**<Name of your program goes here>**

**<Program Type>**

***ACEND 2022 Accreditation Standards*Report for U.S. Based Programs Seeking Reorganization**

**November 2024**

Refer to the 2022 ACEND Standards and Guidance Information when completing the reorganization template. The [2022 Standards, Templates and Guidance Information](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards-and-templates) are available on the ACEND website.

|  |
| --- |
| Provide a narrative and documentation of continued compliance with the specific accreditation standards affected by the proposed reorganization. The program change should be submitted in one searchable PDF file formatted using the Adobe bookmark feature (for more information about bookmarking a PDF document: <https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html>). Each document within the single PDF must be labeled, (for example, Appendix A); and the text narrative provided for the Required Element should reference the appendix evidence by this labeling.  To Submit the Substantive Change: Upload the PDF document on [DocuWare](https://academy.docuware.cloud/DocuWare/Forms/acend-program-report?orgID=3103). Instructions specific to your program can be found on the first page of the Substantive Change Cover Page document located in the [ACEND Portal](https://www.eatrightpro.org/acend/program-directors/acend-portal). |

**Report for U. S. Based Programs Seeking Reorganization – ACEND 2022 Standards**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | Click or tap to enter a date. | | |
| **Program name:** |  | | |
| **Educational Institution:** |  | | |
| **City:** |  | **State:** |  | |

|  |  |  |
| --- | --- | --- |
| **Program length:** |  | |
| **Start date of first cohort (term and year):** | |  |

##### **Program Type Reorganizing to:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Coordinated Program |  | Dietetic Internship |  |

##### **Degree granted — (check all that apply):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Master’s |  | Other, Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**Distance Didactic Education — select a percentage if the program is offered via distance education.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 – 49% via distance education |  | 50 – 99% via distance education |  | 100% via distance education |

##### **Distance Education — select the location of the distance education offered. If none, leave blank.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Distance coursework |  | Distance supervised practice |  | Distance coursework and supervised practice |

##### **Student-identified supervised practice (SP):**

|  |
| --- |
| Student/intern is required to find their own supervised practice sites for ≥10% of total SP hours |

##### **Other Program Options — (check all that apply):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Part-time |  | Other Option |  |

##### **Accelerated Degree Options – select item to indicate whether the program offers graduate credit during undergraduate years**

Choose an item.

**Enrollment Date — (check all that apply):**

|  |  |  |  |
| --- | --- | --- | --- |
| Fall | Winter | Spring | Summer |

**Enrollment**: Enter maximum number of students/interns for which program is seeking accreditation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 3rd Year  Baccalaureate Students | 4th Year  Baccalaureate Students | 1st Year  Graduate Degree Students | 2nd Year Graduate Degree Students | 3rd Year  Graduate Degree Students | Verification Statement Only |
| Maximum Enrollment |  |  |  |  |  |  |

##### ***Signatures must be present and may be presented as an electronic signature or scanned.***

##### **Program Director:**

*The program director is aware of and agrees to abide by the accreditation standards and policies and procedures established and published for accreditation by the Accreditation Council for Education in Nutrition and Dietetics. The program director agrees to attend required training, submit requested data and work with ACEND to collect outcomes data from graduates and employers.*

|  |  |  |
| --- | --- | --- |
|  | |  |
| Name & Credentials | | Educational Institution Address |
| Title | |
| CDR Registration Number | |
| Signature | | E-mail Address |
| Telephone | Fax Number | Website Address |

***Director of ACEND-accredited Program being Phased Out/Closed (if different than program director above):***

|  |  |  |
| --- | --- | --- |
|  | |  |
| *Name & Credentials* | | *Business Address* |
| *Title* | |
| *CDR Registration Number* | |
| *Signature* | | *E-mail Address* |
| *Telephone* | *Fax Number* | *Website Address* |
|  |  |  |

***Sponsoring Organization Administrators***

*The program is aware of and agrees to abide by the accreditation standards and policies and procedures established and published for accreditation by the Accreditation Council for Education in Nutrition and Dietetics. The organization agrees to provide the administrative, technical and financial support and the learning resources, physical facilities and support services necessary to support the development of the nutrition and dietetics education program and student achievement.*

##### ***Signatures must be present and may be presented as an electronic signature or scanned.***

**Administrator for the reorganized program:** Provide names(s), credentials, title(s), and signature(s) of Administrator(s) to whom the director of the future education model program director is responsible.

|  |  |  |
| --- | --- | --- |
|  | |  |
| Name & Credentials | | Business Address |
|  | |
| Title | |
|  | |
| Telephone | E-mail |
|  |  |  |
| Signature | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Administrator of ACEND-accredited Program being Phased Out/Closed (if different than administrator above):** Provide name, credential, title, and signature of the Administrator to whom Director of the ACEND-accredited Program being phased out/closed is responsible. | | |
| Name & Credentials | | Business Address |
|  | |  |
| Title | |
|  | |
| Telephone | E-mail |
|  |  |  |
| Signature | | |
|  | | |

**Other Administrators:**

**Administrators:** Provide names(s), credentials, title(s) and signature(s) of Administrator(s) to whom program director is responsible.

|  |  |  |
| --- | --- | --- |
|  | |  |
| Name & Credentials | | Business Address |
|  | |  |
| Title | |
|  | |
| Telephone | E-mail |
|  |  |
| Signature | |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | |  |
| Name & Credentials | | Business Address |
|  | |  |
| Title | |
|  | |
| Telephone | E-mail |
|  |  |
| Signature | |
|  | |  |

##### **Chief Executive Officer:\***

|  |  |  |
| --- | --- | --- |
|  | |  |
| Name & Credentials | | Business Address |
|  | |  |
| Title | |
|  | |
| Telephone | E-mail |
|  |  |
| Signature | |
|  | |  |

*This form must be submitted with the application documenting compliance with ACEND’s 2022 Accreditation Standards.*

***\*****The Accreditation Council for Education in Nutrition and Dietetics will not process an application without the signature of the sponsoring organization's CEO or designated officer.*

**Report for U. S. Based Programs Seeking Reorganization**

**ACEND 2022 Accreditation Standards   
<Program Name Goes Here>**

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**Program Summary Information**

|  |  |
| --- | --- |
| **Program Name:** |  |
| **Educational Institution:** |  |
| **Educational Institution’s Accreditor or Recognition Body:** |  |

**Executive Summary of the Program**

Briefly (in one to two pages) provide an overview of your program’s reorganization report. Describe where your program is in the curriculum approval process (including the university, state and/or institutional accreditation review processes), if applicable.

*Your response goes here.*

**Standard 1: Program Characteristics & Resources**

All programs applying for accreditation by ACEND must meet requirements including quality-assurance or oversight by other agencies, organizational structure, financial stability, sufficient resources, the awarding of degrees and/or verification statements, program length and program management.

**Directions:** Ensure that each Required Element is addressed below according to the Guidance Information, which may include specific narrative and appendices using ACEND-required templates.

Required Element 1.1

The program must be housed in a college or university or offered in a consortium with a college or university. The college or university must be located in the U.S. or its territories and accredited in good standing by a U.S. institutional accrediting body for higher education recognized by the United States Department of Education (USDE).

a. For programs located outside the United States and its territories:

1. If accreditation or a quality assurance process has been established by the country’s professional association or regulatory board for nutrition or dietetics, the program must be recognized by this process before applying to ACEND for candidacy for accreditation and it must be housed in a college or university.

2. Colleges and universities that are not part of the U.S.-based educational system must be authorized under applicable law by the country’s ministry of education or equivalent public entity to provide an educational program beyond secondary education.

3. If the native language of the sponsoring institution is not English, the institution must provide all program documents (application materials, published materials, course outlines, handbooks, etc.) to ACEND and its reviewers in English.

**Narrative:**

* Explain how the organization is in compliance with this required element. Describe the impact, if any, of the current status of the program, if the organization/institution is out of compliance with their oversight agency. (Note: Applications for Reorganization may not be accepted if an accrediting or licensing body has taken action to place on probation, deny, suspend, revoke, withdraw or terminate the institution’s accreditation.)
* State the name of the U.S. institutional accrediting body and the institution’s current accreditation status.

*Your response goes here.*

**Appendix:**

* A copy of the most recent letter or a website screenshot and active website link from the oversight agency website documenting the organization’s status with the oversight agency

Required Element 1.2

The program must be integrated within the administrative structure of the sponsoring organization, show this structure, such as in an organizational chart, and indicate where the program will be housed. In a consortium, an organizational chart must clearly show the relationship of each member of the consortium to the program and where the program will be housed.

**Narrative:**

* Describe the administrative structure of the institution/organization and where the program is housed.

*Your response goes here.*

**Appendix:**

* A copy of the organization chart that shows the location of the program within the institution and its relationship to other programs within the department

Required Element 1.3

The program must demonstrate that it has the administrative, clerical or other staff, technical and financial support and the learning resources, physical facilities and support services needed to accomplish its mission and goals. If any portion of the program is offered through distance education, the program must demonstrate that technology and resources are adequate to support a distance-learning environment.

1. The program must demonstrate that administrative support and resources are adequate to support continued development and training for program faculty, preceptors and staff.
2. The program must provide a description of the budgeting process for the program that demonstrates financial resources are sufficient to produce the desired short- and long-term program goals and student/intern outcomes.
3. The program must report its maximum enrollment to ensure quality, viability and appropriate use of resources.

**Narrative:**

* Explain the adequacy of program resources (e.g., administrative, clerical, technical and IT support, financial, physical facilities, learning resources, support services) to meet the needs of all program options (including distance education, if applicable) and produce the desired outcomes.
* Describe the process used to determine budgetary needs that are tied to the short- and long-term strategies to achieve program mission and goals.
* Describe how the budget and resources are adequate to support program faculty, preceptors and staff for training on diversity, equity and inclusion, distance education and other professional development topics to produce desired outcomes for the program.
* State the maximum enrollment for which the program is seeking accreditation and discuss the adequacy of resources to support the enrollment. Explain how these enrollment numbers ensure quality, viability and appropriate use of resources of the program.

*Your response goes here.*

Required Element 1.4

The program must award at least a master’s degree and a verification statement upon completing program requirements to individuals who enter the program with a baccalaureate degree or less. The degree must be equivalent to a master’s degree conferred by a U.S.-accredited college or university.

a. If the program admits individuals with a master’s degree or higher, the program must award at least a verification statement to individuals who complete program requirements.

**Narrative:**

* Describe completion requirements for receipt of a verification statement.
* State the degree received upon completion of the program and describe completion requirements for receipt of degree. Information should be provided separately for each option offered. If a non-degree option is offered in addition to the degree option, completion requirements must be described. Note: The master’s degree must be in a major course of study in human nutrition, foods and nutrition, dietetics, public health, food systems management, or an equivalent course of study (including MBA, MEd and other relevant degrees).
* If the program is offering a degree that is not yet approved within the state and/or institution, the program must describe where the program is in the process in gaining approvals for granting a degree and the status of the approval process within the institution and the state, as applicable.

*Your response goes here.*

Required Element 1.5

The program must have one designated program director who has primary responsibility for the program and communication with ACEND. The program director must have the authority, responsibility and sufficient time allocated to manage the program, and provide effective leadership for the program, the program faculty, and the students/interns. The program director may have other responsibilities that do not compromise the ability to manage the program. Responsibilities and time allocation for program management are reflected in a formal position description for the program director and approved by an administrator.

1. For programs offered in a consortium: (NA for reorganization application).
   1. One individual must serve as the consortium program director and have primary responsibility for the program and communications with ACEND.
   2. Each member organization in the consortium must designate a coordinator (who may be the program director) for the program within that organization who is employed by the organization.
2. Institutional policies related to faculty roles and workload are applied to the program in a manner that recognizes and supports the academic and practice aspects of the nutrition and dietetics program, including allocating time and/or reducing teaching load for administrative functions provided by the director.
3. The program director must:
   1. Have earned at least a master’s degree.
   2. Be credentialed as a registered dietitian nutritionist by the Commission on Dietetic Registration.
      1. International programs only: The program director must be credentialed as a registered dietitian nutritionist by the Commission on Dietetic Registration (CDR) or by an accrediting agency in a country that is registration eligible with CDR under the terms of their reciprocity agreement (i.e., Canada, Ireland, the Netherlands and the Philippines).
   3. Have a minimum of three years professional experience post credentialing.
4. Be a full-time employee of the sponsoring institution as defined by the institution, or a full-time employee of another organization that has been contracted by the sponsoring institution.
5. Not direct another ACEND-accredited nutrition and dietetics education program.
6. The program director responsibilities must include, but are not limited to:
7. Provision or delegation of responsibilities to assure year-round coverage of director responsibilities in the absence of the director or in cases where the director’s full-time appointment does not cover all 12 months. In programs where the program director assigns some responsibilities to other individuals, the director must ensure that all program director responsibilities are accomplished throughout the year.
8. Development of policies and procedures for effectively managing all components of the program and to ensure fair, equitable and considerate treatment of prospective and enrolled students/interns (such as program admission, retention and completion policies).
9. Student/intern recruitment, advisement, evaluation and counseling.
10. Maintenance of program accreditation, including:
11. Timely submission of fees, reports and requests for major program changes;
12. Maintenance of the program’s student/intern records, including student/intern advising plans, supervised practice hours and verification statements;
13. Maintenance of complaints about the program received from students/interns or others, including disposition of the complaint;
14. On-going review of program’s curriculum to meet the accreditation standards;
15. Communication and coordination with program faculty, preceptors and others involved with the program and its students/interns;
16. Facilitation of processes for continuous program evaluation, and
17. Timely submission of required documentation supporting the graduate's eligibility for a Commission on Dietetic Registration (CDR) credentialing exam.

**Narrative:**

* Describe how institutional policies related to faculty roles and workload are applied to the program in a manner that recognizes and supports the academic and practice aspects of the nutrition and dietetics program, including allocating time and/or reducing teaching load for administrative functions provided by the director.
* State time allocation for program management.
* Describe the program director’s credentials and how the director meets the ACEND requirements for the program director position.
* Describe the authority and responsibility the director has to manage the program and how the program director’s listed responsibilities are achieved.
* If the program director position is not a 12-month appointment, discuss year-round coverage of the program when the program director is not available. This does not refer to short-term vacations or absences.

*Your response goes here.*

**Appendix:**

* Program director’s current curriculum vitae or resume
* Formal position description for the program director that includes ACEND responsibilities and clearly specifies the amount of time allocated for program management (e.g. number of hours, percentage of time, and/or amount of course release time) OR Optional: Use [Program Director Position Description Template](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards)
* Evidence of CDR registration status, such as a photocopy of the program director’s CDR registration card or printout from the CDR website verifying registration status

Required Element 1.6

The program must establish its length and provide the rationale for the program length based on competencies and learning activities that students/interns must accomplish, required hours of supervised practice and mandates from the program’s administration and state legislation.

1. The program must be planned so that students/interns complete at least 1000 hours of supervised practice experiences with a minimum of 700 hours in professional work settings; a maximum of 300 hours can be in alternate supervised experiences such as simulation, case studies and role playing. The program must document the planned hours in professional work settings and in alternate supervised experiences. The majority of the professional work settings hours spent in the major rotations must be completed onsite.
2. For U.S. based programs, at least 700 of the supervised practice hours must be conducted in a work setting in the United States or its territories, possessions (including the District of Columbia, Guam, Puerto Rico and U.S. Virgin Islands) or military bases.

**Narrative:**

* State the program length and number of supervised-practice hours including the number of hours in professional work settings versus alternative supervised experiences.
* Briefly describe the rationale for the program length (considering learning activities that students/interns must accomplish, required hours of supervised practice (if applicable) and mandates from the program’s administration or state legislation).
* State the major rotations and describe how the program ensures the majority of the rotation hours (>50%) are completed onsite (in-person).Note: Clinical rotations must be indicated as a major rotation with >50% of hours completed onsite (in-person).
* Describe alternate supervised practice experiences and how they are equivalent to supervised practice, if applicable.
* Describe planned international experiences available for students/interns, total supervised practice hours provided internationally, and the country in which experiences will occur.

*Your response goes here.*

**Appendix:**

* Planned supervised practice hours (use template titled “[Planned Supervised Practice Hours](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards)”) (Note the major rotations with an asterisk on the template). Note: The program must be consistent with the planned hours provided to ACEND on the Planned Supervised Hours template and the program completion requirements provided to prospective students/interns on the website and enrolled students/interns in the handbook.

**Standard 2: Program Mission, Goals, Objectives, and Program Evaluation and Improvement**

The program must have a clearly formulated and publicly stated mission with supporting goals and objectives by which it intends to prepare students/interns for practice as a Registered Dietitian Nutritionist. The program must have a program evaluation plan to continuously evaluate the achievement of its mission, goals and objectives, use the plan to collect data, improve the program based on findings and update the plan accordingly.

**Directions:** Ensure that each Required Element is addressed below according to the Guidance Information, which may include specific narrative and appendices using ACEND-required templates.

Required Element 2.1

A program evaluation plan must be documented, reviewed annually, updated as needed with changes noted and must include the following components:

1. The program mission. The program mission must be specific to the program, distinguishes it from other programs in the sponsoring organization and be compatible with the mission statement or philosophy of the sponsoring organization.
2. The program goals. The program must have at least two goals focused on program outcomes for graduates that are consistent with the program’s mission.

**Note:** Provide program goals that are well constructed (i.e., specific, measurable, attainable, realistic, time-related) and generally stated in terms of the impact of the program on graduates and their contributions to the nutrition and dietetics profession. The goals must use the term “graduates” and must not use the terms “students/interns” or “interns”. Avoid having student/intern learning objectives or management plans (i.e., action plans for running the program on a day-to-day basis) as program goals. A program can have more than two goals.

**Narrative:**

* Provide the mission statements for the institution, the college and/or department in which the program resides and the program itself.
* Analyze the compatibility of the program’s mission statement with the sponsoring organization.
* State your program goals.
* Discuss how the goals support the program’s mission.

*Your response goes here.*

**Standard 3: Curriculum and Learning Activities**

The Core Knowledge and Competencies must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program.

**Directions:** Ensure that each Required Element is addressed below according to the Guidance Information, which may include specific narrative and appendices using ACEND-required templates.

Required Element 3.2a

A curriculum map must be developed that:

* + 1. Identifies didactic courses and supervised practice experiences, which occur in various settings or practice areas that students/interns will complete to meet the required curriculum components, core knowledge and competencies.

**Narrative:**

* Describe the program’s curriculum.
* Discuss and provide examples of how the program’s didactic and/or supervised practice courses or rotations are organized, sequenced and integrated.

*Your response goes here.*

**Appendix:**

* A curriculum map of didactic courses and supervised practice experiences aligned with required curriculum components, core knowledge and core competencies (use template titled “[KRDN/CRDN Curriculum Map](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards)”)

**Standard 4: Student Learning Assessment and Curriculum Improvement**

The program must continuously assess student/intern achievement of required core knowledge and competencies. The program must collect and analyze aggregate data on student/intern core knowledge and competency. The results of the assessment plan must be used to evaluate and improve the curriculum to enhance the quality of education provided.

**Directions:** Ensure that each Required Element is addressed below according to the Guidance Information, which may include specific narrative and appendices using ACEND-required templates.

Required Element 4.1

The program must have a plan for on-going assessment of students’/interns’ attainment of core knowledge/competencies. The plan must identify summative assessment methods used, as well as courses and/or supervised practice learning activities in which assessment will occur and the process for tracking individual student’s/intern’s demonstration of core knowledge/competencies.

**Narrative:**

* Describe the program’s plan for on-going assessments of students’/interns’ attainment of core knowledge and/or competencies.

*Your response goes here.*

**Appendix:**

* Completed RDN Core Competency Assessment Table (use template titled “RDN Core Competency Assessment Table”) that lists each of the required competency statements, the course or supervised practice rotation in which assessment will occur, and the specific, required assessment method(s) used to measure achievement of competency.

**Standard 5: Faculty and Preceptors**

The program must have a sufficient number of qualified faculty and preceptors to provide the depth and breadth of learning activities required in the curriculum and exposure to the diversity of practice. Program faculty, including the program director and preceptors, must show evidence of continued competency appropriate to teaching responsibilities, through professional work experience, graduate education, continuing education, and research or other activities leading to professional growth in the advancement of their profession.

**Directions:** Ensure that each Required Element is addressed below according to the Guidance Information, which may include specific narrative and appendices using ACEND-required templates.

Required Element 5.1

The program must provide evidence that qualified and appropriately credentialed faculty and preceptors are sufficient to ensure implementation of the program’s curriculum and the achievement of the program goals and objectives.

**Narrative:**

* Discuss the adequacy of qualified and credentialed faculty and preceptors to ensure implementation of the program’s curriculum and achievement of the program goals and objectives.
* Describe the process used to ensure the faculty and preceptors, including those for international rotations, and those selected by students/interns are qualified for their role in the program.
* If a sufficient number of faculty and/or preceptors are not currently available, what is the program’s plan to obtain additional faculty and preceptors?

Anticipated Number of Faculty for the program:

|  |  |
| --- | --- |
| Full-Time |  |
| Part-Time |  |
| Adjunct |  |

Anticipated Number of Preceptors for the program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Your response goes here.*

Required Element 5.2a

The requirements for program faculty (faculty within the academic unit) must include:

1. Program faculty, including the program director, must meet the sponsoring organization‘s criteria for appointment and have sufficient education in a field related to the subject in which they teach or must meet the institution’s policy for education and/or equivalent experience.

**Narrative:**

* Describe the sponsoring organization‘s criteria for faculty appointment and how the program ensures that faculty meet those criteria. Faculty are not required by ACEND to hold an RDN or NDTR credential unless required for their position.

*Your response goes here.*

Required Element 5.3a

The requirements for program preceptors must include:

1. The education and experience needed to provide appropriate guidance for supervised practice experiences. Preceptors must be licensed, as appropriate, to meet state and federal regulations, or credentialed, as needed, in the area in which they are supervising students/interns and must be qualified to serve as educators and professional role models.

**Narrative:**

* Describe how the program ensures preceptors meet state licensure laws and federal requirements. Note: Preceptors are not required by ACEND to hold an RDN or NDTR credential, unless required for their position.

*Your response goes here.*

**Standard 7: Information to Prospective Students and the Public**

The program must provide clear, consistent and accurate information about all program requirements to prospective students/interns and the public at large.

**Directions:** Ensure that each Required Element is addressed according to the information listed below under each Required Element. This includes narrative and appendices.

Required Element 7.3

Information about the program must be readily available to prospective students/interns and the public via a website and must include at least the following:

1. Accreditation status, including the full name, address, phone number and website of ACEND on the program’s website homepage.
2. Description of the program, including program’s mission, goals and objectives.
3. A statement that program outcomes data are available upon request.
4. Information about the requirements and process to become a registered dietitian nutritionist (RDN), including education, supervised practice, the CDR credentialing exam, state licensure/certification, states for which the program meets State requirements for licensure/certification, and how the program fits into the process.
5. Estimated cost to students/interns, including tuition and fees, necessary books and supplies, transportation, typical charges for room and board or housing, and any other program-specific costs.
6. Application and admission requirements.
7. Academic and program calendar or schedule.
8. Graduation and program completion requirements.
9. Availability of financial aid and loan deferments (federal or private), scholarships, stipends and other monetary support, if applicable.
10. Guidance about distance education components, such as technology requirements, if applicable.
11. If students/interns are required to locate their own supervised practice sites and/or preceptors, requirements for this must be described, including the program’s role and responsibility to assist students/interns to ensure timely completion of the program.
12. A description of the criteria and policies and procedures used to evaluate and award credit for prior learning experiences, such as coursework or supervised practice hours, and the types and sources from which credit will not be accepted.

**Narrative:**

* Describe the program’s role and responsibility to assist students/interns in identifying supervised practice sites and/or preceptors, to ensure timely completion of the program, if applicable.

*Your response goes here.*

**Appendix:**

* Provide a draft copy, such as a Word document, of the information that will be available on the program’s website for the information listed above in Required Element 7.3. No information about the program can be published on a website or provided to potential students/interns until the reorganization is approved.

**Standard 8: Policies and Procedures for Enrolled Students**

The program must have written policies and procedures that protect the rights of students and are consistent with current institutional practice.

**Directions:** Ensure that each Required Element is addressed according to the information listed below under each Required Element. This includes narrative and appendices.

Required Element 8.1

Programs are required to have policies and procedures for program operations including:

1. Student Performance Monitoring: The program’s system of monitoring student performance must provide for the early detection of academic difficulty and must take into consideration professional and ethical behavior and academic integrity of the student.
2. Student Remediation and Retention: Concerns about a student’s performance in meeting program requirements are addressed promptly and adequately to facilitate student’s progression in the program.
3. Supervised Practice Documentation: The program must establish procedures for tracking individual student’s supervised practice hours in professional work settings and in alternate supervised experiences, such as simulation, case studies and role playing. Hours granted for prior learning, if given, also must be documented.
4. Equitable Treatment: The program must establish policies to support the diverse needs of students, ensure an inclusive environment, and to ensure equitable treatment by program faculty and preceptors of students from all backgrounds, including with respect to race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status or age.

**Narrative:**

* Describe the program’s system of monitoring student performance and how it provides for the early detection of academic difficulty and takes into consideration professional and ethical behavior and academic integrity of the student.
* Discuss how and when students with minimal chances of success in the program are counseled into career paths that are appropriate to their ability.
* Describe the program’s procedures for tracking individual student’s supervised practice hours in professional work settings, simulation, case studies and role playing.
* Describe program policies that address the diverse needs of students and ensure equitable treatment by program faculty and preceptors of students from all backgrounds.

*Your response goes here.*

**Appendix:**

* Website link to or copy of program policies related to admissions requirements, student performance monitoring, student retention, and supervised practice documentation
* Program’s form used to track supervised practice hours

Required Element 8.2

The following policies and procedures specific to nutrition and dietetics programs must be provided to students, such as in a single comprehensive document, such as in a program handbook or on a program website.

1. Insurance requirements, including those for professional liability.
2. Liability for safety in travel to or from assigned areas.
3. Injury or illness while in a facility for supervised practice.
4. Drug testing and criminal background checks, if required by the supervised practice facilities.
5. Requirement that students doing supervised practice must not be used to replace employees.
6. When students are paid compensation as part of the program, policies must be in place to define the compensation practices.
7. The process for filing and handling complaints about the program from students and preceptors that includes recourse to an administrator other than the program director and prevents retaliation. The program must maintain a record of student complaints for a period of seven years, including the resolution of complaints.
8. Process for submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all other options with the program and institution have been exhausted.
9. If the program grants credit or supervised practice hours for students’ prior learning, it must define procedures for evaluating equivalence of prior education or experience. Otherwise, the program must indicate that it has no policy for assessing prior learning or competence.
10. Process for assessment of student competence and regular reports of performance and progress.
11. Program retention and remediation procedures; students must have access to remedial instruction such as through tutorial support.
12. Disciplinary/termination procedures.
13. Graduation and/or program completion requirements, including maximum amount of time allowed for completing program requirements applicable at the time student enrolls.
14. Verification statement requirements and procedures ensuring that all students completing requirements as established by the program receive verification statements.
15. Programs using distance instruction and/or online testing must employ strategies to verify the identity of a student.
16. Withdrawal and refund of tuition and fees.
17. Program schedule, vacations, holidays and leaves of absence.
18. Protection of privacy of student information, including information used for identifying students in distance learning.
19. Student access to their own student files.
20. Access to student support services, including health services, counseling, tutoring and testing and financial aid resources.

**Narrative:**

* Describe how and when written policies and procedures are provided to students enrolled in the program.
* State whether any complaints have been filed against the program during the past seven years that have gone above the level of the program director for resolution.
* Explain any additional details about implementation of policies that are not described in the policies.
* If the program offers an international rotation, information should describe policies and procedures specific to this experience.

*Your response goes here.*

**Appendix:**

* Completed Policy and Procedure Checklist with location of all policies, including any institutional policies (use template “[Policy and Procedure Checklist](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates-v2022)” template)
* Copy of or direct active link to program handbook where policies are located

**TEACH-OUT PLAN TEMPLATE**

ACEND requires programs to submit a Teach-Out Plan when an ACEND-accredited program is being phased out/closed as part of the reorganization of an existing ACEND-accredited program.

|  |
| --- |
| **Directions: The program must provide narrative and documentation about the closure including:** |
| 1. Date (MM/DD/YYYY) of closing/phase out. (Note that ACEND will close the program on this date at **10:00 am CT** within ACEND’s database, with CDR and the US Department of Education. When deciding on a closure date, programs must factor in the time needed to fully close the program, which includes entering graduates into REPs, downloading any documentation needed in the REPs system and issuing verification statements to graduates. Contact your ACEND manager prior to submitting with questions regarding this identified date.)   Closure/Phase-out Date - Click or tap to enter a date. |
| 1. State the reason for closing/phase out.   Program Response: |
| 1. Explain the adequacy of resources (faculty/preceptors, advising, physical facilities, etc.) available to enrolled students/interns during the teach-out period. Discuss resources that have been or will be impacted by the program closure, if any.   Program Response: |
| 1. Describe how the program will ensure that students/interns will be provided with all of the instruction promised by the program.   Program Response: |
| 1. Attach a list of students/interns currently enrolled in the program that includes all of the courses and/or rotations that each enrolled student/intern must complete for graduation/program completion and the date of expected completion. (Date of program completion must be prior to the program closure date. For students/interns unable to complete the program by the closure date, the program must establish a teach-out agreement with another institution to ensure these students/interns complete the program. Describe the teach-out agreement and provide a copy to ACEND as requested under #12.)   Program Response: |
| 1. State whether enrolled students/interns will incur additional charges due to the program closure and if so, how students/interns will be notified of these charges.   Program Response: |
| 1. ACEND requires verification statements to be stored indefinitely. Describe the program’s record retention plan that delineates where records of program graduates, including lists of graduates and corresponding verification statements for each, will be permanently stored.   Program Response: |
| 1. Describe how prospective and enrolled students/interns were informed of the program’s closing and implications of the closure (including but not limited to, those pertaining to prospective employment, eligibility to sit for the exam or qualify for internships) including date of communication(s). Attach a copy of all communications that were provided to prospective and enrolled students about the program’s closing, such as website information, dated letters, examples of acknowledgment forms to be signed by students/interns, etc. Communications must provide information about how former students may obtain a copy of the verification statement after program closure.   Program Response: |
| 1. Describe how the program’s interested parties, including faculty, preceptors, academic advisors (including advisors of transfer students), affiliated community colleges (including those with articulation agreements), and advisory board, as applicable, were informed of the program’s closure and implications of the closure. Attach a copy of all communications that were provided to interested parties about the program’s closing such as letters or emails. These communications must be dated and include the recipients of that communication.   Program Response: |
| 1. A program sponsored by an institution that is recognized by a U.S. institutional accreditor must provide a narrative describing how the program is meeting the requirements for teach-out agreements in effect for the sponsoring institution.   Program Response: |
| 1. The names of other similar programs that could potentially enter into a teach-out agreement, if needed. If the program is entering into a teach-out agreement, include information about the institution under #12 (General comments without specific ACEND-accredited program names will not be accepted in this section).   Program Response: |
| 1. If the program reaches a teach-out agreement with another ACEND-accredited program to teach the remainder of the program, a teach-out agreement with the following additional information must be provided: 2. Evidence that the Teach-Out Plan provides for the equitable treatment of students, in particular by ensuring that they are able to complete the educational programs in which they were enrolled prior to the circumstances that led to the need for the Teach-Out Plan. 3. Evidence that the program will maintain the necessary experience, resources, and support services to provide an educational program reasonably similar in content, delivery modality and scheduling to that promised to the students upon enrollment. 4. A complete list of students/interns currently enrolled in the program and the program requirements each student has completed. 5. A plan to provide all potentially eligible students/interns with information about how to obtain a closed program discharge and, if applicable, information on State refund policies. 6. A record retention plan to be provided to all enrolled students/interns. 7. Information on the number of credits or supervised practice hours the teach-out institution is willing to accept for each student/intern prior to student/intern enrollment. 8. The percentage of credits, if any, that must be earned by a student at the institution awarding the educational credit must be clearly documented for each student/intern. 9. A clear statement of the tuition and fees of the teach-out institution. 10. Evidence that the program will provide students access to such programs and services without requiring them to move or travel substantial distances.   Program Response: |