



Policy	Admission Requirements (9.1 A)
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The University of Rhode Island-Sodexo Future Graduate Dietetics Program follows the Graduate School Manual's admissions policies ([Sections 3.0 General Admissions Policies, 3.10 Application Process and 3.20 Admissions Requirements](#)). The admission requirements are:

1. A bachelor's degree must be completed prior to beginning the program. To be a competitive candidate, an overall 3.0 GPA is required.
2. Official transcripts of courses completed at the time of application must be submitted. Final transcripts showing degree completion must be submitted prior to completing the FG Program.
3. A Verification showing DPD completion, a Declaration of Intent Form showing the remaining courses needed for DPD completion, or a list of pre-requisite courses must be submitted. The pre-requisite courses include: 2 courses in anatomy and physiology including 1 laboratory, general chemistry with a laboratory, organic chemistry with a laboratory, biochemistry, microbiology, statistics, general nutrition, advanced nutrition that requires biochemistry and general nutrition as a pre-requisite, 6 credits in medical nutrition therapy or nutrition and disease that includes nutrition assessment and the nutrition care process (course must be completed in the past 5 years), community nutrition or lifecycle nutrition, nutrition counseling and education, foods-related course that includes food science and food preparation, and foodservice management.
4. An applicant statement will be submitted that describes why you are a good fit for the FG program. Include the following in your statement why you want to enter the profession, experiences that have prepared you for your career, your short and long-term goals, and your strengths and weaknesses.
5. Three letters of recommendation are required. At least one recommendation should be from a professor and at least one from a work supervisor. The source of the third reference is the applicant's choice. You should have a recommendation from at least one Registered Dietitian Nutritionist. We strongly recommend that you not ask a relative or family friend to provide a reference for you, even if they are a Registered Dietitian.
6. A professional resume is required for admission. The resume will provide a description of work experiences and will be evaluated based on how relevant it is to the successful completion of the FG program.



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7. Applicants are required to submit an electronic portfolio highlighting your experience, achievements, goals, and commitment to the profession. Additionally, a well-crafted electronic portfolio demonstrates your computer and technology skills.

Date: 4/2021



Policy	Monitoring Student Performance (9.1 B)
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Student performance will be monitored on a regular basis throughout the University of Rhode Island-Sodexo Future Graduate Dietetics Program in accordance with the Graduate School Manual ([Section 10](#) – Scholastic Standing, [Appendix A](#) – Sections A.10 Academic Standards and Integrity, A.12 Grades, A.24 The University Judicial System, and A.26 The Graduate Student Academic Appeals Board) and the University Manual ([Chapter 8](#) – 8.26.13 Appeals Procedure).

University of Rhode Island Monitoring of Student Performance

1. Course instructors will monitor student performance while completing each course. The instructor will utilize an electronic gradebook showing grades in assignments to ensure that the student knows the evaluation of his/her performance in the class. If there is a problem with the student satisfactorily completing assignments, the course instructor will contact the FG Program Director.
2. If any student receives less than C in any course, the course instructor will notify the FG Program Director immediately after grades are submitted.
3. The FG Program Director will contact the student to determine a remediation plan and document this plan in writing.

Sodexo Supervised Experiential Learning Monitoring of Student Performance

1. Preceptors and/or supervisors will monitor student performance while completing each rotation. The Preceptor will meet with the student regularly and evaluate the student on projects completed during the rotation on a timely basis.
2. If there is a problem with the student satisfactorily completing the rotation experiences and assignments, the Preceptor and/or supervisor will contact SEL Region Director.
3. The SEL Region Director will contact the student to determine a written remediation plan. This plan will be reviewed with the FG Program Co-Director.

The FG Program Director will review the grades earned by each student in both didactic and supervised experiential learning courses at the end of each Term. The FG Program Director will ensure that the student has the minimum grades in each course and the minimum overall program grade point average. Any student not meeting program requirements or at risk of not meeting program requirements will be notified.



Date: 4/2021



Policy	Student Retention (9.1 C)
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Student retention in the Future Graduate Dietetics Program is fostered by the interactions with the faculty (FG Program Director, the FG Program Co-Director, the SEL Region Directors, the Preceptors, and the course instructors), through peer interaction, and from the institutional support from the University of Rhode Island and Sodexo.

1. The FG Program Director will serve as the primary contact for the Program with the students. The FG Program Director will be the first contact with the students at admission, will conduct the orientation program, and will serve as instructor of the first course in the Program. The FG Program Director will stay in regular email contact with the students during the Program and will submit them for graduation. This continuous involvement of the FG Program Director with the students will help retain students in the Program.
2. The SEL Region Director will serve as the primary contact for the supervised experiential learning activities completed by the students with Sodexo. The SEL Region Director will be the person to coordinate the rotations for the student thus ensuring the student is comfortable moving from location to location. In addition, the SEL Region Director will review all rotation evaluations as well as correct many assignments throughout the rotations, and as a result will be in constant contact with the student.
3. The FG Program includes many group assignments thus ensuring that these online students meet their classmates. Each cohort of students (24 students) are broken into groups of 4 and supergroups of 8 so that students work together on assignments with people they know. Although these groups will change over the course of the Program, this consistent grouping helps the students to develop a sense of community.
4. The Instructors and Preceptors are selected by the FG Program based on their interest in educating students. The Instructors and Preceptors create a supportive environment while challenging the students to expand their understanding of the field. This overall supportive educational environment helps to retain students in the Program.
5. The University of Rhode Island and Sodexo both have an extensive network of services to help the student become successful. This support network helps to promote student retention.

Date: 4/2021



Policy	Supervised Experiential Learning Documentation (9.1 D)
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1. Students will record Supervised Experiential Learning (SEL) hours weekly on a shared document that is monitored by the SEL Region Directors and Associate Directors. This shared document will track SEL hours, such as in-person activities, simulation, case studies and role playing. It will also include documentation of hours granted for prior learning.
2. Students will be given a rotation schedule for all rotations. Site preceptors will monitor attendance and report any issues to the assigned SEL Region Director or Associate Director.
3. Students must complete the required number of hours, in addition to assignments and demonstrate achievement of the related competencies for each SEL rotation to pass each practicum course in the Future Graduate Program.

Date: 4/2021



Policy	Insurance Requirements, Professional Liability, Background Checks and Drug Testing (9.2 A,B,C & D)
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1. Professional Liability Insurance - Students are under the supervision of Sodexo during the supervised experiential learning rotations, and as a result are covered for professional liability through Sodexo. This covers only those activities that are part of the FG Program.
 - a. Students must have all medical record entries co-signed by the supervising dietitian.
 - b. Any student engaging in outside consulting, or other professional practice, must obtain insurance for those activities on his/her own.
2. Students are required to carry automobile insurance on their automobiles and will be responsible for their safety and the cost of traveling to and from sites, whether by private or public transportation.
3. Students are required to carry health insurance throughout the program and are responsible for costs related to illness or injury while in a facility for supervised experiential learning. Students must provide a copy or scan of their insurance card to their SEL Regional Director prior to orientation to the supervised learning experiences.
4. Criminal background checks will be conducted by Sodexo. Students are responsible for the cost of the background check.
5. Some facilities may require drug testing and/or fingerprinting for students. Students are responsible for obtaining these tests and any cost for obtaining this testing. Students will be notified if these tests are required



Policy	Requirement that students completing SEL must not be used to replace employees & Compensation Practices (9.2 E & F)
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1. A student cannot lawfully replace regular employees, except as part of the learning process, such as during staff relief and assisting staff as a manager would.
2. Students are not paid compensation for any of their activities during the Future Graduate Program.



Policy	Filing and Handling of Complaints (9.2 G)
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The University of Rhode Island-Sodexo Future Graduate Dietetics Program has a process in place for handling complaints that supplements other University wide policies outlining procedures for students with specific concerns (e.g grade appeals-University Manual Section 8.26.13 and Academic Standing and University Judicial System Appeals-Appendix A of the Graduate Student Manual). The process, for other complaints not covered elsewhere, follows the University of Rhode Island's grievance policy published in the Student Manual, pages 80-81. (<https://web.uri.edu/studentconduct/files/Student-Handbook-FINAL-08.22.2019.pdf>)

1. If a student has a concern with a situation with a didactic course, the student should first speak with the course instructor. If the problem is not resolved, the student should submit a written description of the situation to the FG Program Director and the FG Program Co-Director.
2. If a student has a concern with a situation with supervised experiential learning, the student should first speak with the Preceptor or rotation supervisor. If the problem is not resolved, the student should submit a written description of the situation to the SEL Region Director. If the situation is still not resolved, a written description of the situation and a summary by the SEL Region Director shall be forwarded to the FG Program Director and the FG Co-Director.
3. The FG Program Director and the FG Program Co-Director will meet to review any written complaints. They will also speak with the student and the course instructor, the preceptor/rotation supervisor, and/or the SEL Region Director as appropriate. When all parties have been heard, a decision will be made and put in writing. Sodexo Human Resources will be consulted if the complaint is related to Sodexo employed preceptors.
4. If the student does not believe the situation has been fairly resolved, he/she may set up a virtual appointment with the NFS Department Chair (Dr. Ingrid Lofgren, ingridlofgren@uri.edu) to discuss the problem. If this does not lead to an acceptable resolution, the student may contact the Graduate School Dean (Dr. Brenton DeBoef, bdeboef@uri.edu). Dean DeBoef will refer the problem to the appropriate University representative if it cannot be resolved within the Graduate School.
5. The program will maintain a record of student complaints for a period of seven years, including the resolution of complaints.

All students can further seek the assistance of the University Ombud (<https://web.uri.edu/ombud>) and the Bias Resource Team (<https://web.uri.edu/brt/>).



Revised 8/2020; 4/2021



Policy	Process for Submission of Written Complaints to ACEND (9.2 H)
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1. Any individual, for example, student, faculty, nutrition and dietetics practitioner and/or member of the public may submit a complaint against any accredited program to Accreditation Council for the Education in Nutrition and Dietetics (ACEND). However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered
2. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint. If the complainant requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
3. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the chair's review that no further action will be taken.
4. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
5. At the same time as the complainant is notified, the complaint is forwarded to the program electronically with a read receipt request. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence via email.
6. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies submitted electronically no more than 30 calendar days from receipt of the notification, as documented by the record of read receipt.
7. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
8. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.

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9. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
 10. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
 11. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
 12. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program at the program's expense. If the complaint is substantiated and the ACEND board determines that the program is not in 55 compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation.
 13. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
 14. The program has the right to request the ACEND board to reconsider a decision to withdraw accreditation. (See the ACEND Policy & Procedure Manual, Section 2.7)



Policy	Assessment of Prior Learning (9.2 I)
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The University of Rhode Island has a standardized process for students to submit for credit for prior learning (<https://web.uri.edu/manual/chapter-8/chapter-8-3/>).

University of Rhode Island Didactic Assessment of Prior Learning

1. Students who believe that they have achieved the competencies included in a course must notify the FG Program Director at least one Term before the course is offered. The FG Program Director will determine if the prior learning is from coursework, work experience, or the combination of the two and then direct the student to the appropriate process.
2. If the prior learning is from coursework, the student will submit a portfolio of the course materials including a syllabus and completed assignments directly to the FG Program Director for review. If the course is equivalent, the student will be instructed on how to transfer the course into the University and how to add it to the program degree form.
3. If the prior learning is from work experience or a combination of academic coursework and work experience, the student will follow the standardized process described in detail above. The process includes the student developing a portfolio of materials showing the completion of experiences that are equivalent to those found in the course, and the review of the portfolio by a faculty member who is familiar with or teaches a similar course.
4. If credit is given for the course, the student will not have to take a replacement course; FG Program tuition will not be adjusted.

Sodexo Experiential Learning Assessment of Prior Learning

1. Students who have completed at least one year of full-time paid Food Service Management or Community Nutrition work experience in the United States, may be eligible to have some Competencies completed through prior learning assessment.
2. The student must submit a formal request within 2 months after acceptance to the FG Program. The request will include an Application for Credit for Work Experience and supporting documentation. The FG Program Co-Director will determine if the student is eligible to be considered to have hours re-assigned. Once a student is determined to be eligible, the SEL Region Director will send a copy of the curriculum for the students to use in compiling their portfolio.
3. Students who are determined to be eligible must submit a portfolio to the program faculty containing:
 - a. A completed [Application for Credit for Work Experience](#)



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- b. An Inventory of Competencies from Prior Work Experience that describes:
 - i. Competencies they feel they have met
 - ii. How they have met these competencies—include work product or other tangible proof
 - iii. Letter of recommendation from work or supervised practice supervisor, summarizing work completed that relates to the competencies requested
 - iv. Completed Rotation Activities and Evaluation Form for appropriate rotation(s) from supervisor.
 4. Competencies requested must be significant enough that no fewer than 96 hours will be waived
 5. Work must be equivalent or superior to supervised practice activities required by the FG
 6. A maximum of 160 hours will be waived



Revised 8/2020; 4/2021, 3/2023



Policy	Annual Formative and/or Summative Assessment of Student Competence (9.2 J)
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1. Students will receive both formative and summative assessment in each course. Formative assessment will be provided throughout the course on individual assignments, exams and summative assessment will result in the final letter grade for the course. The criteria assessed to determine the course grade are clearly identified in the course syllabus and commonly include multiple methods of assessment (exams, written assignments, presentations, etc.) Students should read the course syllabus carefully at the beginning of the course to be sure they understand the criteria being used for grading. Each semester all grades will be posted on student transcripts, with a session and cumulative grade point average calculated.
2. Summative assessment will be given to students by the preceptor and/or SEL Region Director throughout the SEL practicum and will serve as the basis for formal evaluations.
3. When completing evaluations, the preceptor will initial and score each of the competencies and add comments in the appropriate area. The preceptor and student will review the evaluation together. The student will have an opportunity to comment on the evaluation in the appropriate area. The evaluation will be signed by the preceptor and the student. The student will send the original of the evaluation to the Region Director, who will review, sign, and file it in the student's file. It is recommended that the student keep a copy of all evaluations.
4. A student must achieve a score of meets expectations, exceeds expectations, or outstanding on all competencies in order to pass the rotation.
5. Completion of evaluations is the responsibility of the student. The student will arrange with the preceptor to complete and review the evaluations before leaving the site. Any difficulties encountered in accomplishing this should be brought to the attention of the Region Director.
6. Electronic copies of evaluations will be maintained by the FG Program Director. All evaluations must be on file prior to the completion of the program.



Policy	Program Retention and Remediation Procedures (9.2 K)
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It is the policy of University of Rhode Island-Sodexo Future Graduate Dietetics Program to promote and preserve a safe, productive and pleasant environment which enables students to achieve their highest level of productivity and self-fulfillment. The FG Program requires all students to meet the standards of performance and conduct which have been established for their role. It is everyone's responsibility to treat the program's customers, clients, employees and one another with respect and understanding. It is our intention to have all the students complete the program. However, if a student does not meet URI's or Sodexo's standards for performance and behavior, constructive counseling action may be taken to improve performance or correct behavior.

University of Rhode Island Remediation Procedures

1. The FG Program follows the University's standard policies and procedures for retention and remediation procedures. (Graduate School Manual [Section 10](#) Scholastic Standing, [Appendix A](#) – Sections A.10 Academic Standards and Integrity, A.12 Grades, A.24 The University Judicial System, and A.26 The Graduate Student Academic Appeals Board) and the University Manual ([Chapter 8](#) – 8.26.13 Appeals Procedure). The Graduate School's policy states that all students must earn a C or better in each course and maintain a cumulative GPA above 3.0. Failure to meet these criteria requires immediate review of the student's status with the Program Director and/or Graduate School Dean.
2. Students who do not earn a C or better in any course must retake the course in order to graduate. As courses are only scheduled in certain terms, this will likely result in the student delaying his/her graduation date. The student will need to pay to retake the course; retaking a course is not included in the standard program fee. Students who do not earn a C or better when retaking the course will be terminated from the FG Program.
3. Students who are terminated from FG Program will not be able to continue to complete supervised experiential learning rotations with Sodexo. It will be the responsibility of the student to determine if any completed academic coursework or experiential learning can be transferred to another program.
4. It is the responsibility of the student to be sure that he/she has earned the grades necessary to graduate. Students are strongly encouraged to contact the FG Program Director as soon as they anticipate they may be in academic danger. The FG Program Director can work with the student to identify a plan for remediation. This may include extensions on exams and assignments or course retakes if needed.



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5. The University has many services available to help students succeed. Examples of these services include: The Academic Enhancement Center, the Counseling Center, and the Office of Disability Services.

Sodexo Supervised Experiential Learning Remediation Procedures

1. Students not performing up to specified standards in the supervised experiential learning rotations will have constructive counseling actions to improve performance.
2. If a student is not performing to specified standards, the preceptor will contact the Region Director to discuss the problem.
3. The preceptor and/or SEL Region Director will notify the student of the areas requiring improvement. If necessary, the Region Director will meet with the student and the preceptor.
4. A written, specific performance action plan will be established by the preceptor, the SEL Region Director, and the student in order to assure that the student is able to attain the program competencies. The written action plan will be placed in the student's file and signed by the student.
5. The student will carry out the plan and meet with the preceptor on a regular basis, as specified in the plan, to discuss the student's progress. The student will communicate regularly with the SEL Region Director during this time, as outlined on the performance action plan.
6. It is expected that the length of the rotation, as outlined in the plan, may be extended for the student who is not achieving program competencies.
7. If, after completing the plan, the student still does not meet the required competencies, the SEL Region Director will meet with the student and appropriate rotation preceptors to discuss the feasibility of continuing in the program.
8. If it is determined that competencies cannot be met by a student, the student will be notified that his/her participation in the program is terminated.
9. Students who are terminated from Sodexo supervised experiential learning rotations will be terminated from the FG Program. It will be the responsibility of the student to determine if any completed academic coursework or experiential learning can be transferred to another program.



Revised 8/2020, 4/2021



Policy	Disciplinary/Termination Procedures (9.2 L)
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The University of Rhode Island-Sodexo Future Graduate Dietetics Program follows the Graduate School Manual’s guidelines for academic standing and dismissal ([Section 4.90](#) Dismissal for Scholastic Reasons, [Section 4.95](#) Dismissal for Other Reasons, [Section 10](#) Scholastic Standing, [Appendix A](#) – Sections A.10 Academic Standards and Integrity, A.12 Grades, A.13 Plagiarism, A.24 The University Judicial System, and A.26 The Graduate Student Academic Appeals Board) and the University Manual ([Chapter 8](#) – 8.26.13 Appeals Procedure). The Program has a plan in place to correct most types of unsatisfactory performance or conduct thorough remediation measures. See the Student Retention and Remediation Policy (9.2K) for details. Students will be terminated from the FG Program if they are unable to complete courses with a grade of C or better with two attempts, do not maintain a 3.0 overall GPA, or are unable to complete supervised experiential learning rotations with two attempts. In addition, some types of performance and misconduct are so severe that they may warrant termination, without any prior counseling action steps.

University of Rhode Island Termination Examples:

1. [Dismissal for scholastic reasons](#) - A student failing to maintain acceptable scholastic standing is subject to dismissal from a graduate program. All students are expected to maintain a cumulative average of B (3.00) or better. Students who do not maintain a cumulative B (3.00) average will have their status reviewed and may be placed on provisional status or dismissed.
2. [Dismissal for Other Reasons](#) - A student in good scholastic standing is also subject to dismissal from a graduate program and from the Graduate School for falsification of application materials. Satisfactory progress in a program also involves maintaining the standards of academic and professional integrity. Failure to maintain these standards may result in dismissal from the program and the Graduate School. A graduate student may be dismissed for a serious infraction of University standards and policies, as outlined in the University of Rhode Island Student Handbook. <https://web.uri.edu/studentconduct/conduct-system/> This would include, but not limited to, such infractions as intent to plagiarize, purposeful falsification of data or experimental results, knowingly presenting false data in journals, publications or at conferences, malicious destruction of laboratory equipment, or making false claims about credentials or progress. A student who has been dismissed for non-scholastic reasons is not eligible to re-enroll or to re-apply to the Graduate School.

Sodexo Supervised Experiential Learning Termination Examples:

1. A student who has completed the remediation action plan without successful results as determined by the SEL Region Director. Failure to carry out reasonable assignments after repeated requests



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2. Any violation of Sodexo's or the facility's policy on ethical conduct.
 3. Insubordination or failure to carry out reasonable requests made by the manager or supervisor.
 4. Theft, attempted theft, or removal of property from the premises without proper authorization.
 5. Willful misuse or destruction of Company, Client or a co-worker's property. Sleeping during work time or leaving the job without authorization.
 6. Any violation of the Company's Drug and Alcohol Use policy, including the possession or consumption of illegal drugs or alcoholic beverages or being under the influence of illegal drugs or alcoholic beverages on Company time or on Company/Client premises. (See Sodexo Policy: Drug and Alcohol Use.)
 7. Gambling on Company time or on Company/Client premises.
 8. Sexual harassment or other harassment or discrimination of any kind, including bullying such as verbal abuse, racial slurs, social media misuse and online or phone conversation or texts.
 9. Possession of a dangerous weapon on Company/Client premises.
 10. Any disorderly conduct, such as profanity, yelling or vulgar, abusive or obscene language while on Company premises or arising out of Company business.
 11. Misuse of copyright, or plagiarism.
 12. Willful falsification of application, patient, or financial records.
 13. Conviction of a felony or off-duty conduct which relates to the student's ability to function in the program or the Company's integrity or reputation.



Revised 8/2020, 4/2021



Policy	Graduation and/or Program Completion Requirements (9.2 M)
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Completion of the University of Rhode Island-Sodexo Future Graduate Dietetics Program is contingent upon achievement of the required competencies, which are outlined by the Accreditation Council for Education of Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The Program follows the Graduate School Manual’s guidelines for academic standing ([Section 10](#) Scholastic Standing, [Appendix A](#) – Sections A.10 Academic Standards and Integrity and A.12 Grades) and master’s degree requirements ([Section 7.40](#)). The completion requirements are detailed below.

1. Sodexo completion requirements
 - a. Completion of the required number of hours in each SEL practicum.
 - b. Satisfactory completion of all rotations and achievement of entry level competency in all rotations, by meeting or exceeding expectations on all Rotation Activities Evaluation Forms (RAEF).
 - c. Satisfactory completion of all assignments as determined by the Region Director.

2. University of Rhode Island completion requirements
 - a. Satisfactory completion of all MS in Dietetics coursework with a grade of C or better.
 - b. Completion of all degree requirements with an overall GPA of 3.0 or higher.

3. The degree requirements shall be met within two calendar years after the date when the student is first enrolled. With the submission of a written request for an extension and a schedule for completion, endorsed by the major professor and the Graduate Program Director, a specific, time-limited extension may be approved by the Dean of the Graduate School.

4. Financial obligations to Sodexo and to the University of Rhode Island paid in full.

5. Many states have licensure for dietitians. It is the student’s responsibility to know what the regulations are in the state where the student will practice. Before graduation, students will check their state’s licensure regulations to assure that they are complying with the licensure requirements for the state where they are accepting employment.



Policy	Verification Statement Requirements and Procedures (9.2 N)
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1. All students who successfully complete the FG Program are issued Verification Statements indicating that they have completed an Accreditation Council for Education in Nutrition and Dietetics' accredited program.
2. The University of Rhode Island-Sodexo FG Program Director will issue 3 copies of the Verification Statement to the student. The Program Director maintains a copy of the Verification Statement indefinitely.
3. The FG Program Director will submit the required documentation to the Commission on Dietetic Registration (CDR), using the online CDR Registration Eligibility Processing System.



Policy	Programs using distance instruction and/or online testing, must employ strategies to verify the identity of a student (9.2 O)
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1. Students are issued an individual secure username and password by the University of Rhode Island at the time of enrollment.
2. This login is used to access course content through the University's learning management system (Brightspace).
3. All online student work is submitted through this system and student identity is verified at each login.



Policy	Withdrawal and Refund of Tuition and Fees (9.2 P)
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The University of Rhode Island-Sodexo Future Graduate Dietetics Program follows the Graduate School Manual’s policies on withdrawal ([Section 4.50](#)), leaves of absence ([Section 4.30](#)) and refund of tuition and fees ([Section 6](#)).

University of Rhode Island Refund Policy

Withdrawal from the University is a serious matter, which deserves careful consideration by the student in consultation with the FG Program Director.

1. If the student concludes that a Leave of Absence is not in their best interest, they will fill out a withdrawal form to officially terminate their graduate status. This form shall be submitted to the Dean of the Graduate School.
2. The refund of tuition and fees will follow the standard University [schedule](#).

Sodexo Supervised Experiential Learning Refund Policy

Students who withdraw from the program voluntarily may be eligible for a partial refund according to the guidelines below. Students who withdraw voluntarily must submit their intention to withdraw in writing to the SEL Region Director who will forward it to the FG Program Director.

1. No refund will be made on the initial tuition deposit paid when the student is accepted into the program. This includes voluntary resignation and termination resulting from disciplinary procedure.
2. The remaining tuition will not be refunded once the student starts the program. In the event the student pays partial or whole tuition prior to the start date of the studentship and withdraws prior to the start of orientation, only the tuition minus the deposit will be refunded.

Date: 7/2012 Reviewed: 9/2014; 8/2019 Revised: 8/2020, 4/2021





Policy	Program Schedule, Vacations, Holidays and Leaves of Absence (9.2 Q)
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1. Program Schedule.
 - a. Students will follow the University's accelerated online academic [calendar](#). Students complete the courses in a predetermined order as part of a cohort and must be enrolled for the courses as indicated in the course schedule. Students complete the program over the course of 12 months.
 - b. There are built-in weeks off between sessions and terms as outlined on the course calendar.
2. Vacations
 - a. Vacations outside of the designated weeks off will not be approved by the Program.
3. Holidays
 - a. Students may be scheduled to work on the day of a legal holiday if a rotation assignment or experience requires it
 - b. Accommodations in scheduling holiday time for religious and cultural needs will be made. Students are responsible for making the program management personnel aware of these needs early in the program year.
4. Leave of Absence from University of Rhode Island
 - a. Students who must leave the University for a period of one Session or more due to military service, illness, financial hardship, childbirth, adoption or other circumstances should apply for a [Leave of Absence](#).
 - b. The request should be made in writing by the student to the Dean of the Graduate School, accompanied by a Leave of Absence form, carrying the endorsement of the GP Director.
 - c. Courses are only taught in certain Sessions each year and students will need to wait until the courses are offered to take any courses missed while on the Leave of Absence. This will likely delay graduation.
5. Leave of Absence from Sodexo Supervised Experiential Learning
 - a. Students who cannot complete SEL activities for a 7-week session or longer need to file for a Leave of Absence from the URI Graduate School. Students who file for a Leave of Absence will be unable to take any classes that session, including both didactic courses and SEL courses.
 - b. The SEL Region Director will determine which competencies still need to be met by the student when he/she returns from the Leave of Absence. A plan will be established by the Region Director, the student, and, if appropriate, the preceptor so

that the student can attain all program competencies. The student, SEL Region Director, and GP Co-Director will sign the plan.

- c. Students who need to reschedule participation in SEL for more than 2 weeks but less than 7 weeks will submit the request in writing to the Region Director for approval. The request will include the reason for rescheduling, the estimated time frame, and the expected date of return to the program. Requests to reschedule for medical reasons must be accompanied by a note from a physician verifying the illness and expected length of time needed. A note from a physician stating that the student is ready to return to the program is required before the student can restart rotations.

6. Program Completion Timeline

- a. Because of accreditation guidelines, both didactic and SEL courses need to be completed within 6 terms or 2 years which is 200% of total program length. Students who need more than 2 years to complete the program need to have extenuating circumstances which are approved by both the GP Director and the GP Co-Director along with the Dean of the Graduate School.



Policy	Protection of Privacy and Access to Personal Files (9.2 R, S)
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It is the intent of the University of Rhode Island-Sodexo Future Graduate Dietetics Program to ensure the proper use and privacy of student records and personally identifiable student information. The following will be observed:

1. The University maintains student records primarily for educational purposes. The detailed policy on the protection of the privacy of student records is detailed in the [Graduate Manual – Appendix C](#).
2. Procedures for the release and disclosure of student records maintained by the University of Rhode Island are in large measure governed by state and federal laws. Where the law is silent, the University is guided by the principle that the privacy of an individual is of great importance and that as much information in a student's file as possible should be disclosed to the student on request.
3. Students have reasonable access to their personal records, upon request, and a means for correcting or amending the record in dispute by attaching a concise written statement. If the student requests a review of his/her personal record, this must be completed with the Region Director and one other observer present.
4. Personal information about a student may be released outside of the University of Rhode Island-Sodexo Future Graduate Program only with the written consent of the student, except to verify employment or student status or satisfy legitimate investigatory, regulatory or other legal obligations.
5. Students are not allowed access to materials in their application packet that they have waived the right to see (i.e. recommendations.)
6. Students may not have access to the files of other students or staff members.
7. Students should be aware that in accordance with federal law, the University may, without consent, release information from conduct records if the record contains violations involving violence or issues of safety and well-being.



Policy	Access to Student Support Services (9.2 T)
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University of Rhode Island-Sodexo FG Program students are afforded the same support services as all University students with the exception of the ability to purchase health insurance.

1. University of Rhode Island students have access to various support services including the Library, Online Student Support Center, the Academic Enhancement Center, Disability Services, Information Technology Support, counseling and financial aid resources.
 - a. The University [Library](#) allows students access to the journal articles needed to complete the program.
 - b. The Online Student Support [Center](#) offers general guidance for students enrolled in online programs.
 - c. The [Academic Enhancement Center](#) provides multiple forms of support, including online support from peer writing consultants.
 - d. [Disability services](#) provides academic accommodations to all students with a documented disability.
 - e. Information Technology [Support](#) offers assistance with technology problems and URI's learning management system (Brightspace) has a 24/7 live chat.
 - f. The [Counseling Center](#) offers both individual and group therapy to students in need.
 - g. All students are eligible for [financial aid](#) to cover the tuition for both the University of Rhode Island and for Sodexo.
 - h. As online students, students enrolled in the program are unable to participate in university-sponsored health insurance since they are not able to utilize the on-campus health services facility.

2. Sodexo also provides a variety of support services to the FG students.
 - a. A limited number of scholarships may be available from Sodexo; students must apply for these scholarships. Sodexo does not provide financial aid.
 - b. Students continuing to work at least 30 hours a week on Sodexo payroll may be eligible for tuition reimbursement, depending on the number of hours worked. Students are responsible to complete paperwork requesting this benefit and must seek approval from the Sodexo unit where they work.
 - c. Most clinical sites have access to a medical library. Students should have access to this service as well. If the articles are not available through the URI Library and there is a charge for articles ordered, the FG Program may be able to pick up any reasonable cost for materials related to supervised practice activities or assignments. Approval by the Region Director and the FG Program Director must be obtained prior to ordering the material and a receipt must be provided in order to receive reimbursement.
 - d. Cost of meals and parking vary from facility to facility. Students are responsible for parking, meal costs, and any unanticipated costs related to the facility. Students may be eligible for the same benefits accorded to staff.



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- e. Liability insurance is provided by Sodexo for all students while they are completing the Supervised Experiential Learning rotations.
 - f. Students are required to pay for and carry health insurance throughout the program and are responsible for costs related to illness or injury while in a facility or supervised practice site.
 - g. Sodexo offers its salaried and administrative/clerical employees and Sodexo dietetic students access to the Employee Assistance Program (EAP). Eligible employees and their family members are automatically covered from the employee's date of hire. No enrollment is necessary. The EAP offers voluntary professional counseling services covering a wide range of personal and work-related problems such as:
 - i. Access to Life Works, resource for work-life balance, phone # 1-888-267-8126
 - ii. Emotional stress
 - iii. Financial matters
 - iv. Legal problems
 - v. Grief
 - vi. Child or spouse abuse
 - vii. Job stress
 - viii. Work-related issues
 - ix. Substance abuse



Policy	Confidentiality Agreement
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The follow confidentiality statement will be signed by all interns and students before starting the internship:

I understand that I must hold in strict confidence all information relating to Sodexo, all rotation facilities and their respective patients, clients, employees, interns, students, volunteers and contract personnel. I understand I have a legal and ethical responsibility to prevent access to and disclosure of confidential patient, client, employee, intern, student, volunteer, contract personnel and non-public institutional information without proper authorization or for unauthorized purposes.

I understand that information classified as confidential includes all medical, personal, or other information about a patient, client, employee, intern, student, volunteer, or contract personnel, as well as non-public information about Sodexo and all rotation facilities. This information includes, but it not limited to:

- Diagnostic/procedural/test data
- Appointment information
- Notes, letters, reports concerning the examination, treatment and observation of patients/clients
- Conversations or educational discussions with or about patients and/or employees
- Written correspondence and fax, e-mail, or other electronic communication
- Observations of patients/clients and/or employees
- Demographic data, i.e. address, age, telephone number, employer, etc.
- Insurance information
- Administrative and financial data
- Salary, salary history and employment records of all current or former employees
- Sodexo proprietary information, including but not limited to information on Sodexonet.

I understand that I may access only that information which is necessary to perform my job. I understand that I do not have the right, apart from performing my duties, to access confidential information of any patient, employee, intern, student, volunteer or contract personnel, including my spouse, other family members, co-workers or friends, without written authorization by those individuals. If my duties require that I access the confidential information of people known to me, I will not discuss my knowledge of the information with those people.

I understand that any violation of confidentiality as represented by this Confidentiality Statement, whether intentional or not, may result in disciplinary action, up to and including immediate termination from the program. I may also be subject to civil and/or criminal penalties.

Signature _____

Date _____

Print Name _____



Graduate Program Student Agreement between Sodexo and

(Student)

Sodexo Dietetic Internship accepts the student to participate in the Supervised Experiential Learning (SEL) (The Program) for the terms set forth and the student agrees to participate in The Program in accordance with the terms and conditions set forth in the “Policy and Procedure Manual” for the University of Rhode Island Sodexo Graduate Degree Program.

Sodexo agrees to:

1. Provide educational practice experiences following the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Standards for Graduate Programs.
2. Provide formal and informal evaluations and feedback on a regular basis, with no more than 25 rotation days between formal evaluations.
3. Provide adequate resources and facilities to carry out the requirements of The Program.
4. Provide necessary staff support and guidance to enable the Intern to carry out the requirements of The Program.
5. Provide the student with completed assessments required for completion of the University of Rhode Island Practicum Courses.

The student agrees to:

1. Be responsible for expenses outlined on the Graduate Program website.
2. Adhere to the rules, regulations and policies of Sodexo and affiliating institutions during the term of the Program, and as outlined in the “Policy and Procedure Manual” for The Program.
3. Satisfactorily complete all required hours, competencies, and assignments before the end date of The Program.
4. Provide proof of Health Insurance and information for completion of background criminal check prior to the start of The Program.
5. Complete physical examination form with required laboratory tests prior to the start of The Program.
6. Provide -at Student’s expense- results of tests (i.e. drug tests or fingerprinting) which may be required by supervised experiential learning facilities.
7. Pay all required tuition and fees prior to the start of The Program.



8. Read and adhere to the Confidentiality Statement as outlined in the “Policies of the Graduate Degree Program” and specific confidentiality policies of the individual SEL facilities.

The student understands that:

1. Failure to complete performance requirements because of:
 - a. Unsatisfactory evaluations
 - b. Failure to complete assignments in a satisfactory manner
 - c. Failure to meet required competencies
 - d. Failure to comply with policies of the Program
 - e. Excessive absences

will lead to extension of specific rotations and may lead to referral to URI for remediation measures.

2. It is expected that SEL Program requirements will be completed within twelve (12) months of The Program start date. Continuation in The Program after that time will result in a continuation fee, equal to 1/12 of the current tuition, each month until the student has completed The Program requirements. Failure to complete The Program requirements within two (2) years of the start date will lead to termination unless a specific alternative plan is agreed upon between the student, the SEL Region Director and the University of Rhode Island.
3. Students are assigned to client sites where Sodexo provides client services. If Sodexo and the client ends the contractual agreement for services, Sodexo Dietetic Internship will make reasonable efforts to accommodate the affected student at a site within the student’s preferred geography.
4. Students are assigned to rotation sites based on the student’s geographical preferences and availability of sites. Because of the limited availability of sites, Sodexo Dietetic Internship will not approve requests to change rotation sites except in extenuating circumstances.

Student: I have read, understand and agree to the terms of this contract. I have read, understand and agree to abide by all the Policies of the University of Rhode Island Sodexo Graduate Program.

Student Signature _____

Date _____

Student Print Name _____

SEL Region Director Signature _____

Date _____

SEL Region Director Print Name _____