr>
<tr>
<td>CRDN 2.4 Function as a member of interprofessional teams.</td>
</tr>
<tr>
<td>CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.</td>
</tr>
<tr>
<td>CRDN 2.5 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.</td>
</tr>
<tr>
<td>CRDN 2.7 Apply leadership skills to achieve desired outcomes.</td>
</tr>
<tr>
<td>CRDN 2.8 Demonstrate negotiation skills.</td>
</tr>
<tr>
<td>CRDN 2.9 Participate in professional and community organizations.</td>
</tr>
<tr>
<td>CRDN 2.10 Demonstrate professional attributes in all areas of practice.</td>
</tr>
<tr>
<td>CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.</td>
</tr>
<tr>
<td>CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.</td>
</tr>
<tr>
<td>CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.</td>
</tr>
<tr>
<td>CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.</td>
</tr>
<tr>
<td>CRDN 2.15 Practice and/or role play mentoring and precepting others.</td>
</tr>
</tbody>
</table>
### Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

<table>
<thead>
<tr>
<th>CRDN 3.1</th>
<th>Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRDN 3.2</td>
<td>Conduct nutrition focused physical exams.</td>
</tr>
<tr>
<td>CRDN 3.3</td>
<td>Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.</td>
</tr>
<tr>
<td>CRDN 3.4</td>
<td>Design, implement and evaluate presentations to a target audience.</td>
</tr>
<tr>
<td>CRDN 3.5</td>
<td>Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.</td>
</tr>
<tr>
<td>CRDN 3.6</td>
<td>Use effective education and counseling skills to facilitate behavior change.</td>
</tr>
<tr>
<td>CRDN 3.7</td>
<td>Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.</td>
</tr>
<tr>
<td>CRDN 3.8</td>
<td>Deliver respectful, science-based answers to client questions concerning emerging trends.</td>
</tr>
<tr>
<td>CRDN 3.9</td>
<td>Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.</td>
</tr>
<tr>
<td>CRDN 3.10</td>
<td>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.</td>
</tr>
</tbody>
</table>

### 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 of human resources. |
| CRDN 4.2 | Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food. |
| CRDN 4.3 | Conduct clinical and customer service quality management activities. |
| CRDN 4.4 | Apply current nutrition informatics to develop, store, retrieve and disseminate 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 | Explain 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. |

The program’s curriculum must provide learning activities to attain the breadth and depth of the core competencies and program-defined concentration competencies. Syllabi for courses taught within the academic unit and supervised practice rotation descriptions must include these learning activities with the associated CRDN.

a. Learning activities must prepare interns for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.

b. Learning activities must prepare interns to implement the Nutrition Care Process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females and older adults.

c. Learning activities must use a variety of educational approaches necessary for delivery of curriculum content, to meet learner needs and to facilitate learning objectives.
Benedictine University Program Concentration Competencies

The Benedictine University Dietetic Internship program has one concentration that builds on the Core Knowledge and Competencies for Dietetic Internship Programs that are required by ACEND. The concentration for the DI program is entitled Public Health & Community Nutrition.

The community emphasis supports the missions of the university, department, and program, that all focus on the development of students that enter the workforce with a perspective towards community involvement and service.

The competencies for the Benedictine University Public Health and Community Nutrition concentration were developed using a variety of resources. The first resource consulted were the Community Emphasis Competencies in the past version of the CADE requirements for accreditation. Additional resources consulted included articles from the Academy of Nutrition & Dietetics, as well as competency skill structures from the Australian Public Health Nutrition Academic Collaboration and the Pan-Canadian Task Force on Public Health Nutrition practice.

The concentration competencies build on the core competencies by expanded the intern’s knowledge of public health programming and systems, as well as providing them with hands on experience in the field of public health and community nutrition. The skill development provided by the concentration is focused on helping intern’s to enhance their portfolio and resume to include experiences that will make them competitive candidates for dietetics and leadership positions in community settings.

The competencies for the Public Health & Community Nutrition concentration at Benedictine University are as follows:

- c1. Develop and implement community based food and nutrition programs at the individual and community level
- c2. Conduct community based food and nutrition program outcome assessment and evaluation
- c3. Illustrate components of nutrition surveillance systems
- c4. Participate in nutrition surveillance and monitoring of communities
- c5. Consult with organizations regarding food access for target populations
- c5. Develop a health promotion/disease prevention intervention project
- c7. Participate in fitness assessment and waivered point of care testing, such as BP and BGM
- c8. Measure and interpret body composition data
- c9. Demonstrate understanding of the inter-relationship between food practices and environmental and ecological integrity
- c10. Demonstrates understanding of the influence of economic trends and factors on the determinants of a population’s nutritional status.
- c11. Demonstrate understanding and skill develop in the area of cultural competence
Benedictine University  
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Policy Statements  

The policy statements enclosed supplement those of Benedictine University:  
- Equal Opportunity Policy  
- Access to Student Support Services Policy  
- Scheduling and Program Calendar Policy  
- Dress Code Policy  
- General Evaluation Criteria Policy  
- Graduation and Program Completion Requirements Policy  
- Credit for Prior Learning Policy  
- Withdrawal/Tuition Refund Policy  
- Resolving Academic Disputes and Grievance/Complaint Policy  
- Professional Behavior Policy  
- Disciplinary/Termination Procedures Policy  
- Student Files Policy  
- Professional Liability Insurance Policy  
- Medical Illness and Injury Policy  
- Medical Status and Required Vaccinations Policy  
- Travel Policy  
- Vacation, Holiday, and Absence Policy  
- Leave of Absence  
- Academic Honesty Policy  

The intern is expected to obtain his/her own copy of the  
- Graduate Catalog [https://www.ben.edu/registrar/upload/GRAD-CATALOG-FINAL_090515.pdf](https://www.ben.edu/registrar/upload/GRAD-CATALOG-FINAL_090515.pdf)  
- MSNW Program Guide  

The dietetic intern is expected to adhere to the policies stated within this document AND that of the Student Handbook, Graduate Catalog, and MSNW Program Guide.
NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Equal Opportunity
Date Enacted/Adopted: October, 1997
Revised: July 24, 2000; August 22, 2012; October 3, 2015

POLICY RATIONALE:

To inform dietetic intern about the equal opportunity policy of Benedictine University.

PROCEDURES:

1. Benedictine University does not discriminate in its admissions or educational policies, programs or activities; scholarship and loan programs; athletic and other University administered programs or employment practices on the basis of age, religion, sex, disabilities, race, color, national ethnic origin, or any other legally protected characteristic. In addition to meeting non-discrimination obligations under federal and state laws, Benedictine University is committed to maintaining a community in which a diverse population can live and work in an atmosphere of tolerance, civility and mutual respect for the rights and sensibilities of each individual, regardless of economic status, ethnic background, political views or other personal characteristics and beliefs.

2. The University is also committed to providing all of its students, faculty, staff and visitors with reasonable access to its programs, events and facilities. To this end, and in compliance with the Americans with Disabilities Act of 1990, the University has made and continues to make modifications to its facilities and programs to provide access for individuals with disabilities. If a person believes they have been a victim of discrimination or harassment or for further information and assistance, they may contact the associate vice president for the Office of Student Life.

3. Discriminatory harassment of another in any form is absolutely prohibited. Racial or sexual harassment is abuse, unprofessional, and unethical. Sexual harassment is also illegal. Students are liable for their own conduct, and expected to abide by the University policies as described in the Student Handbook. http://www.ben.edu/student-life/loader.cfm?csModule=security/getfile&amp;pageid=453320

4. If the student believes that he/she is the victim of harassment by a person or persons at an internship site or the University, they student should immediately inform the Dietetic Internship Director.

5. Benedictine University, the Dietetic Internship or Nutrition Department or Program Directors, site preceptors, Department Chairs or College Deans are not liable for the conduct of a person or persons at the internship site, or for the student’s conduct. Liability lies with the violator.
POLICY RATIONALE:
To outline university resources available to the students/interns.

PROCEDURES:

ACADEMIC SERVICES
Academic services, including The Student Success Center and advising, are described in the Student Handbook and the Graduate Catalog.

The Student Success Center’s services include: [http://www.ben.edu/student-life/student-success-center/index.cfm](http://www.ben.edu/student-life/student-success-center/index.cfm)

- Academic support and tutoring functions
- Accommodations services for students with disabilities
- Advising and related support for undecided majors, students on academic probation and continuing probation
- Leadership development
- Supplemental education and service learning
- Comprehensive career development services, including assessment, internship services, career education programs, job search functions and career resources
- Orientation and continuing orientation programs

The Dean of Student Affairs office serves as the chief student advocate to students who may need assistance with personal or academic problems or concerns, as described in the Student Handbook. [http://www.ben.edu/student-life/loader.cfm?csModule=security/getfile&amp;pageid=453320](http://www.ben.edu/student-life/loader.cfm?csModule=security/getfile&amp;pageid=453320)

ACCOMODATIONS
Americans with Disabilities Act (ADA)
If you have a documented learning, psychological or physical disability, you may be eligible for reasonable academic accommodations or services. To request accommodations or services, please contact Michelle Schaefer in the Academic & Career Enrichment Center, 214 Goodwin, (530) 829-5041. All students are expected to fulfill essential course requirements. The University will not waive any essential skill or requirement of a course or degree program.
Commonly granted accommodations include the following:

- Extended time for testing in a quiet test environment
- Designated note taker in class
- Modified or enlarged classroom / reading materials
- Books in alternate formats
- Preferential classroom seating

**ACADEMIC HONESTY:**
The search for truth and the dissemination of knowledge are the central missions of a university. Benedictine University pursues these missions in an environment guided by our Roman Catholic tradition and our Benedictine heritage. Integrity and honesty are therefore expected of all members of the University community, including students, faculty members, administration, and staff. Actions such as cheating, plagiarism, collusion, fabrication, forgery, falsification, destruction, multiple submission, solicitation, and misrepresentation, are violations of these expectations and constitute unacceptable behavior in the University community. The penalties for such actions can range from a private verbal warning, all the way to expulsion from the University. The University’s Academic Honesty Policy is available at [http://www.ben.edu/AHP](http://www.ben.edu/AHP) and students are expected to read it.

Violation of this Academic Policy for a test/exam, quiz, and/or assignment/project results in:

- 0% grade on the graded item for the 1st offense/violation
- "F" for the course for the 2nd violation

**ALUMNI ASSOCIATION**
The Benedictine University Alumni Association (a service of the Alumni Relations Office) serves current students through AlumNet, in which alumni volunteers to serve as career information and networking contacts. This is described in the Student Handbook and the Graduate Catalog. [http://www.ben.edu/alumni/](http://www.ben.edu/alumni/)

**ENROLLMENT SERVICES**
Enrollment Services (BenCentral) works in conjunction with many university offices to provide academic and financial information. We also assist our new, current, and former students in understanding the registration process, academic records, and many other university processes. These services are discussed further in the Student Handbook and the Graduate Catalog. [http://www.ben.edu/registrar/bencentral/](http://www.ben.edu/registrar/bencentral/)

**STUDENT HEALTH SERVICES**
The goal of the student health service is to help you in maintaining an optimal level of good health and well being. We want to see you achieve your academic, social, and personal goals as a student and get the most out of your college experience.
The office is open to all registered students of Benedictine University. The hours are Monday through Friday 9:00 a.m.- 4:30 p.m. during the academic year. Students may drop in at any time. All office visits are confidential. In the event of serious illness or injury, parents or guardian will be notified at the discretion of the staff.

**Services Available**

- Assessment of illness and injuries
- Family practice physician on campus once a week
• Tetanus/diphtheria or Tdap vaccine
• TB test
• Rapid Strep Screen
• Mono test
• Limited over the counter and prescription medications
• Health education resources

http://www.ben.edu/student-life/student-health-services/index.cfm

HEALTHY TABLE
The Healthy Table nutrition education center provides basic nutrition counseling services to the Benedictine community – employees and residents of Benedictine University, Benet Academy, Sacred Heart Convent, and Abbey (in addition to community seniors). These services are courtesy of the Nutrition Department and provided at no charge by the Dietetic Interns.

OFFICE OF INFORMATION TECHNOLOGY
The Office of Information Technology (OIT) provides improved effectiveness and efficiency in the University's administrative processes, facilitates the use of technology by faculty in the teaching, learning and advising process and improves the administrative decision making process.

http://www.ben.edu/information-technology/index.cfm

The Mission of the OIT is to create value for Benedictine University through the application of innovative, effective, and reliable solutions that exceed our customer's needs. They provide outstanding customer service by being leaders in our specialties, listening to our customer, acting professional at all times, and working hard together. The OIT gains customer trust by being respectful, recognizing accomplishments, making work enjoyable, and performing with integrity.

To reach the helpdesk you have three options:
• Send email to Helpdesk@ben.edu.
• 5584 Dial this extension from on campus.
• (530) 829-5584 Dial this number from off campus.

INTERNATIONAL PROGRAMS
Benedictine University's International Programs and Services is described in the Student Handbook. Benedictine University has welcomed international students since 1954. International Programs and Services (IPS) is proud to work with incoming international students at our Lisle campus, current Benedictine students pursuing education abroad, and students enrolled in our Asia programs in China and Vietnam. Each staff member within our department has studied or spent time abroad and personally knows the value of immersion in another culture, as well as some of the Challenges students may face in pursuing these unique experiences. http://ips.ben.edu/

LIBRARY
The Benedictine Library exists to meet the research and information needs of the Benedictine University community, which includes the students, faculty and staff of the University as well as the broader community within which we are located. This is accomplished through formal and informal instruction, reference and research support, the acquisition and delivery of print and electronic
resources, and open channels of communication between the library personnel and the students, faculty and staff of the University. http://www.ben.edu/library/index.cfm

**CAMPUS MINISTRY**

**Campus Ministry** is an integral part of student development and campus life at Benedictine University. They offer programs and services that assist in the spiritual growth of our students, staff and administration. http://www.ben.edu/campus-ministry/index.cfm

**FITNESS CENTER**

Benedictine University unveiled the new state-of-the-art **Fitness Center**, which is located in the newly renovated Dan and Ada Rice Center, in the fall of 2011. The $5.7 million project includes an 11,000-square foot fitness facility, day lockers, offices, the Benedictine Hall of Fame, an executive suite, classroom, meeting areas and a state-of-the-art athletic training facility.

A 7,500-square foot lower level is dedicated to cardio and circuit training that will allow patrons to complete all levels of training and fitness activities. The cardio center features elliptical trainers, treadmills and stationary bicycles. The lower level also includes a private dance/exercise studio.

A 4,200-square foot strength training mezzanine provides users with a dedicated space to build the strength necessary to compete on an intercollegiate level or compete in amateur-level athletic competition. The additional weight training area contains both free weights and strength training equipment to cater to a variety of users.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Scheduling and Program Calendar
Date Enacted/Adopted: October, 1997
Revised: September 2003; September 2004; September 2005; September 2005; August, 2007; August, 2009; August, 2012; August, 2015; October, 2015

POLICY RATIONALE:

To inform the dietetic intern regarding procedures for schedule the sequence of the masters’ courses and dietetic internship schedule and rotations.

PROCEDURES:

1. When a student is accepted to the Master of Science in Nutrition & Wellness/Dietetic Internship program, the student is expected to write a letter to the Dietetic Internship Director stating that they have accepted the position. The student must also submit a final transcript indicated undergraduate degree completion, and a final DPD verification statement.

2. During NTR 570 General Orientation, the schedule for the Master degree sequence is determined. The dietetic intern is ultimately responsible for assuring that they have completed all required courses for completion of their masters’ degree. The dietetic intern should obtain his/her own copy of the graduate course schedule online at http://www.ben.edu/benulive/index.cfm
3. Courses may be waived based on previous academic work. The dietetic intern is responsible for obtaining information (e.g., course syllabus) for that course and submits it for approval to the appropriate Department Chairperson. If the course is approved, but it was not taken at Benedictine University, the dietetic intern will replace the credit hours of that course with approved (by the Dietetic Internship Director/Department Chairperson) elective hours of equivalent credit. Approved courses taken at Benedictine University will count towards the graduate degree. DPD graduates may apply their undergraduate courses towards the course and credits of the matched graduate level courses if (and only if) these courses were successfully completed at Benedictine University (because of the Nutrition "4+1" MS in Nutrition & Wellness agreement).

4. During the first quarter of the program, the dietetic intern will be informed as to when their dietetic internship will begin. If an intern does not obtain a grade of “B” or better in NTR 558 DI Clinical Review and NTR 515 MNT Advanced Concepts, they will not be allowed to begin their dietetic internship rotations as shown in the masters’ degree sequence. Once the dietetic internship portion of the program begins, the program strongly suggests that interns do not work. The dietetic internship is a more than full-time commitment.

5. During the first or second quarter of the internship, the dietetic intern will be given a schedule which displays the rotation sequence which is to be followed. This schedule may be subject to change based on the needs of site preceptors, clients, Benedictine instructors, or to accommodate continuous quality improvement efforts of the Benedictine University Dietetic Internship program.

6. Site placements will be made by the Dietetic Internship Director considering the learning needs of the dietetic intern, quality of experience available at a site, site ability to take a student at a given time, and geographic desirability. The dietetic intern must be aware that distance and traffic to some sites may be long and should plan travel time accordingly in order to avoid being tardy.

7. Students are expected to honor the site selection affiliation agreement, agreed upon hours, scheduled dates and times, and duties, even if they exceed the minimum number of hours allotted to that rotation. Dietetic Internship rotation hours are work hours, and do not include the time for meals, breaks, writing time, and conferences with the Dietetic Internship Director.
NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Dress Code
Date Enacted/Adopted: October, 1997
Revised: July 2000; September 2005; August, 2007; October 2015

POLICY RATIONALE:

Dietetic Interns must adhere to the dress code policies and procedures during all dietetic internship rotations, during any meetings or course instructed by the Dietetic Internship Director, and when attending any professional meeting.

PROCEDURES:

1. The Dietetic Intern is responsible for obtaining information and adhering to the requirements of the dress code for each site to which they are assigned. The site preceptor(s) are responsible for enforcing the policy at their site.
2. All Dietetic Interns shall wear their name badge, supplied by Benedictine University.
3. Students must be clean, neat, and well-groomed. Clothes and lab coats must be pressed.
4. Gum chewing is not allowed while working.
5. If necessary to smoke, do so only in designated areas.
6. Fingernails must be kept clean and at an appropriate length. During the nutrition services management rotation, the intern is not allowed to wear nail polish of any kind.
7. Hair must be neatly groomed and clean. Hair nets and/or caps shall be worn in all required areas of the assigned sites.
8. Fragrances and strong perfumes/colognes are to be avoided.
9. Shoes should be comfortable for walking, and must be closed heeled and toed. The following types of shoes are not allowed: clogs, sandals, “flip-flops”, gold or silver colored shoes. No gym shoes are allowed, except clean white leather athletic shoes which may be worn in the food service assignments in rotations if acceptable to the assigned site.
10. Women:
    Professional dress (e.g. dress, skirt with blouse or sweater, dress pants), with a clean white of longer length lab coat. No: sundresses without jacket, very short skirts, t-shirts, shorts,
sweatshirts or sweatpants, jeans, bare midriffs, stretch pants, or stirrup pants. Hose or socks must be worn at all times, no bare legs or feet are allowed. Excessive make-up should be avoided. Avoid large, dangling, or excessive jewelry.

11. **Men**
Conservative front-buttoned shirts with tie, slacks, socks and dark shoes. A clean white lab coat of longer length should be worn. No: jeans, shorts, or sweatpants/sweatshirts. Avoid excessive jewelry.

12. Studs from tongue, nose, etc. shall be removed as required by the assigned sites dress code policy. They may not be worn during food service assignments in rotations.

13. It is the responsibility of the Dietetic Intern to adhere to all required policies, and ask for clarification if necessary. Failure to adhere to the policy may result in being sent home for the day, and having to make-up that day of work.
POLICY RATIONALE:

The purpose of this policy is to inform the dietetic intern of the evaluation criteria which will be applied throughout the Dietetic Internship Program.

PROCEDURES:

1. Frequent verbal feedback will be provided to the dietetic intern throughout all rotations from site preceptors, as well as from the Dietetic Internship Director when site visits are conducted and at bi-weekly meetings.

2. The evaluation of the dietetic intern is measured using a variety of formative and summative strategies. Formative strategies assess the student's progress, and summative strategies evaluate knowledge and performance at the end of rotations and courses, and at the end of the Dietetic Internship.

3. Exams
   a. Each Dietetic Intern is required to take an initial examination prior to the start of the entire internship experience. This exam will be administered by the Dietetic Internship Director. The purpose is diagnostic. Thus for this exam experience only, a “B” or better is not required.

   b. Exams covering didactic knowledge (e.g. pathophysiology, medical terminology, laboratory data, relevant theories, nutrition therapies, etc), and practice examples, will be administered as part of each rotation in the Dietetic Internship and in NTR 515. Interns must earn an 80% or better on each of these examinations. Deficiencies will be made up with remedial work, and the exam will be re-administered.

   c. In order to begin each internship rotation, the dietetic intern must take an exam that is based on pre-work assigned to the intern by the Dietetic Internship Director. Interns must take an on-line exam prior to most rotations. The intern must repeat the exam until they obtain 100% on the test. Interns must complete the pre-work exam before they will be allowed to register and begin the associated rotation. If an intern is unable to obtain the required grade on the pre-work exam, the intern will register for 1 hour of
NTR 500, be assigned remedial work, and take the pre-work exam until a grade of “B” or better is obtained.

d. Failure to obtain 100% on these exams will delay placement into the associated internship rotation and thus may delay the intern’s graduation date.

4. Capstone Exam
   a. Each dietetic intern is required to take NTR 578 (2) DI Skill & Practice Competence
   b. During this course, the dietetic intern takes a series of exams which prepare him/her for the capstone examination. The capstone examination is intended to help the dietetic intern prepare for the Registration Examination. This capstone exam is a required element of the dietetic internship, and is not factored into the overall grade for NTR 5578. The intern must obtain a “B” or better on the capstone examination. If a grade of “B” or better in NTR 5578 AND the capstone examination in not obtained, the dietetic intern will not be granted his/her Verification Statement.
   c. The dietetic intern is given two attempts to obtain a “B” or better on the capstone examination while they are enrolled in NTR 578. If the dietetic intern does not obtain a “B” or better on the capstone examination in the two attempts allowed in NTR 524, he/she will be required to register for 1 credit hour of NTR 500 the following quarter. During this time the intern will be assigned remedial work, and will be allowed another two attempts to pass the capstone examination. If the dietetic intern is having difficulty mastering the capstone examination, he/she must continue to take NTR 500 in subsequent terms for 1 credit hour until a grade of “B” or better is obtained on the examination.

5. Dietetic interns are allowed a maximum of 30 months, starting with the month that the dietetic internship rotations (NTR 571-577) begin, to complete the entire program. If a dietetic intern is unable to complete the program in 30 months, he/she will not receive a Dietetic Internship Verification Statement.

6. Completion of 100% of the Assigned Learning Activities
   a. The dietetic intern must complete 100% of the assigned learning activities. Learning activities are outlined in the curriculum for each rotation, and some additional assignments may be added at the discretion of the site preceptor and/or Dietetic Internship Director. Upon completion of each rotation, the dietetic intern will submit the work completion logs, checklists and all supportive documentation to the Dietetic Internship Director, as confirmation that all learning activities have been completed. The Dietetic Internship Director will review all learning activities to confirm that all work has earned a grade of "B" or better. If some or all components of a rotation do not earn a "B" or better grade, the dietetic intern will be assigned remedial work.

7. Completion of 100% of the Assigned Written Projects
   a. The dietetic intern must complete 100% of all assigned written projects. Projects are criterion-based, and will be graded against pre-established standards and methods by the Dietetic Internship Director in order to establish grading consistency. Assigned
projects are outlined in the materials for each rotation. All projects must be completed with the accuracy of a "B" (80%) or better. During the course of each rotation, the Dietetic Internship Director is available to provide clarification and answer questions regarding the projects. It is the responsibility of the dietetic intern to seek assistance if needed. Any project that is unsatisfactory or deemed to be a grade of a "C" or less, must be re-done and re-submitted for re-evaluation.

8. **Completion of 100% of the Assigned Demonstration Projects**
   a. The dietetic intern must complete 100% of all assigned demonstration projects. Projects are criterion-based, and will be corrected against pre-established standards and methods/techniques. All demonstration projects must be completed with a grade of "B" (80%) or better. Performance on presentation will be evaluated using the "Presentation Evaluation Form". This form ranks behaviors/skills from 1 (deficient) to 5 (excellent). A minimum ranking of 3 (B) is required to have satisfactory completion of presentation assignments.

9. **Demonstrated Professionalism**
   a. The dietetic intern must demonstrate professionalism at all times during rotations as assessed via verbal feedback from site preceptors and as rated on the "Dietetic Internship Evaluation Form". The "Dietetic Internship Evaluation Form" will be completed once during shorter rotations, and twice during longer rotations. If at any time a performance evaluation rating or verbal feedback suggests a lack of professionalism, the dietetic intern will be assigned additional work and/or counseling until an acceptable level of professionalism is achieved. If an acceptable level of professionalism is not achieved and repeat offenses of unprofessional behavior are observed or reported, the dietetic intern may be dismissed from the program. Exceptions: cheating and plagiarism will result in a failure of the related course, including NTR 571-577 (Dietetic Internship).

10. **Graduate Level Course Work**
    a. No credits below a "B" will count toward the degree. Degree seeking students must maintain a 3.0/4.0 average to remain in good academic standing. Any student whose cumulative grade point average falls below a 3.0 will be subject to dismissal from the program. In most cases, the student will be given at least one term to remove the grade point deficiency. Graduation with the MSNW degree or MSNW/MPH dual degree requires a 3.0/4.0 cumulative grade point average (GPA). Dietetic interns must obtain a grade of "B" or better on all courses in the degree core concentration, and in the Dietetic Internship concentration in order to obtain a Dietetic Internship Verification Statement. Failure to obtain a grade of "B" or better in these courses will necessitate repeating the course at Benedictine University.
    
    b. Failure on a student’s part to obtain a "B" or better in all courses in NTR 515 MNT Advanced Concepts will not be allowed to begin the dietetic internship (NTR 571-577) until the student retakes the course(s) and earns a "B" or better.

11. **Core Competency Evaluations**
    a. Prior to completion of the Benedictine University Dietetic Internship program, each intern is required to complete a competency packet during NTR 578. Interns must
obtain a grade of “B” or better in each element in order to successfully complete the competency packet, and obtain the Dietetic Internship Verification Statement.

12. Those unwilling to meet all of the standards described above will not be allowed to continue in the Dietetic Internship program.
**Policy Name:** Graduation and Program Completion Requirements  
**Date Enacted/Adopted:** October, 1997  
**Revised:** July 2004; September 2005; November, 2005; September, 2005, August, 2008; August, 2009; August 2012; October, 2016

**POLICY RATIONALE:**

To communicate to the dietetic intern the graduation and program completion requirements.

**PROCEDURES:**

1. Each student's academic record is assessed each quarter after the completion of 12 credits following admission to the program. No credits below a "B" will count toward the degree. Degree seeking students must maintain a 3.0/4.0 average to remain in good academic standing. Any student whose cumulative grade point average falls below a 3.0 will be subject to dismissal from the program. In most cases, the student will be given at least one term to remove the grade point deficiency. Graduation with the MSNW degree or MSNW/MPH dual degree requires a 3.0/4.0 cumulative grade point average (GPA). For more information regarding grade policies, please refer to the *Graduate School Catalog*.

   If a student is placed on academic probation, the student will not continue the dietetic internship in the quarter in which they are attempting to improve his/her GPA. The student has one quarter in which to improve his/her GPA to a 3.0 or better average, and if the student does not achieve this he/she will be immediately dropped from the dietetic internship program.

2. In order to begin each internship rotation, the dietetic intern must take an exam that is based on pre-work assigned to the intern by the Dietetic Internship Director. Interns must obtain 100% on each on-line pre-work exam before they will be allowed to register and begin the associated rotation. If the intern is unable to obtain 100% on the pre-work exam, the intern will register for 1 hour of NTR 500, be assigned remedial work, and take the pre-work exam until the required score is obtained.

3. To earn the Dietetic Internship Verification Statement, all the concentration coursework, the dietetic internship, and all 38 hours of core MSNW coursework. In addition, the dietetic intern must complete a research project, presentation, and report, a professional career portfolio, a competency portfolio, attend ALL mandatory seminars provided through the joint dietetic director group or others assigned by the internship director, and complete all required logs. The student must earn a "B" or better in every courses in the masters degree and the Dietetic Internship. Also, a "B" or better must be earned in every module of every rotation of the Dietetic Internship, or that module and/or rotation will need to be repeated. The MSNW degree must be completed before a DI verification statement will be granted.
4. **Capstone Exam**
   Each dietetic intern is required to take NTR 578 DI Skill & Practice Competence. During this course, the dietetic intern takes a series of exams which prepare him/her for the capstone examination. The capstone examination is intended to help the dietetic intern prepare for the Registration Examination. This capstone exam is a required element of the dietetic internship. If a grade of “B” or better in NTR 578 AND the capstone examination in not obtained, the dietetic intern will **not** be granted his/her Verification Statement.

   The dietetic intern is given **two attempts** to obtain a “B” or better on the capstone examination while they are enrolled in NTR 578. If the dietetic intern does not obtain a “B” or better on the capstone examination in the two attempts allowed in NTR 578, he/she will be required to register for 1 credit hour of NTR 500 the following quarter. During this time the intern will be assigned remedial work, and will be allowed another two attempts to pass the capstone examination. If the dietetic intern is having difficulty mastering the capstone examination, he/she must continue to take NTR 500 in subsequent terms for 1 credit hour until a grade of “B” or better is obtained on the examination.

5. **Core Competency Evaluations**
   Prior to completion of the Benedictine University Dietetic Internship program, each intern is required to complete a competency packet during NTR 578. Interns must obtain a grade of “B” or better in each element in order to successfully complete the competency packet, and obtain the Dietetic Internship Verification Statement.

6. Dietetic interns are allowed a **maximum** of 30 months, starting with the month that the dietetic internship rotations (NTR 571-577) begin, to complete the entire program. If a dietetic intern is unable to complete the program in 30 months, he/she will **not** receive a Dietetic Internship Verification Statement. In this situation, a student may wish to complete additional graduate coursework to complete his/her MPH or MSNW degree with a concentration other than the dietetic internship.

7. Based on prior learning, some intern may be required to enroll in additional undergraduate coursework to assist them in obtaining required levels of competence for completion of the Dietetic Internship Program. The areas most often affected by this requirement are writing skills, and knowledge of physiology, and/or biochemistry.

8. If a student becomes ineligible for the Dietetic Internship due to academic probation, the program cannot guarantee that there will be space in subsequent classes for re-entry to the Dietetic Internship. However, in extenuating circumstances, exceptions to this rule short delay in start date may be granted depending upon site availability.

9. A description of the Academic Appeals Process is available through the office of the Dean and printed in the *Student Handbook*. 
**NUTRITION DEPARTMENT POLICY AND PROCEDURES**

<table>
<thead>
<tr>
<th>Policy Name:</th>
<th>Credit for Prior Learning</th>
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<td>Date Enacted/Adopted:</td>
<td>October, 1997</td>
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<tr>
<td>Revised:</td>
<td>July 2000; August, 2009; August, 2014</td>
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**POLICY RATIONALE:**

To describe the process of obtaining prior learning credit for part or all of a specific Dietetic Internship rotation.

**PROCEDURES:**

1. Request for credit for prior learning are initiated and processed following a request by the Dietetic Intern.

2. Upon the receipt of a request for prior learning, the Dietetic Internship Director and the dietetic intern will perform an audit of the prior learning and compare the work completed to the coinciding internship rotation. All rotation assignments and the work completion checklist will be reviewed. For any projects or written assignments, the dietetic intern will need to provide samples of work proving completion of such work.

3. In order to prove competence level in some areas, the dietetic intern may be required to complete a written and/or verbal exam in a certain area. A grade of "B" or better must be earned in order to be granted credit for prior learning.

4. If credit is approved, the Dietetic Internship Director will re-evaluate the remaining internship rotations to be completed.

5. The Dietetic Internship Director will determine the amount of hours that will be granted for prior learning. The dietetic intern will need to choose another rotation in which they would like to have further experience or suggest an alternate rotation in order to make up the hours granted in the prior learning process.
NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Withdrawal/Tuition Refund
Date Enacted/Adopted: October, 1997
Revised: July 2000, August, 2008; August 2012; August 2014; August, 2015

POLICY RATIONALE:

To describe Benedictine University's policies regarding course withdrawal and tuition refund.

PROCEDURES:

1. Graduate students are encouraged to register online through BenULive (on-campus) or BenUConnect (off-campus) but may continue register in person or by fax at Enrollment Service/Ben Central at Krasa 159 or fax 530-829-5501
http://www.ben.edu/registrar/bencentral/index.cfm

2. Specific information about registration can be found at
http://www.ben.edu/registrar/registration.cfm

3. Refund and withdraw policy information may be found at

4. Simply failing to attend or notifying the instructor does not constitute an authorized withdrawal and will result in a grade of an “F”.

5. Students are considered financially responsible for all institutional charges. It is also the responsibility of students to officially withdraw by completion of the appropriate procedure per Enrollment Services. Failure to attend does not remove financial or academic responsibility nor qualify students for refunds.

6. If a student withdraws from a course, they may be eligible for financial reimbursements. Information regarding university policies related to payment and refunds can be addressed with the office of Student Accounts

7. A reduction in credits earned may make the student ineligible to start his/her internship in a given quarter. It is the responsibility of the student to contact the Dietetic Internship Director to discuss the situation. The Dietetic Internship program cannot guarantee that there will be space in subsequent classes for re-entry to the Dietetic Internship.
NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Resolving Academic Disputes and Grievance/Compliant Procedures
Date Enacted/Adopted: October, 1997
Revised: July 2000; August, 2012; August, 2015

POLICY RATIONALE:

To inform dietetic interns regarding the appropriate steps and procedures to take should an academic dispute occur.

PROCEDURES:

1. Information regarding the Benedictine University's policy for academic disputes and grievance/compliant procedures can be found in the Graduate Catalog and in the Student Handbook.

2. If a dietetic intern wishes to proceed with a compliant regarding an academic dispute, he/she shall proceed in the following sequence. The student proceeds to the next level, if the prior level does not resolve the compliant.
   a. Meet directly with faculty member or site preceptor
   b. Meet with Dietetic Internship Director
   c. Meet with Nutrition Department Chairperson
   d. Meet with Dean of the College of Education and Health Services
   e. File a written notice of appeal
3. Unresolved grievances may be sent to the Academy of Nutrition and Dietetics. The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to program’s compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation/approval standards and/or ACEND’s policy and procedure for submission of complaints may be obtained at http://www.eatrightacend.org/ACEND/ or by contacting ACEND at the Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 50505
Phone: 800/877-1500
NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Professional Behavior
Date Enacted/Adopted: October, 1997
Revised: September 2002; September 2004; September 2005; September, 2005; August, 2012; October, 2016

POLICY RATIONALE:

To inform the dietetic intern of expected levels of professional behavior that must be adhered to throughout the Dietetic Internship Program.

PROCEDURES:

1. It is expected that all dietetic interns read and are familiar with the contents of the Academy of Nutrition and Dietetics Code of Ethics. Adherence to these standards is required at all times.

2. Professional, ethical conduct is expected at all times. Students are guests of the site. Site preceptors teach to contribute to and further the profession of dietetics, and they deserve the utmost respect. Remember that your placement is a privilege, not a right. A professional attitude must be conveyed to the site preceptors, supervisors, all other site personnel, patients/clients, students, Dietetic Internship Director, Nutrition Department Chairperson, peers, MS in Nutrition and Wellness, MPH and DPD instructors, DPD students, and every one else with whom the intern comes in contact. The dietetic intern is required to adhere to all confidentiality policies in place at their assigned sites. HIPPA guidelines must be followed at all assigned sites.

3. Students should portray a positive professional demeanor when at assigned sites. It is not acceptable for students to complain about workload or any other issues related to their Benedictine University program and professors while at their internship sites and while attending graduate courses. Concerns about the problem should be addressed privately with the internship director.

4. Use of a cell phone, text messaging devices, pagers, I-Pods or any other electronic devices is prohibited while interns are working at his/her internship site.

5. Students are expected to honor the site selection affiliation agreement, agreed upon hours, scheduled dates and times, and duties, even if they exceed the minimum number of hours allotted to that rotation. Rotation hours are work hours, and do not include the time for meals, breaks, writing time, and conferences with the Dietetic Internship Director.
6. It is essential that dietetic interns plan carefully for each Dietetic Internship experience. In order to gain the most from each experience, it is expected that the intern actively seek to accomplish goals and objectives. Completion of the objectives, passing the exams, and completing the educational modules is the intern's responsibility.

7. Discriminatory harassment of another in any form is absolutely prohibited. Racial or sexual harassment is abuse, unprofessional, and unethical. Sexual harassment is also illegal. Students are liable for their own conduct, and expected to abide by the University policies as described in the Student Handbook. If the student believes that he/she is the victim of harassment by a person or persons at an internship site or the University, they student should immediately inform the Dietetic Internship Director. Benedictine University, the Dietetic Internship Program Director, the DPD Director, the Program Directors, Site Preceptors, Affiliation Institution, Department Chairpersons, Deans, and other employees of Benedictine University are not liable for the conduct of a person or persons at the internship site, or for the student's conduct. Liability lies with the violator.

8. In the event that a student in the Dietetic Internship Program fails to fulfill responsibilities, is absent or late without cause and/or proper notification, lacks initiative, takes on responsibilities without authority, violates confidentiality of a patient/client, fails to follow instructions (including site policies and procedures), acts dishonesty, endangers others and/or self, inappropriately uses resources, and/or in any other way fails to act professionally and responsibly, action will be taken to dismiss the student from the Dietetic Internship Program.

9. Supervising professionals located at sites are to verbally warn the dietetic intern as soon as possible, if it appears that dismissal may become necessary. At this time, a site staff member should convey this action to the Dietetic Internship Director. The Dietetic Internship Director will investigate the situation, and if a resolution by discussion cannot be reached, and if dismissal is warranted, inform the student of his/her dismissal from that facility and/or the entire Dietetic Internship Program. A written statement of the reason for the dismissal is to be signed by the site preceptor, the Dietetic Internship Director, and the student. Written records will be kept of all actions and proceedings.

10. Depending on the severity of the reason for dismissal from a dietetic internship rotation, the following actions may be taken

   a. Dismissal from the Dietetic Internship program
   b. The dietetic intern is failed in the rotation for which they were dismissed, and must register again and repeat the rotation.
   c. The dietetic intern receives an incomplete for the rotation, and must repeat the rotation.
11. If a dietetic intern has a history of being dismissed from a dietetic internship rotation, and is dismissed from a second dietetic internship rotation, this infraction will result in immediate and full dismissal from the Dietetic Internship program and the dietetic intern will be ineligible to obtain a Dietetic Internship Verification Statement from Benedictine University.

12. The student has the right to appeal this decision. If an appeal is made, an Appeals Committee made up of the Dietetic Internship Director, the MS in Nutrition and Wellness Director, the Nutrition Department Chairperson, the Dean of the College of Education and Health Services, and an intern/graduate that has already completed that rotation, will hear the appeal. The appeals process will begin within three weekdays after dismissal, as schedules permit.
NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Disciplinary/Termination Procedures
Date Enacted/Adopted: October, 1997
Revised: July, 2004; August, 2012; October, 2016

POLICY RATIONALE:

To inform the dietetic intern regarding procedures for discipline and potential termination for substandard performance.

PROCEDURES:

1. Performance issues which may result in disciplinary action and potential termination include but are not limited to: excessive tardiness/absenteeism, failure to comply with the Academy of Nutrition & Dietetics Code of Ethics, refusal to complete work as requested by the site preceptor and/or Dietetic Internship Director, inappropriate use of resources, endangering others and/or self, stealing, non-compliance with site or Dietetic Internship Policies and Procedures.

2. If disciplinary action is necessary, a program of progressive discipline will be followed. The sequence of discipline is as follows:
   a. Verbal warning
   b. Written warning
   c. Suspension
   d. Termination

   Note: If the action/performance (or lack thereof) requiring discipline is of severe or repeat violation, immediate termination may be applied to the situation, as stated in the Professional Behavior Policy.

3. Disciplinary action will be delivered to the dietetic intern by the Dietetic Internship Director. All disciplinary action initiative will be put in writing and placed in the dietetic interns student file.

4. If a dietetic intern has a history of being dismissed from a dietetic internship rotation, and is dismissed from a second dietetic internship rotation, this infraction will result in immediate and full dismissal from the Dietetic Internship program and the dietetic intern will be ineligible to obtain a Dietetic Internship Verification Statement from Benedictine University.
**NUTRITION DEPARTMENT POLICY AND PROCEDURES**

**Policy Name:** Student Files  
**Date Enacted/Adopted:** October, 1997  
**Revised:** July 2000; September 2004; August, 2012; August, 2014; October, 2016

**POLICY RATIONALE:**

To describe the policies related to protection of private information and access to personal files.

**PROCEDURES:**

1. All student paper files related to the Dietetic Internship program are kept in a file cabinet in the Nutrition Department office. The office is kept closed and locked when no one is in the office. Electronic files related to Dietetic Internship rotations are kept securely in the Benedictine University “H” drive of the Dietetic Internship Director and/or the “S” drive of the Nutrition Department.

2. A student may access his/her own paper and electronic files during their dietetic internship and for one year after their program completion, in the presence of the Dietetic Internship Director. If a graduate wishes to review his/her file, he/she must make an appointment.

3. After five years, the student paper and electronic files will be thinned, and the DI program will maintain the dietetic intern’s Verification Statement and competency packet as an electronic file.
NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Professional Practice Liability Insurance
Date Enacted/Adopted: October, 1997
Revised: July 2000; September 2004; August, 2014; October, 2016

POLICY RATIONALE:

Describe professional practice liability insurance coverage during dietetic internship rotations.

PROCEDURES:

1. Each calendar year in which the student is registered for internship credit, he/she must obtain and show proof of coverage by Benedictine University’s professional liability (malpractice) insurance. This insurance is purchased when the Dietetic Intern registers for Dietetic Internship rotation courses.

2. The coverage is for $1,000,000 per incident with $3,000,000 per year liability.

3. Students will be liable for their own professional negligence.
NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Medical Illness and Injury
Date Enacted/Adopted: October, 1997
Revised: September 2002; September 2004; August, 2007; August, 2012; August, 2013; August, 2015

POLICY RATIONALE:

To describe dietetic interns' responsibilities for coverage for potential illness or injury.

PROCEDURES:

1. Students are responsible for their own health care. During the terms of the Dietetic Internship, the intern MUST be enrolled in a medical insurance plan, which covers illness or injury.

2. Students receiving an illness or injury, or involved in an accident on site, should follow policies and procedures of that site, covering their own expenses.

3. Benedictine University, the Dietetic Internship Program Director, Program Directors, Site Preceptors, Affiliation Institution, Department Chairpersons, Deans, and other employees of Benedictine University are not liable for the safety or conduct of an intern while traveling to and from the Dietetic Internship site, or when at the actual site.

4. Students must provide the following documentation prior to beginning the Dietetic Internship:
   - Physician note stating the student is in good medical condition
   - Current two-step TB test OR QuantiFERON®-TB or QFT
   - MMR vaccination records, or proof of titer
   - Varicella vaccination records, or proof of titer
   - Hepatitis B vaccination
   - Criminal Background check
   - Urine 9 panel Drug Test
   - Current flu shot
   - Any additional tests required by a particular site

5. It is the responsibility of the student to maintain adequate medical status (ie, physical, mental health) throughout the dietetic internship. Benedictine University reserves the right to require a medical status report by a physician at any time during the program.

6. If a student wishes to waive any vaccinations required by the Dietetic Internship or by a site, the student will be required to sign a waiver form. Failure to have all required vaccinations may result in some sites declining hosting the intern.
NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Medical Status and Required Vaccinations
Date Enacted/Adopted: October, 1997
Revised: February 2002; September 2004; August, 2007; August, 2012; August, 2015

POLICY RATIONALE:

All Dietetic Interns at Benedictine University are required to show proof of adequate medical condition and certain vaccination records to assure that the interns and all those they come in contact with are not at potential health risk.

PROCEDURES:

Prior to the first day of the Dietetic Internship program, the Dietetic Intern shall provide the Dietetic Internship Director with the following information. They must also keep records for themselves and bring to their assigned sites on the first day of each rotation, as some sites may require proof of medical status.

1. Statement from a physician that the Dietetic Intern is in sound medical condition, and does not have work restrictions, e.g. lifting restrictions, back injuries.

2. Record of current Two-step TB test OR OR QuantiFERON®-TB or QFT. This is an annual requirement, and must not be more than one year old. This means that the Dietetic Intern will need to update their two-step TB test during their internship program to remain current.

3. Record of MMR and Varicella vaccinations or proof of titer showing immunity.

4. Record that they have received a Hepatitis B vaccination.

5. Record of criminal background check.

6. Record of urine 9 panel drug testing.

7. Current flu vaccination.

8. It is the responsibility of the Dietetic Intern to obtain all medical information. Failure to produce required record prior to the first day of the internship will result in a delay in the start day of the internship program, and the dietetic intern will be placed on probation for failing to fulfill responsibilities and lacking initiative. If a student becomes ineligible for the Dietetic Internship due to academic probation, the program cannot guarantee that there will be space in subsequent classes for re-entry to the Dietetic Internship. However, in extenuating
circumstances, exceptions to this rule or short delay in start date may be granted depending upon site availability.

9. If a student wishes to waive any vaccinations required by the Dietetic Internship or by a site, the student will be required to sign a waiver form. Failure to have all required vaccinations may result in some sites declining hosting the intern.
POLICY RATIONALE:

To describe the travel requirements of the Dietetic Internship Program.

PROCEDURES:

1. It is the dietetic intern's responsibility to provide reliable transportation to and from assigned sites at his/her own expense.

2. The dietetic intern must have appropriate automobile insurance at all times during the program.

3. Benedictine University, the Dietetic Internship Program Director, the DPD Director, the MPH Program Director, the MS in Nutrition and Wellness Program Director, Site Preceptors, Affiliation Institution, Department Chairpersons, Deans, and other employees of Benedictine University are not liable for the safety or conduct of a dietetic intern while traveling to and from the Dietetic Internship assigned sites.
POLICY RATIONALE:

To describe the vacation, holiday and absence policy of the Dietetic Internship program.

PROCEDURES:

1. All interns must become familiar with the absence policy at each assigned site. The dietetic intern must call before their shift begins (NOT after!). After following the site's absence policy, the dietetic intern must call the Dietetic Internship Director to inform her of the absence. The Dietetic Internship Director, site preceptor, and dietetic intern will discuss how the hours will be made-up.

2. Any dental, eye, or other physician or other appointments must be scheduled so there is NO conflict with the dietetic internship schedule. The dietetic intern is expected to spend the full amount of required work time at each assigned site. Dietetic interns should not place calls related to scheduling of these appointments during their internship time.

3. Benedictine University has designated holiday and vacation days to which all courses, except the dietetic internship, adhere. The dietetic intern should not assume that they have holidays and weekends off.

4. The dietetic intern works at the assigned site 4 days per week for approximately 47 consecutive weeks. All interns are required to have FRIDAYS OFF, as this is a classroom day. You are responsible for informing your site preceptors about this scheduling requirement.

5. The dietetic intern is responsible for working out the details of their required schedule with their site preceptor.

6. The dietetic intern must be on time and ready for work at all assigned internship sites. Failure to comply with attendance requirements may and can result in termination from the Dietetic Internship Program.

7. Interns may be allowed up to a total of 3 sick day allowances throughout the entire Dietetic Internship program. No more than one sick day allowance will be allowed per academic term of registration. For these days, site time does not have to be made-up, but all assignments must be
completed. Exceptions: (1) Some practice sites may require any sick day time off to be made up. (2) Community-based research intervention time must be made up.

8. Interns may request vacation time during the program. The vacation request must be approved by the Dietetic Internship and MS in Nutrition and Wellness Directors, and his/her thesis advisor before time off will be entered into the Dietetic Internship rotation schedule.
**NUTRITION DEPARTMENT POLICY AND PROCEDURES**

**Policy Name:** Costs & Required References  
**Date Enacted/Adopted:** October, 1997  
**Revised:**  

**POLICY RATIONALE:**  
To inform the dietetic intern of costs which will be incurred during the Dietetic Internship program.

**PROCEDURES:**  
The *Graduate Catalog* lists the cost to the dietetic intern for the graduate coursework.  
Fees for the Dietetic Internship are as follows:

<table>
<thead>
<tr>
<th>fee type</th>
<th>cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School Application Fee</td>
<td>$40</td>
</tr>
<tr>
<td>Dietetic Internship Application Fee</td>
<td>$40</td>
</tr>
<tr>
<td>Tuition (per quarter credit hour)</td>
<td>$650</td>
</tr>
<tr>
<td>Accelerated On Campus Student Service fee for graduate quarter students (per credit hours)</td>
<td>$39.50</td>
</tr>
<tr>
<td>Research and Binding Fees</td>
<td>$250</td>
</tr>
<tr>
<td>MS in Nutrition and Wellness Graduation Fee</td>
<td>$125</td>
</tr>
<tr>
<td>ADA Affiliate Membership Fee (yearly fee)</td>
<td>$50</td>
</tr>
<tr>
<td>Lab Coats (approx. cost)</td>
<td>$30</td>
</tr>
<tr>
<td>Benedictine University Dietetic Internship Polo Shirt</td>
<td>Provided</td>
</tr>
<tr>
<td>University Group Liability Malpractice Coverage (per year)</td>
<td>market rate est. $30</td>
</tr>
<tr>
<td>Fees to attend required seminar series (approximate cost)</td>
<td>$150</td>
</tr>
<tr>
<td>RD Exam Review Course fee</td>
<td>$150-175</td>
</tr>
<tr>
<td>Reference Books (1.)</td>
<td>variable</td>
</tr>
<tr>
<td>Transportation/Meals (2.)/Housing (3.)</td>
<td>variable</td>
</tr>
<tr>
<td>Medical Illness/Injury Insurance (4.)</td>
<td>variable</td>
</tr>
<tr>
<td>Drug Screen (approx. cost)</td>
<td>$45</td>
</tr>
<tr>
<td>Background Check (5.)</td>
<td>variable</td>
</tr>
</tbody>
</table>
1. There is a required reference list for the Dietetic Internship. Costs vary based on how many of the books the students purchase during their undergraduate studies.

2. Meal packages can be purchased through Sodexho foodservice on campus. Some practice site facilities do give interns a free lunch (variable).

3. Students may use apartment finder web resources to find housing. Fully furnished on-campus apartment living (12-month lease) is available for students in Founders' Woods. http://www.ben.edu/student-life/residence-life/halls/founders.cfm

4. Interns must provide proof of medical insurance coverage throughout the Program, as well as a physician statement of health status, MMR vaccine, 2-step TB, flu shot and Hepatitis B vaccine.

5. Fingerprinting and police clearance will be required prior to the start of the internship, and may need to be repeated per site request.
POLICY RATIONALE:

To describe the policy followed if a dietetic intern requires an internship extension and/or leave of absence from the program.

PROCEDURES:

1. Any dietetic intern in satisfactory academic, who must interrupt his/her program due to family or medical reasons, may submit his/ her request by writing a letter to the Dietetic Internship Director for potential approval. A leave of absence may not be requested for financial or employment reasons. In addition, the dietetic intern must apply for the leave at the Academic Resource Center. The Dietetic Internship Director will review the request with the Nutrition Department Chairperson and the Dean of the College of Education and Health Services. If the request is granted, the maximum length of an internship extension is 12 months. The entire combined masters/dietetic internship program must be completed in a maximum of 30 months.

2. The dietetic intern’s files will remain active both in Enrollment Center/Ben Central and with the Dietetic Internship Director for the 12 month period.

3. When a dietetic intern returns from a leave of absence, his/her program completion requirements will be reviewed by the DI director in consult with the appropriate master degree director. As the student is being re-admitted to the programs, program completion requirements will be reviewed, and the intern will adhere to current, NOT past policies and requirements. The dietetic intern must also notify the registrar of his/her intention to register. The dietetic intern on leave may take advantage of early registration along with regularly enrolled students.

4. The dietetic intern on leave does not qualify for special monetary loans or grants or other special arrangements which presuppose the status of a regular student.
POLICY RATIONALE:

The search for truth and the dissemination of knowledge are the central missions of a university. Benedictine University pursues these missions in an environment guided by our Roman Catholic tradition and our Benedictine heritage. Integrity and honesty are therefore expected of all University students. Actions such as cheating, plagiarism, collusion, fabrication, forgery, falsification, destruction, multiple submission, solicitation, and misrepresentation are violations of these expectations and constitute unacceptable behavior in the University community.

PROCEDURES:

Student's Responsibility

Though there is no formal honor code at Benedictine University, students are expected to exhibit academic honesty at all times. Violations against academic honesty are always serious and may result in sanctions that could have profound long-term effects. The final responsibility for understanding the Academic Honesty Policy of the institution, as well as the specific policies for individual courses normally found in syllabi, rests with students. If any doubt exists about what constitutes academic dishonesty, students have the responsibility to talk to the faculty member. Students should expect the members of their class to be academically honest. If students believe one or more members of the class have been deceitful to gain academic advantage in the class, students should feel comfortable to approach the faculty member of the course without prejudice. A student has the right to appeal a sanction. In all instances, the appeal process begins with the faculty member of the course. Details concerning the appeals process are given below. Written documentation must accompany an appeal explaining why the student finds the decisions made by the faculty member unsatisfactory.

Responsibility and Authority of the Faculty

In the classroom, faculty members are responsible for establishing an environment that promotes honest and ethical behavior. Faculty members will utilize the course syllabus as a vehicle for informing students about the Academic Honesty Policy. Faculty members should also explain course-specific rules and consequences, which will be included in the syllabus. Emphasis should be placed on educating students on proper academic techniques for work, study, authorship, and test taking.

Violations

The following actions are viewed as violations of the Academic Honesty Policy. Beyond these specific violations, any action expressly forbidden in a course syllabus will be treated as a violation of this policy.
The syllabus for a course will detail specific actions encouraged, permitted, and forbidden in that course. Discussions between faculty members and students on this topic are healthy and encouraged.

- **Cheating** - using or providing unauthorized materials, information, study aids in an academic exercise, or copying from other students
- **Plagiarism** - in an academic exercise, adopting, reproducing, or representing the ideas or statements of another as one's own, without proper acknowledgment
- **Collusion** - working together with another on an academic exercise when that is not permitted
- **Fabrication** - using made-up information or sources in an academic exercise
- **Forgery** - knowingly using another person's signature in an academic exercise, or on any academic document
- **Falsification** - altering or misrepresenting information related to academic research or assignments, internships, clinical experiences, portfolios and other academic records
- **Destruction** - knowingly removing, destroying, or concealing academic materials belonging to the University, faculty, staff or student
- **Multiple submission** - using previously completed work to meet a requirement of a course, or using the same paper or project in more than one course, without permission from the faculty member(s) teaching the course(s)
- **Solicitation** - asking another to assist in an act of cheating, plagiarism, fabrication, falsification, forgery or destruction related to an academic exercise, document or record, or offering to do so for another
- **Misrepresentation** - knowingly altering or misstating facts for the purpose of gaining an extension of time or deadline related to an academic assignment or to influence an appeal related to a grade, course withdrawal, waiver or academic standing

**Reporting and Communicating**

1. If a faculty member believes that academic dishonesty has occurred, he/she will first document the actions or behaviors constituting the violation (see item 3 of Reporting and Communicating). The faculty member will discuss the incident with the student as soon as possible after the incident has been discovered. The faculty member will inform the student of any penalty (see item 2 of Reporting and Communicating) that will be assessed at this time. In the absence of an appeal by the student, the faculty member will report the incident to the Provost.

If a student wishes to appeal (see First Appeal below), the student will have seven business days after being informed of a sanction to provide a written explanation to the faculty member supporting the student's case as to why a penalty should not be assessed. In addition, the student will contact the Department Chair/Program Director/Associate Dean* and request that he/she mediate the conflict. If the sanction is not removed, the incident will be reported (along with any comments of the Department Chair/Program Director/Associate Dean*) by the faculty member to the Provost's office. The student can appeal (see Final Appeal below). The student
may request guidance in the appeals process from the Department Chair/Program Director/Associate Dean*.

2. The faculty member will assign one or more of the following sanctions:
   - A private verbal and/or written warning may be given to the student, with no other penalty imposed. These actions need not be reported to the Provost.
   - The student may be asked to complete a new assignment or test, and the incident will be reported in writing to the Provost as indicated in item 1 of Reporting and Communicating.
   - A reduction in the grade or score (partial or complete) will be given for the assignment or test that the faculty member deemed to be indicative of a violation and the incident will be reported in writing to the Provost as indicated in item 1 of Reporting and Communicating.
   - A grade of "F" may be assigned for the course. Such an action will be reported in writing to the Provost as indicated in item 1 of Reporting and Communicating.
   - Beyond the course sanctions listed above, a recommendation may be made to the Provost requesting further action (see items 2 and 5 of Responsibilities of the Provost).

3. The faculty member will record, in writing, the following:
   - The violation, including time, date, place and circumstances,
   - Why the faculty member believes the action was dishonest,
   - The names and statements of any supporting witnesses,
   - All original documents (course syllabus, tests, reports, diskettes, etc.), and
   - Any other notes, supporting documentation, and other relevant materials.

This record signed and dated by the faculty member, will be prepared within three business days of the faculty member's final discussion with the student. The record of the incident will be forwarded to the Provost. The faculty member should not keep copies of any forwarded records for his/her own files.

4. Other Benedictine University students, who are not part of the faculty member's particular class, but who are detected helping someone commit academic dishonesty in that class will be subject to the same standards and, to the extent possible, the same sanctions, and the incident will also be reported to the Provost.

Responsibilities of the Department Chair/Program Director/Associate Dean*

1. The Department Chair/Program Director/Associate Dean* will be informed of academic honesty violations by department faculty though the identities of the students involved shall not be revealed. Of course, a student may voluntarily reveal him or herself to the Department
Chair/Program Director/Associate Dean* as part of the appeals process (See item 1 of Reporting and Communicating).

2. The Department Chair/Program Director/Associate Dean* will act as a mediator when a student disagrees with a sanction imposed by a faculty member for an academic honesty violation:
   - The Department Chair/Program Director/Associate Dean* will advise faculty regarding the fair treatment of students who are accused of an academic honesty violation. The Department Chair/Program Director/Associate Dean* can agree with a faculty member's sanction or he/she can recommend that a faculty alter a sanction given to a student. Though a Department Chair/Program Director/Associate Dean* cannot overrule or otherwise change a faculty sanction, he/she may add his/her comments to any report sent to the Provost.
   - The Department Chair/Program Director/Associate Dean* will work with the accused student to ensure that he/she understands the Academic Honesty Policy of the University and the appeals process contained therein.
   - At all times the Department Chair/Program Director/Associate Dean* should ensure that both the student and the faculty member are treated respectfully and fairly.

Responsibilities of the Provost

1. The Provost is responsible for maintaining confidential records concerning academic dishonesty of students enrolled in the University. All letters reporting faculty-imposed academic penalties for academic misconduct will be included in these files (see Records).

2. The Provost will be responsible for identifying all incidents which represent repeated offenses by a student and may impose a University sanction because of repeat offenses.

3. Upon the creation of a student record, the Provost will inform, in writing, the student, his/her academic advisor(s), and the faculty member who reported the incident, of the existence of the record established pursuant to the terms of this Policy. It is expected the advisor will counsel the student as to the seriousness of this matter and potential consequences.

4. The Provost may impose University sanctions. Sanctions imposed by the Provost are final unless the student requests a hearing within seven business days of notification.

5. The Provost is required to notify the student of the appeal process and to provide the student a copy of this policy or explicitly refer the student to it.

6. The Provost may also assign further University sanctions as follows:
   - The student may be denied honorary recognitions granted by the University.
   - The student may be denied institutional financial aid and/or scholarships from Benedictine University.
   - The student may be ruled immediately ineligible for NCAA athletic competition or other extra curricular activities.
7. In those situations where a University sanction is imposed and the student requests a hearing in writing, the Provost will arrange a meeting of the Academic Appeals Board.

Appeals

First Appeal: When a student accused of academic dishonesty wishes to contest an action by a faculty member, the student, within a seven business day period after learning the faculty member sanctions, may send a written explanation to the faculty member describing why sanctions should not be imposed. In addition, the student will contact the Department Chair/Program Director/Associate Dean* who oversees the program in which the academic dishonesty has been reported. The Department Chair/Program Director/Associate Dean* shall work with both the faculty member and the student to attempt to facilitate a resolution. The mediation process will be carried out in a timely manner, normally seven business days. If a sanction remains in place at the end of the mediation process, the faculty member will formally inform the student by e-mail (or registered mail). A report of the incident will be sent to the Provost. The Department Chair/Program Director/Associate Dean* may add his/her comments to the report. In addition, the Department Chair/Program Director/Associate Dean* will notify the student of the appeal process and provide the student a copy of this Policy or explicitly refer the student to it. (* If the accusing faculty member is the Department Chair/Program Director/Associate Dean, then the Dean of the College will act as mediator.)

Final Appeal: Upon receipt of a report of an academic honesty violation, the Provost will review the case and decide whether or not to impose University sanctions (see items 2, 4, and 5 of Responsibilities of the Provost). The Provost will contact the student as described in item 3 of Responsibilities of the Provost. If a student wishes to appeal the decision of a faculty member or appeal a University sanction imposed by the Provost, the student will have seven business days (after receiving notice from the Provost by certified mail) to write a letter to the Provost requesting a hearing before the Academic Appeals Board. In addition, the Provost will notify the student of the appeal process (see item 5, Responsibilities of the Provost). Within seven business days of the receipt of the request for appeal, the Provost will convene the Academic Appeals Board to hear from all concerned parties in an appropriate setting.

Composition of the Academic Appeals Board

The Academic Appeals Board will consist of three regular, elected faculty (with one alternate) and two student representatives appointed by the Provost (with one alternate). The five members will have the right to vote, with the Provost in the role as a non-voting convener. If the student requesting the appeal is in an adult program, at least one member of the faculty will be affiliated with an adult program and at least one student representative will be enrolled in an adult program. If the student requesting the appeal is in a graduate program, at least one member of the faculty will be affiliated with a graduate program and one student will be enrolled in a graduate program.

Procedures of the Academic Appeals Board

The chairperson will be elected by the membership of the board. The chairperson will gather all of the relevant material available pertaining to the case at hand and distribute it to the members. In addition,
the chair will contact all of the parties involved in the case and arrange for a date and time for them to meet (in person or by teleconference) with the Academic Appeals Board. All voting members of the Academic Appeals Board will ordinarily attend the hearing(s). Participants called before the committee will testify one at a time and alone. No one outside of the members of the Appeals Board shall view the proceedings. The student requesting the appeal shall testify first followed by the instructor involved. Finally, any witnesses to the incident shall testify. Once testimony is taken from the involved parties, the Appeals Board may recall any or all of the participants in order to clarify or resolve conflicting testimony. The committee may also call new witnesses after considering the accumulated testimony. Every effort will be made by all parties to keep the proceedings confidential. The Academic Appeals Board has the authority to confirm the original sanction, reduce the sanction, or increase the sanction. Within seven business days of the decision by the Academic Appeals Board, the student who requested the appeal will be notified in writing by certified mail of the decision of the Board. In addition, the faculty member who imposed the original sanction will be notified. The decision of the Academic Appeals Board is final. See Appendix 1 for a summary of the timeline of the appeals process.

**Records**

Any violation of the Academic Honesty Policy that is reported to the Provost initiates the creation of a student record related to the violation. This record is considered a confidential educational record subject to provisions of applicable state and federal laws, and is available only to authorized personnel.

The student record comprises the following: the initial reporting document (see Reporting and Communicating), any correspondence with the student initiated either by the student accused of a violation or by the Provost related to the incident, and any decisions by the Academic Appeals Board. If the student is involved in multiple instances of academic dishonesty, the record shall contain all relevant information pertaining to each violation as stated above.

**Procedures Pertaining to Access and Use of Student Records**

All requests to view a student record will be channeled directly to the Provost. The following are considered the only valid requests to view a student record:

- **Student:** A student has the right to view his/her own documentation related to a violation of the Academic Honesty Policy under reasonable conditions identified by the Provost. The student may not remove the record from the Provost's office.

- **Institutional boards:** A Benedictine University body vested with the duty of generating student recommendations for professional or graduate education on behalf of the University as a whole, for academic honors, scholarships, or for a department thereof, may ask the student to complete the Academic Honesty File Access form (appendix 2) to allow full access to the student's records.

- **Academic Appeals Board:** The Academic Appeals Board may view a student's record as a part of its role in the appellate process as defined in this policy.

- **Faculty/Academic Staff:** Benedictine University faculty and academic staff may view a student record in the Provost's Office if the student provides written consent. Under these circumstances, the student will be given the opportunity to complete the Academic Honesty File Access form in appendix 2.
Maintenance of Records

The student record will be handled in a confidential manner and kept in a secure place in the Provost's Office for a period of six years from the student's last term of enrollment, after which time it will be destroyed pursuant to the University's procedure related to students' permanent files.

Benedictine University's Academic Honesty Policy and additional forms may be found at http://www.ben.edu/degree-programs/ahp.cfm
All students enrolled in Benedictine University’s Dietetic Internship program are required to purchase the following references by June 13, 2016.

- A Medical Dictionary of your choice
- A laboratory and diagnostic test reference of your choice
- *Food Medication Interactions* (can buy book, software or app) [http://www.foodmedinteractions.com/](http://www.foodmedinteractions.com/)
- *Nutrition and Diagnosis Related Care* by Escott-Stump, Lippincott, Williams & Wilkins, 8th edition, 2015. ISBN 9781451195323
- [Nutrition Care Manual](https://www.nutritioncaremanual.org/) (online) Academy of Nutrition and Dietetics

All students enrolled in Benedictine University’s Dietetic Internship program are required to purchase the following references by August 22, 2016.

- A Community Nutrition Textbook
- A Food Science Textbook
- *Foodservice Organizations: A Managerial and Systems Approach* by Marian Spears OR
  - *Introduction to Foodservice* by West and Wood
- *e Nutrition Care Process Terminology* (online), Academy of Nutrition and Dietetics

Please note, when purchasing your books-if there is a newer edition-opt for the newest textbook possible. Many references may be available in PDA or other virtual format, and purchasing in other format options is acceptable.

Additional resources may be assigned and/or required throughout your Dietetic Internship curriculum and MS in Nutrition and Wellness courses.