

Dietetic Technician Program

Student Handbook



**Dietetic Technician Department
Suffolk County Community College
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College Mission Statement:

Suffolk County Community College promotes intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through an education that transforms lives, builds communities, and improves society.

Colleges Vision Statement:

Suffolk County Community College commits to maintaining high educational standards fostering and inspiring student success and creating diverse opportunities for lifelong learning. By attracting strong leadership and distinguished faculty to a college of excellence, we create an enriched learning environment that empowers students to transform their lives.

The philosophy of the DTP is compatible with the mission of Suffolk County Community College.

ADA accommodations:

Suffolk County Community College provides reasonable accommodations to registered students with disabilities who have self-identified and approved by the Office of Disability Services. Once approved for reasonable accommodations, such students receive a laminated letter, describing the specific accommodations. Students must present this laminated letter to each of their professors for accommodations.

Student who have, or think they may have, a disability are invited to contact Disability Services for a confidential consultation. Call the Disability Services Office at 631-548-2527, email the Office at disabilityserv-east@sunysuffolk.edu or stop by to make an appointment at the Student Success Center in the Peconic Building, Room 122. Refer to Disability Services in the College Catalog for our commitment to ensuring [accessibility](#) and [non-discrimination](#).

The following statement expresses the Dietetic Technician Program's mission:

The mission of the DTP is to empower graduates to compete successfully for employment as a Dietetic Technician, Registered (DTR) by providing superior education and innovative training in entry level skills and competencies. The Program recognizes the importance of Dietetic Technicians as an integral part of the health care team in both clinical and administrative settings. Program training is pragmatic in its approach and provides graduates with the requisite knowledge and skills for immediate employment or transfer into a baccalaureate program. The program seeks to develop in its students a professional attitude with emphasis on personal growth and values which are compatible with the Academy of Nutrition and Dietetics Code of Ethics. It strongly encourages the development of critical thinking, written and oral communication skills and prepares students to be lifelong learners.

Dietetic Technician Program Quick links:***Access SCCC Dietetic Technician Program Website***

- Go to [DT Program](#)
- Type "Dietetic Technician" in the search bar located at the top, right of the Suffolk County Community College home page.

Once there, you will have access to the SCCC Dietetic Technician Program. Here you will find information including DTP classes, mission statement, program goals and outcomes, student handbook, medical requirements for clinical, tuition and fees and how to apply to Suffolk County Community College.

Join the SCCC Dietetic Technician Listserv:

- Email brownt@sunysuffolk.edu and ask to be added to the list serve.
- Be sure to use a personal email and not your college email address.

Background of the Dietetic Technician Program

The Dietetic Technician Program at Suffolk County Community College (the College) has been operating since its inception under the Mathematics/Science Department on the Eastern Campus in Riverhead, New York. Beginning in September of 2013, the DTP now operates under the Department of Commerce and Health Careers.

In 1980, the program first approved by the Academy of Nutrition and Dietetics, re-approved in 1987, granted developmental accreditation in 1993, granted full accreditation in 1998 and received continued accreditation in 2003, 2008, 2013 and 2018.

The College houses the only Dietetic Technician Program on eastern Long Island accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitian nutritionists (RDN) or nutritionist dietetic technicians, registered (NDTR). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.

ACEND recognized by the United States Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. In addition, Suffolk Community College is fully accredited by the Middle States Commission on Higher Education.

The program of Suffolk Community College provides both didactic instruction which includes a laboratory component and 450 hours of concurrent fieldwork experience in clinical and food service management. The clinical component also provides the opportunity for students to participate in professional meetings and field trips.

Students entering the curriculum can enroll on a part-time or full-time basis and complete nutrition courses in sequence as outlined on page 9 of this handbook. Students take supporting coursework in social and physical sciences, English, mathematics, physical education, and business.

Dietetic Technician Program Goals:

Dietetic Technician Program outcome data are available upon request by contacting the Program Director at (631) 548-3724 or via email at levinej@sunysuffolk.edu.

Program Goal 1: The program will prepare graduates to be competent entry-level dietetic technicians; provides essential knowledge and skills to meet the employment needs of Suffolk County and our surrounding areas on Long Island.

Program Objectives for Goal 1:

- Over a five-year period, 70% of graduates who take the CDR credentialing exam for nutrition and dietetic technicians, will pass within one year following the first attempt.
- At least 80% of students must receive evaluation grades of 85% or higher. Fieldwork instructors and preceptors will evaluate students in DTE205 (Advanced Clinical Nutrition) and DTE213 (Foodservice Management Fieldwork) annually.
- At least 80% of dietetic students will complete the program/degree requirements within three years for full-time students (150% of the program length) and six years for part-time students (150% of program length).

Program Goal 2: The SCCC DTP will prepare graduates to succeed in one or more of the following: acceptance to a didactic program in dietetics or employment in the field of nutrition and dietetics.

Program Objectives for Goal 2:

- Over a three-year period, 50% of graduates who seek employment in nutrition and dietetics or related fields, will find employment within 12 months of graduation.
- Over a three-year period, 85% of employers that return employer surveys, will rank SCCC graduates as qualified for entry level positions as dietetic technicians.
- Over a three-year period, 90% of graduates will rank their education and training at SCCC as “prepared” or “very prepared.”

Actual program outcome data is available for review by students and the public upon request from the Program Director by calling (631) 548-3724.

Preamble

The Academy of Nutrition and Dietetics (The Academy) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Nutrition and dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics can be found on the Academy of Nutrition and Dietetics website or by accessing: <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>.

Code of Ethics for the Dietetic Practitioner

The main objective of the Code of Ethics is to provide guidance and assistance to dietetic practitioners in their professional practice and conduct; it also assists in protecting the health, well-being, welfare, and safety of the public by enforcing ethical practice among dietetic practitioners both academy and non-academy members.

The Code of Ethics for the Nutrition and Dietetics Profession provided at the DTE121 clinical orientation. Refer to The “Code” in its entirety at:

<http://www.eatrightpro.org/resources/practice/code-of-ethics>

Supervised Practice/Fieldwork Placement Agreements

Criteria and Process Used to Select Facilities/Preceptors:

Criteria:

1. Sites must have an ongoing nutrition program, department, or activities with a specific plan of activities for the intern(s) they plan to host when a college professor is not overseeing them at a field site.
2. Preceptors must hold a current RDN or NDTR credential with at least one year of experience for clinical rotation. For community and food service rotations, RDN or NDTR is desirable but not required. Preceptors must have a degree or certification in a dietetics related field with one year of experience or equivalent work experience without a degree or certification.
3. Prospective preceptors must demonstrate the desire to take on extra responsibilities of interns.
4. Prospective preceptors must demonstrate excellent communication skills orally and in writing and collaborate with the DTP Director on a continual basis.

Process:

1. Each year interns evaluate each rotation/preceptor on the following criteria:
Professionalism, Support/Encouragement or Learning, Mentorship, Respect for Intern, Organization of the Experience, Expertise and Teaching Ability.
2. Once a preceptor fits the above criteria, they have a trial period through one intern class. Based on the evaluations and feedback from interns and communication or issues that may have arisen, determination made as to whether this preceptor shall continue. Preceptors must maintain an overall "satisfactory" rating from 80% of interns to remain as a field site for our program.

Fieldwork Placement Agreements

Students attending clinical and food service management field sites in facilities that have a current written affiliation agreement on file with the College. Written affiliation agreements outline the rights and responsibilities of both the College and affiliation site.

If a field site is new, a Site Request Application initiated from the Dietetic Technician Program office requires the facility to complete administrator(s) signatures. Once the facility signs the document, and sent to the College Legal Affairs Department for signatures which include the College General Counsel and Associate V.P. for Academic Affairs and then the document converts to a Fully Executed Agreement. One original copy goes to the field site and the other kept in the office of the Vice President for Academic Affairs.

The field site contract usually executed for a ten-year period unless a shorter period specified in the legal document. Each semester as a student placed at a facility, the facility contract date will confirm that it is current.

Please note that scheduled class fieldtrips during fieldwork placement hours are not an affiliation and does not follow this policy.

Accreditation Status

The Dietetic Technician Program at Suffolk County Community College currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, located at 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, Tel: (312) 899-0400 ext. 5400. ACEND is the national accrediting agency for dietetics education. The web address for ACEND is www.eatright.org/acend.

Admission into Suffolk County Community College

Specific admission requirements and application procedures for the College curricula are in the [College Catalog](#). The Eastern Campus Admissions phone number is (631) 548-2528

Equal Opportunity

All students who meet the requirements for admission to the DTP have equal access to the Program. Suffolk Community College prohibits admission discrimination based on race, religion, national origin, age, sex (including pregnancy), disability, color, or sexual preference. The Program complies with and supports the College policy. For our non-discrimination policy refer to the [Student Handbook](#) located on the College home page under the Quick Links tab.

Nutrition and Dietetic Technician Career Information

A dietetic technician is a trained food and nutrition professional who is an integral part of the health care team. Dietetic technicians promote health through proper nutrition. This is done by offering individualized services to meet client's needs and providing diet therapy through well balanced quality food and nutrition education.

Detailed information from the Academy of Nutrition and Dietetics about becoming a NDTR and professional requirements are listed at <https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/high-school-students>

Where Does a Nutrition and Dietetic Technician Work?

Clinical	Hospitals, HMO's, nursing homes, clinics, retirement centers, hospices, research facilities, mentally challenged and home care agencies
Food Service Management	Schools, day care centers, restaurants, correctional facilities, hospitals and long term care facilities
Community	Public health agencies, WIC programs, meals on wheels and community health programs
Wellness	Health clubs, spas, weight management centers and community wellness programs
Business	Food and pharmaceutical companies, food distributors and vendors

Starting salaries will vary depending on the scope of the position, and among employers. The Dietetic Technician salary, as depicted by the 90th percentile by the US Government Bureau of Labor Statistics in 2018, was \$46,100 a year. Salary levels vary with region, employment setting, geographical location, scope of responsibility and supply of NDTRs.

How to become a Nutrition and Dietetic Technician Registered (NDTR)

There are several steps to becoming a NDTR, nutrition and dietetic technician, registered.

- Earn at least a two-year associate degree at an accredited college or university;
- Successfully complete a dietetic technician program approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), of the Academy of Nutrition and Dietetics (The Academy), including 450 hours of supervised practice field work and
- Successfully pass the national Registration Examination for Dietetic Technicians.

Suffolk County Community College Dietetic Technician Program meets the Academy's didactic and supervised practice field work requirements. After completion of the program, graduates are eligible to take the Registration Examination for Dietetic Technicians and earn the professional credentials of NDTR (Nutrition and Dietetic Technician, Registered).

Students wishing to continue their education to become a Registered Dietitian Nutritionist can discuss the process with the Program Director or visit the Academy of Nutrition and Dietetics website at:

<https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/high-school-students>

What does a NDTR do?

A NDTR trained in two major areas of dietetics: medical nutrition therapy and food service management.

As a part of the health care team they work together with a dietitian.

The dietetic technician is responsible for:

- Maintaining diet rosters
- Reviewing care plans
- Obtaining food preferences, menu selections and diet history
- Conducting patient interviews
- Performing meal rounds and food intake studies
- Maintaining meal/diet census records
- Performing computer data entry
- Providing in-service education for professional staff
- Writing and evaluating therapeutic menus according to diet manual
- Attending health care team meetings
- Documenting client care in the medical record
- Providing nutrition education
- Developing educational materials

Dietetic technicians also work as part of the food service management team.

The dietetic technician is responsible for:

- Purchasing food and supplies
- Writing production sheets
- Scheduling employees
- Supervising, receiving, and maintaining storage areas
- Planning and designing special meal patterns
- Writing job descriptions
- Performing in-service education for dietary staff
- Maintaining and improving standards for safety and sanitation
- Developing and analyzing recipes
- Training, supervising, and evaluating dietary staff
- Overseeing tray line
- Assisting in budget development
- Maintaining cost control records & quality control procedures

Professional Affiliations

Students are encouraged to become members of the Academy of Nutrition and Dietetics (The Academy). The cost of student membership is \$58.00/year. Once a member, students will receive the *Journal of the Academy of Nutrition and Dietetics*, a monthly publication, and various forms of correspondence. To join you can visit The Academy website at <https://www.eatrightpro.org/membership/member-benefits/value-of-membership>.

Students encouraged to join the local professional dietetic association, LIAND, the Long Island Academy of Nutrition and Dietetics. Membership is \$20. Membership in LIAND, helps broaden educational experiences through participation at various meetings and events. The organization also provides great networking opportunities, allowing students to establish and develop relationships with members of the district. LIAND also offers many opportunities for continuing education meetings and webinars. The LIAND website is www.eatrightli.org.

Nutrition Club

Membership in the Nutrition Club is open to all students. The objective of the Nutrition Club is to foster interaction and increased learning for students in the DTP. Students focus on trends in nutrition and provide educational outreach to the campus and local communities. The Nutrition Club sponsors various events including food drives and nutrition tables throughout the curriculum.

Faculty Advisement

Professor Jodi Levine, MS, RD, CDN is the Director of the DTP. Assistant Professor Aimee Mattiolo MS, RDN, CDN is also on staff full time within the Dietetic Technician Program. Advising is an integral part of the successful completion of the program. All matriculated DT students assigned to one of these faculty advisors. Non-matriculated students can decide to meet with a counselor through the counseling center. The Program Director's office hours obtained by calling 548-3724.

The College designates two weeks during November and April for academic advisement for continuing students. The advisement and registration schedules are posted in each campus building, announced during class, and posted on the College website, www.sunysuffolk.edu.

The advisor can help develop a semester-by-semester plan of study that will enable students to take courses in proper sequence and graduate in an appropriate time frame.

Registration on the web via My SCCC at www.sunysuffolk.edu or in person at the campus Registrar's Office. Through My SCCC students can enroll in classes, view grades and important College announcements, access their College email account, College calendar, view financial aid status, facilitate in paying tuition and fees, review the student's degree audit, assist in applying for graduation and requesting official transcripts.

These services provided in a secure environment, represents the College commitment to protect the privacy of records by providing students access with online services. This tool helps assist in meeting educational goals.

Two-Year Degree Plan

The following is a recommended two-year plan for completing the Dietetic Technician Program/A.A.S. Degree. This plan is meant to provide general guidance and is not to replace regular meetings with an advisor.

Students majoring in Dietetic Technology must meet the following criteria:

- Students required to take all DTE courses in sequence unless granted approval by the Program Director;
- Students must have a grade of “C” or better in each DTE course to advance to the next course in the program sequence;
- Many DTE courses have prerequisites. It is important that any prerequisite course is completed prior to enrolling in the next course sequence;
- Students must have a grade “C” or better in all required DTE courses to graduate; and
- A minimum of 450 hours of clinical field work required to complete the Associated of Applied Science degree in Dietetic Technology.

Curriculum Design/Program Requirements

The program is designed for students to attend classes as full-time, day students each semester in a two-year period. However, students may progress through the program on a part-time basis. You can take non-dietetic courses, (i.e., English, mathematics, science, and other electives) in the evening or on the weekend. However, once students register in dietetic and fieldwork courses, a day schedule must be followed.

During the field experience courses, students attend classes at least two days a week at the College while participating in field work. During the first field experience, DTE 121 (Introduction to Clinical Nutrition) students attend field work one day a week. The remaining two field experience courses DTE 205 (Advanced Clinical Nutrition) and DTE 213 (Food Service Management Fieldwork) require two field work days a week in addition to attending classroom courses.

- Students should seek advisement from the full-time faculty members, for scheduling during the pre-registration period;
- Each student is encouraged to enroll in courses following the sequence outlined in the College Catalog for the Dietetic Technician Program;
- Careful attention is required for DTE prerequisites: students must complete one course before they will be permitted to go on to the next course in the sequence;
- Students who wish to transfer to a baccalaureate program should seek the advice from the Program Director regarding course selections;
- Students should seek advice from the Program Director for nutrition course substitutions and from the Academic Chair for other course substitutions;
- Students must maintain a minimum of a grade “C” in all DTE courses;
- To successfully complete clinical fieldwork a student must meet the competencies designated for that rotation. During the middle and at the end of each rotation students will be provided with a formal evaluation. During DTE 205 (Advanced Clinical Nutrition) and DTE 213 (Food Service Management Fieldwork) requires a self-evaluation, and
- Feedback on performance is given to each student by the preceptor and /or instructor.

Transfer Credit

Please refer to the [College Catalog](#) for further information on transfer credit into the Dietetic Technician Program. The Registrar’s Office in consultation with the DTP Program Director, evaluates transfer credits. Additionally, upon completion of the Suffolk Community College Dietetic Technician Program, transfer credits from our program will be accepted at Queens College and LIU/CW Post. Questions regarding transfer opportunities can be discussed with the Program Director at any time.

DIETETIC TECHNICIAN

A.A.S. DEGREE / Eastern

The program of study prepares individuals wishing to work as support personnel for dietitians in both clinical and administrative settings. Courses in the physical and social sciences supplement the specialized Dietetic Technician courses. Field experience assignments require that students travel to a wide variety of hospitals and community agencies throughout Suffolk County. All students enrolled in the Dietetic Technician program, both full and part-time, must meet college health requirements as well as the requirements for food service workers employed in health care facilities.

Students are required to take the DTE courses in sequence and must achieve a minimum grade of a C or better in each DTE course. In addition, a minimum grade of C must be earned for [BIO105](#) and [CHE100](#). Those who intend to transfer to a four-year college should seek advisement from the program director. Both full- and part-time students are required to purchase professional liability insurance under the College's policy. [DTE101](#) is open to all students and can be taken as an unrestricted elective. Enrollment in all other DTE courses is limited to students officially admitted to the program.

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FIRST SEMESTER (16 credits)

- ◆ [DTE101](#): Introduction to Nutrition 4
- ◆ [DTE103](#): Nutrition Education for Dietetic Practitioners 3
- * [BIO105](#): Survey of the Human Body 4
- [COL101](#): College Seminar 1
- [ENG101](#): Standard Freshman Composition OR
- [ENG100](#): Enhanced Freshman Composition 3
- Physical Education Elective 1

SECOND SEMESTER (18-19 credits)

- ◆ [DTE121](#): Introduction to Clinical Nutrition 5
- ◆ [DTE122](#): Nutrition Through the Life Cycle 3
- ** [CHE100](#): General Chemistry 4
- English Elective 3
- [MAT103](#): Statistics I OR [MAT111](#): Algebra II *or higher* 3-4

THIRD SEMESTER (14 credits)

- ◆ [DTE201](#): Introduction to Food Service 3
- ◆ [DTE204](#): Advanced Nutrition in the Community Setting 1
- ◆ [DTE205](#): Advanced Nutrition in the Clinical Setting 6
- [PSY101](#): Introduction to Psychology 3
- Physical Education Elective 1

FOURTH SEMESTER (15 credits)

- ◆ [DTE203](#): Dietetics Seminar 1
- ◆ [DTE211](#): Food Service Management 3
- ◆ [DTE213](#): Food Service Management Fieldwork 5
- Humanities Elective 3
- [SOC101](#): Introduction to Sociology 3

Total: 63-64 credits

- * [BIO105](#) must be taken and completed with a C or higher prior to enrolling in [DTE121](#).
- ** [CHE100](#) must be taken and completed with a C or higher prior to enrolling in [DTE205](#).
- ◆ These courses constitute the major courses in this curriculum.

VISIT SUNYSUFFOLK.EDU/DTE FOR SCHOLARSHIPS, CLUBS AND MORE!



Ammerman Campus
(631) 451-4100

Eastern Campus
(631) 548-2500

Michael J. Grant Campus
(631) 851-6700



Approximate Cost of the Program

Information regarding tuition and fees are located on the College homepage under the Apply/Enroll tab. The Dietetic Technology Program requires the additional purchase of liability insurance for each clinical rotation. This fee is listed within the College fee schedule with all other fees.

In addition to course tuition and fees associated with the Dietetic Technician Program, other costs may be incurred as a requirement of the Dietetic Technician Program such as:

Medical Dictionary	\$ 60.00
Food-Medication Interaction book / software	40.00
Lab Coats (2)	80.00
Academy Membership and Dues	58.00
Local Dietetic Association Dues	20.00
Name Tag	15.00
SCCC Patch	15.00
Hair nets	5.00
Study Guide for NDTR Exam	60.00
Registration for NDTR Exam	120.00
Health Physical and lab tests	Variable
Attendance at professional meetings	Variable
Travel to fieldwork facilities. Students are responsible for their own transportation	Variable

Potential additional requirements for clinical rotations include further medical clearance, background checks and fingerprinting. Additional fees may be assessed for these requirements.

Further information on fees, including withdrawal and refund policies, are in the College Catalog.

Program Policies and Procedures

Assessments and Field Work Evaluations

Faculty members assess student performance during and after each clinical fieldwork experience. Continual appraisal on a one-to-one basis occurs throughout the entire field experience. During the field work component of the program a student must meet the competencies as designated for that rotation. A student is required to complete a self-evaluation at the end of each course as well.

Formal Assessment of Student Learning

Student learning is assessed through scheduled periodic quizzes, examinations, homework, labs and case studies throughout the semester. The course instructor uses these tools to evaluate the students' mastery of course material. Each dietetic course syllabus outlines the exams, course criteria requirements and grading policy. Student grades are based on exams, assigned classroom projects and/or clinical tasks.

All assignments must be written in correct grammar and according to the criteria outlined in the course syllabus or supplemental course material. Computers are available in the library, Culinary Arts and Hospitality Center and in many locations on campus.

Retention, Progress and Remediation Procedures:

Students will be successful in the DTP while they adhere to college policies and the Code of Conduct as stated in the Academic and Student Policies section of the College Catalog. Furthermore, progress in the program requires successful completion of all courses and prerequisites. A minimum grade of a "C" must be earned in all DTE classes and fieldwork experiences for a student to enroll in the successive courses in the DTE Program.

The Banner Academic Alert tool will inform students mid-way through the semester of their performance in class. Advisement and counseling by DTP faculty will provide an awareness to the students of the program's expectations, requirements for program completion and a means to identify students who may not be capable of completing the program. If program support services such as disability services, skill center assistance or department tutoring prove to be unsuccessful for the student they referral to the Career Services Office for career direction and career counseling.

Assessment of Prior Learning/Credits Toward Program Requirements

The DTP follows the College policy to assess previous coursework for transfer into the Program.

The Program does grant credit toward Introduction to Nutrition (DTE 101) and may waive up to eighty hours of Food Service Management (DTE 213) field work if a student has documentation that they successfully completed the 120 hour Dietary Managers Certificate from an accredited DMA program within the past five years.

Attendance/Absence/Illness/Injury Policy

The student is expected to attend every class session for each DTE course in order to meet course objectives. Clinical experiences are an integral aspect of the curriculum and are required to be met to fulfill course criteria. In compliance with ACEND's criteria to ensure a well-rounded program of practical experience for the student, all students are required to complete a minimum of 450 hours of supervised field experience. These hours are coordinated within each course and must be met during the specific rotation.

Students are expected to be ready to begin clinical at the appointed time and remain until the designated end of day for each clinical rotation. A pattern of lateness, leaving class early or absence in lecture or clinical will negatively affect grades. Excessive absence or lateness may lead to failure or withdrawal from the course. Absences of 2 or more in either classroom or clinical may lead to failure or removal from the course.

In the event of a clinical absence, the student is required to telephone the instructor directly. If enrolled in DTE213 and an absence is necessary, the student is to contact the instructor and the facility preceptor.

Students are required to attend professional meetings outside of regularly scheduled class time in their second, third and fourth semesters.

A student may be asked by the instructor to leave the field site for the following reasons: Illness, appearance not in compliance with the dress code or inappropriate behavior.

In the event that a student becomes injured while at their clinical site, they are to notify their clinical instructor immediately as well as the site preceptor.

Students may be required to provide their own lunch and/or snacks at the clinical/field site. They are not allowed to leave the field site for a lunch break.

Code of Conduct Process/Disciplinary/Probation Procedures

The DTP follows the probation and disciplinary procedures as outlined in the College Catalog. The Student Code of Conduct and Student Judicial Process are located in the Academic and Student Policies section of the College Catalog.

Dress Code

During supervised practice experiences DT students will follow the dress code of the facility to which they are assigned. This is to ensure student safety and sanitation in the workplace and to comply with New York State Department of Health regulations. A “dress code” always includes unwritten criteria of cleanliness, good grooming and tactfulness.

Students are expected to maintain a clean, well-groomed professional appearance which includes:

- **Lab Coat** - clean and pressed white lab coat over professional attire, with a Suffolk County Community College emblem neatly stitched on the right sleeve;
- **Name Tag** - indicating first and last names, Dietetic Technician Student;
- **Shoes** - clean, non-skid, sturdy shoes. The shoe must enclose the entire foot and hose or socks must be worn at all times. No sandals, boots, sling backs or sneakers are permitted;
- **Hair** - should be combed and neat at all times. All students must wear hairnets in those facilities that require them;
- **Professional Attire** - clean, neat and professional. Jeans (denim or corduroy) tee shirts, mini-skirts and shorts are **not** permitted;
 - **Females** - professional dress may include: white lab coat, blouse and skirt to the knee or slacks. No sleeveless tops, exposed mid drift or chest, or open toe shoes;
 - **Men** - clean and pressed white lab coat over a collared shirt, tie is optional, dress slacks and dark shoes;
- **Jewelry** - is limited to a simple ring band, watch, and small post earrings. No visible body piercing is permitted;
- **Miscellaneous:**
 - Students are required to practice good personal hygiene including the regular use of a deodorant, a shower or bath and oral hygiene;
 - Gum chewing is not allowed;
 - Excessive make up and perfume should not be used;
 - Nail polish or artificial nail/nail color is not permitted in any kitchen setting during your enrollment in the Dietetic Technician Program. Nails should be kept short and neat; and
 - Tattoos must not be visible.

Leave of Absence

Students enrolled in the DTP courses with limited seat availability should submit a Leave of Absence form if they are planning to leave SCCC for one or more semester. While an approved leave does not guarantee a student seat in the program upon returning, it does maintain the student’s date of matriculation and give the student preference ahead of any new students if a seat is available. This form is located at any Campus Admissions office.

Graduation Requirements

Requirements for graduation include the following:

1. Meet the course requirements of the Associates of Applied Science Degree;
2. Meet all graduation requirements as specified in the College Catalog;
3. Attain a grade point average of not less than 2.0.
4. Meet DTP course requirements with a grade of “C” (2.0) or higher in each DTE course.
5. Satisfy course requirements for the Associate of Applied Science Degree in Dietetic Technology for a total of 63-64 credits.

Students seeking an associate degree need to file an application for graduation in the Registrar's Office.

Deadline dates for filing these applications are:

Fall Semester - December 1

Spring Semester - April 1

Summer Session - July 1

Grievances

If any problem or complaint arises in didactic or field work experience courses, a student should first consult the course instructor. If the problem is not resolved, the Program Director should then be consulted. If the solution is not satisfactory, then the grievance issue will be discussed with the Academic Department Chairperson. If unresolved to the student's satisfaction, the grievance issue will then be discussed with the Associate Dean of Student Services. If unresolved, the Associate Dean of Student Services will appoint a committee of faculty and students to hear the grievance and make a recommendation to the Campus Executive Dean/Campus CEO.

If the student has a grievance specific to program noncompliance with ACEND accreditation standards after all other options with the Program Director and Suffolk Community institution have been exhausted, the student may contact ACEND directly via: •Email: ACEND@eatright.org •Phone: 800/877-1600, ext. 5400 •Mail: 120 South Riverside Plaza Suite 2190, Chicago, IL 60606-6995.

Liability Insurance

Students enrolled in field work courses are required to purchase liability insurance at the time of course registration. Additional information regarding the cost of liability insurance can also be found under the Tuition and Fees Schedule in the College Catalog.

Student Health Policy and Medical Requirements

To ensure the safety of the students and those with whom they interact, all Dietetic Technician students must comply with the health requirements of the College and the Dietetic Technician Program to practice in the clinical setting. The student will submit their health records to the campus health office (eastern campus school nurse) for clearance utilizing the SCCC health form. The campus nurse distributes this form during an overview of fieldwork medical requirements in one of the DTE101 lab classes. Once the student completes all required medical tests and submits all required documentation to the school nurse, the student will receive a copy of a signed Health Certificate form for their own records. The Director of the Dietetic Technician Program also receives a copy of the Health Certificate form to ensure that these records get to the clinical facility for clearance to begin the fieldwork rotation.

Students who do not comply with the medical requirements of their clinical facility and this policy cannot attend clinical fieldwork and therefore will not complete the requirements for completion of the Dietetic Technician Program.

Records typically required for clinical clearance include:

- History and Physical Examination documented on the SCCC college form completed annually;
- A two-step Tuberculin skin test (PPD) is required as a baseline. A second test for the PPD is to be scheduled one to three weeks after the first PPD;
 - a) A negative PPD result is required annually;
 - b) Positive PPD results requires action. Instructions are listed on the SCCC health form; and
 - c) A Chest X-ray for a positive PPD is valid if performed within the last 2 years;
- Proof of Hepatitis B vaccine series strongly recommended. A signed waiver of declination needed for acceptance;
- Results of Measles, Mumps, Rubella (IGG), and Varicella titers indicating immunity. Attach laboratory results to the health form;

- Proof of Tdap immunization within the past ten years;
- Proof of Influenza vaccination including lot number and expiration date;
- Students are required to acknowledge that they have received information about meningococcal disease and must sign a waiver that they have received immunization within the past ten years or have decided not to receive immunization and
- Completion Certificate from campus nurse stating student has met the health requirements.

All medical forms, including laboratory reports, must be submitted to the Health Services Office on the Eastern Campus within the deadline given for submission to assure clinical placement. Failure to submit medical requirements timely can result in the inability to place the student for their clinical rotation. This will result in an unfulfilled requirement of the program, delaying program completion.

The Health Services Office on the Eastern Campus is located in the Peconic Building – Room 115. An appointment must be made to submit your medical documents to the Health Services Office. The phone number is (631) 548-2510.

Students may be required to have additional laboratory tests, vaccinations or clearance forms as required by the field site. The student has the responsibility for meeting all costs incurred for this requirement which may include but is not limited to additional immunizations, lab tests, drug testing, criminal background checks or fingerprinting.

If a student becomes ill or sustains any injury while at a field site, medical care shall be obtained. Students are responsible for financial/medical insurance to cover such emergencies and follow up care as needed.

Professionalism

Some of the DTP goals are to help students develop professionalism, a high standard of ethical behavior, leadership skills and to encourage the development of lifelong learning. To introduce these concepts, the student attends professional meetings for field work courses: DTE 121(Introduction to Clinical Nutrition) and DTE 205 (Advanced Clinical Nutrition).

Professional Behavior in the Fieldwork Facilities

Courtesy is imperative with employees of the facility and fellow students; students should keep in mind that they are guests in the facility. Disrespectful behavior, practical jokes, and unprofessional conversations will not be tolerated. If at any time a student feels uncomfortable, he/she should attempt to get through the situation as best as possible and discuss the incident with the instructor.

Student Replacement of Employees

Students will not function as replacements for employees at their field sites. Dietetic Technician students will only replace regular employees at facilities for learning purposes of a specific professional staff experience that is necessary to complete assigned learning activities for the DTP.

Schedule/Program Calendar

The students follow the College academic calendar on the College home page.

Protection of Student Privacy

Suffolk County Community College complies with the Family Educational Rights and Privacy Act (FERPA). This act protects the privacy of the student's educational records. Copies of FERPA, as well as the College records policy may be found in the Office of the Associate Dean of Student Services, Legal Affairs and the Office of the College Registrar. Additional information regarding FERPA can be found on the College website. From the Home page, enter student privacy rights in the search bar.

Student Personal Files

Records of students are maintained in separate departments of the College. The Registrar's Office keeps records pertaining to a student's academic achievement and history. Admission records are maintained by the Admissions Office along with College Placement Test (CPTs) records. Files containing field work evaluations will be secured in the Program Director's office. Students wishing to see their individual files should make arrangements with the Program Director in advance. College employees carrying out the official functions of the College are entitled access to student files.

Student Support Services (SSS) Program

Dietetic students have access to and are encouraged to utilize the various support services programs available on campus. Refer to the [College Catalog](#), enrollment process, for information including services provided, locations and a contact number to receive additional information.

Additional Services Available

Support Services	College Catalog (CC) Page(s)	Contact #
Advising and Counseling	59	548-2527
Financial Aid	44-55	548-2586 548-2525
Health Services	62	548-2510
Placement Testing/Admissions	35	548-2512

Travel

Students are responsible for their own transportation to fieldwork sites. All field sites are located within Nassau and Suffolk Counties. Students should be prepared to travel some distance to their fieldwork site. Once enrolled in the Dietetic Technician Program, it is required that student accident and liability insurance be purchased through the College. These fees will be included in your tuition bill.

Once assigned to a field site the student is provided with:

- Field site address
- Facility phone number and contact information

Withdrawal and Refund of Tuition/Fees

Students withdrawing from the College need to follow the procedure outlined in the [College Catalog](#) on pages 39-44.

Verification Statement/Registration Examination

Upon successful completion of the curriculum, the student will receive a “Student Exit Packet” from the Program Director. The student will submit to the Program Director the completed material needed for the registration examination for dietetic technicians. The Program Director will submit graduate information to the Commission on Dietetic Registration (CDR) for the Registration Examination for Dietetic Technicians.

The student will receive a Verification Statement Form established by the Commission on Dietetic Registration. (This form used by the CDR to guarantee that specific qualifications met for The Academy and CDR uses it to verify eligibility to take the NDTR examination). It is the graduate’s responsibility to register for the NDTR examination. The exam to become a Nutrition and Dietetic Technician, Registered (NDTR) is administered through the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics (AND). The registration exam is a computerized test. Computerized testing provides flexibility in testing dates with exams scheduled throughout the year. Upon completion of the test, the student receives the results. Highlighted below are some of the College policies that apply to the students and the resources of where to locate the information.

The College Catalog and College Student Handbook are available by accessing the College home page at www.sunysuffolk.edu . Under the “**Quick Links**” drop down you can select College Catalog and Student Handbook.

The Dietetic Technician Program Handbook is located at <https://www.sunysuffolk.edu/explore-academics/majors-and-programs/dietetic-technician/student-handbook.jsp>.

Below is a summary of policies and locations of where to find more information.

KEY: DTPH – Dietetic Technician Program handbook
 SHB - Suffolk County Community College Hand Book
 CC - Suffolk County Community College Catalog

Policy	Reference	Page(s)
Admission to SCCC	DTPH	5
Non-discrimination policy	DTPH SHB	5 33
Injury or illness while in a facility for supervised practice	DTPH	14
Formal assessment of student learning and regular reports of performance and progress	DTPH	10
Assessment of prior learning and credit toward program requirements (coursework and/or experiential) and transcript review	CC DTPH	30 11
Absence /attendance policies	CC DTPH	68 11
Academic standing / Probation	CC	67-68
Retention in the DTP	DTPH	11
Code of conduct / probation / disciplinary / termination procedures or dismissal	CC DTPH SHB	72 11 42
Grievance procedures	DTPH CC	13 66-69
Student insurance requirements, including liability insurance	CC DTPH	36 13
Graduation and/or program completion requirements	CC DTPH	71 12
Scheduling and program calendar, including vacation and holidays	CC SHB DTPH	8-9 5 14
Protection of privacy information and access to personal files	DTPH	15
Medical requirements, drug testing, criminal background checks	DTPH CC	13 35
Student replacement of employees	DTPH	14
Withdrawal / Refund of tuition and fees	CC DTPH	41-44 15
Verification statement requirements	DTPH	16
Liability for safety in travel to and from assigned areas	DTPH CC	15 36
Access to student support services including financial aid, health services, counseling, and testing.	CC DTPH SHB	59-62 15 50-52

Suffolk County Community College

Authorization and Release for Use of Name, Voice, and Likeness

I, _____, hereby grant Suffolk County Community College ("the College") irrevocable permission to use my name, voice, quotes, image, visual likeness, portrait, and photograph in all forms and media (including, but not limited to, publications, websites, catalogs, brochures, books, magazines, photo exhibits, motion picture films, and/or videos) (collectively referred to as "Works") for the following purposes:

- 1) Teaching;
- 2) Admissions applications;
- 3) Professional journal and papers;
- 4) Institutional publicity and public relations;
- 5) Archival purposes; and
- 6) Any other purpose which the College deems fit in the interest of education, knowledge, research, marketing, advertising, or public relations.

I agree that all right and title and interest in and to all such Works and any reproductions or derivative work thereof shall be the exclusive property of Suffolk County Community College. I understand that the College may keep or may use the Works and derivative works now and in the future.

I further consent to the use of my biographical material in connection with such photographs or other portraits or likenesses of me.

I agree that the College does not owe me any compensation for the acts I have consented to in this agreement.

I hereby release Suffolk County Community College, its officers, directors, agents and employees from all liability or legal responsibility that may arise from the acts that I have authorized or consented to herein.

I have carefully read and understand the terms and conditions of this Authorization and Release, and agree to be bound by them.

Signature

Date

Printed Name

(Signature of legal guardian needed if subject is under age 18)

Printed Name of Legal Guardian

Date



Dietetic Technician Program

Student Handbook Verification Notice

I have received information providing me the link to the Suffolk County Community College Dietetic Technician Program Student Handbook. I am aware that I am responsible for reviewing each policy and procedure and am in complete understanding of the contents presented in this handbook. I understand that I am accountable for complying with the requirements outlined.

My signature on this verification form indicates that I have completed my review of the handbook as requested and that I understand my responsibilities as outlined in the handbook. I understand that if I am not clear about any of the policies and procedures I am to seek answers for my questions from the Dietetic Technician Program faculty prior to signing the verification form.

Student Signature: _____

Date: _____

Ammerman Campus
533 College Road
Selden, NY 11784-2899
(631) 451-4110

Michael J. Grant Campus
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

Eastern Campus
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500