YOUNGSTOWN STATE UNIVERSITY

Department of Health Professions

Food and Nutrition
Dietetics Future Model (DFM)

MPH - DFM

Student Handbook
of
Program Policies and Procedures

~ 2025 ~

General Program Policies

TABLE OF CONTENTS

Faculty and Staff 1

How to be a Professional Intern: Student Sign-Off Page 2-3

College / Department of Health Professions Organizational Chart 4

1: Purpose of the Policy and Procedures Manual 5

2: Purpose of the Program 5

3: Accreditation Status 5

4: Mission Statements 6-7

5: Measurable Program Goals 8

6: Ethics / Student Conduct 9

7: Dietetics Organization Structure 9-10

8: Privacy 10

9: Professionalism 11

10: Admission Requirements 11

11: Credit for Prior Learning / Distance Education 12

12: Verification Statement: Graduation / Program Completion 12

Experiential Learning Policies

13: Student Orientation 13

14: Supervised Experiential Learning Site Selection and Requirements 14

15: Insurance, Liability, On-Site Injury Requirements 14-15

16: Attendance 15

17: Student Support Services 16

18: Student Performance Evaluations Retention 16-17

19: Disciplinary / Dismissal Procedures 17

TABLE OF CONTENTS (continued)

20: Program Withdrawal / Readmission 17-18

21: Professional Activities 18

22: Student Complaint Procedure 18-19

23: Required Materials 19

24: Estimated Costs 20

Appendix A: Dietetics Future Model (Graduate) Requirements / Competencies 21-22

Appendix B: Code of Ethics 23-25

Appendix C: FERPA 26

Appendix D: Student Memberships and Activities 27-28

Appendix E: Pathways to RDN Credentialing 29

Youngstown State University
Department of Health Professions

Faculty and Staff Office Telephone Numbers

Joan O'Connell EdD, MSEd, MLS (ASCP)	Department Chairperson	330-941-3326
Ms. Dayaneira Mercado	Health Professions – Main Office Academic Operations Specialist 2	330-941-3327
Mr. Lonnie Gentry	Administrative Specialist	330-941-3342
Jeanine L. Mincher PhD, RDN, LD	Director – DFM Program	330-941-3346
Zara Rowlands PhD, RD	Director – DPD – Food and Nutrition	330-941-2021

Agreement to Outlined Policy and Procedure

Acceptance of Placement

We welcome you to regard yourself as a professional and as a member of the staff.

All aspects of placement represent important learning opportunities.

Expect and accept that problems and frustrations will occur periodically but leaning to deal with them will allow you to grow as a professional.

You are not expected to know all the answers. Remember, you are in an internship to learn so ask lots of questions to enhance your knowledge.

Appearances

Follow the institution's departmental dress code. When you are on the floors you are required to wear a clean, pressed lab coat at all times.

Follow all the institution's departmental service standards.

Interpersonal Skills

Practice good listening skills.

Avoid gossip.

Display positive body language such as good eye contact, firm handshakes, greeting people with a smile and avoidance of distracting non-verbals.

Do not deny requests, do not make excuses for your disorganization and forgetfulness. Always treat others with respect, even when you do not share the same values or opinions.

Be courteous to instructors and do not fall asleep during class.

Time Management

Always be on time during ALL rotations. Adhere to assigned work hours.

Always be on time for ALL classes and field trips.

Follow deadlines when handing in all assignments. Discuss with preceptors and instructors ahead of time if you are not able to make the deadline.

General Organization

Use binders to get organized!

Read emails daily and respond (if needed) promptly.

Check your mailbox daily and empty it out regularly. Do not use your mailbox as a file!

Practice good organization skills and pay attention to detail.

Being Proactive

Look ahead and plan meetings with upcoming preceptors to arrange schedules and review assignments. Get started on all assignments early.

Take advantage of opportunities offered inside and outside of the organization, even when this means volunteering on your time.

Problem Solving

Cope with problems with a positive attitude. Seek guidance from preceptors, instructor and director.

Developing Preceptor Rapport

Clarify tasks given to you so you do not waste time. If expectations are not clear to you, ask the preceptor what the expectations are.

Be flexible, respond positively to changes in schedules or assignments.

Ask for things to do. Do not always wait to be told what to do.

Volunteer to see patients or do other tasks especially when the dietitian is busy.

If you lack guidance, talk to the preceptor or to the instructor or director. Ask for feedback on your performance periodically,

Do not become defensive when a preceptor is giving you constructive criticism.

Show interest and feel comfortable asking questions. Remember, we are here to help you!

I have read the above and reviewed all the policies contained within this policy and procedure manual and agree to abide by this: **Failure to sign will indicate unwillingness to proceed in the program and will result in non-placement at a field site. Signature also verifies that you have read the Code of Ethics for Dietetics located in the Appendix.**

Student's Signature _____ Date _____

NOTE: This page is to be signed by the student and placed in the file by the end of the first week of the semester.

Bitonte College of Health and Human Services-Organization Chart

Dean's Office

Sara Michaliszyn-Dean
Steve Katros-Admin. Assistant to the Dean

Department of Health Professions

Joan O'Connell-Chairperson

Daya Mercado-Admin. Assistant to the Chairperson

CJ Flatley-Academic Operations Specialist

Major Programs

Allied Health

Sylvia Stefan (PD)

Gerontology and Long Term Care Administration

Dan Van Deusen (PD)

Medical Laboratory

Farhana Mueez (PD)

Public Health

Nicoloette Powe (PD)

Ida Fusillo

Respiratory Care

Kelley Colwell (PD)

Kathleen Compton

Dental Hygiene

Brynn Hartman (PD)

Ruth Palich

Syzanne Smith

Debbie Juarez

Dietetics

Jeanine Mincher (DFM PD)

Zara Rowlands (DPD PD)

Exercise Science

Tyler Singer (PD)

Matt O'Dell

General Program Policies

Policy 1:

Title:
The purpose of the Policy and Procedure Manual for the Dietetics Future Model

Purpose:
The purpose of this manual is to provide an overview of the Dietetics future Model (DFM), as well as outline specific policies and procedures operant in the program. The outlined policies and procedures are additional standards required for successful completion of the program.

Procedure:
The Policy and Procedure Manual for the program will be reviewed and revised on an annual basis or more often as needed. University policies and procedures will be updated accordingly. The Director of the will be responsible for the manual review. Updated copies will be provided to students. University policies are available at:

https://ysu.edu/human-resources/university-policies

Policy 2:

Title:
The Purpose of the Dietetics Future Model

Purpose:
The Dietetics Future Model (DFM) is a generalist dietetic education program with a community wellness MPH area of concentration. The program is accredited by the Academy of Nutrition and Dietetics (AND) Accreditation Council for Education in Nutrition and Dietetics (ACEND). During the program, each student spends a minimum of 1,000 hours at approved practice sites. The program prepares students for practice and establishes eligibility to sit for the examination to become Registered Dietitian Nutritionist (RDN).

Procedure:
The curriculum for the Dietetics Future Model will be reviewed annually or as needed. The curriculum will follow established University program and general education requirements, as well as meet the Future Education Model Graduate Programs guidelines. All FG programs are offered at the graduate level and provide the required nutrition and dietetics coursework and supervised experiential learning to meet ACEND's competency requirements to be eligible to become a Registered Dietitian Nutritionist (RDN) (www.eatrightpro.org).

Policy 3:

Title:
Accreditation Status and Maintenance

Purpose:
Youngstown State University will maintain accreditation of the DFM program through the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Procedure:
The Youngstown State University DFM program will maintain its current accreditation status as fully accredited through the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is a specialized accrediting body recognized by the Council on Higher Education Accreditation and the United States Department of Education which has an accreditation cycle of seven years.

The Director will be responsible for the following accreditation maintenance requirements:

- Annual report
- Program Assessment – required periodically
- Self-Study Document – required on the seventh year of the accreditation cycle
- Submission of major program changes as outlined by ACEND
- Submission of the ACEND invoice for timely payment of the annual accreditation fee
- Tracking of student Competencies and Program Goals
- Maintenance of records will be ongoing by the Program Director

The contact information for ACEND is listed below:

Academy of Nutrition and Dietetics
Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6095
312-899-0040 ext. 5400
www.eatright.org/ACEND

Policy 4:

Title:
Mission Statement: *MPH Mission and Goals located in the MPH Handbook

Purpose:
The DFM program will have a Mission Statement that is aligned with the University, College and Department Mission Statements.

Policy Statements:
Youngstown State University Mission

The University:

As a student-centered university, Youngstown State University's mission is to provide innovative lifelong learning opportunities that will inspire individuals, enhance futures and enrich lives. YSU inspires individuals by cultivating a curiosity for life-long learning; enhances the futures of our students by empowering them to discover, disseminate and apply their knowledge; and enriches the region by fostering collaboration and the advancement of civic, scientific, and technological development. YSU's culture of enrichment flourishes in our diverse, accessible, and quality education.

Bitonte College of Health and Human Services Mission

The Bitonte College of Health and Human Services will continue to impart knowledge, develop critical thinking, and serve society through holistic, integrative, and quality educational programs. Graduates will achieve a high level of professional competence through scholarly inquiry and transformative experiences to address society's ever-changing demands for healthcare and human services.

Department of Health Professions Mission

The mission of the Department of Health Professions is to enhance the human condition through education, service and research, related to basic human needs for food, clothing and shelter and the well-being of children, families, consumers and communities.

Dietetics Future Model Mission

The mission of the Dietetics Future Model () is to educate graduate level dietitians with a community wellness/public health emphasis, who will provide quality and effective services in clinical, food service systems management, community/public health and business entrepreneurial areas of dietetics. The graduate dietitian, with a community wellness/public health emphasis, is prepared to assume responsibility for promoting optimal nutrition, health and well-being of individuals and groups throughout the life cycle by:

- Effectively translating nutritional needs into an acceptable diet, considering physiological, psychological, sociologic, cultural and economic factors;
- Teaching the principles of nutrition and their relationship to health status, as well as suggesting strategies for applying those principles;
- Managing food service systems to assure the client optimal nutrition and high-quality food, within fiscal guidelines;
- Applying or participating in research;
- Communicating effectively with others;
- Participating as a member of the interdisciplinary team;
- Promote wellness of individuals, families, consumers and communities;
- Developing practices that foster lifelong learning and achievement of professional maturity.

Procedure:
The DFM program provides a curriculum designed to coordinate didactic and experiential learning experiences to meet the requirements for entry-level practice in response to the changing needs of society and the profession. The program offers a curriculum which promotes diversity and responds to the needs of the traditional dietetics students, as well as the graduates of a Dietetic Technology Program or Didactic Program in Dietetics and those who are unable to leave the geographic area to complete a Dietetic Internship. The DFM program is responsible for addressing the employment needs of the region. The Mission Statement will be reviewed annually by the Program Director, Department Chair, Food and Nutrition faculty and the Dietetics Advisory Board.

Policy 5:

Title:
Measurable Program Goals

Purpose:
The DFM program will identify measurable goals for student learning outcomes and program outcomes for graduates in the Future Education Model (Graduate) from ACEND.

Procedure:
The DFM program will identify outcome measures and tools and collect and aggregate data to determine the following:

Graduates of the DFM program will:

Goal #1 – The program will prepare competent entry-level dietitians.

1. Registration Exam: 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. Employer Satisfaction: Eighty percent of employers of graduates surveyed will indicate adequate preparation of the position obtained.
3. Eighty percent of program graduates will indicate satisfaction with the DFM program to prepare them for an entry-level position.
4. Seventy percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program competencies.
5. Program Completion: At least 80% of program graduates complete the program/degree requirements within 3.75 years (150% of the program length).

Goal #2 – The program will prepare graduates to assume leadership roles.

1. Ten percent of the graduates will demonstrate a high degree of professionalism and a commitment to lifelong learning as demonstrated by their maintaining registration status and obtaining advanced degrees and/or certification as evidenced by surveys from graduates five and ten years post-graduation.
2. Five to ten years after graduation, 10% of the graduates will demonstrate leadership ability by holding positions beyond those usually designated as "entry-level" or offices and/or committee chairs in professional organizations as evidenced by surveys from graduates five and ten years post-graduation.

Goal #3 – The program will help to meet the employment needs of the Mahoning Valley.

1. Graduation Employment: Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.
2. Seventy percent of the graduates will serve as a dietetics manpower resource for the Mahoning Valley as evidenced by employment in the area.

NOTE: The entire listing of program Core Knowledge and Graduate Competencies can be found in Appendix A.

Policy 6:

Title:
Ethics

Purpose:
The Program Director and students will comply with the Code of Ethics for the Profession of Dietetics.

Procedure:
The Code of Ethics from the Academy of Nutrition and Dietetics will be reviewed and discussed with all students at various points throughout the program. The Code of Ethics complete document can be found in Appendix B and at www.eatright,org. This policy will be updated as revisions are published from the Academy of Nutrition and Dietetics.

Student Academic Dishonesty

Instructors must respond to evidence of student academic dishonesty. Academic dishonesty, as defined the ***The Student Code of Conduct, Rights and Responsibilities***, includes, but is not limited to, use of any unauthorized assistance in taking quizzes, tests, assignments or examinations, letting someone else write their papers, prepare reports or other work; letting someone else use their papers, prepared reports or other work to copy; cheating and plagiarism (please see The Student Code of Conduct, Rights and Responsibilities [1] for more information).

If an instructor suspects that student academic dishonesty has occurred, please retain the original documents and contact the CCP office to ensure appropriate guidance and support through the process.

https://ysu.edu/dean-of-students/student-conduct/code-of-conduct

Policy 7:

Title:
Dietetics Programs Organizational Structure

Purpose:
The dietetics programs shall identify an organizational structure to support the operations of the Didactic Program in Dietetics (DPD) and the Graduate Dietetics Future Model (DFM).

Procedure:
The following committees were established to provide continual program improvement for all dietetics programs. The basic functions and responsibilities of the committees are to provide input to the Program Directors regarding:

- Planning, developing, implementing, evaluating and revising the educational program in accordance with the mission and goals of the Department of Health Professions, DPD and DFM;
- Maximize faculty participation in decisions pertaining to the DPD and DFM;
- Provide opportunities for the expression and exchange of opinions and ideas;
- Serving as one form of communication for faculty, students and administration;

Specific functions and responsibilities related to the curriculum are to:

- Support the DPD and DFM Coordinators regarding planning and evaluating the curriculum in accordance with the mission and goals of the programs;
- Make final decisions relative to the DPD and DFM curriculum;

- Assist the Program Directors in developing evaluation tools related to the curriculum;
- Provide input to the DPD and DFM Coordinators regarding content and placement in relationship to mission goals, objectives and current trends;
- Provide input to the DPD and DFM Coordinators regarding program mission, goals and course objectives;
- Provide input to the DPD and DFM Coordinators regarding planning, organizing and evaluating education experiences to meet program goals;
- Evaluate total curriculum annually in accordance with mission and goals and objectives, current trends and student evaluations;
- Take appropriate action upon recommendations.

Food and Nutrition Faculty: The Food and Nutrition faculty meet at least one time per month (or as needed) during the academic year. A lead faculty member is identified and is responsible for setting meeting dates and times, creating agendas, writing minutes and communicating information to the respected stakeholders. The Food and Nutrition faculty include all program directors and full-time Food and Nutrition faculty in the Department of Health Professions.

Admissions and Retention Committee (only): The Admissions and Retention Committee consists of a minimum of six members selected from the Advisory Committee and shall consist of at least three faculty members and three preceptors. The committee meets at least one time per year to review and rank applicants. The committee will meet on an ad-hoc basis for issues regarding student retention. Ad-hoc meeting for student retention will consist for a least two faculty members, one preceptor and the Program Coordinator.

The Dietetics Program's Advisory Board: The Dietetics Program's advisory Board shall consist of at least ten members. Membership shall include: Food and Nutrition faculty, Department of Health Professions Chairperson, one student member from the junior and DPD classes, one student member from the senior and DPD classes and five members from the community, supervised, practice sites, other preceptors or faculty from other healthcare programs. The Program Directors will review the membership annually to assure diversity. The Advisory Board Members will be on a three-year rotation as possible.

Policy 8:

Title:
Privacy

Purpose:
In accordance with the Family Educational Rights and Privacy Act (FERPA) and any other state or federal laws, student records as well as discussions between them and faculty or preceptors will be kept confidential. The FERPA document is located in Appendix C.

Procedure:
- Student files are kept in locked storage in the main Health Professions office. If a student desires access to his/her file, the department secretary will secure the file.
- The file must be reviewed in the Health Professions office.
- When the student has completed the review, the file will be returned to the secretary.
- Additional student files may be available from the Program Directors. Students requiring access to those files must contact the respective Program Director.

Policy 9:

Title:
Professionalism

Purpose:
Conduct in the classroom and at the supervised experiential learning sites, as well as attendance at professional meeting and other events, contribute to the student's professional profile. Lack of professionalism, if severe, may result in a recommendation for dismissal from the program, as professionalism is a required competency.

Procedure:
- Students are expected to exhibit professional behavior at all times.
- Students are required to be members of The Academy of Nutrition and Dietetics, the Mahoning Valley Dietetics Association and YSU Students in Dietetics (SIDS) during enrolled in the .
- Students are expected to attend and be on f time for all classes, to be prepared to participate in the classroom and supervised experiential learning.
- Students who are absent are responsible for obtaining the information given in class. If there are any questions regarding class content, the student is responsible for seeking help from the instructor.
- Complaints are address in the University Bulletin. Please see the excerpt from ***The Code of Student Conduct, Rights and Responsibilities*** "As a member of a higher education community, students have an obligation to conduct themselves in a manner that is compatible with the University purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures and regulations of the University and is held responsible for compliance with them. Furthermore, all members of the University community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the University."
- Courses may include academic points associated with professionalism.

Policy 10:

Title:
Admission Requirements for the

Purpose:
Admission requirements for entrance into the DFM program are identified for students.

Procedure:
In order to apply for entrance into the DFM program the student must:
- Have completed, be currently enrolled in or will be completing all the pre-requisite courses as identified (by the triangles/diamonds) on the DPD and curriculum sheets or equivalent or have graduated from an accredited DPD program.
- Have a GPA of at least 3.0/4.0.
- Have a Verification Statement from an accredited DPD program if enrolling as a graduate.
- Complete the application packet and return (according to the instructions) to the Program Coordinator by April 15 (or the first business day following). The application must be complete for consideration.
- Each student will complete a federal and state background check to be submitted to the DFM Director during the summer prior to the first supervised experiential learning.
- *** A second phase of approval will be given by the MPH Admissions Committee after initial approval by the Committee. The process is described in the MPH Handbook.**

All applicants who are ready to begin graduate studies will be notified of the decision by May 31.
Student, when ready, will need to apply to graduate school via the Recruit System.

Policy 11

Title:
Credit for Prior Learning and/or Life Experience; Distance Education

Purpose:
Students enrolled in the Department of Health Professions may apply for Credit for Prior Learning (CPL). Credit/hours may be awarded to students who can demonstrate prior competence iin specific aspects of the curriculum.

Guidelines for this procedure can be accessed via the link listed below.

Procedure:

https://ysu.edu/prior-learning-assessment

Distance Education: Some courses are set up as distance courses. Students should be familiar with a computer and able to use Blackboard, email and general navigation.

Policy for Distance Education Identity Verification: https://ysu.edu/sites/default/files/pcs/FERPA-and-Identity-Authentication.pdf

Policy 12:

Title:
Verification Statement: Graduation and/or Program Completion Requirements

Purpose:
Graduation and/or program completion requirements and issuing of Verification Statements will be identified for students.

Procedure:
Students successfully completing the program requirements for the DFM will have:

- Completed the itemized courses on the curriculum sheet.
- Maintained a GPA of at least 3.0/4.0.
- Applied for graduation during the appropriate semester.
- Completed a comprehensive dietetics exam with a minimum score of 70%, which is administered during the final term in the program.
- Issuance of the Verification Statement indicates that the graduate has also completed specific requirements in the ACEND accredited Graduate program and is eligible to sit for the registration examination for Dietitians (RD exam).
- Five copies of the Verification Statement will be given directly to students after the graduation date. An original Verification Statement for each student will be kept in the student's file permanently. The student files are kept in locked file cabinets in the Health Professions Department.
- Graduation procedures for the MPH degree are outlined in the MPH Handbook.

Experiential Learning Policies

Policy 13:

Title:
Student Orientation to Experiential Learning

Purpose:
General information regarding the program will be introduced during the orientation session.

Procedure:
General information regarding supervised experiential learning will be reviewed again in the first supervised experiential learning rotation. In supervised experiential learning, students are legally responsible for all their activities. Students are expected to be prepared for their assignments by relating information from concurrent and previous courses to the psychological, sociological, cultural and socio-economic needs of the client or to situations found in other types of supervised experiential learning settings. Professional behavior is extremely important: being on time (15 minutes early for all rotations), properly attired, prepared with the necessary resources and exhibiting enthusiasm are essential for success. Every rotation builds a bridge to the future!

During experiences at the clinical facilities, the students will:

- Adhere to all rules and regulations of the clinical institution;
- Perform duties in accordance with the assignments made by University Faculty and/or Clinical Preceptors. Students may be asked to perform duties of employee positions for education purposes, but should not replace employees on a routine basis. Be permitted to use a patient's chart on the clinical division for an assignment; only the patient's initial, i.e. Mr. B may be used when referring to patients in assignments. Information concerning patients and the institution is confidential and should be treated as such under all circumstances.
- Not receive personal calls or visits from relatives or friends or conduct personal business while on duty. Emergency calls are to be directed to the Supervised Experiential Learning Preceptor who in turn will contact the student.
- Refrain from gum chewing and eating/snacking, except during scheduled breaks or mealtimes.
- Present a Doctor's order for all prescribed medications. Medications should be taken at home or during break times.
- Adhere to the following dress code:
    - Uniform – The white lab coat is the primary uniform for the rotations. The lab coat must be purchased from the designated vendor in order to have consistency in dress. The lab coat will be embroidered with the student's name and YSU Student. Professional attire is conservative: no jeans, no bare midriff, no cleavage, only pierced ears (other piercings must be covered), no visible tattoos. Additional information on attire will be provided prior to the first rotation.
    - Shoes – Must be conservative, comfortable and polished. No tennis shoes.
    - Hosiery – Must be worn at all times.
    - Jewelry – No excessive or extreme jewelry such as bangle bracelets, chains, large rings or earrings. No jewelry while working in foodservice, this includes earrings.
    - No nail polish if working in foodservice area. Conservative nail polish permitting if in the clinical or community setting.
    - Hairstyles should be conservative. Hair must be neat and under control. A net or cap must be worn if student is working in foodservice area.
    - A properly trimmed and tailored beard is permissible, but must be kept short, neat and clean. Facial hair is not acceptable while working in foodservice.
    - No perfume, cologne, aftershave or highly scented lotion is allowed.

Policy 14:

Title:
Experiential Learning Site Selection and Requirements

Purpose:
To identify appropriate facilities for dietetic students to observe and gain practical work experience in the field of dietetics.

Procedure:

- In order to maintain a diversity of supervised experiential learning sites to fulfill the ACEND Graduate Future Model Competencies, facilities/institutions will be identified by the Program Director or Food and Nutrition faculty.
- Prior to the placement of students in the facility/institution, the Program Director typically will contact the primary preceptor and arrange a meeting and a site visit. During this meeting, the Program Director will review the student learning outcomes for each course/rotation with the primary Preceptor.
- The Program Director will also provide the Preceptor with a copy of the program Policy and Procedure Handbook. Pertinent policies will be reviewed at that time (ex. Student Conduct, Professionalism).
- If the facility/institution and YSU agree to participate, a written agreement outlining the requirements of both organizations will be drafted and signed by the Program Director, Lead Preceptor and respective administrators. Signed agreements will be in place prior to student placement. The student will be required to complete paperwork for each site attended.
- The Director of the Dietetics Future Model will work with the course instructor (i.e. YSU faculty member responsible for acting as liaison) and with the site preceptors (i.e. supervisors) to decide the placement of students at each supervised experiential learning site. Consideration is given to both the needs of the student and the needs of the site. Criteria for acceptability of placements are based on the nature of assigned responsibilities, qualifications and credentials of the supervisor, including professional degrees and certification (i.e. emphasizing the Registered Dietitian credential) and recognized quality of services provided by the site, including accreditation status where appropriate.
- The Director of the Dietetics Future Model will solicit information from students to facilitate the selection of a practicum site, toward the end of the semester or summer session preceding the beginning of the field experience. The Director and course instructor will then discuss interests and plans of the student and as needed, will contact potential sites that would seem to provide a good match for the student. If the student and potential supervisor agree to proceed, the placement will be finalized. If not, the selection process will continue until an acceptable site is found. Forms for each experience will be provided to the student and preceptor to document hours completed.

Policy 15:

Title:
Insurance Requirements for Dietetics Students

Purpose:
To identify the appropriate insurance requirements needed to protect the student, YSU and the participating facility/institution.

Procedure:

Professional Liability
The University shall provide professional liability insurance covering the negligent acts or omissions of student participants in an amount of one million dollar ($1,000,000.00) per occurrence. The University and th hospital/agency bear the risk of liability for the negligence of their own employees, as each deems prudent.

Personal Insurance
When admitted to the program, the student must present proof of personal health insurance and it is made clear that the coverage must continue as long as the student is enrolled in the DFM . Health insurance may be purchased through the University.

Liability for Safety ibn Travel To/From Clinical Sites
The student will assume responsibility for all liabilities incurred when traveling to and from supervised experiential learning sites or if illness/personal injury occurs during supervised experiential learning experience.

Injury/Illness
If a student is injured or becomes ill during supervised experiential learning, she/he will be treated as would an employee of the facility. However, any expense incurred as a result of the incident will be the responsibility of the student.

Policy 16:

Title:
Attendance at Experiential Learning Sites/Log Documentation Procedures

Purpose:
To provide guidelines for missed experiential learning hours.

Procedure:

- Students are required to attend and be on time for all classes and planned supervised experiential learning experiences.
- In case of an emergency, a valid excuse is necessary for a student to be excused from supervised experiential learning experiences. Both University Faculty and the Supervised experiential learning Preceptor must be notified by the student; however, the student will be excused only by the University Faculty responsible for the course in question. Students must arrange with the course instructor to make up any supervised experiential learning hours missed due to an emergency. All missed hours must be made up.
- In cases where an incomplete grade is justified, University policy will be followed. The time frame for completion of work will be handled on an individual basis and will be decided by the University Faculty, Dates and times to make up the experience should be arranged with the Supervised experiential leaning Preceptor. If holidays such as Veteran's Day or Memorial Day fall on a day for which supervised experiential learning experience has been scheduled, the missed experience must be made up.
- Students are expected to be at their scheduled sites at the scheduled, agreed upon (preceptor and instructor) times. Failure to notify the instructor and program director and preceptor of an alteration in time or failure to show for a scheduled rotation will result in discipline outlined in this document. The Admissions and Retention Board will determine the severity of the infraction and proceed accordingly.
- Log of hours will be required at each supervised experiential learning site which will be used to document/verify completion of required hours. Logs are to be signed by the preceptor and cannot be whited out or altered.

Policy 17:

Title:
Student Support Services

Purpose:
To identify campus services for students.

Procedure:

Health and Counseling Services

- A health service is maintained by the University for the purpose of providing emergency medical care to students while on campus. This service is provided at no cost to the student; however, all additional treatment by non-University personnel, clinics or hospitals must be paid for by the student.
- A counseling center is maintained by the University for students and is staffed by experienced professionals who specialize in working with students with problems concerned with adaptation to college life, academic progress, career choice, drugs, family, marriage or problem pregnancies and other personal problems.

Financial Aid
Information concerning financial aid is available to all Youngstown State University students through the University Financial Aid Department. Additional data relative to prizes and scholarships for Dietetics and/or Health Professions majors may be obtained from your advisor.

Other YSU Support Services
Other University support services such as tutorial programs are addressed in the University Bulletin.

Policy 18:

Title:
Student Progress Evaluation (Formative/Summative) Retention Policy

Purpose:
To provide the student with feedback on progress to the student learning outcomes in the course/rotation.

Procedure:

- Each student is evaluated on a regularly scheduled basis in all experiential learning courses. Evaluations take place at the midterm and at the end of the term. Furthermore, students are kept informed regarding progress and individual development on an ongoing basis throughout supervised experiential learning experiences. Grading for supervised experiential learning experience follows University policy and grading for specific courses in accordance with the program standards and the instructor's criteria. In supervised experiential learning courses, the student must maintain a satisfactory level of performance before advancing a subsequent courses.
- In didactic courses, University policy requires that at least one graded paper be returned to students by the midterm. Classroom grading policy follows that in effect at the University and grading for specific courses is in accordance with the instructor's criteria.
- Courses may contain points for professionalism and students must demonstrate professionalism as it is required competency.
- Future Model requirements ask for formative assessment for feedback and summative or culminating evaluation for verification of competency acquisition. This is tracked in a program kept by the Program Coordinator.

- Every attempt is made to remediate students when possible. However, some students may need counseled to other disciplines when changes of success in the Graduate DFM program is unlikely. Counseling to career paths that match ability will be provided.

Policy 19:

Title:
Disciplinary Termination Procedures

Purpose:
To provide guidelines relevant to discipline and/or dismissal from the program.

Procedure:
- Each student is kept informed on a regular basis regarding performance and/or progress in the program. Every effort is made to provide assistance and support when there are indications of inadequate performance or progress. Lack of performance or progress ca pertain, but not be limited, to any of the following areas: supervised experiential learning, scholastic achievement, physical incapacity (students must be able to complete the required duties of a registered dietitian as outlined in the required competencies of the accrediting body), academic integrity or general conduct.
- When inappropriate conduct has been observed, the following progression of actions may be initiated. These are based on academic violations.
  1. Verbal warning with documentation.
  2. Written warning with documentation.
  3. Suspension from supervised experiential learning.
  4. Dismissal from the program.

Non-academic conduct violations will proceed via the Student Conduct Code at YSU.

The Code of Conduct link is provided here: https://ysu.edu/dean-of-students/student-conduct/code-of-conduct

- Based on the type of inappropriate **academic (graded)** behavior or failure to progress and subsequent documentation, the Admissions and Retention Committee has the right to dismiss the student without proceeding through all steps.
- Academic remediation will be based on each individual student need. The course instructor, preceptor and Program Director will confer and approve any course of action.
- When remedial attempts have been unsuccessful, the DFM Coordinator refers the case to the Admissions and Retention Committee for review. The Committee reserves the right to place a student on probationary status in the DFM program for the following term. Only one probationary period will be granted; therefore, the failure to meet progression requirements for more than one term will result in the student's dismissal from the .
- The Admissions and Retention Committee reserves the right **at any time** to dismiss a student whose physical incapacity (as described above) or level of scholastic achievement or supervised experiential learning performance fails to meet program standards.

Policy 20:

Title:
Program Withdrawal and Readmission *See MPH Handbook for their readmission policies.

Purpose:
To identify the process of readmission.

Procedure:

- If a student must withdraw from the DFM for reasons deemed legitimate by the Admissions and Retention Committee, the student will request (in writing) to the Program Director his/her intent to withdraw from the program.
- The student will submit in writing to the Program Director his/her intent to re-enter the program. Every effort will be made (but not guaranteed) to readmit that student to the program and place his/her in the appropriate courses.
- The student will not have to re-take successfully completed courses.

Policy 21:

Title:
Professional Activities

Purpose:
To promote student involvement in professional activities.

Procedure:

- Dietetic students are encouraged to show interest in the professional field by participating in nutrition-related activities. An organization providing for such participation is the Students in Dietetics group (SIDS).
- students are required to join the Academy of Nutrition and Dietetics and the Mahoning Valley Academy of Nutrition and Dietetics.
- Students are encouraged to and participate in such community activities as Health Fairs, etc. Other opportunities for student involvement include participation in National Nutrition Month activities of the YSU Department of Health Professions supervised experiential learning sites, attendance at the annual meeting of the Ohio or Pennsylvania Academies of Nutrition and Dietetics, the Ohio Nutrition Council Biennial Conference and other professional seminars.
- Medically related continuing education programs offered by the University, the Northeast Ohio Medical University, supervised experiential learning facilities such as conferences, seminars, webinars and grand rounds offer other opportunities for students to interact with not only dietetics professionals, but others in the health care field.

Policy 22:

Title:
Procedure for Student Complaints

Purpose:
Students will be aware of the proper procedures for addressing complaints regarding the program.

Procedure:
Students will follow the itemized procedures for addressing complaints regarding the program:

1. Discuss the issue with the course instructor.
2. Discuss the issue with the Program Director in consultation with the course instructor.
3. Discuss the issue with the Department Chair in consultation with the Program Director and course instructor. Additional input may be requested from the supervised experiential learning site preceptors or other instructors as needed.
4. Discuss the issue with the Associate Dean of the Bitonte College of Health and Human Services with the Department Chair, Program Director and course instructor.
5. Discuss the issue with the Dean of the Bitonte College of Health and Human Services.

YSU hosts a student complaint mechanism whereby students may register complaints of any kind. The complaints will be investigated by the appropriate body at the University.

https://catalog.ysu.edu/graduate/general-information/academic-policies-procedures/academic-student-complaints/

* Students may file a complaint with ACEND in writing if they have exhausted other options.
(Address on Program Webpage).

Policy 23:

Title:
Required Materials

Purpose:
Reference materials will be available for students.

Procedure:
The following reference books and materials will be useful to you throughout your academic program, as well as during your professional career and therefore, they are required for the program . These materials, except where noted, can be obtained at the Youngstown State University bookstore, library or from the Academy of Nutrition and Dietetics website. This is not an all-inclusive list.

Diet Manuals from:

- Academy of Nutrition and Dietetics. Nutrition Care Manual. Online, Chicago: American Dietetic Association, 2024.

Other References:

- The Academy of Nutrition and Dietetics Student Membership (eatright.org).
- Brown, B. AND Practice Group, Pocket Guide to Enteral Nutrition. Chicago, American Dietetic Association, 3rd. Ed..
- Escott-Stump, S. Nutrition and Diagnosis-Related Care. Academy of Nurition and Dietetics, 2021.
- Fischbach, F. A Manual of Laboratory Diagnostic Tests. 10th Edition. Philadelphia: Lippincott, 2017.
- Leonard, P. Quick and Easy Medical Terminology. 8th Edition. Medical Terminology Online (Evolve) Course, 2015.
- Mahan, L. K. and Escott-Stump, S. Krause's Food, Nutrition and Diet Therapy. Most recent edition. Philadelphia: Saunders.
- Medical Dictionary – any recent edition of Taber's, Dorland's, Stedman's or from another reputable source.
- Pocket Guide for the International Dietetic and Nutrition Terminology Reference Manual: Standardized Language for the Nutrition Care. 4th Edition. Process. Chicago, American Dietetic Association, 2012.
- Pronsky. Food Medication Interactions. 19th Edition. Birchrunville, PA: Food & Medication Interactions, 2018.

Policy 24:

Title:
Estimated Costs for

Purpose:
To provide students and prospective students with estimated costs that could be incurred for the completion of the program.

Procedure:
Housing Costs (estimate): $11,500 (2024-25)
Tuition (one year) $12,870 (estimate)

Year 1

Books (in addition to "classroom" books)	$400.00
AND Membership Dues	$ 50.00
Mahoning Valley Dietetic Association/Symposium	$ 10.00
Uniform, shoes, name tag	$ 90.00
Travel to supervised experiential learning sites	*
Federal and State background check	$ 60.00
MPH Application Fee	$ 45.00

Year 2

Books (in addition to "classroom" books)	$125.00
AND Membership Dues	$ 50.00
Mahoning Valley Academy of Nutrition and Dietetics	$ 10.00
OAND Annual Meeting	$ 50.00
Transportation, lodging meals (OAND)	$150.00
Transportation to supervised experiential learning	*
* (Jean Inman Study Guide)	$300.00

Post-Graduation Expenses

Registration

Application to take registration exam	$300.00
Registration fee (annual)	$ 50.00
Academy dues (1st year)	$ 65.00

Ohio Licensure – required in the state of Ohio for RDNs (not required in all states)

Limited license to practice (after completion)	
But before registration	$ 85.00
Initial	$125.00
License fee (annual)	$ 95.00

APPENDIX A:

Graduate Future Model Competencies/Standards

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
Competency Requirements for Dietetic Interns – Graduate Future Model

Competencies (Knows=K, Shows=S, Does=D)

1.1 Applies an understanding of environmental molecular factors (e.g. genes, proteins, metabolites) and food in the development and management of disease. **(S)**

1.2 Applies an understanding of anatomy, physiology and biochemistry. **(S)**

1.3 Applies knowledge of microbiology and food safety. **(S)**

1.4 Integrated knowledge of chemistry and food science as it pertains to food and nutrition product development and when making modifications to food. **(S)**

1.5 Applies knowledge of pathophysiology and nutritional biochemistry to physiology, health and disease. **(S)**

1.6 Applies knowledge of social, psychological and environmental aspects of eating and food. **(S)**

1.7 Integrated principles of cultural competence within own practice and when directing services. **(D)**

1.8 Applies the knowledge of pharmacology to recommend, prescribe and administer medical nutrition therapy. **(S)**

1.9 Applies an understanding of the impact of complementary and integrative nutrition on drugs, disease, health and wellness. **(S)**

1.10 Applies knowledge of match and statistics. **(S)**

1.11 Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals. **(D)**

1.12 Demonstrates knowledge of and is able to manage food preparation techniques. **(D)**

1.13 Demonstrates computer skills and uses nutrition informatics in the decision making process. **(D)**

1.14 Integrates knowledge of nutrition and physical activity in the provision of nutrition care across the life cycle. **(D)**

1.15 Applies knowledge of nutritional health promotion and disease prevention for individuals, groups and populations. **(S)**

1.16 Gains a foundational knowledge on public and global health issues and nutritional needs. **(K)**

2.1 Applies a framework to assess, develop, implement and evaluate products, programs and services. **(D)**

2.2 Selects, develops and/or implements nutritional screening tools for individuals, group or populations. **(D)**

2.3 Utilizes the nutrition care process with individuals, group or populations in a variety of practice settings. **(D)**

2.4 Implements or coordinates nutritional interventions for individuals, groups or populations. **(D)**

2.5 Prescribes, recommends and administers nutrition-related pharmacotherapy. **(S)**

3.1 Directs the production and distribution of quantity and quality of food products. **(D)**

3.2 Oversees the purchasing, receipt and storage of food products used in food production and services. **(D)**

3.3 Applies principles of food safety and sanitation to the storage, production and service of food. **(D)**

3.4 Applies and demonstrates an understanding of agricultural practices and processes. **(S)**

4.1 Utilizes program planning steps to develop, implement, monitor and evaluate community population programs. **(D)**

4.2 Engages in legislative and regulatory activities that address community, population and global nutrition health and nutrition policy. **(D)**

5.1 Demonstrates leadership skills and guide practice. **(D)**

5.2 Applies principles of organization management. **(D)**

5.3 Applies project management principles to achieve project goals and objectives. **(D)**

5.4 Leads quality and performance improvement activities to measure, evaluate and improve services, products and initiatives. **(D)**

5.5 Develops and leads implementation of risk management strategies and programs. **(D)**

6.1 Incorporates critical thinking skills in practice. **(D)**

6.2 Applies scientific methods utilizing ethical research practices when reviewing, evaluating and conducting research. **(D)**

6.3 Applies current research and evidence-informed practice to services. **(D)**

7.1 Assumes professional responsibilities to provide safe, ethical and effective nutrition services. **(D)**

7.2 Uses effective communication, collaboration and advocacy skills. **(D)**

APPENDIX B

Code of Ethics

Commission on Dietetic Registration
Code of Ethics for Nutrition and Dietetics Professions
Effective Date: June 1, 2018

Preamble:

When providing services in nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of processional practice, accepting the obligation to protect clients, the public and the profession, upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession and shall report perceived violations of the Code through established processes.

The academy CDR Code of Ethics for the Nutrition and Dietetics Profession established the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. **Competence and professional development in practice (Non-maleficence)**
   Nutrition and dietetics practitioners shall:
   a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise and recognize limitations.
   b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
   c. Assess the validity and applicability of scientific evidence without personal bias.
   d. Interpret, apply, participate in and/or generate research to enhance practice, innovation and discovery.
   e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
   f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel and make referrals as appropriate.
   g. Act in a caring and respectful manner, mindful or individual differences, cultural and ethnic diversity.
   h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. **Integrity in personal and organizational behaviors and practices (Autonomy)**
   Nutrition and dietetics practitioners shall:
   i. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgments.

j. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engage in practice governed by nutrition and dietetics statutes.
k. Maintain and appropriately use credentials.
l. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
m. Provide accurate and truthful information in all communications.
n. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
o. Document, code and bill to most accurately reflect the character and extent of delivered services.
p. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
q. Implement appropriate measures to protect personal health information using appropriate techniques (e.g. encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

r. Participate in and contribute to decisions that affect the well-being of patients/clients.
s. Respect the values, rights, knowledge and skills of colleagues and other professionals.
t. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
u. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
v. Uphold professional boundaries and refrain from romantic relationships with any patients/clients surrogates, supervisees or students.
w. Refrain from verbal/physical/emotional/sexual harassment.
x. Provide objective evaluations of performance for employees, coworkers and students and candidates for employment, professional association memberships, awards or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
y. Communicate at an appropriate level to promote health literacy.
z. Contribute to the advancement and competence of others including colleagues, students and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

a. Collaborate with others to reduce health disparities and protect human rights.
b. Promote fairness and objectivity with fair and equitable treatment.
c. Contribute time and expertise to activities that promote respect and competence of the profession.
d. Promote the unique role of nutrition and dietetics practitioners.
e. Engage in service that benefits the community and to enhance the public's trust in the profession.
f. Seek leadership opportunities in professional, community and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.[1]

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.[1]

Competence: a principle of professional practice. Identifying the ability of the provider to administer safe and reliable services on a consistent basis. [1]

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party, which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.[2]

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population or organization to which the nutrition and dietetics practitioner provides service.[3]

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, race, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it serves. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."[4]

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e. the most appropriate information available to make decisions for individuals, group and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations and performances. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.[2]

Justice (social justice): supports fair, equitable and appropriate treatment for individuals[1] and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.[1]

References:

1. Forami, A. Approaches to Ethical Decision-Making. *J Acad Nutr Diet*. 2015; 115(1): 119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). **http://www.eatrightpro.org/~/media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionof termslist.ashx**
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet*. 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (Adopted by the House of Delegates and Board of Directors in 1995).

APPENDIX C

FERPA Guidelines

Family Educational Rights and Privacy Act (FERPA)

http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFP Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These **Rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.** Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are ot required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- 'Generally, **schools must have written permission from the parent or eligible student in order to release any information from a student's education record.** However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call 202-260-1887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. You may also contact the Family Policy Compliance Office at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

APPENDIX D

Student Membership and Activities

Student Memberships in Affiliate Organizations

Please get involved. Affiliate organizations are your gateway to networking and gaining a greater appreciation of you chosen future profession and colleagues. They can provide you with resources and opportunities at every point in your education and beyond.

Students who get engaged and involved in their professional community and activities while in school generally become practitioners who do the same in their work environments and make our profession stronger.

Students in Dietetics

Students in Dietetics is a volunteer student organization made up of students enrolled in the three Food and Nutrition programs at YSU the Didactic and MPH-DFM program. You may join this organization at any time during your tenure in our programs. They generally plan activities around Nutrition and Health related events such as National Nutrition Month, the American Heart Association's and Cancer Society's Fundraisers, etc. and raise funds to support student enrichment such as Professional Conference attendance.

The Academy of Nutrition and Dietetics and the Ohio Academy of Nutrition and Dietetics

Students in the Food and Nutrition programs may seek a student membership ($50.00 per year, carries a 6-year limit) in the Academy of Nutrition and Dietetics.

AND Student Membership Benefits

- Network with other dietetics students via the Web-based Student Council Community of Interest (COI), which connects AND student members nationwide, provides a communication vehicle for your student representatives, allows you to access cutting-edge information about the profession, read useful Web sites and articles, share ideas and more.
- Become eligible for leadership opportunities on the Student Council Advisory Committee.
- Obtain free membership in your state dietetic association and become eligible for state and national Outstanding Dietetics Student Awards.
- Access the monthly *Journal of the Academy of Nutrition and Dietetics* online.
- Apply for Academy of Nutrition and Dietetics Foundation scholarships (for U.S. citizens or permanent residents).
- Access to the https://www.eatrightpro.org/acend/students-and-advancing-education/students-and-advancing-education-intro for the latest information on the profession's hottest job opportunities.
- Obtain student liability insurance and special member rates on credit cards, car rental and hotel accommodations.
- Obtain reduced student rates at the annual Food & Nutrition Conference & Exhibition.

The Mahoning Valley Academy of Nutrition and Dietetics (MVAND)

The MVAND is the local dietetic affiliate organization. Students may join the MVAND for a membership for of $10.00. YSU dietetics students are invited to serve on the MVAND Board of Directors in the position of YSU Student Liaison and to update their fellow students on activities and opportunities afforded thro ugh the organization.

Students may also volunteer for other board positions. Membership in the MVAND provides an invaluable benefit of networking with practicing local RDs and DTRs, as well as free access to four quarterly educational lectures on a variety of current edge dietetics/health topics. Benefits of membership included access to monetary scholarships. Scholarships of $250.00 or more are awarded to students from each of the YSU dietetics programs annually. The YSU Student Liaison's attendance at the annual Ohio Academy of Nutrition and Dietetics Conference is fully funded and conference registration scholarships are offered to other YSU dietetics students planning to attend the conference.

APPENDIX E

Your Path to the RDN Credential

