



**KINESIOLOGY  
AND NUTRITION  
COLLEGE OF  
APPLIED HEALTH  
SCIENCES**



## **UIC Nutrition Science Program Student Handbook**

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# I. Introduction

*Department of Kinesiology and Nutrition*  
**College of Applied Health Sciences**  
**University of Illinois at Chicago**

## A. Preface

The faculty and staff of the University of Illinois at Chicago Nutrition Programs join in welcoming you. We are very pleased that you have selected the Nutrition Science Program (NS) in the Department of Kinesiology and Nutrition to pursue your professional education and training.

The Student Handbook was developed to familiarize you with the program policies and procedures to follow while you are a student enrolled in the NS program. The NS Handbook is not intended to be all-inclusive, but rather, to be used as a supplement to the UIC Undergraduate Catalog. Furthermore, this handbook is meant to provide Nutrition Science Program students with a description of the standards and policies of the Department of Kinesiology and Nutrition.

Each student is encouraged to review the handbook thoroughly and to retain it as a source of ready reference. The policies and procedures provide a basis and a rationale for fair and equitable treatment of all program participants. The handbook outlines accepted policy, based on the program's compliance to the Academy of

Nutrition and Dietetics Standards of Accreditation and provides the framework within which the Program Director, University faculty and staff, and students can work together effectively. The policies and procedures described are current as of the publication date and are subject to change without advance notice.

## B. A Career in Dietetics

Career options and specialty areas for dietitians are diverse and flexible. RDNs can:

- perform **medical nutrition therapy** as part of the health care team in hospitals, clinics, or other health care facilities.
- manage **foodservice operations** in hospitals, school districts, colleges and universities, long-term care facilities, day-care centers, correctional facilities and more — overseeing everything from **food purchasing and preparation to setting menus and managing staff**.
- consult with **food companies, foodservice or restaurant managers, food vendors and distributors**, nursing home residents or company employees in corporate wellness programs.
- develop public awareness campaigns in **community and population health settings** to improve peoples' quality of life through healthy eating habits.
- help **athletes, police forces, firefighters and members of the military** understand the connection between food, fitness, and **performance in the field**.
- work in **communications, consumer affairs, public relations, marketing or product development** for food and nutrition-related businesses and industries.
- educate **physicians, nurses, dietetics students and other health practitioners** the sophisticated science of nutrition and dietetics in universities and medical centers,
- conduct **dietetics research** to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

Resource: <https://www.eatright.org/become-an-rdn>

## Salaries and Job Outlook

According to the *2021 Compensation & Benefits Survey of the Dietetics Profession*, the **median full-time salary of RDNs is \$72,000 per year**. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDNs. Salaries increase with experience and **many RDNs — particularly those in business, management, education, and research — earn incomes above \$90,000**.

According to the US Bureau of Labor Statistics, employment of dietitians is projected to grow 7% from 2021-2031, as fast as the average for all occupations, because of the increased emphasis on the role of food and nutrition in preventing and treating diseases, a growing and aging population and public interest in nutrition.

## C. Becoming a Registered Dietitian

### What are the educational requirements to become a registered dietitian?

To become a [registered dietitian nutritionist](#), you will need to:

1. **Earn a degree from an accredited dietetics program**. Classes vary according to program, but in general, coursework covers subjects that may range from food and nutrition sciences, foodservice systems management, business, economics, computer science, culinary arts, sociology and communication to science courses such as biochemistry, physiology, microbiology, anatomy and

chemistry. **A master's degree is required to be eligible for the RDN exam.** Some accredited programs include a master's degree, while other students complete their undergraduate in dietetics and earn a master's degree in another field (e.g. public health, communications, etc.).

2. **Complete a supervised practice requirement.** In addition to earning a degree, individuals must complete at least 1,000 hours of supervised practice to gain real-world experience and apply knowledge learned in the classroom to the context of a variety of work settings.
3. **Pass a national exam for RDNs.** Once you complete your degree and supervised practice, you may schedule to take CDR's Registration Examination for Registered Dietitians to become a credentialed as registered dietetics nutritionist. This is called "RDN eligibility," meaning you have completed the requirements to become eligible to take the national exam.
4. **Meet requirements to practice in your state.** Many states have regulatory laws (i.e. licensure) for food and nutrition practitioners. All states accept the RDN credential for state licensure purposes.
5. **Stay up-to-date in dietetics through continuing education.** After successfully passing the national exam and earning the credential, RDNs maintain ongoing professional development in order to stay up to date on the latest research, recommendations and best practices.

Dietetics education programs in [colleges and universities are accredited](#) by the Accreditation Council for Education in Nutrition and Dietetics—or ACEND. As an accrediting agency, ACEND makes sure that [students preparing for careers as RDNs](#) are getting the education they need to qualify for taking the national RDN exam.

Resource: <https://www.eatright.org/become-an-rdn>

## **D. Accreditation**

The Nutrition Science Program in Dietetics at the University of Illinois at Chicago is currently granted continuing accreditation by the Accreditation Council for Education in Nutrition and Dietetics of The Academy of Nutrition, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, Telephone: 312/899-4876. The program prepares students to apply to an ACEND accredited dietetic internship.

## **E. The RDN Credential**

The purpose of registration is to protect the nutritional health, safety, and welfare of the public by encouraging high standards of performance of persons practicing the profession of dietetics. The computerized exam is offered on a regular basis in Illinois and throughout the US year-round. Exam questions cover four domain areas: Principles of Dietetics, Nutrition Care for Individuals and Groups, Management of Food and Nutrition Programs and Services, and Foodservice Systems. After completing an internship or supervised practice program, the student is eligible to sit for the RD exam. Only after successfully passing this exam can the student become a RD.

After obtaining the RD credential, seventy-five clock hours of approved continuing education in the field over a five-year period are also required. Approved continuing education activities include conferences, workshops, seminars, academic coursework, and other learning experiences. To maintain RD status, a yearly fee of \$70.00 is paid to the Commission of Dietetic Registration (CDR).

## **F. Academy of Nutrition and Dietetics Membership**

Registered Dietitians are not required to be members of AND to be registered, but at UIC, we highly encourage membership. We believe that the association truly advocates for the profession and provides a myriad of benefits. Academy membership dues are currently \$259.00 per year for practicing RDs and \$58.00 for student members.

Specialty practice groups are also available to members for an additional nominal fee (generally \$25-50 per group).

As a member of the Academy, you can take advantage of a variety of programs, products and resources, including:

- Career resources
- Evidence Based Practice
- Networking
- Academy Travel Desk
- Educational Opportunities
- Information Resources
- Policy Initiatives/Advocacy
- Discounts and Insurance
- Please see: <https://www.eatrightpro.org/member-types-and-benefits>

The Academy of Nutrition and Dietetics is the major professional organization for dietetic practitioners. The purpose of the Academy is the promotion of optimal health and nutritional status of the population through the provision of direction and leadership for quality dietetic practice, education, and research. Currently, there are about 75,000 AND members in the United States. The majority of members are RDN's.

## II. Program Administration and Faculty

### A. Program Administration

The Nutrition Science Program is a Professional Bachelor’s Degree program offered by the Department of Kinesiology and Nutrition (KN) in the College of Applied Health Sciences (AHS). The Nutrition Science Program/DPD program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics.

Each nutrition faculty member participates in planning, teaching, and evaluating the NS program. Students participate in the evaluation of the courses offered and the NS curriculum. The NS Program Director is ultimately responsible for determining that each student has successfully met the foundation knowledge and competencies/learning outcomes for Entry-Level Dietitians and for verifying that the student is eligible to receive a verification statement and apply for a dietetic internship. The program director is Kirsten Straughan, MS, RD, LDN, CSSD [kstraul@uic.edu](mailto:kstraul@uic.edu), 312.996.7890.

### B. Faculty and Staff Directory

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### III. Curriculum Overview

#### A. UIC Department of Kinesiology: Nutrition Programs Mission, Goals, Objectives & Philosophy

##### I. MISSION

##### **Mission of the Didactic in Dietetics Program (DPD)**

The DPD mission is to provide students with the skills and knowledge to be confident and competent in their dietetic internship, to communicate and collaborate for human-centered care, and to have the preparation to advance health equity across diverse communities. Graduates of the DPD will be lifelong learners who promote science-based practice to advance the field of nutrition and dietetics.

##### II. GOALS AND OBJECTIVES

**Program Goal 1:** The UIC Didactic Program will provide academic preparation which supports successful placement into a supervised practice program, as well as subsequent success on passing the Registration Examination for Dietitians.

##### **Program Objectives for Goal 1:**

- 80% of DPD students who apply for a dietetic internship will receive an offer within 12 months of graduation.
- 70% of DPD graduates will apply for a dietetic internship.
- Annual first time overall scaled scores and domain specific scores on the registration exam will exceed the national average over a 5-year period.
- 80% of graduates over a 5-year period will pass the national Registration Exam within one year of first attempt.
- >85% of didactic program students will successfully complete the program annually within 3 years of beginning the program.
- Over 5 years, >80% of dietetic internship directors who respond to our survey will report that the UIC intern was either thoroughly prepared (rating=4) or mostly prepared (rating=3) in terms of the overall knowledge and skill set of the UIC DPD program graduates.



**Program Goal 2:** The UIC DPD will prepare graduates with the nutritional knowledge, communication, and collaboration skills necessary to serve diverse and underserved communities.

**Program Objectives for Goal 2:**

- 30% of alumni participate or work in community nutrition setting in an underserved setting within 2.5 years of graduation.
- 50% of graduates will report participation in food or nutrition related community engagement activities in an underserved area during their time as a DPD student at UIC.
- Over 5 years, >80% of dietetic internship directors who respond to our survey will report that the UIC intern was either thoroughly prepared (rating=4) or mostly prepared (rating=3) with an appreciation for the communication skills necessary to work with diverse populations.

**Program Goal 3:** The UIC DPD will integrate scientific research into the curriculum to advance and disseminate knowledge related to nutrition.

**Program Objective for Goal 3:**

- >90% of students will respond that the program more than adequately prepared them with a strong scientific foundation in the field of nutrition/dietetics.

***Program assessment data regarding the goals & objectives and RD exam pass results of our program is available upon request from the Program Director.***

### **III. PHILOSOPHY**

The Nutrition Programs believes that:

1. Optimum nutrition is essential to the health of all individuals and that dietitians play a key role in providing nutrition care, education, research and public service.
2. A broadly based body of knowledge and skills exists, the acquisition of which constitutes the justification of the profession of dietetics.
3. The role of the faculty is to foster the development of dietetic and nutrition professionals and assist them in developing values and goals that reflect an increased understanding of self and society.
4. Its commitment to active research programs is vital for the advancement of the profession.
5. It has a responsibility to provide public service as an essential component of the profession.

### **C. Core Knowledge for the RD**

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

*Upon completion of the program, graduates will be able to:*

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice.
- KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

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

*Upon completion of the program, graduates will be able to:*

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
- KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
- KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

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

*Upon completion of the program, graduates will be able to:*

- KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.
- KRDN 3.2: Develop an educational session or program/educational strategy for a target population.

- KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure, and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
- KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
- KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

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

*Upon completion of the program, graduates will be able to:*

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.
- KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Describe safety and sanitation principles related to food, personnel, and consumers.
- KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

**Domain 5. Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.**

*Upon completion of the program, graduates will be able to:*

- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).
- KRDN 5.4 Practice resolving differences or dealing with conflict.
- KRDN 5.5 Promote team involvement and recognize the skills of each member.
- KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

## E. Nutrition Science (BS) – Sample Program of Study for Core Curriculum

<p><b>JUNIOR YEAR</b></p> <p><u>Fall semester:</u> HN 100 Intro to Dietetics (2cr) HN 302 Nutrition Assessment (3cr) HN 202 Culture and Food (2cr) HN 308 Nutrition Science I (3cr) HN 318 Genetic, Molecular, and Cellular Mechanisms of Chronic Disease (3cr) HN 440 The Research Process (3cr)</p> <p><b><i>Semester credits: 15</i></b></p>
<p><u>Spring semester:</u> HN 309 Nutrition Science (3cr) HN 313 Introduction to Community Nutrition (3cr) HN 330 Quantity Food Production (3cr) Electives 6cr</p> <p><b><i>Semester credits: 15</i></b></p>
<p><b>SENIOR YEAR</b></p> <p><u>Fall Semester:</u> HN 300 Science of Foods (3cr) HN 311 Nutrition During the Life Cycle (3cr) HN 320 Clinical Nutrition I (3cr) HN 332 Food Service Management (2cr) Electives 4cr</p> <p><b><i>Semester credits: 15</i></b></p>
<p><u>Spring Semester:</u> HN 306 Nutrition Education (3cr) HN 420 Clinical Nutrition II (3cr) HN 423 Nutrition Counseling (3cr) Electives 6cr</p> <p><b><i>Semester credits: 15</i></b></p>
<p>Students fit in elective courses as desired to reach a total of 120 credits for graduation. *elective hours can be transferred in from a 4 year educational institution but students need to complete at least 60 credits from a 4-year institution to graduate.</p>

*Note: Curriculum is subject to change from time to time. It is up to the candidate to ensure he/she has completed the most recent requirements.*

Course descriptions are online <http://www.uic.edu/ucate/courses/> .

The *Schedule of Classes* is also online:  
<https://my.uic.edu/uPortal/f/welcome/normal/render.uP>

## IV. University Policies and Procedures

### A. Academic Calendar

The UIC Academic calendar can be found at: <https://catalog.uic.edu/ucatalog/academic-calendar/>

### B. Official UIC Email, Network Accounts and Student Mailbox Use

#### UIC Email Account

There will be numerous occasions throughout a given semester when instructors, advisors, or the department administration will need to contact their students. Possible messages would include alerting students of a cancelled class or change of schedule, disseminating course information, and notifying students of special events. The primary means for this contact is via student's UIC Email Account. Every UIC student will have an email account consisting of his/her netid + "@uic.edu." Students are required to check their UIC Email Account daily from Monday-Friday. Missing opportunities or assignments due to a lack of appropriate email monitoring is not an acceptable excuse and will not be accepted as a reason for late or omitted submissions.

#### From the Undergraduate Catalog:

#### *E-Mail Is the Official Method of Campus Communication*

All students are responsible for maintaining a valid University e-mail address and/or forwarding University e-mails to their preferred non-University e-mail address. If you choose to forward e-mails or change your service, you are still responsible for this information. [OFFICIAL] campus announcements will be sent out via mass e-mail to students for all official information students must be aware of. Colleges and/or departments maintain separate e-mail listservs, which may be used to convey specific information to their own students. Crucial messages, such as the availability of your tuition E-Bill or your registration Time Ticket, will be sent directly to your UIC e-mail account. You can create an e-mail account after activating the Network ID (netid) that was assigned to you upon admission. For additional information on creating a UIC e-mail account or forwarding your UIC e-mail, visit the Academic Computing and Communications Center (ACCC) E-mail Web Page <https://accountportal.uic.edu/token/manage>

#### University of Illinois Web Portal – my.UIC

The University of Illinois web portal, **my.UIC**, unifies a vast amount of information into a series of easily navigable pages. From admissions to enrollment to registration, academic resources, communication tools, and customizable pages, **my.UIC** provides students with an extensive series of personalized resources to help guide them through their academic career at UIC. To access my.UIC: <https://my.uic.edu/uPortal/f/welcome/normal/render.uP>

For help on how to use and customize your portal, see:

[http://www.uic.edu/depts/osss/Customizing\\_the\\_Home\\_Page.pdf](http://www.uic.edu/depts/osss/Customizing_the_Home_Page.pdf)

#### Access to Blackboard

The Blackboard system – a web-based supplement to classroom instruction used by most UIC faculty.

<https://uic.blackboard.com/webapps/login/>

## C. Grading and Grade Point Systems

Each student seeking a degree should thoroughly understand the meaning of grades and their grade point values.

Grades	Equivalent	Grade Pts/Hr (weight)
A	Excellent	4
B	Good	3
C	Average	2
D	Poor but passing	1
F	Failure	0

Multiply the number of credit hours for each course by the grade weight, add the products, and divide by the total number of hours. Example: A student takes three courses, receives an A in a 3-hour course, a B in a 2-hour course, and a C in a 5-hour course.

The computation would be as follows:

4(A) x 3 hrs. = 12 grade pts.

3(B) x 2 hrs. = 6 grade pts.

2(C) x 5 hrs. = 10 grade pts.

Totals: 10 hrs. 28 grade pts. > 28 pts./10 hrs. = 2.8 GPA (A=4.0)

The following symbols may also be recorded in the situations described:

**W** Withdrawn from the course, without penalty (no grade); however, a W remains on the grade transcript if withdrawal from course is after 10-day period.

**DFR** Grade temporarily deferred.

**I** Incomplete (I). Information about when a student can be considered for an incomplete grade and expectations on completing the course work can be found here:

<https://registrar.uic.edu/student-records/grading-system/>

*Due to the progressive nature of the NS program, the requirements for incomplete work are more stringent than those of the university as a whole. If a student does not complete the work from the previous semester by the mid-point of the following semester, the grade for that class will be calculated based on the assignments / exams as completed. It is the student's responsibility to ensure that all work is submitted to allow for an Incomplete to be replaced with a grade.*

**S/U** Satisfactory/unsatisfactory

Note: Courses numbered 001-099 do not carry academic credit. Grades for these courses are not calculated in the grade point average and do not carry credit towards graduation.

## D. Registration

All registration is conducted via UIC's portal: <https://my.uic.edu/uPortal/f/welcome/normal/render.uP>

### How do I register for classes?

Please refer to the following website for detailed instructions on how to register for courses, how to manage holds, information on time tickets for registration and other FAQs:

<https://registrar.uic.edu/registration/>

### **Academic Advising**

Students are strongly encouraged to meet with their academic advisor each semester to ensure that they are on track for fulfilling the requirements for graduation. Melvin Woolfolk is the academic advisor for students in their first three years of the program. Students switch to Kirsten Straughan in their last two semesters.

We encourage students to use all the resources available to support them for success. These include the [Academic Support and Achievement Center](#) and the Kinesiology and Nutrition Academic Advising Blackboard site and using [iAdvise](#) and [UAchieve](#) for course progress tracking.

Advisors will oversee early alerts, DFWI grade intervention, midterm grade messaging and SAP interventions.

### **Overrides**

All Nutrition courses are blocked for students who are not enrolled in one of our programs. We must manually put in overrides for each student for each course, which is typically done during your advising meeting during the previous semester. If you have trouble getting into one of the nutrition courses, please contact Melvin Woolfolk or Kirsten Straughan for an override. We are only able to give overrides for HN courses. If you need to get into a course in another department, then you will have to contact the department directly for an override.

## **E. Add and Drop Policies**

### **How do I add and drop courses?**

<https://registrar.uic.edu/registration/add-drop/>

### **Deadlines for adding and dropping a course:**

Fall Semester Deadline: Friday of Week 2

Spring Semester Deadline: Friday of Week 2

Summer Session 1: Wednesday of Week 1

Summer Session 2: Friday of Week 1

Beginning the Monday of the second week of the Fall and Spring Semesters, it is advisable for students to seek the instructor's approval for admittance into the class. **In general, while adding a course after the term has begun is permitted, it is not recommended.**

Exceptions to these deadlines are sometimes approved, provided that the student has the written approval of the instructor and the approval of the Program Director. The Program Director makes the final decision whether to allow a student to add a course after the deadline.

### **Dropping a Course after the Deadline**

Students may drop a course after the deadlines listed above and during the weeks cited below. Paperwork for dropping a course after the first deadline must be processed by the Program Director and/or the AHS college office staff.

A “W” (withdrawal) is noted on the transcript, but the GPA is not affected. Students may drop a maximum of 4 individual UIC courses during their entire undergraduate degree program.

Here is the link for requesting to drop a course between weeks 2 and 10:

<https://ahs.uic.edu/inside-ahs/student-resources/advising/>

Deadlines:

Fall Semester: Weeks 3 through 10

Spring Semester: Weeks 3 through 10

Summer Session 1: Thursday of week 1 through Wednesday of week 2

Summer Session 2: Weeks 2 through 5

**There is no refund for course drops made after the second Friday of fall and spring, the first Wednesday of Summer Session 1, or the first Friday of Summer Session 2.**

**International students in F-1 or J-1 status are required to be registered full time (a minimum of 12 semester hours) every semester.** International students who wish to register for less than 12 semester hours should speak with an advisor in the Office of International Services (OIS) prior to dropping courses or under-enrolling. In order to maintain immigration status, permission must be granted by OIS in advance of dropping below full time. OIS is located in 2160 Student Services Building (SSB) and may be contacted at (312) 996-3121 or [ois@uic.edu](mailto:ois@uic.edu).

## F. Repeat Policy for Standard Graded Courses

From the Office of the Registrar, the following information applies to undergraduate courses.

[http://registrar.uic.edu/student\\_records/course\\_repeat.html](http://registrar.uic.edu/student_records/course_repeat.html)

## G. Guidelines Regarding Academic Integrity

As an academic community, the University of Illinois at Chicago is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community—students, staff, faculty, administrators—share the responsibility of insuring that these standards are upheld so that such an environment exists. Instances of academic misconduct by students, and as defined herein, shall be handled pursuant to the *Student Disciplinary Policy* found at: <https://dos.uic.edu/community-standards/>



Academic dishonesty includes but is not limited to the following. For a complete list, review the University's Disciplinary Policy: <https://dos.uic.edu/wp-content/uploads/sites/262/2021/09/Student-Disciplinary-Policy-2021.pdf>

**Cheating:** Either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise, or extending to or receiving any kind of unauthorized assistance on any examination or assignment to or from another person.

**Fabrication:** Knowing or unauthorized falsification, reproduction, lack of attribution, or invention of any information or citation in an academic exercise.

**Facilitating Academic Dishonesty/Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

**Bribes, Favors, Threats:** Bribing or attempting to bribe, promising favors to or making threats against, any person, with the intention of affecting a record of a grade, grade, or evaluation of academic performance. Any conspiracy with another person who then takes or attempts to take action on behalf or at the direction of the student.

**Examination by Proxy:** Taking or attempting to take an exam for someone else other than the student is a violation by both the student enrolled in the course and the proxy or substitute.

**Grade Tampering:** Any unauthorized attempt to change, actual change of, or alteration of grades or any tampering with grades.

**Non-original Works:** Submission or attempt to submit any written work authored, in whole or part, by someone other than the student.

## **H. Professional and Behavioral Expectations**

**Professionalism:** Students in the College of Applied Health Sciences are expected to uphold the professional standards of their individual programs and the university. Students should conduct themselves in an appropriate manner in all interactions with professors, office staff, fellow students, and any patients and/or research subjects. Abusive language, verbal outbursts, offensive written communications, or discriminatory remarks or actions will not be tolerated. Students displaying nonprofessional behavior will be counseled, and if warranted, may result in disciplinary action.

More information about the community standards process can be found here: <https://dos.uic.edu/community-standards/community-standards-process/>.

Reports of behavioral misconduct for faculty, staff or students can be made here: <https://dos.uic.edu/community-standards/personal-community-integrity/>

**Student Health:** Students enrolled in the College of Applied Health Sciences participate in a rigorous curriculum of academic and clinical instruction. The students' successful participation in the instructional programs requires maintenance of a level of physical and mental well-being sufficient to achieve course objectives. Should the faculty of a given program find that a student's mental or

physical well-being is a contributing factor to substandard achievement, they will counsel the student to seek help from the Health Service, Counseling Services, or private services.

**Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct:** According to the University of Illinois Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct, the University of Illinois prohibits and will not tolerate sex discrimination, sexual harassment, or other sexual misconduct of any kind (including sexual assault, sexual violence, and sexual abuse) of or by employees, students, and visitors. The University will take action to provide remedies when such discrimination, harassment, or misconduct is discovered. The University complies with applicable federal and state laws to achieve an environment for study, work, and public engagement that is free from sex discrimination, sexual discrimination, and sexual misconduct. Please consult the Office of Access and Equity (<http://oae.uic.edu/>) or Sexual Misconduct (<http://sexualmisconduct.uic.edu/>) websites for further details on this policy's related to sexual discrimination, sexual harassment and sexual misconduct.

**Discrimination:** The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. The nondiscrimination policy applies to admissions, employment, and access to and treatment in the University programs and activities. The university strives to maintain an environment free of any form of unlawful discrimination and harassment. The Office of Access and Equity provides training and consultation on matters of discrimination. For additional information on the university's policies on discrimination, please visit the Office for Access and Equity website for additional details at <http://oae.uic.edu/>.

## I. Students with Disabilities and Accommodations

The Department of Kinesiology and Nutrition encourages the enrollment of qualified students with disabilities. The following steps must be taken to ensure that all students are treated fairly, and that reasonable accommodation can be made for students with disabilities.

Before any request for accommodation can be considered, the student must provide verification of the disability. This can be done by consulting the Disability Resource Center (DRC) ([http://www.uic.edu/depts/oa/disability\\_resources/index.html](http://www.uic.edu/depts/oa/disability_resources/index.html)) at 413-2183 or via email at [drc@uic.edu](mailto:drc@uic.edu).

The DRC will work with the student to verify the disability, identify reasonable accommodations and develop a Letter of Accommodation (LOA).

The LOA should be given to each student's instructor at the start of each semester. Students who are requesting an accommodation must initiate a meeting with each instructor to: a) provide each instructor with a copy of the LOA that was drafted by the DRC and b) discuss how the accommodation(s) will be applied in a given course.

After receiving a LOA, an instructor may initiate a conversation with the DRC to better understand how a given accommodation applies to his/her class or to suggest modification to the LOA. Instructors may work closely with students and DRC staff to collaboratively develop the LOA. If a student is encountering problems with accommodations being provided in a course the student should alert the NS Program Director and/or the DRC.

## **J. Student Academic Grievance Procedures**

The Student Academic Grievance Procedures define an administrative process through which students may seek resolution of complaints or Grievances regarding academic standing during their enrollment at UIC.

### Student Academic Grievance Procedures Eligibility

- A. These Procedures **may only** be used by students:
  - 1. With a Complaint or Grievance regarding academic standing during their enrollment at UIC.
  - 2. About an academic decision made about them by an agent (e.g., faculty or staff member, administrator, committee) of the University of Illinois at Chicago that directly and adversely affects the Student.
- B. These Procedures **may not** be used:
  - 1. In deciding or appealing issues relating to student discipline under the purview of the Senate Student Judiciary Committee;
  - 2. In resolving any complaint, request, or question involving student records subject to campus procedures established under the Family Educational Rights and Privacy Act (FERPA) and contained in the Guidelines and Procedures Governing Student Records [http://www.uic.edu/depts/oar/campus\\_policies/records\\_policy.html](http://www.uic.edu/depts/oar/campus_policies/records_policy.html)
  - 3. By applicants for admission;
  - 4. In review of any decision by any university administrator or properly constituted board or committee relating to allocation of resources to support any unit's projects or programs.

For a complete description of the procedures, students should consult the Web site <http://policies.uic.edu/educational-policy/student-academic-grievance-policy/>

### **Academic complaints:**

The student should initially speak with the instructor for the course in question. If the instructor is unable to resolve an academic complaint, then the program directors including Shayna Oshita (CP director), Tina Lam (Assistant CP Director) and/or Kirsten Straughan (Nutrition Science Director) should be the next point of contact in the process to achieve resolution.

### **Departmental or Programmatic Complaints:**

Initially, the student is to bring the complaint to the program director. If academic or departmental/programmatic complaints remain unresolved, then the complaint moves to a formal procedure.

- 1) Head of Department of Kinesiology and Nutrition
- 2) AHS Academic Affairs/Office of the Dean
- 3) If all other options with the program and institution have been exhausted, students may submit complaints directly to ACEND.

<https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>

Program directors are responsible for tracking and documenting all student complaints.

## **K. Probation and Dismissal Rules**

In accepting admission into the College of Applied Health Sciences, students enrolled in each of the departments commit themselves to the UIC Standards of Conduct and the ethics of their chosen professions, as well as the guidelines of the respective programs. Therefore, nutrition students are expected to adhere to the highest academic and professional standards in all aspects of their education. The health professions are fields in which practitioners must be fully cognizant of their roles and responsibilities in the communities they seek to serve. The professions, and therefore the College, demand exemplary conduct from their members. All members of the student body and the faculty of the College are responsible for upholding these standards.

The College of Applied Health Sciences follows the campus policy and procedures on academic appeals and grievances (see above). The College of Applied Health Sciences reserves the right to recommend to the UIC Graduate or Undergraduate College that a student's enrollment in programs offered by the College be terminated. Such action will be initiated when the faculty of the program in which the student is enrolled deems it inadvisable for the student to continue toward completion of the course of study.

The conditions contributing to this determination may include but are not limited to:

- a. Failure to meet the program minimum requirements.
- b. Inadequate achievement and maintenance of professional performance including performance during instruction in clinical sequences, personal deportment and character deemed inconsistent with ethical standards of behavior for members of the health professions;  
or
- c. Unsatisfactory progress toward completion of the degree requirements.

As discussed previously, if a student receives an incomplete (I) grade in any course, resulting in the GPA not being calculated for that term, the student must complete the work required for that course by the midpoint in the semester immediately following (including summer for work not completed during the spring semester). If work is not completed by the midpoint of that semester, the previous terms' final grade will be calculated based upon any and all work completed at that point. This will allow timely calculation of each term's GPA, ensuring appropriate progression of the student.

If a student registers for only courses that are not graded A-F (e.g. S/U courses not included in the GPA), the term still counts against the time allowed to get off probation. The situation of taking only S/U courses for a student on probation would be taken into consideration for any petition for extension of probation.

The College has established, and endorses, other University procedures by which the rights of students are assured.

**Undergraduate students:**

Academic probation designates the status of an undergraduate student who has failed to attain the accepted level of academic achievement as defined as follows:

1. An overall grade point average of 2.0 in all courses designated as professional coursework within the Department of Kinesiology and Nutrition.
2. A grade point average of 2.0 for each semester completed in the nutrition science program in the Department of Kinesiology and Nutrition.
3. A cumulative grade point average of 2.0 following matriculation into the nutrition science program in the Department of Kinesiology and Nutrition.
4. Satisfactory attainment of knowledge and skills prescribed and published for any particular course.

If the student's grade point average is below 2.0 in a given semester, even though the previously attained grade point average is in excess of 2.0, the student will be placed on probation. The College will notify the student of his/her probationary status, including notice of the expectation that a 2.0 average will be earned in the succeeding semester.

Removal of probationary status is dependent on earning a grade point average during the probationary semester which is sufficiently above 2.0 to maintain a grade point average of 2.0 or above for all work in the Nutrition Science program in the Department of Kinesiology and Nutrition. If a cumulative GPA of 2.0 is not attained for 2 semesters, the Program Director and one faculty member will decide whether the student will be dismissed from the program. Generally, probation shall not extend beyond two semesters, and the student will be dismissed from the program.

When a student is placed on probation, counseling shall be provided to assist the student in attaining academic success. Recommendations may also be made relative to obtaining additional health-related or educational services.

To determine what GPA needs to be attained to reach minimum cumulative GPA of 2.0, use the following formula:

$$A (2.0) = B (\text{current GPA}) + C (x)$$

A = (total credits, includes what student is currently taking – or planning on taking)

B = (credits completed)

C = (current or planned credits)

**Dismissal Rules for Undergraduate Students:**

1. A student on academic probation from the UIC Nutrition Science Program will be dismissed from the program in any term in which the student fails to meet the grade point average required by the probation and in which the cumulative GPA in courses taken in the Nutrition Science Program is less than 2.00/4.00.
2. A student who fails to make progress toward a degree may be dismissed. Examples include failure to complete required courses, accumulation of an excessive number of Incomplete grades, failure to earn credit in any semester, failure to maintain a C average in the UIC Nutrition Science Program Courses.
3. If it is decided that a student should be dismissed from the Nutrition Science Program, the student will be notified by the College of this decision.

### **Graduate students:**

The Graduate College requires that students maintain a Graduate Degree GPA (all 400 and 500 level courses) of 3.00 (A = 4.0) to remain in good academic standing. When the graduate degree GPA falls below 3.00, students are sent a warning letter (with copies to the program) that notifies them that they have one additional term of registration (including summer, if registered) after the warning term to raise the graduate GPA to 3.00. Any graduate student whose GPA falls below 3.00 should immediately make an appointment with the Program Director to plan for remediating the GPA.

Graduate students who raise their graduate GPA to 3.00 or above within the specified time frame will be removed from probation. Students must be in good academic standing in order to graduate, even if all other requirements have been met. Graduate students on probation (Degree GPA less than 3.00) will not be allowed to graduate unless good academic standing is achieved by raising the Degree GPA to 3.00 or greater. Graduate students who fail to raise their GPA to 3.00 or above within the deadline will be dismissed from the University. The Graduate College makes every effort to notify students of their dismissal in a timely fashion. Failure to receive notification, however, does not alter the student's dismissal status. Students are expected to monitor their progress in light of departmental and Graduate College policies.

The student who is dismissed can appeal their dismissal to the Academic Standing Committee following the procedures titled "Process for Appealing Dismissal from the MS Program Due to Academic Performance: Step-by-Step Instructions". If the Program Director determines that an extension of probation is warranted for a student who is dismissed due to failing to meet probation requirements, the student must complete a Graduate Student Petition and obtain signatures from the advisor and Program Director. The Program Director must provide justification for the extension on the petition, as well as any conditions. The petition must arrive in the Graduate College prior to the start of the next term (whether or not the student will register in that term). The full policy is available at <http://grad.uic.edu/probation-and-academic-dismissal>.

*The program directors, student affairs office, and/or dean of the student's college determines the conditions of probation. In addition to specifying the GPA, the program director/student affairs office/dean may require the completion of specific courses, may limit the number of hours for which the student registers, and may exclude the student from taking certain courses while on probation.*

## **L. Termination of Enrollment from the College of Applied Health Sciences**

On the specific recommendation of the faculty and after the student has been informed, in writing, of the opportunities to exercise all rights, the College of Applied Health Sciences reserves the right to terminate a student's enrollment in the college. Such action will be initiated when the faculty of the department in which the student is enrolled deems it inadvisable for the student to continue toward completion of the course of study. The conditions contributing to this determination by the faculty may include:

1. Inadequate academic performance in meeting the predetermined achievement level;
2. Inadequate achievement and maintenance of professional performance including performance during instruction in clinical sequences, personal deportment and character deemed inconsistent with ethical standards of behavior for members of the health professions; and/or
3. The state of the student's physical and mental well-being.

The College has established and endorses other University procedures by which the rights of students are assured.

## **M. Religious Holidays**

The following policy regarding student observance of religious holidays was approved by the UIC Senate:

“The faculty of the University of Illinois at Chicago shall make every effort to avoid scheduling examinations or requiring that student projects be turned in or completed on religious holidays. Students who wish to observe their religious holidays shall notify the faculty member, by the tenth day of the term of the date when they will be absent unless the religious holiday is observed on or before the tenth day. In such cases, the student shall notify the faculty member at least five days in advance of the date when he/she will be absent. The faculty member shall make every reasonable effort to honor the request, not penalize the student for missing the class, and if an examination or project is due during the absence, give the student an exam or assignment equivalent to the one completed by those students in attendance. If the student feels aggrieved, he or she may request remedy through the campus grievance procedure.”

Although this policy was adopted to accommodate students' observances of religious holidays, students must take care not to abuse the policy. It would be unreasonable, for example, for a student to request a two-week absence from classes for religious purposes. Information concerning specific religious holidays may be obtained from the Office of the Dean of Student Affairs or from Student Development Services.

Student Academic Grievance Procedures (<http://www.uic.edu/ucatalog/GR.shtml#qb>) are applicable to students who feel aggrieved by the implementation of this policy.

## **N. Graduation Policies and Procedures**

Students are eligible to receive a UIC undergraduate degree on the recommendation of the Department of Kinesiology and Nutrition to the UIC College of Applied Health Sciences and then to the Board of

Trustees when they have met all of the following conditions:

- Complete all University degree requirements.
- Earn a minimum of 60 hours from a four-year University.
- Earn a minimum of 120 hours that apply toward the degree.
- Complete all major requirements in their major field.
- Have at least a 2.00(C) average in their UIC course work and, if they have transfer course work, a 2.00 (C) average in the combined average of their UIC and transfer work.
- Meet the GPA requirements in their major field (GPA > 2.0)
- Meet the residency requirements: to earn a Bachelor's degree from UIC, either the first 90 or last 30 hours must be completed at UIC during periods of uninterrupted enrollment.

Students are eligible to receive a UIC graduate degree on the recommendation of the Department of Kinesiology and Nutrition to the Graduate College and then to the Board of Trustees when they have met all of the following conditions:

Graduate degree conditions:

- Complete all University degree requirements.
- Earn a minimum of 36 hours at the 400 or 500 level that apply toward the graduate degree.
- Complete all major requirements in their major field.
- Have at least a 2.00(C) average in their DPD course work.
- Meet the graduate GPA requirements of >3.0 (for 400 and 500 level courses)

If students need clarification, they should contact the Program Director and refer to the Undergraduate (or graduate in the grad section) Course Catalog.

### **Declaring the Intent to Graduate:**

Students must declare your intent to graduate via the my.UIC portal by the deadlines indicated below:

The link to apply for graduation and more information can be found here:

<http://ahs.uic.edu/inside-ahs/student-resources/graduation/apply-to-graduate/>

Fall Semester: Friday of the third week of the Fall Semester.

Spring Semester: Friday of the third week of the Spring Semester.

Summer Session: Friday of the second week of the Summer Session 2.

It is highly recommended that each student meet with their Academic Advisor or Program Director the semester before they wish to graduate so that a degree audit can be performed.

### **Graduation Review:**

In the last semester, the Program Director reviews the student's academic record to evaluate his/her status in meeting all major degree requirements.

On completion of the term in which you plan to graduate, the Program Director will evaluate final grades, final GPA, and all other requirements. This process generally takes about three weeks, after



which the department will forward the final list of certified undergraduate degree recipients to the College of Applied Health Sciences and the list of certified graduate degree recipients to the Graduate College. The College will forward this final list the Registrar's Office and the degree is then posted to the student's transcript (diplomas are mailed to graduates within approximately three months thereafter). Appearance of a name in the AHS Commencement Program is not an assurance that the degree has been awarded since commencement is held before all evaluations have been completed.

*Please note:* Once you graduate you will not be able to continue taking courses that may be required for graduate school. Students who would like to continue taking courses after graduation must apply as a non-degree seeking student.

### **Commencement Ceremony:**

The College of Applied Health Sciences holds its commencement ceremony during finals week of the fall and the spring semester. Graduates of the preceding summer and fall terms can participate in the December graduation, and graduates of the current spring term are eligible to participate in the May graduation. Students planning on graduating at the end of the following summer term may also participate in the May ceremony, but their names will not be listed in the current commencement booklet (their names will be listed in the subsequent year's booklet). Details regarding commencement can be found on the [AHS website](#) and will be made available early in the fall/spring of each academic year.

### **Graduation with Honors:**

The University of Illinois at Chicago honors system recognizes three separate distinctions for scholastic excellence in the cumulative grade point average (4.00 system), according to range of cumulative grade point averages, as follows:

Summa cum laude	3.9 and above
Magna cum laude	3.75 to 3.89
Cum laude	3.50 to 3.74

Undergraduate transfer students must have completed a minimum of 60 semester hours at UIC as well as meet the cumulative GPA requirements above to be considered for University Honors.

## **V. Nutrition Science Program Policies and Procedures**

### **A. Assessment of Prior Learning, Credit towards Program Requirements and Course Exemptions**

#### **Credit by Examination for Prerequisite Courses**

Students may establish credit toward an undergraduate degree through the following examinations:

- ACT English/SAT Verbal
- Advanced Placement (AP)
- International Baccalaureate (IB)

- Proficiency Examinations for Enrolled Students

Students must submit official grade reports/examination results to the Office of Admissions before credit can be awarded. UIC will not award transfer course credit based on another institution's evaluation of test results.

Information on how students receive credit for each of the above can be found here:

<https://catalog.uic.edu/ucat/degree-programs/academic-standing/#creditbyexam>

## **Policy on Course Exemptions**

It is the policy of the nutrition programs to require all DPD coursework be completed at UIC. It is at the discretion and approval of the Director of the Nutrition Science Program to make exceptions to this rule.

Any exempted courses must be taken **prior** to the student beginning the nutrition programs at UIC. Students need to submit a course syllabus for approval.

### **B. Class Attendance**

It is expected that students will attend all lectures and laboratory sessions. Prompt and regular attendance is required for scheduled activities. Excused absences are at the discretion of the instructor. Students should refer to the course syllabus for the absence policy. It is the student's responsibility to make up any missed assignments or exams.

Unexcused absences may be reflected in the course grade in a manner determined by the course instructors and in accordance with the policies of the University.

### **C. Management of Student Records**

Student files shall be maintained and controlled in a manner that ensures privacy, appropriateness, quality and accuracy of the files and records maintained by the Office of Student Affairs. Student files access and use shall at all times comply with the policies and procedures of the university, which are in turn governed by the federal legislation on Family Education Rights and Protection Act (FERPA). FERPA mandates that federal funding will be withheld from any higher education institution which denies a student the right to inspect and challenge the content of the student's cumulative record. Additionally, FERPA imposes significant restrictions upon unauthorized access by others to a student's records without the written consent of the student.

The procedure for records management can be found at the following website:

<https://www.obfs.uillinois.edu/bfpp/section-1-intro-business-financial-functions/business-financial-records-management>

## **D. Use of Departmental Resources**

### **Use of Student Lounge**

Students are encouraged to utilize our student lounge on the 6<sup>th</sup> floor of AHSB for studying, socializing and eating. There is a refrigerator, microwaves, electric water kettle and coffee makers available for student use.

### **Use of Foods Laboratory**

The food is to be used for class activities only, except by permission of an instructor or other departmental representative.

### **Use of Department Copy Machines and Computers**

Student computers and printers are located in the 5<sup>th</sup> floor common area in AHSB.

## **G. Policy on Deferment/Leave of Absence from Nutrition Science Program**

Students must notify the program director if they intend to take a semester off. Not registering for classes for two consecutive semesters will result in termination of a student's status resulting in the student needing to re-apply to the University.

International students must contact the Office of International Services if they do not intend to enroll for any term.

<https://registrar.uic.edu/campus-policies/continuing-student-policy/>

## **H. Policy on Issuing Verification Statements to Nutrition Science Students**

The Director of the Nutrition Science Program will issue verification statements to students after completion of the academic requirements as required by the Academy of Nutrition and Dietetics. For students earning their baccalaureate degree, verification statements should be issued when the student has completed ACEND-accredited/approved Didactic Program requirements and the registrar has cleared the student for graduation, which indicates that all degree requirements also have been completed.

The Director will issue five (5) original signed copies (in blue ink) to each student.

Verification statements are needed as proof of completion to begin an accredited dietetic internship and subsequently take the registration examination and/or to establish eligibility for Academy of Nutrition and Dietetics Active membership.

## **I. Code of Ethics for the Profession of Dietetics**

Please see: <https://www.eatrightpro.org/practice/code-of-ethics> for the Academy of Nutrition and Dietetics/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics. The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a

Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the *public, clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 2, 2009, by the Academy Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

## APPLICATION

The Code of Ethics applies to the following practitioners:

- (a) In its entirety to members of AND who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
  - (b) Except for sections dealing solely with the credential, to all members of AND who are not RDs or DTRs;
- and
- (c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of AND. All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in AND and/or accepting and maintaining CDR credentials, all members of AND and credentialed dietetics practitioners agree to abide by the Code.

## VI. Student Financial Responsibilities

### A. Basic Tuition & Fees

#### Undergraduate:

**The table below provides a basic range for undergraduate tuition, fees, and assessments. See Office of the Registrar Web site for a more current and complete information on undergraduate tuition, fees, and assessments:**

[http://www.uic.edu/depts/oar/undergrad/tuition\\_undergrad.html](http://www.uic.edu/depts/oar/undergrad/tuition_undergrad.html)

Estimated tuition and fees for one academic year full time (In-state resident)  
\$17,344.00

For out-of-state and international calculations, as well as a detailed breakdown, please see:  
[http://www.uic.edu/depts/oar/undergrad/tuition\\_undergrad.html](http://www.uic.edu/depts/oar/undergrad/tuition_undergrad.html)

#### Graduate:

Estimated tuition and fees for one-year full time (In-State) - \$18,648.00

For out-of-state and international calculations, as well as a detailed breakdown, please see:  
<https://registrar.uic.edu/tuition/grad/>

\*\*In addition to Tuition and Fees, Nutrition Science Program students will incur additional costs related to the program. These estimated costs are detailed below in Section B.

## **B. Additional Expenses**

While enrolled in the NS, the student will incur additional expenses which include mandatory expenses and optional expenses.

### **CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES**

Transportation.....*Variable*  
Books..... *Variable*

### **OPTIONAL ANNUAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES**

Academy of Nutrition and Dietetics (AND) Student Membership..... \$58.00  
Student Nutrition Association (SNA) Membership..... \$10.00

## **C. Expenses Immediately Following Graduation**

Students applying to a dietetic internship can expect the following expenses for the application process. Each internship will vary for tuition and fees. See below link for a listing of dietetic internships by state: <https://www.eatrightpro.org/acend/accredited-programs/program-directory>

- **Accelerated Masters Coordinated Program at UIC**

Students enrolled in the Nutrition Science Program at UIC can apply to the [Accelerated Masters Coordinated Program](#) at UIC in the summer prior to their graduation. The application will be sent internally during final exam week. The application deadline is June 1<sup>st</sup> for either a January or May start the following year. There is no fee to apply. Graduate tuition can be found [here](#).

- **The Dietetics Inclusive Centralized Application System (DICAS)**

The Dietetics Inclusive Centralized Application System (DICAS) is the online applicant portal, for use by students who are applying to Dietetic Internship programs. The DICAS Online is a service of the Academy of Nutrition and Dietetics. It offers applicants a convenient, state-of-the-art, web-based application service that will allow them to apply to any number of participating dietetic internship programs by completing a single online application.

The fee is \$50 to submit the first application, and \$25 for each additional application.

Here is more information on the application process for dietetic internships:

<https://www.eatrightpro.org/acend/students-and-advancing-education/application-process-for-students>

### **Tuition Obligations**

By registering for classes, students contract to pay tuition and fees unless they officially withdraw by the published refund deadline. Tuition and fees are assessed on registered students and are payable by

the due date reflected on the online bill. The amount of tuition and fees varies by the date a student enters the University, changes in student level, changes of program within the University, and the number of semester hours for which the student registers. Subsequent changes in the number of hours carried could result in a change from the amounts originally assessed. Tuition also varies according to the students' state residence—state of Illinois resident or nonresident. For a description and definition of state resident status, see *Regulations Governing the Determination of State Residence Status for Admission and Assessment of Student Tuition* later in this section. Tuition and fees are set annually by the University of Illinois Board of Trustees and are subject to change without notice any time prior to the first day of instruction.

<https://registrar.uic.edu/financial-matters/payment-obligation/#:~:text=By%20registering%20for%20classes%20at,the%20student%20health%20insurance%20fee>).

### **Undergraduate Guaranteed Tuition Plan**

Undergraduate degree-seeking students entering the University in Summer 2004 or after are provided a four-year tuition guarantee. The purpose of the undergraduate guaranteed tuition plan is to provide a high degree of certainty about tuition costs for students and families. The plan applies to all undergraduate students enrolled in a baccalaureate degree program on one of the three campuses of the University of Illinois. The plan treats every student as part of a cohort defined by the date of entry to the University. Each cohort is guaranteed an unchanged tuition schedule for four years. Students extending their graduation beyond four years should be prepared for a tuition increase. Please note that fees are subject to change annually.

## **D. Payment of Tuition and Fees**

### **University Student Financial Services and Cashier Operations (USFCO)**

1900 Student Services Building (SSB)  
(312) 996-8574

[usfscohelp@uillinois.edu](mailto:usfscohelp@uillinois.edu)

<http://paymybill.uillinois.edu>

USFSCO is the central billing and payment unit of the University of Illinois. The office is responsible for managing student account transactions and collecting payment for the University. It is different than the Office of Student Financial Aid in that it is not involved with awarding and processing student financial aid like loans and grants. Customer Service is the office students contact if they have questions about charges or credits on their student account or need information about making payments to the University for their student account balance. USFSCO also handles inquiries regarding refunds for student account overpayments. Students are encouraged to review the website at <http://paymybill.uillinois.edu> to become familiar with all of the services and policies.

## **New Student To-Do List**

1. Set up your parent/guardian as an "[Authorized Payer](#)".
2. Read about the Family Educational Rights and Privacy Act ([FERPA](#)).
3. Enroll in [Direct Deposit](#).
4. Write down the fall, spring, and summer payment [due dates](#) on your calendar.
5. If you don't plan on paying tuition in full by the due date, enroll in our optional [Payment Plan](#).
6. Put a reminder on your calendar to [check your student account](#) balance each month.
7. Contact your financial aid counselor to make sure that your financial aid file is complete.
8. Watch our "[Paying Your Bill Video Series](#)" or attend a "[New Student Webinar](#)".
9. "Like" us on our [USFSCO Facebook](#) page and "follow" us on our [USFSCO Twitter](#) page.
10. [Subscribe](#) to our [Student Money Management Center](#)'s monthly e-newsletter for tips and tricks to keep your finances on track.

## **Viewing the Student Account**

At the beginning of each month, students will receive an email to their University email address, and authorized payers will receive an email reminding them to view their Student Account for activity. It is the student's responsibility to monitor their official University email account on a regular basis.

## **Payment Methods**

The University accepts both e-checks and credit card payments online through UI-Pay. An e-check is an electronic withdrawal from a checking or savings account at a domestic (U.S.) bank account. Credit cards accepted for payment are MasterCard, American Express and Discover. All credit card transactions will be assessed a 2.4% convenience fee. Please visit the website for additional detail on our payment methods.

Mailed payments should be sent at least five business days prior to the due date. The student name and University ID Number (UIN) must be written on the check. A printed copy of the payment stub must be included to ensure proper credit. Payments may be mailed to the following location: University of Illinois, Student A/R, P.O. Box 19455, Springfield, IL 62794-9455.

USFSCO Customer Service

Email: [usfscohelp@uillinois.edu](mailto:usfscohelp@uillinois.edu)

Website: <http://paymybill.uillinois.edu>

Phone: (312) 996-8574

## **Encumbered Students**

An encumbered student is one who owes any money to the University. Encumbered students will not be permitted to register, and will not be entitled to receive an official transcript until their indebtedness has been paid.

Past due accounts are subject to a Late Payment Charge at the annual percentage rate of 18 percent (1.5 percent per month on the unpaid balance of each month or \$1.00, whichever is greater). Account balances 60 days or more past due will be assessed a Penalty of \$2.00 per month in addition to the Late Payment Charge.

Please note that the University of Illinois at Chicago does refer past due accounts for collection. Where appropriate, the University will authorize legal action to effect settlement of an account. Students will be liable for all reasonable collection costs, including attorney fees and other charges necessary for the collection of a past due account.

### E. Refund Policy

Please consult the Office of the Registrar Web site at <http://registrar.uic.edu> for the Refund Schedule. Refunds of a portion of tuition and fees may be authorized for students withdrawing from the University or from one or more courses as detailed below, depending on the timing of the withdrawal.

Refund Schedule:	
Cancel registration by the end of the online drop/add period—the second Friday of fall and spring	100 percent refund
Withdraw from University during first through tenth week of term	Pro rata refund based upon official date of withdrawal (See Refund Schedule at the Office of the Registrar Web site: <a href="http://registrar.uic.edu">http://registrar.uic.edu</a> )
Course Drop	No refund after the second Friday of fall or spring (first Wednesday of Summer Session 1 or first Friday of Summer Session 2)

#### Refund on Withdrawal from the University

Requests for withdrawals should be initiated using *Student Self-Service* or after the late add/drop period, in the student’s college office. A pro rata refund of tuition and fees (excluding the health service, health insurance, and transportation fees) will be issued to a student who withdraws on or before 60 percent of the enrollment period has elapsed (i.e., the tenth week of the fall or spring semester or fifth week of Summer Session 2). Refunds for withdrawal from the University will be prorated based upon the official date of withdrawal as follows:

Fall and Spring Refund Schedule:	
Date University Withdrawal Initiated	Refund <sup>a</sup>
Week 1	100%
Week 2	100%
Week 3	80%
Week 4	70%
Week 5	70%
Week 6	60%
Week 7	60%



Week 8	50%
Week 9	40%
Week 10	40%
Week 11-16	0%

<sup>a</sup> Less an administrative fee of \$500.

Before a refund is made to the student, the University will make a refund to the appropriate financial aid programs providing assistance to the student. If a student is indebted to the University at the time of withdrawal, the amount that is owed will be deducted from the refund amount paid to the student.

#### Refund upon Dropping a Course

If a drop from a course is completed by the second Friday of instruction of the fall or spring semester (the first Wednesday of instruction of Summer Session 1 or first Friday of Summer Session 2) and results in a reduction in the student's total hours to a lower tuition-and-fee range, the full difference is refunded and no W is recorded.

## **F. Financial Aid**

The Office of Student Financial Aid (OSFA) is responsible for assisting students and their families in meeting the educational expenses of attending UIC. There are various types of financial aid such as gift assistance (grants, scholarships and waivers) and self-help (loans and employment) which are available to UIC students from federal, state, institutional and private sources. However, please keep in mind that the primary financial responsibility for meeting educational expenses rests with the student and their families as financial aid is only meant to bridge the gap between what a student can afford as determined by the Free Application for Federal Student Aid (FAFSA) and the cost of attending UIC.

**Note:** The financial aid process and most types of financial aid awards are regulated by the federal and state governments. Therefore, the financial aid information contained in this catalog is subject to change at any time. For much more detailed information about the financial aid process, awards, etc., and the most current information, it is advised that you refer to the OSFA Web site.

### **Office of Student Financial Aid (OSFA) MC 334**

1800 Student Services Building (SSB)  
 1200 West Harrison Street  
 Chicago, Illinois 60607-7163  
 Phone: (312) 996-3126  
 Fax: (312) 996-3385  
 E-mail: [money@uic.edu](mailto:money@uic.edu)  
 Web Site: <http://www.financialaid.uic.edu>

Additionally, the Department of Kinesiology and Nutrition and the College of Applied Health Sciences offers the following funding opportunities:

### **Kris and Savitri K. Kamath Scholarship**

Kris and Savitri Kamath scholarship to undergraduate and/or graduate students in nutrition.

Students are selected based on academic excellence and leadership, service and/or scholarship in nutrition science or clinical nutrition related areas.

All applicants for this award must also submit the UIC SnAP general scholarship application to be eligible for this award.

### **Phyllis and Sam Bowen Scholarship**

The Phyllis and Stan Bowen Scholarship is intended to provide financial assistance to a UIC Nutrition Student with (1) financial need, (2) an academic track record of excellence and (3) in their academic training for their journey in the field of nutrition. For current undergraduate or graduate students in the UIC Masters Coordinated or Nutrition Science Program.

To be eligible to receive this award all applicants must complete the general SnAP application.

### **PanWalker Scholarship**

The Asha Panwalker Scholarship is intended to provide financial assistance to a UIC Nutrition Student with financial need. It is for current undergraduate or graduate students in the UIC Nutrition programs. To be eligible to receive this award all applicants must complete the general SnAP application.

### **Van Doren Scholarship**

Awarded to undergraduate and graduate students in good standing who demonstrate financial need. The W.E. Van Doren Scholarship Fund in the University of Illinois Foundation provides income for scholarship in the field of medicine and related healing arts. Applications are accepted in the fall and spring terms.

### **Academy of Nutrition and Dietetics Scholarships**

The Academy of Nutrition and Dietetics, through its many association groups, offers a variety of scholarships and educational stipends to individuals pursuing undergraduate and advanced degrees in dietetics or food and nutrition related areas. General scholarship and educational stipend information from the Academy Foundation, the dietetic practice groups and affiliate (state) and district dietetic associations can be accessed from this site: <https://www.eatrightfoundation.org/apply-for-funding/scholarships> . Please note that you must be a student member of the Academy to apply. Applications open in February of each year and range from \$500-\$25,000.

## **G. *CampusCare* Student Health Benefit Program**

The University requires all students to have healthcare coverage. All newly admitted students are automatically enrolled in *CampusCare* and assessed the *CampusCare* fee as part of their tuition. *CampusCare* is the University-Based Health Benefits program designed to provide protection against unexpected accidents and illnesses. The program covers services such as: inpatient and outpatient

hospitalization, prescription drugs, physical therapy, home health care, mental health and substance abuse services and emergency services.

During the open enrollment period at the beginning of each term, new and continuing students have an opportunity to make choices concerning their healthcare coverage. Students enrolled in *CampusCare* may also enroll or dis-enroll qualified dependents such as a spouse or unmarried children.

Coverage begins on the first day of the term and ends on the first day of the subsequent term. The *CampusCare* Fee is billed with tuition and payable in full unless a waiver is approved. Students enrolled in academic programs that begin earlier than the term dates identified will be assessed an additional fee to cover the extended benefit coverage period. Students who withdraw from the University on or after the first day of class do not receive a refund of the *CampusCare* Fee and are covered for the balance of the term from which they withdrew. *CampusCare* does not pro-rate the insurance premium.

Students who show proof of comparable health insurance coverage prior to the published deadline, may “waive out” of the program by logging onto the *CampusCare* Web site at <https://campuscare.uic.edu/> and submitting an online “waiver form” during the open enrollment period. Once approved, a waiver remains in effect for the entire duration you are a registered student at UIC or until a request for reinstatement of coverage is submitted.

Detailed information about covered benefits, premium rates, dependent coverage, summer coverage, how to access care, print ID cards, deadline dates, and all online forms are available to students at <https://campuscare.uic.edu/>.

## **Additional Academic and Extracurricular Resources**

### **A. Student Nutrition Association**

The goals of the Student Nutrition Organization are:

- To promote nutrition campus-wide and throughout the community by way of awareness, education and involvement,
- To encourage professional development among members, regardless of discipline.
- To promote and encourage membership of interested individuals among the whole student body.
- To promote the profession of dietetics.

Follow SNA on social media: @sna.at.uic

Information on joining will be made available at the start of the fall semester.

### **B. Black, Indigenous, People of color (BIPOC) Dietetic and Nutrition Association**

- A community that centers the BIPOC experience.

- Connect with fellow BIPOC/ally classmates in the nutrition field.
- Discussion group meeting format.
- Add leadership to your resume by becoming an officer.
- All majors and identities welcome!
- Follow on Instagram: @BIPOC\_DNA\_UIC

### **C. AHS Student Council**

**Contact:** [uicahssc@gmail.com](mailto:uicahssc@gmail.com)

The Applied Health Science Student Council represents AHS students in many ways, including improving policies affecting student welfare; providing services to meet student needs; and serving as a communication medium between students and administration, and the different programs within the college.

### **D. Academic Support and Advising Program (ASAP)**

The College of Applied Health Sciences developed the ASAP Center to assist students with academic services, time management and academic success and career counseling. The center provides students with a great place to study and interact with other students, faculty and staff in the department.

ASAP provides the following services for Kinesiology and Nutrition students:

- peer tutoring in KN, HN and basic science courses
- career counseling
- mentoring
- academic support seminars - test-taking strategies, study skills, and
- stress reduction
- computer availability
- scholarship information

The ASAP center is located in room 356 PEB. The hours of operation are 8:30 a.m. - 5:00 p.m., Monday-Thursday; 8:30 a.m. - 2:30 p.m., Friday. Appointments are best for tutoring services, but walk-in services are available. The Director of the ASAP is Viviana Kabbabe-Thompson, Room 355 PEB, 312-413-4247, vkt@uic.edu.

Tutoring is also available in AHSB for HN 308 and HN 309. Watch for signs and e-mails with the tutoring hours.

### **F. Additional Support & Affinity Resources**

#### ***AHS Urban Health Program***

Initiative to recruit, retain and graduate students who are underrepresented in the health sciences.

#### ***UIC's Centers for Cultural Understanding and Social Change (CCUSC, or the Centers)***

Born from student and community activism, the Centers serve as spaces of learning, engagement, and advocacy for the entire university. Through their efforts, the Centers promote the well-being of students who are members of marginalized groups, amplify their sense of belonging, and contribute to the intellectual and cultural life of the campus in a variety of ways.

<https://diversity.uic.edu/ccuscSeminars/>

**Academic Center for Excellence:** The Academic Center for Excellence (ACE) is a multifaceted academic support program open to all UIC students, from freshman through graduate level. For further information, please contact the center at <http://www.uic.edu/depts/ace/strategies.shtml> or at (312) 413-0031.

**African American Academic Network:** The AAAN initiative focuses on the recruitment, matriculation, retention, and graduation of African American students at the University. The network seeks to advance the intellectual development and academic success of its participants by providing services that nurture leadership talents and address motivational needs. The services that address the academic, social, financial, personal, and cultural needs of the students affiliated with AAAN include: admissions/enrollment assistance, academic and personal counseling/advisement, academic resource center/skills laboratories, advocacy/buddy system, and self-assessment/life management options.

For further information, please contact them at:

<http://www.uic.edu/depts/aaan/>, or (312) 996-5040.

**Mathematical Sciences Learning Center:** Visit the center's website for useful information on their services: <http://www.math.uic.edu/undergrad/mslc/?sid=main>

**Latin American Recruitment and Educational Services (L.A.R.E.S.):** Visit the L.A.R.E.S website for useful information on tutoring services: <http://lares.uic.edu/>

**Writing Center:** Visit the Writing Center website for useful information on tutoring services: <http://www.uic.edu/depts/engl/writing/>

**Learning Resource Center:** Visit the center's website for useful information on the center's services: <http://www.housing.uic.edu/current/lrc/>

**Overall Student Resource Guide:** <https://today.uic.edu/uic-resource-guide>

## H. General Information and Student Resources

- For General Information and Available Resources at UIC, please see the Savvy Student's guide to UIC: <http://www.uic.edu/ucat/catalog/SS.shtml>
- The UIC Undergraduate Student Catalog is available at: <http://www.uic.edu/ucat/catalog/>
- The UIC Graduate Student Catalog is available at: <http://www.uic.edu/gcat/index.shtml>

- **UIC App:** <http://accc.uic.edu/service/uic-mobile>