

**University of Kentucky**  
**Department of Dietetics and Human Nutrition**  
**Accelerated Coordinated Program in Dietetics**

**STUDENT HANDBOOK**

**2023 - 2024**

**Martin-Gatton College of Agriculture, Food, and Environment**  
**Lexington, Kentucky**

Revised 09/2023

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## INTRODUCTION

**Option B**, designated as the Accelerated Coordinated Program in Dietetics (ACP) provides the foundational knowledge requirements provided by the academic component of dietitian education in the form of a B.S. in Dietetics, an M.S. in Nutrition and Food Systems **and** an ACEND-accredited supervised practice component. Students who have completed the pre-major requirements and are interested in the ACP to attain the academic preparation (B.S. and M.S.) and supervised practice program through the UK DHN Dietetics program may apply for admission to Option B, the ACP in fall of Year 3 in the program. Option B requires four more semesters and two summer sessions of didactic course work at the bachelors and master's level prior to beginning the 1,200-hour supervised practice program that takes place in the spring and summer of Year 5. Students in the ACP must successfully complete the didactic and supervised practice components to receive the B.S. in Dietetics, the M.S. in Nutrition in Food Systems, and a Verification Statement to sit for the RD credentialing exam.

### Program Director and ACP Faculty

#### **ACP Director**

Liz Combs EdD, MS, RD, LD  
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859-257-9209  
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*E-mail is the preferred method of communication. Please check that you are using the correct email address ([elmars2@uky.edu](mailto:elmars2@uky.edu)). The Director will respond to emails within 24 hours on a weekday and within 48 hours over the weekend. Students will be provided with the Director's cell phone number during the supervised practice program for issues that require immediate attention.*

	Room	Telephone	Email
DHN Department Office	Funkhouser 203	859-257-3800	<a href="mailto:dhn@uky.edu">dhn@uky.edu</a>
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### Program Philosophy

The philosophy of the ACP at the University of Kentucky is based on the belief that the dietitian is the food and nutrition expert, and that nutrition is an important basis of the health and well-being of all humans functioning in a diverse society.

The program supports a learning environment that encourages students to use problem-solving skills, build self-confidence, and continue to seek new learning opportunities. The faculty provides experiences that develop individual independence, critical thinking, initiative, creativity, maturity, and self-reliance for entry into the profession. The program will provide an environment for individuals to develop professional attitudes and instill standards of ethical professional practice by working with dietitians who serve as role models. Graduates of the Accelerated Coordinated Program are expected to provide quality nutritional care with concern and awareness of individual needs.

The philosophy and goals of the ACP are consistent with the high ethical standards and the philosophy and goals of the University, the Martin-Gatton College of Agriculture, Food and Environment, and the Department of Dietetics and Human Nutrition. A focus on leadership and community engagement is

present throughout the program and is consistent with the mission and resources of the University of Kentucky in serving the needs of the Commonwealth.

Link to UK Vision, Mission, Plans: <https://pres.uky.edu/strategic-plan>

## PROGRAM MISSION, GOALS, AND OBJECTIVES

### **Mission:**

The mission of the Accelerated Coordinated Program is to provide a combined quality undergraduate and graduate experience of education, leadership, service, and supervised practice using a comprehensive evidence-based program in community, clinical, and food service systems management to prepare master's-level dietetics students for success as entry-level registered dietitian nutritionists, which will allow them the ability to enhance the health and well-being of people and the environment in which they live.

**Goal 1-** Prepare outstanding dietetics professionals for success in the dietetics field upon graduation.

Objective 1- At least 80% of program students complete program/degree requirements within three years (150% of the program length).

Objective 2- Of graduates who seek employment, at least 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.

Objective 3- At least 80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Objective 4- 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 5- At least 80% of employers over a five-year period, who complete the employer survey, will rate ACP graduates at 3 or higher, on a 4-point scale, for preparedness in an entry-level position.

**Goal 2-** Provide opportunities for ACP graduates to develop skills necessary to participate in and lead dietetics-related services that will enhance the health and well-being of people and the environment in which they live.

Objective 1 – at least 80% of ACP graduate survey respondents will report being a member of a professional organization within 12 months of graduation.

Objective 2- 50% or greater of ACP graduate survey respondents will hold a leadership role in a community organization within 12 months of graduation.

\* All program outcomes data are available on request from the ACP Director ([elmars2@uky.edu](mailto:elmars2@uky.edu))

## ACP ADMISSION REQUIREMENTS

### Recruitment and Support

The University of Kentucky Accelerated Coordinated Program considers all applicants equitably and follows all guidelines and mandates from the UK Office of Institutional Equity and Equal Opportunity.

Faculty and staff of the Martin-Gatton College of Agriculture, Food and Environment (CAFE) are committed to creating an inclusive environment of mutual respect where students are encouraged to achieve their highest potential, regardless of, but not limited to race, ethnicity, gender identity and expression, sexual orientation, national origin, religion, age, ability, and socioeconomic status. The goal is to work together as a diverse group of engaged students, faculty, and staff to ensure all feel welcome, safe, accepted, and included.

### Admission

1. Must be a current, full-time University of Kentucky Dietetics student in Year 3 of the ACP.
2. Must be eligible to begin Supervised Practice Program in January of Year 5 of the ACP.
3. Must have a cumulative UK GPA of 3.2 (on a 4.0 scale).
4. Completion of paid or volunteer work experience in food service, wellness, education and/or nutrition care is *preferred*.
5. Leadership experience and participation in organizations is *preferred*.

### ACP STUDENT COMPETENCIES FOR THE DIDACTIC PORTION

During the didactic portion of the ACP, the student will meet the competencies expected of dietetics students who progress to entry-level professionals. Successful completion of the didactic and supervised practice components is required of the ACP graduate.

#### Knowledge Requirements and Learning Outcomes

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

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

##### **Domain 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice**

- KRDN 2.1: Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2: Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
- KRDN 2.3: Assess the impact of a public policy position on the nutrition and dietetics profession.
- KRDN 2.4: Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5: Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.

- KRDN 2.6: Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity, and inclusion.
- KRDN 2.7: Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KRDN 2.8: Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
- KRDN 2.9: Defend a position on issues impacting the nutrition and dietetics profession.

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

- KRDN 3.1: Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.
- KRDN 3.2: Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4: Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
- KRDN 3.5: Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
- KRDN 3.6: Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

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

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

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

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

## **ACP STUDENT COMPETENCIES FOR THE SUPERVISED PRACTICE PORTION**

During the supervised practice portion of the ACP, the student will meet the competencies expected of dietetic students who progress to entry-level professionals. Successful completion of the didactic and supervised practice components is required of the ACP graduate.

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

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
- CRDN 1.5 Incorporate critical-thinking skills in overall practice.

### **Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.**

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply change management strategies to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to a nutrition and dietetics professional and community organizations.

### **Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.**

- CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol) initiating pharmacotherapy plans (such as insulin management), and administering vaccine injections (such as flu shots).

- CRDN 3.4 Provide instruction for self-monitoring blood glucose, insulin administration and adjusting diabetes medication.
- CRDN 3.5 Insert nasogastric or nasoenteric feeding tubes.
- CRDN 3.6 Initiate and conduct bedside swallow screenings.
- CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, such as telenutrition and other information technologies and digital media.
- CRDN 3.8 Design, implement and evaluate presentations to a target audience.
- CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.12 Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

- CRDN 4.1 Participate in management functions of human resources (such as hiring, training and scheduling).
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
- CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
- CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.
- CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.



- CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

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

- CRDN 5.1 Exhibit self-awareness in terms of personality, learning, leadership style and cultural orientation.
- CRDN 5.2 Perform self-assessments and develop goals for self-improvement.
- CRDN 5.3 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth.
- CRDN 5.4 Identify and explore career options.
- CRDN 5.5 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 5.6 Prepare an application to obtain an individual National Provider Identifier (NPI).
- CRDN 5.7 Advocate for opportunities in the workplace.
- CRDN 5.8 Coach and advise individuals and teams on resolving differences or dealing with conflict.
- CRDN 5.9 Promote team involvement and recognize the skills of each member.
- CRDN 5.10 Resolve to explore the uniqueness of each patient, client and colleague.
- CRDN 5.11 Mentor others.
- CRDN 5.12 Identify and articulate the value of precepting.

## CURRICULUM

The five-year curriculum leading to the Bachelor of Science in Dietetics degree, the Master of Science in Nutrition and Food Systems Degree, and a Verification Statement consists of three phases:

1. Two and a half years of basic pre-professional and general studies courses taken at UK or other accredited colleges or universities.
  - a. Transfer students are encouraged to receive early guidance in the first semester after transfer from the Director of the ACP, the Advising Resource Office, and the Coordinator of the DHN Department.
2. Two years of intensive professional undergraduate and graduate academic experience.
  - a. The didactic component of the program consists of four semesters (plus two summer sessions) beginning the spring semester of Year 3 in the program.
  - b. Starting in the spring semester of Year 3, students complete the majority of their courses in a cohort that progresses sequentially to supervised practice starting in the spring semester of Year 5.
  - c. Students are required to gain 100+ hours of volunteer work to accompany coursework in Year 3 and Year 4.
3. Seven months of intensive supervised practice experience at placements around Kentucky.
  - a. Starting in the Spring of Year 5 and extending until the end of the summer session in Year 5, supervised practice placements will be completed at varying placement sites around Kentucky.

Academics and the supervised practice provide the student with the knowledge and skills required for foodservice systems management, education, medical nutrition therapy, community nutrition, counseling, and research applicable to dietetics. During Year 5, the student works towards mastery of the stated competencies essential to an entry level dietitian.

The ACP does not have a policy for assessing prior learning or competence and therefore does not grant credit or supervised practice hours for prior learning or competence.

**See Coursework and Timeline:** <https://dhn.ca.uky.edu/acp>

### Accelerated Coordinated Program in Dietetics 3+2 Suggested Five-Year Plan

Year 1				Year 2				Year 3				Summer		Year 4				Summer		Year 5				Summer	
Fall		Spring		Fall		Spring		Fall		Spring		Summer		Fall		Spring		Summer		Fall		Spring		Summer	
WRD/CIS 110	3	WRD/CIS 111	3	BIO 208	3	PGY 206	3	DHN 301	1	Prof Supp Elective	3	Elective	3	DHN 342	4	DHN 581 – R2	3	Elective	3	DHN 597	3	DHN 720	4	DHN 726	2
MA 111/123	3/4	CHE 107	3	CLA 131	3	DHN 212	3	DHN 302	3	DHN 313	3	DHN 580 DL – R1	3	DHN 408G	1	DHN 598	3			DHN 605	3	DHN 722	4	DHN 728	2
CHE 105	4	CHE 113	2	STA 210	3	ECO 201	3	DHN 311	3	DHN 346	3			DHN 514	3	DHN 608	3			DHN 680 – R3	3	DHN 724	2	DHN 730	2
CHE 111	1	BIO 148	3	DHN 241	1	CHE 236/230	3	DHN 312	3	DHN 510	3			Elective	1	Elective*	3			Elective*	3				
GEN 100 (US Citiz)	3	SOC 101	3	PSY 100	4	Arts & Creativity	3	DHN 374	3	DHN 512	4			DHN 517	3	Elective*	3								
				Global Dynamics	3			Humanities	3	DHN 480	1			STA 570	3										
Hours per semester or summer	14/15		14		17		15		16		17		6		15		15		3		12		10		6
Total hours towards B.S.	14/15		28/29		45/46		60/61		76/77		93/94		99/100		114/115		120/121								
Total hours towards M.S.														6		21			24		36		46		52
TOTAL HRS	14/15		28/29		45/46		60/61		76/77		93/94		99/100		114/115		129/130		132/133		144/145		154/155		160/163
								Students apply for admission to CP/MS Program.				Students accepted to the CP/MS Program will continue to complete all necessary requirements still needed to complete a BS in Dietetics as well as start the CP/MS Program. Students who are not accepted will complete the remaining DPD requirements needed to receive a B.S. in Dietetics during their 4 <sup>th</sup> year and may choose to apply to the M.S. in Nutrition and Food Systems to complete the traditional master's with a thesis option (no internship included as part of that). Once the M.S. degree is completed, they can then apply for an internship.													

\*These graduate elective courses must be taken at the 600 level or above.

1. Undergraduate Program – 120 CH of coursework (gray shading)
2. University Scholars Program – 12 CH of coursework can be counted for both undergraduate and graduate credit (yellow shading)
3. Graduate Program – Plan B requires 30 CH of coursework plus 6 hours of research or special problems hours, which will include work on a special project (36 CH total) – 52 CH of coursework; of that, 16 CH specifically internship CH (peach shading) and 36 CH of specifically coursework/special problems hours (of those, 18 CH are at the 600 level or above)

## SUPERVISED PRACTICE PROGRAM

ACP rotations during the spring and summer of Year 5 in the supervised practice program (SPP) are 7-10 weeks in duration. The SPP provides experiences in Medical Nutrition Therapy, Community Nutrition, and Food Service Systems Management. Research and education are infused in each of these areas. Students provide preferences for rotation sites and regional locations; however, final placements are made by the ACP Directory based on availability and learning objectives. The following are some examples of possible rotation sites across the Commonwealth of Kentucky.

**Food Service Systems Management** is a ten-week rotation that includes facilities such as hospitals with patient tray lines and cafeterias, corporate campus settings, nursing facilities and independent living facilities featuring sit-down service. One such facility is the Boyle County Public School System. Boyle County School Food Services, through federally assisted meal programs, provides nutritionally balanced, low-cost, or free meals to students each school day. Children who are hungry find it hard to stay alert and participate in their classroom experiences.

**Community Nutrition** is a seven-week rotation that includes health departments, Cooperative Extension, WIC, performance nutrition, outpatient facilities, and family resource centers. Students have opportunities to examine food systems, federal programs, administration, nutrient needs of populations, staff training, community education, social marketing, and business planning while working with a variety of life stages.

**Medical Nutrition Therapy** is a ten-week rotation that could include rural, metropolitan, and/or mid-size facilities. Students have opportunities to participate in and observe medical nutrition therapy care, function as a member of interprofessional teams, perform the Nutrition Care Process, and demonstrate counseling and education methods to facilitate behavior change.

During the Spring and Summer sessions of the SPP, ACP students enroll in the following course numbers DHN 720, 722, 724, 726, 728, and 730. These courses are designed to cover a minimum of twelve hundred (1,200) hours of supervised practice required to meet the Academy of Nutrition and Dietetics requirements for successful completion of the dietetic internship and subsequent eligibility to sit for the national registry exam administered by the Commission on Dietetic Registration (CDR). While all students register for the same course numbers for each semester/session, scheduling of individual rotations in foodservice systems management, medical nutrition, and community nutrition settings will be individualized.

While completing the SPP of the ACP, all students submit signed timesheets to the PD on a biweekly basis via OneDrive. These timesheets document hours completed on-site, and hours completed for alternate practice activities, such as case studies and role playing. The students also submit these timesheets via hardcopy at the end of each rotation in a folder to the PD. The hours are logged in a live master Excel file and progression is monitored on a biweekly basis. If a problem arises during a rotation that involves a student working less than 40 hours a week, then the PD contacts the student directly and discusses ways to make up for the missed hours. Several opportunities to make up these missed hours have included working weekend rotations with their preceptors, working after-hours events such as health fairs, diabetes camps, evening shift, etc., or completing 10-hour days compared to the usual 8-hour workdays. The ACP does not grant hours for prior learning or competence.

## UK ACP Supervised Practice Hours

Supervised Practice Areas	Supervised Practice Hours	Rationale
<b>Medical Nutrition Systems</b>		
Medical Nutrition Therapy I	40 hours X 6.5 weeks = 260	On site with Preceptor
Medical Nutrition Therapy II	40 hours X 3.5 weeks = 140	On site with Preceptor
<b>Total</b>	<b>= 400 hours</b>	
<b>Food Service Systems Management</b>		
Foodservice Systems Management I	40 hours X 6.5 weeks = 260	On site with Preceptor
Foodservice Systems Management II	40 hours X 3.5 weeks = 140	On site with Preceptor
<b>Total</b>	<b>= 400 hours</b>	
<b>Community Nutrition</b>		
Community Nutrition I	40 hours X 3.5 weeks = 140	On site with Preceptor
Community Nutrition II	40 hours X 3.5 weeks = 140	On site with Preceptor
<b>Total</b>	<b>= 280 hours</b>	
<b>Practical Work Hours – RD supervised</b>	<b>Amount of Time</b>	<b>Students are assigned to DHN RD faculty and complete these activities under the direct supervision of DHN Faculty and/or their Preceptor</b>
Research Project in DHN 581/680	60 hours	Evaluate emerging research for application in dietetics practice and demonstrate professional writing skills by writing a literature review. Conduct a research project using appropriate research methods, ethical procedures and statistical analysis. Create a research poster to present. Design and implement a research presentation to a target audience and present research findings to audience. Entire project supervised by RD research mentor and mentoring a Year 3 ACP student.
Plate Waste Study FSSM	6 hours	Conduct a literature review on plate waste studies. Conduct plate waste study within facility. Identify levels of acceptability of typical foods served in a food-service program. Identify impact on environment and ways to reduce food waste.

Theme Meal - FSSM	20 hours	Develop special meal at facility that includes a budget, staffing needs, equipment and supplies. The student is in charge of procurement, production, distribution and service of meal. This project also entails marketing and promotion of the event. Student is in-charge for the entire project that has a special theme that has been researched by the student.
Capital Planning Report FSSM	2 hours	Identify capital expenditures and procedures used to justify an expenditure. Plan requirements to maintain, repair and replace the most widely used piece of equipment and the least widely used piece of equipment in the facility.
Case Study MNT	12 hours	Research on disease state, complete patient assessment, patient interviews and family history taken directly, perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
In-Service MNT	8 hours	Design, implement and evaluate a presentation on a current topic or journal article. Present to clinical staff.
Patient Education Material MNT	4 hours	Demonstrate effective communication skills for clinical services by preparing professional communications while providing respectful, science-based information.
Nutrition Proposal, Lesson Plan, and Presentation	12 hours	Demonstrate effective communication skills for clinical and customer services in a variety of formats while providing respectful, science-based information. Past examples have included, weekend feeding programs, elder education sessions, congregate meal planning and set-up.
Legislative Activity	12 hours	<ol style="list-style-type: none"> <li>1. Demonstrate professional writing skills by writing advocacy letters to local legislators.</li> <li>2. Establish collaborative relationships with other healthcare professionals by participating in professional organizations at: KYAND Legislative Day, Kentucky Diabetes Day at the Capitol, and advocacy training from</li> </ol>

		<p>KYAND Legislative Committee</p> <ol style="list-style-type: none"> <li>3. Apply leadership skills by conducting face-to-face interviews with legislators in the Kentucky Capital.</li> <li>4. Participate in public policy activities and research AND public policy issues</li> </ol>
January Meeting Week	24 hours	<ol style="list-style-type: none"> <li>1. Anthropometrics lab</li> <li>2. Master use of equipment for assessment, BodPod</li> <li>3. Blood pressure lab</li> <li>4. Cholesterol, glucose testing practice on each other</li> <li>5. Enteral/parenteral calculations lab</li> <li>6. Research activities lab</li> <li>7. Nutrition Focused Physical Exam training</li> <li>8. Counseling skills practice with simulation</li> <li>9. Presentations and collaborations with other healthcare professionals</li> </ol>
May Meeting Week	12 hours	<ol style="list-style-type: none"> <li>1. MNT Case Study Presentations</li> <li>2. Research Proposal Presentations</li> <li>3. Mentoring Coffee Hour</li> <li>4. Presentations and collaborations with other healthcare professionals</li> </ol>
August Meeting Week	12 hours	<ol style="list-style-type: none"> <li>1. Present research at virtual poster session</li> <li>2. Present MNT Case Study at</li> <li>3. Mock PDP Preparation</li> <li>4. Salary negotiation activity</li> <li>5. Career and job seeking activity</li> </ol>
<b>Total</b>	<b>162 hours</b>	
<b>Subtract 5 University Holidays</b>	<b>-40 hours</b>	
<b>Total Supervised Practice Hours</b>	<b>1,232 hours</b>	

## **POLICIES FOR THE DIDACTIC PORTION**

### **Academic Requirements**

Students must complete the required didactic courses and professional responsibilities before entering the supervised practice component of the Accelerated Coordinated Program. During the four semesters of the didactic component, the following academic requirements will be in place:

1. Students must maintain a cumulative GPA of 3.5 or higher in all DHN major courses and a UK cumulative GPA of 3.2. If a student does not achieve this, options include:
  - a. Completion of additional assignments under the direction of the ACP Director and faculty member who teaches the course.
  - b. Withdrawal from the program.
  - c. Retaking courses, this would result in delaying the supervised practice by one year.
2. The student's academic progress is to be reviewed each semester by the program director. If the program director has a concern about a student, the ACP advisory faculty will meet to review the student's progress and make recommendations.
3. Student participation in courses during the ACP will be completed through Canvas, in which students will log-in using their password protected usernames.

### **Service-Learning Activities**

During Years 4 and 5, ACP students will be required to participate in service-learning activities related to dietetics. Students must use the Student Service-Learning Log Sheet to document at least 100 hours of volunteer work. These hours are to be equally divided among the four disciplines of Food Service Systems Management, Medical Nutrition Therapy, Community Nutrition, and Leadership. At the end of each semester, each student submits a Student Service-Learning Log Sheet which outlines the activities and total hours, including a description of the experience. This information is saved in each student's OneDrive folder.

Examples of activities include volunteering with a dietetic mentor, working at health fairs or God's Pantry, serving meals, etc. Paid work experience in the professional area can be substituted with permission from the ACP director. The UK Student Dietetic and Nutrition Association also organizes many volunteer and service opportunities each semester.

### **Accelerated Coordinated Program Meetings**

ACP meetings occur at least three times a semester to discuss issues related to the program, service-learning activities, and professional development. These meetings also serve as an opportunity for students to receive information relating to skills, they will need for the supervised practice portion of the ACP. These meetings are scheduled around students' academic responsibilities and attendance is mandatory.

### **Professional Memberships and Meetings**

ACP students are required to maintain memberships in several professional organizations for the duration of the program. These include Academy of Nutrition and Dietetics, Kentucky Academy of Nutrition and Dietetics, and the Bluegrass Academy of Nutrition and Dietetics. ACP students must attend two professional meetings per calendar year and submit summaries to the Director for verification of attendance.



### **Leadership Positions**

ACP students are required to hold a leadership position in an organization for at least one semester during spring semester of Year 3 or Year 4 of the program. Students will submit the name and dates of the position and a reflection of the experience to the director for verification of this requirement.

### **Accelerated Coordinated Program Student Advising**

ACP students are required to meet with the program director at least once each semester to discuss progression requirements, grades, and service-learning opportunities. This meeting also serves as academic advising and allows the advisor hold to be lifted from the student's account. The meeting gives the ACP student the opportunity to ask questions and discuss any concerns with the director in a one-on-one setting. ACP students also can schedule an individual meeting with the director at any point in the program.

### **Evaluation of Student Progress**

Periodic formal evaluations will be held with supervised practice program faculty, preceptors, and the program director. The purpose of these evaluations is to assist the student in developing as a professional. Each student's progress towards meeting the goals of the program is evaluated at approximately the midpoint and final point of each supervised practice rotation. If a student is having difficulty in the program or is not meeting required competencies, appropriate remedial action is recommended, which may include additional coursework or additional supervised practice hours. Students with minimal chances of success in the program are counseled into career paths that are more appropriate to their ability. It may be recommended that the student discontinue the ACP, either temporarily or permanently. All evaluations will follow FERPA.

Students are expected to maintain a minimum of a 3.2 GPA in all DHN courses and a 3.5 cumulative UK GPA. Additionally, students must show competence in all areas of supervised practice as indicated by the final evaluations at each rotation and through the assessment process indicated in supervised practice rotation course syllabi. The director will provide the ACEND requirements along with rotation specific evaluation forms for the students.

### **E-mail Account**

Each ACP student must have an established UK e-mail account. Email will be used for announcements and general communication on a regular basis. Students should check this email account at least three times a week.

### **Student Services**

Each ACP student has access to all the University of Kentucky's Student Support Services throughout the entire duration of the program. More information can be found here: <http://www.uky.edu/sss/>

## POLICIES FOR THE SUPERVISED PRACTICE COMPONENT

### **Attendance**

The student is to attend all classes, laboratory sessions and supervised practice experiences related to the program. If the student is unable to attend the assigned class or supervised practice experience due to illness or emergency, the student must notify the program director and the preceptor (if on site).

Each student is responsible for completing the assigned number of supervised practice hours and the associated supervised experiences. **Students do not have "personal days" or unexcused absences for supervised practice experiences.** Arrangements for making up missed hours must be made with the ACP Director and preceptor and will be at the convenience of the institution/site involved.

The supervised practice portion of the ACP has the sole purpose of educating students through application. Students are not to be used to replace employees or simply serve as free labor. It is important to note that there may be times when students are expected work beyond normal hours, which is a way for students to develop a sense of professional responsibility, especially if the work relates to patient care.

Tardiness and absenteeism will result in disciplinary action by the ACP Director and preceptor. The ACP Director must be notified (after approval from the preceptor has been granted) of any scheduled absences **two weeks prior** to the time of the absence.

The ACP follows the University calendar with exceptions related to the spring semester of Year 5 involving the supervised practice. ACP Year 5 students have a spring break that is different from the University calendar, so that the second rotation is not divided by the spring break. Each student is assigned one week away from rotations, equivalent to time for spring break. In accordance with the UK official calendar, students will receive four academic holidays throughout the supervised practice program.

All supervised practice hours, related experiences, and assignments must be completed and evaluated by the last day on the UK academic calendar of Year 5 of the summer session. Verification statements for program completion, which must accompany the registration eligibility application, will not be awarded by the ACP Director until all program requirements have been successfully completed.

### **Weather Policy**

Each student is expected to attend rotations at facilities as scheduled. In event of inclement weather (e.g., snow or ice), the preceptor will determine how the status of the weather affects the workday and will communicate this information to the student. In general, the student should attend the rotation at the facility if it is open "for business" for non-essential employees.

### **Transportation**

The student is responsible for their own transportation and parking. The University and/or supervised practice facility cannot be held liable for injuries or death that occur in travel to or from supervised practice facilities and/or university campus. Students shall be responsible for personal insurance coverage as required by state statutes.

### **Student Employment**

ACP students may not hold jobs during the Spring and Summer semesters of Year 5 since classes and supervised practice experiences (which may be located outside of Lexington) are scheduled for at least 40 hrs./wk. (5 days, 8 hrs./day). Actual hours may vary on a weekly basis and experiences could include weekend scheduling.

### **Physical Tests and Insurance**

The student shall carry professional liability insurance and evidence of such coverage shall be kept on file in the DHN office. Student liability insurance may be obtained through the University for approximately \$20.00 per year. Any accident that occurs which might involve legal liability on the part of the student should be filed in the respective student and program files in the DHN office within five (5) days after the occurrence of the accident and with the University's insurance office.

Students are required to show evidence of medical insurance. If the student is not covered by a family or personal policy, the University health insurance that can be purchased by students.

The student must have all their immunizations up to date, on file in their OneDrive folders, and provide a copy of their records to all rotation sites upon request. Additionally, students must have an annual Tuberculosis skin test and a Hepatitis B vaccination series completed before supervised practice begins as well as any additional tests that may be required by their respective sites. Skin tests will be given free of charge for students who have paid for Student Health Services. A small fee will be charged for those who have not paid the Student Health fee, or the test may be obtained from a personal physician.

A background check must be completed by their home state. The results must be submitted to the Department of Dietetics and Human Nutrition, 203 Funkhouser Bldg., Lexington, Kentucky, 40506 before being allowed to begin the UK DHN SPP.

Drug testing and/or an extensive criminal background check may be required by certain sites. Contact preceptors well in advance of the start date to confirm if additional tests are necessary. These tests may carry additional costs to the student but are usually paid for by the site.

### **ServSafe® Certificate**

Each student must submit a copy of the National Restaurant Association, NRA, ServSafe® Certification.

### **Area Health Education Center**

The University of Kentucky Area Health Education Center (AHEC) is a collaborative effort with the University of Kentucky, the University of Louisville Health Sciences Center, and eight regional centers to affect positively the distribution of health professionals throughout the Commonwealth.

Some of the goals of the center are to provide students with opportunities to learn about and explore the cultural and recreational diversity of Kentucky, and to provide experiences for students which help them learn about professional opportunities available in rural areas of Kentucky. Students are expected to rotate through areas in Kentucky and live in the community in which they serve. These rotations will vary from 7-10 weeks. The AHEC office can provide financial support to students who complete rotations in outlying areas of Kentucky to limit financial hardships as result of spending time away from the main UK campus. They can provide students with \$100 per week for housing expenses and reimburse mileage for one round trip per month between Lexington and their AHEC Site.

### **Professionalism**

Students are expected to always present themselves in a professional manner regarding behavior and appearance. Dress code will be established by each facility. However, the student is responsible for maintaining good personal hygiene and an appropriate professional appearance, which includes dresses, skirts, slacks/pants, blouses, or shirts. Denim, shorts, revealing attire, etc. are not permitted. Shoes should be flat or low heeled (most clinical and food service facilities restrict the wearing of open-toed shoes, e.g., sandals). The student nametag must be worn at all times; some facilities also require additional identification. Lab coats, if worn, must be clean.

### **Withdrawal**

A student may withdraw at any time from the program. Withdrawal is immediate and permanent. The following steps apply:

1. The student formally communicates to the ACP Director his or her withdrawal and the reason.
2. After the ACP Director meets with the student, the student and ACP Director sign and date the letter of withdrawal, which is filed in the student's OneDrive folder.
3. The student then follows the official UK withdrawal procedures that can be found at: <https://registrar.uky.edu/withdrawal>. See policy on refund of tuition/financial aid at: <http://www.uky.edu/studentaccount/refund.htm>

### **Termination Policy**

Dismissal from the UK DHN ACP may occur under any of the following conditions:

1. If the student ultimately fails to comply with improvements after going through the steps of the Disciplinary Action Plan, where the violation is irremediable, where attempts at remediation are unsuccessful or where a violation is considered so egregious that immediate termination is warranted.
2. Unprofessional behavior as outlined in the AND Code of Ethics or Standards of Professional Performance <https://www.eatrightpro.org/practice#code-of-ethics>
3. Violation of Automatic Termination Policies as indicated in the UK Rights and Responsibilities Code Standards of Conduct <http://www.uky.edu/StudentAffairs/Code/>

If an ACP student is terminated, withdrawals, or requires a leave of absence from the program, they will no longer be eligible to receive financial aid, if applicable. See policy on refund of tuition/financial aid: <http://www.uky.edu/studentaccount/refund.htm>

### **DHN Supervised Practice Program Disciplinary Action Plan**

The due process and remediation policy is listed in the UK DHN ACP Handbook and in each supervised practice syllabi. Students are made aware of the policy during orientation in the first week of the internship year.

If a student is performing in an unsatisfactory and/or unethical manner, the ACP Director and preceptor will attempt to resolve and remediate the situation with respect and professionalism. The ACP wants its students to succeed and will do everything possible to assist in this process. The following procedures guide the process.

Students may be deemed inadequate, deficient, or unable to function in the program for two general reasons:

1. Academic. Unsatisfactory performance of the duties of a student including inadequate work, incompetence, carelessness, and unethical behavior, particularly behaviors that violate the AND Code of Ethics. Students must earn a "3" or above on all competencies for that rotation to pass the internship. If a score of "2" or below is earned, then remediation is required. As some competencies may represent more crucial areas of functioning, judgments about individual competency scores that require improvement or remediation are made by SPP Faculty and preceptors on an individual basis. Additionally, receiving a "C" or below on any two assignments in the same domain.
2. Disciplinary. Misconduct (University policies, facility policies, AND Code of Ethics, Federal Law, or state Statutes), insubordination, unacceptable behavior (e.g., unexcused absences, excessive tardiness, poor work ethic), inadequate or deficient student performance will be decided upon and based on one or more of the following factors:
  1. An inability or unwillingness to acquire and integrate professional standards into one's conduct.
  2. An inability to acquire or failure to make progress in professional skills and reach an accepted level of competency (see above definition of an acceptable level).
  3. An inability to manage personal stress, psychological dysfunction, or emotional reactions.
  4. An inability or unwillingness to work with others in an appropriate, respectful, and professional manner.
  5. An inability or unwillingness to adhere to the facility standards for employees.
  6. Student does not acknowledge, understand, or address problematic behavior when identified.
  7. The quality of service delivered repeatedly results in negative outcomes for clients.
  8. Expectations for timeliness, quality, and consistency of written documents, such as assignments, medical records and professional correspondence, are not met in the student's performance.
  9. Problematic behavior is significant and/or not restricted to one area of professional functioning.
  10. The problematic behavior could have ramifications for legal or ethical infractions if not addressed.
  11. Disproportionate amounts of administrative and clinical staff time and attention are required to deal with the student's lack of performance.

12. Student's performance does not change as a function of feedback, remediation, or the passage of time.
13. Student's performance negatively affects the UK DHN SPP public image.

The UK DHN SPP Faculty, in consultation with involved preceptors, will decide when any of the conditions for inadequate performance or professional deficiency are present. We will direct efforts to bring about improvement and will decide when formal steps should be taken to discipline a student and implement the established due process procedures.

### **Due Process Procedures**

The discipline of a student follows this sequence.

#### **1. Verbal Discussion**

A student is first advised during a private appointment with the ACP Director. A written request for a meeting is sent to the student under review. It notifies them that they are in "Needs Improvement Status" and the areas where they are below expectations. Then, the ACP Director meets with the student and reviews the areas and strategies for improvement. An improvement plan of action is jointly created by the student and the ACP Director.

#### **2. Written Warning**

Continued unsatisfactory performance or violation of University policy, beyond the stage of verbal discussion, will result in a written warning being given to the student. However, disciplinary action may be initiated without written warning if the issue requires/warrants more serious and immediate action. The written warning includes a date upon which the PD and student will reconvene to discuss if the issue has been resolved or to determine if further action is necessary. This date and the result of this conversation should also be documented, discussed with the UK DHN Faculty and preceptors, as they are involved or affected as appropriate.

#### **3. Warning Letter**

If the issue has not been resolved, a written notification in the form of a warning letter will identify specific deficiencies, problems, or offenses. The warning letter identifies specific changes expected of the student and indicates an evaluation date that allows a reasonable amount of time to demonstrate an acceptable level of sustained change. The possibility of termination is clearly articulated in the warning letter, if applicable, so the student does not misunderstand the consequences of failing to comply with the intent of the warning. The student signs and dates the warning letter to acknowledge receipt of the warning.

#### **4. Termination**

Dismissal from the ACP is the outcome in cases where the student ultimately fails to comply with written warnings, where the violation is un-remediable, where attempts at remediation are unsuccessful or where a violation is considered so egregious that immediate termination is warranted.

If a student is terminated from the ACP or requires a leave of absence, she or he will no longer be eligible to continue to receive financial aid, if applicable. See policy on refund of tuition/financial aid.

<https://www.uky.edu/financialaid/refund-policy>

### **Grievance Policy**

Students attending the University of Kentucky have rights, and sometimes the rights afforded to them are violated. If an incident occurs where a student believes their rights have been violated, they should first review the Senate Rules. For the exact Senate Rules covering student rights see: [see S.R. 6.1.0](#) (pdf).

If a student experiences an instance where they feel their rights have been violated, they are to first talk with the instructor or the chair of the department where the course is taught, and then contact the University of Kentucky Academic Ombud Services. The Academic Ombud services are available 8:00 am–5:00 pm, Monday—Friday in 109 Bradley Hall. Walk in visits are welcome at any time. Call-in and e-mail inquiries are encouraged too. Often speaking with the well-qualified and helpful Ombud Office staff can solve a problem, and an appointment with the Ombud is not even necessary. Complete information on students' rights and responsibilities can be found on the UK website:

<https://www.uky.edu/studentconduct/code-student-conduct>

An ACP student may file a complaint regarding their preceptor, practicum site or course content with the ACP Director. Once additional information is obtained from the student, the director will schedule a phone call or meeting with the student and preceptor. Minutes from the meeting and resolution action plan will be given to the student and preceptor with an additional copy retained in the student's OneDrive folder. If the student has a complaint about the ACP Director they are first encouraged to speak directly to the ACP Director about their concern but can contact the DHN Department Chair if their concern is not addressed or resolved. At any point in time, the student may file a grievance with the University using the protocol above.

In addition to student complaints, the ACP values the relationships with the preceptors, their staff and the practicum sites recognizing that each site has their own policies and protocols. If a preceptor has a complaint about a student's performance or behavior, they are encouraged to contact the ACP Director immediately. Once additional information is obtained from the preceptor, the director will schedule a phone call or meeting with the student and preceptor. Minutes from the meeting and resolution action plan will be given to the student and preceptor with an additional copy retained in the OneDrive folder. If the preceptor feels that their concern has not been resolved, they may choose to file a complaint with the DHN Department Chair. Students are obligated to know and follow policies and protocols at their supervised practice placements.

The ACP Director makes every attempt to effectively resolve conflicts to allow students to successfully complete the ACP in the appropriate timeframe. All complaints are handled in a non-retaliatory and private manner between ACP Director, student, and preceptor. As always, students may bring their concerns to the DHN Department Chair without fear of retaliation.

ACEND will review complaints from students, faculty, and preceptors that relate to a program's compliance with accreditation standards in the interest of maintaining quality in dietetics education programs. However, ACEND will not interfere in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting personnel at 800/877-1600, ext. 5400. More information can be found at: [www.eatright.org/ACEND](http://www.eatright.org/ACEND). It is important to exhaust your resources through the chain of command at UK before filing a complaint with ACEND. Complaints should only be sent to ACEND after the programmatic and institutional options have been exhausted.

### **Completion of Supervised Practice and Issuance of CDR Verification Statement**

Upon successful completion of the BS in Dietetics, the MS in Nutrition and Food Systems, at least 1,200 supervised practice hours (see chart on pages 13-15), and all requirements for the ACP, by virtue of the Senate rules at the University of Kentucky, the degrees are awarded/conferred by the faculty of the University of Kentucky and approved by the Board of Trustees. Students will have 150% of the program length to complete program requirements.

The University of Kentucky follows all FERPA federal guidelines. Students can learn more about accessing their own student file here: <https://www.uky.edu/registrar/FERPA-privacy>

The CDR verification statement will be issued by the ACP Director with the official date that the MS degree was awarded/conferred. Following graduation from the ACP, it is the responsibility of each student to respond to verification requests from CDR to document eligibility to sit for the registration exam.

Link to information about AND Verification Statements <https://www.eatrightpro.org/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>

### **Licensure**

Some states require registered dietitian nutritionists to be licensed before they can practice. In Kentucky, Licensure is required for practice. The credential is known as “Licensed Dietitian” (LD), which signifies to other health professionals and consumers that the individuals providing nutritional care meet the standards of the state in which they practice. Licensure must be renewed every year.

As previously stated, the ACP is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Completion of the B.S. Dietetics degree and MS in Nutrition and Food Systems is the first step on the pathway to becoming a registered dietitian (RD). The pathway consists of completing the ACEND-approved Accelerated Coordinated Program, obtaining a Verification Statement of program completion, and successfully completing the registration examination. Once someone is registered through CDR then they can apply for licensure in the state of Kentucky. The steps of this pathway must be completed in this order. Dietetic registration is recognized by many states as eligibility for licensure. For more information visit: <http://bdn.ky.gov/>



### Expenses

Fees 2022 - 2023	In-State Tuition	Out of State Tuition
Tuition per semester X 5 semesters	\$6,430	\$16,138
Summer Session per credit hour x 15 credit	\$526.50	\$1,335
Course Fees	\$432	
Textbooks*	New \$2,060 Used \$1,565	
Housing in the Lexington Area**		
Single	\$600- \$700/month	
Shared	\$350- \$500/month	
Board	\$250.00/ month	
Liability Insurance through UK	\$20.00	
Medical Exams and Immunizations	Included for students who have paid Student Health Services fee.	
Background Check	\$50	
Drug Screening	\$40	
Laboratory Coat	\$40	
Student Membership in the Academy of Nutrition and Dietetics***	\$58	
Spring Kentucky Academy of Nutrition and Dietetics Meeting in Year 5	\$150-300	
RD Exam Review Course	\$100	

\*Textbook prices are approximations using the UK Bookstore prices from 2022. This is for all textbooks beginning spring Year 3 of the suggested 5-year plan.

\*\* Room, board and living expenses may vary. Housing in specific areas may be funded by Kentucky Area Health Education Centers (AHEC). AHEC off-site rotation stipends may be \$100.00 per week for rent subsidy. Transportation reimbursement (mileage only) will vary. One round trip per month between Lexington and the AHEC Site may be provided. Students are responsible for their own mode of transportation.

\*\*\* Membership in AND, KAND, and BGAND is required.

Link to UK tuition, fees, policies: <https://www.uky.edu/financialaid/tuition-and-fees>

**UK DHN Accelerated Coordinated Program**

**Student Completion of Required Reading and Review of Information**

I have read and reviewed all the information included in the Department of Dietetics and Human Nutrition Accelerated Coordinated Program Handbook. I understand that if I have questions, I should ask the ACP Director for clarification or additional information.

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**Student Signature**

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**Date**

A completed form is to be placed in student's OneDrive folder.