

University of Prince Edward Island	Policy Number: FNDI-010
Policy Title: <b>DISRUPTION OF PROGRAM SERVICES</b>	Pages - 3
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**1. Purpose**

To outline the procedures to be followed in the event of a disruption to program services due to circumstances beyond the control of the University, and to ensure that reasonable efforts are made to support interns in the continuation and completion of their training.

**2. Scope**

This policy applies to all interns enrolled in the UPEI Integrated Dietetic Internship Program and addresses disruptions that impact coursework, placements, or other required program activities.

**3. Responsibility**

The Professional Practice Coordinator is responsible for:

- Informing interns in a timely manner when circumstances arise that result in disruption of program services;
- Investigating and coordinating alternate arrangements to allow interns to continue their training where feasible;
- Communicating with placement sites and relevant University offices as required;
- Determining, in consultation with the Program Director as necessary, appropriate adjustments to progression timelines.

The Program Director is responsible for:

- Providing consultation and support in decision-making related to program progression and academic adjustments during periods of disruption.

Interns are responsible for:

- Maintaining communication with the Professional Practice Coordinator during periods of disruption;
- Complying with revised schedules or alternate arrangements established by the program.

#### **4. Policy**

In circumstances beyond the control of the University, such as community disaster, labour disruption (e.g., strike), fire, public health emergency, or other unforeseen events, reasonable efforts will be made to minimize disruption to program services.

The Foods and Nutrition Program will take appropriate steps to support interns in continuing and completing required coursework and placements while maintaining academic and professional standards.

Interns whose progression is delayed due to documented program disruptions will be provided placement priority, where feasible, to support timely completion of the program.

#### **5. Procedure**

##### **Notification of Disruption**

The Professional Practice Coordinator will inform interns as soon as reasonably possible when circumstances arise that result in disruption of services.

##### **Investigation of Alternate Arrangements**

The Professional Practice Coordinator will investigate and, where feasible, implement alternate arrangements to allow interns to continue their training. This may include adjustments to placement schedules, alternative placement sites, modified timelines, or other reasonable accommodations.

##### **Temporary Break in Program**

If alternate arrangements cannot be made, a temporary break in the program may be required. Once circumstances return to normal, interns will resume their program at an appropriate point determined by the Professional Practice Coordinator.

##### **Placement Disruption Prior to Next Semester**

If an intern is unable to complete a placement prior to the next semester due to a disruption in services, permission may be granted to allow the intern to enter the subsequent year's coursework. The missed placement will be completed as soon as possible, followed by the regularly scheduled placement.

##### **Placement Priority Following Disruption**

Interns whose placements have been delayed due to circumstances beyond their control will be given priority consideration in future placement scheduling to facilitate timely program completion. Placement priority will be determined based on availability of sites, readiness to return, and program requirements.

### **Disruption Resulting in Loss of an Academic Year**

Should circumstances result in the disruption and loss of an academic year, regularly scheduled placements must be deferred until required coursework is completed. A revised progression plan will be developed in consultation with the intern.

All decisions regarding progression and scheduling adjustments will be documented and maintained in the intern's file.

### **6. Review**

This policy will be reviewed every two years, or as required, to ensure continued alignment with University policies and evolving best practices related to risk management and program continuity.