



Gaston College

Dietetic Technician Program

Student Policies and Procedures Handbook

2014-2015



Gaston College
Opportunities For Life

GASTON COLLEGE
DIETETIC TECHNICIAN PROGRAM

STUDENT
POLICIES AND PROCEDURES

HANDBOOK

2014-2015

**These policies are in addition to the current Gaston College
Student Handbook and Catalog**

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GASTON COLLEGE

DIETETIC TECHNICIAN PROGRAM

GENERAL INFORMATION

Introduction

Celebrating 50 years of service, Gaston College is one of 58 community colleges in the North Carolina Community College System. In January 1963, the college was granted a charter by the State of North Carolina and began its first classes in temporary headquarters in September 1964. The college moved to its permanent campus on Highway 321 between Dallas and Gastonia two months later. The first commencement ceremony was held on May 31, 1965. Serving both Gaston and Lincoln counties, Gaston College enrolls over 6,000 students each term in curriculum programs and averages over 16,000 students annually in its Economic and Workforce Development/Continuing Education programs. Gaston College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees.

The fourteen major buildings that comprise the main campus of Gaston College (Dallas Campus) contain approximately 535,753 square feet. There is an efficient road system and parking for more than 2,000 cars. College facilities (including a 700 maximum capacity multi-purpose auditorium) are available for public use and may be scheduled through the Finance, Facilities and Operations Division. The estimated insurance value for the entire campus (all three campuses) is approximately \$115,000,000.

The Lincoln Campus of Gaston College was opened in August 1969. It moved to the Lincoln County School of Technology at 1 Timken Drive in Lincolnton in 1987. The college renovated the former Lincolnton High School at 511 S. Aspen Street which is the new Lincoln Campus. Beginning spring semester 1999, classes were held at the new Lincoln Campus. The Lincoln Campus was granted Campus status in semester March 2000 and is currently referred to as the Lincoln Campus of Gaston College. Today, the Lincoln Campus features two major buildings-one constructed as recently as 2008.

Gaston College added a third campus in 2005 The Kimbrell Campus, located in Belmont, North Carolina, currently comprises a modern classroom building and the North Carolina Technology Center. This Center is the only one of its kind in North Carolina and provides specialized testing and training for the textile industry.

The Gaston College Dietetic Technician Program planning began in the summer of 1997. The Dean of Health Education at Gaston College conducted an informal survey of twenty-four health care providers in Gaston and Lincoln Counties. The number one recommendation for new program development was massage therapy and the number two was dietetic technician. Providers based their recommendation on the increasing use of nutrition in the promotion of health and support of disease states. It was

recognized that no programs existed in the community college system. The providers and potential employers determined these programs are future oriented and the development of them would be proactive for the community college system.

The use of Distance Education was new to the North Carolina Community College System when the program was being planned. It has been used to implement the Dietetic Technician program at Gaston College based on the Distance Education Program at Central Arizona College (CAC) which has been in existence for over twenty years. CAC is part of the Arizona Community College System. The CAC program is accredited by the Academy of Nutrition and Dietetics.

Following the notification of intent to develop a Dietetic Technician program, two colleges emerged as ready to seek approval: Gaston College and Lenoir Community College. Gaston and Lenoir received approval from the North Carolina Community College System (NCCCS) to begin their programs in January 1999. The first students were enrolled in the Gaston College Program Fall Semester 1999. Lenoir Community College has since closed its Dietetic Technician Program, leaving Gaston College as the only program in North Carolina. In August 2015, Gaston College will implement a Level Three Instructional Service Agreement with Lenoir Community College that will reserve space for their students in the Gaston College Dietetic Technician Program.

The Dietetic Technician courses are taught online as distance education via the Internet. Distance students are expected to take the related classes at a community college near them. The Dietetic Technician courses will be taken under the supervision of the Program Director at Gaston College and a college qualified, approved preceptor in their home community. Local students have the option of completing supervised practice experiences under campus instructors. Attendance by distance students on the Gaston College Campus is minimal, if at all. Local students who choose to complete their supervised practice under Gaston College are required to attend the supervised practice set by the Coordinator of the Dietetic Technician Program and faculty.

Gaston College Mission Statement

Gaston College is an open-door public community college, located in Gaston and Lincoln counties, that promotes lifelong learning through high caliber, affordable, and comprehensive educational programs and services responding to economic and workforce development needs.

Accreditation and Memberships

Gaston College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Gaston College.

The Commission on Colleges should be contacted only on matters related to the

accreditation status of Gaston College and not for general college information.

Dietetic Technician Program Mission Statement

The mission of the Dietetic Technician Program is to develop and train competent graduates who will provide high quality services in the field of dietetics and nutrition nationwide.

Accreditation Status

The Dietetic Technician Program at Gaston College received initial accreditation April 22, 2006 and reaccreditation June 26, 2013, from the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is the credentialing agency for the Academy of Nutrition & Dietetics (AND). For more information please contact:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition & Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995

Dietetic Technician Program Goals

Program Goal 1: Prepare program graduates to become entry level dietetic technician practitioners.

1. Objectives to assess achievement of this goal:

- a. 70% of graduates will successfully pass the DTR exam within one year of graduation over a five year period.
- b. 70% of graduates will successfully pass the DTR exam on the first attempt over a five year period.
- c. 80% of employed graduates will rate themselves on a Likert scale of one to five as being prepared or well-prepared for their first employment position.
- d. 80% of employers will rate program graduates on a Likert scale of one to five as prepared in knowledge, skills and professionalism for their entry level position.
- e. 60% of students admitted to the program will complete the program within five years of declaring their major in the dietetic technician program.
- f. 80% of graduates will be employed in dietetics or a related field within 12 months of graduation.

Data for each variable will be collected separately.

Program Goal 2: Graduate dietetic technician professionals who will engage as lifelong learners.

1. Objectives to assess achievement of this goal:
 - a. 80% of graduates will remain as a DTR by maintaining their credential status within five years after graduation.
 - b. At least one graduate will be enrolled in a dietetic or a health related academic program to further their education within 12 months of graduation.

CORE KNOWLEDGE & COMPETENCIES FOR THE DTR

1. Scientific and Evidence Base of Practice: general understanding of scientific information and research related to the dietetic technician level of practice.

Knowledge:

KDT 1.1 The curriculum must include a general understanding of the scientific basis of dietetics, exposure to research literature and application to technical practice.

Competencies:

Upon completion of the program, graduates are able to:

CDT 1.1 Access data, references, patient education materials, consumer and other information from credible sources

CDT 1.2 Evaluate consumer information to determine if it is consistent with accepted scientific evidence

CDT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria

CDT 1.4 Implement actions based on care plans, protocols or policies

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the dietetic technician level of practice.

Knowledge:

KDT 2.1 The curriculum must include opportunities to develop a variety of oral and written communication skills sufficient for entry into technical practice.

KDT 2.2 The curriculum must provide basic principles and techniques of effective interviewing and education methods for diverse individuals and groups.

KDT 2.3 The curriculum must include opportunities to understand governance

applicable to the technical level of practice such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics.

Competencies:

Upon completion of the program, graduates are able to:

CDT 2.1 Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics

CDT 2.2 Use clear and effective oral and written communication

CDT 2.3 Prepare and deliver sound food and nutrition presentations to a target audience

CDT 2.4 Demonstrate active participation, teamwork and contributions in group settings

CDT 2.5 Refer situations outside the dietetic technician scope of practice or area of competence to the registered dietitian or other professional

CDT 2.6 Participate in professional and community organizations

CDT 2.7 Establish collaborative relationships with other health care professionals and support personnel to effectively deliver nutrition services

CDT 2.8 Demonstrate professional attributes within various organizational cultures

CDT 2.9 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations at the dietetic technician level of practice.

Knowledge:

KDT 3.1 The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of nutrition screening for referral to the registered dietitian, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.

KDT 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention for the general population.

KDT 3.3 The curriculum must include the principles of applied food science and techniques of food preparation.

KDT 3.4 The curriculum must include principles of procurement, production, distribution and service of food.

Competencies:

Upon completion of the program, graduates are able to:

CDT 3.1 Perform nutrition screening and identify clients or patients to be referred to the registered dietitian

CDT 3.2 Perform specific activities of the nutrition care process (a-e below) as assigned by registered dietitians in accordance with the Scope of Dietetics Practice for individuals groups and populations in a variety of settings:

- a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
- b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
- c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
- d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
- e. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

CDT 3.3 Provide nutrition and lifestyle education to well populations

CDT 3.4 Promote health improvement, food safety, wellness and disease prevention for the general population

CDT 3.5 Develop print and electronic nutrition education materials for disease prevention and health improvement that are culturally sensitive, age appropriate and designed for the educational level of the audience

CDT 3.6 Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs

CDT 3.7 Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals

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

Knowledge:

KDT 4.1 The curriculum must include applied management principles required to deliver food and nutrition programs and services.

KDT 4.2 The curriculum must include content related to applied principles of human resource management.

KDT 4.3 The curriculum must include legislative and regulatory policy related to dietetics operations.

KDT 4.4 The curriculum must include content related to quality management of food and nutrition services.

KDT 4.5 The curriculum must include content related to health care delivery and policies which impact technical practice of dietetics.

Competencies:

Upon completion of the program, graduates are able to:

CDT 4.1 Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services

CDT 4.2 Perform supervisory, education and training functions

CDT 4.3 Participate in legislative and public policy activities

CDT 4.4 Use current informatics technology to develop, store, retrieve and disseminate information and data

CDT 4.5 Participate in development of a plan for a new service including budget

CDT 4.6 Assist with marketing clinical and customer services

CDT 4.7 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment

5. Support Knowledge: knowledge underlying the requirements specified

above.

KDT 5.1 The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include applied concepts of chemistry, physiology, microbiology related to food safety, mathematics, fundamentals of nutrition and nutrition across the life span.

KDT 5.2 The behavioral and social science foundation of the dietetics profession must be evident in the psychology, sociology or anthropology. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology

CODE OF ETHICS FOR THE DIETETIC PRACTITIONER

PREAMBLE

The Academy of Nutrition and Dietetics (AND) 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 AND Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

PRINCIPLES

Fundamental Principles

- 1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.**
- 2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by AND and its credentialing agency, CDR.**

Responsibilities to the Public

- 3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.**

The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.

4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.

- a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
- b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
- c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a government body.

5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.

- a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
- b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
- c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. The dietetics practitioner does not engage in false or misleading practices or communications.

- a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
- b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
- c. The dietetics practitioner provides accurate and truthful information in

communicating with the public.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

- a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
- b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
- c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.

- a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
- b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practice dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.

- a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
- b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.

- a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FAND" or "Fellow of the Academy of Nutrition and Dietetics") only when the credential is current and authorized by CDR.
- b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principle:

- a. Whether a gift, incentive, or other item of consideration shall be viewed to

affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.

- b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
- c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.
- d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

- a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
- b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

CURRICULUM DESCRIPTION

The Dietetic Technician Program prepares individuals to promote optimal health by providing services to meet client's needs, and ensure the provision of healthy nutrition practices. Dietetic Technicians work independently as team members under the supervision of a licensed, registered dietitian (RD). Graduates of the Dietetic

Technician Program are eligible to take the national registration examination for dietetic technicians.

Course work includes content related to food and nutrition sciences, foodservice systems management and a range of general science courses. The physical, biological, behavioral and social sciences support these areas.

Employment opportunities include healthcare, business and industry, community and public health, foodservice, and research.

ADMISSION INFORMATION

Students applying for admission to the Gaston College Dietetic Technician Program **MUST** meet the following requirements for general admission to the college:

1. Applicants must be at least 18 years old.
2. Complete the General Admission Application to Gaston College.
3. Complete a new student online orientation at www.gastoncollegeonline.com
4. Complete an Application to the Dietetic Technician Program using the Internet Explorer web browser. At the signature box, please type your full name to certify that all of the information on the application is correct.
5. Request that your high school mail an official high school transcript to:
Gaston College, Admissions Office, 201 Highway 321 South, Dallas, NC 28034-1499. The documentation listed below may be submitted in the place of a traditional high school transcript.
 - a. Official Adult High School Transcript
 - b. Official copies of GED scores
 - c. Official transcript from International Correspondence School
 - d. Official transcript from Home School
 - e. Official transcript from a regionally accredited college or university reflecting an Associate Degree or higher
6. Request that all colleges from where credit was received submit official transcripts (sealed and unopened) to the **Admissions Office**.
7. Schedule and take the placement test. The placement test evaluates skills in reading, writing, and math. The placement test may not be required of any person who has scored 500 on the verbal or critical reading section and 520 on the math section of the SAT or who has a composite score of 21 on the English section and 21 on the math section of the ACT. All test scores must be less than five years old. A transfer student who has earned a "C" in both college level math and college level English from a regionally accredited institution shall have the

test waived.

8. Applicants may enroll for one semester without submitting transcripts and test scores; this process facilitates advising and smooth registration. Applicants must meet all admission requirements before enrolling for the second semester. Applicants who decide to enroll during a later semester are responsible for contacting the Admissions Office to ensure their start semester is updated.
9. International students must meet all admission requirements listed under General Admission Requirements. Proof of English proficiency is required. This may be established by making a minimum score of 540 (207 on the computer) on the Test of English as a Foreign Language (TOEFL).
10. Transfer students will be required to meet the same admission criteria as other students.
11. Audit Students—Students shall be accepted for audit only when space is available.

POLICIES RELATED TO ADMISSION INTO THE DIETETIC TECHNICIAN PROGRAM

1. All admissions to the Dietetic Technician Program are conditional pending receipt of the North Carolina Community College Student Medical Form, Immunizations, TB Skin Test, Flu Shot, CPR, Criminal Background Check, Drug Screen, and FBI report. The Student Medical form must be completed in its entirety and must demonstrate evidence of a physical exam within **six** months prior to the date of the submission of the form. The form must document satisfactory emotional and physical health.
 - a. Prospective students with known or suspected communicable or other serious illnesses are ethically and legally obligated to evaluate their health status in view of client safety. In addition, a physician's statement must be provided documenting that the disease state has been resolved or adequately controlled. Laboratory documentation must be submitted denoting no actively infectious disease process.
 - b. Hepatitis B vaccine is required for all Dietetic Technician students. Should the student choose to decline the Hepatitis B vaccine, he/she will need to sign a declination form which is available in the Dietetic Program or have his/her physician sign a waiver.
2. Applications for fall semester admissions will be accepted during the preceding spring semester and/or summer semester.
3. Applicants will be notified by the Coordinator of the Dietetic Technician Program

by email of their admission status. Those qualified students not admitted will maintain their ranking on a waiting list until the beginning of the fall semester at which time re- applications must be initiated by the student to be reconsidered for admission.

4. Transfer students into the Dietetic Technician Program will be required to meet the same admission criteria as other students. The Coordinator of the Dietetic Technician Program will determine the placement of the student into the sequence of the Dietetic Technician Program after examination of the student's previous transcript and possibly course syllabi. The student may be asked to complete a skill competency test. A request for transfer admission to the program shall be determined on a space available basis.
5. Audit students shall be accepted for audit only when space is available. Students are advised to contact the Coordinator of the Dietetic Technician Program regarding audit requirements for Dietetic Technician courses.
6. The Dietetic Technician Program operates in accordance with Americans with Disabilities Act (ADA) guidelines. Refer to the Gaston College Catalog for more information regarding Physical and Emotional Standards for Admission and Progression.
7. Enrolled students in the Dietetic Technician Program are required to report any charges of misdemeanors or felonies to the Coordinator of the Dietetic Technician Program immediately. A policy statement regarding charges for misdemeanors and felonies shall be signed during the dietetic orientation.
8. Enrolled students should report **any** changes in health status to the Coordinator of the Dietetic Technician Program immediately. Documentation of satisfactory emotional and physical health may be required to remain in the program.

NOTE: All information should be accurate to the best of the applicant's knowledge. Giving false information or withholding necessary information to the college/program may result in dismissal from the college/program and ineligibility to write the registration examination. Questionable situations shall be discussed with the Coordinator of the Dietetic Technician Program and the Dean of Health and Human Services.

9. Professional liability insurance is required for **all** students. This insurance is arranged through the Gaston College Business Office. The student will be responsible for paying the premium along with other course fees.
10. Students are responsible for obtaining their own health insurance policy and/or

paying for any medical expenses incurred as a result of illness or injury sustained during class, lab, or supervised practice (i.e. slip/falls, strained back, burns, needle stick). Gaston College has no responsibility for any health cost including those incurred in classroom, supervised practice or campus laboratories (i.e. needle sticks; subsequent testing for HIV, falls). Neither Gaston College nor the affiliating institutions/agencies are responsible for medical expenses incurred as part of the educational process.

11. All students must complete the supervised practice component of the dietetic courses under the supervision of an approved preceptor such as a Registered Dietitian (RD), Dietetic Technician, Registered (DTR) or Certified Dietary Manager, Certified Foodservice Protection Professional (CDM, CFPP). Local students may access RD supervision from Gaston College Dietetic Technician faculty. Students who do not use Gaston College Dietetic Technician faculty must secure an approved preceptor to oversee the supervised practice. A signed facility contract/approved preceptor contract and copies of professional credentialing cards must be submitted to Gaston College 30 days prior or specified date set by the Coordinator of the Dietetic Technician Program at the beginning of the program.
12. Students are responsible for their own transportation to and from the supervised practice activities and experiences. Students are responsible for completing each of the supervised practice activities and experiences individually. Supervised practice activities and experiences are not a group or team effort. Work may be done collaboratively, but submitted work/write-ups/summaries must be individual and completed independently.
13. Students are responsible for obtaining their own personal vehicle liability insurance. Students are responsible for their own transportation and safety in travel to and from assigned areas and/or off-site supervised practice.
14. Students are financially responsible if an off-site supervised practice facility requires a student to have any post-exposure evaluation and follow up. It will be the student's responsibility to file with his or her health insurance provider to cover any associated billing for necessary services that may include testing and initial follow-up to be done for post-exposure evaluation.

READMISSION POLICIES AND PROCEDURES

1. Readmission Policies

- a. When the individual has withdrawn from or failed a Dietetic Technician course, readmission will be considered on an individual and space available basis. Students on academic probation or suspension will be denied readmission to the Dietetic Technician Program. Students must have a grade point average of

2.0 or better in required college courses, and have grades of "C" or better in all related courses. Students must have completed the required Biology and Chemistry courses within 10 years from the date of application to the program.

- b. Any student who fails a Dietetic Technician course may apply for readmission to repeat that course, provided space is available. A student who fails more than one Dietetic Technician course is ineligible to reapply for admission to the program.
- c. Students may withdraw from a single Dietetic Technician course two times only. Students having more than two withdrawals will not be eligible for readmission.
- d. A maximum of **12** months may lapse between leaving the program for any reason and the semester for which readmission is desired. After twelve months a student is eligible to apply only for admission to the total program as long as this does not exceed the specified policy of two readmissions.
- e. The readmission policies and procedures shall be evaluated on an annual basis by the entire Dietetic Technician faculty.
- f. Students seeking readmission to a Dietetic Technician course may be asked to audit selected courses. Readmitted students shall be held to the same standards of evaluation and performance of enrolled students. Dietetic Technician faculty should set specific requirements for readmitted students to validate competencies as deemed necessary.
- g. Students seeking readmission to the Associate Degree Dietetic Technician Program must have a current TB Skin Test, Drug Screen, and CPR certification.

Readmission Procedures

- a. A dated, written request for readmission shall be submitted to the Coordinator of the Dietetic Technician Program at least two semesters prior to the semester that the student wishes to resume dietetic courses.
- b. The student must be eligible for readmission (see readmission policies).
- c. The Dietetic Technician Program student must have a physical examination no longer than **six months** prior to readmission to the Dietetic Technician sequence.
- d. A statement of emotional stability must be submitted if psychiatric treatment

has been utilized. A statement from the psychiatrist/licensed mental health professional that has provided treatment attesting to the student's ability to function safely in the Dietetic Technician program must be secured with the understanding that additional medical and/or psychiatric information may be requested by the Coordinator of the Dietetic Technician Program.

- e. An evaluation by the Dietetic Technician faculty of previous supervised practice and academic performance will also be utilized in determining a student's request for readmission and his/her status after readmission.
- f. Student eligibility for readmission shall be reviewed by the Admissions Committee. The selection/review process shall include the following elements:
 - 1. Current GPA
 - 2. Course grade at time of exit from the program
 - 3. Causative factors for student's exit from the program
 - 4. The Admissions Committee may request additional documentation from the student and/or other faculty members to facilitate the review process.
 - 5. The final decision concerning readmission rests with the Coordinator of the Dietetic Technician Program with the input and facilitation of the Dean of Health and Human Services and the Dietetic Technician Program faculty.

REQUIREMENTS OF COMPLETION OF THE DIETETIC TECHNICIAN PROGRAM:

- 1. Applicants should be aware that travel to and from assigned off-site supervised practice may be required.
- 2. Applicants must have an overall grade point average of 2.0 ("C") or better in required college courses.
- 3. Applicants must have completed the required Biology and Chemistry courses within 10 years from the date of application to the program.
- 4. Applicants must complete Criminal Background Check, Fingerprint, and Annual Drug Screen. In order to comply with current Student Facility Affiliation Agreements students admitted into the Dietetic Technician Program will be required to complete successful Criminal Background Check, Fingerprint and Drug Screen according to Gaston College procedures before being placed in a supervised practice. Additional testing or immunizations may be required by off-site supervised practice facilities. The facility reserves the right to deny the student access to the facility. If the student is denied access to supervised practice facilities, the student will **not** be allowed to continue in the program.

Completion of the supervised practice is required for the satisfactory completion of the program. More information will be provided upon conditional acceptance into the program.

5. Applicants must be currently certified in infant, child, and adult CPR from the American Heart Association, the Red Cross or you may go online to www.CPRTODAY.com You must submit a copy of the CPR certification card prior to beginning the program.
6. Applicants must submit a completed North Carolina Community College Student Medical Form documenting satisfactory emotional and physical health is required before entrance into the program by date to be announced by the Coordinator of the Dietetic Technician Program.

GRADUATION AND PROGRAM COMPLETION REQUIREMENTS:

In order to receive an Associate of Applied Science in Dietetic Technician degree a student must complete all of the dietetic courses, the supervised practice courses, and all the general education classes.

Students must have:

- an overall grade point average of 2.0 or better
- a grade point average of a "C" or better in all related courses
- completed at least 30 credit hours in attendance at Gaston College
- completed the required Biology and Chemistry within 10 years from the date of application to the program
- completed at least 450 clocked hours of supervised practice
- filed a graduation petition with the Records and Registration Office. Late graduation petitions are not accepted. Commencement exercises to award degrees and diplomas to students in respective divisions are at the conclusion of the spring term. There will be a graduation fee of that will be specified each year. The specific date of the commencement exercise is listed in the current college calendar.

Please consult the Gaston College online catalog at www.gaston.edu for all courses and course descriptions.

Students are expected to complete the degree within 3.5 years or 150% of the length of the program. Part time students are encouraged to complete the general education courses prior to enrolling in the Dietetic Technician Program. Please refer to the college website for the academic calendar.

VERIFICATION OF SUCCESSFUL COMPLETION

The student must successfully complete all didactic and supervised practice to include

documentation of competencies. The student must not have outstanding financial or program obligations.

Verification of successful completion of the Dietetic Technician Program at Gaston College will be given to all students who have successfully completed a "C" or better on all academic course work in the general education courses, a "C" or better in the Dietetic Technician courses, a "C" or better in the supervised practice courses, and a "C" (80%) or better on the college prepared Dietetic Technician exit examination. Retesting for the DT exit examination will be available fifteen days following the previous test date for students who do not score a "C" (80%).

Upon successful completion of the program all students will receive five copies of a verification statement. This form verifies to the Academy of Nutrition and Dietetics that all academic and supervised practice requirements have been met for the Academy of Nutrition and Dietetics active membership.

The Commission on Dietetic Registration (CDR) also requires verification for the Registration Examination for the Dietetic Technician. The Coordinator of the Dietetic Technician Program electronically submits all eligible candidates to CDR when all requirements for the Registration Examination are met. The CDR notifies graduates of their Registration Examination eligibility; graduates are responsible for scheduling their registration examination.

The examination application fee is separate from the Academy of Nutrition and Dietetics membership application fee, membership dues, and CDR registration maintenance fee. The entire examination fee of \$120 **must** be paid at the time of registration for the examination.

STUDENT PERSISTENCE AND SUCCESS PLANS

As part of the commitment to building a positive, student centered learning community that supports the academic success of every student; Gaston College supports an early alert intervention program. Help is available for students who are having academic difficulty. It is important for students to be aware of their academic progress in classes early in the semester so there is ample time to correct the situation. Instructors may initiate a meeting to develop a Student Success Plan with student input. Students are also responsible for initiating a meeting with faculty as soon as an issue is identified that may impede academic success. Faculty and the Student Success Coordinator for the Health and Human Services Division are available and willing to assist all students in meeting their academic goals.

From the first day to Graduation, the Office of Persistence and Retention (OPR) helps students stay on track throughout their time at Gaston College by providing personalized service, unique programming and important information. OPR reaches out to all students in various ways throughout the academic year.

Our college students face academic, financial, work and family challenges that complicate their education. Balancing work and school, securing financial aid, arranging transportation, coping with many, many other issues have profound influence on our students' and their ability to start, stay, and complete their academic goals.

The Office of Persistence and Retention is here to help any student in need. If you need assistance please feel free to contact your instructor or the office of OPR at 704-922-2286/2242.

STUDENT STATUS

1. Grading

Dietetic Technician students are evaluated on their performance in online coursework and supervised practice. A minimum grade of "C" (80%) in all dietetic course components is necessary for progression in the Dietetic Technician Program.

- a. Grades represent the following values in the Dietetic Technician Program for both supervised practice and the online coursework:

A = 94 – 100% = 940 – 1000 points

B = 87 – 93% = 870 – 939 points

C = 80 – 86% = 800 – 869 points

D = 75 – 79% = 750 – 799 points

F = 74% or below 0 – 749 points

I = Incomplete (Written agreement between instructor and student is required---work must be completed by the twelfth week of the following semester.)

W = Withdrawal

- b. Dietetic Technician courses must be taken in sequence.
- c. Non-Dietetic Technician courses in the curriculum must be taken **prior or concurrently** with Dietetic Technician courses according to the published curriculum course sequence.

2. Conduct

- a. A satisfactory performance in supervised practice courses are required in order to complete the Dietetic Technician Program. Performance, preparation, and punctuality are considered in the supervised practice and campus laboratory evaluation.
- b. Students not meeting supervised practice requirements consistently during the

course **may be** placed on probation based upon the recommendation of the supervised practice instructor and instructional team upon consultation with the Coordinator of the Dietetic Technician Program and the Dean of Health and Human Services.

- c. Improvement must be made to avoid receiving a supervised practice unsatisfactory which may result in a failing grade for the course during a probation period. Only **two** probations periods are allowed during enrollment in the Dietetic Technician Program.
- d. The student and supervised practice instructor/preceptor will discuss specific objectives/outcomes for the student to meet for improvement/remediation based on supervised practice course requirements. A copy of the Supervised Practice Evaluation Action Plan will be given to the student at the time of the conference and placed on file in the program office.
- e. Students must comply with the student code of conduct for Gaston College, the Gaston College Student Handbook, the Gaston College Dietetic Technician Program Student Policies and Procedures Handbook, and health agency policies.
- f. Students must maintain ethical behavior in relation to confidences and privileged information. **Examples for which a student may be withdrawn** from the Dietetic Technician program are as follows: (list includes, but is not limited to):
 1. Dishonesty, including cheating, stealing, plagiarism, providing false information to the school or to any school related organization.
 2. Disclosure of confidential and privileged information gained during the supervised practice concerning the client and/or the client's family.
 3. Behavior inconsistent with safe Dietetic Technician practice or behavior that disrupts the learning environment, poses an immediate or continuing threat to the health or well-being of any member of the academic community, or interferes with the activities of the College.
 4. Inappropriate Behavior that interferes with the learning process, peace and order of Gaston College while on College property or attending College activities. Some examples include: not following an instructor's classroom policies, being disrespectful in or outside the classroom, playing loud music and using loud, threatening, rude and/or obscene language.
 5. Negligent acts even if they do not result in harm to a client.
 6. Infraction of health agency policies while on affiliation in that agency.
 7. A failure in judgment, which is defined as a failure to assess or act appropriately on information that a majority of students at the same level would recognize as important to client health and safety.
 8. Use of alcohol or chemical substances which interfere with thought processes and judgment while engaged in activities related to practice as a Dietetic Technician student.

9. Behavior or appearance provides reasonable suspicion that the student is under the influence of chemical substances may be required to submit to drug screening by a Dietetic Technician faculty member in consultation with the Coordinator of the Dietetic Technician Program, Dean of Health and Human Services, or the Vice-President for Student Services. Facilities which provide supervised practice experiences reserve the right to require testing in compliance with drug and alcohol policies of the institution. Failure to comply may result in dismissal from the program or refusal of the supervised practice facility to allow the student access to supervised practice experience. Should the student be denied access, this may result in dismissal if this is the only supervised practice facility available for practice.
 10. Behavior that presents physical and/or emotional problems which conflict with safety essential to Dietetic Technician practice and do not respond to treatment/counseling within a reasonable period of time.
- g. Any student who is recommended for dismissal from the Dietetic Technician Program will have a conference with the instructor and Coordinator of the Dietetic Technician Program to discuss the reason(s) for dismissal. The student will also receive a letter stating reason(s). If the student disagrees with the dismissal, he/she should contact the Dean of Health and Human Services. See Gaston College Handbook for more information.

3. Supervised Practice

Supervised practice is clocked hours the student spends with a Gaston College Dietetic Technician faculty or an approved preceptor at Gaston College or an off-site facility. Students receive guidance for supervised practice experiences from the Gaston College Dietetic Technician faculty or approved preceptor to develop knowledge and skills. Students are expected to perform work-related tasks to meet the supervised practice requirements. The supervised practice is for educational purposes and is not intended for the student to replace employees at Gaston College or at off-site facilities.

The supervised practice learning courses are offered via Blackboard and through real-life experiences, role-playing, simulations, case studies or other experiences. Audio-visual material, models, websites, and computer software will be used to enhance supervised practice learning experiences. In addition, journal articles listed on specific chapters as supplemental learning activities are available or may be obtained through the online library at: <http://www.gaston.edu/library/>

The primary approach to learning in the supervised practice is through real-life experiences, role-playing, simulations, case studies, other experiences, audio-visual material, models, websites, computer software experience and "online learning (web supported/assisted)", whereby a student obtains some of the information in the form of written instructions via the internet using Blackboard.

The student must have a person approved by the Dietetic Programs Director to serve as their supervised practice instructor/preceptor to provide them guidance and possibly administer/proctor test and final examination.

Supervised practice is defined as hours spent in activities in work environments under the guidance and oversight of a qualified practitioner designated as a supervised practice instructor/preceptor, where students prepare for and perform specific responsibilities done by the supervised practice instructor/preceptor.

Students must clock the total number of hours in the SP to successfully pass the class.

Learning activities performed by students that are not typically performed as part of the supervised practice instructor/preceptor's work responsibilities, such as writing papers, completing a study guide or other homework, and testing should not be counted toward fulfilling supervised practice hours.

Real-life activities in actual work environments are preferred to role-playing, simulations, case studies or other experiences; however, when real-life activities are not available; when real-life activities may endanger students, patients or clients; or when students need additional practice to develop knowledge and skills; supervised practice hours may be substituted with hours of role-playing, simulations, case studies, or other experiences where students perform work-related tasks that contribute to the acquisition of desired competencies.

4. College Participation Requirements

The instructional work of the college is designed for class participation and attendance. The responsibility for class participation and attendance is placed specifically on the individual student. Official college requirements are based on a 90% participation rate. Therefore, if a student has failed to participate in 90% or more of the scheduled class hours or learning activities, a student may be withdrawn by the instructor or assigned a grade of "F" up until the published withdrawal date. For students violating participation requirements after the published withdrawal date, a grade of "F" may be assigned by the instructor. Once an instructor has posted a grade, the student no longer has an option to withdraw from that class.

This policy does not remove the right of faculty to reward or penalize students for participation and attendance issues at any point during the semester. Please review course-specific instructions related to attendance to ensure compliance with stated requirements for this class. Faculty may enforce an alternate policy where required by divisional or departmental practices, accreditation requirements, and other similar issues.

The student is responsible for all material covered in each course for which he or she is registered. In no instance does absence from class relieve the student of the

responsibility for the performance of any part of the course work. The student is further responsible for initiating any request to make up work because of class absence. The decision to assist the student with make-up work, including tests, in every case rests with the instructor. The instructor may require verification of medical and personal circumstances presented by the student to influence this decision. Course work not made up may affect a student's grades in the final evaluation since the instructor is not required to offer the student an opportunity to make up course work.

5. College Course Withdrawal Policy

Students who withdraw from a class must obtain a Withdrawal form from the Records and Registration Office and indicate the last date of attendance on the form. An instructor's signature is not required to withdraw from a class. The Records and Registration Office must receive the withdrawal form by the published deadline date on the Gaston College Academic Calendar (available on the website).

Students will receive a 75% refund if the course is dropped by the 10% point (census date). There is no refund made for students who withdraw from a class after the 10% point (census date).

In addition, students who do not attend classes will receive a grade of "F" unless an official withdrawal form is on file with the Records and Registration Office. Withdrawal from a course for academic reasons must be initiated by the student prior to the 70% of the class. After the eleventh week, a course withdrawal requires the approval of both the instructor and division dean. Students must provide written documentation for medical and administrative withdrawals.

After the 70% point of a class, withdrawals are granted for medical or administrative reasons only. These special circumstances require documentation and the approval of the instructor and the Dean of Health and Human Services. Students receiving financial aid must consult with a financial aid specialist prior to withdrawing from a class.

There is no refund made for students who withdraw from a class. In addition, students who do not attend classes will receive a grade of "F" unless an official withdrawal form is on file with the Office of Records and Registration.

Note: A student who **stops** attending the online class, the supervised practice or submitting online assignments for any reason should not expect the instructor to withdraw him or her from the class. It is the student's responsibility to officially withdraw by completing and submitting a withdrawal form in the Records and Registration Office by the deadline date published in the Gaston College Calendar. Failure to do so could result in a grade of "F", which is counted as a grade and computed in the student's cumulative grade point average. **Students are**

ultimately responsible for the withdrawal process.

6. Student Accommodations (Americans with Disabilities Act)

In order to receive services under the ADA, the student is responsible for supplying documentation to the Counseling Center well in advance of class registration. Students should also schedule a meeting with a counselor in the Counseling and Career Development Center to discuss individual needs regarding reasonable accommodations.

The Counseling and Career Development Center will assist and advise students with documented disabilities in arranging academic support services and reasonable accommodations. Services are arranged on an individual basis, specific to the student's needs. The Counseling Center's goal is to provide documented disabled students with the necessary accommodations in order to compete on an equal basis in the classroom with their peers. Students must provide the necessary documentation prior to receiving services and reasonable accommodations. Services and accommodations include, but are not limited to: (1) priority registration; (2) assistance in securing note takers; (3) readers; (4) alternative testing accommodations; (5) access to assistive technology equipment; (6) referrals for tutorial services; (7) interpreting services for deaf and hearing-impaired students; (8) individual counseling and advocacy assistance; and (9) referrals to human service agencies.

The Counseling Center also serves as a resource to students, faculty, and staff on issues related to compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. For further information on services, contact the Counselor for Special Needs 704.922.6224.

For information regarding student's rights, responsibilities, documentation guidelines, accommodations, and other resources, please refer to *The Student Guide to Disability Policies & Procedures*. This guide is available in the Office of Student Services and on the Gaston College website.

7. Student Complaint Procedure

1. Complaint Regarding a Condition or Another Person
 - a. If the complaint is regarding a condition, the student should make an appointment with the appropriate person. If the complaint is regarding another person, the student should make an appointment to discuss the situation with that person. The simplest, quickest, and most satisfactory solution may be accomplished at this level.
 - b. If the situation is not resolved at this level, the student should make an appointment to discuss the situation with the first level supervisor, if applicable.
 - c. Students seeking further recourse should make an appointment with the next level supervisor. If the student has difficulty in determining the

sequence of supervisors, the Vice President for Student Services and Enrollment Management should be contacted for assistance.

- d. If all the preceding contacts have been made and the complaint is still not resolved, and the student chooses to appeal, the process is as follows:
 1. A written appeal is made to the Vice President for Student Services and Enrollment Management stating the sequence of events leading to the appeal and any personal interpretations related to the complaint. This written appeal must be made no later than one month after the alleged complaint occurred.
 2. If the complaint is about a person, the Vice President for Student Services and Enrollment Management notifies the person against whom the complaint has been made. If the complaint is regarding a condition, the Vice President for Student Services and Enrollment Management notifies the appropriate person in the organization. The Vice President for Student Services and Enrollment Management activates a committee to hear the student's appeal. Membership of the committee is as follows:
 - a. The Vice President for Student Services and Enrollment Management who serves as the Chair of the Appeals Committee.
 - b. If a complaint involves a Gaston College employee, the Director of Human Resources.
 - c. If the complaint involves a Gaston College faculty member, the appropriate divisional vice president.
 - d. A faculty or staff member selected by the student making the appeal. If the complaint is against a faculty member, a faculty member will be selected. If the complaint is against a staff member or administrator, a staff member or administrator will be selected.
 - e. If the complaint involves a faculty member, that faculty member will select another faculty member. If the complaint involves a staff member or administrator, the staff member or administrator will select another staff member or administrator.
 - f. A faculty, staff member, or administrator as appropriate (faculty if complaint is against faculty, staff if complaint is against staff, administrator if complaint is against administrator) selected by the president of the Student Government Association.
 - g. One additional person may be selected by the Vice President for Student Services and Enrollment Management, if needed, to insure a balanced representation.
 - h. If attorneys are present, they may advise their clients. They may not present the complaint or defend the complaint before the committee. They may address the committee only at the choice of the Chair.

- e. A meeting of the Appeals Committee is scheduled by the Vice President for Student Services and Enrollment Management.
 1. The committee examines the evidence and discusses the complaint with both parties.
 2. The committee arrives at a decision which is sent as a recommendation to the person against whom the complaint was filed. The student, the Vice President for Student Services and Enrollment Management, and appropriate supervisor will be informed of the recommendation.
 3. If appropriate, the recommendation will be sent to Human Resources to be made a part of the records of the individual against whom the complaint was brought.
 4. If the recommendation of the committee is not followed by the person against whom the complaint was made, the President's Executive Council will determine an appropriate course of action.
- f. After the Appeals Committee has heard the student's complaint, the process is complete.

REVIEW OF STUDENT PROGRESS

1. The philosophy, organizing framework and educational objectives/outcomes of the Dietetic Technician Program are given to each student at the beginning of the program and are reviewed with the students to assure their understanding of the program's goals.
2. Each student receives a syllabus with course information and an explanation of the evaluation methods and procedures during orientation through Blackboard for the Dietetic Technician courses.
3. Each Dietetic Technician student is assigned an advisor upon admission to the Dietetic Technician Program. This student/advisor relationship is maintained throughout the enrollment period.
4. Student-initiated conferences between the instructor and the student concerning tests, examinations, and/or supervised practice performance are encouraged. Office hours are posted for each instructor on the Blackboard course site and office door to facilitate appointments for students. In addition, instructors are available for telephone conferences.
5. Students receive a copy of the syllabi, policies and procedures handbook along with other course materials at the beginning of the course semester. Evaluation conferences are held with each student at mid-semester and at the end of the semester, as well as at any time deemed necessary by the Dietetic Technician instructor/preceptor or Dietetic Technician faculty. These conferences inform the students of both their academic and supervised practice progress.
6. Supervised practice evaluation summaries of student work/performance are

completed as work is uploaded into Blackboard.

DIETETIC TECHNICIAN PROGRAM POLICIES

1. Assumption of Professional Responsibilities and Ethics:

- a. Completes online discussion boards and supervised practice within designated time.
- b. Recognizes limits of ability.
- c. Demonstrates professionalism confidentiality practices.
- d. Meets uniform dress code.
- e. Demonstrates honesty (see Gaston College Handbook):
 - Does own work independently, not as a group or team effort.
 - Demonstrates honesty in all areas which are pertinent to performance in the program.
 - Reports any dishonesty in the online class and supervised practice.
 - Admits errors.
 - Accurate reporting and charting.
 - Does own work individually, not as a group or team effort.

2. Attendance

The Dietetic Technician Program has two components to its distance education program: Online and Supervised Practice.

The primary approach to learning in this class is “Online Learning”, whereby a student obtains information in the form of written instructions via the internet using Blackboard and “may” have less frequent contact with the instructor. Distance education provides educational opportunities for students who are separated from the instructor by time and/or physical distance.

The online component meets online, where students receive lessons, complete assignments, and communicate in a virtual classroom. Students must have regular access to a computer and the internet; have good computer skills; work independently; and be self-motivated. Internet courses have a schedule for completing online assignments; and require a minimum of 2-4 hours of independent study per course credit hour. Generally students are **not** required to come to campus; however, some Internet courses may require proctored tests/presentations or labs to complete the course.

In the Dietetic Technician Program chapter tests and/or final examinations are taken online in various formats at a proctored location. Dietetic Technician courses that require proctored testing the student must have a person approved by the Dietetic Programs Coordinator, to serve as his/her proctor or preceptor to provide guidance and possibly administer/proctor chapter tests and final examinations.

Attendance in the supervised practice area is mandatory. Students must meet the required clocked hours for each supervised practice course in order to pass the supervised practice. In addition, it is the responsibility of the student to make up any missed supervised practice clocked hours in order to pass the supervised practice course

- a. Attendance Policies will be determined by the instructional team for each course and will be written into the course overview and explained to the student on the first day of class.
- b. In case of inevitable absence, the student must notify the supervised practice instructor/preceptor in advance of the scheduled supervised practice. Failure to do so may result in supervised practice probation.
- c. Students absent from supervised practice, due to illness, for **two or more** consecutive days, must submit, upon return, a licensed health care provider's statement of reason for absence and ability to return to supervised practice to perform safely.
- d. Punctuality is considered essential to a satisfactory performance.
- e. Tardiness: Student(s) will **not** be allowed in a supervised practice if tardy/late. However, depending upon the circumstances and to the discretion of the instructor/preceptor students may be permitted to attend the supervised practice with the understanding that the missed time will be made up. Normally, no matter what the circumstance may be, late arrival is **not** accepted this includes on and off campus supervised practice experiences.

Late arrival for example: means arriving one minute past the designated supervised practice session time. A good rule of thumb is to arrive 5 minutes before the designated supervised practice session is to begin.

- f. Each student must prepare for the supervised practice experience according to specific dietetic course requirements under the direction of the supervised practice instructor/preceptor.
- g. Students are responsible for their own transportation to and from all supervised practice facilities.
- h. Students should follow the Gaston College Academic Calendar for faculty/student breaks and holidays. Students receive a supervised practice calendar at the beginning of each semester.
- i. Student personal and academic files are secured in the Coordinator's Office.
- j. Student email information and Blackboard account are password protected. Even if you do not use computers on the Gaston College campus, you will still

be making use of accounts and services provided by Gaston College. The policies that regulate appropriate computing practice include selecting good passwords for your computer accounts and making sure your use of Gaston College computing accounts and other resources is legal and ethical. These policies help to provide a secure and safe environment for all computer users associated with Gaston College.

3. Course Testing and Evaluation

Chapter tests will contain material related to the class, which is presented to the student in required readings, audio-visuals, handouts, discussion, Power Points and any additional learning activities. Content presented in the online class is related to chapter objectives and will be included in evaluation.

All chapter tests and final examination will be proctored by instructor, preceptor, or designated person. Students are not allowed to use notes, any resources or material to take tests or final examination. **No exceptions**, students are forbidden to copy, print, or email tests or final examination even for personal study guides (i.e. printing, copying, emailing for group or personal use as a study guide).

Students who are unable to take a unit examination or final examination must contact the instructor(s) for the course or the Coordinator of the Dietetic Technician Program **prior** to the stated time for the examination. Failure to contact the instructor/preceptor may result in the student receiving a zero (0) for the examination. It is the student's responsibility to make arrangements for the make-up examination with the instructor/preceptor (if one is allowed by the instructor).

Format of the make-up examination (multiple choice, matching, essay, discussion, etc.) is left to the discretion of the instructor(s) responsible for the examination. Students are forbidden to call, text, or make contact with other students while testing. The use of any resources, notes or any material during a chapter test and final examination is forbidden.

4. Late Assignments

No late assignments, discussion boards, tests, final exams, supervised practice or web supported/assisted assignments will be accepted. All assignments, supervised practice and web support/assisted assignments must be submitted by the designated date and time, unless prior arrangements have been arranged with the instructor, supervised practice instructor, or preceptor. In addition, students will not receive full credit for the late assignment, if allowed to submit late (some points are better than a zero).

5. Unattended Children

Students are strongly discouraged from bringing minor children with them to campus. The College does not assume responsibility for unattended minor children wandering about campus. Should a student have to bring a child to campus, the student is to exercise stringent personal control and restraint of the child at all times. Minor children should never be unattended and are not permitted to be in a classroom while a class is in progress.

No one is authorized to be in a classroom while a class is in progress except those adults registered for the course, the instructor, institutional representatives, and any other individuals with the permission of the instructor (guest lecturers, etc.). Children are not allowed in the campus laboratory setting.

6. Physical and Emotional Health

- a. A student in the Dietetic Technician Program who develops physical or emotional problems shall be required to obtain a physician/psychiatrist/licensed mental health professional, physician assistant, or nurse practitioner statement attesting to his/her ability to function safely in the Dietetic Technician Program.

If presenting problems are of the kind that require treatment and/or counseling and are not resolved within a reasonable period of time, then the student may be dismissed or withdrawn from the Dietetic Technician Program at the discretion of the Coordinator of the Dietetic Technician Programs.

7. Laboratory

- a. Lab facilities are for the use of the Health and Human Services division.
- b. Audio-visual and computer equipment may be used at any time the AV/Computer lab is open.
- c. Report all defective equipment and supplies to the instructor immediately or to the Dietetic Technician Program secretary.
- d. All equipment must be left clean and must be stored in the appropriate area after using.
- e. Anyone borrowing equipment from the lab must have permission from the dietetic program instructor responsible for that course. A "sign out" card must be completed before equipment may be borrowed. Upon return of the borrowed equipment, the "sign out" card must indicate the return date, as well as the borrower's initials.

- f. Chewing gum, food and beverages are strictly prohibited in the labs, including the computer labs.

8. Dress Code

The Dietetic Technician uniform is to be worn only when the student is engaged in activities as a Dietetic Technician student. Each Dietetic Technician student should make it his or her responsibility to represent the College and the Dietetic Technician Program to the best of his/her ability—both in behavior and in appearance.

a. Women's Uniform

1. Full uniform consists of: identification badge, monogrammed scrubs and/or official uniform, white athletic shoes, white nurses' shoes (**no clogs**), and plain white socks or white hose, clean and in good condition.
2. Full uniform is worn while in the supervised practice facilities.
3. Uniforms and white undershirt shall be clean and pressed, at all times.
4. All-leather athletic shoes are permitted only if they are completely white.
5. Name badge is to be worn on the left side at all times, on campus and supervised practice.
6. If dress uniform is used, dress must fall below the knee.

b. Men's Uniform

1. Full uniform consists of: identification badge, monogrammed scrubs or white nursing shirts and pants, plain white socks, and white nurses' shoes, clean and in good condition.
2. Full uniform is worn while in the hospital/facility building.
3. Uniforms shall be clean and pressed, at all times.
4. All-leather athletic shoes are permitted only if they are completely white.
5. Name badge is to be worn on the left side.

c. Lab Coats

1. Must be worn with uniforms and may not be worn over street clothes.

d. Identification Badges

Students must obtain a Gaston College identification badge during the first week of the semester of the freshman year. The identification badge must be worn in affiliating hospitals and/or agencies during the supervised practice.

The identification badge is the property of Gaston College and is not transferable. It must be available for presentation upon request by any college

official. Unauthorized use by holder or others results in loss of card privileges and/or disciplinary action. This card is to be issued once during college career, to be retained for all academic terms, and to be validated for each semester. Report lost cards to Gaston College Campus Security. Replacement fee is \$10.

9. General

- a. Students should address clients, classmates, and other personnel appropriately while in the supervised practice.
- b. Students shall **not** accept gratuities.
- c. When visiting supervised practice facilities students should wear student uniform and clean white shoes with both heels and toes enclosed. Jewelry and make-up should be worn in moderation. Name badges should be worn, and lab coats if appropriate. Tight revealing clothing/uniforms should not be worn.
- d. Denim clothing of any type, tennis shoes, T-shirts, jogging suits, thong shoes, clogs, skorts, shorts are **unacceptable** as clothing to be worn to the supervised practice facilities when getting assignments or when visiting other facilities.
- e. Dresses and skirts should be worn below the knee.
- f. Chewing gum, food and beverages are strictly prohibited in the supervised practice.
- g. Students should maintain good personal hygiene and grooming habits. Students should refrain from wearing cologne, perfume, scented lotions or scented aftershave.
- h. Hair should be worn so that it is controlled and away from the face. Use combs or barrettes to control the hair. These should match hair color as close as possible. Hairstyles should reflect a professional image.
- i. Beards shall be kept neat and also must be kept trimmed.
- j. Mascara, eyeliner, and eye shadow should be muted in color and not be extreme.
- k. Make-up should be used only in those amounts that look natural. No false eyelashes or false nails.
- l. Nail polish should be clear and without chips.
- m. Nails should be no longer than fingertip in length.

- n. Students should not to smoke while in uniform and are expected to follow Gaston College and the supervised practice facility policies. Gaston College is a tobacco-free campus.
- o. Perfume, toilet water, cologne, or after shave lotion should **not** be used.
- p. The following items of jewelry are permissible:
 - 1. Wrist watch, wedding band, and single neck chain worn inside the uniform.
 - 2. Pierced earrings must be either white gold, yellow gold, or pearl and may be small studs only. One earring is allowed in each ear.
 - 3. It is not advisable to wear mounted stones in the supervised practice. The stones can be damaged during client care and may also scratch a client.
 - 4. No body jewelry or body rings are permissible.
 - 5. Insignias, charms or other items that may indicate status other than Dietetic Technician student are strictly prohibited in any setting.
- q. No cell phones or pagers allowed in the supervised practice areas.
- r. All OSHA rules and regulations are to be followed. All incoming Dietetic Technician students should complete a mandatory orientation which contains specific content regarding bloodborne pathogens and OSHA guidelines.

The four major components of the OSHA standard: 1) Exposure Control; 2) Training; 3) Hepatitis B Vaccination; 4) Post-exposure control plan, shall implemented and shall be available for review in the Dietetic Technician Program. Universal standards and bloodborne pathogen guidelines are specifically reviewed and updated in each Dietetic Technician course throughout the program. Students should receive additional guidelines for all supervised practices off-site facilities. Dietetic Technician students should be retrained annually.

- s. All HIPPA rules and regulations are to be followed. All incoming Dietetic Technician students should complete a mandatory orientation which contains specific content regarding HIPPA guidelines. Current HIPPA guidelines are specifically reviewed and updated in each Dietetic Technician course throughout the program. Students should receive additional guidelines for all supervised practices off-site facilities. Dietetic Technician students should be retrained annually.

10. Computer Guidelines

The telecommunications infrastructure at Gaston College is a state-of-the-art fiber optic computer network. Students and faculty have access to a plethora of

resources on the network. Students may browse the Internet from many of our open labs and also gain campus-specific access to research tools such as *NC LIVE*. Students are required to read and adhere to the acceptable-use policy before using computer resources at Gaston College. See our Gaston College Student Handbook to review the acceptable-use policy.

11. Dietetic Technician Student Organizations

Dietetic Technician students are encouraged to be members of the Academy of Nutrition & Dietetics and local dietetic associations.

NOTICE OF ACCOMMODATIONS FOR RELIGIOUS OBSERVANCES

Gaston College provides students the right to be granted an excused absence(s) for up to two days of course work for religious observances per academic year. Excused absences do not relieve the student from responsibility for any course requirements but do permit students the right to make up examinations or other assignments. The student is responsible for determining any examinations(s) or assignment(s) that are due or given on the missed date(s) and for scheduling time to make up missed coursework at a time agreeable to the course instructor. In order to make-up the examination(s) or assignments and be granted an excused absence, the student must:

1. Obtain an Accommodation Form from any academic dean's office at Gaston College;
2. Complete Accommodation Form including obtaining signatures from affected instructors; and
3. Return Accommodation Form to the divisional dean's office of the student's program of study by the end of the second week of classes in the semester the absences will occur.

For additional clarification, please refer questions to the divisional dean's office. Completed forms will be kept on file in the dean's office for one year.

Exceeding the maximum allowable days for excused absences per academic year is in violation of policy and the Student Code of Conduct.

ELECTRONIC COMMUNICATION DEVICES

To protect the integrity electronic communication devices are generally **NOT** permitted in instructional areas at Gaston College. Telephones and electronic communication devices are highly recommended to be left in the vehicle or book bag during testing situations. Students may **not** use devices such as telephones and other electronic communication devices during test taking situations. Telephones or any other electronic devices other than a basic calculator are **prohibited** from being used during testing situations. See the Gaston College Student Handbook for emergency personnel exceptions.

See the Gaston College Student Handbook for emergency personnel exceptions.

CAMPUS SECURITY

The goal of the Gaston College Campus Police and Security Department is to provide faculty, staff, students, and visitors with the safest educational environment possible. The Gaston College Campus Police and Security Department is comprised of both sworn Campus Police Officers and non-sworn Campus Security Officers. The Campus Police and Security Department is responsible for crime reports, initial and follow-up investigations, traffic accident reports, and other public safety services.

All crimes occurring on campus should be reported to the Gaston College Campus Police Department for investigation and inclusion in the annual campus crime and security survey. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Gaston College Campus Police Department in a timely and accurate manner. Proper reporting and investigation of all crimes not only enhances safety and security of the campuses but offers a more accurate representation of the level of crime present at Gaston College. Medical emergencies and life threatening situations should be reported directly to the Communications Center by calling 911. After completing the call to 911, please call Campus Police to inform them of the medical emergency.

Campus Police/Security Information

- Dallas Campus- Comer Engineering Technology Building (CET) Room 122, 704-922-6480
- Lincoln Campus, Room 119, 704-748-5225
- Kimbrell Campus, Room 102 704-825-3737 or 980-522-7546

COUNSELING AND CAREER DEVELOPMENT CENTER

The Counseling and Career Development Center provides academic, career, and personal counseling services and academic advising to Gaston College students. The center also provides career assessments (aptitude, interest, personality, and values inventories), college-transfer information, and disability services. All services are free and confidential.

Dallas Campus, 2nd floor, Meyers Center, 704-922-6220

Lincoln Campus, Room 201, 704-748-5209

Kimbrell Campus, Dean's Office, ECC Room 207, 704-825-6272

FINANCIAL AID

All financial aid recipients are required to meet satisfactory academic progress (SAP) according to Federal regulations and policies set by Gaston College. The intent of these policies is to ensure that students who are receiving financial aid are making measurable progress toward completion of an approved program in a reasonable period of time and within a reasonable number of credit hours attempted in their program of

study. Students must maintain satisfactory academic progress in order to receive financial aid. All students who apply for and receive financial aid at Gaston College must be working toward an associate or diploma program. Financial aid is not awarded for certificate programs.

The Financial Aid & Veterans Affairs Office will monitor satisfactory academic progress for all students receiving or applying for financial aid to ensure that they are making progress toward program completion. SAP will be reviewed for all students at the end of each semester.

In order to measure a student's satisfactory progress toward their degree or diploma, the student's total academic record at Gaston College will be evaluated whether or not the student received financial aid for the entire time of enrollment.

Students who are placed on financial aid Warning, Suspension, Probation or have exceeded Maximum Time Frame will be notified by the Financial Aid and Veterans Affairs Office.

Revised: August 2014
By: DSR/KRV



Dallas Campus

201 Highway 321 South
Dallas, NC 28034
704.922.6200
704.922.2323 (f)

Lincoln Campus

P.O. Box 600
511 South Aspen St.
Lincolnton, NC 28093
704.748.1040
704.748.1074 (f)

**Kimbrell Campus &
Textile Technology
Center**

P.O. Box 1044
7220 Wilkinson Blvd.
Belmont, NC 28012
704.825.3737
704.825.7303 (f)

*These policies are in addition to the current
Gaston College Student Handbook and Catalogue*