



Policy Title:	Student Progression and Completion of the Dietetics Program - Undergraduate	No.: 1.07
Approved By:	Director of Dietetics	
Approval Date:	September 1, 2022	Next Review: Spring 2025
Original Version:	August 2006	
Audience:	Students, Practice Education Partners, Faculty and Staff	

Preamble

The UBC Dietetics Program is committed to advancing equity, diversity and inclusion for the Program and dietetics profession, as it relates to the Program’s vision of inspiring learners to advance dietetic practice and food systems. Our core values of justice, integrity, inclusion, collaboration, and community-focus drive our approaches to Program planning, delivery, evaluation, and community engagement.

The Program is located on UBC’s Point Grey Campus, which is situated on the traditional, ancestral, and unceded territory of the xwməθkwəy̓əm (Musqueam). Practice education placements take place on the traditional, ancestral and unceded territories of many Indigenous peoples, in locations throughout present day British Columbia. The Program recognizes the original stewards of these lands, and engages in ongoing efforts towards decolonization of the Program and the dietetics profession.

Abbreviations

BC	British Columbia
ICDEP	Integrated Competencies for Dietetics Education and Practice
LFS	Faculty of Land and Food Systems
the Program	UBC Dietetics Program – Undergraduate
UBC	University of British Columbia

Policy

Successful completion of the Program is achieved when students have completed all program courses in [Good Academic Standing](#) and have consistently demonstrated all [ICDEP](#) performance indicators.

Students are required to comply with all Program, LFS, UBC and practice education partner organization policies in order to progress through and complete the Program. Upon registering with UBC, each student has initiated a contract with the University and is bound by a declaration



published in the [Academic Calendar](#), requiring adherence to applicable UBC and Faculty academic regulations and requirements.

Students should plan and monitor their progression through the Program, in accordance with established degree requirements. Students are expected to self-identify and communicate arising issues that may impact their ability to progress in the Program as early as possible, e.g., performance concerns in courses, need for a modified course schedule.

Many of the campus and practice education courses in the Program are only offered once per year; students may need to extend their total number of years in the Program if they need to repeat or delay any campus or practice education courses.

Students may request [Academic Leave](#), in accordance with LFS and UBC requirements, if situations arise that require a leave from the Program. Generally, due to the structure of practice education in the Program, academic leaves are only approved for exceptional circumstances.

The Program recognizes that many factors can impact students' abilities to maintain [Good Academic Standing](#) and demonstrate all [ICDEP](#) performance indicators, such as medical conditions or disabilities, suboptimal learning environments, unforeseen life circumstances and systemic racism and oppression.

The Program assesses and supports student situations with consideration of multiple factors that may be impacting each student. Additional Program policies will be used to guide decision-making for each student, as relevant:

[Health, Disability and Personal Issues Impacting Program Participation](#)

[Respectful Learning Environments](#)

[Required Skills and Abilities for the Dietetics Program Undergraduate](#)

[Student Performance Issues](#)

Student progression in the Program and successful completion of the Program are determined by the UBC Dietetics Team, based on a review of each student's official UBC course records. The Program communicates with dietetics regulatory bodies annually, to verify which students have successfully completed the Program and are eligible to register to practice and write the Canadian Dietetic Registration Examination.



Procedure

Action	Who	When
1. Plan courses to achieve Dietetics Program – Undergraduate degree requirements	Students	Upon admission and throughout the Program
2. Notify Dietetics Team if situations arise that will impact ability to meet degree requirements, e.g., performance concerns in courses, need for a modified course schedule	Students	Upon admission and throughout the Program
3. Conduct routine Sessional Evaluations for dietetics students to assess academic standing and eligibility for year promotion	LFS Student Services	Annually, in May
4. Notify UBC Dietetics Team of any student(s) not eligible for year promotion, due to academic standing	LFS Student Services	As arising
5. Notify UBC Dietetics Team of any student(s) not observed to be demonstrating course learning outcomes/ICDEP	Course Instructors (campus) Preceptors (practice education)	As arising, as early as possible
6. Assess each student situation to identify contributing factors. Refer to applicable Program, LFS, UBC and practice education partner organization policies to guide decision-making (see policy section above)	UBC Dietetics Team, in consultation with: Student, LFS Student Services, Course Instructor(s), and/or Preceptor(s)	As arising



Action	Who	When
7. Document plan(s) and decisions; provide documentation to student and relevant others	UBC Dietetics Team	Following meeting(s) with student and relevant others
8. Monitor progress to ensure that plan(s) are achieved by agreed-upon timelines. Communicate progress to UBC Dietetics Team and relevant others.	Student	As communicated to student (e.g., email, in documented plans)
9. Document achievement of plan(s) or need for additional intervention(s). Refer to applicable Program, LFS, UBC and practice education partner organization policies to guide decision-making as needed (see policy section above)	UBC Dietetics Team	At times specified in the student's plan
10. Submit Program completion documentation to dietetics regulatory bodies for graduating students	UBC Dietetics Team	Annually, when Program completion dates are verified
11. Apply to dietetics regulatory body/bodies to register to practice and write the Canadian Dietetic Registration Examination	Graduating students	According to regulatory body application dates
12. Prepare for graduation: a) Follow student graduation checklist (available at www.graduation.ubc.ca) b) Apply to UBC for graduation according to UBC timelines	Graduating students	By stated UBC deadlines



Reviewed by:

	Action	Date	Status
UBC Dietetics Team	Revise	June 8, 2022	Major revision of previous policies: <i>1.06 Practice Education Student Evaluation</i> and <i>1.11 Completion of the Dietetics Program</i>
Director of Dietetics	Review	September 1, 2022	Approved