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Nutrition & Dietetic Technology Program



Student Manual 2025-2026



PARADISE VALLEY
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

Nutrition & Dietetic Technology Program
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Paradise Valley Community College (PVCC) Nutrition and Dietetic Technology Program Student Manual

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Welcome to the Nutrition and Dietetic Technology Program at PVCC

Congratulations on your decision to pursue a career in nutrition and dietetics, and welcome to the Nutrition and Dietetic Technology Program offered at Paradise Valley Community College (PVCC). The program is an Associate in Applied Science (AAS) degree emphasizing medical nutrition therapy, food service management, and community nutrition. It is designed to help you acquire the knowledge and skills foundation to work in nutrition and dietetics through the integration of classroom learning and 466 hours of supervised practice. Emphasis is placed on the development of communication and human relations techniques to help ensure professional success.

The Nutrition and Dietetic Technology Program an accredited Dietetic Technician (DT) program by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), Office Address: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995. Phone: 800-877-1600 ext. 5400 (<https://www.eatrightpro.org> or <https://www.eatrightpro.org/acend>). Upon successful completion of the program, you will be eligible to take the Registration Examination of the Commission on Dietetic Registration (CDR). A passing score is required to become a Nutrition and Dietetic Technician, Registered (NDTR). However, NDTRs are not required to be licensed in the state of Arizona. For more information regarding certification please refer to the CDR website at: [Commission on Dietetic Registration \(cdrnet.org\)](http://www.cdrnet.org)

The information in this manual serves as a guide to our program. It will be useful throughout the pursuit of your degree.

- Every student is expected to know and comply with all current policies, rules, and regulations as printed in the College Catalog, class schedule, and the Student Handbook. Copies are at the college's website.
- A student who fails to read this student handbook and/or other official college publications, will not be excused from the requirements, regulations, and deadlines set forth in these publications.
- Information in this Student Handbook should not be considered an irrevocable contract between the student and PVCC. PVCC reserves the right, whenever it deems advisable, to change its schedule of tuition and fees, change policies, or reschedule or modify any course, program of study.

If at any time you have questions or need assistance, please contact your Nutrition Program Adviser. If you haven't met with a Nutrition Adviser yet, complete the student interest form at <http://www.paradisevalley.edu/nutrition>. We are here to assist you in reaching your career goals.

New Student Orientation Checklist

Complete the following items “prior” to beginning the program:

- Review the [College Catalog](#) and [Class Schedule](#) at the Paradise Valley Community College website, www.paradisevalley.edu .
- Tour the College Campus: Visit the Library, Learning Support Center (LSC), Computer Lab, Career and General Counseling, Advisement, Financial Aid, Cashier, Cafeteria, Bookstore, Testing Center, Classroom Buildings, Nutrition and Dietetic Technology Program Director and other Faculty Offices, and (don’t forget!!) the Fitness Center.
- Contact the Nutrition and Dietetic Technology Program Adviser to set up an advisement/orientation meeting. This can be done by completing a Nutrition Interest Form at the program’s website (see addresses above) or by e-mailing the Program Director at the campus you plan to attend (angela.jordan@paradisevalley.edu)
- Complete Admissions & Records (A&R) requirements (Note: all forms/information can be accessed in person at the PVCC Union Hills campus A&R office, or at www.paradisevalley.edu/students/admissions)
- Declare Nutrition and Dietetic Technology as your major by going to [Student Portal](#).
- Fill out the College Student Information Form and submit “Official Transcripts” if you have attended another college/university prior to attending PVCC. “Official” means sealed and sent directly from the college/university you attended. Hand carried transcripts will not be accepted, even if they are sealed.
- If “Official Transcripts” are sent to the college, complete a [Transcript Evaluation Request](#) .
- After your Transcripts are evaluated, you will be notified, and you should set up an appointment to review the evaluation with an A & R Technician, and complete an Assessment Placement Tests (i.e. English, Math, and Reading) at the college’s Testing Center.
- Plan your schedule, allowing time not only for classes, but also for studying and other commitments (i.e. family, work, fitness).
- Pick up a Parking Decal and Student ID Card.
- Enroll for your semester courses which must all be taken for a letter grade!!*

(*Your “Catalog Year” is dependent upon maintaining continuous Spring/Fall enrollment. Please notify the Program Director if you plan to take a semester off from school.)

Program Mission and Philosophy Statement

The Mission and Philosophy Statements reflect the program's values which are:

- ongoing advisory committee input and review
- student development and success
- innovative learning strategies
- a learning-centered environment
- student support services
- application of knowledge and skills
- integration of classroom with supervised practice
- identify and facilitate job opportunities for program graduates
- student eligibility for, and successful completion of, the Commission on Dietetic Registration (CDR) Nutrition and Dietetic Technician (NDTR) exam

The statements also reflect the missions and philosophies of the Maricopa Community Colleges, as well as those of Paradise Valley Community College (PVCC).

Mission Statement

The Associate in Applied Science (AAS) Degree in Nutrition and Dietetic Technology provides an educational opportunity for students to extend the quantity, and enhance the quality of nutrition education, care, and services for our diverse community by becoming entry-level Nutrition and Dietetic Technicians, Registered (NDTRs).

Philosophy Statement

Paradise Valley Community College (PVCC), within the Maricopa Community Colleges, offers an Associate in Applied Science (AAS) degree in Nutrition and Dietetic Technology. Students will acquire the knowledge and skills foundation to work in dietetics through the integration of classroom learning and 466 hours of supervised practice. The degree emphasizes knowledge and application in community nutrition, medical nutrition therapy, and food service management, along with the development of communication and human relations techniques. Upon completion of the program, students will be eligible to take the Nutrition and Dietetic Technician Registration Examination of the Commission on Dietetic Registration (CDR). A passing score is required for students to become Nutrition and Dietetic Technicians, Registered (NDTRs).

The Program Directors seek regular input from formal advisory committees consisting of dietetics professionals, faculty, administrative staff, graduates and current students. Curriculum is updated as needed to reflect changes needed to insure competence of our graduates.

PVCC faculty and staff are dedicated to student success and development. The Nutrition and Dietetic Technology degree places a strong emphasis on student learning and development, adhering to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) program guidelines. This emphasis on learning and development is supported by all departments at PVCC.

PVCC's motto is "The Power of Learning", and its vision and mission statements align with the mission statement of the Nutrition and Dietetic Technology program. PVCC's Vision is to aspire "to be the higher learning organization of choice by creating engaging lifelong educational relationships that inspire and support all learners to increase their capacity for personal growth and positive social change." The

Mission of PVCC is “to educate the whole person and to serve our students and our community by providing learning opportunities that are designed to help them achieve their goals.”

Assessment of learning by PVCC is emphasized to gauge progress in developing skills such as critical thinking, writing, mathematics, speaking, computer literacy, and other skills that will serve students in their professional and personal lives. Courses in the AAS degree in Nutrition and Dietetic Technology are included in this program.

Faculty and staff at PVCC are dedicated to providing the services students need to succeed in the program. An “early-alert” program ([CARE Reporting \(Early Alert\)](#)) is in place at PVCC which is designed to follow-up on students who are absent or falling behind in class. A Student [CARE Team](#) which is comprised of professionals from college departments reach out to students to address concerns submitted through the early alert or conduct incident reporting systems. Student services include tutoring, a student mentoring program, special services, personal and career counseling, and job placement. Financial aid and scholarships are also available. All of these services assist in student retention and success.

In summary, the strong emphasis on student development and innovative learning strategies, a comprehensive curriculum, dedicated faculty and staff, and Maricopa Community College’s commitment to provide an affordable, accessible, flexible, and supportive learning environment for our diverse community, will prepare our Nutrition and Dietetic Technology graduates for professional success.

Program Goals & Objectives

Goal 1: The program will prepare competitive graduates for entry-level practice as a Nutrition and Dietetic Technician, Registered (NDTR).

Objectives

1. At least 80% of students complete program requirements within 1.5 years (150% of planned program length).
2. Of graduates who seek employment, at least eighty percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. At least fifty percent of program graduates take the CDR credentialing exam for nutrition and dietetics technicians within 12 months of program completion.
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 nutrition and dietetics technicians is at least 70%.
5. At least 80% or more of employer surveys returned will evaluate graduates as good or excellent in the overall preparedness for an entry-level nutrition and dietetics position.

Goal 2: The program provides an educational opportunity for students to enhance their knowledge in dietetics or related healthcare fields at four-year institutions.

Objectives

1. At least 80% of graduates rate the program as good to excellent in preparation for an entry-level nutrition and dietetic position.
2. 50% of program graduates will transfer to a four-year institution within one year of completing their degrees.

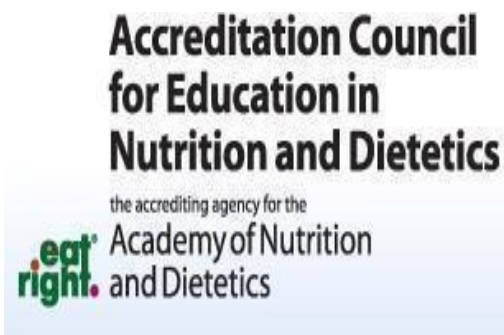
Program Outcomes

A Program Evaluation Plan (PEP) detailing program outcomes is available on the program's website, www.paradisevalley.edu/nutrition, and upon request from the Nutrition and Dietetic Technology Program Director

Program Description

The Associate in Applied Science (AAS) in Nutrition and Dietetic Technology is a degree that emphasizes medical nutrition therapy, community nutrition and food service management. Students acquire the knowledge and skills foundation to work in dietetics through the integration of classroom learning and 466 hours of supervised practice. Emphasis is placed on the development of communication and human relations techniques that prepare the graduate for professional success. Upon successful completion of the program, the graduate will be eligible to take the Nutrition and Dietetics Technician, Registered (NDTR) Examination by the Commission on Dietetic Registration (CDR).

Program Accreditation



The Nutrition and Dietetic Technology Program is an accredited Dietetic Technician (DT) program by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), Office Address: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995. Phone: 800-877-1600 ext. 5400 (<https://www.eatrightpro.org> or <https://www.eatrightpro.org/acend>). Upon successful completion of the program, you will be eligible to take the Registration Examination of the Commission on Dietetic Registration (CDR). A passing score is required to become a Nutrition and Dietetic Technician, Registered (NDTR). However, NDTRs are not required to be licensed in the state of Arizona.

Credentials

National Credential. Upon successful completion of the Sinclair Nutrition & Dietetics Technician program, the graduate is eligible to take the National Credentialing Exam to become a Nutrition and Dietetics Technician, Registered (NDTR). More information about the NDTR national credential can be found at this link: <https://www.cdrnet.org/NDTR>

State Licensure

NDTRs in the state of Ohio are not licensed but work under the licensure of a Registered Licensed Dietitian Nutritionist (RDN, LD). While individual state interpretations of statutes may vary, it is the Accreditation Council for Education in Nutrition and Dietetics (ACEND) considered opinion that the Sinclair Nutrition & Dietetics Technician program meets the educational requirements for dietetics licensure and certification in all states with this requirement. However, completing an ACEND-accredited academic program alone does not qualify an individual for licensure or certification as a dietetic technician in any state. Individuals should review their state's licensing statutes and regulations to understand the specific requirements, including any 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>

Job Description

The Nutrition and Dietetics Technician, Registered (NDTR) is prepared to play a key role in providing quality, cost-effective client care and food service management in a variety of employment settings. Job responsibilities may include patient counseling and education in Medical Nutrition Therapy, medical record documentation, health promotion and disease prevention, menu development, and management skills related to nutrition services and institutional food production.

Opportunities

NDTRs are an integral part of healthcare and food service management teams. They work independently or in partnership with Registered Dietitian Nutritionists (RDNs) in a variety of settings: acute and long-term care facilities, community health programs, senior centers, home health care programs, school lunch programs, WIC programs, fitness and wellness centers, weight management clinics, and in business for food companies, vendors and distributors.

It is important to note that Nutrition and Dietetics is a rapidly expanding field. The U.S. Department of Labor's Bureau of Labor Statistics projects employment in this profession to 8% from 2019 to 2029, faster than average for all occupations. The bureau stated, "The role of food in preventing and treating diseases, such as diabetes, is now well known. More dietitians and nutritionists will be needed to provide care for patients with various medical conditions and to advise people who want to improve their overall health

Program Advisement

To set up a program specific advising appointment anytime throughout the program, contact the Program Director (angela.jordan@paradisevalley.edu) or complete the [Student Interest Form](#) (the link is also on the program's website home page, www.paradisevalley.edu/nutrition).

Curriculum

ASSOCIATE IN APPLIED SCIENCE DEGREE IN NUTRITION AND DIETETIC TECHNOLOGY, 65-82 CREDITS

Program Notes:

+ indicates the course has prerequisites and/or co-requisites.

++ indicates any module.

Students must earn a grade of "C" or better in all courses within the program.

Program Prerequisites:

1. CPR/BLS - AHA - Certification for Health Care Providers must be completed prior to registering for FON practicum courses.
2. ServSafe Manager Certification.
3. If taking BIO201 & 202 vs BIO160, then the prerequisite is "BIO156 or BIO181 with a grade of "C" or better, or one-year high school biology course with a grade of "C" or better or CHM130 or higher numbered CHM prefixed course, or one year of high school chemistry suggested but not required."

Program Corequisites: None

Required Courses:	Credits: 44
BIO160	Introduction to Human Anatomy and Physiology 4
BPC110	Computer Usage and Application (3) OR Survey
CIS105	Computer Information Systems (3) 3
FON104	Certification in Food Service Safety and Sanitation 1
FON125	Introduction to Professions in Nutrition and Dietetics 1
FON142AB	Science of Food 3
+ FON207	Introduction to Nutrition Services Management 3
FON210	Sports Nutrition and Supplements for Physical Activity OR
FON247	Weight Management Science 3
+ FON225	Research in Complementary and Alternative Nutrition Therapies 3
+ FON241	Principles of Human Nutrition 3
+ FON241LL	Principles of Human Nutrition Laboratory 1
+ FON242	Introduction to Medical Nutrition Therapy 3
+ FON244AA	Food Service Management Practicum - Lecture 2
+ FON244AB	Food Service Management Practicum - Lab 2.5
+ FON245AA	Medical Nutrition Therapy Practicum - Lecture 2
+ FON245AB	Medical Nutrition Therapy Practicum - Lab 2.5
+ FON246AA	Community Nutrition Practicum - Lecture 2
+ FON246AB	Community Nutrition Practicum - Lab 2
FON250	Nutrition and Dietetic Exam Review 1

FYE101	Intro to College, Career and Personal Success	1
HCC145AA	Medical Terminology for Health Care Workers I	1

Restricted Electives: None

Free Electives: None

General Education

Core Credits: 12-17

First-Year Composition

+ ENG101	First-Year Composition (3) OR	3
+ ENG107	First-Year Composition for ESL (3) AND	
+ ENG102	First-Year Composition (3) OR	3
+ ENG108	First-Year Composition for ESL (3)	

Oral Communication

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
+ COM225	Public Speaking (3) OR	
COM230	Small Group Communication (3)	3

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) OR (Equivalent as indicated by assessment.)	0-3
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Mathematics

+ MAT150	College Algebra/Functions OR	
+ MAT151	College Algebra Functions and	
+ MAT152	Review (MAT155 or MAT156)	
(Equivalent course.) OR		
(Satisfactory completion of a higher-level mathematics course.)		3-5

General Education Distribution

Credits: 10

Humanities and Fine Arts

Any approved General Studies course in the Humanities and Fine Arts area.	3
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Social and Behavioral Sciences

PSY101	Introduction to Psychology (3) OR	
SOC101	Introduction to Sociology (3)	3

Natural Sciences

+ CHM130	Fundamental Chemistry (3) AND	
+ CHM130LL	Fundamental Chemistry Laboratory (1)	4

Overall program minimum G.P.A. 2.0.

For additional information on General Studies Requirements, see the College Catalog.

Scheduling of Classes

Full-time (FT) students who enroll according to the following Recommended Course Sequences for FT Students, beginning in a fall semester, may complete the degree in two years. Part-time (PT) students, or those who enter the program in a spring or summer semester, will take more than two years to complete the degree. ***There is not a limit or maximum amount of time students must complete the degree within, however required nutrition courses will be accepted only if the courses have been taken within the last five years, or with approval of the Program Director See Recency of Education Policy in this manual).*** Recommended Course Sequences for FT and PT Students are included in the following pages.

Day, evening, and Saturday courses are offered. Not all courses are offered both day and evening. Some courses are offered only one semester per year. Students are encouraged to meet with a Nutrition Program Advisor, the designated Nutrition Faculty or Program Director regarding their schedules at the beginning, and then periodically, throughout their program. Students must receive a passing grade of a “C” or better in all courses and **must take all courses for a letter grade.**

FT and PT students are grandfathered into the catalog year that they begin taking classes towards the AAS degree in Nutrition and Dietetic Technology. **Students must take a minimum of .5 credit (i.e. ½ credit) each semester to remain in their current catalog year.** Students may also graduate according to any single catalog in effect during subsequent terms of continuous enrollment.

Information on registration for classes can be found at the following link, [Register for Classes](#) (or www.paradisevalley.edu/students/register-classes). To search for classes, students can also go to Class Search on the PVCC website home page or at [Find A Class](#) .

To set up a program specific advising appointment anytime throughout the program, contact the Program Director (angela.jordan@paradisevalley.edu) or complete the [Student Interest Form](#) (the link is also on the program’s website home page, www.paradisevalley.edu/nutrition).

Assessment of Learning & Academic Support

In addition to assessment of student’s knowledge and skills in required classroom and lab settings, other methods of assessment are incorporated for evaluation of student performance and progress. Initially, students must complete college course placement (into English, reading and math classes), English as a Second Language in the [PVCC Testing Center](#). General Education Assessment ([GEA](#)) involves the college-wide assessment of PVCC’s general education learning outcomes. GEA assignments and activities are designed by FON faculty and administered in the classroom by faculty. The Puma Athletic Web System (PAWS) provides academic support to college athletes.

Verification of student identity in distance learning or online courses is done using lockdown browsers with webcams. The testing center requires picture ID verification for student identity.

Academic concerns by faculty are submitted through [CARE](#) or [Notify](#) reports. A CARE or Notify report is an early alert that provides that extra layer of a personal touch to help students who may not be inclined to follow up on the referral on their own. Free [academic success coaching and tutoring](#) is also available in the Learning Success Center (LSC).

Transfer of Credits

Credits earned at other institutions of higher learning may apply toward the fulfillment of degree requirements. Official transcripts from other institutions must be submitted to the college Office of Admissions and Records for evaluation and approval (see section “New Student Orientation Checklist” included in this manual, for information on evaluation of official transcripts).

Food & Nutrition Courses Taken at Other Colleges

If food and nutrition classes are prerequisites to the practicum courses, an entrance exam may be required to ensure course objectives and competencies have been met. All program competencies must be met in food and nutrition classes in order to prepare students for success in practicum classes, as well as being prepared to take the NDTR exam following graduation. It is recommended to seek program advisement if a student wishes to take food and nutrition classes at colleges other than PVCC.

Credit for Prior Learning

Students enrolling in the Nutrition and Dietetic Technology Program with prior learning and/or work experiences in the field of nutrition and dietetics may qualify for Credit for Prior Learning. Documentation demonstrating that required competencies in a course are met must be provided by the student and approved by the Program Director. A letter to verify employment and job responsibilities may also be required. A Credit for Prior Learning form must be completed and signed by the Program Director and student, then submitted to the Office of Admissions and Records for approval. The student is responsible for payment of the course credits once approved. Credits for Prior Learning are awarded at a reduced cost per credit hour.

Recency of Education Policy

Required nutrition courses will be accepted only if the courses have been taken within the last five years, or with approval of the Program Director. This includes courses taken within the Maricopa Community Colleges, transfer of required nutrition courses from other institutions, and/or learning and work experiences (i.e., Credit for Prior Learning).

Continuing Education

Articulation with Arizona State University and other Four-Year Universities

Several Nutrition and Dietetic Technology courses transfer into Arizona State University’s Nutrition Degree programs. This will benefit students wishing to pursue a four-year degree. It is recommended that students seeking four-year degrees meet with an adviser at the four-year college/university they plan to attend. Other opportunities for students who wish to pursue a four-year degree can be discussed with the Program Director.

Articulation with Didactic Program in Dietetics (DPD) Degree

Students who have earned a DPD degree from a college or university may wish to take refresher courses to assist with preparation for the NDTR exam. Courses recommended include FON207, FON242, FON244AA & AB, FON245AA & AB, and FON246AA & AB.

Dietary Managers Association (DMA) Credentials

Nutrition and Dietetic Technology Program graduates are eligible to take the Dietary Manager Credentialing Exam to earn the CDM, CFPP (Certified Dietary Manager, Certified Food Protection Professional) credential. The CDM, CFPP credential is nationally recognized as the gold standard for healthcare food service managers. A NDTR, CDM, CFPP credential is a powerful combination in the healthcare food and nutrition management industry. Career Services and Career Exploration classes are available at PVCC.

Admissions and Registration at PVCC

Admission to the community college in Arizona (PVCC) may be granted to any person who meets at least one of the following criteria:

1. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency?
2. Has a high school certificate of equivalency?
3. Is 18 years of age or older and demonstrates evidence of potential success in the community college.
4. Is a transfer student in good standing from another college or university?

For information regarding admission of students under 18 years of age, in special status and/or for Nonimmigrant students, see the College Catalog.

Student Tuition and Fees

Students should consult the current College Catalog, semester class schedule, or Office of Admissions and Records for the tuition and fees schedule (see section “Estimated Costs of Program” included in this manual).

The Maricopa Community Colleges Governing Board reserves the right to change tuition and fee charges, when necessary, without notice.

Withdrawal and Refund of Tuition and Fees

To withdraw from a course or courses from the college, students must follow approved procedures. The Office of Admissions and Records and the College Catalog provide information about the withdrawal process.

Eligible students can receive refunds based on the schedule listed in the College Catalog, current semester schedule and on the college website. The official date of withdrawal is the last date of attendance as determined by the student’s withdrawal and as reported by the instructor. The last date of attendance determines refunds. Attending the first class is critical! Never attending is not a guarantee for a refund or an excuse of the debt incurred through registration.

Technology Requirements & Support

It is expected that students have basic computer knowledge, access to a computer with a reliable Internet connection, and have basic office programs similar to Microsoft Word. Maricopa Community Colleges provides Microsoft Office 365 to every current student free of charge. It is the student's responsibility to make sure home computers are fully compatible with the Learning Systems at PVCC. ***For technology assistance and support, go to [Anywhere Learning Support](#) !***

General Information on Practicum Courses

Selection and Scheduling

Students must complete a minimum of 466 hours of practicum experience, which is accomplished in actual on-site professional work settings. The hours are divided among three practicum courses: 167 hours for FON244AB Practicum: Food Service Management, 167 hours for FON245AB Practicum: Medical Nutrition Therapy, and 132 hours for FON246AB Practicum: Community Nutrition. Students are placed at practicum sites selected by the Program Director and supervised by nutrition and dietetics practitioners and preceptors. Nutrition and Dietetic Technology (DT) students will not replace practicum site paid employees.

Practicum experience by the student is integrated with classroom learning. This allows students to discuss and share their experiences with the instructor and with other students throughout the semester.

Students must be available to complete the practicum during the day, Monday – Friday, in order to be supervised by applicable preceptors. Occasionally, students may be required to be at facilities during evenings and weekends. Hours are not normally scheduled during the college’s holidays or vacations. A strong effort is made to provide students with ample notice of their practicum schedules so that work, transportation, and/or childcare can be arranged. If students have questions regarding scheduling, they should contact the Program Director prior to the start of practicum courses. If a student withdraws from a practicum class after a site has been secured, they are subject to being withdrawn from the program. (See section Withdrawal/Removal from the Nutrition and Dietetic Technology Program included in this manual).

Attendance

Excessive tardiness and/or absences as defined in each course syllabus may result in immediate withdrawal of the student from the course and may result in withdrawal from the Nutrition and Dietetic Technology Program (see section “Withdrawal/Removal from the Nutrition and Dietetic Technology Program” included in this manual). Students who have excessive absences and tardiness will not be placed at future practicum sites. If the pattern is able to be corrected, then placement will be at the discretion of the instructor and Program Director.

Students are required to complete all practicum hours at the scheduled times and complete the documentation forms for attendance. The documentation forms for attendance must be signed by the site supervisor and course instructor and turned in to the instructor on the assigned dates.

If an emergency arises and a student is unable to report to the practicum site, the student must notify the site supervisor and instructor immediately. If the instructor cannot be reached, the student should notify the Program Director and/or the college’s division secretary regarding the absence or delay. The Program Director or division secretary will notify the instructor as soon as possible. It is not acceptable for a student to ask someone else to notify the instructor/site supervisor for them. Failure to give adequate notification will result in a loss of points toward the student’s grade.

Professional Appearance

Students are expected to dress in a neat and clean professional manner. Most clinical and food service facilities require students to wear closed toe shoes and may require a white lab coat or uniform. Student identification badges will be given to each student and must be worn at all times at each facility. Standards for dress may vary from facility to facility and vary depending on the job responsibilities during a given day within the specific facility. Specific guidelines regarding proper dress will be covered during orientations the first two weeks of each practicum course, prior to students beginning their on-site rotations.

To the extent possible, tattoos and multiple piercings must be hidden from view, unless a religious or cultural requirement can be verified. In most situations, clothing will be appropriate to keep the tattoo out of sight. No tattoo will be allowed to be visible if it contains sexual, violent, or inappropriate words, gang affiliation

or pictures or suggestions of inappropriate conduct. Facial piercings and multiple ear piercings will need to be removed or covered per the guidelines of each facility.

Other professional appearance considerations are personal hygiene, hair color, ear gauges, manicured nails, etc., and are subject to practicum site policy.

Travel

In order to meet all of the requirements needed to complete the program, it will be necessary for students to report to sites that are located throughout the Phoenix metropolitan area. Students will be required to provide or arrange for their own transportation to and from these practicum facilities. Students must assume liability for their transportation. Travel time does not count towards practicum hours.

Site Placement & Requirements for Practicum Courses

Students should check with their assigned practicum sites for specific requirements as these may vary from site to site. Site placement for students will begin the semester prior to enrollment in the first practicum to allow sufficient time to complete Allied Health & Safety and other requirements. Therefore, it is essential that students contact the Program Director one semester prior to registering for each practicum. Permission from the Program Director is required for students to enroll in each practicum.

Health and Safety Requirements

The Nutrition and Dietetic Technology Program is one of the Allied Health Occupational Programs of the Maricopa Community Colleges. Students must be in compliance with all health and safety requirements before enrolling in a practicum lab class. Costs for the health and safety requirements are the responsibility of the student. For additional information, see MCCC CD Allied Health Program Student Policies located at <http://www.paradisevalley.edu/nutrition>.

The requirements include, but may not be limited to, the following:

- Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
- Students must submit the Health Care Provider Signature Form signed by a licensed health care provider.
- Students must test negative on a timed, random (e.g., 24-48 hr.) urine drug screen (which includes medical marijuana).
 - * *Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including internships and clinical learning experiences in health programs. (Medical Marijuana Policy)*
- Students must submit a Supplemental Background Check and a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Some practicum sites require a third background check.
- Proof of Immunity or Immunization for Measles, Mumps, Rubella (2 MMR vaccines or positive titer required), Varicella (chickenpox), Tdap (tetanus/diphtheria/pertussis), Influenza
- Documentation of 2 step annual PPD Tuberculin Skin Testing or, if positive, negative chest x- ray since converting and no symptomatology.
- Documentation of Hepatitis series or antibody screen or signed declination statement CPR/AED for the Health Care Provider.
- Enrollment in Complio/American Databank (ABD).
- Enrollment in MyClinicalExchange (mCE) which includes items such as Professional Conduct, Infection Control and Corporate Compliance, HIPAA & Patient Safety, and any Clinical Agency Specific Requirements/Forms.
- Students may be required to show proof of health insurance on some practicum sites.

Liability Insurance

Liability insurance is required for all students enrolled in the practicum courses and is covered by the college. Liability insurance protects patients from harm.

Title IX Pregnant and Parenting Rights

The program adheres to Title IX Pregnant and Parenting Students' Rights in Appendix A. The student is responsible for contacting the Disability Resource/Student Development Center on campus in the KSC Building before Title IX accommodations can be granted.

Accidents, Injury, or Illness

Students are responsible for reporting accidents, injury, and/or illness which occurs while they are on campus or at a practicum lab class to the course instructor, Program Director, and when applicable, to the site preceptor. The college Safety Department must be notified, and an incident report will be completed by the parties involved. When applicable, the site's policy for accidents and incidents will be followed. Students are encouraged to obtain private health insurance.

It is the student's responsibility to become familiar with the fire, accident, injury and illness policies and procedures of the facilities where they work. If such incidents occur on the college campus, students should ask college personnel for help and the college Safety Department must be contacted immediately.

In an emergency or in the case of a life-threatening event, supervisory staff will arrange transport to the nearest emergency facility. The student will be liable for medical expenses incurred. In addition, the student is liable for injury occurring while traveling to or from assigned areas.

Evaluation

Students will be evaluated periodically and at the end of their practicum lab rotations. A Competency Checklist and evaluations will be completed and signed by the site supervisors/preceptors and the course instructor. A self-evaluation and overall Program Evaluation will also be completed by the student. The Competency Checklists and evaluation forms can be found on the program's website.

Attitude, Professional Conduct, Code of Ethics and Process for Consideration of Ethical Issues

A student's attitude and professional conduct are evaluated by the instructors, preceptors and Program Director throughout the program. Attitude, professional conduct, and ethics are included in the grading process for pre-requisites to, and practicum courses. Therefore, unprofessionalism and misconduct will affect a student's grade and may result in withdrawal from the program.

Professional behaviors include having reasonable expectations/demands on the instructors and preceptors, and consideration for their time (e.g., clear, concise, grammatically correct e-mails allowing appropriate time for their responses, listening and following instructions provided in class, demonstrating respect at all times).

Instruction is given on the Academy of Nutrition and Dietetics Code of Ethics and Process for Consideration of Ethical Issues (<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>) throughout the curriculum. The importance of a positive attitude and exceptional work ethic cannot be emphasized enough. These are attributes that will assist students/graduates in successful networking and finding employment within the field of nutrition and dietetics.

If a student is experiencing personal obstacles that are interfering with learning, they are encouraged to contact PVCC's Counseling Department to seek professional assistance and guidance.

Withdrawal/Removal from the Nutrition and Dietetic Technology Program

It may sometimes be difficult to obtain enough practicum sites for the number of students enrolled in the Nutrition and Dietetic Technology Program. These sites are obtained through the dedication and commitment of preceptors in the field of nutrition and dietetics and because of the excellent reputation of the PVCC Nutrition and Dietetic Technology Program. This reputation is based on past and current student performance. Therefore, a student may be withdrawn or removed from the Nutrition and Dietetic Technology Program based on violating any of the items described in this Student Handbook such as:

- REGISTERING FOR PRACTICUM CLASS AND THEN WITHDRAWING FROM THE CLASS AFTER A SITE HAS BEEN OBTAINED
- FAILURE TO ADEQUATELY SCHEDULE AND ATTEND THE MINIMUM NUMBER OF HOURS AT THE SITE TO MEET THE REQUIREMENTS OF THE PRACTICUM CLASS
- POOR ATTENDANCE INCLUDING TARDINESS IN LECTURE AND/OR PRACTICUM LAB CLASSES
- UNPROFESSIONAL APPEARANCE AND/OR BEHAVIOR
- FAILURE TO OBTAIN AND MAINTAIN ALL OF THE REQUIRED ALLIED HEALTH & SAFETY REQUIREMENTS
- POOR ATTITUDE
- UNETHICAL AND/OR DISRUPTIVE BEHAVIOR

Remediation: If it is determined that the student can be reinstated in the program, they will need to wait until there is an opening in the availability of scheduling for a practicum class since there is often a waiting list for these classes.

Student Affiliate Membership in the Academy of Nutrition and Dietetics

Students are eligible and encouraged to become a member of the Academy of Nutrition and Dietetics (AND), whose mission is to “Optimize the nation’s health through food and nutrition.” Membership is offered to students of accredited programs at a discounted rate. For more information, students may contact AND by calling 1-800-877-1600 ext. 5400, or by visiting their web site at www.eatright.org. Membership in AND includes membership in the Arizona Academy of Nutrition and Dietetics (AZAND) and eligibility to join local dietetic districts (www.eatrightarizona.org).

Mandatory Dietetics Meeting/Workshop Requirement

Students will be encouraged to join, attend, and participate in local nutrition and dietetics meetings/workshops to help increase their knowledge in certain areas of dietetics and network to gain contacts in the profession. ***Students are required to attend and participate in a minimum of two AND or AZAND sponsored events (i.e., conferences, workshops, or meetings), or other pre-approved dietetic events prior to graduation.*** Obtaining pre-approval by the Practicum Instructor or Program Director is the responsibility of the student. Documentation to verify attendance and a brief reaction paper on the event must be submitted to the Practicum Instructor and Program Director with required graduation paperwork (see Graduation Requirements). Costs of the meetings and workshops are also the responsibility of the student.

Program Costs, Scholarship Information, and Student Support

Estimated Cost of the Program

The following is an outline of the estimated costs for a student enrolled as a full-time resident for the entire program. Costs are based on the fiscal year 2025-2026. A more complete description of fees can be found in the College Catalog.

Tuition and Fees (Maricopa County Resident) 65-82 credits x \$97/credit hour. Tuition and Fees (Out-of-State Residing in Arizona) \$372 per credit hour. Registration fee per semester \$15.00 + any additional course fees	\$6,305.00-\$7,954.00
Uniform/Lab Coat & Shoes	\$125.00
Textbooks and Supplies	Varies \$900.00
Health and Safety Requirements <ul style="list-style-type: none"> • CPR/BLS * When taken at PVCC • Fingerprint • Background Check • Drug screening 	\$48.50 \$10.00 \$54.00 \$58.00
Transportation	Varies
Membership Fees (optional, but recommended) <ul style="list-style-type: none"> • Academy of Nutrition and Dietetics (AND) • Arizona Academy of Nutrition & Dietetics (AZAND)Included on AND • Central District – Arizona Academy of Nutrition and Dietetics 	\$58.00 \$0 \$21.00
Database Requirements <ul style="list-style-type: none"> • American Databank - ADB/Complio – 2 Years membership • My clinical Exchange - mCE – 1 year 	\$20.00 \$39.50
Nutrition and Dietetic Technician, Registered (NDTR) Exam Cost - 2025	\$140.00
APPROXIMATE TOTAL: * Registration fee was not included on total*	\$7,779.00-\$9,428.00

*Note: Some practice sites require students to have health insurance.

Financial Aid and Scholarships

Maricopa Community Colleges coordinates programs that provide students with financial assistance to enable access to higher education. Types of aid that may be available from federal, state, and/or private sources include grants, loans, student employment, and scholarship funds. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Students are encouraged to contact the PVCC or Financial Aid Office for further information.

Information on the Academy of Nutrition and Dietetics scholarship for Dietetic Technician students enrolled in an accredited Dietetic Technician program is available at the program's website. Eligible students will be encouraged to apply.

Student Support Services

Student support services at PVCC are available to help students achieve their education and career goals. These services include academic advisement (both general and program specific), assessment and career counseling, tutoring, personal development classes, job placement, computer labs and libraries, general

counseling support, a student helpline, a disability resource and service office, a financial aid office and veteran services office, student clubs and organizations, and food services. For more information on each of these services, students should consult the PVCC website, www.paradisevalley.edu, current [College Catalog](#), or stop by the campus.

Graduation

Graduation Requirements

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the College Catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

All students receiving an AAS in Nutrition and Dietetic Technology Degree must:

1. Have completed the 65-82 credits required.
2. Have earned a minimum of 12 semester credits toward the degree at PVCC.
3. Have filed an application for the degree with the Office of Admissions and Records by the date determined by the college.
4. Have a minimum cumulative grade point average of 2.0 at PVCC.
5. Have a minimum grade point average of 2.0 in all courses to fulfill degree requirements.
6. Have removed, thirty days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. Have removed any indebtedness to any Maricopa Community Colleges.
8. Have paid the required degree application fee (see College Catalog for amount of fee).

For more information on graduation requirements, consult the College Catalog, or see the program advisor and a college academic advisor.

One semester prior to graduating, students should apply for graduation in the Office of Admissions and Records (A & R). Students can get the required Graduation Petition Form in-person from A&R, or online at <https://www.paradisevalley.edu/students/admissions>

In addition, students should visit the program's website to print the required Commission on Dietetics Registration (CDR) Graduation Forms and Program Evaluation. CDR Forms and the Program Evaluation should be submitted to the Program Director immediately following the date of graduation.

Note that the CDR Graduation Forms are different from the Graduation Petition Form submitted to the Office of Admissions and Records.

Exam Eligibility and Verification Forms

Upon graduation, students are eligible to take the Registration Exam for Nutrition and Dietetic Technicians, Registered (NDTRs) administered by the Commission on Dietetic Registration (CDR). The Program Director submits official transcripts and a Verification Statement, verifying program completion, for each graduate electronically to CDR. Original copies of the Verification Statement are also mailed to each graduate for their records. Graduates will then receive information from CDR regarding the application process and payment for the NDTR exam.

Exam study materials are available in the library on reserve to assist graduates in successfully passing the NDTR credentialing exam.

Membership in the Academy and Continuing Education

A copy of the Verification Statement provided to the graduate by the Program Director can be used for application to membership in the Academy of Nutrition and Dietetics, if needed.

Upon passing the NDTR exam, the Nutrition and Dietetic Technician Registered will receive information on the Professional Development Portfolio Guide and the required 50 hours of continuing education needed during the next 5 years to maintain the NDTR credential.

General College and Program Information

PVCC Accreditation

As part of the Maricopa County Community College District, PVCC is accredited by the Higher Learning Commission (HLC) and is approved by the Arizona State Board of Directors for Community Colleges.

Accreditation Status of Nutrition and Dietetic Technology Program

The Nutrition and Dietetic Technology Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995 -Phone: 800/877-1600, ext. 5400

Other College and Program Information

Statement of Equal Opportunity

The Maricopa Community Colleges do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status, or genetic information in employment or in the application, admission, participation, access, and treatment of persons in instructional programs and activities.

Protection of Privacy of Information

If a student wishes to gain access to his or her educational records, he or she should contact the Office of Admissions and Records and complete a written request specifying to which records he or she desires access. Information will be provided within 45 days or less.

The right to inspect and review educational records and the release of or access to such records, other information or instructional materials is governed by federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, 1232G and 1232H, and federal regulations issued pursuant to such act.

Any of the Maricopa Community Colleges may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records. At any of the Maricopa Community Colleges, directory information is defined as a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the Maricopa Community Colleges.

In accordance with federal law, college officials may disclose educational records to parents of minors or to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

Student medical records are maintained by American Databank, an organization hired by the Maricopa Community Colleges to check for health and safety requirement compliance. Assessments and evaluations of students during practicum courses will be returned.

Grievance Procedures:

Instructional Grievance Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing, or assignments, should discuss the issue first with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment. If the grade issue is the final grade, Article 20.7.6 of the Faculty Agreement governs.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, sex, gender identity, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.
2. Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.
3. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/ center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.
5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

Note: The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.

AMENDED technical change made to align with Article 20.7.6 of the Faculty Agreement, August 9, 2021

AMENDED through the Administrative Regulation Process, March 25, 2013

<https://district.maricopa.edu/administrative-regulations/appendices/2-students/s-6>

Non-Instructional Complaint Resolution

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. Steps for students to follow:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.
3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the vice president of student affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president of student affairs or designee will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the vice president of student affairs or designee do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

AMENDED through the Administrative Regulation Process, March 25, 2013

<https://district.maricopa.edu/administrative-regulations/appendices/2-students/s-8>

Policy and Procedures for remediation and retention

Policy Requirement: Students must have access to remedial instruction such as tutorial support.

Procedures:

1. Students accepted to the Nutrition & Dietetic Technician (NDT) Program submit how many credits they wish to take per semester via the Student Commitment Letter. The NDT Program Advisor (becca.ritzco@paradisevalley.edu) creates a personalized degree map for each student. Students not accepted into the program are not eligible to enroll in internship classes or receive a verification statement.
2. Students then receive onboarding via the first class after admittance to the program.
3. Periodically throughout the first year, NDT Students receive advice from the NDT Program Advisor to discuss the status of achieving academic goals and identify successes and challenges.
4. Identified by the PVCC Early Alert System, NDT Program Director, adjunct faculty, or NDT Program Advisor, students requiring tutoring or remedial instruction are referred to the PVCC Student Learning Center for academic support. The PVCC Student Learning Center offers a variety of tutoring including online academic support.
5. The grade of “C” is the minimal level of competency accepted. Students will be permitted to repeat only one NTR course. Students who receive more than one “D” or “F” grade in NTR courses will be dismissed from the NDT Program.
6. Students with minimal chances of success in the program will be counseled by the NDT Program Director or the NDT Program Advisor into career paths that are appropriate to their ability.

Program students are evaluated for performance throughout the Nutrition and Dietetic Technology, including the Program’s practicum /internship sections. Program faculty and Program Director refer students requiring tutoring or remedial instruction to the Learning Center for academic support. The Learning Center provides a variety of tutoring, including online consultations.

Student Performance Monitoring

Procedures:

Institutional Student Performance Monitoring

Institutional reporting occurs as Early Alert – Midterm grades. The PVCC Student Success Initiatives Office sends students an Early Alert-Midterm grade communication. Students receiving an A, B, or C will receive positive communication regarding their success. Students receiving a D or F will receive information regarding available support resources at PVCC.

NDT Program Student Performance Monitoring

Adjunct Faculty reporting occurs periodically throughout the semester if a program student is underperforming in their course. At the beginning of each semester, each program Adjunct Faculty Member is alerted to students admitted to the Nutrition and Dietetic Technology Program. If a program student is underperforming in an adjunct faculty member’s course, the faculty will inform the NDT Program Director.

In conjunction with Institutional Program Monitoring, adjunct faculty will monitor NDT students. If a student is underperforming, adjunct faculty will work with the student one-on-one and/or refer to the Learning Center Resources if needed. If all avenues of support have not been successful, adjunct faculty will discuss the underperforming student with the Program Director. A grade of “C” is the minimal level of competency accepted. Students will be permitted to repeat only one course. Students who receive more than one “D” or “F” grade in program courses will be dismissed from the Program. As determined by the Program Director, and based on Program Policies, students with minimal chances of success in the program will be counseled by the

Program Director and/or Program Advisor into career paths that are appropriate to their ability.

Disciplinary Probation and Suspension Procedures

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents – the chancellor, administration, and faculty – are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer counseling, guidance, admonition, and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

*Misconduct for which students are subject to disciplinary action falls into the general areas of:

1. Cheating on an examination, laboratory work, written work (plagiarism); falsifying, forging, or altering college records.
2. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.
3. Violation of Arizona statutes, and/or college regulations and policies.
4. Use of college computer resources such as the internet in violation of COMPUTING RESOURCE STANDARDS (AR 4.4) which may result in notification of law enforcement authorities.

* See the Academic Misconduct and Student Disciplinary Code in the College Catalog for the complete text of the regulations covering misconduct.

Disciplinary Removal from Class

A faculty member may remove a student from class meetings for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate dean in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to appropriate due process procedures.

Vacation, Holiday, and Absence Policies

Students will follow the holiday schedule set by Maricopa Community Colleges. The holiday schedule is published up to two years in advance of the College Catalog or semester class schedule.

For medical and non-medical emergencies during the practicum courses, the student will be required to make up hours missed to complete the hours and objectives of the course. The site supervisor, course instructor, and/or Program Director shall handle all rescheduling. All absences and reasons for absences must be noted on the Student Performance and Evaluation forms. All assignments and projects must be completed by the given deadlines. The meeting of deadlines is a significant factor in all evaluations.

Students who believe that they have a medical condition that may interfere with the ability to complete the course and all associated requirements during the prescribed period are encouraged to meet with the Disability Resources and Services Office to seek accommodations.

If a student must be absent for an extended period of time for illness, pregnancy or adoption leave, or personal crisis, he/she will be given an incomplete for that semester. The student will be given 6 months to complete that semester's work or must repeat the course.

Procedure for Complaints Against Accredited Programs

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.

ACEND has established a process for reviewing complaints against accredited programs to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion, or dismissal of faculty or students. It acts only upon a signed allegation that the program may

Policy Statement:

Any individual (for example: a student, faculty member, dietetics practitioner and/or member of the public) may submit a complaint against any accredited or approved program to ACEND.

Procedures:

Noncompliance with ACEND accreditation standards complaints about comply with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

1. Noncompliance with ACEND accreditation standards complaints about the program must be submitted first to the director of the Program. Complaints must be signed by the complainant. Anonymous complaints are not considered.
2. If the complaint regarding noncompliance with ACEND accreditation standards cannot be resolved with the NDT Program Director, the complaint will be elevated to the next level.
3. If all options with the program and the institution (PVCC) have been exhausted, ACEND noncompliance signed complaints can be submitted directly to ACEND.

Please click the link below for more information on the process:

[Procedures for Complaints Against Accredited Programs.](#)

ACEND® can be contacted by:

Email: ACEND@eatright.org

Phone: 800/877-1600, ext. 5400

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

Webpage: [ACEND](#)

Student Agreement Signature

I acknowledge that I have read and understand the PVCC Nutrition and Dietetic Technology Student Manual and agreed with the terms and conditions below:

- [New Student Orientation Checklist](#)
- [Program Goals and Objectives](#)
- [466 hours of Supervised Practice – \(Accreditation and Credentials\)](#)
- [Program Advisement - \[angela.jordan@paradisevalley.edu\]\(mailto:angela.jordan@paradisevalley.edu\) -](#)
- [Curriculum – \(Prerequisites\)](#)
- [Health & Safety Requirements – \(Background and Drug test requirements\)](#)
- [Program Costs](#)
- [Graduation Requirements](#)

Student Name: _____ *MEID:* _____

Student signature: _____ *Date:* _____

Pregnant and Parenting Students' Rights: FAQs For College and Graduate Students

If you are a pregnant or parenting student, you should know that under Title IX, you have a right to stay in school so you can meet your education and career goals. Below are answers to frequently asked questions from students in post-secondary schools, including colleges, community colleges, universities, for-profit institutions, trade schools, etc.

How Does Title IX Apply to Pregnant or Parenting Students?

Title IX prohibits discrimination on the basis of sex - including pregnancy, parenting and all related conditions, such as abortion - in educational programs and activities that get federal funding. This means that schools must give all students who might be, are, or have been pregnant the same access to school programs and educational opportunities that other students have. Your professors or administrators should not tell you that you have to drop out of your classes or program or change your educational plans due to your pregnancy.

Does my school have to excuse my absences due to pregnancy, childbirth or abortion?

Your school must excuse your absences due to pregnancy or any related conditions for as long as your doctor says it is necessary for you to be absent. This is true even if there is no leave policy for students with other conditions. When you return to school, you must be reinstated to the status you held before your leave. The school can require you to submit a doctor's note from you only if that is required of students with other medical conditions.

My professor adjusts grades based on class attendance. Can she lower my grade because of the classes I miss?

You cannot be penalized for pregnancy or related conditions. If a professor provides specific "points" or other advantages to students based on class attendance, you must be given the opportunity to earn back the credit from classes you miss due to pregnancy, so that you can be reinstated to the status you held before you took leave.

Where do I start to figure out whether or not my school is violating Title IX?

- A good first step in measuring your school's compliance is to compare how they treat pregnant students to how they treat students with other temporary disabilities. Under Title IX, schools must offer pregnant students the same benefits they offer to students with other medical conditions, such as illness or injury.
- One exception to this rule is absences - Title IX requires that schools excuse absences due to pregnancy and related conditions, regardless of the school's absence policy.
- Your school is required to designate a Title IX Coordinator who should be able to answer questions for you about Title IX and pregnancy.
- Some states and school districts have their own law that provide other protections, or even support services, for students. You should talk to a lawyer to find out what policies apply in your area.

Does my school have to let me make up the work I missed while I was absent?

Yes, your school must let you make up the work you missed while you were out due to pregnancy or any related conditions, including recovery from childbirth. For example, if you have a doctor's note that excuses you from class for several weeks because you were on "bed rest" before giving birth, your school has to provide you with the appropriate assignments and information to make up all of the work you would have been required to complete while you were out. For an extended absence, it is best if your school provides you with the work you miss regularly, so you do not fall far behind.

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But what if my school says that absence/make-up work policies are up to each individual professor?

While that may be the school's practice, the school administration and professors are bound by federal civil rights law. Title IX requires that schools ensure that all faculty and staff comply with the law and do not discriminate against pregnant and parenting students. An individual professor's policy is not okay if it breaks the law.

Does my school have to provide special academic services to me, like tutoring?

Title IX requires that schools provide pregnant students with any special services they provide to students with temporary disabilities. If students with temporary disabilities get at-home tutoring to help them keep up with work they miss when absent, the school must provide students who miss class because of pregnancy or childbirth with the same benefit.

What about internships, career rotations, and other off-campus elements of my program - do I have a right to participate in those?

Yes. Your school must allow you to continue participating in off-campus programs. For example, if your program provides opportunities to "work in the field" your school cannot deny you participation based on your pregnancy. The school cannot require a doctor's note for continued participation, unless the school requires one for all students who have a medical condition that requires treatment by a doctor. If they do ask for a note, they cannot second-guess your doctor's decision.

Classmates and even professors have made offensive comments to me about my pregnancy. Should I complain to the school about it?

Title IX requires schools to prevent and address sex-based harassment, including harassment based on pregnancy. If you experience this sort of treatment at school, you should seek help immediately. The law prohibits the school from retaliating against you for making a complaint or raising a concern.

I have a scholarship - can my school take it back when they find out I am pregnant? No, schools cannot terminate or reduce athletic, merit or need-based scholarships based on pregnancy. If you stay in school, you can keep your scholarship.

I want to take a semester off. Can I keep my student status, scholarships, etc?

Not necessarily - it depends on the leave policy at your school. If you want to take off more time than your doctor says is medically necessary, you will need to consult your school's non-medical leave policy.

What if I work for the school as a graduate assistant, in addition to being a student? Do I still have the same rights? Do I qualify for maternity leave?

Your rights as an employee are different from your rights as a student. If you work for the school, you may be eligible for family or medical leave, or may qualify for maternity leave under the school's policy, but that may not include leave from your classes, beyond what is medically necessary.

I finished my pregnancy and/or have already graduated - is there anything I can do about the discrimination I experienced as a pregnant student?

You may still have options. Contact your Title IX Coordinator, the Department of Education's Office for Civil Rights or the National Women's Law Center to learn more. Even if it is too late for you, you can help us ensure that women who find themselves in your shoes do not run into the same barriers.

Colleges and universities must at least prevent discrimination against pregnant and parenting students, but schools can - and should - do more to support these students so they succeed in school. For more info, please contact the National Women's Law Center at info@nwlc.org, or go to www.nwlc.org/dropout.