

Grievance Procedures

The Dietetic Internship believes in the prompt and equitable settlement of problems and misunderstandings. When a problem occurs, all attempts will be made by the preceptor to settle the issue. If the problem is not resolved, the intern is to submit a written grievance to the Dietetic Internship Program Director. Within seven days of receiving the grievance, the Dietetic Internship Director and the Nutrition Manager for Virginia or the Nutrition Coordinator from Maryland will review and make a decision concerning the grievance. The intern will receive a written statement about the decision. If the intern is dissatisfied with the decision or if the complaint is regarding the Dietetic Internship Program Director, a written complaint can be submitted to the Director of the Division of WIC & Community Nutrition Services. Within seven days, the Director, in conjunction with an appropriate staff member from the Office of Human Resources from Virginia or Maryland, will review and make a decision regarding the grievance. The intern will be notified of the decision. The decision at this level is final unless it is a Civil Rights complaint, which can be filed with the appropriate local, state or federal agency.

**NOTICE OF OPPORTUNITY TO FILE COMPLAINTS
WITH THE COMMISSION ON ACCREDITATION FOR DIETETICS EDUCATION**

The Commission on Accreditation for Dietetics Education will review complaints that relate to a program's compliance with the accreditation/approval standards. The Commission is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation/approval standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the American Dietetic Association at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 4872.

Written complaints should be mailed to the Chair, Commission on Accreditation for Dietetics Education at the above address.