COORDINATED PROGRAM IN NUTRITION and DIETETICS

HANDBOOK of POLICIES and PROCEDURES

SCHOOL of NATURAL and HEALTH SCIENCES

SETON HILL UNIVERSITY

Revised
June 2018
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SETON HILL UNIVERSITY MISSION STATEMENT AND OBJECTIVES</td>
<td>4</td>
</tr>
<tr>
<td>MISSION STATEMENT OF THE DIVISION OF NATURAL AND</td>
<td>4</td>
</tr>
<tr>
<td>HEALTH SCIENCES</td>
<td></td>
</tr>
<tr>
<td>MISSION STATEMENT OF THE SHU COORDINATED PROGRAM</td>
<td>4</td>
</tr>
<tr>
<td>IN NUTRITION AND DIETETICS</td>
<td></td>
</tr>
<tr>
<td>VALUES OF THE SHU COORDINATED PROGRAM</td>
<td>4</td>
</tr>
<tr>
<td>IN NUTRITION AND DIETETICS</td>
<td></td>
</tr>
<tr>
<td>EDUCATIONAL PHILOSOPHY OF THE SHU COORDINATED PROGRAM</td>
<td>4</td>
</tr>
<tr>
<td>IN NUTRITION AND DIETETICS</td>
<td></td>
</tr>
<tr>
<td>ACCREDITATION STATUS</td>
<td>4</td>
</tr>
<tr>
<td>ROLE OF THE COORDINATED PROGRAM IN THE CREDENTIALING PROCESS OF RDs AND RDNs</td>
<td>4</td>
</tr>
<tr>
<td>SHU STATEMENT OF EQUAL OPPORTUNITY</td>
<td>5</td>
</tr>
<tr>
<td>PROGRAM GOALS AND OBJECTIVES</td>
<td>5</td>
</tr>
<tr>
<td>CURRICULUM</td>
<td>5</td>
</tr>
<tr>
<td>STUDENT FINANCIAL RESPONSIBILITIES</td>
<td>6</td>
</tr>
<tr>
<td>GENERAL POLICIES</td>
<td>6</td>
</tr>
<tr>
<td>ELIGIBILITY AND ADMISSION POLICY</td>
<td>7</td>
</tr>
<tr>
<td>RETENTION POLICY</td>
<td>7</td>
</tr>
<tr>
<td>PROGRAM APPLICATION POLICY</td>
<td>7</td>
</tr>
<tr>
<td>SEAT AVAILABILITY POLICY</td>
<td>7</td>
</tr>
<tr>
<td>TRANSFER AND POST BACCALAUREATE EDUCATION REQUIREMENTS POLICY</td>
<td>8</td>
</tr>
<tr>
<td>SENIOR SUPERVISED PRACTICE ASSIGNMENT POLICY</td>
<td>9</td>
</tr>
<tr>
<td>STUDENT SUPPORT SERVICES/FINANCIAL AID POLICY</td>
<td>9</td>
</tr>
<tr>
<td>PROGRAM POLICIES</td>
<td>9</td>
</tr>
<tr>
<td>PHYSICAL EXAMINATION</td>
<td>9</td>
</tr>
<tr>
<td>DRUG TESTING</td>
<td>10</td>
</tr>
<tr>
<td>CRIMINAL BACKGROUND CLEARANCE POLICY</td>
<td>11</td>
</tr>
<tr>
<td>REQUIRED INSURANCE</td>
<td>11</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>12</td>
</tr>
<tr>
<td>MAINTENANCE OF STUDENT FILES</td>
<td>12</td>
</tr>
<tr>
<td>ACADEMY OF NUTRITION AND DIETETICS MEMBERSHIP</td>
<td>12</td>
</tr>
<tr>
<td>CULTURAL PROJECT POLICY</td>
<td>12</td>
</tr>
<tr>
<td>SERVICE PROJECT POLICY</td>
<td>12</td>
</tr>
<tr>
<td>SERVICE RECOGNITION AND AWARD POLICY</td>
<td>13</td>
</tr>
<tr>
<td>DIETETICS PORTFOLIO POLICY</td>
<td>13</td>
</tr>
<tr>
<td>COMPREHENSIVE EXAMINATION</td>
<td>13</td>
</tr>
<tr>
<td>HIPAA TRAINING</td>
<td>13</td>
</tr>
<tr>
<td>STUDENT TERMINATION BY UNIVERSITY</td>
<td>14</td>
</tr>
<tr>
<td>DISMISSAL FROM PROGRAM FOR NONACADEMIC REASONS</td>
<td>14</td>
</tr>
<tr>
<td>GRIEVANCE</td>
<td>14</td>
</tr>
<tr>
<td>COMPLIANCE CONCERNS REGARDING ACCREDITATION STANDARDS</td>
<td>14</td>
</tr>
<tr>
<td>HANDLING OR ILLNESSES OR ACCIDENTS AT SUPERVISED PRACTICE SITES</td>
<td>14</td>
</tr>
<tr>
<td>SUPERVISED PRACTICE ABSENCE</td>
<td>15</td>
</tr>
<tr>
<td>INCLEMENT WEATHER</td>
<td>15</td>
</tr>
<tr>
<td>SHU BREAKS AND SUPERVISED PRACTICE SCHEDULE</td>
<td>15</td>
</tr>
<tr>
<td>INCOMPLETE SUPERVISED PRACTICE</td>
<td>15</td>
</tr>
<tr>
<td>STUDENT EVALUATION</td>
<td>16</td>
</tr>
<tr>
<td>MAXIMUM TIME FOR PROGRAM COMPLETION</td>
<td>16</td>
</tr>
<tr>
<td>GRADUATION</td>
<td>16</td>
</tr>
<tr>
<td>POST BACCALAUREATE REQUIREMENTS FOR BACHELORS DEGREE</td>
<td>16</td>
</tr>
<tr>
<td>VS CERTIFICATE IN DIETETICS</td>
<td></td>
</tr>
<tr>
<td>VERIFICATION STATEMENT</td>
<td>17</td>
</tr>
<tr>
<td>SUPERVISED PRACTICE FACILITIES SELECTION AND EVALUATION</td>
<td>17</td>
</tr>
<tr>
<td>MAINTENANCE OF WRITTEN AGREEMENTS WITH SUPERVISED PRACTICE SITES</td>
<td>17</td>
</tr>
<tr>
<td>CONDUCT POLICIES</td>
<td>18</td>
</tr>
<tr>
<td>DRESS CODE</td>
<td>18</td>
</tr>
<tr>
<td>STUDENT CONDUCT</td>
<td>19</td>
</tr>
</tbody>
</table>
SETON HILL UNIVERSITY MISSION STATEMENT

Seton Hill is a Catholic University rooted in Judeo-Christian values. In the tradition of Elizabeth Ann Seton, we educate students to think and act critically, creatively, and ethically as productive members of society committed to transforming the world.

MISSION STATEMENT
DIVISION OF NATURAL AND HEALTH SCIENCES

The mission of the Division of Natural and Health Sciences is to provide students, especially women, with the learning environment that will foster creative and productive mathematicians, scientists, physician assistants, dietitians, computer scientists, exercise scientists and forensic scientists for the world in which they will live.

MISSION STATEMENT
SETON HILL UNIVERSITY COORDINATED PROGRAM IN NUTRITION AND DIETETICS

The Seton Hill University Coordinated Program in Nutrition and Dietetics is dedicated to the development of students who will be assets to the Dietetics profession. The mission of the Seton Hill University Coordinated Program is to provide the environment in which students successfully integrate the liberal arts, professional didactic courses, and supervised practice experience in order to become competent entry-level registered dietitian nutritionists. The Seton Hill University Coordinated Program also views service to the local area as another part of its mission.

VALUES
SETON HILL UNIVERSITY COORDINATED PROGRAM IN NUTRITION AND DIETETICS

The Seton Hill University Coordinated Program in Nutrition and Dietetics values excellence in dietetics practice, the development of an entrepreneurial spirit and a service orientation.

EDUCATIONAL PHILOSOPHY
SETON HILL UNIVERSITY COORDINATED PROGRAM IN NUTRITION AND DIETETICS

The philosophy of the Coordinated Program is built upon the mission of the university, which promotes the development of graduates who through a liberal arts education become effective contributing members of society. The Program places a high value on developing entry-level practitioners who are assets to the profession. The Program provides individualized attention while integrating study of the liberal arts with professional didactic courses and supervised practice. A variety of teaching methods are used to actively engage students including lecture, discussion, problem-based learning cases, role-playing, laboratory work, and supervised practice.

ACCREDITATION STATUS

Seton Hill University’s Coordinated Program in Nutrition and Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, USA, (312) 899-0040 ext. 5400. http://www.eatright.org/ACEND.

To learn more about the purpose of ACEND’s accreditation process and the intent of the standards, go to www.eatrightacend.org/ACEND/ and www.eatrightacend.org/ACEND/content.aspx?id=6442485478

ROLE OF THE COORDINATED PROGRAM IN THE CREDENTIALING PROCESS FOR REGISTERED DIETITIANS OR REGISTERED DIETITIAN NUTRITIONISTS

To become a registered dietitian (RD) or registered dietitian nutritionist (RDN), you must meet the Core Knowledge & Competencies for the RD that have been established by the Accreditation Council for Education in Nutrition and Dietetics. As an accredited program, the Seton Hill Coordinated Program includes course work and supervised practice experiences that provide the Core Knowledge & Competencies for the RD. Upon successful completion of the program, you will meet these requirements and be eligible to take the national registration examination to become a registered dietitian. You will then be able to take advantage of a wide array of opportunities in health care, food service management, community
agencies, industry, food science, business and education.

The Commonwealth of Pennsylvania has defined requirements for obtaining the credential licensed dietitian-nutritionist (LDN). Much like the RD, individuals with the credential LDN have met specific dietetics education, experience and examination requirements. Seton Hill’s program prepares students for this credential.

**SETON HILL UNIVERSITY
STATEMENT OF EQUAL OPPORTUNITY**

SETON HILL UNIVERSITY is committed to a faculty and staff that reflect the racial and gender diversity of the student body; women and minorities are encouraged to apply. In addition to the commitment to employ, advance in employment, and otherwise treat qualified employees and applicants for employment or admission on a non-discriminatory basis, without regard to race, color, religion, sex, national origin, age, veteran status, or disability, the University is committed to a policy of affirmative action.

**PROGRAM GOALS AND OBJECTIVES**

1. The program will prepare graduates to be competent entry-level registered dietitian nutritionists.
   1.1 At least 80% percent of program students complete program/degree requirements within 3 years (150% if the program length).
   1.2 Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
   1.3 Ninety percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
   1.4 The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
   1.5 The mean rating of overall education preparation that responding employers give program graduates will meet or exceed a rating of ‘3’ on a 1 to 5 scale on the employer survey of first year graduates.
   1.6 The mean rating of overall educational preparation as assessed by graduate survey respondents will meet or exceed the rating of ‘3’ on a 1-5 scale on the graduate survey sent one-year post graduation.

2. The program will prepare graduates to demonstrate a commitment to service.
   2.1 At least 30% of graduates responding to an alumni survey completed every three years will report participation in service activities.

Program outcome data are available from the program director upon request.

**CURRICULUM**

The curriculum of the Seton Hill University Coordinated Program in Nutrition and Dietetics incorporates the Knowledge and Competency Statements for Nutrition and Dietetics Coordinated Programs and a concentration entitled Entrepreneurial Approaches to Dietetics Practice in order to meet accreditation standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Knowledge and Competency Statements for Nutrition and Dietetics Coordinated Programs may be found on Griffin Gate under the Nutrition and Dietetics Group in the ACEND Accreditation Standards document. The Entrepreneurial Approaches to Dietetics Practice concentration of the SHU Coordinated Program is composed of the following two competency statements:

CC1. Demonstrate appropriate use of entrepreneurial skills in the development and execution of advanced level projects in various areas of dietetics practice.

CC2. Use entrepreneurial strategies to pitch a business plan to a group of judges in an effort to win a business plan competition.

The Coordinated Program (CP) leads to the acquisition of a baccalaureate degree. The current curriculum sheets for students seeking first baccalaureate degree and for post baccalaureate students are found on pages 22 -25. For those students who have already earned a bachelor’s degree, official transcripts showing earned bachelor’s degree must be on file in the SHU Registrar’s Office and Program Director’s Office. Course prerequisites, as indicated in the SHU catalog, must be followed by all students including transfer and post baccalaureate students. Before taking any course required of the major or liberal arts core at another institution, students should obtain written approval from the Associate Registrar that the course will transfer.
### ESTIMATED COSTS OF COORDINATED PHASE OF PROGRAM

**Junior and Senior Years**

The estimated costs listed below are in addition to costs of tuition, room and board, lab fees, books, car, and car insurance.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Examinations with Required Lab work</td>
<td>Dependent on student’s health insurance Completed Each Year</td>
</tr>
<tr>
<td>Malpractice Insurance Coverage</td>
<td>$20.00 Required both Junior &amp; Senior Years, cost each yr</td>
</tr>
<tr>
<td>Uniforms, Lab coat and Duty Shoes</td>
<td>$140.00 to $155.00 Estimate for two uniforms, one lab coat, and one pair of duty shoes</td>
</tr>
<tr>
<td>Travel Costs to Facilities</td>
<td>Dependent on student and facility location Facilities currently in use are located within 99 miles of SHU.</td>
</tr>
<tr>
<td>Parking</td>
<td>0 - $375.00 Some facilities do not charge for parking</td>
</tr>
<tr>
<td>Meals</td>
<td>0 - $250.00 Some facilities do not charge for meals.</td>
</tr>
<tr>
<td>Health Insurance for Both Years</td>
<td>0 - $1920.00 Cost of health insurance given based on premium of $80.00 per month for 24 months. Student may be covered under parent’s or spouse’s insurance or may be paying more for the plan selected by student.</td>
</tr>
<tr>
<td>Drug Testing</td>
<td>$60.00-$155.00 Approximately $60.00 fee for drug screen which will be completed at Excela site during the fall senior semester. If more definitive test is needed, the cost will also be the student’s responsibility. Drug screen and further testing if necessary is completed at time designated by Program Director. Some sites may require another test for spring supervised practice.</td>
</tr>
<tr>
<td>PA Criminal Record Check</td>
<td>$10.00 Required both Junior &amp; Senior Years, cost each yr</td>
</tr>
<tr>
<td>FBI Background Check</td>
<td>$27.00 Required both Junior &amp; Senior Years, cost each yr</td>
</tr>
<tr>
<td>PA Child Abuse History Clearance</td>
<td>$8.00 Required both Junior &amp; Senior Years, cost each yr</td>
</tr>
<tr>
<td>Flu shot</td>
<td>Variable, should be covered by health insurance Recommended in Junior Year, Required in Senior Year</td>
</tr>
</tbody>
</table>

Current lab and supervised practice fees are printed every semester in the schedule book available on Griffin’s Lair under Documents/Registrar.

### GENERAL POLICIES

I. The Seton Hill University Coordinated Program (CP) in Nutrition and Dietetics has been developed and will continue to develop in accordance with the education standards put forth by The Accreditation Council for Education in Nutrition and Dietetics.

II. Policies are formulated by the program director and program faculty and reviewed by CP Affiliate Professors.

III. Affiliate Professors are primary preceptors responsible for guiding major student experiences at supervised practice sites. To recognize their dedication to the SHU CP, these individuals have been designated as Affiliate Professors. Letters commending their professional spirit and dedication are sent to their superiors. A list of Affiliate Professors can be found in the Seton Hill University Catalog.

### ELIGIBILITY AND ADMISSION POLICY

**Policy:** The SHU CP adheres to the Seton Hill University Statement of Equal Opportunity. Applicants for admission to the SHU Nutrition and Dietetics major and CP must be accepted for admission to Seton Hill University and meet minimum SAT/ACT and GPA requirements.
1. Guaranteed Seat Procedure:
   a. Guaranteed seats in the CP will be awarded to applicants with 1100 SAT/24 ACT, 3.5 GPA and who participate in an interview with dietetics faculty. If the SAT was taken on or after March 2016, the required minimum SAT for guaranteed seat consideration is 1170.
   b. A maximum of thirteen guaranteed seats in the CP will be offered.
   c. Applicants must have submitted their application to SHU on or before January 1 to be considered for a guaranteed seat.
   d. Once the thirteen seats are offered, other students meeting eligibility requirements for a guaranteed seat will be placed on a wait list until May 1. Post May 1, wait listed students may move into the guaranteed seats as available.

2. Non-guaranteed seat procedure:
   a. Applicants accepted for admission to SHU with a 950-1090 SAT/20-23 ACT and a 3.2 GPA will be accepted into the dietetics major with non-guaranteed seat status. If the SAT was taken on or after March 2016, the SAT required for admission to the major is 1030-1160.
   b. Students with non-guaranteed seat status apply to the CP at the end of their sophomore year.

3. Guaranteed Seat Procedure as of fall 2018:
   a. Guaranteed seats in the CP will be awarded to applicants with 1030 SAT/20 ACT and a 3.2 high school cumulative GPA. If the SAT was taken prior to March 2016, the required minimum SAT for a guaranteed seat is 950.
   b. The program is accredited for thirteen seats in the junior and senior years. The coordinated program officially begins in the junior year. A maximum of sixteen guaranteed seats will be offered to eligible freshmen in an attempt to have thirteen beginning the coordinated phase in the junior year. If more than thirteen remain at that time, the program director will contact ACEND. If the program needs to add 4 or more students within two years, a major program change will be submitted.
   c. Once the guaranteed seats are offered, other prospective freshman students meeting eligibility requirements for a guaranteed seat will be placed on a wait list until May 1. Post May 1, wait listed students may move into the guaranteed seats as available.

RETENTION POLICY
   Policy: Regardless of seat status, all students must maintain GPA requirements to remain in the major, enter the CP, and remain in the program.

1. A minimum of a 3.0/4.0 cumulative GPA and a minimum dietetic major GPA of 3.0 are required to remain in the major and the Coordinated Program.
2. A student will be placed on probation in the major or program if her/his cumulative and/or dietetic major GPA falls below 3.0. The student will have one semester to bring the GPA up to the minimum GPA requirement or will be dismissed from the program.
3. Students placed on academic probation in the program or major will be required to participate in an Academic Coaching program available through the Academic Achievement Center. Students will be notified of this requirement and their responsibility for participation in a letter from the Provost that notifies them of their probationary status. Failure to follow through with Academic Coaching may jeopardize continuation in the program and/or admittance into the program.
4. Exception: A student who achieves probationary status at the end of the first semester senior year will be dismissed from the program.

PROGRAM APPLICATION POLICY
   Policy: Students with non-guaranteed seat status must meet admission criteria in order to apply to the CP. Students with guaranteed seat status do not need to apply to the program but must meet retention criteria as noted in the Retention Policy. Application materials are handled in a confidential manner.

1. Application to the program occurs at the end of the sophomore year or when it is estimated that the student can complete the program in two academic years or less.
2. Students interested in applying to the SHU CP should attend two orientation meetings conducted by the program director during the spring semester before entrance into the program. Application materials will be distributed and the program and application procedures will be explained. Any students unable to attend either meeting should schedule an appointment with the program director.
3. Students with guaranteed seat status should attend a meeting conducted by the program director during the spring semester before entrance into the program. Program policies and procedures will be addressed. (Applies to students admitted to SHU in the 2014-15 academic year)
4. The following eligibility criteria for acceptance into CP are required:
   a. Academic achievement - Minimum cumulative grade point average of 3.0/4.0 is required to enter program (For students admitted to SHU in the 2014-15 academic year minimum cumulative GPA will be 3.2/4.0, and dietetics major GPA of 3.2/4.0 will also be required).
   b. Completion of a minimum of sixty credits, ready to enter coordinated phase of dietetics curriculum with expectation of only two more Academic years before graduation.
   c. Endorsement of three references, two of which are professors in courses required by CP.
      1. At least one professor should be from a science area.
      2. The program director, the full-time dietetics faculty member, and the Chair of the Division of Natural and Health Sciences who serve on the Program Admission Committee may not be used as references.
      3. Reference from an employer is desirable.
   d. Ability to work with people.
5. The application form requests information on education, volunteer/shadowing activities, and work experience. The following are also required.
   a. Three reference forms requesting information on applicant’s personal, intellectual, and professional qualities.
   b. Essay explaining why applicant wants to be a dietitian
   c. College transcripts for any courses transferred into SHU
   d. Interview with Program Admissions Committee
6. Completed applications shall be handled as confidential information. Applications shall be available only to program faculty and Chair of the Division of Natural and Health Sciences who serve as the Program Admission Committee.

SEAT AVAILABILITY POLICY

Policy: A maximum of thirteen seats are available in the CP portion of the program. For students entering the Seton Hill before fall 2018, if the number of qualified applicants exceeds the seat limit, students will be placed on a wait list for the following year. Program Admissions Committee considers application materials to determine which student(s) will be placed on a waitlist. For students entering in fall 2018 and beyond, all accepted students will be offered a guaranteed seat. The interviews will not be necessary.

1. Application materials shall be evaluated.
2. Priority is given to those applicants who were Seton Hill students prior to applying for admission to CP. A Seton Hill student who meets admissions criteria shall have priority over students from other Universities.
3. Interviews will be conducted and evaluated.
4. In the event there are more students who meet eligibility requirements than available seats, attributes such as cumulative and major GPA and information disclosed by references will be used to identify student(s) for the waitlist.

TRANSFER AND POST BACCALAUREATE EDUCATION REQUIREMENTS POLICY

Policy: Transfer and post baccalaureate students may apply for supervised practice credit for professional experience. Some required courses may need to be repeated if taken more than ten years prior to CP application.

1. The following courses must have been taken within ten years of admittance to Seton Hill University:  SHL214/215 Human Anatomy and Physiology I/Lab, SHL216 Human Anatomy and Physiology II, SCH202 Biochemical Principles, SNT300 Principles of Nutrition and SNT320 Food Science & Technology II or equivalent from another University.
2. If above course/s was/were taken more than ten years ago, it/they must be retaken or the student must achieve a minimum of 70% on a challenge exam.
3. A student may develop a Prior Learning Assessment (PLA) portfolio to apply for credit for SNT326 Food Service Systems Management I Supervised Practice; and partial credit for SNT310 Health Promotion and Nutrition Education Supervised Practice and ShhNT415 Medical Nutrition Therapy I Supervised Practice. A student must have worked for a minimum of one year in a position or positions being used to document prior learning. As part of the portfolio, students must provide evidence of achievement of supervised practice competencies. The instructor will provide these competencies and requirements for the specific supervised practice.
   a. The student must follow general requirements for PLA. The Student Guide for PLA can be obtained from the Office of Graduate and Adult Studies.
   b. Required general format for the PLA must be followed.
   c. A $75 fee is charged for faculty evaluation of portfolio. If portfolio work is accepted, students are
charged a $50 per credit posting fee.

d. If PLA for the supervised practice is accepted for full credit, the student is credited with the number of hours assigned to that supervised practice. If partial credit for the PLA is earned, a corresponding number of supervised practice hours is awarded.

4. The following courses must be taken at Seton Hill: SNT400 Community Nutrition, SNT405 Food Service Systems Management II, and SNT450 Medical Nutrition Therapy II.

SENIOR SUPERVISED PRACTICE ASSIGNMENT POLICY (applies to FSM (SNT426) and MNT (SNT451) only)

**Policy:** Senior supervised practice (SP) sites may change from year to year. Students are provided with information about current SP sites for SNT426 and SNT451. Students preferentially rank sites however the Coordinated Program Rotation Selection Committee is responsible for making site placements.

1. In the first semester senior year students are provided with a list of SP sites for SNT426 and SNT451. Basic information about each site is also given.

2. Students are asked to rank sites in order of where they would like to be placed. Students are encouraged to provide information to support their ranking of facilities. This information will be used by members of the Coordinated Program Rotation Selection Committee as they make their decisions. However, reasons such as having a year-long lease on living quarters near a particular site will not be considered sufficient reason to dictate placement.

3. A student will not be assigned to a supervised practice site if s/he is currently working or has worked in the nutrition/food service department there.

4. A student will not be assigned to a supervised practice site if s/he has a relative working in the nutrition/food service department there.

5. The Coordinated Program Rotation Selection Committee makes the final decision for placement in SNT426 and SNT451 supervised practices.

STUDENT SUPPORT SERVICE/FINANCIAL AID POLICY

**Policy:** The University offers a variety of support services for students. Details about these services can be found in the SHU Course Catalog under Services, Activities, and Programming on the SHU website. Students are encouraged to take advantage of these services as needed.

1. When appropriate, faculty encourage students to seek guidance from these services:
   a. Student Services
   b. Career and Professional Development Center
   c. Counseling and Office of Disability Services
   d. Campus Ministry
   e. Wellness Center

2. Financial Aid information is available under the Admissions and Financial Aid tab on the SHU home page.

3. Students may seek assistance from any of these services at any time.

PROGRAM POLICIES

PHYSICAL EXAMINATION POLICY

**Policy:** Students are required to have a physical examination each year they are in the program. Requirements for the physical are based on the requirements set forth by the SP sites and may change each year. Students must submit the physical examination form to the program director. Students sign a waiver permitting the release of this information. The program director submits health information to SP facilities. After graduation or upon dismissal from the program, physical exam forms are stored in a confidential manner.

1. Students submit results of a current physical examination in the junior and senior years of the program.

2. The completed form and accompanying documentation are kept as part of each student's confidential file.

3. Some of the supervised practice sites require a copy of this information for their records. Others require only a checklist indicating that requirements have been met.

4. Students sign a waiver permitting the release of this information.

5. Facilities may change requirements for the physical at any time. These changes may happen without notice and are out of the control of the SHU Coordinated Program in Nutrition and Dietetics.

6. After graduation or upon dismissal from the program, the forms are stored in a confidential manner in the Wellness Center.

7. Flu shot is required for senior year supervised practices unless there is a religious or medical reason not to have
this injection. Documentation is required. If student does not have injection, s/he will need to wear a mask when required to do so at supervised practice sites. Injection is recommended in the junior year.

8. The following items are part of the physical examination form requirements:
   A. Physical examination results
   B. Tetanus immunization in the form of Tdap within nine years
   C. Chicken pox titer
      Results of qualitative varicella titer obtained any time before start of supervised practice documenting immunity. Some facilities will accept documentation of two properly given doses of vaccine.
   D. Rubella (German Measles), Rubela (Measles), and Mumps titer.
      Results of qualitative rubella, mumps, and rubeola titers before the start of supervised practice documenting immunity. Facilities require immunity to these diseases. Some facilities will accept documentation of two properly given doses of vaccine.

   1. Contraindications to and Concerns about immunizations
      a. According to information on the CDC website (see below), a woman should not become pregnant for four weeks after receiving immunization.
      b. An individual with contraindications such as pregnancy, cancer treatment or immunodeficiency should discuss this with physician because immunization may be unsafe.
      c. Any vaccine may result in side effects. Contracting diseases such as rubella may also result in side effects. Further information is available from the program director and your physician.

   2. Rationale for facility requirements
      a. Medical facilities providing supervised practice for the SHU CP require students to document immunity. Immunity is a requirement because medical personnel are likely to come into contact with these ailments putting themselves at risk, and also may have contact with prenatal patients.
      b. If an individual is not immune and has a contraindication to receiving the vaccine, a facility may make an exception and permit the student to complete the SP if student signs a waiver of declination. In the unlikely event that there are more individuals who are not immune than available facilities willing to make an exception, appointment to a facility will be based upon GPA. Students may reapply for a position the following year but cannot be guaranteed a slot.

   3. Sources of information if individual is not immune to a particular disease.
      a. Consult your physician to discuss your specific health concerns and any contraindications you may have to immunization.
      b. Consult the CDC website to determine when a vaccination may be contraindicated. Investigate the Guide to Contraindications to Vaccination found at http://www.cdc.gov/vaccines/recs/vac-admin/contraindications.htm
      c. Inform program director so that she may consult with facilities

   E. Hepatitis B immunization 3 documented doses of injection and titer documenting immunity.
   F. Hepatitis C titer. If titer is positive, documentation of treatment is required.
   G. Signed Declination Waivers—Some supervised practice sites may permit a student to sign a declination waiver if s/he is not immune to a specific disease for which immunity is required and contraindications to vaccination exist. Inform program director so she may pursue this option.
   H. Two-Step PPD tuberculin test is required at the beginning of the junior year and the beginning of the senior year. Students should complete this requirement while obtaining their physical. If PPDs are not done in the proper timeframe, they will have to be redone before attending supervised practice.
      1. Tine test is not acceptable.
      2. If PPD is positive, chest x-ray results are required.

**DRUG TESTING POLICY**

**Policy:** All students in the program must submit to and provide documentation of toxicology screens at required times. Substances included in the testing are identified for students. In the event that a student does not pass a drug screen, treatment is required. Additional consequences include suspension or dismissal from the program.

1. Students must submit to body fluid toxicology screens (drug screens) at a time or times required by the program.
2. This drug screening will include testing for the following substances: cannabinoids, cocaine, opiates, phencyclidine, amphetamines, barbiturates, and benzodiazepines.
3. Students will give the screening site a list of any medications they are taking. The laboratory will confirm any
positive drug screen results.

4. Students will be responsible for the cost of the screening and any further testing to confirm positive screen results.

5. If the student has a confirmed positive drug screen, the student will
   a. be unable to complete supervised practice experiences that Academic year and will be considered suspended from the program;
   b. be required to enter a drug treatment program as soon as possible;
   c. be required to complete a drug treatment program. Upon request, the University Counseling Center will provide a referral list of programs in Westmoreland County.
   d. be eligible to enter a specific supervised practice experience when it is offered in the regular course offerings. This is contingent upon proof of successful completion of the drug treatment program, negative drug screen results obtained immediately before re-entering the program, and availability of supervised practice sites. Only the most current drug screen results will be reported to the supervised practice site.

6. In the case of a student for whom parts C & D apply, as a condition of remaining in the program, the student must:
   1. work with the program director to develop a contract for monitoring his/her progress;
   2. begin or continue activities prescribed by the treatment center; and
   3. agree to random drug testing at a certified laboratory at his/her own expense.

7. The student is responsible for paying all costs associated with these requirements.

8. If the student has a positive drug screen after re-entering the program, he/she will be dismissed from the program.

CRIMINAL BACKGROUND CLEARANCE POLICY

Policy: All students in the program must submit to and provide documentation of federal and state clearances at required times. If a student has an existing criminal background it is the student’s responsibility to find out if her/his background will prohibit registration and/or state licensure. If a student has a criminal background and no SP site will accept the student because of that criminal background the student may be dismissed from the program.

1. Student placement in a supervised practice site assumes that the applicant possesses good moral character and the ability to successfully pass the rigors of a background investigation and criminal background check.
2. Once accepted into the program, students are required to provide documentation of clearances at specified times before they can begin supervised practice.
3. Students must complete an FBI Clearance, PA State Criminal Background Check and the State Child Abuse Clearance each year of the coordinated program.
4. Also required is the PDE-6004-Arrest or Conviction Report.
5. Detailed written directions on where, when, and how to complete these clearances are provided to students once accepted into the CP.
6. Students must show the program director all original reports and provide a copy of each report for the students’ file.
7. The student is responsible for paying all costs associated with these requirements.
8. If a student has an existing criminal record they should discuss their situation with legal counsel before applying to the program.
9. If, based upon the results of a criminal background check, a supervised practice site determines that it would not be in their best interest to have the student at their site, they have the right to not accept the student. If no other SP site will accept the student based on their criminal background check, the student will be dismissed from the program.

REQUIRED INSURANCE POLICY

Policy: Students are required to maintain health, professional liability and automotive insurance. Proof of insurances is maintained in the students’ files.

1. Once accepted into the program students are required to provide evidence of insurance.
2. If student is covered under parent’s or spouse’s health insurance and student’s name is on the insurance card, student must provide a copy of the card to be maintained in the students’ file.
3. If student is covered under parent’s or spouse’s health insurance and student’s name is not on the insurance card, student must obtained letter from the parent’s/spouse’s place of employment verifying that the student is insured.
4. If a student does not have health insurance coverage, the SHU Human Resources Office refers students for information on reasonably priced health insurance to Douglas Gradwell of the Reschini Group at 1-800-442-8047.
or to Dena Schmid at One Health Benefits, LLC at 724-799-8873. The student should indicate that s/he is a SHU student. The student may also wish to investigate availability of other products available from insurance providers.

5. Students will obtain an application for professional liability insurance from the program director and obtain insurance at level required by program.

6. Students must maintain automobile insurance that meets the minimum requirements of the Commonwealth of PA:
   i. Liability Coverage $15,000 per person bodily injury $30,000 per accident bodily injury $5,000 per accident property damage
   ii. First Party Medical Benefit Coverage $5,000

7. Students must provide evidence of insurance meeting these levels to the program director.

TRANSPORTATION POLICY

Policy: Once in the program students are required to have their own transportation to and from supervised practice sites and off-campus activities.

1. Each student is personally responsible for transportation to and from supervised practice sites and off-campus activities.
2. Each student is responsible for her/his safety in travel to and from supervised practice sites and off-campus activities.

MAINTENANCE OF STUDENT FILES POLICY

Policy: Files of student progress and required documents shall be confidentially maintained by the program director.

1. Student files shall be kept in a locked file cabinet with information available only to program personnel.
2. A student shall have access to her/his file by requesting in writing an appointment with the CP Director to view the file.
3. Once a student completes the program or is dismissed from the program, the program director transfers medical information to the Wellness Center where the school nurse stores it in confidential manner and disposes of it appropriately after seven years.
4. After graduation, copies of material submitted to CDR on graduates’ behalf as well as original verification statement will be kept on file indefinitely.

ACADEMY OF NUTRITION AND DIETETICS MEMBERSHIP POLICY

Policy: Students must maintain membership in the Academy of Nutrition and Dietetics while in the CP portion of the program.

1. Students must apply for membership in the Academy of Nutrition and Dietetics the summer before they begin the CP portion of the program. Go to http://www.eatright.org/default.aspx to apply for membership.
2. Students must send a copy of their AND membership card or their Profile Page from the Academy website found at MyAcademy to the program director when they send in their physical form and other documentation.

CULTURAL PROJECT POLICY

Policy: Each student is required to complete a Cultural Project as a requirement of the Dietetics Portfolio.

1. Each student will complete a cultural project in SNT321, SNT325 or SNT426.
2. The project will be conducted by working with an individual from another culture to develop an authentic food science or food service project.
3. The student will write a paper about the culture and will educate her/his fellow students about the culture in the course in which the project is being conducted.
4. The student will submit the paper and visual aid used to educate fellow students to the Program Director as documentation of project completion. The student is also required to place documentation in her/his dietetics portfolio.

SERVICE PROJECT POLICY

Policy: Students in the dietetics program are required to complete two service projects over and above service projects required by the core curriculum, other courses or clubs as a requirement of the Dietetics Portfolio.

1. Students must submit to the Program Director a completed Service Project Verification Form (found on Griffin Gate) for each service project.
2. All service projects are to be documented on the Service Project Grid found on Griffin Gate. This grid should be submitted to the Program Director at the end of the junior year. The Service Project Grid should also be placed in the dietetics portfolio.
3. Service projects required in core curriculum courses do not count toward community service recognition.

SERVICE RECOGNITION AND AWARD POLICY

Policy: Students who complete more than two service projects by the end of the junior year are recognized for their commitment to service. The student with the most documented community service hours receives the Coordinated Program Service Award.

1. Students must submit to the Program Director a completed Service Project Verification Form (found on Griffin Gate) for each service project.
2. All service projects are to be documented on the Service Project Grid found on Griffin Gate. This grid should be submitted to the Program Director at the end of the junior year. The Service Project Grid should also be placed in the dietetics portfolio.
3. Service projects required in core curriculum courses do not count toward community service recognition.
4. Senior level students who have completed more than two service projects will be recognized for their commitment to service at the Dietetics Welcome Event early in the fall semester.
5. The student with the most documented community service hours receives the Coordinated Program Service Award at the Fall Honors Convocation.

DIETETICS PORTFOLIO POLICY

Policy: Students are required to maintain a dietetics portfolio as a requirement of graduation.

1. Dietetics students are given a copy of the Coordinated Program Portfolio Grid when they fill out their first course schedule at Setonian Days. This grid indicates assignments and reflection papers that are required to be part of the portfolio. Students may include other information of their choice.
2. The Program Director provides a brief review of portfolio grid which delineates requirements of portfolio in SNT120.
3. The portfolio is discussed at each advising meeting between student and faculty advisor.
4. Students submit portfolio for review in various dietetics courses.
5. During the second semester senior year, students revise portfolio to develop their showcase portfolio and submit to faculty for final evaluation.
6. Faculty members submit final grade on dietetics portfolio to the registrar’s office. Students must earn a passing grade on the portfolio in order to graduate.

COMPREHENSIVE EXAM POLICY

Policy: Students complete a comprehensive exam in the first semester senior year. Grades for portions of the exam are incorporated into the final grade of respective second semester supervised practices.

1. The Comprehensive Examination will be administered twice during the first semester senior year. This examination is used for formative purposes only. The StEP test is used for this purpose.
2. The due date for exam corrections can be found on the second semester supervised practice calendar.

HIPAA TRAINING POLICY

Policy: The importance of maintaining confidentiality and privacy of clients/patients is stressed throughout the CP portion of the program. Students receive HIPAA training at the University.

1. Students receive HIPAA training on confidentiality and privacy at the beginning of the junior year second semester before starting SNT310 Health Promotion & Nutrition Education Supervised Practice.
2. Students will receive a review of their HIPAA training at the beginning of the senior year first semester before starting SNT415 Medical Nutrition Therapy I Supervised Practice.

STUDENT TERMINATION BY THE UNIVERSITY POLICY

Policy: The CP shall terminate any student who is terminated by the University.

1. Any student who is terminated by the University shall also be terminated by the CP.
2. Standards of Student Conduct including disciplinary and dismissal procedures and academic integrity can be found in the Seton Hill University Student Handbook (PDF format) on the university website under Griffins Lair University Documents under Student Services.
DISMISSAL FROM PROGRAM FOR NONACADEMIC REASONS POLICY

Policy: A dietetics student whose conduct gives evidence that their behavior puts a patient at risk or negatively affects the safety or reputation of the preceptor, supervised practice facility, faculty or university will result in disciplinary action up to and including dismissal from the Coordinated Program. The Program reserves the right to discipline or dismiss a student for infractions deemed serious by the Program. A student dismissed from the CP may be able to complete a different major at SHU.

1. The CP reserves the right to dismiss a student whose behavior puts a patient at risk or jeopardizes the preceptor, facility, faculty or university safety or reputation.
2. Any conduct deemed to be serious by the CP may be cause for discipline up to and including dismissal from the Program.
3. A student who is dismissed from the Coordinated Program and is in good academic standing at the University may be able to select a different major at SHU. This will delay her/his expected graduation date.
4. A dismissed student should consult the Career and Professional Development Center for assistance with selecting a different major then meet with a faculty member in that major. The student must officially change her/his major through the Registrar’s Office.

GRIEVANCE POLICY

Policy: Students have the right to grieve a program or grading decision without threat of retaliation. Specific grievance procedures are documented in the SHU Course Catalog. (http://www-2011.setonhill.edu/catalog/shucat/displaySection.cfm?CID=5&VID=40&SID=1464&SID_ID=321; http://www-2011.setonhill.edu/catalog/shucat/displaySection.cfm?CID=5&VID=40&SID=1466&SID_ID=323)

1. Students may grieve a program decision by following the informal grievance procedure. The student should seek resolution of the problem following the chain of command beginning with the faculty member, program director, Division Chair and Provost.
2. If a student has a grievance regarding an academic matter, such as a grade, the student should petition the Provost to begin the formal grievance procedure as outlined in the Seton Hill Catalog.
3. In both cases, the program director and program faculty will honor the final decision made by the Provost.

COMPLIANCE CONCERNS REGARDING ACCREDITATION STANDARDS POLICY

Policy: In the event that a student or preceptor has a concern about the program’s compliance with accreditation standards of the Accreditation Council for Education in Nutrition and Dietetics, a complaint should be made to the accrediting body.

1. If a student or preceptor questions the compliance of the SHU Coordinated Program in Nutrition and Dietetics with the accreditation standards of the Accreditation Council for Education in Nutrition and Dietetics, complaints should be addressed following the chain of command beginning with the faculty member, program director, Division Chair and Provost.
2. Concerns may be submitted directly to ACEND only after all other options with the Program and the institution have been exhausted.
3. A copy of the ACEND Accreditation Standards for Dietetics Education Programs Leading to the RD Credential can be found on the Nutrition and Dietetics Group area on Griffin Gate.
4. The procedure for complaints against programs can be found at in the ACEND Accreditation Standards for Dietetics Education Programs Leading to the RD Credential on the Nutrition and Dietetics Group area on Griffin Gate.

HANDLING OF ILLNESSES OR ACCIDENTS AT SP SITES POLICY

Policy: Students are responsible for medical treatment costs they incur as a result of illness or accident sustained at supervised practice sites.

1. If a student suddenly becomes ill or has an accident at a supervised practice site, the facility may render emergency first aid.
2. The student is responsible for all costs associated with emergency first aid and any subsequent treatment.

SUPERVISED PRACTICE ABSENCE POLICY

Policy: All absences from supervised practice must be made up. Students must follow the approved procedure for reporting off for any reason. Students who do not follow the approved procedure incur a deduction from their final grade for the corresponding supervised practice.

1. Special permission may be granted a student to be absent from a supervised practice, but this time must be made
In the event of illness or personal emergency that causes a student to be absent the student must call her/his clinical supervisor and report off before the scheduled time of the experience.

Tentative plans for making up the time are to be discussed at this time.

The student must then call the faculty supervisor and report her/his absence from the clinical experience.

Failure to follow this policy will result in a deduction of 5% (for each occurrence) from the student’s final grade in the SP.

The faculty supervisor should also be notified if the student must leave the facility early as a result of illness or personal emergency.

INCLEMENT WEATHER POLICY

Policy: Safety is of utmost importance when considering travel to supervised practice sites. Students are responsible for making decisions about travel to a supervised practice site in inclement weather. Time missed as a result of inclement weather must be made up but this fact should not be considered when making travel decisions in inclement weather.

1. Students should use good judgment concerning attendance at supervised practice when the weather is inclement.
2. The student may attend supervised practice even if SHU cancels classes for the day.
3. If the student decides that conditions are too treacherous to travel to supervised practice, the student should report off following guidelines in the Supervised Practice (SP) Absence Policy.
4. Time missed from SP for inclement weather must be made up.
5. Students must use their best judgment regarding travel in inclement weather as safety is of utmost importance.

SHU BREAKS AND SUPERVISED PRACTICE SCHEDULE POLICY

Policy: Calendars/schedules are provided for each SP. With advance notice, supervised practice experiences may be scheduled during SHU breaks and holidays. In the second semester senior year the spring semester begins during the traditional J-term and continues through scheduled university breaks.

1. Supervised practice experiences may be scheduled during SHU breaks and holidays.
2. In order to finish incomplete work, SHU CP students may be scheduled for supervised practice during scheduled SHU breaks, or at other times at the discretion of the program director and the approval of the supervised practice site.
3. Junior level students may be assigned to supervised practice during J term or spring break with advance notice.
4. SNT402 is scheduled for zero credit in the senior year fall semester and for two credits during the spring semester.
5. SNT451 Medical Nutrition Therapy II Supervised Practice, SNT426 Food Service Systems Management II Supervised Practice, and SNT402 Community Nutrition Supervised Practice are scheduled during the Spring semester senior year with supervised practice beginning immediately after January 1st during the time designated as ‘J term’. This is not scheduled as J term but is an early start to the spring semester. During this semester students are regularly scheduled for supervised practice experience during University breaks.
6. If a supervised practice site observes a holiday that Seton Hill University does not, the student is responsible for making up SP hours.
7. Program schedules and/or calendars are supplied for each supervised practice experience.

INCOMPLETE SUPERVISED PRACTICE POLICY

Policy: A student may request an Incomplete for a supervised practice however faculty discretion is used to determine eligibility. Students approved for Incomplete in a second semester senior year SP will experience a delay in graduation.

1. According to Academic Policies written in the Seton Hill University Catalog, 80% of work must be completed for student to be eligible for Incomplete.
2. Faculty discretion may be used to determine eligibility.
3. Student must adhere to time frame outlined in the University catalog for applying for Incomplete and for finishing work.
4. Students applying for an incomplete for SNT402 in the spring semester, SNT426, and SNT451 will experience a delay in graduation.
5. In most cases the same facility will be used depending on facility availability and willingness.
6. Amount of work and hours to be completed as well as whether a new site must be used will determine amount of time scheduled for supervised practice.

STUDENT EVALUATION POLICY

Policy: Development of competence is the driving force behind student evaluation. Course faculty members
establish evaluation strategies for courses they teach. Strategies are the same for each student and are communicated in writing to students.

1. Student evaluation shall be based on the development of competence required of entry-level practitioners.
2. Standards for evaluation and grading shall be established for each coordinated program course.
3. Evaluation standards shall be communicated in writing to CP students.
4. Clinical facility staff and CP faculty shall evaluate the students’ clinical performance using evaluation tools developed by the CP faculty.
5. Formative evaluation will be provided as appropriate. This may be provided weekly or at midterm depending upon the supervised practice.
6. Summative evaluation is conducted at the end of each supervised practice.
7. Supervised practice staff members are encouraged to provide informal evaluation and feedback to students throughout each experience.
8. Self-evaluation shall be completed by the students at midterm and end of each experience and discussed with both facility and faculty supervisors.
9. Evaluation strategies shall be non-discriminatory.
10. Evaluation strategies and grading standards shall be established by the course instructor and reviewed by the program director.

MAXIMUM TIME FOR PROGRAM COMPLETION POLICY

*Policy:* Students accepted into the CP have three academic years to complete all program requirements.

1. All of the academic requirements for the CP can be met in two academic years.
2. Once enrolled in the CP, students have a maximum of 3 academic years to complete all program requirements.
3. In the event there are more students who meet eligibility requirements than available seats and a student is placed on a waitlist, the student has three academic years to complete the program from the time they are assigned a seat in the program.
4. In the event of extenuating circumstances (such as an illness, family emergency, etc) and a student is unable to complete CP requirements in three years, the program director and faculty will evaluate each case to determine an appropriate course of action. This may include extending the three-year time frame with or without the requirement of additional course work or SP hours to meet program requirements at that point in time. Another consideration would be site availability.

GRADUATION POLICY

*Policy:* To graduate with a BS in Dietetics undergraduate students must meet all CP and university degree requirements.

1. To graduate with a BS in Dietetics undergraduate students must meet all Seton Hill graduation requirements and complete all course work and supervised practices necessary to meet the ACEND Accreditation Standards as implemented by the SHU CP.

POST BACCALAUREATE REQUIREMENTS FOR COMPLETION OF BACHELOR’S DEGREE VS CERTIFICATE IN DIETETICS POLICY

*Policy:* Students applying to the program who already have a Bachelor’s degree may or may not obtain a second Bachelor’s degree depending upon the number of credits they require for completion of the major. If a student is not eligible to obtain a second degree but completes all requirements of the program, the student earns a Certificate in Dietetics.

1. Before beginning the program, official transcripts indicating the achievement of the previous Bachelor’s degree must be supplied to the SHU Registrar’s Office and Program Director.
2. A post baccalaureate student must complete all course work and supervised practices necessary to meet the ACEND Accreditation Standards as implemented by the SHU CP.
3. Official transcripts for coursework taken at other institutions while enrolled at SHU must be supplied to the Registrar’s Office.
4. A post baccalaureate student is not required to complete a second baccalaureate degree.
5. A student who obtained first bachelor’s degree from another institution is eligible to earn a Bachelor of Science degree from SHU if s/he completes requirements of the SHU dietetics major and earns a minimum of 48 Seton Hill credits. At least one half the credits must be earned at Seton Hill. The student must also complete the capstone assessment for the major.
6. If first bachelor’s degree was obtained at SHU, a second degree may be earned by completing requirements of the
major and a minimum of 30 Seton Hill credits after the first degree was awarded. The student must also complete the capstone assessment for the major.

7. If post baccalaureate student is ineligible to obtain second degree but completes all requirements of dietetics major and the capstone assessment, student earns a Certificate in Dietetics.

VERIFICATION STATEMENT POLICY

Policy: In order to receive the Bachelor of Science Degree and a Verification Statement, students must meet all course and supervised practice requirements of the coordinated program and all requirements of the baccalaureate degree.

1. After the undergraduate student completes the program and degree requirements, the program director will obtain written confirmation of this from the registrar.
2. For the post baccalaureate student, the program director will receive written confirmation from the registrar that requirements for a second degree or certificate have been met.
3. After confirmation from the registrar has been received, the program director will submit materials to the Commission on Dietetic Registration to establish students’ eligibility to sit for the registration examination.
4. The program director will provide each student with five original verification statements.

SUPERVISED PRACTICE FACILITY SELECTION AND EVALUATION POLICY

Policy: Supervised practice sites used by the SHU Coordinated Program in Nutrition and Dietetics are accredited, reviewed and/or inspected as appropriate, have qualified and adequate number of staff to provide experience, and exhibit a willingness and eagerness to provide supervised practice. Facility evaluations are completed formally by students and informally by Program faculty.

1. Program Director and faculty visit potential supervised practice facilities and meet with staff to discuss the roles and responsibilities of facilities and preceptors for the SHU CP.
2. Program Director and faculty make the final decision regarding appropriateness of facilities for supervised practice experiences.
3. To assure appropriateness of SP facilities students complete a facility evaluation at the end of each SP. In addition, faculty talk with students about their SP site at the end of each SP. Faculty evaluate SP site informally during visits for student observation.
4. The Program Director is responsible for reviewing all site evaluations and for discussing informal site evaluations with Program faculty.
5. The Program Director shares results of the Facility Evaluation and additional findings with preceptors.

MAINTENANCE OF WRITTEN AGREEMENTS WITH SUPERVISED PRACTICE SITES POLICY

Policy: The SHU CP secures an agreement for every SP site. Agreements are signed by a SHU or CP representative and an administrator with appropriate authority at the SP site.

1. All off-campus experiences with other organizations require an agreement with the CP.
2. The program director initiates and secures agreements with new SP sites.
3. Agreements may be written by the SHU CP or the SP site and must delineate the rights and responsibilities of all parties and the educational purpose of the affiliation. If the agreement originates from the SP site, the agreement must be approved by the individual who will be signing the agreement on SHU’s behalf. If needed, the agreement will be referred to university counsel for review.
4. Only agreements with a mutual indemnification clause or no indemnification clause are accepted by the SHU CP.
5. The Chair of the Division of Natural and Health Sciences signs all agreements made solely with the CP. The SHU Career & Professional Development Center Director signs all agreements that cover other university programs in addition to dietetics.
6. An administrator with appropriate authority from the SP site signs the agreement.
7. Agreements may be open-ended or in effect for a specific time frame.
8. When an agreement is written for a specified period of time the Program Director initiates a new agreement in a timely manner to avoid a lapse in site availability.
9. The program director maintains agreements indefinitely.

CONDUCT POLICIES

DRESS CODE POLICY
**Policy:** Students are required to dress appropriately for each SP and off-campus experience. Dress code guidelines are identified in syllabi and/or on individual assignment sheets. Specific requirements for dress in food service areas consider safety and sanitation. Students should be attired in accordance with the policies of the supervised practice facilities to which they are assigned.

1. A professional appearance implies a conservative line in clothing style, shoes, hair, make-up and jewelry.
2. Hair should be a hair color found in nature and should be styled conservatively.
3. Tattoos must be covered.
4. All clothing, uniforms, and lab coats must to be clean and well pressed.
5. Simple earrings are permitted in the ears during MNT. Other piercings or adornments must be removed or covered.
6. In food service areas, hair must be confined, off-the-collar, and covered with an approved hair restraint.
7. Concerning jewelry, students must follow facility policy. According to the Food Code, the only ring permitted is a plain gold wedding band.
8. Necklaces, adornments in piercings, and bracelets are not permitted in food service.
9. Nail polish and acrylic nails are not permitted in food service.
10. Chewing gum is not permitted at SP sites.
11. Student must also follow facility dress policy.
12. **Acceptable Attire for Women**
   - Tailored Suits or Dresses
   - Skirts and Blouses
   - Sweaters
   - Dress Pants
   - Hosiery with dresses or skirts. Trousers socks or knee highs with dress pants
   - Low-heeled or flat dress shoes, loafers; duty shoes with uniforms
   - Uniform tops with a collar
13. **Unacceptable Attire for Women**
   - Pants: Jeans, pants that are stitched like jeans, denims, jogging suits, stirrups, leggings, sweatpants, tight, clingy, stretch lycra, large print or neon prints, over-sized pants, shorts.
   - Tops: T-shirts, sweatshirts, low-cut blouses or sweaters, athletic jerseys, tank tops, backless, cropped, see-through, midriff, over-sized knit tops or sweaters.
   - Skirts & Dresses: Sundresses, mini or short skirts, tight-fitting or revealing slits, low-cut.
   - Other: Excessive jewelry, multiple earrings, long dangling earrings.
   - Uniforms: Tennis shoes, sneakers, sandals, open-toed shoes in food service
14. **Acceptable Attire for Men**
   - Dress slacks, shirts and sweaters, ties
   - Socks and Dress Shoes
   - White Uniform and Duty Shoes
15. **Unacceptable Attire for Men**
   - Pants: Jeans, sweat pants, low risers, baggy pants, shorts
   - Tops: Sweatshirts, Tee shirts, tank tops, cropped shirts, oversized tops or sweaters
   - Other: Excessive jewelry, multiple earrings, long dangling earrings, Excessive hair styles, Tennis Shoes, Sneakers, Sandals
   - Uniforms: Scrub Style

**STUDENT CONDUCT POLICY**

**Policy:** The student will maintain appropriate professional conduct in accordance with the Code of Ethics for the Profession of Dietetics, SHU Standards of Student Conduct, and policies and procedures of the supervised practice site to which s/he is assigned. Students must not post to social media any content, photographs or images that could be detrimental to a SP site, preceptor, SHU faculty, staff or fellow students. The CP reserves the right to discipline or dismiss a student for conduct infractions deemed serious.

1. The student shall develop professional rapport with supervisors and clients at supervised practice facilities.
2. The student shall adhere to the policies and procedures of the clinical facility to which she/he is assigned.
3. The student shall adhere to the Code of Ethics for the Profession of Dietetics [http://www.eatrightpro.org/resources/career/code-of-ethics](http://www.eatrightpro.org/resources/career/code-of-ethics) and abide by the Standards of Student Conduct found...
in the Seton Hill University Student Handbook and policies found in the SHU Coordinated Program in Nutrition and Dietetics Handbook of Policies and Procedures. These Handbooks are posted on the university website.

4. Photographs or videos of student work product such as bulletin boards, food products, or displays can only be taken by the student if no individuals are included in the pictures or recording and if written permission is obtained from the preceptor at the supervised practice site. These photographs or videos cannot be posted on websites, social media sites, or in email. The dietetics student is not permitted to take any other photographs or videos at the supervised practice site.

5. The dietetics student is not permitted to post on social media any confidential information about patients, clients or staff from supervised practice sites. The student must abide by all HIPAA regulations at all times.

6. The dietetics student is not permitted to post on social media any information, photographs or images that could be detrimental to the reputation of preceptors, supervised practice sites/facilities, SHU faculty/staff, fellow students or alumni.

7. Any problem at supervised practice site should be reported to faculty supervisor and program director as soon as possible.

8. If a supervised practice representative requests a student be removed from the facility due to a conduct issue, the student will be removed from the supervised practice site and rotation.

9. The SHU CP faculty and program director, in consultation with the Division Chair and Provost, will determine whether student will receive another supervised practice placement and when that placement can be made. Placement may not be possible until the following academic year, during the usual semester when that particular rotation is offered.

10. Any conduct issue deemed serious by the Program director and faculty may be grounds for immediate dismissal from the program.

SUPERVISED PRACTICE AND PRECEPTOR POLICIES

SUPERVISED PRACTICE PURPOSE POLICY

Policy: Supervised practice assignments are designed so that students can meet all Core Knowledge & Competencies for the RD as established by the Accreditation Council for Education in Nutrition and Dietetics and demonstrate entry-level competence. Students must achieve at or above the minimum requirements for each assignment and competency.

1. Students must complete all assignments for every supervised practice at or above the level of 70% which is considered entry-level competence. If students do not achieve at this level, the assignment must be redone so that minimum competence can be achieved. The highest grade that the student can receive on a resubmitted assignment is 70%.

2. Students should take advantage of related experiences offered at the supervised practice site that would enhance their achievement of competence.

3. Students are not permitted to be used to replace employees at any supervised practice site.

SUPERVISION POLICY

Policy: Students are provided with specific guidelines regarding supervision at the practice site at the beginning of each experience.

1. Students will be under the direct supervision of preceptors at the supervised practice site in SNT326 Food Service Systems Management (FSSM) I Supervised Practice (SP), SNT426 FSSM II SP, and SNT451 Medical Nutrition Therapy (MNT) II SP, and in the long term care experience and brief community experiences in SNT402 Community Nutrition SP. Coordinated program staff members visit students periodically at the supervised practice sites to evaluate progress. Specific guidelines for the experience are provided to students and preceptors at the beginning of each semester.

2. Students in SNT310 Health Promotion and Nutrition Education SP and SNT415 MNT I SP, are supervised primarily by coordinated program staff members with shared supervision by site preceptors. Specific guidelines for the experience are provided at the beginning of the semester.

PRECEPTOR SELECTION AND EVALUATION POLICY

Policy: Preceptors for the program are selected based on their area of expertise. The Program has a process in place to evaluate preceptors from each SP site.

1. Primary preceptors are identified by various means including personal contact by the Program director or faculty, other preceptors and by SP site representatives.

2. The primary preceptor assigns additional preceptors at the SP site based on their expertise in specific content areas taught in the SP.
3. The Program Director confirms preceptor credentialing through each primary preceptor.
4. Students participate in on-going evaluation of preceptors by completing a SP facility evaluation form that includes several questions about preceptors and includes a place to write in comments. In addition, faculty talk with students about their SP site and preceptor experiences at the end of each SP.
5. Faculty members also evaluate preceptors during visits to SP sites.
6. The Program Director shares results of the Facility Evaluation and additional findings with preceptors.

**PRECEPTOR ORIENTATION AND TRAINING POLICY**

**Policy:** Primary preceptors for each supervised practice have an orientation to the Program with an emphasis on the SP objectives and professional competencies specific to the supervised practice experience s/he provides. On-going training is done annually prior to each supervised practice.

1. The Program Director and/or qualified faculty designee provides an orientation for the primary preceptor at each SP site.
2. For each new site, the Program Director and/or qualified faculty designee visits the site and completes the preceptor orientation in person.
3. On-going training is conducted via a conference call conducted prior to the start of the SP to review new or revised assignments, requirements, evaluation forms, and anything else related to the SP that is new. If a preceptor is unable to participate in the conference call, the SP faculty member calls the preceptor individually at a mutually agreed upon time or contacts the preceptor by email if there are no substantive changes.
4. The SHU CP Handbook of Policies and Procedures is provided for each SP site. The Program mission, goals, values and educational philosophy are included in the Handbook of Policies and Procedures.
5. The purpose of ACEND’s accreditation process and intent of the standards as stated on ACEND’s website is provided.
6. The dates of all one-on-one orientations as well as the training/orientation conducted via conference call are documented by the Program Director.

**PRECEPTOR OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT POLICY**

**Policy:** The program provides annual professional development opportunities for preceptors based on identified needs and/or developments within the profession.

1. The Program Director plans at least one continuing education program for preceptors annually. Topics are determined by the Program Director and are based on needs identified through student feedback and/or discussions with preceptors and faculty. Often topics are cutting edge or related to new developments within the profession. Fees for continuing education programs are covered by the Program and are no cost to preceptors.
2. The Program Director frequently makes preceptors aware of free or low-cost continuing education programs.
3. Preceptors have access to the 4-credit Molly Kellogg Step-by-Step program made available from the Program.
4. The Program Director makes preceptors aware of the 8-credit Dietetics Preceptor Training Module offered by CDR.

**PROGRAM EVALUATION POLICY**

**Policy:** Coordinated Program evaluation is a continuous process. All constituencies associated with the CP provide input regarding program changes.

1. Program faculty, affiliate professors, other preceptors, and other faculty members shall discuss program progress and problems and consider changes. Affiliate professors are the lead preceptors at key supervised practice sites. Input is solicited informally at supervised practice sites and formally in yearly meetings. This input can occur individually and in groups. Impact of any changes is evaluated.
2. Advisory board and other constituencies outside the program are asked to make recommendations about the program based on their areas of expertise. Recommendations are incorporated into the program as feasible.
3. Students evaluate supervised practice courses and supervised practice sites. They also informally provide input.
4. Graduates and employers of graduates shall be solicited for data on program evaluation.
5. Alumnae are surveyed every five years to assess their commitment to service and life long learning.
6. Affiliate professors receive updates on program evaluation.

**CP FACULTY POLICIES**

**CP FACULTY CREDENTIALS POLICY**
Policy: The program director and program faculty members meet requirements put forth by ACEND and Seton Hill University.

1. The Program Director must be a registered dietitian with a minimum of a Master’s degree and have a minimum of three years professional experience post credentialing. The Program Director must also be a Licensed Dietitian-Nutritionist in the commonwealth of PA. The program director must be a full-time employee of Seton Hill University and cannot direct another ACEND-accredited dietetics education program. The program director meets Seton Hill University’s requirements for appointment.

2. Program faculty members shall have credentials commiserate with their teaching and supervised practice responsibilities. Program faculty members meet Seton Hill University’s requirements for appointment.

FACULTY ORIENTATION & TRAINING POLICY

Policy: Faculty members are provided with an orientation to the university and the Program. Program orientation includes a review of the Program mission, goals, values and educational philosophy, ACEND competencies and teaching responsibilities. Training opportunities and funding are available from the university and Program.

1. All new faculty members attend a university orientation that includes but is not limited to technology and learning management system training, availability on-campus resources, and mission and philosophy of the university.

2. The Program Director provides an orientation for all new Program faculty. The Program mission, values, goals and educational philosophy are discussed and provided in written form in the SHU CP Handbook of Policies and Procedures. Orientation includes a review of the purpose of the ACEND accreditation process, intent of the ACEND standards, and ACEND knowledge statements and competencies.

3. The Program Director or qualified faculty designee, when possible, provides an in-depth review of the profession-specific courses that are part of the new faculty member’s teaching load. Program on-going assessment criteria as related to specific course competencies are reviewed.

4. Faculty are encouraged to complete all appropriate technology training offered by the university.

5. Faculty are encouraged to attend Teaching and Learning Forums at the university that are designed to enhance expertise in teaching, assessment, technology and advising.

6. Faculty participate in annual webinars and workshops provided by the Program for faculty and preceptors. Topics are typically cutting edge or related to new developments within the profession.

7. Program faculty are encouraged to take advantage of professional development funds to promote professional growth and advancement.

FACULTY EVALUATION POLICY

Policy: Faculty are evaluated by students at the end of each course or supervised practice per university policy.

1. Near the end of each course and at the end of each SP students have the opportunity to evaluate the course or SP and faculty.

2. The Provost and Division Chair are responsible for reviewing all faculty/course evaluations and provide feedback to faculty. However, in the event that concerns are noted, the Provost or Division Chair may consult with the Program Director to discuss appropriate remediation.

3. The Program Director reviews evaluations related to all SP experiences. Results are reviewed with program faculty and if areas of concern are noted the Program Director works with faculty to provide training and/or determine an improvement plan.
## FALL

### FIRST YEAR STUDENT
- SCH100 Chemical Principles: 3
- SCH101 Chemical Principles Lab: 1
- SNT120 Food Science & Tech. I: 2
- SNT121 Food Science & Tech I Lab: 1
- SEL107 Composition & Culture + Foreign Language #: 3
- SLA102 Connections: 1
- SLA150 Faith, Religion, & Society: 3

### SOPHOMORE
- SHL214 Human Anatomy & Phys. I: 3
- SCH202 Biochemical Principles: 3
- Western Cultures: 3
- SBL141 Medical Terminology: 1
- SNT200 Seminar in Nutrition/Dietetics: 3
- SBU115 Business Plan Development: 1
- SSS250 Introductory Statistics: 3

### JUNIOR
- SNT324 Food Service Systems Mgt I: 3
- SNT325 FSSM I Lab: 1
- SNT326 FSSM I Supervised Practice: 2
- SNT350 Medical Nutrition Therapy I: 3
- SNT400 Community Nutrition: 3
- Global Perspectives: 3
- SNT301 Methods NT & Dietetics Ed: 2

### SENIOR
- SLA400 Senior Integrative Seminar: 3
- SNT405 Food Service Systems Mgt. II: 3
- SNT450 Medical Nutrition Therapy II: 4
- Religion: 3
- SNT402 Community Nutrition SP: 0
- SNT415 Medical Nutrition Therapy I SP: 2

### SPRING

### FIRST YEAR STUDENT
- SCH120 Organic Chem. Principles: 3
- SCH121 Organic Chem. Principles Lab: 1
- SNT220 Safety and Sanitation in Food Service: 1
- SBU180 Principles of Management: 3
- SPY110 Introductory Psychology: 3
- Artistic Expression: 3
- Philosophy: 3

### SOPHOMORE
- SNT320 Food Science & Tech II: 3
- SNT321 Food Science &Tech II Lab: 2
- SBL218 Microbiology: 3
- SBL219 Microbiology Lab: 1
- Western Cultures: 3
- SNT300 Principles of Nutrition: 3
- SHL216 Human Anatomy & Phys II: 3

### JUNIOR
- SNT310 Health Promotion & Nutr Ed Supervised Practice: 3
- SNT330 Health Care Issues and Admin: 3
- US Cultures: 3
- SNT370 Advanced Nutrition: 3
- SNT421 Nutrition Care Process: 3

### SENIOR
- SNT451 Medical Nutrition Therapy II SP: 6
- SNT426 FSSM II SP: 4
- SNT402 Community Nutrition SP: 3
- Religion: 3

### April 2018

Subject to change

+Student may be better suited for SEL105 Composition & Culture Part A (Fall) and SEL106 Composition & Culture Part B (Spring) based on results of Directed Self-Placement (DSP) tool.

#Student may require two foreign language courses depending on number of foreign language courses successfully completed in high school.

Before taking a course at another institution, discuss course with the Program Director and obtain written verification from the Seton Hill University Registrar’s Office that the course will transfer.
Coordinated Program in Nutrition/Dietetics  
Seton Hill University  
Division of Natural and Health Sciences  
Requirements for Postbaccalaureate Students Before Fall 2018

<table>
<thead>
<tr>
<th>FIRST YEAR STUDENT</th>
<th>FIRST YEAR STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCH100 Chemical Principles</td>
<td>3</td>
</tr>
<tr>
<td>SCH101 Chemical Principles Lab</td>
<td>1</td>
</tr>
<tr>
<td>SNT120 Food Science &amp; Tech. I</td>
<td>2</td>
</tr>
<tr>
<td>SNT121 Food Science &amp; Tech I Lab</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOPHOMORE</th>
<th>SOPHOMORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHL214 Human Anatomy &amp; Phys. I</td>
<td>3</td>
</tr>
<tr>
<td>SCH202 Biochemical Principles</td>
<td>3</td>
</tr>
<tr>
<td>SBL141 Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>SNT200 Seminar in Nutrition/Dietetics</td>
<td>3</td>
</tr>
<tr>
<td>SSS250 Introductory Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUNIOR</th>
<th>JUNIOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNT324 Food Service Systems Mgt I</td>
<td>3</td>
</tr>
<tr>
<td>SNT325 FSSM I Lab</td>
<td>1</td>
</tr>
<tr>
<td>SNT326 FSSM I Supervised Practice</td>
<td>2</td>
</tr>
<tr>
<td>SNT350 Medical Nutrition Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>SNT400 Community Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SNT301 Methods for NT &amp; Dietetics Ed</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SENIOR</th>
<th>SENIOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNT405 Food Service Systems Mgt. II</td>
<td>3</td>
</tr>
<tr>
<td>SNT450 Medical Nutrition Therapy II</td>
<td>4</td>
</tr>
<tr>
<td>SNT402 Community Nutrition SP</td>
<td>0</td>
</tr>
<tr>
<td>SNT415 Medical Nutrition Therapy I SP</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

April 2018

Subject to change  
Official copy of undergraduate transcript must be supplied to Registrar’s Office and Director of Coordinated Program.

Before taking a course at another institution, discuss course with the Program Director and obtain written verification from the Seton Hill University Registrar’s Office that the course will transfer.
# Coordinated Program in Nutrition/Dietetics

**Seton Hill University**

**Division of Natural and Health Sciences**

**Students Starting in Fall 2018**

## FALL

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCH100</td>
<td>Chemical Principles</td>
<td>3</td>
</tr>
<tr>
<td>SCH101</td>
<td>Chemical Principles Lab</td>
<td>1</td>
</tr>
<tr>
<td>SNT120</td>
<td>Food Science &amp; Tech. I</td>
<td>2</td>
</tr>
<tr>
<td>SNT121</td>
<td>Food Science &amp; Tech I Lab</td>
<td>1</td>
</tr>
<tr>
<td>SEL 107</td>
<td>Composition &amp; Culture+</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Foreign Language #</td>
<td>3</td>
</tr>
<tr>
<td>SLA102</td>
<td>Connections</td>
<td>1</td>
</tr>
<tr>
<td>SNT200</td>
<td>Seminar in Nutrition &amp; Dietetics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sophomore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SPRING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCH120</td>
<td>Organic Chem. Principles</td>
<td>3</td>
</tr>
<tr>
<td>SCH121</td>
<td>Organic Chem. Principles Lab</td>
<td>1</td>
</tr>
<tr>
<td>SNT220</td>
<td>Safety and Sanitation in Food Service</td>
<td>1</td>
</tr>
<tr>
<td>SBU180</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>SPY110</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sophomore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Subject to change**

+ Student may be better suited for EL 105 Composition & Culture Part A (Fall) and EL 106 Composition & Culture Part B (Spring) based on results of Directed Self-Placement (DSP) tool.

# Student may require two foreign language courses depending on number of foreign language courses successfully completed in high school.

Before taking a course at another institution, discuss course with the Program Director and obtain written verification from the Seton Hill University Registrar’s Office that the course will transfer.

---

**April 2018**
# Coordinated Program in Nutrition/Dietetics
Seton Hill University
Division of Natural and Health Sciences

## Requirements for Postbaccalaureate Students Starting in Fall 2018

### FIRST YEAR STUDENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCH100</td>
<td>Chemical Principles</td>
<td>3</td>
</tr>
<tr>
<td>SCH101</td>
<td>Chemical Principles Lab</td>
<td>1</td>
</tr>
<tr>
<td>SNT200</td>
<td>Seminar in Nutrition &amp; Dietetics</td>
<td>3</td>
</tr>
<tr>
<td>SNT120</td>
<td>Food Science &amp; Tech. I</td>
<td>2</td>
</tr>
<tr>
<td>SNT121</td>
<td>Food Science &amp; Tech I Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

Total: 10

### SOPHOMORE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHL214</td>
<td>Human Anatomy &amp; Phys. I</td>
<td>3</td>
</tr>
<tr>
<td>SCH202</td>
<td>Biochemical Principles</td>
<td>3</td>
</tr>
<tr>
<td>SBL141</td>
<td>Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>SSS250</td>
<td>Introductory Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 10

### JUNIOR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNT324</td>
<td>Food Service Systems Mgt I</td>
<td>3</td>
</tr>
<tr>
<td>SNT325</td>
<td>FSSM I Lab</td>
<td>1</td>
</tr>
<tr>
<td>SNT326</td>
<td>FSSM I Supervised Practice</td>
<td>2</td>
</tr>
<tr>
<td>SNT350</td>
<td>Medical Nutrition Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>SNT400</td>
<td>Community Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SNT301</td>
<td>Methods for NT &amp; Dietetics Ed</td>
<td>2</td>
</tr>
</tbody>
</table>

Total: 14

### SENIOR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNT405</td>
<td>Food Service Systems Mgt. II</td>
<td>3</td>
</tr>
<tr>
<td>SNT450</td>
<td>Medical Nutrition Therapy II</td>
<td>4</td>
</tr>
<tr>
<td>SNT402</td>
<td>Community Nutrition SP</td>
<td>0</td>
</tr>
<tr>
<td>SNT415</td>
<td>Medical Nutrition Therapy I SP</td>
<td>2</td>
</tr>
</tbody>
</table>

Total: 9

### FIRST YEAR STUDENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCH12 Organic Chem. Principles</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SCH121 Organic Chem. Principles Lab</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SBU180</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>SY110</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SNT220</td>
<td>Safety and Sanitation in Food Service</td>
<td>1</td>
</tr>
<tr>
<td>SBU115</td>
<td>Business Plan Development</td>
<td>1</td>
</tr>
</tbody>
</table>

Total: 12

### SOPHOMORE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNT320</td>
<td>Food Science &amp; Tech II</td>
<td>3</td>
</tr>
<tr>
<td>SNT321</td>
<td>Food Science &amp;Tech II Lab</td>
<td>2</td>
</tr>
<tr>
<td>SBL218</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>SBL219</td>
<td>Microbiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>SNT300</td>
<td>Principles of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SHL216</td>
<td>Human Anatomy &amp; Phys II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 15

### JUNIOR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNT310</td>
<td>Health Promotion &amp; Nutr Ed Supervised Practice</td>
<td>3</td>
</tr>
<tr>
<td>SNT330</td>
<td>Health Care Issues and Admin</td>
<td>3</td>
</tr>
<tr>
<td>SNT370</td>
<td>Advanced Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SNT421</td>
<td>Nutrition Care Process</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 12

### SENIOR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNT451 Medical Nutrition Therapy II SP</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>SNT426 FSSM II SP</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>SNT402 Community Nutrition SP</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total: 13

---

**April 2018**

**Subject to change**

Official copy of undergraduate transcript must be supplied to Registrar’s Office and Director of Coordinated Program.

Before taking a course at another institution, discuss course with the Program Director and obtain written verification from the Seton Hill University Registrar’s Office that the course will transfer.