

University of Prince Edward Island	Policy Number: FNDI-021
Policy Title: TERMINATION FROM THE UPEI INTEGRATED DIETETIC INTERNSHIP PROGRAM	Pages - 4
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1. Purpose

To ensure consistency, transparency, and fairness in decision-making when an intern is required to withdraw or is terminated from the UPEI Integrated Dietetic Internship Program due to unsatisfactory academic performance, failure to meet practicum competencies, professional misconduct, or inability to meet program expectations.

2. Scope

This policy applies to all interns enrolled in the UPEI Integrated Dietetic Internship Program and to all practicum placements and academic requirements associated with the program.

3. Responsibility

The **Professional Practice Coordinator** is responsible for:

- monitoring intern performance and professional conduct;
- initiating review and investigation procedures when concerns arise;
- consulting with relevant placement preceptors and University personnel as required;
- documenting concerns and decisions; and
- communicating outcomes in writing.

The **Program Director** is responsible for participating in investigations, reviewing recommendations, and supporting final decision-making related to termination.

Placement preceptors are responsible for providing timely, accurate, and objective documentation of performance concerns and participating in consultation as required.

Interns are responsible for maintaining professional conduct, meeting all academic and practicum requirements, and adhering to University, program, and placement site policies.

4. Policy

Interns may be required to withdraw from, or may be terminated from, the UPEI Integrated Dietetic Internship Program for just cause.

Grounds for termination may include, but are not limited to:

- failure to successfully complete required competencies;
- continued unsatisfactory academic or practicum performance;
- failure to meet the Essential Skills and Attributes Required for Students Enrolled in the UPEI Integrated Dietetic Internship Program;
- failure to comply with program documentation and certification requirements;
- professional misconduct;
- significant breaches of ethical, confidentiality, or safety standards; or
- conduct inconsistent with the standards expected for entry-level dietetic practice.

Termination may occur:

- following unsuccessful remediation under the Failure to Complete Designated Competencies Policy;
- where remediation is not feasible due to the severity of the concern;
- when the intern is unable to safely continue in practicum; or
- in cases of serious professional misconduct requiring immediate action.

All decisions will be made in accordance with the procedures outlined below and with consideration of fairness, consistency, documented evidence, and program standards.

5. Procedure

Review and Investigation

When significant concerns arise, the Professional Practice Coordinator will initiate a review of all relevant information.

This review may include:

- placement evaluations;
- competency assessment documents;
- feedback from placement preceptors;
- documentation of remediation efforts;
- academic concerns;
- conduct concerns; and
- any relevant written correspondence.

Consultation will occur with the Program Director and placement preceptor(s) where applicable.

Where concerns involve client safety, professional conduct, or significant placement disruption, the intern may be removed from the placement setting pending completion of the review.

All concerns under review will be documented and retained in the intern's file in accordance with the [Retention of Records Policy](#).

Grounds for Termination Considered During Review

The review process may consider concerns including, but not limited to:

Academic and Practicum Performance

- failure to achieve required competency ratings;
- failure to successfully complete an approved extension, remediation, or conditional progression plan;
- regression in performance in later stages of the program;
- inability to perform with the level of independence expected for the stage of training;
- repeated failure to complete assigned tasks accurately and within required timelines;
- plagiarism, academic dishonesty, or inaccurate documentation.

Professional Conduct

- conduct inconsistent with the [Professional Conduct Policy](#);
- breaches of confidentiality;
- client, patient, or workplace safety concerns;
- insubordination or disregard for placement expectations;
- repeated conduct concerns despite feedback and corrective opportunities;
- serious misconduct including theft, substance use while on placement, deliberate damage to property, or major policy violations.

Where there is concern regarding illegal activity, the matter may be referred to the appropriate University office and/or external authorities as required.

Decision and Notification

Following completion of the review, the Professional Practice Coordinator and Program Director will determine whether termination is warranted.

If termination is being considered, the intern will:

- be informed in writing;
- be invited to a meeting with the Professional Practice Coordinator and Program Director;
and

- be provided with the reasons for the decision.

Where appropriate, the intern may be provided with the opportunity to voluntarily withdraw from the program. See [Interns Withdrawing from the Internship Program Policy](#).

If the intern does not elect to withdraw, formal termination from the program may proceed.

The final decision will be communicated in writing and retained in the intern's file.

Final Documentation

Following termination or withdrawal, the Professional Practice Coordinator will prepare a final summary of the intern's performance and status within the program.

This documentation will include:

- the reason for termination or withdrawal;
- the stage of program completion;
- summary of remediation efforts where applicable; and
- the final decision letter.

All documentation will be retained in accordance with the [Retention of Records Policy](#).

Appeal

An intern may appeal a termination decision in accordance with the established University's Academic Appeal Regulations ([see section 12 – Academic Appeals- of the Undergraduate Academic Regulations](#)).

Written notification of termination will include reference to the appeal process and applicable timelines.

It is the responsibility of the intern to initiate the appeal in accordance with the university's procedures outlined in section 12 of the Undergraduate Academic Regulations.

6. Review

This policy will be reviewed annually by the Foods and Nutrition Program in consultation with the Foods and Nutrition Advisory Committee to ensure alignment with accreditation standards, regulatory expectations, and University policy.