

MASTER OF SCIENCE IN NUTRITION AND DIETETICS WITH SUPERVISED EXPERIENTIAL LEARNING

Distance Education Program

Nutrition and Dietetic Program
College of Natural Sciences



Graduate Student Handbook

Revised: June 30, 2025

Student's Signature

I have received a copy of the Graduate Student Handbook of the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning (MSND-SEL) offered by the University of Puerto Rico, Río Piedras Campus.

I have read and agree to comply with the Program's Graduate Student Handbook, the Code of Ethics, policies and procedures described.



Name: _____

Student ID Number: _____

Signature: _____

Date: _____

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Welcome to the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning (MSND-SEL). The Graduate Student Handbook is designed to serve as a resource for you during your time as a student in our program. If you have any questions, please do not hesitate to contact us.

Program Information

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Phone	787-764-0000 ext. 88581
Web page	http://natsci.uprrp.edu/nutricion
Chair, Nutrition and Dietetics Program,	Brenda Toro Enríquez, Ph.D., LND brenda.toro1@upr.edu
Director, MSND-SEL	Nivia A. Fernández Hernández, Ed. D., RDN, LND, CFCS nivia.fernandez1@upr.edu

Program Description The Master of Science in Nutrition and Dietetics with Supervised Experiential Learning (MSND-SEL) is a combined online-onsite single program that integrates the Master of Science degree along with the 1,000 hours of alternate and supervised experiential learning (SEL) hours in professional work settings, required to become eligible to take the Commission on Dietetic Registration (CDR) credentialing Exam for Dietitian Nutritionist (Registered Dietitian Nutritionist) and the local licensure exam. The Program follows a Competency-Based Education (CBE) model of the accrediting agency, the Accreditation Council on Education in Nutrition and Dietetics (ACEND), in which the curriculum is based on professional roles and student evaluation includes demonstrated performance in some aspects of that role. Is designed as a cohort- curricular sequential program and students are expected to be full-time and complete the program in 2 years (four- semesters and one summer).

The alternate experiential learning hours consist of 280 hours of learning activities embedded in online required courses and 720 hours equivalent to 8 credits of supervised experiential learning that must be completed in practice sites. As required by ACEND, the program has policies and procedures to address the selection and periodic evaluation of the adequacy and appropriateness of facilities to ensure that sites are able to provide supervised experiential learning compatible with the competencies that students are expected to achieve. While the program will make every best effort to assign SEL sites based on students interests and other logistical considerations, no given facility can be guaranteed at the time of the application for admission.

Accreditation The UPR, Río Piedras campus, is accredited by the Middle States Commission on Higher Education (MSCHE) <https://www.msche.org/institution/0606/> On June 24, 2022, the Accreditation Council for Education in Nutrition and Dietetics Board granted Candidacy for Accreditation for a four-year accreditation term to the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning, Distance Program (MSND-SEL). Students accepted as of this date, and those in succeeding classes, will be considered graduates of an ACEND accredited program and eligible, upon satisfactory completion of the program, to write the Commission on Dietetic Registration's Registration Examination for Dietitians. In Puerto Rico, the Master

of Science in Nutrition and Dietetics with Supervised Experiential Learning is the only graduate program in nutrition and dietetics accredited by ACEND. <https://www.eatrightpro.org/acend/accredited-programs/program-directory>

The program has been designed with the Accreditation Standards for Graduate Degree Programs in Nutrition and Dietetics, Future Education Model. These accreditation standards integrate didactic coursework with supervised experiential learning in a competency-based curriculum designed to prepare nutrition and dietetics graduates for future practice. Program graduates are eligible to take the Commission on Dietetic Registration (CDR) credentialing exam to become a Registered Dietitian Nutritionist.

<https://www.eatrightpro.org/-/media/files/eatrightpro/acend/accreditation-standards-fees-and-policies/future-education-model-standard-and-templates-v2022/fem-graduate-reformat.pdf?rev=c48694162c6148c7a0a162707027fade&hash=4420CD68FB07A07E11DAC2027AAAC03E>

The BS in Nutrition and Dietetics Program, offered by the College of Natural Sciences, Río Piedras Campus, has been accredited by ACEND as a Didactic Program in Dietetics (DPD) since 1999 and, since 1976 under ACEND's former title of Commission on Accreditation in Dietetics Education. The Program is currently fully accredited by ACEND until June of 2028.

Mission The mission of the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning is to provide students the intellectual and humanistic formation in diverse areas of scientific inquiry and be eligible to become Registered Dietitian Nutritionist qualified to offer educational, administrative and clinical services and in the management of foodservice systems.

Program's Goals and Objectives

Goal 1 | Program graduates will become well-qualified Registered Dietitian Nutritionist to contribute to the overall well-being of the population in a variety of settings and related fields.

Objective 1.1 At least 80% of program graduates complete program requirements within 3 years (150% of the program length).

Objective 1.2 At least 70% of program graduates take the CDR credentialing Exam for Dietitian Nutritionist within 12 months of program completion.

Objective 1.3 The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for Dietitian Nutritionist is at least 80%.

Objective 1.4 The Program's one-year pass rate on the local licensure exam for Dietitian Nutritionist is at least 80%.

Objective 1.5 Of graduates who seek employment, at least 75% are employed in Nutrition and Dietetics settings (educational, administrative and clinical

services and in the management of foodservice systems) or related fields within 12 months of graduation.

Goal 2 | Program graduates will be successful in future endeavors in Nutrition and Dietetics within a culturally diverse society and for research and problem solving to advance human nutrition and health in a variety of settings.

Objective 2.1 At least 80% of graduates who answer the Graduate's Survey will rate the overall preparation in Nutrition and Dietetics as satisfactory or above.

Objective 2.2 At least 80% of graduates who complete the requirements for becoming Registered Dietitian Nutritionist indicate they work effectively with culturally diverse populations in a variety of settings.

Objective 2.3 At least 80% of the employers of graduates indicate their Dietitian Nutritionist participate in research to advance nutrition, dietetics or related field when required.

Objective 2.4 At least 80% of the employers indicate they consider the graduates preparation for entry level satisfactory or above.

Information to the Public Program outcome data is available to the public, current and prospective students upon request. Please send a written request to Dr. Nivia A. Fernández Hernández, MSND-SEL Program Director, at nivia.fernandez1@upr.edu

Facilities The institution that sponsors the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning is the Río Piedras Campus of the University of Puerto Rico (UPR-RP). The UPR System includes eleven institutional units located across the island of Puerto Rico (PR). The Río Piedras Campus is located in the San Juan metropolitan area and comprises more than 250 acres with over three million square feet of space, on which more than 150 structures stand. It is the oldest and largest campus in the UPR System, offering the island's most complete and varied academic programs at both undergraduate and graduate levels.

The MSND-SEL distance program offers more than 50% of the curriculum in an online modality since all didactic courses are online. Only the 720 hours (8 credits) of supervised experiential learning are provided presential in practice sites. The Program utilizes the infrastructure of the Division of Continuing Education and Professional Studies (DECEP, by its Spanish name) to develop the necessary conditions and services to offer an educational experience of excellence in this modality.

Language Proficiencies

It is a requirement for admission that all student applicants be proficient in both Spanish and English. Most of the courses are taught in Spanish. English proficiency is required to be able to study on campus, for all textbooks are in English, and many (or all) questions included on tests in major courses are in English. If the student has

English-speaking and writing difficulties may request services from the English Language Resource Center of the English Department at: https://humanidades.uprrp.edu/ingles/?page_id=86

Application and Admission

The Master of Science in Nutrition and Dietetics with Supervised Experiential Learning program will admit students in compliance with the following application and admission policies and criteria:

Application to the Río Piedras Campus Graduate Programs

For Fall (August) and Winter (January) sessions, the Office of Graduate Studies and Research (DEGI, in English) conducts a series of virtual orientations to promote graduate academic offerings and the admission process. Applicants must submit the online application also available through the DEGI's website (<https://graduados.uprrp.edu/>). The portal provides access to potential applicants to the following information and orientation materials, among other:

- Academic graduate programs, online programs, contact information, calendar deadlines, and a tutorial with detailed information on how to complete the application
https://graduados.uprrp.edu/estudiantiles/admisiones_graduadas/
- Admission requirements by program, general and specific
https://graduados.uprrp.edu/estudiantiles/admisiones_graduadas/requisitosgraduados/
- Online admission application form (<https://solicitud.upr.edu>) – It includes the institutional policy: *The University of Puerto Rico evaluates applications for admission without discriminating on the basis of age, sex, race, color, birth, origin or social status, physical or mental disability, political or religious beliefs, or veteran status, in employment, hiring, and subcontracting practices. The information required in the application for admission about sex, age and nationality is only for internal statistical purposes of the UPR.*
- Online electronic admission process, requirements and steps https://fae.uprrp.edu/wp-content/uploads/sites/7/2023/09/Tutorial-Informativo-Solicitud-de-Admision_compressed.pdf

Once the institutional admission period culminates, the MSND-SEL Admissions Committee begins the applications' evaluation process. The Committee reviews and evaluates compliance of applicants with the application form, admission criteria and documents required. The Committee responds through each candidate's workflow with the recommended decision (i.e., admitted, conditioned admission, reject or readmitted, if appropriate). DEGI proceeds to review the Committee Report and sends a Final Admission Report to the Graduate Committee for validation. The process culminates when applicants comply with UPR-RP and program specific admission criteria and all documents are received and certified as correct. The Dean of Graduate Studies and Research sends official admission letters to applicants. Also, the Program Director sends a welcome and congratulation letter to incoming students and invites them to the first orientation meeting. Also, an electronic notification is sent in May with instructions for August enrollment. Applicants not admitted are notified of the reconsideration process.

UPR-RP general admission criteria for graduate programs (Certification No. 95, pages 21-22)

1. Bachelor's degree (or its equivalent) from an accredited or recognized university or college.

2. General Grade Point Average (GPA) equal or greater than 3.00 on a scale of 4.00. Each program will address exceptional cases according to each applicant's merits.
3. Be able to communicate orally and in writing in two languages, one of which should be Spanish or English.
4. The UPR-RP will provide an academic instance or unit that will determine and inform programs of the proficiency of their students in the second or third language (if the program requires a third language).

Information related to admission requirements and processes can be found at:

https://graduados.uprrp.edu/estudiantiles/admisiones_graduadas/

Application form: <https://solicitud.upr.edu/>

Specific Admission criteria for the MSND-SEL program

Admission criteria for students with an undergraduate degree in nutrition and dietetics, a degree in science-related fields and a degree in a field not related to science are detailed below.

PATHWAY ONE

Direct entry admission for students with an ACEND's accredited bachelor's degree in Nutrition and Dietetics and receive a Verification Statement upon completion.

Admission criteria are the following:

- Verification Statement (Verification Statement Baccalaureate in Nutrition and Dietetics accredited by ACEND and receive the Verification Statement once passed" or VS) of the accredited, approved baccalaureate degree. If the degree is an ACEND-accredited Foreign Dietitian Education Program, you must submit the FDE Verification Statement.
- Minimum 3.00 Grade Point Average on a 4.00-point scale
- Three letters of recommendation, two from university professors
- Short essay (500 words) indicating how pursuing graduate studies will contribute to your development.
- Spanish and English proficiency
- Students for whom English is a second language must obtain a minimum score in TOEFL exam of 550 (paper-based) or 213 (computer-based). Exam must have been taken no more than five-years prior.

PATHWAY TWO

Students with a bachelor's degree in Nutrition and Dietetics.

Admission criteria are the following:

- Bachelor's degree in Nutrition and Dietetics or equivalent from an authorized and accredited higher education institution in the US
- Undergraduate courses that constitute the Alternate Second major in Nutrition and Dietetics, under the bachelor's degree in Nutrition and Dietetics of the Río Piedras Campus.
- Must have approved with C or more undergraduate courses
- Minimum 3.00 Grade Point Average on a 4.00-point scale
- Minimum 3.00 Grade Point Average in science and math courses on a 4.00-point scale.
- Three letters of recommendation, two from university professors
- Short essay (500 words) indicating how pursuing graduate studies will contribute to your development
- Spanish and English proficiency

- Students for whom English is a second language must obtain a minimum score in TOEFL exam of 550 (paper-based) or 213 (computer-based). Exam must have been taken no more than five-years prior.

To be eligible and prior to submitting an admission application to the graduate program:

- The Program will determine if any additional coursework is needed to complete undergraduate requirements. A course-by-course evaluation is required by corresponding institutional academic departments.
- Conditioned admission:
 - If at the deadline for admission application to the graduate program the Alternate Second Major requirements are in progress, upon evaluation of an official transcript, the Program will determine eligibility for a conditioned admission to the graduate program.
 - Students with conditioned admission are allowed up to a maximum of 9 credits of required undergraduate courses.
 - Students with conditioned admission are allowed a maximum extension of time to the first semester of the graduate program.
 - During the allowed extension of time, the student must complete successfully all undergraduate requirements for official admission to the graduate program.
 - Students under conditioned admission who do not comply with all undergraduate requirements during the maximum extension of time of the first semester will be dismissed from the graduate program.

For approved Foreign Degrees: <https://www.cdrnet.org/RDNeeligibility>

- If the degree is an ACEND-accredited Foreign Dietitian Education (FDE) program and was issued a Verification Statement, the FDE Verification Statement must be presented.
- If the degree is from outside the US, it is required to have the official transcript evaluated by an approved Foreign Degree Evaluation Agency.
<https://www.eatrightpro.org/acend/students-and-advancing-education/international-students/foreign-degree-evaluation-agencies>
 - ✓ After receiving the evaluation report, contact the MSND-SEL program director to request a review of the official transcript and foreign degree evaluation report.
- The program will determine if any additional coursework is needed to complete program undergraduate requirements. A course-by-course evaluation is required by corresponding institutional academic departments.

PATHWAY THREE

Students from a Bachelor's degree in science other than nutrition and dietetics, as well as those who come from disciplines other than science.

Admission criteria are the following:

- Bachelor's degree or equivalent from an authorized and accredited higher education institution in the US
- Undergraduate courses that constitute the Alternate Second major in Nutrition and Dietetics, under the bachelor's degree in Nutrition and Dietetics of the Río Piedras Campus.
- Must have approved with C or more undergraduate courses
- Minimum 3.00 Grade Point Average on a 4.00-point scale

- Minimum 3.00 Grade Point Average in science and math courses on a 4.00-point scale
- Three letters of recommendation, two from university professors
- Short essay (500 words) indicating how pursuing graduate studies will contribute to your development.
- Spanish and English proficiency
- Students for whom English is a second language must obtain a minimum score in TOEFL exam of 550 (paper-based) or 213 (computer-based). Exam must have been taken no more than five-years prior.

To be eligible and prior to submitting an admission application to the graduate program:

- Admission to the Alternate Second Major is required for a course-by-course evaluation by corresponding institutional academic departments.
- Also, if any additional coursework is needed to complete program undergraduate requirements.
- Conditioned admission:
 - If at the deadline for admission application to the graduate program the Alternate Second Major requirements are in progress, upon evaluation of an official transcript, the Program will determine eligibility for a conditioned admission to the graduate program.
 - Students with conditioned admission are allowed up to a maximum of 9 credits of required undergraduate courses.
 - Students with conditioned admission are allowed a maximum extension of time to the first semester of the graduate program.
 - During the allowed extension of time, the student must complete successfully all undergraduate requirements for official admission to the graduate program.
 - Students under conditioned admission who do not comply will all undergraduate requirements during the maximum extension of time of the first semester will be dismissed from the graduate program.

For approved Foreign Degrees: <https://www.cdrnet.org/RDNeeligibility>

- If the degree is from outside the US, it is required to have the official transcript evaluated by an approved Foreign Degree Evaluation Agency
<https://www.eatrightpro.org/acend/students-and-advancing-education/international-students/foreign-degree-evaluation-agencies>
- After receiving the evaluation report, contact the MSND-SEL program director to request a review of the official transcript and foreign degree evaluation report.
- The Program will determine if any additional coursework is needed to complete undergraduate requirements. A course-by-course evaluation is required by corresponding institutional academic departments.

Conditions to grant credits from other institutions At the institution level, the Academic Policy for Graduate Studies (Certification No. 95, Academic Year 2019-2020, Section V.D.3.e, page 25) of the Rio Piedras Campus Academic Senate, stipulates the conditions to grant credit of courses approved at other institutions within or outside the University of Puerto Rico. Graduate programs may accept a maximum of one third of required degree credits, subject to criteria established by the UPR-RP college or school's graduate committee. Courses must be approved with a minimum B grade or its equivalent, in a period no greater than 5 years prior to admission and may not have been granted to a lower-level degree. The MSND-SEL

does not award credit for prior learning experiences, such as coursework or supervised experiential learning hours.

Offering Format The MSND-SEL delivers more than 50% of the curriculum in an online format since all didactic courses are offered online. Only the 720 hours (8 credits) of supervised experiential learning (SEL) are provided in practice sites.

Distance Education Policies Faculty and students must comply with the Distance Education Policy of the Río Piedras Campus of the University of Puerto Rico (Certification No. 91, 2024-2025 – See, Article VIII Support Services, page 11; Article IX Faculty and students responsibilities, page 13) <https://senado.uprrp.edu/wp-content/uploads/2025/06/CSA-91-2024-2025.pdf>. More recently, the Office of the Dean for Academic Affairs established the Principles and guidelines for the integration and use of Artificial Intelligence (AI) in academic and research projects at the Río Piedras Campus [Circular 8 \(2024-2025\) Lineamientos y guías para la integración y uso de la Inteligencia Artificial \(IA\) en los proyectos académicos y de investigación del Recinto de Río Piedras - Decanato de Asuntos Académicos](#).

The UPR-RP distance education policy complies with the authentication and privacy standards established by the Middle States Commission on Higher Education (MSCHE - 34 CFR 602.17, section g) <https://path.ccp.edu/msche/pdfs/VerificationofCompliance.pdf>. These are outlined in the Academic Senate Certification No. 91, 2024-2025 <https://senado.uprrp.edu/ano-corriente/> and are summarized below.

1. The distance education platforms used will be those approved by the Office of the Dean of Academic Affairs (DAA, in Spanish).
2. Secure access to the distance education platform is individualized with the username and a password. Each student is assigned a username and password through the platform. The platform allows the student to change their password. This guarantees the privacy of the evaluation processes, complying with the federal law known as FERPA.
3. Any official communication between professors and students about official course matters will be made exclusively through institutional email, or through the authorized platform.
4. The professor will verify the identification of the student with the mechanisms provided by the Institution.
5. The professor will include the rules described here in the syllabus and discuss them with the students in the first-class meeting.
6. As far as partial or final grades are concerned, the institution will ensure that the platform used allows each student to see only their own grades.
7. Professors are responsible for verifying the identity of each student through the authentication mechanisms authorized by the institution and previously authorized by the Office of the Dean of Academic Affairs and incorporated as an amendment to these regulations.
8. The use of cameras or monitoring systems to oversee the administration of exams and tests (proctoring service), as well as other activities for the evaluation of student learning will be regulated by a protocol (Appendix 2, Certification No. 91,2024-2025, AS).
9. The use of cameras and recording of classes by teaching staff will be regulated by a protocol (Appendix 3, Certification No. 91,2024-2025, AS).

Since 2020, the UPR-RP installed in the Moodle platform Respondus Lock Down Browser/Respondus

Monitor* tools as a verifier of academic honesty and deterrent to cheating. Updates to these policies occur periodically.

[*Monitor records of the entire testing session on the student's webcam and uses software to detect possible cheating behaviors.]

Distance Education Technological Requirements

The Master of Science in Nutrition and Dietetics with Supervised Experiential Learning offers more than 50% of the curriculum in an online format. Only the 720 hours (8 credits) of supervised experiential learning are provided in practice sites. Students must have basic-to-intermediate skills in computer use. Also, will need to have a personal computer that meets the following minimum technical requirements:

Device and Operating System

- A laptop or desktop computer running Windows 10 or above or macOS 10.10 or above.
- Chromebooks (Chrome OS), Android devices and iPhones do not meet the minimum requirements for coursework at the University of Puerto Rico.
- Memory: 4 GB or higher (RAM)
- Processor: Recent generation Intel i3 (equivalent or higher)

Browser

- Any standards-compliant web browser (Chrome, Firefox, Safari, Edge.)

Hardware/Peripherals

- A built-in or external microphone and webcam.
Some students have found it helpful to possess additional peripherals, such as a printer and headphones or a headset, although these are not required unless specified by your program.

Access (Frequency and Permissions)

- Students will need regular access to their machine and peripherals. Daily access is recommended.
- Students should have full administrative rights to these machines to install and download applications as required by their classes.

Internet Connection

- Must have consistent access to the internet.
- A high-speed broadband connection is recommended with at least 2 MB upload and download speed.

Recommended Software and Applications

- Microsoft Office Suite (Microsoft 365 access available to UPR-RP online students)
- Adobe Acrobat Reader (Adobe Creative access available to UPR-RP online students)
- Students will receive access to Google Apps for Education, which will include special access to additional storage and privacy by using your university credentials to login.

Courses and Curricular Sequence The program provides an approved curricular sequence that allow students to complete the program's requirements in two years (four-semesters and one summer). It is strongly recommended that students adhere to this sequence and contact the faculty advisor once a year to verify that the necessary requirements are being met to move forward and finish successfully.

Because the MSND-SEL program has a cohort-based design, students will be advised that courses will follow the established curricular sequence and that not all courses will be available each semester. Students should

work diligently to approve/pass courses the first time they are taken for compliance of continuity in their individual admission cohort.



University of Puerto Rico | Río Piedras Campus
College of Natural Sciences
Nutrition and Dietetics Program

Master of Science in Nutrition and Dietetics with Supervised Experiential Learning

Curricular Components			
Core Courses			
Course code	Course Title		Credits
MATH 6686	Advanced Data Analysis and Experimental Design		3
NUTR 6002	Research Methods in Nutrition and Dietetics		3
NUTR 6003	Nutrient Metabolism		3
NUTR 6004	Ethics and Professionalism		1
	Subtotal		10
Specialty Courses			
Course code	Course Title		Credits
NUTR 6112	Foodservice Management		3
NUTR 6013	Nutrition Assessment Diagnosis		3
NUTR 6010	Medical Nutrition Therapy and Pathophysiology		3
NUTR 6012	Nutrition Education and Counseling		3
NUTR 6111	Global Nutrition		3
NUTR 6011	Pathophysiology of Life Span		3
NUTR 6113	Advanced Concepts in Nutrition		3
	Subtotal		21
Research Project			
Course code	Course Title		Credits
NUTR 6110	Research Project		3
NUTR 6120	Research Project (Continuation)		0
	Subtotal		3
Supervised Experiential Learning (SEL)			
Course code	Course Title	Contact hours (each semester)	Credits
NUTR 6014	Clinical Nutrition Supervised Experiential Learning	270	3
NUTR 6115	Community Nutrition Supervised Experiential Learning	180	2
NUTR 6116	Foodservice Management Supervised Experiential Learning	270	3
	Subtotal		8
Electives			
Course code	Course Title		Credits
n/a	Electives		3
	Subtotal		3
	Total		45

Curricular Sequence

First Year			
1st Semester		2nd Semester	
Courses	Cred.	Courses	Cred.
Advanced Data Analysis and Experimental Design (NUTR 6686)	3	Global Nutrition (NUTR 6111)	3
Research Methods in Nutrition and Dietetics (NUTR 6002)	3	Foodservice Management (NUTR 6112)	3
Nutrient Metabolism (NUTR 6003)	3	Nutrition Education and Counseling (NUTR 6012)	3
Ethics and Professionalism (NUTR 6004)	1	Nutrition Assessment Diagnosis (NUTR 6013)	3
Total	10		12
Summer (UPR-RP Seven Weeks)			
Course			Cred.
Research Project (NUTR 6110)			3
Supervised Experiential Learning: Community Nutrition (26 hours/wk.) (NUTR 6115)			2
Total			5
Second Year			
1st Semester		2nd Semester	
Courses	Cred.	Courses	Cred.
Supervised Experiential Learning: Foodservice Management (18 hours/wk. (NUTR 6116)	3	Supervised Experiential Learning: Clinical Nutrition (18 hours/wk.) (NUTR 6014)	3
Medical Nutrition Therapy and Pathophysiology (NUTR 6010)	3	Electives	3
Pathophysiology of Life Span (NUTR 6011)	3	Advanced Concepts in Nutrition (NUTR 3113)	3
Research Project (Continuation) (NUTR 6120)	0	Research Project (Continuation) (NUTR 6120)	0
Total	9		9

Supervised Experiential Learning The Supervised Experiential Learning (SEL) curricular component will be conducive to learning and provide students with hands-on experiences to meet specific entry-level competencies for practice in community nutrition, foodservice management and clinical areas. The SEL rotations for each student will be tailored to include a wide range of practical experiences. The MSND-SEL student is required to meet all competencies and established performance indicators.

SEL Community Nutrition (180 hrs.) The community nutrition rotations will provide students with an understanding of the role of the nutritionist dietitian in a variety of agencies and programs in the local community. Experiences for students include outpatient nutrition clinics, Head Start Program, Nutritional Assistance Program (PAN, in Spanish), Food Bank, and Women, Infants, and Children (WIC) program. Students will provide individual nutrition counseling, teach group nutrition education classes on various topics including

healthy nutrition, overweight and obesity, diabetes management, legislation and advocacy strategies, and to organize health promotion events and participate in a variety of community health and wellness projects. Additionally, nutrition research in the community is included to demonstrate the Nutritionists and Dietitians role in program development and evaluation.

SEL Foodservice Management (270 hrs.) Foodservice management rotations will be planned to provide students with a variety of food service systems and management experiences. Students learn about food production and procurement, food service systems, menu planning, recipe development, employee education, sanitation, safety, personnel management, catering and several other administrative experiences. They may participate in performance improvement, personnel management, and interdisciplinary leadership meetings. Through projects, meetings, and role-play, students gain an understanding of skills needed in upper management and leadership. In addition, with the increasingly regulated field of hospital foodservice, students get hands-on experience with hospital foodservice systems, including the accreditation process, quality evaluation, as well as financial accountability. Students will also experience firsthand the role of the school foodservice Nutritionist and Dietitian to implement healthy lifestyle menus and education. During the school foodservice rotation, the student will be exposed to food service operations and become familiar with the Federal School Breakfast and Lunch Program Regulations.

SEL Clinical Nutrition (270 hrs.) Approximately 70% of the adult population in Puerto Rico and the United States is categorized as overweight or obese. This increases the risk of prolonged chronic illness such as cardiovascular disease, cancer, and diabetes, highlighting the need for well-prepared nutrition and dietetics professionals to treat and prevent further illness and increase the quality of life. A range of clinical experiential learning covering the life span and highlighting the major nutrition-related morbidities and mortalities will be covered. The rotation settings are hospitals and institutions that provide a wide variety of experiences from pediatrics to geriatrics, including chronic diseases such as cardiovascular, renal, cancer, diabetes, HIV/AIDS, as well as acute needs related to situations such as transplant, trauma and burns. Students will be supervised by knowledgeable preceptors with expertise in Medical Nutrition Therapy, many with advanced degrees and certifications in their specialty areas.

Formative and summative assessment of student competence and regular reports of performance and progress Formal evaluation of students occurs at pre-determined times throughout the program using specific assessment forms. Evaluations include both assessments of the student's progress as well as assessments of the student's knowledge and performance in supervised experiential learning. Preceptors completing the evaluation do so within the rotation assessment portal provided and review with the student prior to submitting to the program's SEL Coordinator. Students also complete a self-evaluation, which is reviewed with the preceptor. It is the student's responsibility to be familiar with the various evaluation forms and to be aware of the criteria and timing.

Students can expect to receive formal evaluations in the following formats: written evaluations from preceptors, rubrics for oral presentations; comprehensive review of nutrition assessments and charted notes with written feedback provided by preceptors (daily during rotations where medical nutrition therapy is provided); preceptor reviewed assignments, such as case studies. Many opportunities exist for informal feedback about performance. These should be viewed as opportunities to gain insight and adjust performance.

Examples of informal evaluation include, but are not limited to, daily feedback and discussions with preceptors on skill development, clinical documentation, presentations and projects.

Program Completion, Graduation & Verification Statement Requirements Students are expected to be full-time and complete the program in two years (four-semesters and one summer). Courses will not be offered each semester. Students should work diligently to successfully demonstrate expected competencies, and pass courses the first time they are taken in compliance with continuing in their original admission cohort. Repeating one course will mean a student waits one year for the same course to be offered again. Upon admission date, the maximum time frame allowed for completion of the program is 5 years for a full-time student.

To ensure students achieve the expected learning outcomes, competencies are tracked for didactic and supervised experiential learning (SEL) courses using the Learning Management System (LMS) Moodle® platform. Once the Curricular Map is established with the competency framework and performance indicators for each specific course, faculty develop a “Student Learning Assessment Plan” to track student achievement for each competency and performance indicator. Each student is evaluated using the specific formative or summative assessment rubric for each didactic and SEL course. Students are expected to obtain an 80% or higher on all formative and summative assessments, whether evaluated using a rubric or specific grading criteria for coursework as well as SEL rotations. Any evaluation below this threshold indicates that the student has not achieved or complied with competency. The outcome is documented in the Student’s Learning Assessment Plan within the LMS and is used to develop a remediation activity or plan to facilitate compliance with the competency and performance indicator. Reports are generated by student and by course, using a ranking scale of *complies*, *partially complies* or *does not comply*.

To support adequate tracking of student competency achievement of competencies, the Program Director meets with the course faculty/preceptor and SEL Coordinator once or twice in the semester, as needed. Student performance in each course and SEL rotation are reviewed during these meetings. To monitor students’ demonstration of competencies, formative and summative assessment results are shared with students mid-semester- each October for the Fall semester and March for the Spring semester - by the respective faculty and preceptors allowing students to reflect on their progress. Additionally, students are required to complete self-evaluations at the end of each SEL rotation.

Several data sources are used to evaluate student performance in the program and to determine whether remedial intervention is needed. This may include providing more time to demonstrate competency or additional learning activities within didactic courses or in SEL rotations. Data sources include reports generated from Moodle’s Student’s Learning Assessment Plan and/or ACEND’s Competency. Both quantitative and qualitative data from these sources are taken into account when determining student’s progress and the need for remediation.

Students are required to successfully complete all coursework and supervised experiential learning (SEL) hours. Documentation that students have met established competencies and time commitments are maintained and at the respective assessment platforms throughout their progression in the program.

- a. Faculty coursework graded assessments and preceptors SEL evaluations are utilized to assess proficiency of required competencies.
- b. Each SEL rotation includes a set of required competencies and performance indicators in which students must demonstrate proficiency. Formal evaluations (e.g., rubrics, checklists, evaluation forms) are provided to students as they progress through the program. Self-evaluations are also required at the end of each SEL rotation.
 - ✓ Students are required to comply with the established site and rotation hours.
 - ✓ SEL competencies will be assessed with a Pass or Fail rating where a passing grade must be equivalent to an excellent or good rating of the student's performance in the practice site by the preceptor.
- c. If a student is unable to demonstrate proficiency in a specific set of competencies, additional time or remediation activity will be provided.
- d. Documentation that students have met established competencies are maintained by faculty and preceptors repositories

Students who complete the 45 credits with a minimum grade point average of 3.0 or more and complete the minimum of 1,000 hours of supervised experiential learning will be recommended to the Office of the Registrar to be granted the degree.

At the UPR-RP, to qualify as a degree candidate, students must comply with the following requirements:

1. Satisfactory completion of program's coursework with minimum GPA of 3.00 or more.
2. Complete graduation requirements within the length of time established by the University.
3. Not having debts with the institution.
4. Official submission of the Graduation Request to the Registrar's Office during the semester in which is expected to complete program's requirements and, in any case, later than the stipulated date established in the UPR-RP calendar for the specific semester. These requests become official once graduation fee is paid, which is non-reimbursable.
5. Degree recommendation by the College-specific program and the institutional administration.

A **Verification Statement (VS)** document awards a student's completion of all academic requirements established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) Future Graduate Accreditation Standards for Graduate Degree Programs. To receive a verification of completion of the program students must:

1. Demonstrate attainment of all Future Education Model entry-level competencies as documented in specific assessment method for each competency.
2. Complete the program awarded by the institution on the official transcript.
3. Final GPA must be > 3.0 for graduate studies [otherwise academic probation]
4. Perform in a professional and ethical manner throughout the academic experience.

After the degree is conferred by the University of Puerto Rico, Rio Piedras Campus, five original copies of the Verification Statement will be provided to program graduates by the MSND-SEL Program director, which verifies completion of all academic and experiential learning requirements to be eligible to sit for the Commission on Dietetic Registration (CDR) credentialing exam. Copies of the Verification Statements will also be retained by the Program. The Program Director will submit final transcripts and ACEND program

completion verification statements to CDR via the secure Registration Eligibility processing System (REPS). Each graduate will then receive an email requesting completion of an online application form that includes verification of your legal name, current address and email. At this time each graduate assumes responsibility for arranging to take the exam. Students are encouraged to take the exam promptly after completing the program. <https://www.cdrnet.org/StudentInstructions>

After Graduation Graduates of the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning will receive a Master of Science in Nutrition and Dietetics degree and a Verification Statement indicating eligibility to take the CDR credentialing exam. Graduates will also be eligible to apply for the local licensure exam to practice as a Nutritionist and Dietitian in Puerto Rico as required by local Law 82 of 1972 and amended in 2004.

Credentials By successfully completing the MSND-SEL accredited program (candidacy status), graduates become eligible to take the Commission on Dietetics Registration (CDR) credentialing exam for Registered Dietitian Nutritionist (RDN). Once the examination is approved, the candidate will receive an RD or RDN credential. Once qualified graduates take and pass the local licensure exam administered by the Puerto Rico Board of Examiners for Nutritionists and Dietitians or are exempted via Resolution 2016-53 after passing the CDR credentialing exam, the Licensure in Nutrition and Dietetics (LND) will be granted to be able to practice as a Nutritionist Dietitian in Puerto Rico.

How to become a Registered Dietitian Nutritionist (RDN)

1. Complete a bachelor's degree in nutrition and dietetics from an accredited university and receive a Verification Statement from an ACEND-accredited program (Didactic Program in Dietetics, Coordinated Program, Future Graduate Program, Foreign or International Dietitian Education Program). The University of Puerto Rico has the ACEND-accredited undergraduate program (Didactic Program in Dietetics) and the Future Education Model-Master of Science in Nutrition and Dietetics with Supervised Experiential Learning (MSND-SEL, candidacy accreditation status). Graduates who successfully complete the MSND-SEL program will obtain a Verification Statement.
2. Complete an ACEND-accredited supervised practice dietetic internship program or Individual Supervised Practice Pathway. Supervised practice/experiential learning is combined with the Coordinated Program, Future Graduate Program, and International Dietitian Education Program. After completion, the student will receive a Verification Statement. The UPR-RP Graduate Program in Nutrition and Dietetics combines the master's didactic component with supervised experiential learning, complying with the 1,000 hours required by ACEND. Graduates who successfully complete the program will obtain a verification statement.
3. Effective January 1, 2024, the Commission on Dietetic Registration (CDR) requires a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). CDR requires individuals to complete coursework and supervised practice in programs accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning of the University of Puerto Rico will obtain a verification statement and are eligible to take the CDR credentialing exam to become an RDN. The program complies with ACEND's established minimum of 1000 supervised

experiential learning hours. For more information about these requirements visit CDR's website: <https://www.cdrnet.org/graduatedegree>

4. Pass the CDR credentialing exam.
5. The Board of Examiners for Nutritionists and Dietitians of Puerto Rico grants, to qualified candidates, the Licensure in Nutrition and Dietetics (LND) to be able to practice as a Nutritionist-Dietitian in Puerto Rico. Effective February 18, 2016, the Board established, via Resolution 2016-53, that passing the CDR credentialing exam will comply with the requirements for the license to practice Nutrition and Dietetics in Puerto Rico.

ACEND's opinion about state licensure and certification: "While state interpretations of statutes may vary, it is ACEND's considered opinion that the program meets the educational requirements for dietetics licensure and certification in all states. However, completing an ACEND-accredited academic program alone does not qualify an individual for licensure or certification as a dietitian in any state. Individuals should review their state's licensing statutes and regulations to understand the specific requirements, including supervised practice and examinations needed to obtain a dietetics license. More information about state licensure and certification can be found at this link: <https://www.cdrnet.org/LicensureMap>" (Required Element 7.3.d Recommended Website Update for DT, DI, CP, GP Programs)

6. Continuing professional education is required for maintaining professional registration (RDN Status), and for updating and expanding practitioner knowledge and skills. For more information on pathways to earn the RDN credential:
<https://www.cdrnet.org/RDNeligibility>
<https://www.eatright.org/become-an-rdn>

How to become a Licensed Nutritionist and Dietitian in Puerto Rico (LND)

Graduates of the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning will be eligible to take the RDN Credentialing Exam and the local licensure exam to practice as a Nutritionist and Dietitian (LND) in Puerto Rico as required by Puerto Rico Law 82 of 1972 and amended in 2004. <https://bvirtualogp.pr.gov/ogp/Bvirtual/leyesreferencia/PDF/82-1972.pdf>

To be eligible to take the local licensure exam and be authorize to practice in PR you must:

1. Complete a bachelor's degree awarded with major in nutrition or dietetics of an accredited higher education or college institutions by the Higher Education Council (known today as Board of Postsecondary Institutions) or by one of the regional organisms of national accreditation
2. Complete an internship or supervised experiential learning in Nutrition and Dietetics at a hospital or institution accredited for such training, or in place of this internship, possess a master's or doctorate degree in Nutrition and Dietetics from a university or college recognized by the PR Board of Postsecondary Institutions and by one of the institutional national accreditation bodies.

3. After completing coursework and supervised experiential learning, graduates become eligible to take the local Licensure exam administered by the Board of Examiners for Nutritionists and Dietitians of Puerto Rico, which will grant, to qualified candidates, the License in Nutrition and Dietetics (LND) to practice as a Nutritionist-Dietitian in Puerto Rico. Effective February 18, 2016, the Board established, via Resolution 2016-53, that passing the RDN exam will comply with the requirements for the license to practice Nutrition and Dietetics in Puerto Rico.
4. Become member of the Puerto Rico College of Nutritionists and Dietitians, as required by Law 82 of 1972 and amended in 2004.
5. Continuing professional education is required for maintaining Licensure in Nutrition and Dietetics in PR and professional registration (RDN Status), and for updating and expanding practitioner knowledge and skills. For more information on pathways to earn the RDN credential:
<https://www.cdrnet.org/RDNeligibility>
<https://www.eatright.org/become-an-rdn>

Tuition and Fees Information estimating the costs of studying and obtaining a master's degree at the University of Puerto Rico, Río Piedras Campus, can be found below, and at the following links:

- Cost of studies table: <https://estudiantes.uprrp.edu/tabla-de-costos-de-estudio/>
- Admissions and Costs to UPR-RP:
https://graduados.uprrp.edu/estudiantiles/admisiones_graduadas/costos-de-estudios/
- [Certificación 155 \(2023-2024\)](#) extending Certification No. 160 (2022-2023) Board of Governance of the University of Puerto Rico

Admission Application At the moment of submitting the Application for Graduate Studies, payment of a \$30.00 fee will be required.

Graduate credits Currently, \$205.00 per graduate credit (may vary), in addition to other fees described below.
<https://estudiantes.uprrp.edu/tabla-de-costos-de-estudio/>

Maintenance and Technology Fee All students enrolled in a master degree program at the Río Piedras Campus of the University of Puerto Rico must pay a \$500.00 fee per tuition period.

Deferred Payment Any graduate student who is enrolled in no less than three credits and lacks the resources to pay the full tuition and other charges, at the time of enrollment may request an extension to make payments. Details can be obtained from the Dean of Students. This extension will apply only to enrollment and laboratory fees; all other charges will be paid at the time of registration. The extensions consist of dividing tuition cost in two, three, four or five installments. For more information, visit: Decanato de Estudios Graduados e Investigación
http://graduados.uprrp.edu/index.php?lang=es&option=com_content&view=article&id=222&Itemid=487

Exemptions Most available exemptions require a full academic load of 8 credits to qualify for them.

Veteran Exemption This information can be found at the Veterans' Office, in the Registrar's Office. This exemption covers 100% of the Veteran's tuition and 50% tuition for the Veteran's children and spouse.

Food \$30.00 estimated per day

Books and supplies \$500.00 estimated per semester

Medical Certificate \$30.00 - \$40.00

Hepatitis B (3 doses) and Chicken Pox Vaccination \$180.00 - \$300.00 (or antibody titers)

COVID-19 and vaccination requirements Circular No. 3 Academic Year 2022-2023 of the UPR-RP Deanship of Administration establishes the protocol to control exposure and propagation of Covid-19 in the Río Piedras Campus of the University of Puerto Rico. For the Operational Plan for Emergencies in response to infectious diseases of the University of Puerto Rico (*Plan Operacional de Emergencias y Respuestas a Enfermedades Infecciosas en la Universidad de Puerto Rico*, by its Spanish name) visit https://www.uprrp.edu/wp-content/uploads/2023/08/Circular_3_2023-2024_instrucciones_pospandemia.pdf

According to Law Number 25 on Immunization of September 25, 1983, vaccination requirements for the 2024 - 2025 academic year establishes that all students enrolling in any public or private higher education institution must have the following vaccines administered:

- ✓ One (1) booster dose of Tetanus, Diphtheria, and Acellular Pertussis (Tdap) vaccine or a booster of Tetanus and Diphtheria (Td) vaccine, as the case may be.
- ✓ Two (2) doses of the common measles, German measles, and mumps (MMR) vaccine.
- ✓ Three (3) doses of the Hepatitis B vaccine.
- ✓ Three (3) doses of Polio vaccine (OPV/IPV), if the last dose was administered at or after age 4.
- ✓ Importance of getting vaccinated against influenza and COVID-19 to prevent these infections and their complications.

Visit, <https://rcm1.rcm.upr.edu/decanatoestudiantes/wp-content/uploads/sites/13/2025/01/CDC-US-Department-of-Health-Immunization-Requirements-prior-to-admissions.pdf>

Insurance Requirements

Medical Insurance requirements

The University of Puerto Rico requires that all students be covered by health insurance. If they have private or government health insurance, the student must present official evidence on the day of enrollment to be exempt from this charge. If they do not present evidence of their medical insurance, the student will have to pay for the Student Medical Insurance of the University of Puerto Rico. The fee varies according to the amount of coverage, beginning at \$463.00 up to \$2,559.00. Information related to Student Medical Insurance can be found on the Medical Services web page: <https://estudiantes.uprrp.edu/servicios-medicos/>

Individual Student Professional Liability Insurance

Students are required to purchase a coverage of a minimum of \$1,000,000 per incidence/occurrence and \$3,000,000 annual aggregate. Students will be required to bring verification of coverage (not receipt).

Liability for safety in travel to or from assigned areas.

Transportation to and from all supervised experiential learning (SEL) facilities is the responsibility of the student. In addition, the University of Puerto Rico, Río Piedras Campus, remains in effect the policy number #CL-83049539-08 of Public Liability Insurance contracted with the Triple-S insurance company covering the period from July 1, 2024, to July 1, 2025. Students are covered by this policy as part of their official coursework and supervised experiential learning rotations approved by faculty and preceptors inside and outside the University of Puerto Rico.

Injury or illness while in a facility for supervised experiential learning

Students who are injured or become ill while in a supervised experiential learning facility should seek appropriate care (emergency room, campus health service, primary care physician, etc.). Students are medically and financially responsible for any health emergencies and/or healthcare needs that may arise during supervised experiential learning rotations.

Transportation Students that travel every day to the Río Piedras campus, from different towns in the island, have traveling expenses that can range from \$500.00 to \$1,000.00 annually.

Housing The University of Puerto Rico, Río Piedras, has one housing complex (*Plaza Universitaria*) for students. There are also private houses, dormitories or residences near the campus; the costs vary according to the number of persons in every room, available services and location. For more information, access https://www.facebook.com/Plaza-Universitaria-Residencias-529555730428099/?ref=br_tf. There are also private houses, dormitories or residences near the campus; the costs vary according to the number of people in every room, available services and location.

Additional Program Expenses

Expenses	Estimated Cost
White lab coat	\$50
Scrubs (Navy Blue)	\$75
Immunizations (if not UTD)	Variable
Transportation to field sites	Variable
Laptop (requirement)	\$500-\$1,500
Drug testing & background checks (requirement)	Variable
Individual Student Professional Liability Insurance (requirement)	Variable Students are required to purchase a coverage of a minimum of \$1,000,000 per incidence/occurrence and \$3,000,000 annual aggregate. Student will need to bring verification of coverage (not receipt).
Optional but Encouraged Activities	
Student Membership - Academy of Nutrition and Dietetics	\$58 annual
Food and Nutrition Conference and Expo (FNCE)	Variable

Scholarships Questions related to scholarships and financial assistance must be made directly to the *Financial Aid Office* <https://fae.uprrp.edu/asistencia-economica/> or DEGI <https://graduados.uprrp.edu/estudiantiles/becas-y-ayudantias/>

Financial Aid Students in need of financial aid will be directed to the Deanship of Graduate Studies and Research at the campus level, where opportunities based on merit or economic need may be available. http://graduados.uprrp.edu/index.php?option=com_content&view=article&id=137&Itemid=198&lang=es Questions related to scholarships and financial assistance must be made directly to the Financial Aid Program or to the Financial Aid Fiscal Office <http://asistenciaeconomica.uprrp.edu/>.

Professional Financial Assistance

- Academy of Nutrition and Dietetics Foundation: The Academy of Nutrition and Dietetics Foundation provides dietetic scholarships and research grants to students and Academy members, respectively. Funding research is a priority for the Foundation, which provides the opportunity for individuals to continue making evidence-based contributions to the field of dietetics, food and nutrition. Students are the future of the field, and the Foundation recognizes the importance of giving students a solid foundation to develop their dietetic careers and provide access to education. For more information visit: <https://www.eatrightfoundation.org/home>
- Academy of Nutrition and Dietetics, PR Chapter: The Puerto Rico Academy of Nutrition and Dietetics offers scholarships to students in supervised practice. For more information visit <https://www.eatrightpr.org/becas-y-premios>

Student Support Services

Student Support Service	Access Point
Health & Security-Related Support Services	
<u>Medical Services Department</u> Friday 8:00 am – 9:30 am - Telemedicine 10:00 am – 11:30 am – Patients without appointments, priority to emergencies 1:00 pm – 2:30 pm - Telemedicine 3:00 pm – 4:00 pm Evaluation of physician orders and prescriptions using the following form: Formulario: Solicitud de servicios médicos (google.com)	<ul style="list-style-type: none"> • Address physical: at the University Center • Address postal: 16 Ave. Universidad Suite 1601, San Juan, Puerto Rico 00925-2536 • Telephone: 787-764-0000 • Nursing: Ext. 86569 • Medical records: Ext. 86563 • Administrative office: Exts. 86562, 86563 • Direct number: 787-763-6233 • Fax: 787-764-3825 • Emergencies Ext. 82020 • Email: serviciosmedicos.rp@upr.edu
<u>Campus Medical Emergency Room:</u> Medical evaluation and care are offered to the entire university community and visitors. First aid is offered and if necessary, the patient is referred using ambulance service or transport to the nearest Emergency Room on the Campus.	Telephone: 787-764-0000, Ext. 82020
<u>Campus Security and Risk Management Division</u>	Division: (787) 773-1750 or (787) 764-0000, Ext's. 83131, 83535 State police: 787-343-2020 Municipal Police: 787-480-2320

Student Support Service	Access Point
<u>Counseling Department for Student Development</u> (DCODE, in Spanish) Counselors, social workers and psychologists are available to serve students; career consulting, support groups, some testing; emergencies attended during work hours	Telephone: (787) 764-0000, Ext's. 86500, 86501 Email: dcode.consejeria@upr.edu https://estudiantes.uprrp.edu/departamento-de-consejeria-para-el-desarrollo-estudiantil/
<u>Emergencies, mental health</u> , outside work hours	For First Psychological Help (PAS Line): 1-800-981-0023, call 9-1-1 or go to the nearest hospital emergency room.
<u>Office of Services to Students with Disabilities</u> (OSEI, in Spanish) Testing, vocational rehabilitation, reasonable accommodations	Telephone: 787-764-0000, Ext's. 86360, 80123, 86363, 86364 Email: oapi.rrp@upr.edu https://estudiantes.uprrp.edu/osei/
<u>University Center for Psychological Studies and Services</u> (CUSEP, Spanish acronym) Clinical psychology practicum and research center; emergencies attended during work hours	Telephones: (787) 764-0000, Ext's. 87680 y 87681 Email: cusep.rp@upr.edu https://sociales.uprrp.edu/cusep/
Academic-Related Support Services	
Academic Calendar Río Piedras Campus	https://www.uprrp.edu/oficina-registrador/calendarios-academicos/
<u>Academic & Administrative Technology Division</u> (DTAA, in Spanish) Responsible for managing and ensure the proper functioning of the administrative information systems in the Campus. Services: Helpdesk, Next Portal, institutional email, Wi-Fi service, Moodle portal, MIUPI portal	Telephone: 787-764-0000 Ext. 80400 https://dtaa.uprrp.edu/help-desk/ http://dtaa.uprrp.edu/
Academic Files Privacy	http://www.uprrp.edu/wp-content/uploads/2019/10/taller_buckley2006.pdf
<u>CITec, Center for Information Technologies</u> , College of Natural Sciences Library Collections, databases, repositories, user services, interlibrary loan, remote access Visit website for hours of operation and any specific entry requirements.	https://www.upr.edu/biblioteca-uprrp-cn/ (ext. 88370, 88376)
<u>CITec Tutoring Center</u> , College of Natural Sciences Library. Center Director, Prof. Rafael Colorado: rafaelcolorado@gmail.com	https://centroa316.wixsite.com/website/sobre-nosotros (ext. 88370, 88376)
<u>Center for the Development of Language Skills</u> Spanish and English writing and critical thinking skills and webinars	Telephone: (787) 764-0000, Ext's. 88695, 88696, 88699 Email: cdcl.upr@upr.edu https://generales.uprrp.edu/competencias-linguisticas/
<u>Distance Education Unit (DECEP)</u> , UPR-RP Campus Tutorials, tools, direct access links, interactive manual of student support services, FAQs	https://enlinea.uprrp.edu/ https://enlinea.uprrp.edu/recursos-estudiantes/
<u>Graduate Network (Red Graduada)</u> Tools for investigation, databases & repositories	Telephone: 787-764-0000 Ext. 86780 Email: proyecto.redgraduada@upr.edu

Student Support Service	Access Point
<p><u>Library System UPR-RP</u> Services: 1) Access to databases: Annual subscriptions to databases of electronic bibliographic resources (encyclopedic information, books, journal and newspaper articles, theses, academic papers); 2) Electronic Resources: Full text of documents, abstracts or bibliographic information, alphabetical list (links, descriptions, topics, vendors, and details on remote access), some integrated into the Library System Online Catalog; 3) Virtual Reference: Services through which the faculty and students can submit inquiries and receive responses by mail electronic. <u>Institutional repository</u> Is a place for storing data in digital form with open access to the results of the research and creative work of all UPR members.</p>	<p>https://www.upr.edu/gradnet/</p> <p>https://www.upr.edu/biblioteca-rrp/</p> <p>UPR Repository</p>
<p><u>Registrar's Office</u> Responsible for safeguarding the academic record of each student. Direct services: Credit Transcript Applications, Degree Certification Diploma delivery, Graduation Application and Payment, Academic Progress Review Online payments and deferred payments (prórrogas), Course descriptions, others</p>	<p>https://www.uprrp.edu/oficina-registrador/</p>
<p><u>Student Ombudsperson (Procurador Estudiantil)</u> Assists to solve interpersonal, administrative, academic and economic situations under the protection of institutional regulations. Services: Grade Review, Academic Dishonesty, Problems with Administrative Requests, Conflict Mediation, Situations of Violence, Sexual Harassment and Discrimination</p>	<p>Telephone: 787-754-0000, Ext's. 86600, 86601 y 86603. Email: procurador.rp@upr.edu; angel.burgos6@upr.edu http://procuraduria.uprrp.edu/</p>
<p>Institutional Policies and Regulations</p>	<p>https://procuraduria.uprrp.edu/documentos-oficiales/</p>
<p><u>Título IX Compliance Office</u> Provides support, counseling, and academic support services. Prohibited behaviors: Sexual Harassment, Stalking, Sexual Assault, Stalking, Domestic Violence, Retaliation, Date Violence, Cyber Violence, Pregnancy Discrimination, Sexual Orientation Discrimination, Discrimination for gender non-conforming</p>	<p>Contact person: Dr. Joselyn Rivera Román, Título IX Office Coordinator Telephone: 787-764-0000 ext. 83275, 83278 titulo9.rp@upr.edu</p>

Student Support Service	Access Point
Financial Aid-Related Support Services	
Office of Graduate Studies and Research (DEGI, in Spanish) Financial Aid Information	Telephone: Student Affairs, 787-764-0000, Ext's. 86776, 86716, 86714 http://graduados.uprrp.edu/index.php?option=com_content&view=article&id=137&Itemid=198&lang=es Becas y Ayudantías – Decanato de Estudios Graduados e Investigación
Campus Financial Aid Office Scholarships based on financial need Monday - Thursday: 7:30AM – 5:00PM Friday: 7:30AM – 4:30PM Financial Aid Officials: 7:30AM – 4:00PM	Telephone: 787-764-0000, Ext's. 86125, 86122 Directory: https://estudiantes.uprrp.edu/wp-content/uploads/2024/02/Guia-Interna-Decanato-de-Estudiantes-REVISADA-FEBRERO-2024.pdf https://estudiantes.uprrp.edu/asistencia-economica/ https://estudiantes.uprrp.edu/asistencia-economica/preguntas-frecuentes/ Email: asistencia-economica.rrp@upr.edu

Academic Advising

Student advisement may occur at various levels, including academic advising offered by the Program Director, the SEL Coordinator and faculty. The Office of the Dean of Graduate Studies and Research provides students webinars about the institution's graduate policy. The MSND-SEL Director will coordinate group orientations and one-on-one advising will be offered as requested or needed by students. Students may also be referred to academic advising as part of the early identification of students with possible difficulties and the attention to students in probation processes, established by the College of Natural Sciences. Students that fail to achieve the minimum required GPA and to be on time with the curricular sequence and degree requirements will be advised to alternate career paths. Students may request an appointment by contacting the Program's administrative office.

Academic Calendar The Registrar's Office Academic Calendar available on the institutional website (<https://www.uprrp.edu/oficina-registrador/calendarios-academicos/>) indicates the starting and ending dates of each academic session and includes the holidays recognized by the Institution. It is subject to change and students are encouraged to refer to the website for updates during the semester. The period between the end of the first (fall) semester and beginning of the second (spring) semester of an academic year are considered a Christmas break or vacation. However, the MSND-SEL two-year program includes a summer session following the end of the first program's academic year. Any student summer break or vacation time between year one and year two of the program should be planned outside the academic schedule.

During the summer, the Program Director may not be available; however, the Supervised Experiential Learning Coordinator will be administering the summer rotations, and the Program's administrative assistant will be available to ensure required information to prospective and enrolled students is provided in a timely manner year-round. If the Program Director is not available for a period during the summer or holiday break, the

Supervised Experiential Learning Coordinator and UPR-Nutrition and Dietetics Program Administrative Office will receive and handle student requests.

Policies and Procedures for Supervised Experiential Learning

The Master of Science in Nutrition and Dietetics with Supervised Experiential Learning of the University of Puerto Rico, Río Piedras Campus, has established policies and procedures to maintain written agreements with institutions, organizations and/or agencies that provides supervised experiential learning to meet the accreditation-entry level competencies. The policies and procedures address the selection and periodic evaluation of adequacy and appropriateness of facilities to ensure that sites are able to provide supervised experiential learning compatible with the competencies that students are expected to achieve. Also, policies for faculty, preceptors and students. Refer to the program's website Policies and Procedures for Supervised Experiential Learning: Handbook for Program Director, Faculty, Preceptors and Students <https://natsci.uprrp.edu/nutricion/sel-handbook/>.

Drug testing and criminal background checks

The program requires students to undergo drug testing and criminal background checks in order to participate in supervised experiential learning hours, if requested by the facility. Each institution for supervised experiential learning has its own list of requirements for students to complete before accessing their facilities and participating in learning activities. Students who do not complete these requirements will not be allowed to register in SEL courses. The student is responsible for assuming the costs.

General Policies and Regulations

Reasonable Accommodation: The University of Puerto Rico (UPR) acknowledges the right of students with disabilities to an inclusive, equitable, and comparable post-secondary education. In accordance with its policy toward students with disabilities, based on federal and state legislation, every qualified student with disabilities is entitled to equal participation in those services, programs, and activities that are physically, mentally, or sensorially natured and have thus substantially affected one or more major life activities, such as their area of post-secondary studies. They have the right to receive reasonable accommodation or modifications. If you require accommodation or reasonable modification in this course, you must inform the professor without the need to disclose your condition or diagnosis. Simultaneously, you should promptly request the Office of Services for Students with Disabilities (OSEI) of the unit or campus for your need for modification or reasonable accommodation.

Academic Integrity: The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification No. 13, 2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations; copying the whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure laid down in the UPR Students General Bylaws. To ensure the integrity and security of user data, any hybrid, distance, and online course should be offered through the institutional learning management platform or by tools required by the course, which uses secure connection and authentication protocols. The system authenticates the user's

identity using the username and password assigned in their institutional account. The user is responsible for keeping the password secure, protecting, and not sharing with others.

To ensure the integrity and security of user data, all distance courses must be offered through the institutional learning management platform, which employs secure connection and authentication protocols. The system authenticates the user's identity using the assigned username and password in their institutional account. The user is responsible for keeping their password secure, protecting it, and not sharing it with others.

Policy and Procedures for Handling Gender Discrimination Situations at the University of Puerto Rico:

The University of Puerto Rico (University), as an institution of higher education and workplace, aims to protect the rights and provides a safe environment for all individual who interact within it, including students, employees, contractors and visitors (hereinafter "persons concerned"). This Policy is promulgated by virtue of Certification 107 (2021-2022) Governing Board, to promote an atmosphere of respect for diversity and the rights of the members of the university community. The Policy establishes a protocol for handling of situations related to the following prohibited conducts: discrimination based on sex, gender, or pregnancy, sexual harassment, sexual violence, domestic violence, dating violence, and stalking, (hereinafter, "the prohibited conduct"), in the workplace and academic setting. (English translation adapted by Dr. Nivia A. Fernández, January 23, 2025)

Diversity, Equity and Inclusion Policy: The University of Puerto Rico assumes the commitment to establish an environment that values diversity, promotes equity, and aspires to the full inclusion of its entire university community. Courses will be offered, fostering an inclusive and equitable atmosphere, ensuring the participation of students with diverse backgrounds, experiences, and skills. Thus, the University of Puerto Rico reaffirms its dedication to upholding the principles of diversity, equity, and inclusion in its academic programs.

Plagiarism The University has a strict policy on academic honesty and plagiarism, and it is required to be included in all syllabi.

<https://www.uprm.edu/asuntosacademicos/wp-content/uploads/sites/45/2020/12/Certificacio%CC%81n-33.pdf>

"The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 13, 2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations; copying the whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure laid down in the UPR Students General Bylaws. To ensure user data integrity and security, hybrid and distance education courses are offered through the institutional learning management system, which employs secure connection and authentication protocols. The system authenticates the users' identity with the username and password of their institutional accounts. Users are responsible for keeping their password secure and not sharing with others".

Retention and Remediation Procedures As outlined in the Academic Policy for Graduate Studies of the UPR-RP Campus (Certification No. 95 of the Academic Senate, 2019-2020 Academic Year, Section V.D.8.c, page 33) the following aspects will be considered in determining academic progress and student retention.

1. The minimum academic retention and graduation rate GPA will be 3.0 points on the scale of 4.0. Each graduate program may establish additional retention standards that will be accessible on the program's website.
2. The student will maintain a minimum GPA of 3.00 and demonstrate academic progress according to the criteria of their program.
3. The criteria for the academic progress of a graduate student, as defined by institutional regulations, include:
 - a. maintains the minimum GPA required by the Río Piedras Campus (qualitative criterion).
 - b. maintains status as a regular student enrolled full-time or part-time.
 - c. studies within the period of years established to complete the degree, has completed the courses and tasks required in the stages stipulated by the faculty or school and program to complete the requirements of the degree (cumulative criterion).
 - d. passes 50% of the credits attempted/enrolled per year (quantitative criterion).
4. Each graduate program will establish together with the student an individualized study plan that guarantees that the student will be able to meet all the requirements of the degree in the minimum time stipulated by Certification No. 95 (2019-2020).
5. Each graduate program will establish a uniform academic advising procedure for the analysis, alerting, and monitoring of academic progress criteria and retention strategies for each student.
6. Academic progress will be defined based on the curricular sequence and degree requirements of the program to which the student is ascribed. To achieve academic progress, the graduate student will maintain the minimum required GPA and must be in time with the curricular sequence and degree requirements, as stipulated by the graduate program.
7. Students that fail to achieve the minimum required GPA and to be in time with the curricular sequence and degree requirements will be advised to alternate career paths.

Early detection of academic difficulty:

Early detection of academic difficulty is most frequently and primarily detected by the faculty through observing changes in attendance, behavior, or course performance. These observations will be documented by the professor and referrals made to the Office of Services for Students with Disabilities (*Oficina de Servicios a Estudiantes con Impedimentos –OSEI*) or the Department of Counseling for Student Development (*Departamento de Consejería para el Desarrollo Estudiantil, DCODE*), for evaluation of physical and emotional causes of learning disabilities and crisis management. The University Center for Psychological Services and Research (*Centro Universitario de Servicios y Estudios Psicológicos, CUSEP*) also provides clinical services for students. Documentation of these referrals will be sent from faculty and preceptors to faculty advisors or faculty liaisons, supervised practice coordinator, and the program director for their respective follow up on the interventions and student improvement.

The University of Puerto Rico complies with all state and federal laws and regulations related to discrimination, including “The American Disabilities Act” (ADA law) and Law #51 from the Puerto Rico Commonwealth (*Estado Libre Asociado de Puerto Rico*). Every student has the right to request and receive reasonable accommodation and Vocational Rehabilitation Services (VRS). Those students with special needs that require some type of

assistance or accommodation shall explicitly communicate it directly to the professor. Students who are receiving VRS services shall communicate it to the professor at the beginning of the semester so that appropriate planning and the necessary equipment may be requested according to the Office of Services for Students with Disabilities (*Oficina de Servicios a Estudiantes con Impedimentos –OSEI*) from the Students' Deanship office (<http://estudiantes.uprrp.edu/servicios-al-estudiante/osei/>). Any other student requiring assistance or special accommodation shall also communicate directly with the professor.

The Department of Counseling for Student Development (*Departamento de Consejería para el Desarrollo Estudiantil, DCODE*) is ascribed to the Deanship of Students of the UPR-RP. They are a multidisciplinary team of professionals with academic preparation specialized in counseling, social work, and psychology, licensed to practice their respective professions in Puerto Rico (<https://estudiantes.uprrp.edu/departamento-de-consejeria-para-el-desarrollo-estudiantil/>). Services offered include individual and group counseling and psychotherapy, support groups, emotional wellness workshops, career counseling and guidance services, and specialized resources for obtaining occupational information and from world-wide universities and study programs.

The University Center for Psychological Services and Research (*Centro Universitario de Servicios y Estudios Psicológicos, CUSEP*) offers clinical psychological services, including crisis management, for the university and greater Río Piedras community by graduate students under the supervision of faculty supervised practice mentors (<http://cusep.uprrp.edu/>). Appointments may be made by calling 787-764-0000, extensions 87680, 87689 or arriving on site at the fourth floor of the Rivera Building (*Edificio Rivera*), #55 Avenida Universidad, Río Piedras, Puerto Rico.

If limited English proficiency is detected, students will be referred to the Center for the Development of Language Skills (*Centro para el Desarrollo de Competencias Lingüísticas, CDCL*) of the College of General Studies. The Center offers individual and group tutorials, both in Spanish and English, for undergraduate and graduate students. Emphasis is placed on writing, analytical and critical reading skills, as well as on research methods and development of critical thinking (<https://generales.uprrp.edu/competencias-linguisticas/>; (787) 764-0000, extension 88695).

Remediation Plan

Students are expected to obtain an 80% or higher in formative and summative assessments. For students who are deemed not proficient in a Competency Performance Indicator integrated into the didactic and SEL academic assessment, professors will apply a remediation plan that could include one (or more) of the following:

- Repeat the activity that measures the Competency Performance Indicator within the same course (including SEL).
- Complete an alternate-substitute activity that measures the Competency Performance Indicator within the same course (including SEL).
- Measure the Competency Performance Indicator in a different course, including SEL courses.

Disciplinary/Termination Procedures The program abides by institutional policies on discipline and termination procedures. All University of Puerto Rico (UPR) disciplinary and termination procedures are established in Law No. 1 of January 20, 1966, as amended, known as the University of Puerto Rico

Law <https://www.upr.edu/cayey/wp-content/uploads/sites/10/2017/02/176-Act-1-of-January20-1966-as-amended.pdf>; the UPR-Rio Piedras Campus Student Bylaws ([Reglamento de Estudiantes Recinto de Río Piedras Certificación 85 \(2020-2021\)](#)) and the UPR Students' General Bylaws ([Reglamento General de la Universidad de Puerto Rico Certificación 55 \(2022-2023\)](#)). Students are advised to refer to Articles 7.01 to 8.04 (pages 41-53) of the UPR-Rio Piedras Campus General Students Bylaws, which stipulates, among others, the following policies and procedures: purpose of the disciplinary system, behaviors subject to disciplinary sanctions, sanctions, the proportionality principle, the Disciplinary Board and the Examiner Officer, duration of the process, absence of academic integrity, informal and formal resolution process, summary suspension or termination.

Any disciplinary action due to a student's breach of academic integrity and ethical behavior will follow the procedure established in the Policy for Academic Integrity of the UPR-RP (Certification No. 66, AY 2023-2024) - [Integridad académica - Decanato de Asuntos Académicos](#).

Program Duration and Time to Degree Completion Full time students should complete the program in two years (four-semesters and one summer). To comply with the Academic Policy for Graduate Studies of the UPR-RP Campus (Certification No. 95, 2019-2020, Academic Senate), students must complete the degree requirements in a maximum time of 5 years.

Withdrawal and Reimbursement Students who have withdrawn during the first two weeks of any semester or during the first week of the summer session may claim reimbursement of 50 percent of the paid credit rights. This reimbursement request must be approved by the dean of the corresponding faculty or school and by the Registrar's Office and submitted within five days of approval in the Collections Office (*Oficina de Recaudaciones*). Students who have dropped out will not be considered enrolled at the University. To continue studies later, they must request readmission according to the procedures already indicated. The student must check the Academic Calendar of the Registrar's Office to know the deadlines of each semester. The student has the right to receive information about his/her academic performance before this date.

This Program has a cohort-based design for successful and timely compliance of professional preparation and licensing. Students who withdraw from a course will have to wait a year to re-take the course. If withdrawal is necessary, the student should notify the faculty advisor and the Program's Director.

Students may withdraw from the University at any time until the last day of class of the semester. Any total withdrawal needs the authorization of the Dean of Students, the Department of Medical Services and the General Library http://graduados.uprrp.edu/index.php?option=com_content&view=article&id=229:politicasy-academicas&catid=25&limitstart=10&Itemid=526&lang=es.

Class Attendance Class attendance is mandatory. If faculty has not notified that the class will begin late or will be absent, students must wait for at least 15 minutes. It is the responsibility of all faculty to register students' absences and report these in the Attendance Census through the NEXT portal (portal.upr.edu). Students are advised in each course syllabus that frequent absences impact final grades and may result in total loss of course credits.

Leaves of Absence If a student requires a leave of absence from the program, he or she should inform the MSND-SEL Director. Students have the option of a Study License that may not exceed a year, length of time

that will not be accounted for the time to degree established by the Program. For military service, the institution proceeds according to applicable law and bylaws. The request for a Study License must be evaluated and authorized by the Program's Graduate Committee. At the end of the Study License year, the student is obliged to notify the Graduate Committee the intention to continue in the Program or request an extraordinary second year of Study License.

Students should keep in mind that abandoning or withdrawing the Program without a Study License will require a new admission request. The time left to complete Program's requirements will be determined from the time of the first admission. Refer to the Academic Policy for Graduate Studies of the UPR-RP Campus (Certification No. 95 of the Academic Senate, 2019-2020 Academic Year, Section V.D.8.f, page 37 - <https://graduados.uprrp.edu/wp-content/uploads/2022/05/CSA-95-2019-2020-1.pdf>)

In the case of illness or personal reason to miss a day of class or supervised experiential learning (SEL) students will be required to make up the hours and SEL activities. All SEL hours that occurs in classes and professional setting must be completed by all students. On the contrary, the Program may inactivate the student standing at the institution.

Protection of privacy of student information, including identifying information used for distance learning.

In compliance with federal and institutional regulations, the University of Puerto Rico will not release "personally identifiable information" from a student's education record without the student's prior written consent. Also, the UPR-RP policies for distance education include strategies to ensure the privacy of student education records. However, FERPA allows schools to disclose information from a student's education record, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for, or on behalf of, the school
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law
- To comply with a judicial order or lawfully issued subpoena

For more information, refer to the following link <https://www.cdc.gov/phlp/php/resources/family-educational-rights-and-privacy-act-ferpa.html>

Students Access to Own Files Students and former students have the right to inspect and review their education records making such a request through the Office of the Registrar. The Family Educational Rights and Privacy Act of 1974, commonly referred to as FERPA or the Buckley amendment, is a federal law designed to protect the privacy of a student's educational record. FERPA grants parents or eligible students the right to take the following actions:

- Parents or eligible students have Inspect and review the student's education records maintained by the school. Schools do not have to provide copies of records unless it is impossible for parents or eligible students to review the original records (e.g., they live far away).

- Request that a school correct records they believe to be inaccurate or misleading. If the school decides not to change the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to change the record, the parent or eligible student has the right to place a statement with the record that explains his or her view about the contested information.
- Stop the release of personally identifiable information.
- Get a copy of the institution's policy concerning access to educational records.

Students have access to their transcripts and own student files through MiUPI electronic portal for student services (miupi.uprrp.edu) and the Learning Management System (LMS) Moodle®. Student files kept by the faculty and Program Director will be maintained in a digital folder on an institutional drive with a robust password. These may be viewed by the student under the supervision of the faculty, SEL Coordinator or MSND-SEL director during virtual office hours.

Grievance and Complaints The UPR-Nutrition and Dietetics Programs adheres to the UPR-Rio Piedras' Bylaws of rights and obligations for filing complaints and grievances: UPR-Rio Piedras Campus Student Bylaws ([Reglamento de Estudiantes Recinto de Río Piedras Certificación 85 \(2020-2021\)](#)) and the UPR Students' General Bylaws ([Reglamento General de la Universidad de Puerto Rico Certificación 55 \(2022-2023\)](#)), aligned with the institutional Student Ombudsman Policies (Cert. 119, 2014-2015, JG: <https://procuraduria.uprrp.edu/>; <https://procuraduria.uprrp.edu/wp-content/uploads/2020/10/certificacionjg-1192014-2015.pdf>) and the Academy of Nutrition and Dietetics Code of Ethics (<https://www.eatrightpro.org/practice#code-of-ethics>). All Official Regulations of the Río Piedras Campus of the University of Puerto Rico are available at the website <https://estudiantes.uprrp.edu/normativas/>

Students and preceptors have the right to file protected complaints and grievances, including ethics complaints, following the hierarchy established below. A chronological record of complaints and resolutions is kept for 7 years. Complaints should be addressed in writing for resolution at each level, in the following order:

1. Course faculty / preceptor of supervised experiential learning
2. Faculty academic advisor
3. Coordinator of Supervised Experiential Learning, if applicable
4. Director, Graduate Program in Nutrition and Dietetics
5. Director / Chair, Nutrition and Dietetics Program
6. Student Ombudsperson, (787) 764-0000, extensions 86600, 86601, 86603 or visit <http://procuraduria.uprrp.edu/>
7. Assistant Dean of Graduate Studies /Dean of the College of Natural Sciences
8. Dean of Graduate Studies and Research / UPR-RP Chancellor
9. ACEND

For matters pertaining to academic programs, curriculum and specific standards and expectations, students should seek the advice of the Program Director. All faculty members are available to guide and assist students in the completion of the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning (MSND-SEL). If problems arise, the following is recommended to achieve resolution:

Level 1: Discuss the issue directly and privately to the individual(s) involved (student, course faculty, preceptor of SEL etc.). If the problem cannot be resolved at this level, discuss concerns with the faculty academic advisor and SEL Coordinator, if applicable. All students with program complaints (regarding faculty, coursework, ethics, etc.) will be advised to submit an email documenting key details of the complaint including name, topic area for complaint (Faculty/Staff, course or SEL/Policies, other) description of complaint, desired outcome and potential program change for the future.

Level 2: If the problem cannot be resolved at this level, the next appropriate step would be to discuss your concerns with the MSND-SEL Program Director. The Program Director will make an appointment with the student to review the complaint and discuss next steps to achieve desired outcomes.

Level 3: If the problem cannot be resolved at this level, the next appropriate step would be to discuss concerns with the UPR-Nutrition and Dietetics Chair, and if not resolved should notify the Assistant Dean of Graduate Academic Affairs of the College of Natural Sciences. Advice can be provided from the Office of the Student Ombudsperson, established to guarantee a fast, effective and informal process for conflict resolution confronted by students in his/her academic life. The responsibility of the Student Ombudsperson is to investigate and examine facts and applicable rights and guide the university community. Is the duty of the Student Ombudsperson to create a favorable atmosphere and provide the necessary support to promote an education of quality and efficiency in the services provided to the students.

Level 4: If resolution is not reached at this level, the complaint is submitted to the Dean of Graduate Studies and Research and, if necessary, to the UPR-Rio Piedras Campus Chancellor. Only after all other options within the MSND-SEL Program and the UPR-RP have been exhausted, program-specific complaints that have not been resolved can be directed to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Council will review complaints that relate to a program's compliance with the accreditation standards, as they are interested in the sustained quality and continued improvement of dietetics education programs. However, ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

ACEND Complaint Procedure

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits [Policy and Procedure Manual](#) (Section 2.10, page 58). The Council will review complaints that relate to a program's compliance with the accreditation standards. However, ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. The complaint should only occur after the student has exhausted all other options available to them. Written complaints should be mailed directly to ACEND's Chair at the above address. The complaint must be signed by the complainant. Anonymous complaints are not considered.

A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 5400.

Written complaints should be mailed directly to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address. <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>.

ACEND contact information:

Accreditation Council for Education in Nutrition and Dietetics

Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

Phone: 800-877-1600

Phone: 312-899-5400

Website: <https://www.eatrightpro.org/acend>

Write to acend@eatright.org to inquire about accreditation

Faculty and Staff

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UPR-RP College of Natural Sciences

Name	E-mail	Extension	Office
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Febo, Carmen Executive Secretary	carmen.febo1@upr.edu	87903	Deanship of Nat Sci.
Keyantuo, Valentín, Ph.D. Assistant Dean of Graduate Affairs and Research	valentin.keyantuo1@upr.edu	87945	Deanship of Nat. Sci.
Santiago, Catalina Secretary	catalina.santiago@upr.edu	87945	Deanship of Nat. Sci.

UPR-RP DEGI

Name	E-mail	Extension	Office
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Acevedo Moreno, Ivelisse, Ed.D. Coordinator, Student Affairs	ivelisse.acevedo@upr.edu	86700	DEGI
Castro Romero, María L. Coordinator, Graduate Admissions	maria.castro19@upr.edu	86716	DEGI
Febres, Miriam R. Secretary	miriam.febres1@upr.edu	86701	DEGI

Dress Code Some of the supervised experiential learning may require specific attire to comply with their dress code. Students are expected to be neat, clean, and well-groomed at all times.

Students are to follow the dress code for each specific facility. Students will maintain a professional appearance to maintain a positive image of the university, the nutrition services in the assigned facility, and the dietetic profession. Affiliation or university provided name badges/tags should be worn while completing experiences within the facility.

For clinical and foodservice management experiences, students will wear complete uniform, lab coat or scrub, purchased by the student, if needed, while they are assigned to each of the rotation areas. For community experiences students will wear professional attire.

Students must follow expectations related to manicures, covering of tattoos, and wearing of jewelry. Fingernails should be of a moderate length, polished only in a natural shade; acrylic nails are prohibited by the PR Health Department. The only jewelry accepted with a uniform is a wristwatch and graduation, engagement or wedding rings. No bracelets, decorative pins or elaborate earrings should be worn with a uniform. Neither visible piercing, nor tattoos will be allowed. Closed-toe walking shoes with non-slip soles. No sneakers, running

shoes, or tennis shoes unless otherwise approved by the preceptor. No stilettos, no sandals, no clogs, and no slippers.

Some additional guidance

- Clothes must be clean, wrinkle free, and fit; tight form-fitting clothes or baggy clothes are not permitted.
- Low or revealing necklines, bare shoulders, sundresses, halter tops, sheer or dressy fabrics, spaghetti straps, tank tops, tube tops, midriff tops, shorts, miniskirts, and low-cut pants are not allowed.
- Caps, hats, visors, bandannas, headbands, flowers, or any extreme adornment are not acceptable.
- Shoes must have closed toes and closed heels and should be clean and in good condition. No sandals or flip flops are allowed. Slip resistant soles are required in food preparation areas.
- Nails must be neat, clean, and no longer than ¼ inch from the end of the finger. Acrylic nails are not acceptable. No nail polish is to be worn in food production areas.
- Hair should be neat, clean, and kept in a style that does not require constant pushing back from the face. Facial hair should be neat and well-groomed. Beard nets are also required.
- Professional dress should project an image of self-confidence, self-respect, and respect for the facility, staff, patients/clients, and families.
- Chewing gum is not allowed.

Code of Ethics

Colegio de Nutricionistas y Dietistas de Puerto Rico

<https://cndpr.org/>

Academy of Nutrition and Dietetics Code of Ethics for
the Profession of Dietetics

<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

