

**DIDACTIC PROGRAM IN
DIETETICS**

**UNIVERSITY OF
NEBRASKA-LINCOLN**

**STUDENT
HANDBOOK/POLICIES
AND PROCEDURES**

2009-2010

Didactic Program in Dietetics

Student Handbook/Policies and Procedures

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Description of Didactic Program in Dietetics

The Dietetics (Didactic Program in Dietetics) option is designed for students who wish to become registered dietitians and practitioners in clinical, community, food industry, and foodservice areas of nutrition. Registered dietitians are employed by hospitals, community agencies, and various government or private organizations. Completion of degree requirements will result in the student being awarded a Verification Statement of completion of Didactic Program in Dietetics.

Following completion of the Didactic Program in Dietetics, an accredited dietetic internship program is required before students are eligible to take the registration examination and obtain the Registered Dietitian (RD) credential. **Acceptance into an accredited dietetic internship program is competitive. Currently, there is a significant shortage of available internship positions for the number of students applying for acceptance into an internship program. Acceptance into an internship program cannot be guaranteed.**

Mission Statement of the UNL Didactic Program in Dietetics

The mission of the Didactic Program in Dietetics at the University of Nebraska-Lincoln is to provide a challenging and high quality curriculum which prepares graduates to successfully enter a dietetic internship, post-baccalaureate program and/or a variety of employment opportunities related to nutrition and food.

DPD Program Goals and Outcome Measures

Goal 1:

The program will provide the Foundation Knowledge and Learning Outcomes for Didactic Program in Dietetics for admission and success in a dietetic internship program and/or post-baccalaureate program.

Graduate Outcomes Monitored to Determine Extent of Goal Achievement:

- Percentage of students enrolled in the professional courses in the third year of the program completing the DPD program requirements and degree requirements within three years.
- Percentage of DPD graduates applying to supervised practice programs the academic year they complete the program.
- Success rate in the placement of first time applicants applying for admission into a dietetic internship program.
- Percentage of students completing dietetic internship and/or post-baccalaureate programs indicating that their undergraduate education was excellent or above average when compared to the academic preparation of their peers.
- Percentage of dietetic internship directors contacted indicating that graduates of the University of Nebraska-Lincoln DPD program are adequately prepared to succeed in their specific dietetic internship program.

Goal 2:

The program will contribute to the number of professionals working in nutrition and food related careers in Nebraska and beyond its borders.

Graduate Outcomes Monitored to Determine Extent of Goal Achievement:

- Percentage of program graduates over a five-year period successfully passing the Registration Examination for Dietitians on their first attempt.
- Of those graduates seeking employment in nutrition and food related careers upon completion of the Didactic Program in Dietetics requirements, percentage successful within 6 months of program completion.
- Of those graduates seeking employment in nutrition and food related careers upon completion of the dietetic internship program and/or post baccalaureate program, percentage successful within 6 months of program completion

Accreditation Status

The University of Nebraska-Lincoln Didactic Program in Dietetics is currently granted developmental accreditation status by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040, ext. 5400.

Admission Requirements

Admission requirements for the University of Nebraska-Lincoln can be located at <http://admissions.unl.edu/requirements>. Application for admission to the Didactic Program in Dietetics is required upon successful completion of specific prerequisite courses. The application process will go into effect for freshman students declaring dietetics as a major for the 2008-2009 academic year. Beginning with the 2009-2010 academic year, the application requirement will apply to all undergraduate students seeking to complete the dietetics option.

Students who have already completed a bachelor's degree and are meeting DPD requirements do not need to complete the application process described below. The process for students wishing to only meet DPD requirements follows the description for Application to the Didactic Program in Dietetics and Program Acceptance Requirements.

Application to the Didactic Program in Dietetics (DPD)

Following successful completion (a grade of C or above must be earned in all NUTR courses) of prerequisite courses, application is necessary for entrance into the Didactic Program in Dietetics (DPD) which consists primarily of nutrition course work at the 300 and 400 level.

Program Acceptance Requirements

(See advisor in Student Advising Center for complete details)

1. Application must be submitted by February 15 prior to the fall semester of desired acceptance.
2. Admission requirements for acceptance into the Didactic Program in Dietetics include a cumulative grade point average of 3.0 or above and completion of 48 or more credit hours which must include the following prerequisite courses:
 - CHEM 109 General Chemistry I and CHEM 110 General Chemistry II
 - BIOL 101/101 L General Biology or BIOS 102 Cell Structure & Function or BIOS 103 Organismic Biology
 - NUTR 100 Nutrition, Exercise and Health
 - NUTR 150 Foundation in Nutrition and Health Promotion
 - NUTR 244/245 Scientific Principles of Food Preparation/Lab
 - NUTR 250 Human Nutrition and Metabolism
 - NUTR 251 Nutrition Through the Life Cycle
 - NUTR 253 Cultural Aspects of Food and Nutrition

Process for Students Who Have Already Earned a Bachelor's Degree

The process to become a registered dietitian involves three steps:

1. Meet Didactic Program in Dietetics (DPD) requirements (which usually takes a minimum of two years full time undergraduate work)
2. Apply to and be matched to an accredited dietetic internship program (a competitive process where you are not guaranteed to be matched to a program, is unpaid, and generally 11-12 months in length).
3. Sit for and successfully pass the Registered Dietitian exam.

The first step if you wish to explore obtaining the RD credential is to send to the Didactic Program in Dietetics Director:

1. **Official** transcripts for all college course work.
2. A check for \$35.00 (payable to the University of Nebraska-Lincoln)

The DPD Director will review transcripts and send the student a letter listing the courses needed to be completed in order to obtain a Verification Statement of DPD completion which would then allow application for acceptance into a dietetic internship program.

Verification Statement of Meeting Didactic Program in Dietetics Requirements

Graduates completing all Didactic Program in Dietetics requirements with a grade of "C" or better in all NUTR courses will receive a Verification Statement. Verification Statements will be mailed upon confirmation by Registration and Records of degree completion to the address provided by students.

The Department of Nutrition and Health Sciences will provide a Verification Statement of a student meeting Didactic Program in Dietetics (DPD) requirements based on the program in effect in the undergraduate bulletin the student is using for graduation requirements if the student is continuously enrolled and graduates within five years. If the student cannot finish their studies within this five-year time period, they must comply with the didactic program reflected in the undergraduate bulletin currently in effect. The Department of Nutrition and Health Sciences will not accept course work to meet prerequisite courses for DPD program admission or DPD requirements from any university/college outside the University of Nebraska system in which a grade of D-, D, or D+ was earned.

In order to receive a Verification Statement of a student meeting Didactic Program in Dietetic requirements, a minimum of 15 credits from 300- or 400- level courses must be completed at the University of Nebraska-Lincoln. Nine of the 15 credit hours must come from three of the following classes: NUTR 450 Medical Nutrition Therapy I, NUTR 452 and 452L Medical Nutrition Therapy II and Lab, NUTR 455 Advanced Nutrition, or NUTR 473 Organization and Administration of Foodservice.

Program Costs

Information on expenses related to attending the University of Nebraska-Lincoln and obtaining a Bachelor of Science degree can be found at <http://admissions.unl.edu/value/>

No additional costs are associated for students enrolled in the Didactic Program in Dietetics. Optional expenses are for student membership (\$49.00) in the American Dietetic Association (which is highly recommended). As a student member of the American Dietetic Association, students are automatically members of the Nebraska Dietetic Association and can become student members of the Lincoln District Dietetic Association with no additional membership fees required.

Academic Calendar Including Vacation and Holidays

The Didactic Program in Dietetics follows the University of Nebraska-Lincoln academic calendar http://www.unl.edu/regrec/calendar/calendar_main.shtml

Withdrawal From the University of Nebraska-Lincoln and Refund of Tuition and Fees

Information related to dropping all courses and withdrawing from the University of Nebraska-Lincoln can be found at http://www.unl.edu/regrec/registration/fall_info.shtml#FallWU

Access to Student Support Services

Information related to resources provided to all students can be located at <http://www.unl.edu/ucomm/current/>

Protection of Privacy of Student Information/Access to Personal Files

Information related to privacy of student information and access to personal files is located at <http://www.unl.edu/asun/sls/handbook/right.shtml>

The University of Nebraska-Lincoln and the Department of Nutrition and Health Sciences are committed to upholding the Family Education Rights to Privacy Act of 1974 (FERPA).

Filing and Handling of Complaints Related to the Didactic Program in Dietetics

Students enrolled in the DPD program who have a complaint related to the program can file a complaint with the DPD Director. The complaint must be written and should be submitted to the DPD Director in 104 H Ruth Leverton Hall in a sealed envelope. The complaint must be signed, anonymous complaints will not be considered. After receiving the complaint, the DPD Director will meet with the student. If the complaint is not resolved to the student's satisfaction, the student can take the complaint to the Chair of the Department of Nutrition and Health Sciences. If after meeting with the department chair, the complaint is still not resolved to the student's satisfaction, the student may take the complaint to the Dean of the College of Education and Human Sciences.

A student who wishes to appeal a grade decision may file a grade appeal with the College of Education and Human Sciences Grade Appeal Committee. The process is described in the Undergraduate Bulletin.

There will be no retaliation toward any student who files a complaint. If the student suspects that retaliation has occurred, the same process as utilized for filing a complaint can be followed.

The Student Grievance and Appeal Procedure Chart relative to other aspects of student life can be located at <http://www.unl.edu/asun/sls/handbook/right.shtml>

Assessment of Prior Learning and Credit Toward Program Requirements

A course transferred from another college or university which already has been identified as a direct equivalency will be accepted toward meeting DPD requirements. For courses that do not have an established direct equivalency, the student will need to submit to the DPD program director a copy of the course syllabus and provide evidence of having achieved all student learning outcomes assigned to the course.

The University of Nebraska-Lincoln Didactic Program in Dietetics does not give credit for previous work experience toward meeting course requirements.

Formal Assessment of Student Learning

Students will be required to apply for admission into the Didactic Program in Dietetics after completing the required prerequisite course work and must have a minimum overall GPA of 3.0. This is the first component of formal assessment of performance and progress.

Students will be awarded a grade for every assignment and project addressing a student learning outcome and a grade for every course.

DPD retention and remediation procedures when student performance does not meet criteria for progressing in the program.

Students must earn a grade of C or above in all courses taught in the Department of Nutrition and Health Sciences. A grade of C- or lower would require the student to retake the course.

DPD Retention and Remediation Procedures

Students must achieve a grade of “C” or above in all NUTR courses in order to complete the program and receive a Verification Statement. Students may retake a course until a “C” or higher grade has been achieved. The student will not be allowed to enroll for any course for which the course being retaken is a prerequisite until the minimum grade of “C” is earned.

Any behavior by the student which is detrimental to the student’s successful completion of the program will result in a conference between the DPD Director and other appropriate individuals to determine remedial action.

Disciplinary/Termination Procedures

Disciplinary and termination procedures for all students at UNL are included in the Student Code of Conduct and Disciplinary procedures found in the undergraduate bulletin and university web site.

Student Code of Conduct and Disciplinary Procedures can be located at:
<http://stuafs.unl.edu/ja/code/one.shtml>

Guidelines for maintaining academic standing can be located at:
http://www.unl.edu/regrec/standards/standards_main.shtml

Graduation and/or DPD Completion Requirements

For students earning a bachelor’s degree, graduation and completion of DPD requirements are based on the Undergraduate Bulletin in effect when the student declares the major in Nutritional Science and Dietetics-Dietetics option or any subsequent

bulletin. Students have five years to meet graduation and DPD requirements upon declaring their intent to graduate with the dietetics option. If the student requires more than five years to complete DPD requirements, then the student must meet the DPD requirements currently in effect in order to be granted a Verification Statement of completion of Didactic Program in Dietetics requirements.

For students who previously earned a minimum of a bachelor's degree and have returned to meet DPD requirements, they have a maximum of five years to meet DPD requirements from the date of the letter listing DPD requirements for granting of a Verification Statement of completion of Didactic Program in Dietetics requirements. If the student needs more than five years, they will be required to meet the DPD requirements currently in effect.

Verification Statement Procedures

Verification statement procedures ensuring that all students completing requirements as established by the DPD, not just those applying to Dietetic Internships, receive verification statements in a timely manner.

Following every university graduation, December, May, and August-Verification Statements are prepared and mailed to students. All students graduating with a major in Nutritional Science and Dietetics-Dietetics option and those students with a previous bachelor's degree who are meeting DPD requirements will be sent 6 copies of signed Verification Statements to the address indicated by the student at the end of the semester. The Verification Statements will be signed and mailed once students have been cleared for graduation by the office of Registration and Records.

A minimum of two copies of the Verification Statements will be maintained in a locked file. If students require additional copies, they can contact the DPD program director and additional copies will be prepared.