

Milwaukee Area Technical College
Nutrition & Dietetic Technician Program
DT Policies and Procedures Checklist (Standard 8)

Instructions: Complete the table below indicating where the program's policies and procedures are located and easily accessible to current students.

Policies and Procedures (Standard 8)	Policy Location Include an active website link, Student Handbook page number, or other institution or program materials
Required Element 8.1	
a. 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 behaviors and academic integrity of the student.	MATC Student Handbook Page 36
b. 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.	MATC Healthcare Pathway Student Handbook Pages 14
c. Supervised Practice Documentation: The program must establish procedures for tracking individual student's supervised practice hours in professional work settings and in alternate practice activities such as, simulation, case studies and role playing. Hours granted for prior learning, if given, also must be documented.	Nutrition & Dietetic Technician Program Curriculum Guide Page 4, 8, 16
d. 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 race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age.	MATC Student Handbook Page 56, 65
Required Element 8.2	
a. Insurance requirements, including those for professional liability.	MATC Student Handbook Page 45
b. Liability for safety in travel to and from assigned areas.	MATC Healthcare Pathway Student Handbook Page 26-27

c. Injury or illness while in a facility for supervised practice.	Nutrition & Dietetic Technician Program Curriculum Guide Page 15
d. Drug testing and criminal background checks, if required by supervised practice facilities.	MATC Healthcare Pathway Student Handbook Page 27-29
e. Requirement that students doing supervised practice must not be used to replace employees.	Nutrition & Dietetic Technician Program Curriculum Guide Page 15
f. When students are paid compensation as part of the program, policies must be in place to define the compensation practices.	N/A
g. The process for filing and handling complaints about the program from students and preceptors 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.	MATC Healthcare Pathway Student Handbook Pages 55-56
h. 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.	Nutrition & Dietetic Technician Program Curriculum Guide Page 6
i. If the program grants credit or supervised practice hours for student's 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.	MATC Student Handbook Page 39 Nutrition & Dietetic Technician Program Curriculum Guide Page 8
j. Process for assessment of student learning and regular reports of performance and progress.	MATC Student Handbook Page 41

k. Program retention and remediation procedures; students must have access to remedial instruction such as tutorial support.	MATC Student Handbook Page 43 MATC Healthcare Pathway Student Handbook Page 49 Nutrition & Dietetic Technician Program Curriculum Guide Page 9, 16
l. Disciplinary/termination procedures.	MATC Student Handbook Page 36-37 MATC Healthcare Pathway Student Handbook Page 37-40 Nutrition & Dietetic Technician Program Curriculum Guide Page 14
m. Graduation and/or program completion requirements, including maximum amount of time allowed for completing program requirements applicable at the time student enrolls.	MATC Student Handbook Page 41 MATC Healthcare Pathway Student Handbook Page 52
n. Verification statement requirements and procedures ensuring that all students completing requirements established by the program receive verification statements.	Nutrition & Dietetic Technician Program Curriculum Guide Page 4
o. Programs using distance instruction and/or online testing must employ strategies to verify the identity of a student.	Nutrition & Dietetic Technician Program Curriculum Guide Page 15
p. Withdrawal and refund of tuition and fees.	MATC Student Handbook Page 40
q. Program schedule, vacations, holidays and leaves of absence.	MATC Student Handbook Page 40

r. Protection of privacy of student information, including information used for identifying students in distance learning.	MATC Policy Website
s. Student access to their own student file.	MATC Student Handbook Page 42
t. Access to student support services, including health services, counseling, tutoring and testing and financial aid resources.	MATC Student Handbook Page 50-64