TABLE OF CONTENTS

Acknowledgement that handbook was received form ................................................................. 2
Introduction .................................................................................................................................. 3
   Accreditation Statement ........................................................................................................... 3
Planning Guide for student success ............................................................................................. 4
Program Description ................................................................................................................... 5-11
   Mission statement .................................................................................................................. 6
   Program goals and expected outcomes .................................................................................... 6-7
   Admissions and Application Process ..................................................................................... 7-9
   Behavior Policy and Affective Domain Objectives ............................................................... 10-11
Policies and Procedures ............................................................................................................ 12-13
   Student recruitment and admissions policies ....................................................................... 9
   Insurance requirement ............................................................................................................. 15
   Liability for safety and travel ................................................................................................ 14-15
   Injury or illness while on supervised practice ...................................................................... 15-16
   Incompletion of supervised practice hours ......................................................................... 15-16
   Drug testing and criminal background checks .................................................................... 13, 17
   Not allowed to replace employees ....................................................................................... 15
   Handling complaints .............................................................................................................. 24-25
   Assessment of prior learning ................................................................................................ 8
   Assessment of student learning .............................................................................................. 18
   Student Retention and Remediation and Advising ............................................................... 14
   Supervised Practice Documentation ....................................................................................... 15
   Disciplinary/termination procedures .................................................................................... 12-14
   Graduation and/or program completion requirements ........................................................ 9
   Verification statements .......................................................................................................... 20
   Withdrawal and refund of tuition and fees .......................................................................... 16
   Program schedule, vacations, holidays and leaves of absence ............................................. 6
   Academic Calendar ................................................................................................................ 6, 20
   Protection of privacy of student information ..................................................................... 16
   Student access to their own student file .............................................................................. 16
   Access to student support services ....................................................................................... 10-11
Tuition and fees ......................................................................................................................... 17
Requirements for Registered Dietitians and Licensing in Massachusetts ............................... 4

Student Resources ..................................................................................................................... 20-24
   Graduation .............................................................................................................................. 20
   Health Services ...................................................................................................................... 20
   Libraries ................................................................................................................................. 20
   Advising ................................................................................................................................ 22
   RD Exam Preparation ............................................................................................................ 21-22
   Organizations and Activities ............................................................................................... 22-23
   Job Opportunities ................................................................................................................ 24

Grievances and Complaints ....................................................................................................... 24-25
ACADEMIC & GENERAL PROGRAM POLICIES
VERIFICATION FORM

Biomedical Laboratory and Nutritional Sciences, Department of Public Health
UNIVERSITY OF MASSACHUSETTS LOWELL
3 SOLOMON WAY
LOWELL, MA 01854-5125

I verify that I have read and understand the Academic and General Program Policies for the Biomedical Laboratory and Nutritional Sciences for successful progression in and completion of a Master’s Degree in Public Health.

__________________________________________
(Student Signature)

__________________________________________
(Please print your name)

__________________________________________
(Year of Expected Graduation)

__________________________________________
(Date)

Detach this page and return to:

Dr. Renee Barrile, PhD, RD, LDN
Assistant Teaching Professor and Program Director
University of Massachusetts Lowell
3 Solomont Way
Lowell, MA 01854-5125

Keep the following pages for your own reference
INTRODUCTION

The Department of Public Health offers a Master’s Degree in Public Health with 2 nutrition options: a) a Coordinated Program in Dietetics option, which is an accredited Coordinated Program in Dietetics (CP); b) a Nutrition option, which is not intended to prepare students to become RD’s and is not accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). This handbook provides information about the policies and procedures for the Coordinated Program in Dietetics, but is not the only resource available to students. Please work closely with your academic advisor and seek out information from the many resources offered by UMass Lowell.

Accreditation Statement for the CP Option

The UMass Lowell MPH Coordinated Program in Dietetics has been granted Candidacy Status for Accreditation by The Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Accreditation includes self-analysis, preparation of a self-study report, and an on-site evaluation visit by a team of professional peers. Dietetics educators and practitioners, appointed by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) board, participate in the peer review process to determine if a program is achieving its own educational objectives and meeting the accreditation standards. The ACEND board accredits programs that are able to meet these standards.

Candidacy status is awarded after review of an eligibility application and self-study report and an on-site evaluation indicate that the program is progressing toward compliance with the Accreditation Standards and demonstrates institutional readiness to implement the proposed program. After candidacy for accreditation is granted, the program may enroll students. Students on premises and enrolled after candidacy is granted will be considered graduates of an accredited program on successful completion of the program.

Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Tel: (312) 899-0040 ext. 5400
http://www.eatrightPRO.org/ACEND
PLANNING GUIDE FOR STUDENT SUCCESS

Plan your courses carefully
- Use the course of study document to help plan your courses
- Meet with your advisor every semester during the advising period.
- Be aware that all many courses required for the MPH are offered only one semester a year and most are not offered during summer school.
- Many courses have pre-requisites so plan to take courses on the suggested timeline.
- Practice good time management. Expect to spend 3 hours studying each week for every credit you are taking.

Assume responsibility for your own continued personal and professional growth.
- Start by making academic, professional, and personal goals for yourself.
- Start a portfolio that includes examples of your academic work, achievements, and pre-professional experiences during supervised practice.
- Join local and national professional organizations including but not limited to the student arms of the Massachusetts Academy of Nutrition and Dietetics and the Academy of Nutrition and Dietetics.

To Become A Registered Dietitian (RD)
You must complete the didactic and supervised practice requirements at an accredited program, pass the National Registration exam, and complete the required Continuing Education Units. Successful completion of the Coordinated Program at UMass Lowell fulfills the didactic and supervised practice requirements.

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master’s degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited Coordinated Program at the University of Massachusetts Lowell are eligible to take the CDR credentialing exam to become an RDN. For more information about educational pathways to become an RDN please visit https://www.eatrightpro.org/acend/students-and-advancingeducation-information-for-students

To become licensed in the State of Massachusetts (LDN) and Other States: The majority of states have enacted laws that regulate the practice of dietetics in order to protect the public. State licensure and state certification are entirely separate and distinct from the RD and DTR credentials obtained from CDR. The Board of Registration of Dietitians and Nutritionists in the State of Massachusetts oversees the standards and licensing of dietitians and nutritionists in Massachusetts. Information about state licensure can be found online at: Dietitiansnutritionistsboard@mass.gov or by calling (617) 727-9940. The Board accepts the CDR (Commission on Dietetic Registration) internship and examination as equivalent to the statutory requirements for professional experience and a Board-administered examination. Once you successfully complete this program and pass the RDN exam, and are registered with CDR, make sure you use the Application for Registered Dietitians that may be downloaded on the Applications and Forms page of the licensing website. While licensure is not required in the State of Massachusetts, many employers in Massachusetts, such as hospitals, require dietitians to be licensed with the Commonwealth. Additionally, many insurers require licensure as a condition for inclusion on panels and for reimbursement. Forty-seven states, Puerto Rico, and the District of Columbia currently have statutory provisions regulating the dietetics profession or associated titles such as dietitian and nutritionist. Information on state licensure and certification is provided on the CDR website (https://www.cdrnet.org/state-licensure) as a service to dietetics professionals and state licensure boards.
PROGRAM DESCRIPTION

The Coordinated Program (CP) in dietetics requires all students complete a basic core of courses, which provides advanced study in nutrition and public health. Advanced courses in the curriculum are based on the Knowledge Requirements and Learning Outcomes defined for an entry-level dietitian by Accreditation Council for Education in Nutrition and Dietetics.

MPH, Coordinated Program in Dietetics Option (CP Option)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBH.5750</td>
<td>Epidemiology &amp; Biostats</td>
<td>3</td>
<td>NUTR.6020</td>
<td>Community Based Interventions</td>
<td>3</td>
</tr>
<tr>
<td>NUTR.6010</td>
<td>Nutrition Assessment</td>
<td>3</td>
<td>NUTR.6050</td>
<td>Food and Nutrition Management (60hrs)</td>
<td>3</td>
</tr>
<tr>
<td>PUBH.5021</td>
<td>Public Health Policy</td>
<td>3</td>
<td>PUBH.5010</td>
<td>Social /Behavioral Deter Health</td>
<td>3</td>
</tr>
<tr>
<td>NUTR.6000</td>
<td>Public Health Nutrition Practice (60hrs)</td>
<td>3</td>
<td>PUBH.5070</td>
<td>Leadership in Public Health</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>1st Summer</td>
<td>12</td>
<td>PUBH.5061</td>
<td>Environmental Health</td>
<td>3</td>
</tr>
<tr>
<td>NUTR.6660</td>
<td>Community Nutrition Supervised Practice (300hrs)</td>
<td>1</td>
<td>PUBH.5060</td>
<td>MPH Practicum (120hrs)</td>
<td>3</td>
</tr>
<tr>
<td>NUTR.6670</td>
<td>Food and Nutrition Management Supervised Practice (240hrs)</td>
<td>1</td>
<td>PUBH.6670</td>
<td>Integrated Practical Learning (120hrs)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2nd Year</td>
<td>10</td>
<td>NUTR.6040</td>
<td>Nutrition Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>NUTR.6680</td>
<td>Clinical Nutrition Supervised Practice (240hrs)</td>
<td>1</td>
<td>NUTR.6060</td>
<td>Advanced Clinical Nutrition (60 hrs)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2nd Year</td>
<td>10</td>
<td>NUTR.6670</td>
<td>Food and Nutrition Management Supervised Practice (240hrs)</td>
<td>1</td>
</tr>
</tbody>
</table>

Courses

All CP students are required to complete public health core courses, public health nutrition core courses, and a 2 semester Practicum. The nutrition core courses are an in depth study of human nutrition and the nutrition problems in national and international communities and how nutrition related public health interventions are used to prevent and address these problems. The public health core courses are required and include in depth study of biostatistics, epidemiology, environmental health, health policy and management, and health behavior.

The students in the CP option will be required to take Public Health Nutrition Practice, Food and Nutrition Management, and Advanced Clinical Nutrition. These are specifically designed to prepare students with the knowledge and skills necessary for supervised practice and taking the RD exam with the ultimate goal of preparing students to practice as entry level RD’s.

Supervised Practice

All students in the CP option must complete 1200 hours of supervised practice. The first semester includes 60 hours of supervised practice in Public Health Nutrition Practice. The second semester includes 60 hours of supervised practice in Food and Nutrition Management. The first summer session will include an additional 300 hours of supervised practice.
The start of the second year will include 120 hours as part of the MPH Practicum, 60 hours of supervised practice in Advanced Clinical Nutrition, and 240 hours in food and nutrition management rotations. The last regular semester will include another 120 hours in the second part of the MPH Practicum and 240 hours supervised practice in clinical nutrition, including staff relief.

Time required

The CP option can only be taken full time, and students can only begin study in the Fall semester. Typically it takes 24 months to complete the CP program, and this includes one summer session. The main difference between the 2 nutrition options is that the CP option is accredited for both the coursework and 1200 hours supervised practice required to take the RD exam. As a result, it requires longer to complete, there are more pre-requisites, additional application materials and there are additional fees associated with this program.

Program calendar, schedule, vacations, holidays

Students enrolled in the CP program are required to complete a mandatory, non credit orientation in the Fall prior to their first year of study. They are also required to complete 1 summer supervised practice rotation between year 1 and 2. All other classes and supervised practice scheduling follows the graduate academic calendar, found at https://www.uml.edu/Registrar/Calendars/

PROGRAM DESCRIPTION

The mission of the MPH Coordinated Program in Dietetics (CP option) is to “to promote public health nutrition by preparing graduates to practice as entry level Registered Dietitian Nutritionists with knowledge, competence and the ability to address the needs of diverse communities.”

This mission statement is in accordance with the mission statement for UMass Lowell which states: “The Mission of the University of Massachusetts Lowell is to provide an affordable and accessible education of high quality and to conduct programs of research and public service that advance knowledge and improve the lives of the people of the Commonwealth, the nation, and the world.”

Program goals and outcome measures for the CP Option are as follows:

Goal #1: To prepare graduates for a successful entry-level position as a Registered Dietitian

Expected outcomes and target measures:

- 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%.
- At least 80% of program graduates will take the Commission on Dietetics Registration (CDR) credentialing exam for dietitian nutritionists within 12 months of program completion
- At least 80% percent of program students will complete program/degree requirements within 3 years (150% of the program length).
- Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- At least 80% of graduates who respond to a graduate exit survey will respond “yes” when asked if the program prepared them for their future career goals.

Goal #2 - To prepare graduate to be lifelong learners who seek opportunities for personal and professional growth.

Expected outcomes and target measures:
• At least 75% of dietetics graduates will report being a member of a local or national professional group on an alumni survey.

• At least 90% of dietetics graduates will indicate on an alumni survey that they have participated in additional training or education related to their profession after graduation.

• At least 40% of dietetics graduates will indicate on an alumni survey that they are preceptors.

Goal #3: To prepare graduates who are competent to address the health and nutrition needs of diverse populations.

Expected outcomes and target measures:

• At least 80% of employers who responded to an employer survey will rate graduates as acceptable or higher in their preparedness to practice as entry level RD’s.

• At least 40% of graduates who sought employment in dietetics will be working with diverse populations.

• At least 80% of employers who respond to an employer survey will rate graduates as acceptable or higher in their ability to work with diverse populations.

• At least 80% of graduates who respond to a graduate exit survey will indicate that they were well prepared to address the health and nutrition needs of diverse populations.

Program outcome data is available upon request, please contact the Program Director: Renee Barrile, RD PhD
3 Solomont Way
Lowell, MA 01890
Renee_Barrile@uml.edu
978-934-4457

ADMISSION AND APPLICATION PROCESS FOR THE MPH COORDINATED PROGRAM IN DIETETICS OPTION

Students wishing to become Registered Dietitians (RDs) should apply to the MPH Coordinated Program in Dietetics option, which will be referred to as the CP option. The students following the CP option receive a Verification Statement upon graduation, which is needed to take the RD exam. The Dietetics option requires unique standards and admissions policies as outlined below.

Applying to the CP option.

• There is rolling admissions for the subsequent (fall) matriculating class. All documents that are part of the application are due at the time of application (e.g. letters of recommendation, official transcripts, statement of purpose, GRE scores, etc.). Applications deemed incomplete will be ineligible for a full review.

• All application documents should be submitted directly to the Office of Graduate Admissions. To apply to graduate programs at UMass Lowell you may apply online at the UMass Lowell Graduate Admissions Office- http://www.uml.edu/grad/ or mail a hard copy to:
Office of Graduate Admissions
Cumnock Hall, Suite 110
One University Avenue
Lowell, MA 01854-5130

• If you are currently enrolled in the MPH program in a different option, but would like to transfer to the Dietetics option, please contact the Program Director for admissions and application information.

• The Program Director and the CP option admissions committee review all completed applications combined with interviews to finalize admissions decisions.
Application to the CP option

- Admission into the CP option is competitive.
- Due to programmatic constraints, meeting all admission criteria does not guarantee placement into this option.
- Students who wish to pursue the CP option should meet the following minimum criteria to be considered for admission:
  - Baccalaureate degree from a 4 year college or University or international equivalent, with an overall GPA of at least 3.0.
  - Graduate Record Examination (GRE) within past 5 years. The GRE requirement may be waived with a prior graduate degree. Individuals who graduated from UMass Lowell in the past 5 years with a GPA of 3.5 or higher may be able to waive the GRE upon approval of the Program Director. The GRE requirement may also be waived for Medical or Dental Aptitude scores.
  - Three letters of recommendation, one (1), of which must be submitted by a nutrition professional.
  - A minimum of 35 hours of documented personal experience (volunteer or paid) in a nutrition, dietetics, or health setting.
  - A personal statement describing why the student wishes to enter the Dietetics option and what their future career goals are (800-1200 typed words).
  - Computer literacy in word, excel, powerpoint, etc., is expected.
  - Students applying for the Dietetics option must earn grades of B- or better in the following college level pre requisite courses before beginning graduate level courses and supervised practice: Human Nutrition, Microbiology, Food Science, Medical Nutrition Therapy I and II, Nutrition and Metabolism, Biochemistry, Organic Chemistry, Statistics, Biology or Anatomy and Physiology, and Psychology or Sociology or Anthropology.
  - Students may be asked to provide documentation of equivalent course content being proposed to meet admission criteria.
  - No more than two (2) pre-requisite courses may be missing at the time of application. Courses which are "in-Progress" at the time of the application deadline are considered missing.
  - All prerequisite courses must be completed before orientation in late August.
  - Admitted students who fail to complete all prerequisites will NOT be allowed to enter the program. Prerequisite courses cannot be completed once you have begun the program. Additionally, it will be assumed that you have already mastered the material in the prerequisite courses. If it is not feasible for you to complete all prerequisites by the end of August, then you should wait and apply during the next admissions cycle.

Application to the CP option for International applicants

- International applicants must submit English competency test score TOEFL or IELTS.
- Official transcripts must be evaluated by the Center for Educational Documentation: www.cedevaluations.com
- The faculty supports the position to recruit and retain students who by reasons of ethnic, cultural, or socioeconomic background are more likely to serve areas of critical need.

Assessment of Prior Learning

- There are NO exemptions for supervised practice hours or courses which include supervised practice, such as the MPH Practicum, Public Health Nutrition Practice, Food and Nutrition Management, and Advanced Clinical Nutrition.
- Students may be asked to provide documentation of equivalent course content proposed to meet admission criteria for the prerequisite courses.
- Course equivalencies are determined by the Program Director. Transfer credit from another institution must not exceed equivalent course credit (typically 3) at UMass Lowell, and will be based on Lowell's standard of 37.5 semester contact hours = 3 credits.
**Statement of Equal Opportunity:** In accordance with the rules and regulations governing the University of Massachusetts Lowell, the MPH Coordinated Program does not discriminate on the basis of race, age, gender, color, ethnicity, national origin, religion, sexual orientation, disability, protected veteran status, reserves status, marital status, or gender. See the website for more information ([https://www.uml.edu/HR/Equal/Equal-Opportunity/](https://www.uml.edu/HR/Equal/Equal-Opportunity/)). Scholarships, stipends, and other awards are given according to established guidelines and procedures that do not violate student rights.

**Requirements for Completion of Program**

Each University student is subject to two sets of academic regulations - those of the University as a whole, and the academic rules of the college and program in which he or she is enrolled. In registering for courses, each student assumes full responsibility for knowledge of and compliance with the definitions, regulations, and procedures for the University. Moreover, in accepting admission to the University, each student assumes responsibility for knowledge of and compliance with the definitions, regulations, and procedures of the University pertaining to his or her student status as set forth in the appropriate UML publications.

**University Academic Requirements**
No more than 6 course credits of grades below a B may be counted toward the master's degree. No graduate degree will be awarded to any student whose overall cumulative grade point average falls below 3.0.

**Coordinated Program Academic Requirements**
Each student admitted to the CP program shall, upon satisfactory completion of all program requirements, be verified to be eligible for active membership in the Academy of Nutrition and Dietetics and to write the Registration Examination offered by the Commission on Dietetic Registration. Program completion requirements include maintaining a semester and cumulative grade-point average of at least 3.0, earning a B or higher in professional courses and rotations, earning scores of 2 (satisfactory) or above on performance evaluations for all supervised practice rotations that directly relate to competencies, and earning grades of B or better on assignments that directly relate to a competency. If the circumstances of failure to achieve competency warrant such action, at the discretion of the program faculty and preceptors, the student may be allowed to repeat courses, projects, assignments, or rotations one time only to achieve the required competence. If these criteria are not met on the second attempt, the student will not be allowed to continue in the CP option.

**Evaluations**
Students are evaluated frequently throughout the program to provide opportunities for growth and development. Students are evaluated upon completion of each rotation by their preceptors, and faculty will also observe students during supervised practice during field visits. Major projects and assignments during rotations will require additional evaluations, and the criteria to demonstrate that the competence has been met will be clearly articulated in the syllabus. Evaluation forms are kept confidential and saved in a protected drive. Students may request access to these upon completion of the program.

Students will also be asked to evaluate their supervised practice sites and preceptors. They will also complete course evaluations and for some courses peer evaluations and self evaluations.

Graduate student progress is monitored in many ways including monitoring of grades and performance evaluations by instructors, preceptors, and peers. There are additional policies in place to guide student progression.

**Criteria to remain in the CP option:**

- Overall cumulative GPA must be a 3.0 or greater
- Semester GPA must be a 3.0 or greater
- Grades of “B” or better or scores of “2/Satisfactory” or better on all assignments and performance evaluations that directly relate to a competency.
- No overall grade lower than B in professional courses* or Rotations.
- No substitutions/transfer of professional courses* or rotations.
- No withdrawals from professional courses or rotations.

For students who do not meet the criteria: Students in the CP option must meet the GPA standards and must get a B or higher in professional courses and rotations, and earn a B or “Satisfactory” or better on all assignments that relate directly to a competency. Students who do not meet these criteria can repeat the course, assignment, project, or rotation 1 time to try and improve their grade. Students may be asked to secure their own supervised practice if they are repeating a rotation. If they do not meet the standards a second time, they will be dropped from the CP option. Students should speak with their Advisor about transferring to a different MPH degree option.

*Professional courses for the CP option include Public Health Nutrition Practice, Food and Nutrition Management, and Advanced Clinical Nutrition.

**Access to Student Support Services.** Many support services are available to graduate students. The Health Services center in University Crossing provides diagnosis and treatment of episodic illnesses, evaluation and treatment of minor injuries as well as gynecologic care, contraceptive management and counseling, diagnosis and treatment of sexually transmitted infections, and health and wellness counseling. While walk-in service is provided for first aid, students must have an appointment to see a nurse practitioner for an illness or for routine health care. Students are financially responsible for all diagnostic test fees, prescription fees and all medical services received off-campus. The Wellness Center at University Crossing includes: Counseling Services, Disability Services, Health Education & Promotion and Health Services. The Solution Center, also at University Crossing, is available by phone, email, or drop in to assist with registration, tuition questions, or applications for financial aid. The Writing Center is available for assistance with the writing process and editing. International students will work closely with the International Students Office for assistance with visas and permissions for work and internships.

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
<th>Website</th>
<th>Services provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Center</td>
<td>University Crossing, Suite 300</td>
<td>978-934-6800</td>
<td><a href="https://www.uml.edu/student-services/Counseling/default.aspx">https://www.uml.edu/student-services/Counseling/default.aspx</a></td>
<td>Counselors provide crisis intervention, assessment, referrals and short term individual counseling for all eligible students. All appointments are free to full-time and part-time matriculating students.</td>
</tr>
<tr>
<td></td>
<td>For Emergencies outside of Business Hours: Call UMass Lowell Police at 978-934-4911</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing Center</td>
<td>3rd Floor, O'Leary Library</td>
<td>978-934-4043</td>
<td><a href="https://www.uml.edu/Writing-Center/">https://www.uml.edu/Writing-Center/</a></td>
<td>Free writing support and peer tutors are available to work one-on-one with</td>
</tr>
</tbody>
</table>
Behavior Policy and Affective Domain Objectives

The University of Massachusetts Lowell prides itself on its preparation of young men and women for their chosen careers. There is an expectation of the maintenance of high standards in the daily interactions between students and faculty and vice versa. The Faculty and Staff in the Zuckerberg College of Health Sciences expect polite, professional, respectful adult behavior from ALL students at ALL times in the classroom, during supervised practice, and elsewhere. The behavioral requirements listed below are to be followed at ALL times. Any violation(s) of any of these requirements can result in the instructor/staff/observer filing a Critical Behavior Incident Report form that will be forwarded to the Department of Public Health for review and recommendations of disciplinary action that may include but are not limited to: 1.) a lowering of the student's grade in a course, 2.) a failing grade in the course, 3.) referral to the University Campus Conduct Process, 4.) dismissal from the course, the academic program, the Department of Public Health, and/or the University.

The handbook that describes the University of Massachusetts Lowell Student Conduct Code and Discipline Process is available online at: https://www.uml.edu/docs/Student%20Conduct%20Code%20and%20Resident%20Student%20Handbook_tcm18-74786.pdf

Students are advised to be familiar with its contents. The Conduct Code applies to ALL aspects of University life including interactions with faculty/staff, fellow students, or outside visitors in and outside of the classroom.

Affective Domain Objectives
After reading the Behavior Policy and the University of Massachusetts Lowell Student Conduct Code and Discipline Process, the student will:
1. **Communication Skills**
   Communicate respectfully with all faculty, staff and students in or outside the classroom through expression, tone, body language, personal space and choice of words.

2. **Use of Constructive Criticism and Instruction**
   Accept constructive criticism politely and receptively, and respond to recommendations to improve professional potential and/or course performance.

3. **Professional Conduct**
   a. Demonstrate a professional, cordial, cooperative attitude at ALL times both in and out of the classroom.
   b. Respect cultural and personal differences.
   c. Interact in a professional manner at ALL times with all faculty, staff, and students in and out of the classroom.
   d. Represent the School and the University effectively.

4. **Personal Responsibility**
   a. Carefully follow written and verbal instructions.
   b. Complete assignments and commitments.
   c. Be punctual.
   d. Assume responsibility for all actions and their consequences.
   e. Recognize limitations.

5. **Laboratory Classes**
   a. Follow ALL safety regulations, including appropriate personal protective equipment.
   b. Maintain a clean, safe, and organized work area.
   c. Arrive prepared for the day’s laboratory exercises.
   d. Follow all instructions, guidelines, and procedures, written and verbal.

6. **Academic Honesty**
   Follow all University, Department, and individual course policies regarding honesty, cheating and plagiarism.

7. **Disruptive Activities**
   Refrain from disruptive activities as defined by the UML Student Conduct Code and Discipline Process: “Interference with freedom of speech or movement, or intentional disruption or obstruction of teaching, research, administration, activities, or other functions or the incitement of others to do any of the above on or off campus.”

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**Zuckerberg College of Health Sciences Social Media Policy**

The Zuckerberg College of Health Sciences recognizes that all involved in health care have a moral, ethical and legal responsibility to maintain individual’s rights to privacy. HIPAA protects patient privacy by law and includes any individually identifiable patient information in oral or recorded form where the information could identify an individual by name, medical condition, demographic data or other means. Students are expected to act with honesty, integrity and respect the privacy rights of others. All students are expected to meet their professional responsibilities when using social media and other electronic networks including but not limited to blogs, instant messaging, social networking sites, email, public media sites and photographs. This policy prohibits posting written material or photographs that identify patients, health care agencies, educational institutions or other students in clinical sites or patient related activities. This policy applies whether using University devices and computers or personal equipment. In addition, all Zuckerberg College of Health Sciences students are required to abide by clinical agency policies related to the use of social media and technological resources.

Failure to adhere to this policy may result in probation, suspension or dismissal from the Zuckerberg College of Health Sciences and/or legal prosecution under the requirements of HIPAA.

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**GENERAL POLICIES:**
1. Students must follow the published curriculum in their respective degrees to successfully complete the program. For course descriptions go to the University Graduate Online Catalogue at http://www.uml.edu/Catalog/Graduate/default.aspx

2. A dress code is required during their off-campus rotations.

3. Students will be assigned to off-campus internships by the Program Director based on availability.

4. Depending on assigned rotation, the student may be required to attend an orientation outside of the regularly scheduled internship.

5. Students are advised that a CORI (Criminal Offender Record Information) check is mandated by most agencies prior to practicum and supervised practice experiences. Failure to pass a CORI check may jeopardize continued matriculation and clinical placements. In addition, some clinical sites may require drug testing. Failure to pass a drug test may jeopardize continued matriculation and clinical placements. The University pays for all CORI and drug testing.

6. Retention and Remediation Policies and Procedures. Criteria for evaluation are included in each syllabus for courses and supervised practice. Students receive written formative and summative evaluations (i.e., mid-point and end point for all rotations longer than 60 hours, and mid term and final grades for all course work) from preceptors, faculty, and informal feedback throughout the program. At the end of each rotation students will be assessed through end point evaluations and completion of required assignments (essays, reflections, individual assignments, etc). Student who display unprofessional or unethical behavior, fail to submit assignments on time and/or fail to meet the required core competencies will be counseled as to their potential for successful completion of the dietetics program. The Program Director and/or Preceptor may determine the need for a student to repeat a rotation, spend additional time in a rotation and/or complete supplemental work. The additional time and/or supplemental work, will be re-evaluated to determine the student’s ability to move on to the next rotation and/or remain in the program. Should the student have to extend or repeat a rotation, the program length may need to be extended to accomplish successful completion of all rotations and competencies. Interns may need to secure their own supervised practice sites if a rotation is repeated or extended. Maximum time for program completion is 150% of program length, which is equal to 6 semesters or 3 years.

Warnings & Termination
Performance, behavior or attitudes deemed inappropriate by the Program Director, Preceptor, or Faculty will be brought to the attention of the student for remediation, unless the student’s actions/ behavior is deemed grievous enough for immediate dismissal. Reporting to work or class while under the influence of or while impaired by alcohol, illegal substances, prescribed or non-prescribed controlled substances is prohibited. With all situations concerning student warning and termination, an appeal process is available.

First Formal Warning
The preceptor or course instructor, program director, and/or representative from the Dean’s office will meet to discuss issues/problems with the student. Issues or problems identified may result from preceptor/instructor concerns and/or below standard academic, professional conduct or ethical standards of performance. A formal written warning will be issued at this time. The form will outline inappropriate behaviors, attitudes and/or performance. Expectations will be outlined for changes in the student’s behavior, attitude and/or performance, along with a monitoring timeline. A copy of the warning will be given to the student, and placed in the student’s permanent file. Continuation of inappropriate behaviors will result in a second written warning.
Second Formal Warning
The Program Director will meet with the student to discuss issues/problems. Issues or problems identified may result from preceptor/instructor concerns and/or below standard academic performance. A formal second written warning will be issued at this time. The written warning will outline inappropriate behaviors, attitudes and/or performance. Expectations will be outlined for changes in the student’s behavior, attitude and/or performance, along with a monitoring timeline. A copy of the warning will be given to the student, and placed in the student’s permanent file.

Termination
Should the identified behaviors, attitudes and/or performance continue despite warnings, a final student termination conference will be held. When it has been determined that the student has not made sufficient progress toward correction of identified behavior, attitudes and/or performance, despite previous formal warnings, the Program Director and Dean of the Zuckerberg College of Health Sciences will hold a final termination conference and notify the student verbally and in writing that s/he is being terminated from the dietetics program. An appeal to the termination decision can be submitted as outlined in the academic graduate catalogue: https://www.uml.edu/Catalog/Graduate/Policies/University-Appeals-Process-Regarding-Academic-Non-Misconduct-Issues.aspx

Examples of inappropriate behavior include, but are not limited to:

- chronic tardiness and being unprepared for rotations or classes,
- leaving the facility without permission/notice
- insubordination to faculty or supervised practice site staff and/or preceptors
- theft or pilferage
- unethical behavior regarding assignments, evaluations, the hours log, and/or the conditions and populations log
- unethical or unprofessional behavior at rotation sites, workshops or classes

Other behaviors may be deemed worthy of a formal warning or immediate dismissal, upon consultation with Preceptors, Instructors, and the Program Director. The previously described warning procedures are appropriate for minor offenses that can be identified, monitored, and resolved. Should a student display severe insubordinate, unprofessional or unethical behaviors and/or attitudes, the student will be immediately dismissed from the Program regardless of the disciplinary action described above.

7. Student Retention. Students who are not adequately progressing in either the coursework of supervised practice will be counseled to pursue alternate pathways more suitable for their academic and professional success. Within the MPH degree, other options in Epidemiology, Population Health, Nutrition, and Health Care Management may be more appropriate as they can be completed part time and do not require additional time for supervised practice.

8. Email. All students are required to maintain an active UML email account and to check and respond to email messages from faculty and preceptors daily (ie M-F, weekends also highly encouraged).

Policies and Procedures for Supervised Practice

- The majority of supervised practice will take place off campus. Students assume full responsibility for their own transportation, including the cost of travel, parking, and safety of travel. Students are also responsible for any injury or illness that occurs during supervised practice.
• Criminal background checks, drug screening, and immunization verification may take place prior to any supervised practice. This will be determined by the facility where supervised practice takes place and UMass Lowell policy. The University pays for CORI check and drug screening, but the student is responsible for any costs associated with immunizations.

• Students must arrange their schedules to be available for supervised practice. Hours are delineated by the individual course and instructor, and/or practice facility and preceptors. Supervised practice assignments during the second year may be scheduled as early as 4:00 a.m. and as late as 9:00 p.m., Monday through Friday and occasionally on weekends.

• Because of the demanding schedule of supervised practice, outside employment is strongly discouraged, especially during the second year of study, when courses and supervised practice are scheduled 5 days/week. Supervised practice hours cannot be arranged to accommodate employment hours.

• Programs and rotations are not required to pay interns when on rotations and while participating in learning activities. However, interns are not to be used to replace employees. In general, interns should not be brought into a workplace if the sole intention is to provide free labor when paid employees are absent.

• Supervised Practice is arranged by the Program Director and Clinical Coordinator with existing affiliates. At orientation, students complete a form that outlines their previous experience and future goals. This information is used to place students at sites to maximize their internship experience and ensure all required competencies, conditions and populations are encountered during the course of study. If students wish to secure their own site for supervised practice, they may attempt to do this in consultation with the Program Director to ensure appropriateness and adequate resources are available, and that all policies and procedures are being followed. A signed contract and preceptor resume is needed with the organization before a student can engage in supervised practice at a new facility.

• **Tracking Supervised Practice Hours:** For supervised practice that is integrated within a course, the activities and associated time commitments are estimated on the course syllabus. Students must enter hours in an online, shared drive that the Program Director checks weekly. Instructors and preceptors verify and sign off on satisfactory completion of activities and hours when they complete the student evaluations.

**Insurance for students**
All students are required to have health insurance and must provide evidence of insurance coverage. Costs for health services not covered by insurance are the responsibility of the student.

Malpractice insurance is provided for all students involved in supervised practice for the amount of $1,000,000 per occurrence and $3,000,000 in the aggregate. The Zuckerberg College of Health Sciences presently covers the cost of this insurance.

**Injury/Illness that occurs on Site During Supervised Practice Experiences**
Students who are injured or become ill at a facility during the course of performing responsibilities associated with their supervised practice should follow the directions specified in the site’s policy and procedure manual. If specific instructions are not addressed in the site’s policy and procedure manual, the student should follow the directions of the site preceptor. Students should be aware that charges may be assessed for medical treatment and that they are responsible for any medical expenses they incur.

**Injury, Illness, or medical leave that interferes with completion of supervised practice experience.**
Each student must complete the program’s minimal required supervised practice hours of 1200 hours. If illness, injury, or medical leave prevent completion of the supervised practice hours by the
time the internship has ended, the student will be assigned a grade of “incomplete” and must make up the time as outlined in the University academic policies about Incompletes. Students are responsible for their medical expenses. ([https://www.uml.edu/catalog/graduate/policies/grading-policies.aspx#Incompletes](https://www.uml.edu/catalog/graduate/policies/grading-policies.aspx#Incompletes))

**Absence from supervised practice**
Students must notify both the preceptor and the Program Director if unable to work or complete a full day during the scheduled time. Failure to complete supervised practice hours will result in the need to complete additional supervised practice hours to make up time. The time frame for rescheduling the additional hours will depend on the availability of the preceptor and UML faculty. Preceptors verify the hours on the hours log at the start, middle, and end of the rotation. The hours log must include the start and end time each day worked. Travel to and from sites and lunch breaks do NOT count towards internship hours.

**University/site closures due to internal/external disasters.** This may include snow days, fires, smoke, flood, road closures, security closures, and other weather events that prevent access to the site. If the University is closed, students are not required to report to their site. The student will have to make up any hours missed. The student must also notify the preceptor and Program Director immediately whenever they are not able to attend their normally scheduled hours.

**University Academic Policies**

Academic Policy Web Addresses - For more information about the University Academic policies and appeals procedures, go to the following web addresses:

- **Academic Policies:** [http://www.uml.edu/Catalog/Graduate/Policies/General-Policies.aspx](http://www.uml.edu/Catalog/Graduate/Policies/General-Policies.aspx)
- **Academic Integrity Policies and Appeals Procedures** [https://www.uml.edu/Catalog/Graduate/Policies/Academic-Integrity.aspx](https://www.uml.edu/Catalog/Graduate/Policies/Academic-Integrity.aspx)
- **Grading Policies and Resolution of Grade Disputes** [http://www.uml.edu/Catalog/Graduate/Policies/Grading-Policies.aspx](http://www.uml.edu/Catalog/Graduate/Policies/Grading-Policies.aspx)
- **Withdrawal Policies** [http://www.uml.edu/Catalog/Graduate/Policies/Withdrawal-Policies.aspx](http://www.uml.edu/Catalog/Graduate/Policies/Withdrawal-Policies.aspx)
- **Refund of Tuition and Fees** [http://www.uml.edu/Tuition-fees/Refund-Policy.aspx](http://www.uml.edu/Tuition-fees/Refund-Policy.aspx)
- **Equal Opportunity Office for grievances and procedures regarding discrimination or harassment:** [www.uml.edu/equal/default.html](http://www.uml.edu/equal/default.html)

**University Appeals Process Regarding Academic (Non-Grade Appeal and Non-Misconduct) Issues**
Student Expenses
Estimated expenses for a graduate student for a typical 24 month program based on tuition for 2017-2018. Please note, tuition costs outlined in the table do NOT include any pre-requisite courses.

Charges based on Full-Time Status for 1 academic year (taken from https://www.uml.edu/thesolutioncenter/bill/tuition-fees/Graduate/default.aspx)

<table>
<thead>
<tr>
<th>Tuition &amp; Fees</th>
<th>In-State</th>
<th>Out-of-State</th>
<th>NE Regional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$14,590</td>
<td>$26,370</td>
<td>$22,401</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Campus Technology Fee</td>
<td>$250</td>
<td>$250</td>
<td>$250</td>
</tr>
<tr>
<td>Total Tuition &amp; Fees</td>
<td>$15,040</td>
<td>$26,820</td>
<td>$22,851</td>
</tr>
</tbody>
</table>

Additional annual fees for Dietetics students will add approximately an additional $4000 the first year and $3220 the second year of study.

- Summer Supervised Practice (1x fee) $605
- Estimated Books and supplies (including name tag and lab coat)* $1200
- Estimated Travel expenses for supervised practice $2000
- Serv Safe Certification (if not already certified) $15
- Academy Membership $58
- EHR Go (1x) $45

Additional annual costs depending on your living situation and health insurance needs.

- Estimated housing expenses $11,000
- Estimated Health insurance (if not already covered) $1570

Any medical expenses incurred are the responsibility of the student.
Fees for drug testing and criminal background checks are paid for by the University
*Aside from name tags and a lab coat cited above, no other uniforms need to be purchased

REQUIREMENTS FOR REGISTERED DIETITIANS

Registered dietitians (RDs) are food and nutrition experts who have met the following educational and professional criteria to earn and maintain the RD credential:

1. **Academic and supervised practice**– Complete coursework required for a Master’s degree and a minimum of 1200 hours of supervised practice at a U.S. regionally accredited university or college approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). This is referred to as a Coordinated Program in Dietetics (CP). The CP is a composite of courses and supervised practice selected to meet the Learning Outcomes for entry-level dietitians, which can be found at www.eatright.org. Students are awarded a Verification Statement after they have successfully completed the CP program. Students will need a Verification Statement in order to take the Registration Exam.

2. **Registration Examination** – Pass a national examination administered by the Commission on Dietetic Registration (CDR). Application to take the examination is made to the Commission of Dietetic Registration following verification of completion of the academic and experience (supervised practice program) requirements.
3. **Continuing Education** – Complete 75 clock hours of continuing professional education (CPE) every 5 years to maintain registration status as a Registered Dietitian. Continuing professional education is essential for lifelong development to maintain and improve knowledge and skills.

**Assessment of Student Learning**

In order to prepare students for careers in dietetics, students are required to learn and apply the Foundation Knowledge and Competencies during their graduate education in an accredited CP program. The Domains are outlined below.

1: **Scientific and Evidence Base of Practice**: integration of scientific information and research into practice

2: **Professional Practice Expectations**: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

3: **Clinical and Customer Services**: development and delivery of information, products and services to individuals, groups and populations

4: **Practice Management and Use of Resources**: strategic application of principles of management and systems in the provision of services to individuals and organizations

5: **Support Knowledge**: knowledge underlying the requirements specified above.

Students are assessed in a variety of ways. Below is a table of key assessment methods and the courses they take place in.

<table>
<thead>
<tr>
<th>Assessment method</th>
<th>Course in which assessment occurs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labs</td>
<td>Nutrition Assessment</td>
</tr>
<tr>
<td>Case Studies</td>
<td>Advanced Clinical Nutrition, Programs and Policies in Public Health Nutrition</td>
</tr>
<tr>
<td>Professional networking</td>
<td>All rotations</td>
</tr>
<tr>
<td>Nutrition counseling role playing.</td>
<td>Advanced Clinical Nutrition</td>
</tr>
<tr>
<td>Development of a nutrition education program and presentation</td>
<td>Community Nutrition Rotation</td>
</tr>
<tr>
<td>Deliver a presentation about the history of a nutrition policy and the expected outcomes.</td>
<td>Public Health Nutrition Practice</td>
</tr>
<tr>
<td>Develop a marketing strategy and plan a special event</td>
<td>Food and Nutrition Management</td>
</tr>
<tr>
<td>Conduct a study to evaluate the environmental impact of food waste in schools</td>
<td>Food and Nutrition Management Rotations</td>
</tr>
<tr>
<td>Evidence based analysis assignment and scientific interpretation of journal articles</td>
<td>Advanced Clinical Nutrition, Nutrition Assessment</td>
</tr>
<tr>
<td>Provide nutrition counseling</td>
<td>Clinical Nutrition Rotations</td>
</tr>
<tr>
<td>Present an oral case study</td>
<td>Advanced Clinical Nutrition</td>
</tr>
<tr>
<td>Develop and complete a proposal for a public health nutrition program</td>
<td>Community Based Based Intervention</td>
</tr>
</tbody>
</table>

Dietetics students should also become familiar with the Code of Ethics to the Profession of Dietetics which is available at:
http://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-ethics

All members of the Academy of Nutrition and Dietetics and Registered Dietitians are bound to abide by this code of ethics. Students should expect to follow the Code during their educational and supervised practice experiences. Additionally, this will be reviewed during courses and there will be at least 1 quiz to assess understanding of the Code of Ethics.
STUDENT RESOURCES

Academic calendar:
http://www.uml.edu/Registrar/Calendars/

Tuition and fee information:
http://www.uml.edu/admin/ar/tuition.html
Other expenses associated with the CP program include transportation to field work sites or volunteer experiences, extra supplies or materials for class projects, name tag and lab coat, and student membership to the Academy of Nutrition and Dietetics.

Financial aid information:

Graduation Requirements:
To qualify for University degrees, MPH candidates are required to present a minimum of 42 semester credits; to fulfill the minimum residency requirement; to satisfy the regulations and academic standards of the colleges that exercise jurisdiction over the degree for which they are matriculating; and to complete all curriculum requirements specified by the college in which they are enrolled and department(s) in which they are majoring.

Verification statements:
Students who successfully complete the Coordinated Program including all coursework and supervised practice will be awarded a Verification Statement after graduating from the program. One copy will be retained in each student’s file. Verification statements are kept indefinitely. The Program Director submits documents to the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics verifying the names of students who have been issued a verification statement and are eligible to take the exam. CDR sends candidates packets of information that includes the application to take the registration exam for dietitians and a handbook that explains the application procedure. A fee must be submitted for the application.

Health Services:
http://www.uml.edu/student-services/health/
University Crossing
220 Pawtucket Street, Suite #300
Phone: 978-934-4991 Fax: 978-934-3080

Libraries:
http://libweb.uml.edu/
O’Leary Library
61 Wilder Street
Lowell, MA 01854
978-934-4550

Lydon Library
84 University Ave.
Lowell, MA 01854
978-934-3205

Admissions:
https://www.uml.edu/grad/
One University Ave.
Cumnock Hall, Suite 110
RD Exam Preparation

The Registration Examination for Dietitians is offered by The Commission on Dietetic Registration (CDR), which is the credentialing agency for the Academy of Nutrition and Dietetics (AND).

Registering for the Registration Examination for Dietitians must be completed on the website of the Academy of Nutrition and Dietetics. As soon as the CDR certifies that an applicant is eligible to take the exam, an email will be sent from ACT, which is the testing service for the exam. The examination must be taken within one year of the date a test taker was deemed eligible to take the test.

The exam includes four domains: Food and Nutrition Sciences, Nutrition Care for Individuals and Groups, Management of Food and Nutrition Programs and Services, and Foodservice Systems. The Nutrition Care domain by far is the longest section of the exam (40 percent), and the Food and Nutrition Sciences domain is the shortest (12 percent). Not all test takers will have an exam of the same length. All test takers will be asked a minimum of 125 questions. One hundred of those questions are scored and 25 of them are pretest questions which are not scored. No test taker will be asked more than 145 questions, and all test takers will receive exactly 25 pretest questions. However, test takers will not know which questions are pretest questions. All questions are in a multiple choice format. Test takers who are doing well on the exam will have to answer fewer questions; those who are not doing as well will need to answer more questions in order to answer enough correctly to receive a passing score.

The registration fee to take the exam is $200 and must be paid at the time of registration. Those who do not receive a passing score are allowed to retest 45 days after the exam. However, to qualify to retake the exam, test takers must again contact the Commission on Dietetic Registration to be reauthorized as eligible and again pay the examination fee.

Some resources for the RD exam include:

**RD Test Study Materials**

- **CDR RD Exam Study Outline:**
  - FREE study outline of topics that are covered under each domain of the exam.
  - This a great reference to use along with your other study materials.
  - This comes directly from the test writers!
  - [https://www.cdrnet.org/certifications/registration-examination-for-dietitians](https://www.cdrnet.org/certifications/registration-examination-for-dietitians)

- **CDR Study Guide for the Registration Examination for Dietitians:**
  - Study guide and study references
  - Study Tips
  - One- 125 question practice test (both online and paper/pencil formats)
  - Option to purchase three additional online format exams

- **Inman’s RD Exam Review:**
  - Information and purchasing available on their website: [www.inmanassoc.com](http://www.inmanassoc.com)
  - Available as an in-person course or on CD both include a review manual
  - In-depth review of the domains covered on the RD examination
  - Sample test questions and test taking techniques are included
  - $385

- **Hess & Hunt (Review of Dietetics: Manual for the Registered Dietitian Exam):**
  - Information and purchasing available on their website: [www.hessandhunt.com](http://www.hessandhunt.com)
  - A good comprehensive review that follows the CDR study guide; no, practice questions
  - $150

**RD In A Flash** (RD exam flashcards):
- Information and purchasing available on their website: www.rdinaflash.com
- Over 630 flashcards that review all domain topics covered in the RD exam
- $125

RDStudy.com
- Information and purchasing available on their website: www.rdstudy.com
- Price varies depending on the length of time you choose to access the program ($70-$280)
- Includes: practice tests, video tutorials, access to RD for questions
- This may be a good option for practice for those who have test taking anxiety

DietitianExam.com
- Information and purchasing available on their website: www.dietitianexam.com
- Online 1-12 week online review program
- Includes: 45 modules with lectures, key terms, and 25 questions each
- $300 for up to 12 weeks of access

Breeding & Associates:
- Information and purchasing available on their website: www.rdexam.us
- 3-day review workshop (includes guide, flashcards, and online exam)- $500
- Study guide, online exam and flashcards- Cost varies from $100-$300

Visual Veggies Practice Exam Software:
- Information and purchasing available on their website: www.visualveggies.com
- Offers practice exams that cover the various domains on the RD exam- $180

Smart Phone Apps
- Registered Dietitian Prep Test
- Dietitian by Ion Citadel
- Registered Dietitian Exam Prep
- Dietitian Exam Flashcards App

ADVISING

The Centers for Learning Advising Center provides students with the information and advice they need to make informed decisions about their academic career. Staff members provide Sis support to students and faculty, and advise students on majors, careers, study skills and fulfilling University academic requirements, including general education requirements.

http://www.uml.edu/class/
South Campus: O'Leary Library, 1st Floor

North Campus: 308 Southwick Hall

978-934-2936

Academic Advising:
Students in the Division of Public Health are assigned an academic advisor.

ORGANIZATIONS AND ACTIVITIES:

Academy of Food and Nutrition Student Member (www.eatright.org) – There are many benefits to being a student member including access to scholarships, mentoring, job postings, and nutrition information resources. DPD students are required to become members ($50 fee). Application forms and membership information are available or online http://www.eatright.org/students/join/.

Massachusetts Dietetic Association (MDA) (http://www.eatrightma.org/) The Massachusetts Student Dietetic Association (MSDA) is an organization for students from all realms of nutrition - from
undergraduates, to graduates, to dietetic interns - that works to promote student visibility, support networking engagements, and provide professional opportunities to up-and-coming nutrition professionals.

The Nutrition Club at UMass Lowell is offered under the Office of Student Activities & Leadership. This is an official Club within UMass Lowell that any student interested in food and nutrition can join. There are leadership opportunities and plenty of room for socialization with others that have a common interest.
JOB OPPORTUNITIES

There are several resources at the University and online to assist you with job searching:

Weed Hall bulletin boards

Career Services:
http://www.uml.edu/student-services/career_services/default.html
One University Ave.
328 Southwick Hall
Lowell, MA 01854
978-934-2355

Websites:
www.Boston.com
www.indeed.com
http://www.eatrightma.org/
www.CareerBuilder.com
www.Monster.com

Professional Development Opportunities
The Academy Center for Professional Development (CPD) is the premier choice of food and nutrition professionals for lifelong learning, offering a full array of resources to increase knowledge and cultivate skills through multi-disciplinary learning opportunities, enhanced technology and high-quality programming.
http://www.eatright.org/cpd/

A list of graduate programs in nutrition by state can be found at
http://www.nutrition.org/education-and-professional-development/graduate-program-directory/

Professional events in Massachusetts and licensing information can be found at:
http://www.eatrightma.org/content3939

https://www.eatrightma.org/professional/licensure.php

GRIEVANCES AND COMPLAINTS

The University has a number of student appeals policies and procedures described in the student graduate catalogue. The policies outlined in the online graduate catalogue can be found at:
https://www.uml.edu/Catalog/Graduate/Policies/General-Policies.aspx

Information about academic appeals can be found at:

Information about appealing grade(s) in graduate courses can be found at:
https://www.uml.edu/Catalog/Graduate/Policies/Graduate-Grade-Appeal-Process.aspx

Information about appealing student integrity or misconduct issues can be found at:
https://www.uml.edu/Catalog/Graduate/Policies/Academic-Integrity.aspx
As outlined in the appeals policies included above, if an informal discussion between the student and the program director, instructor, or other individual with whom the student has a conflict does not resolve the issue, the resolution of a grievance should begin within the department. The first step in the resolution of a problem or disagreement should be a discussion between the instructor, the student, and his/her faculty advisor or the coordinator of the program (the graduate coordinator for the MPH is Leland Ackerson, whose contact information is included here: https://www.uml.edu/Health-Sciences/Public-Health/CHS/faculty/ackerson-leland.aspx. If the matter cannot be resolved after such a discussion, a formal appeal, in writing and containing the pertinent facts, should be presented by the student to the head of the Department/Department Chair. The interim Department Chair for the Department of Biomedical and Nutritional Sciences is Nancy Goodyear (contact information for Dr. Goodyear is included here: https://www.uml.edu/Health-Sciences/CLNS/faculty/goodyear-nancy.aspx). The Department Chair will review the complaint and follow Department and University policy in handling any arbitration, including moderating a meeting between the student and the Program Director, Instructor, or other party involved. Students who file complaints can be assured that the student’s rights will be protected against retaliation.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) (http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390) will review complaints that relate to a program’s compliance with the accreditation/approval standards. The Commission is interested in the sustained quality and continued improvement of dietetics education and 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. Complaints should not be submitted directly to ACEND unless all other options with the program and University have been exhausted.

A copy of the accreditation/approval standards and/or the Commission’s policy and procedure for submission of complaints may be obtained by contacting the Education staff at ACEND, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606 or by calling 800/877-1600, ext. 4872.