

PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO
College of Education

STUDENT HANDBOOK
Coordinated Program of Science in
Nutrition and Dietetics



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PROGRAM OVERVIEW

Description of the Program

The Coordinated Bachelor Degree in Nutrition and Dietetics Program, is the first to be offered in the south of Puerto Rico to expand opportunities for young professionals in Nutrition and Dietetics. In response to a growing need for certified nutrition and dietetic professionals in the Caribbean, we offer a new state of the art program that serves the health needs of a multicultural population. We focus on the development of professionals that become strong candidates for entry-level positions at the best ranked institutions of Puerto Rico, the US and abroad.

Nutrition and Dietetics professionals contribute to a higher quality of life universally for all individuals. The Nutrition and Dietetics practice is geared towards helping others achieve healthy lifestyles through balanced dietary patterns, weight management, healthy development of pregnancy outcomes and children, and proper nutrition in disease processes. Leaders in Nutrition and Dietetics are called to inform and develop programs and policy for health promotion and disease prevention.

The PUCPR 4-year bachelor degree program is coordinated with a 1-year supervised practice that prepares graduates for eligibility to become licensed as Registered Dietitians in Puerto Rico and in the US. Students graduate with a solid background on human nutrition and dietetics practice. The entrepreneurial approach of the program, allows students to identify business opportunities and available resources for reaching their professional goals. This is achieved through a university-wide focus on preparing graduates that are entrepreneurs, able to lead and sustain their own careers in a variety of settings.

Mission

The mission of the Coordinated Program Bachelor Degree in Nutrition and Dietetics Program of the College of Education, at the Pontifical Catholic University of Puerto Rico is to form high-quality entry-level registered dietitians/nutritionists, that are able to meet the needs of today's heterogeneous and multicultural society, by providing excellence in academic development and practicum activities that promote the integral health and wellbeing of individuals.

This mission will be achieved through an interdisciplinary, dynamic and creative program, based on the evidence base in scientific, methodological, technical and Christian principles, that values the dignity of each human being and that promotes the development of competitive and innovative prevention and treatment programs that meet the needs of the Puerto Rican, Caribbean and global population.

Goals and Objectives

Goal 1: To produce program graduates that are able to interpret and apply theoretical knowledge and practical skills within clinical and public health settings for group and individualized counseling, and the development of policy that secures the nutritional health of individuals.

Goal 2: To train graduates in Nutrition and Dietetics who, through the integration of science (reason) and faith, are able to implement, the effective organization, development and management of health promotion and disease prevention programs, as well as to develop research in the field of nutrition and health.

Program objectives are:

1. *At least 75 percent of the graduates will contribute to the field of Nutrition and Dietetics in Puerto Rico or the United States.*
2. *At least 80 percent of program students complete program/degree requirements within 7.5 years (150% of the program length).*
3. *Of graduates who seek employment, 75 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.*
4. *At least 80 percent of the employers revealed that professionals from the PUCPR CP Bachelor Degree in Nutrition and Dietetics work within a satisfactory or higher level.*
5. *At least 80 percent of graduates apply for admission to a graduate school for the completion of a master's degree.*
6. *At least 80 percent of graduates will participate in a research program as part of a graduate program.*
7. *At least 70 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of completion all requirements including a master degree.*
8. *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%.*
9. *At least 80 percent of the program graduates will rate academic preparation of the PCUPR CP Bachelor Degree in Nutrition and Dietetics within a satisfactory or higher level.*

Program outcome data measuring achievement of these goals is available upon request. Please contact the Program Director for further information.

Accreditation status

The Coordinated Bachelor of Science in Nutrition and Dietetics of the Pontifical Catholic University of Puerto Rico at Ponce is in a process of accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Additional information on ACEND can be obtained by contacting them at:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

Phone: (800) 877-1600 X 5400

Fax: (312) 899-4817

Email: ACEND@eatright.org

www.eatrightpro.org/ACEND

REQUIREMENTS TO BECOME A REGISTERED DIETITIAN NUTRITIONIST (RDN)

Courses and Curriculum

The Coordinated Bachelor of Science in Nutrition and Dietetics is a 4-year program followed by a 1-year supervised practicum experience in Nutrition and Dietetics. Students receive a thorough educational

formation that includes course work classified in four sections: 1) general background, 2) basic science courses, 3) concentration courses and 4) directed electives.

A total of 150 credit hours of coursework is required to complete the Bachelor of Science in Nutrition and Dietetics, including the supervised practicum experience (1400 hours). Students are first exposed to concentration coursework in the second semester of their first year. The recommended sequence for coursework completion is included below. Opportunities for multicultural exchange among students are provided through an immersive cohort-based experience within the classroom and within the practicum experience. In the future development of a summer immersion experience outside of Puerto Rico will be considered to further encourage exposure to multicultural environments. As of January 2024, students must complete the master degree to be eligible to take the CDR test and become RDN.

Course Sequence

FIRST YEAR					
FIRST SEMESTER			SECOND SEMESTER		
COURSE	TITLE	CRED	COURSE	TITLE	CRED
SPAN 141	Spanish	3	SPAN 142	Spanish	3
ENGL 115	English	3	ENGL 201	English	3
SOCI 102	Social Sciences	3	POSC 101	Social Sciences	3
MATH 141	Algebra and Trigonometry	3	MATH 142	Algebra and Trigonometry	3
BIOL 107	General Biology I	4	BIOL 108	General Biology II	4
HIST 105	History	3	NUTR 110	Ethical Aspects of the Profession	2
Total		19	Total		18
SECOND YEAR					
FIRST SEMESTER			SECOND SEMESTER		
COURSE	TITLE	CRED	COURSE	TITLE	CRED
CHEM 105	General Chemistry I	4	CHEM 106	General Chemistry II	4
BIOL 360	Human Biology I	4	BIOL 361	Human Biology II	4
THEO 130	Theology	3	NUTR 220	Management of Food Service Systems (FSS)	3
SPAN 205	Spanish	3	THEO 131	Theology	3
NUTR 210	Facility and equipment purchasing design for FSS	3	ENGL 213	English	3
Total		17	Total		17

Course Sequence continued

FIRST SEMESTER			SECOND SEMESTER		
COURSE	TITLE	CRED	COURSE	TITLE	CRED
CHEM 233	Organic chemistry compendium	4	CHEM 446	Biochemistry	4
NUTR 310	Food science	4	PHIL 312	Philosophy of man	3
BIOL 427	Genetics	4	NUTR 320	Human Nutrition	3
THEO 132	Theology	3	NUTR 330	Menu planning	3
BIOL 105	Microbiology	3	PHED	Physical education elective	1
			MGNT 230	Entrepreneurship	3
Total		18	Total		17

FOURTH YEAR					
FIRST SEMESTER			SECOND SEMESTER		
COURSE	TITLE	CRED	COURSE	TITLE	CRED
NUTR 410	Clinical dietetics I	4	NUTR 440	Nutrition and Public Health	3
NUTR 430	Methodology in Nutrition Education	3	COED 430	Philosophical Foundations of Education	3
PHIL 340	Ethics	3	HIST 253	History of Puerto Rico	3
ART 101	Elective course in Fine Arts/Theater	3	NUTR 420	Food Purchasing and Production	3
MUSI 102					
THEA 101					
_____	(Elective)	3	NUTR 340	Research seminar	3
	(Elective)	3	NUTR 411	Clinical dietetics II with laboratory	4
Total		19	Total		19

FIFTH YEAR					
FIRST SEMESTER			SECOND SEMESTER		
COURSE	TITLE	CRED	COURSE	TITLE	CRED
NUTR 450	Nutrition and dietetic practicum I	3	NUTR 451	Nutrition and dietetics practicum II	3
Total		6	Total		6

Practicum in Nutrition and Dietetics

The 12-month practicum experience (1400 hours) offers students the opportunity to learn and practice skills in nutrition and dietetics within clinical settings (hospitals, outpatient clinics), government agencies (ex. WIC, Head Start), and private organizations. During the practicum, experience within the hospital the student completes clinical rotations as a dietetic intern providing nutritional care for patients in different specialty areas of nutrition. They also conduct education in community settings and complete a practicum in the hospital food service system. The successful completion of this practicum prepares graduates for eligibility to apply for a Master Degree Program and after completing this degree, take the Commission on Dietetic Registration's (CDR) exam and the Puerto Rico (PR) licensure exam to become Registered Dietitians and Nutritionists. All students are required to apply for the register exam upon completion of the program. Graduates of the program will have a solid background on human nutrition and experience in the practice of dietetics to be marketable for entry-level positions within PR and the US. A guide to the Supervised Practicum Experience is accessible at www.pucpr.edu (Specific site will be determine)

The process for completion of the Practicum Experience is listed below. The student will complete this process in collaboration with their academic counselor over counseling sessions coordinated prior to initiating the Practicum Experience.

Process and steps required for completion of the Practicum

1. Apply for the Practicum in Nutrition and Dietetics the semester before starting the practicum, and complete an academic counseling process during this time.
2. The academic counselor will assess the application and inform the student in writing about their eligibility.
3. Once an eligibility notification is received the student will proceed to enroll in the course.
4. Participate in the practicum experience orientation offered for all eligible students.
5. Submit an application to the Department secretary requesting a matching letter from the Program Director, in which agreements between both institutions (preceptor site & university) are established.
6. Coordinate with the Department secretary the inclusion of the selected Center (site) and / or Immediate Supervisor (preceptor) in the list that is sent to the University Security Office to be included in the liability insurance.
7. The beginning of the practicum experience must be agreed upon with the Program Director.
8. Once the academic course starts, each participant must attend the Practicum in Nutrition and Dietetics course (NUTR 450 and 451) to receive an orientation on the course dynamic.

For more information on the Practicum Experience visit www.pucpr.edu (Specific site to be determine)

CDR credentialing exam and PR licensure

Professionals practicing in Puerto Rico are able to become licensed through the Board of Examination of Nutritionists and Dietitians of Puerto Rico or by completing the CDR exam. Successful completion of the CDR exam also grants graduates the ability to work in other states that approve the CDR licensure. Graduation from an accredited institution, completion of the clinical nutrition practicum requirements and the state or CDR exams meets the basic requirements for licensure in most states. States may require additional examinations supervised by their State Board of Nutritionist and Dietitians. Graduates are responsible for finding out about these requirements and are encouraged to seek orientation from our Program Director during this process.

The Board of Examination of Nutritionists and Dietitians of Puerto Rico (orcps.salud.gov.pr) provides further information on becoming licensed in Puerto Rico. Once students pass an exam they need to become part of the “Colegio de Nutricionistas y Dietistas de Puerto Rico” (www.nutricionpr.org) to be able to practice in the island. Details about the CDR exam requirements for passage are found within the CDR website: <https://www.cdrnet.org/>.

ADMISSIONS REQUIREMENTS AND PROCEDURES

Minimum Requirements for Admission

Applicants interested in admission to the Bachelor of Science in Nutrition and Dietetics need to complete the following requirements:

Students graduated from High School:

1. Graduated from an accredited institution, or completed equivalent studies.
2. Have a minimum GPA of 3.00 or better on a scale of 4.00 at the time of application for admission or request for change of program.
3. Complete an evaluation process that includes an orientation and interview conducted by the Program.
4. Obtain a minimum of 2,250 points of the total sum for the 5 parts of the College Entrance Examination Board, and at least 450 points or more in each of the sections of Academic Achievement (Math, Spanish, English).
5. Meet all of the current admissions requirements and procedures of the Pontifical Catholic University of Puerto Rico for undergraduate studies. (see www.pucpr.edu)

Students on Readmission:

1. Must have an accumulated GPA equivalent to 3.00.
2. Meet the current admissions requirements and procedures of the Pontifical Catholic University of Puerto Rico. (www.pucpr.edu)

Transfer students from other institutions

1. The corresponding authorities to offer university-level academic degrees must accredit the institution or institutions of origin.
2. Must not have any disciplinary restriction or be in academic probation.
3. Submit an official transcript approved by the institution of origin.
4. Have satisfactory academic progress in the coursework completed at the institution of origin.
5. May not have more than 75 credits approved by the institution or program of origin.
6. Complete an evaluation process that includes an orientation and interview conducted by the Program.
7. Meet all of the current admissions requirements and procedures of the Pontifical Catholic University of Puerto Rico. (see www.pucpr.edu)

Contact the **Program Director** (vivian_rodriguez@pucpr.edu) for more information.

General procedures for undergraduate admission at PUCPR

1. Mail a completed Application Form to the Office of Admissions, Pontifical Catholic University of Puerto Rico, Ponce Campus 2250 Blvd. Luis A. Ferré Aguayo, Suite 584, Ponce, PR 00717-9997 or deliver it personally to the Admissions Office of the Ponce Campus. The Application may be submitted online at our PUCPR website: www.pucpr.edu.
2. Request that an official high school transcript be sent to the Admissions Office indicating the credits approved and those in process. A complete official transcript of credits should be sent after graduation.
3. Submit the official results of the College Admissions Test Evaluation (PEAU) of the College Board. (see www.pucpr.edu)
4. Copy of the Social Security Card.
5. Once admitted, the student must comply with these requisites in order to register at PUCPR:
 - a. Graduation certification
 - b. Final high school credits transcript
 - c. Vaccine Immunization certificate (under 21 years) for the Medical Dispensary

Distance Education Components: Currently the Program is established for residential completion. In the future we will evaluate developing a distance education component. Contact the **Program Director** (vivian_rodriguez@pucpr.edu) for more information.

PROGRAM COMPLETION REQUIREMENTS

Graduation Requirements

The student will graduate from the Bachelor degree program on the second semester of the 4th year of study.

1. Students must have passed all coursework required for completion of the Bachelor of Science in Nutrition and Dietetics, over a period that does not exceed 6 years.
2. Approved all credit hours required for the degree, including the Practicum in Clinical Nutrition, with a minimum GPA of 3.00 and grades above C in the general courses, and above B in the concentration courses.
3. Those students transferred from other programs must approve at least 25% of the required credit hours for completion of the degree at PUCPR, and 50% of the required credit hours for their concentration courses.
4. All students admitted to the PUCPR must fulfill the graduation requirements established on the year admitted to the program, including the fees associated to it. However, if the curriculum was modified after the student's admission, the student may opt to fulfill the requirement for the current program of study at the time of graduation, but not a combination of both at any given time.
5. Submitted a graduation application at the Registrar's Office on the dates established in the academic calendar. The application should be submitted an academic session prior to the last study period. The application is valid for a 1-year academic period, thereafter it is no longer valid and the student must submit a new one.
6. Students must apply for eligibility to take the CDR exam and the local license exam of Puerto Rico as part of their Supervised Practicum Experience requirements.
7. A certification stating completion of all graduation requirements may not be provided prior to having submitted all documentation and fees associated with the application to the PUCPR.

FINANCIAL AID AND COSTS OF ATTENDING PROGRAM

A. Estimated expenses

REGISTRATION, COST, AND FEES

Tuition (per credit hour)	
Bachelor's and Associate Programs	\$205.00
Extra Hours	75% credit charge
Special	\$205.00
Auditor	50% credit charge

University Fees	
Semester	Ponce Campus
Bachelor (9.5 credit hours or over)	\$255.00
Bachelor (less than 9 credit hours)	\$217.00
Summer	\$114.50
Special	50% of the current fee
Auditor	50% of the current fee

University Fees Coverage Include: use of library, social, cultural and athletic activities, identification card, medical services, psychosocial service, construction, improvement and maintenance, graduation, student's accident insurance, student services among others.

Information and Technology Fees: Semester - \$30.00; Summer 1 - \$30.00

Special Fees (itemized on the class program schedule)

Laboratory and/or practicum fees may vary according to the course and concentration.

Incidental Fees	
Parking Permit Annual	\$50.00
(Semester \$25, Summer \$12)	
Duplicate Parking Permit	\$5.00
Parking Fine	\$15.00
Change in Concentration and College	each \$2.00
Change in Class Program (after first day of School)	each \$10.00
Duplicate Class Program	\$2.00
Duplicate Identification Card	\$5.00
Duplicate of Diploma	\$45.00
Late Final Fee (removal of incomplete exam)	each \$20.00
Challenge Exams	each \$25.00
Late Registration	\$40.00
Copy of Catalog Courses Description	\$10.00
Official Transcript and Certification	each \$3.00

Incidental Fees	
Translation of Transcript	\$5.00
Check Stop Payment	\$15.00
Insufficient Funds Check Fee	\$10.00

University Housing (Ponce Campus only)				
	Women		Men	
	Semester	Summer	Semester	Summer
Private Room (limited spaces)	\$800.00	\$225.00	\$725.00	\$200.00
Semiprivate Room	\$600.00	\$175.00	\$525.00	\$150.00
Admission Fee (non-refundable) *	\$25.00	\$25.00	\$25.00	\$25.00
Maintenance Fee (non-refundable)**	\$25.00	\$25.00	\$25.00	\$25.00
Property Damage Fee (refundable)*	\$75.00	\$75.00	\$75.00	\$75.00

* Applies to newly admitted student on Housing

** Payment is required each semester

Student Health Insurance: varies upon plan chosen by student.

Changes in Fees

The Institution reserves the right to make changes in tuition and fees, without previous notice.

B. Financial Aid (loans, deferments)

Deadlines to apply for aids are:

- ❖ Pell Grant- Last day of classes or before total withdrawal, whichever occurs first.
- ❖ Stafford Loan Application

August semester - last working day of September

January semester - last working day of January

Applications for campus-based aid are accepted throughout the academic year. However, aids are awarded according to the availability of funds at the time of submission. Therefore, students should submit the required documents prior to the published deadlines for each academic year and before registration dates. Financial aid is subject to the current rules and legislation established by the federal and/or state government. PCUPR does not guarantee nor is responsible for the availability of financial aid from external sources.

FINANCIAL AID

The main purpose of the Office of Student Financial Aid is to provide financial aid, subject to the availability of resources, to students who do not have the necessary alternatives to afford their educational cost. This Office is committed to helping students reach their academic and professional goals by providing financial

aid, depending upon the availability of funds, to those students who apply and qualify. The financial aid resources are obtained from federal, state, institutional, and private entities.

Federal and state governments and the PCUPR presume that parents of dependent and independent students have the primary responsibility for providing for educational expenses. Financial aid resources are available to complement the family's contribution, thereby, providing students with financial aid to fulfill their post-secondary educational aspirations and consequently, to insure a positive future for the student and society.

C. BASIC ELIGIBILITY REQUIREMENTS

1. Complete the "Free Application for Federal Student Aid" (FAFSA) and present an approved response (SAR/ISIR). You can access the FAFSA by going to these websites: <https://fafsa.ed.gov> or go to the PCUPR webpage www.pucpr.edu.
2. Be admitted as a regular student and/or be enrolled in a program of studies leading to a program degree and/or an accredited Certificate Program at the Pontifical Catholic University of Puerto Rico.
3. Be a citizen of the United States or/ an eligible non-citizen (permanent resident).

D. Scholarships (see www.pucpr.edu)

E. Other sources of support (stipends, fellowships etc.)

1. Comply with the basic programmatic requirements of each student financial assistance program.
2. Demonstrate financial need as defined by the U.S. Department of Education and current regulatory laws of the Commonwealth of Puerto Rico, PR Council of Education.
3. Maintain satisfactory academic progress (SAP) according to institutional policy as required by the U. S. Department of Education, PR Council of Education, and each particular program of financial aid.
4. Must not exceed 150% of the total amount of credits required to complete the program of studies.
5. Must not exceed 600% of Pell Grant (Lifetime Eligibility Used). The eligibility will be limited to certain financial aid programs.
6. Must not be in default on any federal student loan, (Federal Perkins Loan, Federal Family Education Loan (FFEL/Stafford), Ford Direct Loan, PLUS Loan for Parents) awarded and received at any post-secondary institution.
7. Must not owe a refund and/or overpayment on any federal program of student financial aid (Federal Pell Grant, Federal Supplementary Educational Opportunity Grant – SEOG), and any other Title IV program at any post-secondary institution.
8. If a male student between 18 and 25 years of age, must be registered with the Selective Service System of the U.S Armed Services.

More details may be found at www.pucpr.edu

F. AWARDING OF FINANCIAL AID

The awarding of financial aid is subject to the availability of funds awarded by the Federal, State, private, institutional, among any other funding resources. The evaluation and awarding procedures consider the specific requirements of each of the financial aid programs. The financial need of the student is the foundation for the awarding of financial aid.

In addition to financial need, the student's academic grade point average, the specific program requirements, and the available funds are also taken in consideration. Since financial aid funds are not sufficient to meet the needs of all qualified students, financial aid is awarded by a computerized program, which gives priority to the student with the lowest expected family contribution (EFC= "0"). All aid is awarded at the beginning of the academic year, except student loans which if not assigned by the awarding process the student can apply for later during the academic year.

Those funds not expended during the academic year will be assigned to students applying for the summer session. Priority will be given to summer graduating seniors, fourth-year students, third-year students, second-year students, first-year students, until the funds are exhausted.

A description of all the Financial Aid programs at PUCPR is listed at www.pucpr.edu

Program Policies (Institutional policies and regulations are in Student Regulations Handbook)

Liability Insurance

The CP has signed written agreements with the institutions that serve as experiential learning sites for the NUTR 450 and NUTR 451 course. The Pontifical Catholic University of Puerto Rico provides liability insurance coverage for students and faculty during these official educational activities. The Office of Legal Counsel at the University reviews the agreement and recommends any necessary changes prior to obtaining the signatures of the legal site representative and the University Chancellor.

The Terms of Agreement include the following aspects, but are not limited to:

- Declaration that the organization or institution of the experiential learning site will provide a physical space for compliance of the NUTR 450 and NUTR 451 learning outcomes.
- Assurance that the students will not perform the duties of regular employees at the site.
- Responsibility of the students and professor to comply with all the rules and regulations of the institution including the Health Insurance Portability and Accountability Act of 1996 (i.e., HIPAA Law).
- The Pontifical Catholic University of Puerto Rico will be provided Agreement that liability insurance coverage for students and faculty.
- Both parties must abide by the process established for renewal or termination of the agreement.

Liability for safety in travel to or from assigned areas

CP students must enroll in courses where they are expected to travel outside of Campus. A formal agreement exists with the experiential learning site and the terms of agreement recognize the responsibility of the institution to maintain professional and public responsibility policies in the event of injury or accident at the experiential learning site. Students enrolled in these courses are the institutional insurance policy.

Injury or illness while in a facility for supervised practice experiences

Students that may be injured in an experiential learning site that is part of one of the mentioned courses are insured under existing institutional policies.

In case of an illness or absence to a class or practice session, the student will make up the time lost after proper coordination with the course professor.

Program Schedule, Vacations and Holidays

Coordinated Program in Nutrition and Dietetics at PUCPR will be offer didactic courses during day and night. In case of Supervised Practice, rotations are schedule Monday through Thursday at practice facilities and on Fridays at Interdisciplinary Department of Education, Health and Fashion. Student complete a minimum of 32 hours at practice facilities a week, 8 hours in a daily basis. The rotation schedule is provided to student at the beginning of each semester during Seminar, where they are oriented about each aspect related to Supervised Practice.

Student are responsible for attendance at all classes, lectures, field trips, rotation experiences and all assigned activity. Absences to any activity of CP will be excused only under circumstance such as illness certified by physician or any emergency related to an immediate family member. If the student will be absent, he/she must notify the supervised practice coordinator and the preceptor at least one hour prior to the rotation starting time except emergency. All missed time, during supervised practice must be reschedule at a negotiated time with the preceptor and supervised practice coordinator.

During Christmas Holiday season student have an approximately 4 weeks break according to the Institutional academic calendar. Depending on availability of preceptors and practice sites, some student may need to rotate during this holiday season. Additional holidays will follow the policies of the practices site where the student is rotating at that time.

Drug Testing

If supervised practice facilities require drug testing as part of their policies, student will be responsible for the cost related to the drug test. In case that the test results are positive, the student will be referred to Vice-president of Student Affairs.

Criminal Background checks

As part of requirements, prior start Supervised Practice student must complete a criminal background check and the Puerto Rico Law 300 certification. The criminal background check can be obtained at <https://servicios.pr.gov/>. In case of Law 300 certification should request at the police station corresponding to their postal address. This documents need to be given to the Coordinator of Supervised Practice prior to placement at practice facilities.

Disciplinary/Termination Procedures

Student Regulations Manual regulates disciplinary process and appear under Article VI Specific Acts Punishable and Disciplinary Procedures from pages 31 to 40. This information appear in

the Spanish version at www.pucpr.com and is included in English at CP Program website <https://colegios.pucpr.edu/home/colegios-y-escuelas/educacion/acend/>

Reasonable Accommodation

Our Institution is committed to creating and maintaining an accessible University community that ensures an environment of equal opportunities for all persons with disabilities. According to the legislation in force if any student due to a particular need needs reasonable accommodation in order to fulfill the requirements of a course or is interested in guidance or orientation, he/she should visit the Office for Services for Persons with Disabilities (OSPI) as soon as possible for the corresponding official procedure.

Integrity Policy

The integrity policy applies to all students in all the courses offered in the PCUPR, regardless of whether or not they belong to a program, or if the course was taken on campus, online or off campus. It also applies to professors whom conducts research or teach at the PCUPR, regardless of whether or not they belong to a program, or whether the course was taught on campus, online or off campus. In addition, the policy applies both to the behavior and activities related to courses, and to academic conduct outside of them.

In case of reporting a violation or a suspected violation of academic integrity, professors, administrative employees and students must follow the standards and procedures established in this policy (See Web-site PCUPR).

Withdrawal Policy

WU – Any student absent two consecutive weeks without any excuse (4 in courses that meet 2 days, weekly or 2 in courses that meet once a week), will be automatically withdrawn from the course.

Refund of Tuition and Fees

Financial AID Payment

No student will be allowed to pay their debt with fees to student financial aid programs until an official FAFSA response has been received for the academic year in which they will enroll (ISIR).

Before grants are disbursed, the Financial Aid Office will verify that the student is meeting the criteria required for each financial aid program. If you do not comply, you will not be credited with the aid.

The Institution publishes information where it informs that the student will be entitled to a "voucher" for the purchase of books and materials, as long as he has leftover financial aid. The Treasury Office, in coordination with the Pioneer Bookstore, offers the option to graduate and undergraduate students to apply for a voucher to purchase books and educational material.

Requirements to apply for a voucher for books:

- Be enrolled in the PUCPR in the period of studies in which you apply for the voucher and show the registration form.
- Present your ID card.
- Have a projection of scholarship surpluses and / or loans for the corresponding period.
- Have completed the document "Authorization of Charges to the Surplus of Title IV".

Scholarship and loan information assigned to the book voucher applicant is subject to verification at the Financial Aid Office.

Financial aid is credited to the student's tuition account during each period of study (semester, quarter or other). If the period of studies is only one semester or quarter, the Institution, by federal regulation, will have to accredit half of the allocation of funds at the beginning of the study period and, the rest, in or after 50% of the semester or quarter.

Upon receipt of funds from the relevant federal or state agency, the University will have three (3) days to credit the funds to the student's account and fourteen (14) to disburse the surplus to the student. The surplus will be disbursed by check (sent to the student's postal address) or by direct deposit, if you take advantage of this benefit.

The disbursement process of the funds will be carried out in the Treasury Office. **Under no circumstances is the Financial Assistance Office responsible for this process.**

Students who have been assigned a student loan will be entitled to cancel it partially or in full within fourteen (14) days after being notified of the disbursement or crediting to their account.

Hours worked by students participating in the Federal Work and Study Program or Jobs (Institutional Program) are paid monthly at the current federal minimum wage. The Teaching/Research Assistance Assistantships will be paid in accordance with the Protocol established by the Administrative Board. The Financial Assistance Office or Treasury Office publishes in advance the date on which they will be handing out the checks.

Financial aid does NOT pay the medical plan, fees for change of courses, interest, among other charges. If the student wants the accreditation of his grants to cover all the current charges credited to his account, it is necessary that he authorizes it by signing and delivering the **Authorization of Charges to the Surplus of Title IV Aids**. In addition, this authorization allows the University to credit up to \$200.00 of the debts of previous academic years.

The student who does not qualify for financial aid, is facilitated to enroll with a **Deferred Payment Plan** in which they pay at least:

- 25% of your total semester tuition
- 33% of your total term tuition
- 50% of your total summer tuition

By taking advantage of this Deferred Payment Plan, you will be billed for the balance in three (3) installments during the semester and two (2) installments for the quarter. You are billed by a Payment Coupon that includes the 1% Interest charge on the balance due.

For additional information, please contact the PUCPR Treasury Office.

Student Retention

If student has any issues or learning difficulties in a course, it is strongly encouraged that student inform to the Program Director, who refer student to Academic Advisor of CP, who coordinates find a tutor for student. In case of a faculty member, supervised practice coordinator or preceptor identifies an issue with student performance should be inform to the program Director to find help for student. As part of regular process, University monitors academic process and performance during each semester to identify any issues or learning difficulties with students.

Academic Advisor and Program Director create a plan to remediate a situation and will be reevaluated after remediation plan and prior to the start of the next semester to determine if the student is able to continue in the program or should consider another major of study. In this case, student will be counseled and assisted to find a suitable major.

Payment for service during Supervised Practice

Students are not allowed to receive payments while completing supervised practice hours.

Policy for replace employees

Students cannot replace employees during supervised practice rotations under any circumstances. In the case that the student understands that they are replacing employees, they should contact Supervised Practice Coordinator immediately. The Supervised Practice Coordinator will communicate with the preceptor to discuss situation.

Grievance or Complaint Procedure

ACEND under the guidance of the U.S. Department of Education (USDE) requires dietetics education programs to identify an avenue for students to bring forward CP specific complaints related to ACEND accreditation standards.

Program specific complaints should be brought to the attention of the CP Director ideally in writing. The student may also bring programmatic concerns directly to the attention of the Department Head or Academic Dean.

Program- specific complaints and corrective actions will be kept on file by the program for a period of five years.

Program-specific complaints that have not been resolved can be directed to the ACEND. Complaints should be submitted to ACEND only after all other options within the CP and PUCPR have been exhausted. ACEND will review complaints that relate to a program's compliance with the accreditation 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 standards and ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at:

120 South Riverside Plaza,
Suite 2000,
Chicago Illinois 60606
or by calling
1-800-877-1600 extension 5400

Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address. The complaint must be signed by the complainant.

<https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>.

Anonymous complaints will not be considered. For additional information visit

<http://www.eatrightpro.org/resource/about-us/academy-vision-and-mission/who-we-are/contact-us>

Other avenues for students to bring forward specific complaints are listed below:

Assessment of Learning

A. Clinical Performance

Students are evaluated in writing by a preceptor and/or supervised practice coordinator at the end of each semester's supervised practice. At this time, the student completes a self-evaluation. Feedback regarding clinical performance is provided as appropriate.

B. The Grading System

The grading system is presented in the syllabus for each course. Components may include self-evaluation, faculty/staff observation and evaluation, written and oral examinations, papers, projects, special assignments, portfolios, among others. A minimum grade of "B" is required for all concentration courses in the program.

Once a student has been admitted into the Coordinated Program the minimum grade of "B" for concentration courses will apply. If a student receives a grade of "C", "D" or "F" the course must be repeated in order to comply with program requirements.

Professional role delineation studies and standards of practice (AND) are the basis for evaluation in the supervised practice settings. Achievement of a level of satisfactory or higher in supervised practice objectives is required. Faculty, Clinical instructors and as appropriate, Preceptors, meet with individual students (as necessary) at the midpoint of each supervised practice experience to provide feedback on their progress.

End-of-the semester evaluation is comprehensive, encompassing all rotations. Students are evaluated in writing by a preceptor and/or clinical instructor at the end of each semester's supervised practice. At this time, the student completes a self-evaluation. The Faculty and Clinical Instructors review student's grade points and course grades after each semester to determine compliance with program standards.

The philosophy of the program is that students must demonstrate competence in both knowledge and performance. Every effort will be made to provide guidance and assistance to students with problems in either area. However, if improvement is not shown and the student continues to demonstrate a lack of ability or commitment, he/she will be removed from the program and encouraged to seek other career options.

C. Program and Course Evaluations

In addition to the provision for anonymous faculty evaluation for each course in the Coordinated Program, as well for the entire Program (2 times during the academic degree), students are strongly encouraged to complete evaluations for all courses and supervised practice rotations.

These evaluations are discussed at the year-end curriculum workshop pursuant to program revision. Faculty believes participation in such evaluation is a component of professional behavior and accountability. Also the faculty, clinical instructors and preceptors complete an evaluation of NUTR courses, Coordinated Program and supervised practice.

D. Graduates Follow-up

1. Registration Exam

The National Registration Exam is administered throughout the year by external testing services. Eligibility depends upon submitting transcripts, the Program Director's "Verification Statement", and official transcripts by the deadline specified by the American Dietetic Association. Students are also encouraged to release their exam score to the Program. Individual scores are confidential, but important in Program evaluation.

2. Job Survey

Approximately one year following completion of the program, questionnaires are sent to graduates and their employers to assess opinions regarding relevance of the program to job performance and expectations. Individual replies are confidential. Group data from the evaluations is a component of year-end program evaluation. Such feedback provides important data for program revisions.

Verification Statement

A Verification Statement documents that an individual has completed all academic requirements established by an accredited Nutrition and Dietetics Program. This document is required to apply for an ACEND-accredited supervised practice program.

After completion of a supervised practice program, the individual receives another Verification Statement granting eligibility to write the Registered Dietitian Exam (RDN). In 2024, eligibility to take the RDN will also include a master degree. To receive a Verification Statement from the CP Director, the student must complete the following requirements.

For students admitted to the program in Fall 2019 forward, the requirements to receive a Verification Statement are:

- a. Complete all CP requirements set forth in the curricular sequence.
- b. Earn a general grade point average of 3.0
- c. Earn a concentration grade point average of 3.0
- d. The Verification Statement is generated as soon as the Registrar's Office corroborates that all requirements to grant the degree of Bachelor of Science in Nutrition and Dietetics have been met.

Students must complete a form used internally to document students that will request graduation within a given semester. The DPD assistant begins compiling the list of students that are candidates for graduation from each semester to ensure the following documents are in place: academic evaluation, student plans for applying to internships or graduate studies, need for Declaration of Intent document, unofficial transcript and ultimately certification of the date when the degree is conferred by the Registrar's Office.

Upon confirmation that the student was granted the degree, the Verification Statement is prepared. Students are given the Verification Statement personally and complete an exit interview survey that is used for Program evaluation. A scanned digital copy of the Verification Statements is kept on file.

Dress Code

At all times, dress with modesty, simplicity and modesty should be the norm to be followed in and out of the classroom. As future leaders, each student must present the image of a professional, both in appearance and in action. PUCPR students must avoid fashions that violate the norms of Christian modesty, modesty and morality. (See Catechism of the Catholic Church from numbers 2521 to 2527).

The student who insists on dressing inappropriately in the classroom may be sanctioned according to the Student Regulations.

During Supervised Practice:

Student going to wear a uniform. This will be agreed upon for the group of students from the Nutrition and Dietetics Practice course. Students must dress with modesty, propriety, simplicity and neatness. Avoid wearing flashy accessories (makeup, clothing, painted nails, etc.) and clothing that distracts others (necklines, tattoos, short blouses, miniskirts, pants that are very tight or very low at the hips, shorts, T-shirts)

Among the sanctions to be considered are:

- a. Verbal or written warning
- b. No attending classes until the dress code above is observed.

Code of Ethics

Colegio de Nutricionistas y Dietistas de Puerto Rico

<https://www.nutricionpr.org>

Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics

<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicshandout.pdf?la=en&hash=1DEF8BAE3548732AC47E3827D9E6326DA5AED496>



DRAFT

ACADEMIC CALENDAR

SEMESTER OF JANUARY-MAY 2022 (202240)

JANUARY	
Friday 7	First Round - Incomplete Exams for the Semester from August to December 2021 (202220)
Monday 10 to Thursday 13	Undergraduate and graduate level enrollment
Monday 10	Work-Study placement for students for the January semester begins.
Tuesday 11	Resumption of classes at the School of Medical Technology
Thursday 13	Last day to reserve and validate courses through WEB
Friday 14	Courses that have not validated their enrollment are deleted (7:30 am)
Friday 14	Late registration, changes and adjustments
Monday 17	HOLIDAY - MORNING DAY LUTHER KING
Tuesday 18th	First day of classes - Semester from January to May (202240)
Friday 21	Last day to reject or activate the student health plan
Monday 24	Last day to withdrawal with 75% reimbursement - Semester from January to May (202240)
	Beginning of Semester – Mass
Monday 31	Last day to withdrawal with 50% reimbursement - Semester from January to May (202240)
FEBRUARY	
Thursday 10	Last day to submit a DIRECT LOAN application, if you started your studies in January 2022
Monday 21	HOLIDAY – PRESIDENTS’ DAY
Friday 25	Last day for declaration of concentration, change of school / concentration and declaration of minor or additional concentration
Friday 25	Last day of classes, first session of the School of Medical Technology
MARCH	
Tuesday 1	Mini BOC I - 9:00 am (Comprehensive TEST) School of Medical Technology
Wednesday 2	HOLIDAY - AMERICAN CITIZENSHIP DAY
Wednesday 2	Ash Wednesday - Beginning of Lent
Wednesday 2 and Thursday 3	Submit Financial Aid applications for Summer 2022
Thursday 3	Registration (AM) Medical Technology School (Practice Session). Orientation (PM) School of Medical Technology (Practice session).
Monday 14	First day of Clinical Practice School of Medical Technology (second semester)
Tuesday 8	Mid Term
Friday 18th	Faculty Assembly

Friday 18th	Reservation of courses for Summer and Semester and Trimester of August 2022 begins
Saturday 19	Last day of withdrawal with 75% reimbursement - School of Medical Technology
Tuesday 22	ABOLITION DAY
Friday 25	Second and last chance to remove Incompletes from the August 2021 Semester
Monday 28	Last day of withdrawal with 50% reimbursement - School of Medical Technology
APRIL	
Tuesday 5 and Wednesday 6	Direct loan exit advice
Friday 8	Last day to register courses that have been taken by challenge and by validation of experience at the graduate level.
Friday 8	Last day for students interested in requesting a change to the Liberal Arts Studies Program.
Thursday 14 to Monday 18	EASTER BREAK
Wednesday 20	Classes meet on Monday to complete the required number of hours.
MAY	
Tuesday 3	Last days of class for courses that meet Tuesday only.
Thursday 5th	Last day of class for courses that meet only on Thursday and Tuesday and Thursday.
Friday 6	TEACHER'S DAY - Academic Break
Saturday 7	Last day of class for courses that meet on Saturday only.
Monday 9	Last day of class for courses that meet Monday only.
Tuesday 10	Classes meet on Fridays.
Wednesday 11	Last day of class for courses that meet Wednesday only, Monday and Wednesday. Last day of classes Semester from January to May (202240)
Wednesday 11	Last day to withdraw with the right to W - Semester from January to May (202240)
Thursday 12 to Saturday 14	Final tests online courses.
Monday 16 to Saturday 21	Final tests - Semester from January to May (202240)
Monday 23	Last day to report final grades - Semester from January to May (202240) (4:00 pm)
Thursday 26	WEB enrollment validation begins for June 2022 session
Thursday 26	Requests for changes or declaration of concentration will be received again in the Registrar for the Semester from August to December 2022 (202320).
Monday 30	MEMORIAL DAY
JUNE	
Wednesday 1 to Friday 3	Registration for the June 2022 Session

Sunday 5	Last day to book courses through WEB for session I Summer (June 2022)
Monday 6th	The courses (7:00 am) not validated for the session I Summer (June 202260) are deleted
Monday 6th	Late registration. Changes and adjustments.
Will be announced	Honor Assembly - Mayagüez Campus
Will be announced	Graduation Mass - Mayagüez Campus
Will be announced	Graduation Mass and Honors Assembly of the Arecibo Campus
Will be announced	Graduation Mass at Ponce Campus, Sports and Cultural Complex, 7:00 pm
Will be announced	Graduation Acts - Mayagüez Campus
Will be announced	Graduation Acts - Arecibo Campus
Will be announced	Honors Assembly - Ponce Campus, M. Vicente Murga Theater
Will be announced	Graduation Acts - Ponce Campus, Sports and Cultural Complex
Thursday 30	Deadline to file the FAFSA application 2021-2022
JULY	
Friday 8	Last day practice School Medical Technology
Monday 18	Mini BOC II - 9:00 am (Comprehensive Exam) - School of Medical Technology
Thursday 21	Honors Assembly - School of Medical Technology

NOTE: TO COMPLETE THE NUMBER OF HOURS REQUIRED PER SEMESTER FOR EACH COURSE, MONDAY CLASSES WILL MEET ON WEDNESDAY, APRIL 20. FRIDAY CLASSES WILL MEET ON TUESDAY, MAY 10 TO COMPLETE THE NUMBER OF HOURS REQUIRED.