

# Nutrition and Dietetic Internship Policy and Procedure Manual 2024 - 2025



**CUNY**  
**SPH** GRADUATE  
SCHOOL  
OF PUBLIC  
HEALTH  
& HEALTH  
POLICY

## Table of Contents

<b>Topic</b>	<b>Page(s)</b>
Introduction to the Nutrition and Dietetic Internship Program	3
Accreditation Statement	3
Internship Program Mission Statement	3
Goals and Objectives for the Program	3
Professional Code of Ethics	4
Confidential/Privileged Information Guidelines for Interns	4
Statement of Nondiscrimination	5
Equal Opportunity in Selection of Interns	5
Requirement for Master's Degree	6
Admission Criteria & Selection Process	6
Distance Internship Option	6
Wait List for Alternates	7
Maintenance of Intern records	7
Liability & Medical Coverage for Interns	7
Injury or illness while in a facility for supervised practice	8
Confidentiality of Intern Records	8
Access to personal files	8
Intern Photo Identification	8
Drug testing and criminal background checks	9
Preceptor and Rotation Site Selection	9
Rotation Site Affiliation Agreement Policy	10
Program Length & Breakdown	10
Scheduling and program calendar	11
Internship Courses and Non-credit Option	11
Withdrawal and refund of tuition and fees	12
Deadlines for Internship Course Completion	13
Formal assessment of intern learning	13
Internship Completion Requirements, Retention and Remediation Policy	13
Verification statement procedures	14
Conduct	15
Access to intern support services	15
Conflict Resolution Procedure for Interns	16
Attendance/Tardiness Guidelines for Interns	16
Disciplinary / termination procedures	17
Assessment of prior learning and credit towards program requirements	20
Academic Policies of the CUNY SPH	23
Student Regulations and Rights	27

## **Introduction to the Nutrition and Dietetics Internship**

The nutrition and dietetics internship (NDI) is a supervised practice program that enables graduates to establish eligibility to write the registration examination for dietitians and to apply for active membership in the Academy of Nutrition and Dietetics (AND). The NDI provides a minimum of 1,000 hours of supervised practice experience to meet the competencies for entry-level dietitians and the standards of education set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting arm of AND. Eligibility for acceptance into the NDI includes completion of a baccalaureate degree and an AND-approved Didactic Program in Dietetics (DPD). Additional information about the Academy may be obtained from <http://www.eatright.org>

## **Accreditation Statement**

The Nutrition and Dietetics Internship has been granted Full Accreditation Status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

ACEND may be reached at 312-899-0040, ext. 5400, or by writing to the following address:

Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190, Chicago IL 60606-6995

## **Educational Purpose of the Nutrition and Dietetics Internship**

The purpose of the Nutrition and Dietetics Internship is the professional education of Nutrition and Dietetic Interns. Facilities and preceptors working with NDIs are not allowed to *replace* employees with interns.

## **Mission Statement, Program Goals and Objectives**

**Mission:** The Nutrition and Dietetics Internship at the CUNY Graduate School of Public Health and Health Policy prepares entry level Registered Dietitian Nutritionists in a collaborative and accessible environment to provide nutrition care and services for the diverse populations of New York City, nationally, and the world.

### **Program Goals and Objectives of the SPH Nutrition and Dietetic Internship are:**

**Goal 1.** Prepare graduates for employment as entry-level Registered Dietitian Nutritionists.

#### **Objectives:**

a. Program Completion: At least 80% of interns will complete the Program requirements within 150% of the Program length (13.5 months).

b. Employer Satisfaction: At least 80% of employer survey respondents will rate program graduate's overall preparation for assuming the responsibilities of entry-level practice as "competent" or better.

c. At least 80% of program graduates take the CDR credentialing exam for Registered Dietitian Nutritionists within 12 months of program completion.

d. 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 Registered Dietitian Nutritionists is at least 80%.

**Goal 2.** Prepare graduates who are competent in population-based nutrition and dietetics practice.

#### **Objectives:**

a. Graduate Employment: Of graduates who seek employment, 80% will be employed in nutrition and dietetics or related fields within 12 months of graduation.

b. Employer Satisfaction: At least 80% of employer survey respondents will rate Program Graduate's overall competency in Community and Population Health practice as "competent" or better.

Program outcomes data are available upon request.

## Professional Code of Ethics

### Policy

Interns will adhere to the Academy of Nutrition and Dietetics Professional Code of Ethics

### Procedures:

Interns will become familiar with the Professional Code of Ethics distributed and discussed in Orientation. (See **NDI Handbook**.)

Interns will discuss ethical issues in classes and with preceptors in order to understand their application to each specific setting.

Interns will especially be careful about patient confidentiality. (See: Health Insurance Portability and Accountability Act (**HIPAA**)). No patient names or defining initials or information shall be used in class assignments or case studies. Discussions about patients will be limited to closed meeting and classrooms without visitors.

## Confidential/Privileged Information Guidelines for Dietetic Interns

### Policy:

It is the policy of the program in Food & Nutrition in Public Health, the CUNY SPH (and all of the internship sites) to use and maintain all sensitive, privileged or restricted information in a strictly confidential manner. Confidential/privileged information includes, but is not limited to, sensitive and/or proprietary information concerning general departmental business or administration, student information, patient medical information, employee information or any other restricted information, data or material in any form.

### Procedure:

All dietetic interns shall comply with the provisions of this policy and are prohibited at any time during or after their participation in the Dietetic Internship Program from inappropriately accessing, using in any way, revealing or otherwise disclosing either directly or indirectly sensitive, privileged or restricted information, data or material of a confidential nature as defined in the policy statement above.

Dietetic interns may access, use, maintain, reveal or otherwise disclose confidential/privileged information only in the performance of their duties and responsibilities, for legitimate business related to the school district, hospital, or community setting and with prior appropriate management approval.

**Avoid discussions of this nature in public areas such as cafeterias, corridors, elevators, etc, where your conversation may be overheard. Use discretion in handling written communications concerning patients / clients information.**

It is the responsibility of each dietetic intern to strictly adhere to this policy. Interns violating this policy are subject to corrective action, up to and including immediate dismissal.

A dietetic intern who knows or becomes aware of a violation of this policy is obligated to make immediate full disclosure to the internship director of knowledge of any deliberate or inadvertent breach of confidentiality by himself or herself or any employee of the facility.

**Note:** It is the responsibility of all preceptors to inform their dietetic interns regarding the use of confidential or privileged information.

## **Statement of Nondiscrimination Equal Opportunity in Selection of Dietetic Interns**

### **Policy:**

The Dietetic Internship supports the policy of equal opportunity and Affirmative Action as set forth by the CUNY SPH and the Board of trustees of the City University of New York. The program in Food & Nutrition and Public Health of The CUNY SPH will fill dietetic intern positions with qualified individuals, without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity or expression, marital status, disability, genetic predisposition or carrier status pregnancy, childbirth or related conditions, alienage, citizenship, military or veteran status, or status as victim of domestic violence.

### **Procedure:**

The CUNY SPH is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence in its student admissions, employment, access to programs and administration of educational policies.

Any student who is discriminated against on the basis of any of these attributes will be afforded due process in accordance with Section 15.3 of the Student Disciplinary procedures of the City University of New York Bylaws, Article XV.

Information regarding ethnicity and sex is voluntarily provided by students only for purposes of statistical reporting.

No intern will be denied entrance into the NDI based on race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity or expression, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence.

## **Admission Criteria & Selection Process**

Students must meet the following criteria to be admitted to the CUNY SPH Dietetic Internship.

- Verification of completion of AND Didactic Program in Dietetics requirements
- Completion of an application in the DICAS
- Admission to the MPH degree program is encouraged, although it is not required.

All completed applications are read, reviewed and the highest rated applicants are invited to enroll. Factors that will determine the ranking of students include:

1. Quality of the personal statement
2. GPA – general and DPD Courses
3. Employment / Volunteer Experience
4. Honors, awards, activities
5. Recommendations
6. GRE scores, if available
7. Completion of the NYS CDN credential, with a passing score on the RD exam within the past 4 years, if applicable.
8. For Distance Interns, completeness and quality of proposed program plan and preceptors

A note about GPAs: Applicants with a GPA of less than 3.0 are unlikely to rank high enough to be admitted to this program.

Completed applications submitted to DICAS and D&D Digital by the application deadline, and demonstrating compliance with all application requirements, will be reviewed by the internship selection committee.

**Requirement for master's degree completion before beginning the internship.**

Eligibility to enroll in the internship includes the requirement to submit a transcript indicating conferral of a master's degree from an accredited institution, or an intent-to-complete-degree form, indicating that this degree will be awarded prior to September 1<sup>st</sup> of the upcoming internship year. Intent-to-complete forms must be signed by the applicant's academic advisor. Failure to complete the master's degree by the date specified will result in delay in starting the internship, or dismissal from the program at the discretion of the internship director.

Qualified students in the MPH degree program at the CUNY School of Public Health who are near to completion of their degree may be allowed to complete their final courses, Fieldwork and Capstone, during the Internship term. Completion of the Dietetic Internship will be contingent on completion of the MPH degree requirements.

**Pre-select option for CUNY SPH MPH students**

Qualified students in the MPH degree program at the CUNY School of Public Health may opt for direct enrollment into the Dietetic Internship through the pre-select option, without having to complete a separate DI application.

**Recency of Education Policy**

Nutrition and Dietetic Internship applicants must have graduated from their most recent educational program or completed additional academic coursework within five years of application, as per the date on their most recent transcript, or alternatively present documentation of ongoing professional work experience and continuing education in food and nutrition.

Applicants who meet admissions requirements will be chosen for computer matching, and ranked according to the criteria above.

Interns will be notified of their acceptance to the DI by the Internship Director.

Accepted interns must contact the DI Director to accept their placements within 1 week of notification. Failure to do so may result in the loss of placement.

## **Distance Internship Option**

**Policy:**

The CUNY SPH Dietetic Internship offers a distance learning option.

This track is especially intended to include non-traditional interns who might find it difficult to participate in a conventional dietetic internship, but who never-the-less show potential as Registered Dietitians.

**Procedure:**

Distance interns must be able to locate supervised practice sites equivalent to those currently utilized in the program, including Medical Nutrition Therapy, Food Service Management, Community/ Public Health Nutrition, Research and Informatics. Curriculum and evaluation materials will be provided by the Internship. All interns will be issued unique individual login IDs and passwords for accessing on-line materials.

Supervised practice sites must be reviewed by the Internship Director prior to starting the Internship. All sites will be required to sign an affiliation agreement with the CUNY SPH prior to accepting interns for supervised practice, with the exception of those who are employees of CUNY.

### **Wait List for Alternates**

Applicants who are not ranked highly enough for admission to the program in the first round of offers, and who have not enrolled in any other programs, shall comprise the Wait List for Alternates. They remain so in the order in which they were ranked. In the event of an intern being unable to accept a placement, or dropping out early in the program (before Intern Orientation in September), an alternate from the wait list will be contacted and offered the vacated position. Should the first alternate decline the position, the next ranked person will be contacted and so on until the position is filled.

## **Maintenance of Dietetic Intern records**

### **Policy:**

Dietetic Intern records, including transcripts and DPD Verification Statements for admission, rotation schedules and NDI Verification Statements at completion will be kept indefinitely.

### **Procedure:**

A file will be created for each dietetic intern at the time at which they accept a match into the Internship. Application materials previously received from each intern will be reviewed and placed into their respective files. Materials will specifically be inspected for presence of all academic transcripts with degrees conferred as appropriate, and DPD statements with correct information. If complete information has not yet been received, incoming interns will be contacted and requested to provide this. Interns will not be allowed to begin rotations until they have provided all the required documents to the NDI Director.

This procedure will be communicated to incoming dietetic interns in the introductory materials sent to them prior to their arrival at the internship. It will be reiterated in the Dietetic Intern Manual they receive on the first day of orientation.

The following documents will be retained on file for all Dietetic Interns

- DPD Verification Statement
- Official Transcript(s) with degree(s) conferred
- Application materials and contact information
- Insurance information
- Health verification and documentation
- Rotation schedules
- Evaluations
- NDI Verification Statements
- RDE Misuse Statement
- Name/Address Verification Form

## **Liability & Medical Coverage for Dietetic Interns**

### **Policy:**

All dietetic interns are required to obtain professional liability insurance and medical insurance prior to starting the Internship Program.

### **Procedure:**

Interns are responsible for securing their own professional liability insurance and medical insurance for coverage during the course of the Internship Program.

All interns will provide proof of professional liability insurance and medical insurance coverage prior to the start of the Internship Program. It is required that each dietetic intern has a policy that covers a minimum of \$1,000,000 each incident/\$3,000,000 aggregate.

If an intern is injured or becomes ill while on duty, he/she will be treated at the nearest emergency care center at the intern's expense.

Interns are responsible for their own safety in travel to and from assigned rotations during the course of the Internship Program.

## **Confidentiality of Nutrition and Dietetic Intern Records**

### **Policy Statement:**

Board of Trustees guidelines and the Federal Education Rights and Privacy Act (FERPA) of 1974 permit only specific information concerning current and former students to be made available to those parties who have a legitimate interest in the information.

No information from the intern's personnel record, other than name, job title and an inclusive date of study is to be released without written consent of the intern or a court order. The personnel record may be examined only by the intern and by faculty/preceptors of the Internship who are or could become responsible for supervision of the intern.

Intern records that are protected include all reports of disciplinary action (including records of oral and written warnings), all performance evaluations and supporting documentation, and attendance and employee health records.

### **Access to Confidential Records Procedure**

By filing a letter with the program in Nutrition and Food Science an intern or former intern may request that any or all of the above information not be released without the intern's prior written consent. This letter may be completed, withdrawn or modified at any time.

Interns may have access to their records by submitting a request in writing to the NDI director. The Director will inform the interns when and where records may be inspected.

Faculty/preceptors are permitted to review the personnel records of their interns.

**Note:** It is the responsibility of all preceptors to inform their interns of this policy and to adhere to it. It is the responsibility of the Internship Director to administer this policy.

## **Student Photo Identification**

### **Policy:**

An initial Photo I.D. will be issued to all enrolled interns free of charge. This student photo I.D. will allow entrance and use of SPH facilities. All interns are required to show their SPH Photo I.D. at all times when entering the School's building and transacting School business. A Replacement ID will be available at a nominal fee. Appropriate identification will be required before issuing a student I.D.

### **Procedure:**

Newly admitted interns receive their first I.D. free of charge during their first semester. Interns not able to obtain a photo ID in person will send a passport-style photo to Public Safety for the purpose of generating the photo ID.



## **Drug testing and criminal background checks**

### **Policy:**

Interns comply with the drug testing and/or criminal background checks required by any of the rotation sites.

### **Procedure:**

All interns are required to provide the results of a urine (or blood) toxicology screening with their physical exam report to the Internship Director during Orientation. Upon request, interns provide any required information and/or test results, also including but not limited to fingerprinting, blood or urine specimens. Required background checks will be done by the School.

## **Preceptor and Rotation Site Selection**

### **Policy:**

Appropriate rotation sites and qualified preceptors are recruited and retained.

### **Procedure:**

Utilizing the ACEND Accreditation Standards for Internship Programs in Nutrition & Dietetics and the Core Competencies for the RDN, along with input from interns and program alumni as guidelines, preceptor recruitment and retention is continuous and ongoing.

## **Criteria and process used to select preceptors**

### **Criteria:**

1. Sites must have an ongoing nutrition program or activities with a plan for the intern(s) they plan to host consistent with attainment of current ACEND competencies.
2. RD with at least 1 year of experience for clinical rotations. For other rotations, the RD credential is desirable, and all preceptors must have a degree, certification, or at least 1 year of experience in nutrition or dietetics or a related field.
3. Prospective preceptors must have a good reputation within their field of expertise as evidenced by past performance and verification from supervisor/manager/director/co-workers.
4. Prospective preceptors must demonstrate the desire to take on the extra responsibility of interns.
5. Prospective preceptors must demonstrate excellent communication skills orally and in writing and collaborate with NDI Director on a continual basis.

### **Process:**

Each year interns evaluate each rotation / preceptor on the following criteria:

Professionalism, Support/encouragement of learning, Mentorship, Respect for Intern, Organization of the experience, Expertise, and Teaching ability.

Once a preceptor is chosen that fits the above criteria they are given a trial period through one intern class. Based on the evaluations and feedback from interns and communication or issues that may have arisen a determination is made as to whether this preceptor will be allowed to continue. Preceptors must maintain an overall "satisfactory" rating from 80% of interns in order to remain with our program.

## Rotation Site Affiliation Agreements

### Policy:

Affiliation agreements are established and maintained with rotation sites external to the City University of New York prior to placement of interns. Faculty, staff, or other employees of CUNY are understood to be already bound by all policies and procedures established by CUNY, and therefore do not require an additional affiliation agreement when serving as preceptors.

### Procedure:

The standard CUNY policies and practices for establishment and renewal of Affiliation Agreements will be followed by the Nutrition and Dietetic Internship program. See:

<https://www2.cuny.edu/about/administration/offices/legal-affairs/faculty-students-staff/#affiliation-agreements>

Interns will not commence rotation work at a site until a fully executed Affiliation Agreement has been received from the CUNY Office of General Council.

## Program Length & Breakdown

The Internship begins with an orientation to the program. Distance interns will also participate in orientation activities, either live or via conferencing with the Internship Director.

Orientation activities include:

- Overview of the School and Program
- Review of the Policies and Procedures Manual and Intern Handbook
- Collection and review of all required documents (if not previously submitted)
- Paperwork for first rotations (assignments, schedules, processing through volunteer office)
- Review of NDI Student Manual
- Semester schedule (mandatory meetings, NDI seminar dates, etc.)
- Overview of supervised practice rotations (what to expect, professional conduct, pre-rotation assignments and curriculum, journals, competencies, evaluations)
- Guest speakers

Following orientation, interns begin their supervised practice rotations. The AND competency statements for entry-level RDNs were used to design the supervised practice curriculum.

The internship is 9 months long, with interns logging a minimum of 1,000 hours in the field.

Interns in the Traditional track spend 2 weeks working in Food and Nutrition Policy, 10 weeks in Clinical Rotations, 4 weeks in Food Service and Management, and 4 weeks assisting in Public Health Research. The remaining weeks of the program are spent in an Elective, working at one of a variety of Community and Public Health sites, within or outside of the CUNY SPH.

Interns in the Distance track are responsible for locating their own rotation sites; thus the time and composition of the rotations are likely to vary. However they must demonstrate competency consistent with the 2022 ACEND CRDN standards, via work in all of the rotations listed above.

Preceptors identified by Distance interns will be required to meet the qualification requirements to serve as a preceptor described above, and their site must execute an affiliation agreement with the CUNY Graduate School of Public Health and Health Policy prior to commencing intern rotations at those sites.

The number of hours of full-time supervised practice per week varies from site to site with a range of 35-40 hours/week, depending on the schedules of the preceptor and other staff at the site. During rotations,

interns begin by observing and assisting staff members and progress through increasingly more responsible activities. Experiences are sequenced to allow for the development of competencies and interns are expected to demonstrate at least entry-level competency by the end of each rotation.

During supervised practice hours, interns also participate in departmental in-service programs, rounds, staff meetings, case study presentations, journal clubs, and professional development workshops. Constructive performance appraisals during supervised practice rotations encourage self-improvement. Preceptors provide informal and formal feedback during each rotation, as well as at the rotation's conclusion. In addition, the internship director periodically meets with each intern to discuss his or her overall progress in the program.

Interns are expected to commit daily, on average, two to three additional hours outside the program to readings, rotation journals, assignments, case studies, projects, presentations, curricula, and general preparation for rotations.

Interns also participate in the weekly DI seminar taught by the DI director. During the seminar, direct experience is supplemented with recorded lectures, practice exams and live review sessions.

Throughout the year, interns attend local professional meetings and participate in activities that encourage networking and career development. Each intern is encouraged to become an affiliate member of the Academy of Nutrition and Dietetics. Associate membership in The American Public Health Association (APHA) and student membership in the Greater New York Dietetic Association or other local chapter of the Academy are also recommended.

Nutrition and Dietetic interns who successfully complete the Internship by achieving the program goals, abiding by the program policies, and reaching the expected level of competence for nutrition and dietetics practice become eligible to take the Registration Examination for Dietitians. Completing the MPH degree in Food and Nutrition in Public Health is encouraged.

## Program Schedule

The Internship runs from the week following Labor Day through the last week of May/first week of June. The program consists of 1,000 hours of supervised practice within 38 weeks extending over 9 months.

Vacation time will be according to the CUNY academic calendar unless arranged otherwise with the Internship Director and preceptor(s). Field visits and attendance at professional meetings will be coordinated during the year and compensatory time will be arranged as appropriate. Time off for religious holidays/observances can be arranged according to the policy and procedures of the facility and with the approval of the Internship Director and the Intern's preceptor.

In addition, students may take **3 personal days** without compensatory work time. These must be pre-approved by the Internship Director and the Intern's preceptor.

## Nutrition and Dietetic Internship Courses

The following courses will be taken by all Nutrition and Dietetic Interns in the on-site track, and distance interns opting to take the program as for-credit. The DI seminar course (FNPH 690) is designed to provide didactic experiences that support and enrich the supervised practice component of the Internship.

Interns will register for FNPH 690 and FNPH 691 in the fall, and **receive a grade of Y until the internship is completed at the end of the spring semester. A Verification Statement is granted only upon completion of all (4) four courses.** Seminar sessions will cover topics of current interest in the practice of dietetics and public health nutrition. Interns will register for FNPH 692 and FNPH 693 in the Spring semester. The spring semester sessions will focus on RD Exam review (including practice exams,

test-taking tips, etc.), professional development (CDR Portfolio, resume and cover letter preparation, and the job search process.)

Students may use 9 of the 12 credits of DI course work in lieu of 3 credits of Public Health Nutrition Electives and 6 credits of Field Experience in Public Health Nutrition towards the MPH degree.

### **Fall Semester:**

**FNPH 690 - Seminar in Food and Nutrition Practice:** Group supervision for students enrolled in food and nutrition practice courses. Includes discussion of current issues in a context of students' experiential learning *This course meets weekly throughout the year.* (3 credits)

**FNPH 691 - Supervised Practice in Medical Nutrition Therapy:** Supervised practice and experiential learning in application of medical nutrition therapy (3 credits)

### **Spring Semester:**

**FNPH 692 - Supervised Practice in Food Service:** Supervised practice and experiential learning in professional food service settings (3 credits)

**FNPH 693 - Supervised Practice in Community and Public Health Nutrition:** Supervised practice and experiential learning in community and public health nutrition (3 credits)

Students who have applied and been accepted to the MPH program prior to or during the internship may have 9 credits applied toward the MPH degree in Food and Nutrition in Public Health. The remaining 11 graduate courses (33 credits) required to complete the MPH degree may be completed following the DI.

Interns enrolled in the Distance track will have to option to register as continuing education students, and will engage in similar assignments and activities to those of the on-site intern track. However, they will not receive academic credit.

A verification statement is granted only upon successful completion of all program requirements.

## **Withdrawal & Refund of Tuition**

### **Policy:**

Interns may withdraw from the program at any time. Voluntary resignation from the internship **for any reason is final**. There will be **no re-instatement** after an intern has resigned from the program under any circumstances. Resigned interns may re-apply to the internship for the following match cycle for reconsideration. Matching upon subsequent application is not guaranteed, or implied.

Any intern who chooses to withdraw from the program will receive a refund in accordance with the schedule outlined in the Bursar's website. <http://sph.cuny.edu/student-services/student-finances/refunds/>

### **Procedure:**

As of June 1994, three diverse refund policies were implemented for CUNY students. They are: CUNY, Federal Pro Rata refund and Federal other than Pro Rata refund. The latter two refund policies apply only to Federal Financial Aid recipients. Students should refer to the Bursar's website for deadlines and explanations of these procedures. Internship fees and non-credit tuition are not refundable.

## **Deadlines for Internship Course Completion**

The maximum time to complete the Internship is **14 months**. All DI assignments and activities should be completed by the end of the Spring semester.

### **Leave of Absence**

Under exceptional circumstances, such as documented severe injury or illness, an intern may request additional time to complete the program from the Program Director. If such request is denied, the intern may petition the Chief Academic Officer. Leave of Absence is allowed for up to 30 days with medical documentation. Subsequent to a leave of absence the intern must make up the missed time at a corresponding rotation site.

## **Evaluation of Dietetic Interns**

### **Policy:**

Student progress shall be measured using a variety of strategies during and at the conclusion of the program to verify competence.

### **Procedure:**

The following practices will be used throughout the program to verify student competence:

- 1. Intern logs
  - 2. Modules
  - 3. Chart Reviews
  - 4. Service Improvement Projects
  - 5. Other Internship Assignments (See Internship Assignments) and
  - 6. Preceptor Evaluations
- 
- Intern Logs/Journals and Completed Modules are reviewed by the NDI Director.
  - Chart Reviews – Objective input by the Clinical RD preceptor regarding the interns' work on each patient assessment. Examples of this exchange are reviewed by the NDI Director
  - Preceptors and interns evaluate Service Improvement Projects together, and include in the intern's write-up of their SIP. NDI Director reviews each report.
  - Overall written evaluation of each intern – done by site preceptors for each rotation

Interns must successfully complete each rotation, a score of 80% or greater must be achieved on all assignments, and a preceptor rating of at least 4 (= competent) on a 5-point evaluation scale.

All evaluation instruments used during a rotation will be collected by the preceptor(s), and sent to the NDI Program director shortly after completion of the rotation by each intern. Written comments regarding the intern's completion of the rotation will be included in the materials sent to the NDI Director. Following review of evaluation instruments and preceptor comments, the NDI Program director will schedule a meeting with each intern to review the experience, as needed.

All interns will be administered repeated practice exams (similar in content to the registration exam) to evaluate their overall performance and readiness to sit for the RD Exam.

## **Program Completion Requirements of the Nutrition and Dietetic Internship**

### **Policy:**

Nutrition and Dietetic interns will meet all supervised practice requirements and comply with all policies, procedures and standards of professional behavior for graduation from the program.

### **Procedure:**

Nutrition and Dietetic interns will complete a **minimum** of 1,000 hours of supervised practice under the direction of preceptors established by the Nutrition and Dietetic Internship of the CUNY SPH.

Learning experiences will be documented and the intern evaluated at the completion of each rotation. Interns will be evaluated on professional competencies related to both general dietetics practice and to specialty areas as outlined in the program description.

Interns must receive a score of 80% or higher (equivalent is an average rating of **4.0** on the preceptor evaluations) for each, assignment, case study, project, curriculum/lesson plan, group nutrition education class, presentation, checklists of objectives/competencies and professionalism evaluation in order to successfully complete the program.

If an 80% score is not obtained on an evaluation instrument, the intern will be given additional assignments, projects or other work and then be re-evaluated on the relevant material. If this is not passed with an 80% score the second time, the intern will complete another week of the rotation or complete another case study, assignment or other work prior to being re-evaluated for the third time. These assignments will be set out in a remedial action plan by the DI Director and preceptor(s).

Interns must consistently demonstrate compliance with policies, procedures and standards of professional behavior throughout the internship to complete the program. Any lapse in compliance will be addressed with the intern and corrective action will be taken. The first instance of non-compliance with policies, procedures or standards of professional behavior will result in a verbal warning, the second instance in any of the categories designated will result in a written warning, and the third instance in any area of compliance may result in termination.

Aligned with School policy, interns identified as having unsuccessful performance at a practice site, or other substantive performance issue, such as excessive absenteeism, late or incomplete work assignments, etc., will meet with the Internship Director for verbal counseling about the issue identified. They will together develop a corrective action plan. For interns failing to successfully implement the corrective action plan, or presenting a second instance of unsatisfactory performance, a second counseling will take place. During this session, a written remediation plan will be developed and signed by the intern and Internship Director, and placed in the intern's program file. Should the second (written) plan be unsuccessful, or the intern presents with a third unsatisfactory evaluation, an ad hoc committee to determine next steps and possible dismissal is formed. This committee includes the DI Director, nutrition faculty members, and an ex officio. Should this committee recommend that the intern is not to continue in the DI program, the intern will receive counseling from the DI Director and/or Student Services as to alternative career paths consistent with her/his level of capability. An intern may appeal these decisions to the Chief Academic Officer in writing.

**Note:** It is the responsibility of the preceptor to evaluate the intern, to document scores and any lapse in compliance with policies, procedures and standards and to notify the internship director of evaluation results and behavior issues. It is the responsibility of the internship director to ensure adherence to this policy.

### **Verification Statement & Registration Exam**

Upon successful completion of all Internship requirements, interns will be provided three (3) Supervised Practice Verification Statements. Original Verification Statements may be required for transfer of AND Membership status from Associate to Active member, licensure/certification and employment. Interns should retain a personal file copy for future use. Additional Verification Statements will be available from the NDI Director upon request.

Interns who successfully complete the Nutrition and Dietetic Internship Program by achieving the program goals, abiding by the program policies, and reaching the expected level of competence for practice will receive instructions for completing a Registration Eligibility Application and Name/Address Verification via

the Commission on Dietetic Registration (CDR) electronic system. The program director will complete and submit the Computerized Registration Eligibility Application to CDR in a timely manner.

It is the responsibility of each intern to complete the RD Exam application from Pearson, provide the required fee, and schedule an examination appointment.

**Interns who have not completed all internship requirements will not be given Verification Statements, nor will their names be submitted to CDR to sit for the RD exam.**

## **Conduct**

### **Policy:**

All interns are expected to abide by the policies and procedures of the CUNY SPH NDI Program, its affiliates, rotation sites, and the Academy of Nutrition and Dietetics (AND).

### **Procedures:**

Upon entry to the Program, each intern will be given an NDI Policy and Procedure Manual, which includes policies and procedures for conduct, ethics, program operation, and intern performance. Interns are expected to read and follow the policies, procedures and performance requirements of the CUNY SPH NDI Program, the affiliations, the CUNY SPH and the Academy of Nutrition and Dietetics.

### **Policy:**

All interns shall conduct themselves in a respectful and professional manner in all settings throughout the internship.

### **Procedures:**

Whereas interns are entering into the work environment of their preceptors for the purpose of learning from them, and meeting the competencies required by the internship, it is incumbent upon them to treat every preceptor as a valued teacher, regardless of the rotation or work site.

Interns are expected to be respectful of the policies and norms of behavior in each work setting. (For example, the usual way to answer the office telephone, the locations where it is acceptable to eat or drink, lunch and break times, etc.)

Interns should accept any and all assignments from preceptors, provided such assignments are not unethical, illegal or dangerous. Bearing in mind that "scutt" activities (such as filing or making photocopies) performed by interns can free up more of the preceptor's time for more substantive discussions and teaching at a later point in the day.

Interns should refrain from personal telephone conversations and/or texting while on duty at any rotation site.

Interns should avoid engaging in office politics and unprofessional discussions or gossip.

## **Support Services for Dietetic Interns**

### **Policy:**

The Nutrition and Dietetic Internship in the CUNY SPH ensures that all interns have the appropriate support services available during the program.

### **Available Support Services:**

Reference texts, manuals, curricula, documents, and relevant articles are held in the program in Food & Nutrition in Public Health and/or the City College library and are available for study and review by the nutrition and dietetic interns.

## **Conflict Resolution Procedure for Nutrition and Dietetic Interns**

### **Policy Statement:**

All interns have the opportunity through a conflict resolution process to resolve NDI related problems. The conflict resolution process refers to the means by which program in Food & Nutrition in Public Health facilitates acceptable relations between interns and Internship faculty. The process is a coordinated effort by all involved and its outcome is focused on improved understanding.

### **Conflict Resolution Procedure:**

The intern is encouraged to first voice his/her concern to the rotation preceptor.

If the issue is not resolved with the preceptor or the conflict involves the preceptor, the intern is encouraged to discuss the issue with the supervisor of the preceptor. If still unresolved with the preceptor's supervisor, the intern is encouraged to discuss the issue with the Internship Director.

If moving beyond the Internship Director is necessary, an appeal in the form of a written grievance may be made to the Dean of the SPH.

In the event that there is an instance on noncompliance with ACEND accreditation standards, after all other options with the program and institution have been exhausted, the intern may submit a written complaint to ACEND at the address below.

ACEND  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190, Chicago IL 60606-6995

## **Attendance/Tardiness Guidelines for Nutrition and Dietetic Interns**

### **Policy:**

All interns are responsible for maintaining acceptable attendance and punctuality. Interns who do not maintain acceptable standards of attendance or punctuality may compromise the quality of their education and ability to remain within the program.

### **Specific Requirements:**

Interns are expected to be at their assigned rotation (ready to work) by their designated start time. Interns failing to do so are considered tardy.

Attendance and tardiness records will be monitored on an ongoing basis. Appropriate corrective action will be based on this policy.

**An intern who is unable to report to work is required to notify the preceptor for the current rotation before the start of his/her scheduled time at the designated site.**

An intern who fails to report to work as scheduled and fails to notify the preceptor shall be considered absent without leave (AWOL) and may be subject to a letter of final warning. An intern who is AWOL for two or more scheduled consecutive work days is considered to have withdrawn from the program without proper notice, unless there are extenuating circumstances which are accepted by the internship director. An intern will be informed of the termination of dietetic intern status whenever practical.

Interns will be required to complete time missed due to absences, tardiness and scheduled time off. (Except vacations, school holidays, and personal days as noted above.)

**Note:** All preceptors are responsible for monitoring attendance of their interns and communicating occurrences to the NDI Director. It is the Internship Director's responsibility to ensure that this policy is applied in an equitable and consistent manner.



## Disciplinary Action

### Policy:

All interns are expected to achieve and maintain the standards of performance, practice, conduct and proficiency as outlined by the Internship, the CUNY SPH and the Academy of Nutrition and Dietetics. When standards and policies are not being met, disciplinary action may be imposed. Disciplinary action is defined as a corrective measure or penalty action taken against an intern for cause involving ineptitude, inefficiency or misconduct.

### Procedures:

The NDI Director will monitor interns' conduct and performance via personal observation and feedback from preceptors. When a problem is identified with an intern's conduct or performance, the NDI Director will first verbally counsel the intern in an attempt to correct the problem. If the problem continues, disciplinary action will follow. For first offenses that are severe infractions and result in probation, suspension or dismissal disciplinary action will be administered versus verbal counseling. **Table 1** below lists Disciplinary penalties.

The NDI Director will collect all facts leading to disciplinary infractions, including data and student/preceptor interviews. Disciplinary actions of admonishment and first probation do not require Committee review. Second probation and dismissal penalties will be brought before the disciplinary committee.

The NDI Director will present the intern with a disciplinary memo. The original signed copy of the memo will remain in the intern's folder. The copy with original signatures (NDI Director and intern) will be handed to the intern. If the intern refuses to sign the notice, the NDI Director will sign and date that line with notation "intern refusal to sign." If the intern refuses to accept the notice, it will be mailed to the intern's address of record return receipt requested. An intern may appeal admonishments and probation decisions to the CAO of the SPH in writing. Disciplinary actions beyond probation may be appealed in writing through the CAO of the SPH.

### Table of Examples of Disciplinary Penalties and Instructions for Use of Table

1. The range of penalties indicated in this table is to be used as a guide in administering discipline to help assure that like disciplinary action is taken for like offense.
2. In using this table, consideration will be given to the following:
  - a. The table is designed to be sufficiently broad to include most types of offenses. For other offenses, appropriate penalties may be prescribed by disciplinary officials for application within their jurisdiction, consistent with the range of penalties for comparable offenses listed in the table.
  - b. This guide does not cover all offenses for which disciplinary penalties are expressly provided by law or Civil Service regulations.
  - c. When an intern has committed combination or series of offenses, a greater penalty than is listed for a single offense is appropriate.
  - d. Disciplinary penalties will generally fall between the ranges indicated in the guide, but in unusual circumstances greater or lesser penalties may be imposed.

### 3. Definitions:

Admonishment/warning: Written reprimand of a single infraction with warning against repetition. Repetition may result in probation.

Probation: Written notice of probation for repeated offenses of a similar nature.

Based on seriousness and number of offenses can lead to suspension.

Suspension:

Written notice with enforced temporary uncredited absence from duty as a result of repeated offenses beyond probation. Time lost will have to be made up.

Dismissal:

Dismissal from program for infractions beyond suspension penalty.

## TABLE OF DISCIPLINARY PENALTIES

<u>Offense</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
A. Conduct			
1. Repeated, unexcused lateness	Adm	Prob	Susp
2. Unauthorized absence (failure to report for duty or leaving rotation without authority during on duty hours).	Adm	Prob	Susp
3. Willful carelessness, negligence or endangering patient safety in patient care.	Adm-Prob	Prob-Susp	Dism
4. Deliberate failure or inexcusable delay in carrying out instructions or duties.	Adm-Prob	Prob-Susp	Susp-Dism
5. Abuse of patients, beneficiaries, peers, faculty verbally or physically.	Susp	Susp-Dism	Dism
6. Substance abuse on duty.	Susp	Dism	---
7. Insubordination-intentional/deliberate refusal to carry out duties or instructions; insolent/abusive/obscene language/behavior toward faculty, director or others.	Prob	Susp	Dism
8. Theft - actual/attempted theft of government or personal property of others.	Prob-Susp	Susp-Dism	Dism
9. Falsehood - Intentional falsification, misstatement, or concealment of material fact in connection, inquiry or other proceedings; willfully forging or falsifying government records or documents	Adm-Prob	Prob-Susp	Susp-Dism

## CUNY SPH Internship Policies on Prior Assessed Learning (PAL)

### Policy:

The CUNY SPH Nutrition and Dietetic Internship participates in the Prior Assessed Learning program recognized by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

### Procedure:

The Prior Assessed Learning (PAL) program is designed to grant varying degrees of internship credit in specific rotations of the internship based on the qualified applicant's learning, as demonstrated through paid work or volunteer experiences. Experiences considered for PAL must meet competencies required by ACEND that are **equivalent to an entry-level dietitian**. Dietetic internship credit is given for learning and gaining knowledge through the work experience of a professional career. The credit is not for work experience, but is given when an applicant demonstrates an increase in knowledge and learning. Typically, the individual qualifying for this credit is an older, "non-traditional" applicant.

PAL will **not** be granted as a replacement for any of the didactic portion of the dietetic internship.

Experiences submitted for PAL will have taken place **after** completion of all DPD courses.

PAL credit will not exceed 900 total hours of the Internship.

The tuition and fees for the Internship will remain the same, regardless of the amount of PAL granted.

Submission of a request for PAL credit does not guarantee that such credit will be awarded, in full or in part as requested.

Decisions regarding the awarding of PAL credit are at the sole discretion of the NDI Director.

Applicants are encouraged to discuss potential PAL experiences with the NDI Director prior to preparing and submitting the application materials.

### Application for PAL credit shall include the following:

Experiences submitted for PAL evaluation must be classified according to which of the 2022 ACEND CRDN objectives they demonstrate.

Projects, reports, presentations, and educational materials produced by the applicant which demonstrate advanced knowledge and skills will be evaluated for PAL credit. Job descriptions, performance evaluations, letters from clients, and so on, can be used as supporting documentation of knowledge and skills, as applicable.

These supporting materials must be clearly labeled as to which experience(s) they are applicable. They must be neatly bound in a folder or portfolio cover. Electronic files are also acceptable, but the PAL packet must all be in the same format.

All materials must be typewritten. *Hand-written materials are not acceptable.*

Application for PAL credit should be submitted to the Internship Director at least 6 weeks prior to the start of the internship term. Applications will be evaluated in a timely manner, and applicants informed of credit awarded (if any) prior to the start of the internship term.

Additional documentation / clarification of activities must be provided to the NDI Director upon request. Failure to do so in a timely manner may preclude obtaining PAL credit.

The format for application for PAL consists of:

1. a **Summary Page**, (see example below)
2. A **Narrative** describing each experience, what was done, what was learned, and how these apply to the ACEND learning objectives. (See example below.) ***If more than one experience is being***

**described, a separate narrative describing each one is required.** These are to be presented in the same order that the experiences are listed on the Summary Page.

and

**3. Supporting Materials.** Supporting materials include samples of projects, photos, reports, presentations, publications, newsletters, and educational materials produced by the applicant that demonstrate the competencies described. Supporting materials may be returned to the applicant if requested, after they have been evaluated. Original Summary Form and Narrative(s) will be maintained in the NDI file for the Intern.

**Summary Page Example:**

Date(s) of experience(s)	Position (s)/ Location(s)	Activity - Documentation	ACEND 2022 Competencies Demonstrated	Hours of PAL Credit Requested
1/5/2019 to 8/10/2020	Community Nutritionist at Sodium Savvy Program – Institute of Food and Health, New York, N.Y.	<ol style="list-style-type: none"> <li>1. Job description</li> <li>2. Newspaper Articles</li> <li>3. Promotional Flyer for Community Health Fair</li> <li>4. Recipe Hand-outs with Nutrition Analysis</li> <li>5. Report on analysis of program participation statistics</li> </ol>	CRDN 1.1 CRDN 1.3 CRDN 2.3 CRDN 2.6 CRDN 2.9 CRDN 2.11 CRDN 3.9 CRDN 3.12	170 hours
10/14/2020 to 10/19/2021	Diabetes Education Assistant – Cherry N Berry Diabetes Center, New York, N.Y.	<ol style="list-style-type: none"> <li>6. Job description</li> <li>7. 2015-2016 Performance Appraisals by Supervisor</li> <li>8. Spanish language “Glucose Control Tips” booklet</li> <li>9. Diabetes Counseling worksheet developed for use with patients</li> </ol>	CRDN 2.6 CRDN 2.9 CRDN 2.11 CRDN 3.9 CRDN 3.10 CRDN 3.11	120 hours
9/1/2020 to 8/17/2021	Food Service Manager – Golden Years	<ol style="list-style-type: none"> <li>10. Job Description</li> <li>11. Performance Appraisal by Supervisor</li> </ol>	CRDN 2.3 CRDN 2.11 CRDN 3.9 CRDN 3.11	90 hours

	SNF, Albany, N.Y.	10. Quarterly Cycle Menu with Nutritional Analysis  11. Budget for Monthly food purchasing	CRDN 3.12 CRDN 3.14	<b>TOTAL = 380 hours</b>
--	-------------------	--	------------------------	------------------------------

**Narrative example for the 1<sup>st</sup> item listed on the Summary Page**

Type of Experience: Community Nutrition  
 Dates: January 5, 2019 to August 10, 2021; Hours: 35 hours/ week  
 Position: Community Nutritionist  
 Location: Sodium Savvy program, Institute of Food and Health  
 375 West 188<sup>th</sup> Street, New York, N.Y. 10040  
 Reporting to: Penelope Bichon, PhD, RD, CDN  
 Phone: (212)-867-5309 E-mail: [P.Bichon@IFH.org](mailto:P.Bichon@IFH.org)

From January 5<sup>th</sup> 2019 to August 10<sup>th</sup> 2021 I was employed as a community nutritionist in the Sodium Savvy project at the Institute of Food and Health. As can be seen in the attached job description (1), the duties of this position included; writing articles on healthy eating for a community newspaper read by a diverse population; preparing hand-outs for a multi-cultural client population, with modified recipes – including nutritional analysis; obtaining diet histories from and providing diet counseling to – participants at Community Health Fairs conducted by the program, and collecting and analyzing statistics on Health Fair participants.

These activities are documented by the following Supporting Materials: examples of newspaper articles written by me during this program (2); a promotional flyer I created for the Community Health Fairs (3); a complete set of my recipe hand-outs with nutritional analysis (4); and a report I compiled to present the statistics collected on program participation to the program’s sponsor agency (5).

Through these experiences I demonstrated my competency in the preparation of educational materials for a diverse client population, having participated in Community Health Fairs in many different locations, including Cornell University Cooperative Extension, AMG Advertising Agency, and Long Island Lighting. Through these activities I also demonstrated skills in interviewing, evaluating, and counseling people from all walks of life.

At the conclusion of the program cycle, I showed my skills in statistical analysis and presentation of statistical results as part of preparing the program evaluation report sent to the program’s sponsor.

I am requesting 170 hours of Community Nutrition credit for these activities, by which I have met the following 2022 ACEND Competencies:

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
- CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
- CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.  
CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.  
CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.  
CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

## **Academic Policies**

### **CUNY Graduate School of Public Health and Health Policy (SPH)**

#### **Definition of a Credit Hour**

In compliance with policy set by the [New York State Education Department](#), one semester hour per week during a 15-week semester (fall and spring) is equivalent to one credit. At least 15 hours of instruction (50 minutes = 1 hour) and at least 30 hours of supplementary assignments are required for each credit earned. The semester hour may include traditional in-person contact time, as well as laboratory sessions, tutorials, supervised fieldwork, individual meetings, electronic communication and field trips. The 15 hours of instruction time can be replaced through other activities equivalent in length that meet the learning outcomes, such as is the case in hybrid and online courses. These activities often include reviewing instructional materials, completing worksheets, discussions and group work (with instructor feedback and participation). Summer and winter courses are subject to the same requirements as those offered during the fall and spring semesters, with respect to the total number of classroom hours and expected learning outcomes.

#### **Definition of Full Time Students**

Graduate students are defined as full time if they are enrolled in 12 credits during a regular semester. Doctoral students are defined as full time if they are enrolled in 7 credits during a regular semester.

#### **Registration**

Registration instructions are e-mailed to students accepted into or continuing in the graduate programs at SPH. All registration is subject to space availability. For courses that require instructor permission, students must obtain approval from the course instructor prior to registration. Questions regarding course requirements and pre- or co-requisites should be directed to the academic adviser.

#### **Awarding of Degrees**

Degrees are awarded three times per academic year to candidates that are in good academic standing and that have satisfied all academic degree requirements.

#### **Time Limits for Degree Completion**

**Master's Degree:** All requirements for the degree must be completed no later than 5 years after matriculation.

#### **Limit on Non Degree Student Credits**

Non-Degree students may complete a maximum of 12 credits. Admission is not guaranteed and registration approval is based on space availability. Those interested in taking more than 12 credits must apply for matriculation.

#### **Maintaining Matriculation**

A matriculated graduate student who is not registered for any courses but is completing other degree requirements for graduation must be registered to maintain matriculation. The fee cannot be waived or refunded. Maintenance of matriculation is not proof of attendance.

#### **Transfer of Credit and Course Residency**

Transfer credits taken prior to admission to the CUNY SPH graduate program may be applied toward the degree, provided the courses were completed with a grade of B or higher within five years preceding the time of application and are equivalent to comparable courses at the CUNY SPH. Students are required to

take at least 70% of all credits required for the degree in residence at CUNY SPH. See program requirements for details.

**Enrollment Rules**

The maximum enrollment during the Fall and Spring semesters is 16 credits each, 4 credits during the Winter term, and 10 credits during the Summer term. Exceptions to the maximum term enrollment must be approved by the School.

**Grading System**

Grade	Quality Points	Explanation
A+	4	97.5% - 100%
A	4	92.5% - 97.4%
A-	3.7	90.0% - 92.4%
B+	3.3	87.5% - 89.9%
B	3	82.5% - 87.4%
B-	2.7	80.0% - 82.4%
C+	2.3	77.5% - 79.9%
C	2	70.0% - 77.4%
F	0	<70%
P	-	Pass
S	-	Satisfactory
U	0	Unsatisfactory
CR	-	Credit Earned
W	-	Withdrawn (student attended at least one class session)
WA	-	Administrative Withdrawal non-punitive grade assigned to students who had registered for classes at the beginning of the term but did not provide proof of immunization by compliance date (student attended at least one class session)
WD	-	Withdrawn Drop (dropped after FA cert date during the program adjustment period. Student attended at least one class session)
WF	0	Withdrawn Failing (student attended at least one class session)
WN	-	Never Attended
WU	0	Withdrawn Unofficially (student attended at least one class session)



NC	-	No Credit Granted (restricted to regular and compensatory courses. This grade can also be used by colleges for other administrative actions such as disciplinary dismissals.)
INC	-	Incomplete
FIN	0	F from Incomplete (to be used when the INC grade lapses to an F grade)
Y	-	Year long course, grade pending completion
Z	-	No Grade Submitted by Instructor
PEN	-	Grade Pending
NRP	-	No Record of Progress (exclusive to Dissertation Supervision)
SP	-	Satisfactory Progress – restricted to thesis and research courses requiring more than one semester for completion.
AUD	-	Auditor

### **Incomplete Grades**

Instructors may assign the grade INC, meaning that course work (examinations, assignments, classwork, lab work) was not completed. For an INC grade to be changed to a letter grade, all required coursework must be completed no later than one calendar year after the INC grade has been assigned. If not changed to a letter grade, the INC grade will become permanent (FIN) and be treated the same as an 'F' for GPA calculation. Penalties for late submission of coursework that were previously established for the course will remain in effect.

### **Withdrawal from Courses**

If for any reason a student can no longer attend the course, the student must officially withdraw from the course online before the term deadline date recorded in the Academic Calendar. After the program adjustment period, a grade of W is posted to the academic record for withdrawn courses. There is no refund of tuition. W grades are not calculated in a student's GPA; however, W grades may adversely influence a student's ability to receive financial aid or impede progress toward degree completion. Failure to follow this procedure will result in a grade of "WU" which is equivalent to a failing grade of "F". All official withdrawals after the official withdrawal period (3rd – 10th week of classes) must have the approval of the School. Documentation supporting the reason for withdrawing after the official withdrawal date must be provided. Consult with your academic advisor about the necessary documentation.

### **Grade Appeals**

A student who wishes to challenge an earned final grade for a course shall use the grade appeals process. The grade appeals system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with the published grading method. The procedures for grade appeals are:

- 1.) Student must meet with the instructor of record to attempt to resolve the matter within three weeks of the subsequent semester.
- 2.) Student must explain the grounds for the grade appeal to the instructor and attempt to reach a mutual resolution with the instructor.
- 3.) If student is unable to resolve the grade with the instructor, then the student may file a formal written grade appeal within five weeks of the subsequent semester in accordance with the procedures of SPH.

## **Additional Resources**

[Writing Assistance and Quantitative Tutoring Services](#) can be found on through SPH Advising Office.

## **Counseling and Wellness Services**

Our [Student Wellness Counselor](#) provides *free* and *confidential* counseling solely for our CUNY SPH students. Whether to talk about the effects of the pandemic, graduate school, or your professional or personal life, she is available for you. I encourage you to reach out to see what kind of support she can offer you.

## **Accessibility**

### *Applicable policies and laws*

The Graduate School of Public Health and Health Policy follows the [CUNY Reasonable Accommodations and Academic Adjustments Policy](#) which includes [Requesting a Disability Accommodation or Academic Adjustment](#); [Accommodations based on Pregnancy, Childbirth or a Related Medical Condition](#); [Religious Accommodations](#); and [Accommodations based on Status as a Victim of Domestic Violence, Sex Offense, or Stalking](#). Under [Title IX of the Education Amendments of 1972](#) (which is incorporated into the [CUNY Reasonable Accommodations and Academic Adjustments Policy](#)), students are protected from sex-based discrimination, which includes pregnancy and recovery.

### *How to use the accessibility policies and laws*

To request an accommodation because of a disabling medical condition, disability, or pregnancy and recovery, confidentially register with the CUNY SPH [Office of Accessibility Services \(OAS\)](#). Before the start of every semester, email OAS with your course number(s) and corresponding instructor name(s) to [accessibility@sph.cuny.edu](mailto:accessibility@sph.cuny.edu). Once you are registered with OAS and have informed the office that you are taking my course, implementation of some accommodations requires communication and an agreement between you and I, including for example, for group assignments. Information about your disability status will not be shared with me nor are you obligated to disclose it to me, I will only know what the accommodation is.

If you believe that an accommodation because of a disabling medical condition, disability, or pregnancy and recovery has not been appropriately determined or implemented or you are seeking accommodation related to being a victim of domestic violence, sex offense or stalking, or if you feel you have experienced sex-based discrimination, please contact Sahana Gupta, Title IX and ADA-504 Coordinator at [sahana.gupta@cuny.edu](mailto:sahana.gupta@cuny.edu).

For religious accommodations contact the Associate Dean of Student Affairs & Alumni Relations, Lynn Roberts [lynn.roberts@sph.cuny.edu](mailto:lynn.roberts@sph.cuny.edu).

## **Healthy CUNY**

[Health CUNY](#) works with partners inside and outside of CUNY to promote well-being and a culture of health to foster the academic and life success of our students. Visit [their website](#) for more information about resources related to food security, mental health, sexual health, housing, COVID-19 and more.

## **Email Communication**

Students should note that the School sends official email only to students' official university email addresses.

## **Change of Name or Address**

Students may change their own address online at their CUNYfirst account. In the case of a change of address, the post office should be notified to forward the mail to their new address. Contact the Office of Student Services to submit a change of name and supporting documentation.

## **CUNY Institutional Policies**

The Graduate School of Public Health and Health Policy (SPH) adheres to all CUNY Central academic policies. (<https://www2.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/> )

The list of university-wide policies includes topics such as:

Academic Integrity Procedures for Handling Student Complaints About Faculty  
Conduct in Academic Settings Submission of Fraudulent Documents in Support of an Application for Admission  
Mandatory Protocol for Reporting and Responding to Allegations  
FERPA  
Student Conduct and Disciplinary Procedures  
Medical Withdrawal and Re-entry  
Drugs and Alcohol  
Tobacco  
Sexual Misconduct, Harassment, and Assault  
Equal Opportunity and Non-Discrimination  
Maintenance of Public Order

### **Disclaimers**

The Board of Trustees of The City University of New York reserves the right to make changes of any nature in the academic programs and requirements of The City University of New York and its constituent colleges. All programs, requirements, and courses are subject to termination or change without advance notice. Tuition and fees are similarly subject to change by the Board of Trustees of The City University of New York. The rules, policies, and curricula are authorized by the Faculty and Student Council. SPH reserves the right to change rules, policies, and curricula without advance notice.

## **Student Regulations and Rights**

### **Affirmative Action**

It is the policy of the Board of Trustees of The City University of New York and the CUNY SPH to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence. The "protected classes" as delineated in the Federal Executive Order [Black, Hispanic (including Puerto Rican), Asian/Pacific Islander, American Indian/Alaskan Native and women] were expanded on December 9, 1976 by the Chancellor of The City University of New York to include Italian-Americans.

### **Americans with Disabilities Act**

Section 504 of the Rehabilitation Act of 1973 states that not otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.\* Enforcement and remedy of grievances are under the jurisdiction of the Office of Civil Rights. The 1990 Americans with Disabilities Act (ADA), greatly expands the provisions of the Rehabilitation Act, extending its jurisdiction to employment, covering businesses that employ 15 or more persons, public services (including transportation and public accommodation), work settings that employ more than 15 persons, and telecommunications services. Enforcement is under the jurisdiction of the Department of Justice.

The function of the ADA/504 Coordinator at the SPH is to make sure that the provisions of the laws are fully implemented, to advise on issues of reasonable accommodation, and to hear complaints. The Section 504 Coordinator for the Disabled is located in 514-G, and can be reached at 646-364-9863.

### **Sexual Harassment**

Sexual harassment is illegal. It is a form of sex discrimination in violation of Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendment, and the official policy of CUNY. It is the policy of CUNY to prohibit harassment of employees or students on the basis of sex. This policy is related to and is in conformity with equal opportunity policy of the University to recruit, employ, retain and promote employees without regard to sex, age, race, color, or creed. Prompt investigations will be made on a confidential basis to ascertain the veracity of complaints, and appropriate corrective action will be taken. It

is a violation of policy for any member of the University community to engage in sexual harassment. It is a violation of policy for any member of the University community to take action against an individual for reporting sexual harassment. The CUNY SPH adheres to CUNY Policy in condemning all forms of sexual intimidation and exploitation.

Sexual harassment does not fall within the range of personal, private relationships. It is an abuse of power to intimidate, coerce, or humiliate someone because of gender or sexual orientation. It is a breach of the trust that normally exists among members of the academic community. Sexual harassment creates confusion because the boundary between professional roles and personal relationships is blurred. The harasser does introduce a sexual element into what should be a collegial situation.

According to guidelines issued by the U.S. Department of Education Office of Civil Rights and the Equal Employment Opportunity Commission, behavior constitutes sexual harassment in an academic setting when:

1. The person engaging in such behavior explicitly or implicitly makes your submission to it a term or condition of your employment or academic standing.
2. The person's behavior is an attempt to interfere, or has the effect of interfering, with your work or academic performance, or creates an intimidating, hostile, or offensive working or learning environment.

Five levels of sexual harassment have been identified:

- a. Gender harassment: generalized sexist remarks and behavior that convey insulting, degrading, or sexual attitudes
- b. Seductive behavior: unwanted, inappropriate, and offensive physical or verbal sexual advances
- c. Sexual bribery: solicitation of sexual activity or other sex-linked behavior by promise of reward
- d. Sexual coercion: coercion of sexual activity or other sex-linked behavior by threat of punishment
- e. Sexual assault: assault or rape

## **No Smoking Policy**

General Statement: The Surgeon General of the United States has determined that smoking is the largest preventable cause of illness and premature death in the United States. Smoking (including the inhaling, exhaling and carrying of any lighted cigarettes, cigars, or pipes) is associated with the unnecessary death of more than 350,000 Americans a year. Moreover, research findings now indicate that exposure to Environmental Tobacco Smoke (ETS), also known as second-hand smoke and officially classified as an EPA Group A carcinogen, is linked to a variety of negative health consequences and is responsible for approximately 3,000 lung cancer deaths annually among non-smokers in the United States.

Policy: Smoking is prohibited inside all facilities or vehicles owned, leased, or operated by the CUNY SPH. There will be no sale of cigarettes, cigars, or pipe tobacco at any facility, location, or vending machine owned, leased, or operated by the CUNY SPH or its contractors.

Disputes arising under this policy involving employees covered by collective bargaining agreements shall be resolved under the complaints and grievance procedures of their respective collective bargaining agreements. Complaints and disputes involving excluded employees shall be resolved under The City University of New York Smoking Dispute and Complaint Resolution Procedure.

## **Academic Honesty**

The CUNY SPH is committed to the highest standards of academic honesty. Acts of academic dishonesty of any type are unacceptable at the School. All acts of academic dishonesty are considered to be gravely serious offenses. Sanctions for academic dishonesty could include suspension or expulsion from the CUNY SPH and/or The City University of New York.

CUNY is committed to enforcing the [Policy on Academic Integrity](#) and will pursue cases of academic dishonesty. Academic dishonesty can result in failing the assignment or even the course.

Acts of academic dishonesty include plagiarism, cheating, bribery, academic fraud, sabotage of research materials, sale and purchase of academic papers, assignments, and tests, and the falsification of records. A student who engages in these or related activities, or who knowingly aids another who engages in them, is committing acts of academic dishonesty and will be subject to sanctions pursuant to CUNY Bylaws.

**Cheating:** Cheating includes, but is not limited to, one or more of the following:

1. Obtaining tests and/or assignment answers and/or responses from another individual(s), directly or indirectly, unless the instructor(s) of the involved course has provided explicit permission to do so in writing.
2. Directly or indirectly providing test and/or assignment answers and/or responses to another student unless the instructor(s) of the involved course has provided explicit permission to do so in writing. In relation to practicum or practical tests, this also includes providing information to any student concerning questions asked by the instructor(s) of the involved course. When students are paired in a practicum or practical test such that one student (student-tester) performs a practicum procedure upon another student (student-test), this also includes providing comments and/or remarks regarding the test procedures to other student-testers or student-testes during participation in the practicum test procedures or while other students are participating in the practicum test procedures.
3. Obtaining a test by means other than receiving directly from the instructor(s) of the involved course and/or distributing tests to other students unless explicitly authorized by the instructor(s) of the involved course.
4. In relation to any paper, diagnostic or therapeutic practicum report, or take-home assignment or test, obtaining any form of assistance from anyone other than the instructor(s) of the involved course unless that instructor has provided explicit permission to do so in writing.
5. In relation to assignments which the instructor(s) has designated as a group assignment, the student's inclusion of his or her name in submission of the group assignment when the instructor(s) of the involved course.

**Plagiarism:** Students are expected to give full, fair, and formal credit to any and all sources that have contributed to the formulation of ideas, methods, interpretations, and findings. The absence of such formal credit is an affirmation that the work is fully the writer's. The term "sources" includes published or unpublished materials; lectures and lecture notes; course papers, projects, and assignments; clinic diagnostic and therapeutic reports prepared by a supervisor or another student; examinations, theses, and dissertations. The representation that such work of another person is the writer's is plagiarism.

Be sure to document the source of any ideas or arguments by appropriate, clear, and specific citations. The source should be cited whenever one or more of the following occurs: (a) the student quotes any section(s) of the source verbatim; (b) the student presents in diagrams or tables, data which were gathered by someone else; (c) the student uses the results of a study or clinical diagnostic or therapeutic report done by someone else; (d) the student paraphrases the work or intellectual effort of someone else. Because the intent to deceive is not a necessary element in plagiarism, careful note-taking and record-keeping are essential in order to avoid unintentional plagiarism.

**Academic Fraud and Falsification of Records: Academic fraud and falsification of records include, but is not limited to, one or more of the following:**

1. In relation to independent research studies, or research assignments or papers, which require the student to obtain data from subjects, the creation of data in the absence of, or in place of, the student's data collection, or modification of data obtained during the student's data collection such that the data misrepresent one or more subjects.
2. In relation to clinical observation reports or assignments which are based upon the student's direct observation of a clinical session, the submission of a clinical observation report or assignment which was not based upon the student's direct observation of the clinical session, or which was based upon

partial rather than complete observation of a complete clinical session.

3. Falsification of supervisor signatures on clinical observation and/or practicum logs.

Because the intent to deceive is not a necessary element in falsification of records, careful recording of data and record-keeping are essential to avoid unintentional falsification of record.

In Cases of Academic Dishonesty, CUNY distinguishes between “academic” vs. “disciplinary” acts of academic dishonesty. The formal process involves reporting of all allegations of academic dishonesty to the Dean of Students Office, which will determine whether the matter is academic or disciplinary (notwithstanding the aforementioned general categories of academic dishonesty).

Disciplinary matters generally include cheating or other allegations which involve factual questions as to whether the student complied with rules of conduct. Disciplinary matters are handled through the Dean of Students Office in accordance with the Student Disciplinary Procedures in the CUNY Bylaws.

Academic matters generally consist of allegations of academic dishonesty in which academic standards and/or expertise are involved. Allegations of academic acts will be referred by the Dean of Students, to the Chief Academic Officer, and the school’s regular procedures in terms of grading and appeals will be followed. Grade appeals will be handled in accordance with the CUNY SPH Grade Appeals Procedures.

### **CUNY Student Disciplinary Procedures**

**Complaint Procedures:** Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the office of the dean of students promptly by the individual, organization, or department making the charge. The chief student affairs officer of the college or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. That officer advises the student of the charge(s) against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, the student affairs officer takes one of the following actions: dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions, refer the matter to conciliation, or prefer formal disciplinary charges.

**Conciliation Conference:** The conference shall be conducted by the counselor in the office of the dean of students or a qualified staff or faculty member designated by the student affairs officer.

**APPEALS.** An appeal from the decision of the faculty-student disciplinary committee may be made to the dean who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the case of dismissals or suspension for more than one term. An appeal from a decision of dismissal or suspension for more than one term may be made to the appropriate committee of the board. Any appeal under this section shall be made in writing within 15 days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the Dean or committee as the case may be. If the Dean is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor.

#### **COMMITTEE STRUCTURE.**

Each faculty-student disciplinary committee shall consist of two faculty members and two student members and a chairperson. A quorum shall consist of the chair and any two members. Hearings shall be scheduled at a convenient time and efforts shall be made to insure full student and faculty representation.