

PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO
College of Education

STUDENT HANDBOOK

Combined Program of Bachelor in Nutrition
Education and Master of Science in Integrated
Nutrition and Dietetics

Revised: July 17, 2024



Acknowledgment of Receipt

I certify that I received a copy of Student Handbook of Combined Program of Bachelor in Nutrition Education and Master of Science in Integrative Nutrition and Dietetics with Supervised Practice and Learning Experience (1000 hours) offered by Pontifical Catholic University of Puerto Rico, Ponce Campus from the Program Director.

In addition, I certify that I received orientation by Program Director on the requirements to be eligible to become a RDN starting January 2024.

The Student Handbook received include the requirements to obtain a Verification Statement that are:

- a. Complete all Combined Program requirements state in the program of study.
- 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 certifies that all requirements to grant the degree have been met.

I agree to comply with the Combined Program policies, procedures and Code of Ethics described in this handbook.

Name: _____

Student ID: _____

Signature: _____

Date: _____

TABLE OF CONTENTS

PROGRAM OVERVIEW.....	1
Description of the Program.....	1
Language Proficiencies.....	1
Mission.....	1
Goals and Objectives.....	2
Accreditation status.....	3
REQUIREMENTS TO BECOME A REGISTERED DIETITIAN NUTRITIONIST (RDN).....	3
Steps to Become a Registered Dietitian Nutritionist (RDN):.....	3
How to become a Licensed Nutritionist and Dietitian in Puerto Rico (LND).....	4
COURSES AND CURRICULUM.....	5
COURSE SEQUENCE.....	6
Supervised Practice and Learning Experience in Nutrition and Dietetics (1000 hours).....	9
Process and steps required for completion of the Practicum.....	9
CDR CREDENTIALING EXAM AND PR LICENSURE.....	10
ADMISSIONS REQUIREMENTS AND PROCEDURES.....	10
PROGRAM COMPLETION REQUIREMENTS.....	12
FINANCIAL AID AND COSTS OF ATTENDING PROGRAM.....	13
PROGRAM POLICIES (INSTITUTIONAL POLICIES AND REGULATIONS ARE IN STUDENT REGULATIONS HANDBOOK).....	20
STUDENT SERVICES.....	24
GRIEVANCE OR COMPLAINT PROCEDURE.....	30
ASSESSMENT OF LEARNING.....	30
VERIFICATION STATEMENT.....	32
DRESS CODE.....	334
DRAFT ACADEMIC CALENDAR (202510).....	35

PROGRAM OVERVIEW

Description of the Program

The Combined Program which includes Bachelor Degree in Nutrition Education and Master Degree of Science in Integrated Nutrition and Dietetics with Supervised Learning Experience, 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 6-years combined program is coordinated with a supervised practice and experiential learning 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.

Language Proficiencies

Proficiency in both Spanish and English is a prerequisite for admission. While courses and supervised experiential learning may be conducted in either language, the predominant language of instruction is Spanish, reflecting Puerto Rico's linguistic heritage. English proficiency is necessary for campus study, participation in supervised experiential learning sites, utilization of English educational materials and textbooks, and completion of course exams and learning activities. This mandate aims to foster English proficiency as part of preparation for the CDR credentialing exam for dietitian nutritionists (RDN), which is administered in English.

Mission

The mission of the Combined 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 for:

Goal 1

- 1.1 *At least 70 percent of the graduates will contribute to the field of Nutrition and Dietetics in Puerto Rico or United States.*
- 1.2 *At least 80 percent of program students' complete program/degree requirements within 4.5 years (150% of the program length).*
- 1.3 *Of graduates who seek employment, 75 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.*
- 1.4 *At least 80 percent of the employers revealed that professionals from the PUCPR Combined Program in Nutrition and Dietetics work within a satisfactory or higher level.*

Goal 2

- 2.1 *At least 70 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.*
- 2.2 *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%.*
- 2.3 *About 80 percent of the program graduates will rate academic preparation of the PUCPR Combined Program of Bachelor in Nutrition Education and Master of Science in Integrative Nutrition and Dietetics within satisfactory or higher level.*

Program outcome data measuring achievement of these goals is available to the public, current and prospective student upon request. Please contact the Program Director, Vivian E. Rodriguez Mori at vivian_rodriguez@pucpr.edu to request information.

Accreditation status

The Combined Program of Bachelor in Nutrition Education and Master of Science in Integrated Nutrition and Dietetics of the Pontifical Catholic University of Puerto Rico at Ponce is in the process of evaluation for the candidacy 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)

Steps to Become a Registered Dietitian Nutritionist (RDN):

1. Effective January 1, 2024, a minimum of a master's degree will be required by the Commission on Dietetic Registration (CDR) to be eligible for the credentialing exam to become an RDN. Individuals with a bachelor's degree must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023, to be approved for registration examination eligibility. For more information about this requirement, visit CDR's website.

In addition, CDR mandates completion of coursework and supervised practice in programs accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates of PUCPR's Combined Program in Science in Nutrition and Dietetics with Supervised Experiential Learning will receive a verification statement and are eligible to take the CDR credentialing exam to become an RDN. This program aligns with ACEND's minimum requirement of 1000 supervised experiential learning hours.

2. Obtain a bachelor's degree in Nutrition and Dietetics from an accredited university. Complete a Master's Degree program and supervised practice, and receive a Verification Statement from an

ACEND-accredited program. Graduates who successfully complete PUCPR's Combined Graduate Nutrition Program will receive a Verification Statement.

3. Complete an ACEND-accredited supervised practice, dietetic internship program or Individual Supervised Practice Pathway. This supervised practice/experiential learning can be combined with various programs, including the Coordinated Program, Future Graduate Program, and International Dietitian Education Program. Upon completion, students will receive a Verification Statement. PUCPR's Combined Graduate Program in Nutrition and Dietetics integrates the bachelor's degree, master's didactic component with Supervised Experiential Learning, meeting the 1,000-hour requirement by ACEND. Graduates of this program will receive a verification statement.
4. Pass the CDR credentialing exam.
5. The Board of Examiners for Nutritionists and Dietitians of Puerto Rico grants qualified candidates the Licensure in Nutrition and Dietetics (LND) to practice as Nutritionist-Dietitians in Puerto Rico. Since February 18, 2016, passing the CDR credentialing exam has been established by Resolution 2016-53 as meeting the requirements for licensure in Puerto Rico.
6. Continuing professional education is required for maintaining professional registration (RDN Status), and for updating and expanding practitioner knowledge and skills. For more information on pathways to earn the RDN credential:

<https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians>

<https://www.eatrightpro.org/about-us#become-an-rdn-or-ndtr>

How to become a Licensed Nutritionist and Dietitian in Puerto Rico (LND)

To become a Licensed Nutritionist and Dietitian (LND) in Puerto Rico, individuals who have completed the Master of Science in Nutrition and Dietetics program with Supervised Experiential Learning are eligible to take both the RDN Credentialing Exam and the local licensure exam. Puerto Rico Law 82 of 1972, amended in 2004, requires this licensure. The eligibility criteria for taking the local licensure exam and practicing in Puerto Rico include the following steps:

1. Attain a bachelor's degree with a major in nutrition or dietetics from an accredited higher education institution recognized by the Higher Education Council (now known as the Board of Postsecondary Institutions) or one of the regional accrediting bodies.
2. Complete an internship or supervised experiential learning program in Nutrition and Dietetics at an accredited hospital or institution. Alternatively, possess a master's or doctorate degree in Nutrition and Dietetics from a university recognized by the PR Board of Postsecondary Institutions and a national accreditation body.

3. Upon completing coursework and supervised experiential learning, graduates are eligible to take the local licensure exam administered by the Board of Examiners for Nutritionists and Dietitians of Puerto Rico. Successful candidates will receive the Licensure in Nutrition and Dietetics (LND), allowing them to practice as Nutritionist-Dietitians in Puerto Rico. Since February 18, 2016, Resolution 2016-53 as meeting the licensure requirements in Puerto Rico, has recognized passing the RDN exam.
4. Join the Puerto Rico College of Nutritionists and Dietitians, in accordance with Law 82 of 1972, amended in 2004.
5. Maintain continuing professional education to retain Licensure in Nutrition and Dietetics in Puerto Rico and professional registration (RDN status), and to stay updated and enhance practitioner skills. Additional information on pathways to earn the RDN credential can be found at the following links:

- <https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians>


- <https://www.eatrightpro.org/about-us#become-an-rdn-or-ndtr>

COURSES AND CURRICULUM


The Combined Program in Nutrition and Dietetics is a 6-year program that include 1000 hours of 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 **173** credit hours of coursework is required to complete the Combined Program of Science in Nutrition and Dietetics, including the supervised practicum experience (1000 hours total) from alternate practice experiences (300 hours) and supervised practice at professional work setting (700 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. Our program offers to our students all the elements to receive a verification statement and to be eligible to take the CDR test and become RDN.

COURSE SEQUENCE



PONTIFICAL CATHOLIC OF PUERTO RICO
COLLEGE OF EDUCATION
INTERDISCIPLINARY DEPARTMENT OF EDUCATION, HEALTH AND FASHION



Name: _____

2250 Boulevard Luis A. Ferre Aguayo,
Suite 586

Student ID.: _____

Ponce, Puerto Rico 00717-9997
Phone: 787-841-2000 ext. 1741 | Fax: 787.651-4026

**COMBINED BACHELOR'S DEGREE IN NUTRITION EDUCATION AND
MASTER OF SCIENCE IN INTEGRATED NUTRITION AND DIETETICS**

FIRST YEAR					
FIRST SEMESTER (AUTUMN)				SECOND SEMESTER (SPRING)	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
SPAN 141 (G) ✓	3			SPAN 142 (G) ✓	3
ENGL 115 (G) ✓	3			ENGL 201 (G) ✓	3
SOCI 102 (G)	3			POSC 101 (G)	3
ORIE 003 (E)	0			ORIE 004 (G)	0
MATH 141 (G) ✓	3			MATH 142 (G) ✓	3
BIOL107 (G) □	4			BIOL108 (G) □	4
HIST 305 (G)	3			NUTR 200 (E)	3
TOTAL	19			TOTAL	19
SECOND YEAR					
FIRST SEMESTER (AUTUMN)				SECOND SEMESTER (SPRING)	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
SPAN 205/455 (G)	3			ENGL 213 (G)	3
CHEM 105 (M) □	4			CHEM 336 (M) □	4
BIOL 350 (M) □	4			BIOL 361 (M) □	4
THEO 138 (G)	3			THEO 131 (G)	3
NUTR 320 (E)	3			NUTR 338 (E)	3
TOTAL	17			TOTAL	17
THIRD YEAR					
FIRST SEMESTER (AUTUMN)				SECOND SEMESTER (SPRING)	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
CHEM 423 (M) □	4			CHEM 449 □	4
PHIL 240 (G)	3			PHIL 312 (G)	3
BIOL 427 (M)	4			MUNT 250	3
THEO 152 (G)	3			PHED ____ (G)	1
NUTR 429 (E)	3			NUTR 450 (E)	3
				NUTR 460 (E)	4
TOTAL	17			TOTAL	18
FOURTH YEAR					
FIRST SEMESTER (AUTUMN)				SECOND SEMESTER (SPRING)	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
BIOL 485 (G)	4			COED 430 (G)	3
ART 101 THEA 303/ARTE 000 (E)	3			HIST 253 (G)	3
ELECTIVE (E)	3			NUTR 480 (E)	3
NUTR 470 (E)	3				
TOTAL	13			TOTAL	9
MASTER'S DEGREE					
FIRST SEMESTER		SECOND SEMESTER		THIRD SEMESTER	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
NUTR 610 □ (E)	3	GRAD 600 (M)	3	NUTR 620 □ (E)	3
TOTAL	3	TOTAL	3	TOTAL	3
FIFTH YEAR					
FIRST SEMESTER		SECOND SEMESTER		THIRD SEMESTER	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
NUTR 630 □ (E)	4	NUTR 640 □ (E)	4	NUTR 660 □ (E)	3
NUTR 635 □ (E)	3	NUTR 650 □ (E)	3	NUTR 670 □ (E)	3
THEO 633	2	THEO 634	2	NUTR 680 □ (E)	2
TOTAL	9	TOTAL	9	TOTAL	8
SIXTH YEAR					
FIRST SEMESTER		SECOND SEMESTER		THIRD SEMESTER	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
NUTR 710 □ (E)	3	NUTR 720 □ (E)	3		
ELECTIVE ____ (E)	3				
TOTAL	6	TOTAL	3	TOTAL	173



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COURSE CODE	GRADE	COURSE DESCRIPTION	CRS.
CORE COURSES (32 CREDITS)			
BIOL 105		Microbiology	4
BIOL 360		Human Biology I	4
BIOL 361		Human Biology II	4
BIOL 427		Genetics	4
CHEM 105		General Chemistry I	4
CHEM 106		General Chemistry II	4
CHEM 233		Organic Chemistry Compendium	4
CHEM 446		Biochemistry with Lab	4
SPECIALTY COURSES (25 CREDITS)			
NUTR 210		Design Facilities and Purchase of Equipment for Food Service Systems	3
NUTR 320		Human Nutrition	3
NUTR 330		Menu Planning	3
NUTR 420		Food Purchase and Production	3
NUTR 430		Methodology in Nutrition Education	3
NUTR 460		Food Science	4
NUTR 470		Nutrition in the Life Cycle	3
NUTR 480		Advanced Nutrition and Metabolism	3
DIRECTED ELECTIVES (3 CRS) (You will choose a course among the following)			
COED 328		Human Development	3
CHEM 347		Fundamentals of Toxicology	3
NUTR 350		Computer Applications for Nutrition and Dietetics	3
ENSC 360		Fundamentals of Environmental Epidemiology	3
GENERAL EDUCATION (69 CRS)			
BIOL 107		General Biology I	4
BIOL 108		General Biology II	4
SOCL 102		Social Sciences	3
POSC 101		Political Sciences	3
SPAN 141		√ Reading, Writing and Speech for Communication I	3
SPAN 142		√ Reading, Writing and Speech for Communication II	3
SPAN 205		Introduction to the Study of Literature	3
ENGL 115		√ Oral Communication and Listening Comprehension	3
ENGL 201		√ Basic Principles of Reading and Writing	3
ENGL 213		Advanced Reading Skills	3
PHIL 312		Philosophical Anthropology	3
PHIL 340		Fundamental Ethics	3
COED 430		Philosophical Foundations of Education	3
HIST 105		History of Western Thought	3
HIST 253		History of Puerto Rico (Compendium)	3
MATH 141		√ Algebra and Trigonometry I	3
MATH 142		√ Algebra and Trigonometry II	3
THEO 130		Divine Revelation	3
THEO 131		The Church of Christ	3
THEO 132		The Christian Family	3
ORIE 003		* Introduction to the University Life I	0
ORIE 004		* Introduction to the University Life II	0
ORIE 005		* Orientation for transfer students	0
MGNT 230		Entrepreneurship	3
(You will choose a course among the following)			
ART 101		Art Appreciation	3
MUSI 102		Music Appreciation	
THEA 101		Theatre Appreciation	
(You will choose a course among the following)			
PHED 321		Exercise Prescription for the Pediatric Population	1
PHED 322		Exercise Prescription for Geriatric Population	
PHED 338		Physiology of Exercise	
TOTAL CREDITS REQUIRED			129

Orientation courses do not have credit (003-004 regular student, 005-Transfer, 010 Honor Program, 011-MBA, 017-018-Night)

** This course satisfies the credits in Philosophy of the General Curriculum

*** This course satisfies the Arts/Music/Theater credits in the General Curriculum

0 These courses include laboratory or learning experiences

(C) (D)(E) These courses must be passed with a D or higher

(G) These courses must be passed with a C- or higher.

< The placement of students in the subjects of Spanish, English and Mathematics will be made according to the results obtained in the achievement tests of the "College Entrance Examination Board" and placement formula for PUCPR enrollment.



**PONTIFICAL CATHOLIC OF PUERTO RICO
COLLEGE OF EDUCATION
GRADUATE SCHOOL OF EDUCATION**



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COURSE CODE	GRADE	CURSO MEDULAR (3 CREDITS)	CRS.
GRED 600		Statistics	3
COURSE CODE	GRADE	SPECIALTY COURSES (28 CREDITS)	CRS.
NUTR 610		Management in Food Service Systems <i>40 hours of learning experiences</i>	3
NUTR 620		Communication and Education in Health and Nutrition in the Mass Media <i>20 hours of learning experiences</i>	3
NUTR 630		Nutritional Medical Therapy I <i>Course includes 20 hours of learning experiences</i>	4
NUTR 635		Global Nutrition <i>20 hours of learning experiences</i>	3
NUTR 640		Nutritional Medical Therapy II <i>20 hours of learning experiences</i>	4
NUTR 650		Nutrition and Public Health <i>20 hours of learning experiences</i>	3
NUTR 660		Research Seminar <i>40 hours of learning experiences</i>	3
NUTR 670		Health Counseling and Nutritional Behavior <i>20 hours of learning experiences</i>	3
NUTR 680		Legal and Ethical Aspects in the Profession of Nutrition and Dietetics <i>20 hours of learning experiences</i>	2
COURSE CODE	GRADE	SPECIALTY ELECTIVES (3 CREDITS)	CRS.
NUTR 690		Concepts of Nutrition and Sports Medicine	3
GRED 640		Behavior Modification	3
INCO 600		Introduction to Marketing Integrated Communication	3
INCO 601		Writing for the Media	3
INCO 615		Promotion and Advertising	3
INCO 650		Integrated Communications Campaigns	3
INCO 621		Creative Strategies	3
INCO 630		Corporate Social Responsibility	3
COURSE CODE	GRADE	SPECIALTY INTERNSHIP (6 CREDITS)	CRS.
NUTR 710		Supervised Practice I <i>(350 hours of practice) (40 hours of seminar)</i>	3
NUTR 720		Supervised Practice II <i>(350 hours of practice) (40 hours of seminar)</i>	3
COURSE CODE	GRADE	THEOLOGY COURSES (4 CREDITS)	CRS.
THEO 633		Dignity of the Human Person	2
THEO 634		Marriage and Family	2
TOTAL CREDITS REQUIRED			44

Supervised Practice and Learning Experience in Nutrition and Dietetics (1000 hours)

The practicum experience (1000 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 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

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 710 and NUTR 720) to receive an orientation on the course dynamic.

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

Annual formative and/or summative assessment of student competence and regular reports of performance and progress

Annual evaluation of student competence and regular progress reports are conducted to assess student performance throughout the supervised experiential learning (SEL). Formal assessments are scheduled at predetermined intervals during the SEL period, with specific assessment forms utilized for this purpose. Students are informed of the evaluation schedule at the outset of each course or SEL

practicum. These assessments encompass both the student's progress and their knowledge and performance in the supervised experiential learning.

Preceptors complete evaluations using the provided rotation assessment system and discuss the evaluations with students before submitting them to the program's SEL Coordinator. Additionally, students conduct self-evaluations, which are reviewed with their preceptors. It is the student's responsibility to familiarize themselves with the various evaluation forms to understand the criteria and timing.

Formal evaluations are provided to students in various formats, including written evaluations from preceptors, rubrics for oral presentations, comprehensive reviews of nutrition assessments and charted notes with written feedback (provided daily during rotations involving medical nutrition therapy), and preceptor-reviewed assignments such as case studies. Informal feedback opportunities also exist, including daily feedback sessions and discussions with preceptors on skill development, clinical documentation, presentations, and projects. These informal evaluations serve as opportunities for students to gain insight and make necessary adjustments to their performance.

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/licensure>.

ADMISSIONS REQUIREMENTS AND PROCEDURES

Minimum Requirements for Admission

Applicants interested in admission to our Combined Program 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 include a written essay of a general nutrition topic, an interview conducted by the Program Staff and orientation.
4. Obtain at least 450 points or more in each of the sections of Academic Achievement (Math, Spanish, and English) of the College Entrance Examination Board.
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 \(vivian_rodriguez@pucpr.edu\)](mailto:vivian_rodriguez@pucpr.edu) for more information.

Admission Requirements Graduate Level

General procedures for start master degree courses:

The entry point to the master degree starts in the fourth-year undergraduate, and the process is the following:

1. Have a minimum GPA of 3.00 or better on a scale 4.00 at the time the entry to the master degree.
2. Academic evaluation

Note: The program has no policy for assessing prior learning or competence.

PROGRAM COMPLETION REQUIREMENTS

Graduation Requirements

1. Students must have passed all coursework required for completion of the Combined Program of Bachelor in Nutrition Education and Master of Science in Integrated Nutrition and Dietetics that include Supervised Practice and Learning Experience (1000 hours), over a period that does not exceed 9 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 75 of the required credit hours for completion of the degree at PUCPR.
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 is 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

Registration Cost and Fees Undergraduate Level

<https://www.pucpr.edu/conocenos/informacion-al-consumidor/>

A. EXPENSES

Estimated expenses (Undergraduate)

REGISTRATION, COST, AND FEES

Tuition (per credit hour)	
Bachelor's and Associate Programs	\$240.00
Extra Hours	75% credit charge
Special	\$240.00
Auditor	50% credit charge

University Fees	
Semester	Ponce Campus
Bachelor (9.5 credit hours or over)	\$375.00
Bachelor (less than 9 credit hours)	\$330.00
Summer	\$150.00
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 - \$70.00; Summer 1 - \$70.00

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 (Semester \$25, Summer \$12)	\$50.00
Duplicate Parking Permit	\$5.00
Parking Fine	\$15.00
Change in Concentration and College	each \$2.00
Duplicate Class Program	\$2.00

Duplicate Identification Card		\$5.00
Duplicate of Diploma		\$45.00
Late Final Exam Fee (incomplete exam)	each	\$20.00
Challenge Exams	each	\$25.00
Official Transcription Certification	each	\$3.00
Copy of Catalog Course Description		\$10.00
Translation of Transcript		\$5.00
Check Stop Payment		\$15.00
Insufficient fund check fee		\$10.00

Registration Cost and Fees Graduate Level

<https://www.pucpr.edu/conocenos/informacion-al-consumidor/>

REGISTRATION, COST, AND FEES

Tuition (per credit hour)	
Maser's Program	\$340.00
Extra Hours	75% credit charge
Special	100% credit charge
Auditor	50% credit charge

University Fees	
Trimester	Ponce Campus
Master's Program	\$280.00
Summer	\$185.00
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 - \$70.00; Summer 1 - \$70.00

Incidental Fees

Parking Permit Annual (Semester \$25, Summer \$12)		\$50.00
Duplicate Parking Permit		\$5.00
Parking Fine		\$15.00
Admission: Master's Programs and Medical Technology		\$25.00
Duplicate Class Program		\$2.00
Duplicate Identification Card		\$5.00
Duplicate of Diploma (Master's Programs)		\$45.00
Late Final Exam Fee (incomplete exam)	each	\$20.00
Challenge Exams	each	\$25.00
Official Transcription Certification	each	\$3.00
Copy of Catalog Course Description		\$10.00
Check Stop Payment		\$15.00
Insufficient fund check fee		\$10.00

Additional Program Expenses

White Lab Coat	\$ 50.00
Scrubs (Uniform)	\$250.00
Labtop	\$500.00 - \$1,500.00
Drug Testing and Background check (requirement)	Variable
Transportation during supervised practice	Variable

Housing (Rooms -Ponce Campus)

	Women		Men	
	Semester	Summer	Semester	Summer
University Housing (private room)	\$1,500.00	\$300.00	_____	_____

	Women		Men	
	Semester	Summer	Semester	Summer
University Housing (semiprivate room)	\$1,250.00	\$250.00	\$1,650.00	\$330.00
Admission Fee (non-refundable)*	\$25.00	\$25.00	\$25.00	\$25.00
Maintennace Fee (non-refundable)**	\$25.00	\$25.00	\$25.00	\$25.00
Property Damage Fee (refundable)*	\$75.00	\$75.00	\$75.00	\$75.00

*Apply to student admitted on Housing Ponce Campus.

**Payment is required each semester.

Changes in Fees

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

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. Scholarships (see www.pucpr.edu)

D. 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

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 applied 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.

Rules Applicable to Students who Receive Federal Aid- Title IV

The amount of refund for students eligible for financial aid after withdrawal (total or partial) during the period of reimbursement shall be determined according to Title IV Refund Policy ("Higher Education Amendments" of 1998, Public Law 105-244 ") the calculation of the aid process tells the institution where a student makes a total drop. The University has to calculate the amount to which the student is not entitled and the amount that must be returned to the Federal Government. The student is only entitled to receive a percentage of federal aid, based on the days that attended classes (assisted day's ÷ days in the semester). The institution and the student are responsible for returning the amount not corresponding to the Federal Government. The student must pass through the financial aid office for guidance on the process that was used for the reimbursement of Title IV Aid (Return of Title IV).

IMPORTANT: The students who do not attend during the first two weeks of classes will be reported for an administrative drop classified as W3. The students, who stops attending or does not comply with the rules of attendance, will be classified as WU. In both cases, the student will be responsible for the tuition balance after applying the calculation of aid for assistance according to the federal regulation time.

Refund or Charge for Total Withdraw of the University

<https://www.pucpr.edu/oficina-de-admisiones/formularios-de-admisiones/catalogos-academicos/>

Refund policy: Students who have paid their registration shall be entitled to reimbursement of:

Regular Semester:

- 75% during first week* of classes according to the academic calendar
- 50% during the second week* of classes according to the academic calendar
- No reimbursement after second week of classes

*The week consists of 6 consecutive days excluding Sunday and holidays according to the academic calendar. During the indicated dates for repayment, is exempt the University fee and the health insurance charge.

Summer session (June and July)

Only refund 75% of the tuition and 100% of the University fee during the first 3 days of classes, excluding Sunday and holidays, according to the academic calendar. There is no refund after the third day of classes.

Charges policy: To those Students who have not made payments, charges of registration will be adjusted following the same institutional rule.

Notification of Rights Under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their academic records. They are:

1. The right to inspect and review their academic records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the

academic department, or other appropriate official, written requests that identify the record (s) they wish to inspect.

The University official will make arrangements for access and notify students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise students of the correct official to whom the request should be addressed.

2. The right to request the amendment of the academic records that students believe are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by a student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. 3. The right to consent to disclosures of personally identifiable information contained in the academic records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

PROGRAM POLICIES (INSTITUTIONAL POLICIES AND REGULATIONS ARE IN STUDENT REGULATIONS HANDBOOK)

Equity Policy

Pontifical Catholic University of Puerto Rico Notice of Non-Discrimination Under Title IX of the Education Amendments of 1972 (approved. 04/25/2018)

The Pontifical Catholic University of Puerto Rico does not discriminate against any person on the basis of race, color, ethnicity, national origin, sex, sexual orientation, disability, medical condition, religion, military status, veteran status or age in admission or access to, or treatment or employment in its educational opportunities, programs and activities as required by applicable laws and regulations. The University is exempt from Title IX provisions that are not consistent with the religious tenets of the Roman Catholic Church. Inquiries concerning the application of regulations prohibiting discrimination may be referred to the designated Section 504 Coordinator or the Office of Civil Rights. The following persons have been designated to handle inquiries:

1. Title IX 504 Coordinator – Ada Kercadó Robles, Ph.D.
Director, Interdisciplinary Community Services Clinic
University Street, corner Juan Santaella, Ponce
Tel. 787-841-2000, ext. 2414, 2411, 2415
Email: 504coordinator@pucpr.edu
2. Institutional Compliance Office – Dr. Waddy Mercado-Maldonado
Los Fundadores Building, 4th Floor
Tel. 787-841-2000, ext. 1232
Email: 504hotline@pucpr.edu

The Solomon Amendment and FERPA

The Solomon Amendment requires institutions to provide directory-type information on students who are 17 years of age or older upon request of representatives of the Department of Defense for military recruiting purposes. This information - "student recruiting information" - includes: student's name, address, telephone listing, date and place of birth, level of education, academic major, degrees received, and the most recent previous educational institution at which the student was enrolled.

A request for student recruiting information under Solomon must be honored unless there is an exception in the law which precludes the institution from providing the requested information. The most important exceptions are the university:

- has a long-standing policy of pacifism based on historical religious tradition;
 - certifies that such information is not collected by the institution;
- certifies that each student concerned has formally requested to withhold "directory information" under FERPA from third parties.

The definitions of the terms "directory information" (FERPA) and "student recruiting information" (Solomon) are not synonymous.

Liability Insurance

The CP has signed written agreements with the institutions that serve as experiential learning sites for the NUTR 710 and NUTR 720 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

Combined 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 document needs 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 appears 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).

Plagiarism is encompassed within this rigorous policy on academic honesty and integrity.

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.

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.

STUDENT SERVICES

<https://www.pucpr.edu/vida-estudiantil/servicios-estudiantiles/>

The Student Services Program is organized under the administration, coordination, and supervision of the Vice-President for Student Affairs. This office is responsible for planning, organizing, directing, coordinating, and evaluating all student services.

The Offices of Student Affairs are located, for the most part, on the second floor of the Student Center. All its personnel are available during all working hours to serve students, which is its primary responsibility.

Integration and Quality of Life Program

The Integration and Quality of Life Program is the institutional office that directs efforts of the prevention of substance abuse, alcohol, violence, and related areas such as stress and conflict management, anxiety, and depression. This program provides educational material, activities promoting healthy life-styles, short therapy, and supervision of practicum students in the area of Social Work. Additionally, every two years, it administers a questionnaire that measures healthy life-styles, CORE (consumption of alcohol, drugs, sexuality and campus security). The Institutional policy on drugs and alcohol is distributed by this office to all students and institutional units.

The program's office is located on the second floor of the Manuel González Pató Student Center, Office 205. It can be reached at telephone number (787) 841-2000 ext. 1406 or 1407.

Office of Services to Persons with Disabilities

The Office of Services for Persons with Disabilities (OSPI) is ascribed to the Vice President of Student Affairs. The primary purpose of this office is to provide people with disabilities with the services required according to Law 504 and the ADA. These laws are enforced under the document of the Institutional Policy on Section 504 of the Vocational Rehabilitation Act of 1973, as amended, and the ADA (Americans With Disabilities Act).

The Office of Services for Persons with Disabilities (OSPI) contributes to the achievement of academic goals for this population, offering people with disabilities the resources and support that college students need for their equality, independence, and accomplishment of their career goals. Among the

services that have contributed to achieve this goal are: necessary equipment in the classrooms, academic assistance, reasonable accommodations, ongoing training of specialized programs for different disabilities, a room with diverse assistive technology equipment and support services on campus from intern students of the Master's Degree Program in Rehabilitation Counseling. To apply for services, the student can visit our facility located on the first floor of the Student Center "Manuel González Pató", Office 113, or contact the Office via email.

Basic Medical Services

Pontifical Catholic University of Puerto Rico, conscious of the need to help preserve the physical and mental health of students and personnel, maintains a Medical Dispensary that offers health services to help and give orientation to all persons who need it.

The Dispensary is located on the first floor of the Manuel González Pató Student Center, Office 109. It offers the services of two full-time graduate nurses. The hours of operation of this office. are Monday through Friday from 8:00 a.m. to 8:00 p.m., and Saturdays from 8:00 a.m. to 12:00 p.m.

The graduate nurses maintain updated medical records. In addition, they review and follow up on the vaccination certificates of students under 21 years of age as required by the Department of Health.

Employment Service the Internship and Employment Office (OIPE)

The Internship and Employment Office (OIPE, for its initials in Spanish) is an institutional unit that is responsible for facilitating student participation in work experience or research within an organization or company in Puerto Rico or the United States. This office coordinate activities related to job search services for students: workshops, job fairs, interviews with employers and many other related activities.

Services:

- Identify different opportunities for internships and other experiences in companies and organizations in Puerto Rico and United States that are available for college students.
- Receive resumes and refer students to potential employers.
- Coordinate on-site interviews with different employers interested in our students.
- Organize and coordinate the Annual Job Fair.
- Coordinate meetings with various Deans and Student Organizations on campus.
- Post jobs offers for students and Alumni.
- Coordinate workshops on resume preparation, cover letter, job interviews and other
- Related job search processes.
- Provide direction to students of the PCUPR, Ponce campus, designed to enable them to choose a career according to their individual profiles.
- Provide endorsement requirements for internship programs.
- General Requirements for Internships:
 - Most of the internees are required to have 60 credits or more at the time of starting the internship.
 - Also, in the U.S., students are required to have a 3.00 GPA, or a 2.75 GPA in PR, to apply.
- Internship Opportunities:
 - U-Work: <https://www.becas-santander.com/>
 - Córdoba y Fernós Internship: <http://oslpr.org/UnidadInternadoCordova.asp>

- Jorge A. Ramos Comas Internship: <http://oslpr.org/UnidadInternadoRamosComas.asp>
- José M. Berrocal Institute for Economics and Finance:
<http://bgfpr.com/spa/principalsubsidiaries/jose-berrocal.html>
- Congressional Hispanic Caucus Institute: <http://www.chci.org/internships/>
- Congressional Hispanic Leadership Institute: <http://www.chli.org/?page=Internships>
- Hispanic Association of Colleges & Universities (HACU) National Internships Program:
<http://www.hacu.net/hacu/HNIP.asp>
- Ponce Art Museum Internship:
<http://www.museoarteponce.org/paginas/programa-de-internado/6/85/29/>
- Naval Research Laboratory Summer Internships: <http://www.nrl.navy.mil/hbcu/>
- Kansas State University Summer Undergraduate Research Opportunity Program (SUROP):
<http://www.k-state.edu/grad/academics/surop/surop.html>
- Job Search Opportunities:
<http://www.pucpr.edu/wp-content/uploads/Promo-Portales-de-Empleo.pdf>

Contact Information:

Prof. Enrique J. Arroyo Acosta, Director

Tel. (787) 841-2000 ext. 1420/1438

Fax. (787) 651-2049

Email: internadospucpr@pucpr.edu

oipe@pucpr.edu

Physical Address:

González Pató Building – Student Center, Second Floor Office GP 200

Postal Address:

2250 Boulevard Luis A. Ferré Aguayo, Suite 520

Ponce, PR 00717-9997

Office Hours:

Monday through Friday, 9:00 a.m. to 5:00 p.m.

Activities

On the University Campus, there are diverse activities; some are organized by the Cultural Extension Office; others are sponsored by student organizations recognized by the University and others by the Vice-Presidency for Student Affairs.

Recognized student organizations are varied and represent the different interests found among the members of the community. The activities organized by these groups promote the spirit of fraternity while making university life more agreeable. Among these student groups are social, cultural, religious, and professional organizations. Every student has the opportunity to belong to any of these organizations.

Professional and Scholarly Organizations

In order to achieve an integral development, the student, in addition to mastery and knowledge of the subject matters, needs to develop social skills and leadership ability, establish interpersonal relations, and participate in social, academic, civic, and/or cultural activities. To attain these objectives, student organizations are open to all students of the Pontifical Catholic University of Puerto Rico without distinction on the basis of race, color, ethnic origin, economic and/or social condition, creed, or nationality. There are departmental organizations or clubs in which the student can express the knowledge acquired through the study of the subject matter. Among these, the following are worthy of mention:

Cultural Activities

Choir

The Choir of Pontifical Catholic University is composed of students, alumni, and professors of this institution. It has for twenty-five years placed the institution at the vanguard of choral

Institutional Flag Raisers

Organization of students who represents the Pontifical Catholic University of Puerto Rico in interuniversity athletic league activities. Also, they participate in cultural, recreational and sport activities in the university and the external community

Luis Torres Nadal Theater Workshop

This workshop has as its purpose to direct the talent and dramatic skills of students. Through auditions, the interested student with artistic aptitude is admitted to the Theater Workshop for instruction and participation in the theatrical productions of the university. The admitted student receives, after a probationary semester, one academic credit for participation and a scholarship for books and/or tuition.

Catholic Dance Team

Talent group adjoined to the Cultural Extension Office. The group was founded in 2006 and represents the PCUPR in dance and Athletic League competitions. The group participates in extracurricular activities in and out of the university. As part of their artistic formation, students participate in corporal expression workshops and have participated in various competitions. The group received various recognitions for its outstanding performances.

Sports

Extracurricular sport activities conducted by the Pontifical Catholic University of Puerto Rico are coordinated by the Recreation and Sports Division, which works in close collaboration with the Physical Education Department. The PCUPR recognizes that a person needs to maintain a balance among intellectual capabilities, physical fitness, and health. For this reason, the University provides students with Intramural and Inter-Collegiate Programs. Students have the opportunity to practice sports of their preference for pleasure and recreation. Those with outstanding athletic abilities, men as well as women, have the opportunity to participate in the Interuniversity Program. The University has won several intercollegiate championships, especially in basketball, volleyball, and female tennis. Many of our students have belonged to national teams in different disciplines.

The University provides facilities to demonstrate its interest in the well-being of its students. These facilities, among the most modern in Puerto Rico, consist of three indoor basketball courts, indoor courts for volleyball, a gymnasium with exercise equipment and free weights, an Olympic swimming pool, areas for aerobics, and rooms for classes and meetings.

Since 2013, the Cheerleading Group participates in the University Athletic League competitions. This group is adjoined to Cultural Extension Office. Also, the Abanderadas Group represent the Institution in the University Athletic League and participates in different extracurricular activities.

Publications

There are a number of publications on campus which encourage the creative ability of the university community. Among the student publications are Senda, The University Yearbook; La Nao, a bi-monthly newspaper which contains sections in English and Spanish. Another publication, Collage Magazine, distributed at least twice a year. Its content is based on the different facts of university life.

Student Government

Students have the liberty to express, individually or collectively, their opinions concerning institutional policy or any other matter of general interest for the student body. A student is appointed by the de iure members of the Board of Trustees to represent the student body on the Board. Each college will elect a student senator, following the norms established by the university. Student representatives with voice and vote will form part of departmental committees which deal directly with academic affairs. In order to exercise the right of free expression, whether individually or collectively, students can elect a Student Council whose responsibilities and privileges are stated in the Code of Student Conduct.

Professional Counseling and Orientation Center

The Professional Counseling and Orientation Center, adjoined to the Vice-Presidency for Student Affairs, is part of the services offered by the Pontifical Catholic University of Puerto Rico to all students as a complement to formal academic instruction. The guidance and orientation services with its multiple resources helps students to adapt to university life. Additionally, it seeks to fulfill the needs and develop the potential of students in personal, emotional, vocational, occupational, and academic aspects.

First year students received group orientation for one hour weekly during their first two semesters of the first year of university studies (Orientation 003 and Orientation 004). Transfer students receive group orientation for one hour weekly during one semester (Orientation 005), which should preferably be taken upon arrival at the University. These orientation courses are prerequisites for graduation. The Professional Counseling and Guidance Center also offers required courses to students in the Institutional Honors Program, among these are: Leadership (Orientation 009), Voluntary Community Service (Orientation 010), and Preparation for Graduate Studies (Orientation 011). The services of the Professional Counseling and Orientation Center are offered from a holistic perspective, which seeks to promote the integral development both personal and professional, as well as encourage the values and morals from the perspective of the social doctrine of the church.

Services in the personal area:

- Group and individual orientation according to existing needs of our students, observations of the student's behavior in the courses, needs detected in interviews and / or referrals by a member of the university community.
- Group and individual counseling or guidance on topics of personal development.
- Intensive group counseling in small groups to work on different personal situations that affect their overall development.
- Family and couples' therapy.
- Referrals to psychologists, social workers, other professional, institutional or community service offices, etc.
- Individual counseling according to needs Individual counseling

Some of the needs that could arise:

- Acquisition of good communication skills.
- Guidance and counseling about effective interpersonal relationships with parents, friends, study partners, partners, and teachers.
- Orientation and support in the process of student's adaptation, who faces for the first time the experience of independence life and to take responsibility of his life.
- Student orientation in the process of setting goals.
- Stress management strategies.
- Appropriate conflict management.
- Self-esteem or self-concept.
- Growth and life issues or situations.

In the academic area:

- Group orientation on: graduate studies, study and reading habits, time management, test taking techniques and preparation of oral reports, academic program of the PCUPR, Internet registration procedures, among others.
- Interview and follow-up of students with poor academic achievement.
- Follow-up and retention strategies for students not registered in orientation classes or who do not process their registration during the period established by the institution.
- Orientation on exchange programs, student travel and student internships.
- Referrals to Deans, Directors, and Professors.

- Referral to tutoring services and/ or academic advising.

In the occupational/vocational area:

- Individual interviews and counseling in cases of vocational indecision.
- Administration and interpretation of vocational interest tests.
- Individual and group orientation on topics related to job seeking.
- Orientation on existing employment opportunities according to the academic offering of the University.

Other Services:

- Participation in the registration process for new students.
- Workshops or Orientation to the academic community.
- Conferences requested by the community.
- Planning of extracurricular activities that promote development of leadership skills on campus and in the community.
- Participation on departmental and institutional committees.
- Services to special populations: international students, athletes, handicapped students, transfer students, Institutional Honor Program Students, and students on probation.
- Coordination of extracurricular activities or services.

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 Combined 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 Combined 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. In addition, the faculty, clinical instructors and preceptors complete an evaluation of Nutrition courses, Combined 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 is a document that certify an individual has completed all academic requirements established by an accredited Nutrition and Dietetics Program.

Upon completion of the Combined Program, which includes a Bachelor's in Nutrition Education and a Master of Science in Integrative Nutrition and Dietetics with Supervised Experiential Learning,

graduates will be awarded a Master of Science in Nutrition and Dietetics degree. Additionally, they will receive a Verification Statement certifying their eligibility to sit for the CDR credentialing exam. Graduates will also have the opportunity to apply for the local licensure exam required to practice as Nutritionists and Dietitians in Puerto Rico, as mandated by local Law 82 of 1972, as amended in 2004.

The Verification Statement is generated as soon as the Registrar's Office corroborates that all requirements to grant the degree have been met.

Students must complete a form used internally to document students that will request graduation within a given semester. Program Director 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, 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.

Credentials

Upon successful completion of the graduate program accredited by ACEND (with prospective status), graduates become eligible to take the Commission on Dietetics Registration (CDR) credentialing exam for Registered Dietitian Nutritionist (RDN). Upon passing the exam, candidates will receive the RD or RDN credential. Subsequently, qualified graduates can take the local licensure exam administered by the Puerto Rico Board of Examiners for Nutritionists and Dietitians. Alternatively, they may be exempted from the local exam requirement via Resolution 2016-53 after successfully passing the CDR credentialing exam. Upon meeting these requirements, graduates will be granted the Licensure in Nutrition and Dietetics (LND) to practice as Nutritionist Dietitians in Puerto Rico.

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 ETHICIS

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 (202510)
FALL TRIMESTER (AUGUST 2025)

Academic calendar (Draft) August 2025 trimester program (Fall 2026-10)

JULY

Monday 21 Registration validation begins via WEB for the fall trimester 2025 (202610)

AUGUST

Monday 11 to Saturday 16 In-person registration for the fall term 2025 (202610)

Thursday 14 Reserved spaces are released for students who have not validated their registration (7:30 am)

Monday 18 FIRST DAY OF SCHOOL - FALL TRIMESTER 2024 (2026510)

Monday 18 to Friday 22 Late registration, changes and adjustments

Friday 22 Last day to cancel completely with the right to a 75% refund – fall trimester 2025 (202610)

Friday 22 Last day to reserve and validate WEB courses for the fall term 2025 (202610)

Wednesday 27 Last day to accept or reject medical plan in trimester

Friday 29 Last day to cancel completely with the right to a 50% refund - fall trimester 2025 (202610)

SEPTEMBER

Monday 1 HOLIDAY - LABOR DAY
(THERE WILL BE CLASSES)

Thursday 4 Last day to submit Direct Loan application for students who started in the fall trimester 2025 (202610)

Friday 12 Last day to remove incompletes from the previous trimester

OCTOBER

Wednesday 1 Students begin to file their 2025-2026 FAFSA application by accessing: www.fafsa.ed.gov. Includes master's and doctorates

Friday 3 Last day to apply for graduation for candidates for the fall trimester (202610) and winter trimester (202630)

Friday 3 Last day to enroll in courses that have been taken as a challenge and for validation of experience

Monday 13 HOLIDAY – COLUMBUS DAY
(THERE WILL BE CLASSES)

Friday 17 Opens the system to reserve courses via WEB for the winter trimester 2025 (202630)

Monday 27 Last Day of classes for courses that meet Monday

Tuesday 28 Last Day of classes for courses that meet Tuesday

Wednesday 29 Last Day of classes for courses that meet Wednesday

Thursday 30 Last Day of classes for courses that meet Thursday

Friday 31 Last Day of classes for courses that meet Friday

Friday 31 Last day to unsubscribe with W and validate student attendance - fall trimester 2025 (202610)

NOVEMBER

Saturday 1 Last day of classes for courses that meet Saturday

Wednesday 5 Last day to revoke W - fall trimester 2025 (202610)

Wednesday 5 to Tuesday 11 Final Exams - Fall Trimester 2025 (202610)

Tuesday 11 HOLIDAY – VETERAN DAY
(THERE WILL BE FINAL EXAM)

Thursday 13 Last Day for submitting grades **(12:00 noon)**

Thursday 13 and Friday 14 Registration for the winter trimester 2025 (202630)

Friday the 14 WEB course validation begins for the winter trimester 2025 (202630)