



# UNIVERSITY OF THE DISTRICT OF COLUMBIA

COLLEGE OF AGRICULTURE, URBAN SUSTAINABILITY  
AND ENVIRONMENTAL SCIENCES

## STUDENT HANDBOOK

Bachelor of Science in Nutrition and Dietetics  
Didactic Program in Dietetics (DPD)

COMMUNITY | FOOD | HEALTH | NUTRITION

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## WELCOME

### Welcome To The Bachelor Of Science In Nutrition And Dietetics And The Didactic Program In Dietetics At The University Of The District Of Columbia

This handbook is designed to guide students through the Bachelor of Science in Nutrition and Dietetics and the Didactic Program in Dietetics (DPD) in the College of Agriculture, Urban Sustainability and Environmental Sciences (CAUSES), University of the District of Columbia (UDC). The handbook will help you find answers to the most commonly asked questions about the program curriculum, student learning objectives and course work, about being a student at UDC, and about a career in dietetics and nutrition. It covers many important topics and answers questions such as:

- Description of the UDC Bachelor of Science in Nutrition and Dietetics and the DPD, including mission, goals and graduate outcomes
- Accreditation status, address and phone number of ACEND
- Graduation and DPD completion requirements and Student Learning Objectives
- Guidelines for Transfer Students and Obtaining Verification Statements
- Practicum experiences
- Student Support services, membership in nutrition groups and academic calendar
- Admission requirements and process
- Cost to students, including books, uniforms, memberships, and tuition
- Pathway to becoming a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN)
- Graduate Programs as an Option to Supervised Practice
- Seeking Job Opportunities before a Dietetic Internship or Graduate School

We hope you will refer to this handbook as one tool to guide you through your time here at UDC. More importantly, we invite you to talk with the DPD Program Director and your assigned Program Academic Advisor at any time about courses, your schedule, and possible job opportunities. Your academic advisor will help you each semester plan your semester course schedule and to assure that you are making adequate progress towards your degree. Nutrition Program Academic Advisors are assigned when you enter the program and will continue with you until graduation. If your academic advisor is unavailable, the DPD Director would gladly answer your questions.

Enjoy your educational experience at UDC and feel free to contact the nutrition faculty at any time.

#### PROGRAM DIRECTOR

**Nancy Chapman**, MPH, RDN, LDN, Director, BS Nutrition and Dietetics and Didactic Program in Dietetics, Building 44, Room 200-11, 202-274-5932

#### PROGRAM FULL TIME FACULTY

**B. Michelle Harris**, PhD, MPH, MS, RDN, LDN, Associate Professor Bldg.44, Room 200 04, 202-274-5739  
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## OVERVIEW OF NUTRITION AND DIETETICS PROFESSION

A strong body of evidence demonstrates that nutrition and dietetics is integral in both prevention and treatment of conditions across the life stages and most major killer diseases. The specific nutrition therapies and education must be tailored to the individual's genetic make-up, age, lifestyle, social-economic situation, cultural preferences, and physical abilities. More dietitians and nutritionists will be needed to provide education, counseling, and care for individuals with an expanding number of health conditions. The Department of Labor and Statistics projects jobs for dietitians and nutritionists will grow 15 percent from 2016-2026. There are several pathways to join the nutrition and dietetics profession:

- 1) Graduate with a Bachelor of Science in Nutrition and Dietetics,
- 2) Become a registered dietitian nutritionist (RDN), and
- 3) Continue education with a Master of Science in Nutrition.

To become a Registered Dietitian or Registered Dietitian Nutritionist, a student must:

- **Completed a minimum of bachelor degree** at a US regionally accredited university or college and course work accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) of the Academy of Nutrition and Dietetics.
- **Completed an ACEND®-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to 12 months in length.
- **Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at [www.cdrnet.org](http://www.cdrnet.org).
- **Completed continuing professional educational requirements** to maintain registration.
- **Become a Licensed or Certified Dietitian or Dietitian Nutritionist** in the state or District of Columbia where you will practice.

## OVERVIEW OF THE UDC NUTRITION AND DIETETICS PROGRAM AND DIDACTIC PROGRAM IN DIETETICS (DPD)

The University of the District of Columbia (UDC) offers students Bachelor of Science Degree in Nutrition and Dietetics with an accredited Didactic Program in Dietetics (DPD) program and a Master of Science in Nutrition in preparation to enter the nutrition and dietetics workforce and to apply for a supervised practice program. Students in the UDC program will obtain a science intensive, evidence-based education and culturally versatile, practical experiences in the community, clinics, and governmental agencies in D.C.

The UDC program prepares graduates to:

- Promote the nutrition and well-being of individuals and groups in a variety of settings
- Incorporate the application of the scientific method into nutrition,
- Gain requisite knowledge of nutrition and dietetics,
- Work as confident professionals and leaders in food service, community nutrition, nutrition education, and dietetics fields, and
- Develop skills that foster personal and professional growth as life-long learners and as leaders.

The UDC nutrition and dietetics program provides a strong foundation in community nutrition, nutrition education, therapeutic nutrition, food science, food chemistry, food service management, human biology, and organic chemistry as well as educational and motivational theory, social sciences, technology and information systems. It emphasizes critical thinking, communication skills, quantitative literacy, and the application of theory to practice. The UDC BS/DPD student body crosses many age groups, race, ethnic, and socio-economic backgrounds, prior academic degrees, international representation, and educational preparation.



## MISSION, AND GOALS OF THE BS NUTRITION AND DIETETICS PROGRAM AND THE DPD

### MISSION

The mission of the University of District of Columbia Bachelor of Science in Nutrition and Dietetics Program and the Didactic Program in Dietetics (DPD) is to ensure graduates will have the skills and knowledge to serve as professionals who deliver nutrition and dietetic services in community, food service, management, and clinical settings and are prepared for supervised practice leading to eligibility for the Commission on Dietetics Registration credentialing exam to become a registered dietitian nutritionist (RDN).

### GOALS AND OBJECTIVES

The BS in Nutrition and Dietetics/DPD program has developed the following two goals and assessment tools through discussions with faculty, the Nutrition Advisory Board, students, alumni, and administrators of UDC. Progress on achieving these objectives may be obtained from the program director.

**DPD Goal #1:** The DPD will prepare graduates to be competent entry-level dietitians that apply knowledge and skills gained during the program.

#### Objectives:

- At least 80 percent of program students will complete the program/degree requirements within six years.
- At least 80 percent of graduates will rate overall knowledge gained during the DPD as at least satisfactory (2) on scale of 1-3.
- At least 65 percent of DPD graduates over a 3-year period will apply for admission to a supervised practice programs prior to or within 12 months of graduation.
- At least 60 percent of DPD students over a 3-year period who apply to supervised practice programs will be admitted within 12 months of graduation.
- At least 80 percent of DPD graduates applying to a DI will be admitted to a dietetic internship and/or graduate program or will be employed within two years of graduation from the DPD.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam is at least 80 percent.
- At least 80 percent of surveyed supervised practice program directors will rate graduate's preparation for supervised practice as "satisfactory" on average on scale of 1-5.

**DPD Goal #2:** To produce graduates with critical thinking skills necessary for supervised evidence-based practice, for leadership development and for graduate study.

#### Objectives:

- At least 80 percent of program graduates are above average in their critical thinking skills, based on specific assessments of student learning objectives for critical thinking.
- At least 40 percent of students over a 3-year period not entering supervised practice programs during the year they complete the program will gain acceptance into graduate school.
- At least 40 percent of students over a 3-year period not going onto supervised practice programs or graduate school the year they complete the program will secure employment in nutrition.

## **STATUS OF ACCREDITATION BY ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS (ACEND)**

The baccalaureate degree in Nutrition and Dietetics (NUDT) Program with the Didactic Program in Dietetics (DPD) is accredited for seven-year periods, from 2015 through December 2022, by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) located at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995. Phone is 800- 877-1600. ACEND is a specialized accrediting body recognized by the United States Department of Education and the Council for Higher Education Accreditation that affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. The process of becoming accredited requires a detailed self-study and a site visit of how the UDC curriculum and program meets national standards.

## **DEGREE REQUIREMENTS AND STUDENT LEARNING OBJECTIVES**

The Bachelor of Science in Nutrition and Dietetics requires 120 credit hours: 54 credit hours of nutrition core courses, 39 credit hours of science supportive courses, and 27 credit hours of general education courses. The nutrition course sequence emphasizes study in chemistry, biology, human anatomy, food science and chemistry, nutrition biochemistry, nutrition education, community nutrition, nutrition through the life stages, food service management, advanced nutrition, and medical nutrition therapy. The BS Nutrition and Dietetics/ DPD curriculum and course sequence appear in Appendix A. Upper level courses in nutrition require pre-requisites that appear in the UDC Course Schedules. The 2017 Knowledge Standards required by ACEND are stated in Appendix B and the UDC DPD courses that lead to achievement of these Student Learning Objectives are also described in Appendix B.

To graduate from the BS in Nutrition and Dietetics program/DPD, all students must earn a C or above in all required courses (stated in Appendix A), maintain a minimum cum GPA of 2.0, complete the UDC general education requirements, and submit completed application for graduation material by deadline date. The award of the degree is conditional upon the student's good standing in the university and the satisfaction of all university graduation requirements.

## **VERIFICATION OF COMPLETION OF THE DPD COURSE CURRICULUM**

To receive a verification letter by the UDC DPD Director, student transcripts from UDC must show evidence that all required science and nutrition/dietetics courses (Appendix A) which satisfy the competencies laid out by the Commission on Accreditation for Dietetics Education (Appendix B) have been completed with at least a C grade, and all required general education courses have been completed with at least a D. The DPD Director will issue a "Verification Statement" with the original signature, after review of the student's official transcript and evidence that all required DPD Curriculum courses have been completed with at least a C grade.

The DPD curriculum requirements that students are expected to complete are those which they received upon admission to the Department. However, this course of study may be modified when changes to the curriculum are made by the Nutrition and Dietetics faculty. Students should work with their advisor to assure the correct courses are completed. Students who transfer courses from other colleges and universities should read additional policies, specified in the UDC's Course Catalog, that specifically relate to transfer courses.

Students with a previous Bachelor degree who seek a "Verification Statement" only from the UDC DPD Director will need to complete at 16 credits of upper level nutrition courses, including Therapeutic Nutrition I and II Lectures and Labs, Nutrition Assessment, and Food Systems Management, with at least a C grade to demonstrate knowledge of the nutrition and dietetics required by ACEND. These classes must be taken as a registered student and may not be audited. Students who are not pursuing a degree at the University or who



have received a degree from another accredited institution may apply as special students. The DPD Director will work with these college graduates to determine what previous courses fulfill the other required, non-general education courses in the DPD curriculum, using official transcripts, course descriptions, and course syllabi. UDC will only provide course credit for courses taken at accredited colleges and universities; no credit is provided for work related experiences.

International students must complete a degree from an American regionally accredited university or present documentation of the equivalence of their foreign degree(s). These students must take at least 16 credit hours of 300 level NUDT courses (or above) at UDC.

## **GUIDELINES FOR TRANSFER APPLICANTS TO THE UDC BS NUTRITION AND DIETETICS/DPD PROGRAM**

Students transferring from other universities or community colleges into the DPD at UDC must have their coursework evaluated for equivalency with UDC courses. Transfer applicants must submit the Application for Admission, the non-refundable application fee, and official copies of all college transcripts showing course work and grades earned in previously attended institutions. Official transcripts must be sent directly to the Office of Admission by the student's previous college or university. Transfer students who have earned fewer than 30 college credits also must have official copies of high school transcripts submitted. Acceptability of transfer credits by the University is determined by the Office of Admission. Acceptability is based on the accreditation of the previously attended institution and the student's level of performance (i.e., a grade of "C" or better; see section on Credit and Grading for additional information). At the time of application to the University, transfer students must list all previously institutions attended. Failure to do so may result in the denial of transfer credit. More details appear in Appendix C.

Upon admission, students will receive a *Transfer Credit Report*, which shows how their coursework has been accepted by UDC. Transfer credit for General Education Requirements is determined through the UDC Admissions Office.

Transfer applicants wishing to apply for financial aid must also have each of their former colleges' or post-secondary schools' financial aid offices submit a financial aid transcript to the UDC Financial Aid Office. International transfer applicants must submit the same as above with the **F-1 Transfer Certification** Form.

To obtain transfer credit for nutrition courses requires the Director of the UDC DPD to evaluate and approve credits, based on whether courses meet the knowledge requirements established by ACEND (Appendix B). The following policies and procedures should be followed to obtain credit for these courses.

## **NUTRITION AND FOOD SCIENCE COURSES**

Transfer credit for foods and nutrition courses not listed in the Transfer Credit Document of the University, will be considered by submitting the course syllabus, the catalog description, and the transcript to the Director to determine equivalency. The Director will communicate with the student and the student's advisor about the equivalency of the course.

When equivalency for a 100- or 200- level foods and nutrition course cannot be determined, for whatever reason, the student may request exemption by taking a comprehensive exam covering the course subject matter (i.e. all exams from the class or a comprehensive final examination). The individual instructor will set the minimum score the student must reach to obtain credit. Credit established by exam in this way allows the student to receive a Verification Statement. For transfer credit in 300- or 400-level coursework, the student must pursue UDC's formal process of challenging the course. This requires payment of a fee, and the student must pass the exams for the course.

## OTHER DEPARTMENTAL REQUIREMENTS

Students wishing to receive transfer credit for a department-required course, which is not a foods and nutrition courses (i.e. Statistics Chemistry, Organic Chemistry, etc.) should bring the course description and a copy of the syllabus to the Director, who will submit the documents to the appropriate department for evaluation.

## POLICY ON GRIEVANCE PROCEDURE

Students who have concerns about the BS in Nutrition and Dietetics/DPD should first seek the assistance of their academic advisor in the program. If they do not feel their concerns have been fully and fairly considered, then they should approach the DPD Director for consultation. Finally, the Department Chair may be approached as a final arbiter for the problem.

If students have concerns about a specific nutrition course instruction or grading, they should refer to the Academic Complaint Procedure published in the UDC Course Catalog and communicate with the nutrition course instructor of record to try to resolve any problems that may occur in the course. If problem is not resolved by the instructor of record, students should document the problem and the unsatisfactory resolution of the problem in writing and then contact the Grievance Committee of the program. Student should also discuss the concern with the DPD Director. If that discussion, recorded in writing, does not resolve the issue, the student should go to the Department chair. A written record of the discussions regarding the problem permits all parties to have a full understanding of the concerns and attempts to resolve them.

## PRACTICUM EXPERIENCES IN THE BS/DPD COURSE CURRICULUM

The UDC Nutrition and Dietetics program provides opportunities for experiential learning as part of multiple nutrition courses. UDC maintains formal agreements with multiple community sites, voluntary health organizations, local and federal government agencies to permit nutrition and dietetics students learning experiences with qualified nutrition and dietetic personnel. The nutrition faculty sets up the practicums required for course, but other practicum opportunities will need to be arranged by the student.

As part of our agreements, students will need to maintain current health insurance policies and insurance policies that cover travel to and from these practicum experiences. The UDC offers health insurance for students to purchase if they are not currently covered by another insurance policy. The UDC does purchase a professional liability policy to cover UDC students during their participation in any supervised practicum or internship required by their degree program. A certificate of insurance showing proof of coverage will be sent directly to participating sites prior to the student's arrival. Any questions regarding coverage should be directed to the University's Risk Manager.

Student will be responsible for costs of the travel to the practicum or for costs of drug testing, background checks, or any additional requirements of the organization for the practicum. All student costs and tuition fees are covered in tables presented in the following discussion of the University of District of Columbia and the College of Agriculture, Urban Sustainability and Environmental Studies in which the Nutrition and Dietetics program resides.

## UNIVERSITY OF DISTRICT OF COLUMBIA AND THE COLLEGE OF AGRICULTURE, URBAN SUSTAINABILITY AND ENVIRONMENTAL STUDIES

### **Mission, Vision, and Goals of the University and College of Agriculture, Urban Sustainability and Environmental Studies**

The BS in Nutrition and Dietetics and the Didactic Program of Dietetics sits within the College of Agriculture, Urban Sustainability and Environmental Studies (CAUSES) at the University of District of Columbia. The program mission, goals and objectives are totally compatible with those of UDC and CAUSES.

**Institutional Mission statement:** The University of the District of Columbia is a pacesetter in urban education that offers affordable and effective undergraduate, graduate, professional, and workplace learning opportunities. The institution is the premier gateway to postsecondary education and research for all residents of the District of Columbia. As a public, historically black, and land-grant institution, the University's responsibility is to build a diverse generation of competitive, civically engaged scholars and leaders.

**University Vision:** To be a University System that is student centered and demand driven that empowers its graduates to be critical and creative thinkers, problem solvers, effective communicators, and engaged, service-driven leaders in the workforce and beyond.

**University Goals:** Offer effective, flexible, and accessible educational programs that merge classroom and experimental learning to prepare graduates for the 21st century. Create and maintain a culture of accountability and transparency in governance, administration and operations. Position the University to be a trusted partner with business and non-profit leaders, residents and public officials. Increase nationally recognized research, scholarship, community outreach and creative goals

**CAUSES Mission:** The College of Agriculture, Urban Sustainability and Environmental Sciences (CAUSES) of the University of the District of Columbia (UDC) offers research-based academic and community outreach programs that improve the quality of life and economic opportunity of people and communities in the District of Columbia, the nation, and the world.

**CAUSES Vision:** To be a world leader in designing and implementing top quality, research-based academic and community outreach programs that measurably improve the quality of life and economic prosperity of people and communities in the District of Columbia, the nation, and the world.

**CAUSES Goals:** Graduates are exceptionally well-prepared to succeed in their chosen field of study. Our graduates stand out by having distinctive attributes and competencies. CAUSES graduates are:

- Global citizens committed to local relevance adept at solving urban problems;
- Committed to health and wellness and food and water security;
- Skilled at navigating diverse social, cultural, built and natural environments Independent thinkers and collaborative team players; and
- Adaptive lifelong learners.

## ADMISSION REQUIREMENTS TO THE UNIVERSITY OF THE DISTRICT OF COLUMBIA AND THE BS/DPD

### UNDERGRADUATE STUDENTS (DOMESTIC)

Students may obtain UDC application forms and procedures, University rules and regulations, and additional information describing programs offered by the University by visiting the UDC website, [www.udc.edu](http://www.udc.edu) or by

visiting the Office of Admission, 4200 Connecticut Avenue, NW, Washington, DC 20008, Building 39, Room A- The telephone number is 202-274-6333. More complete detail appears in Appendix C.

Applicants who have graduated from an approved secondary school or who have a valid General Education Development (GED) certificate are eligible for admission to UDC. Effective Fall Semester 2009, students pursuing baccalaureate degrees will be eligible for admission to the Flagship State University, if one of the following admission requirements is met:

- 2.5 GPA *and* 1200 SAT/16 ACT Score
- OR
- 2.0 GPA *and* 1400 SAT/19 ACT Score

Students who do not meet the above requirements may “test in” by achieving required minimum scores on the ACCUPLACER examination subtests:

- 78 - Reading
- 86 - English
- 85 - Mathematics

The application form for admission, a non-refundable application fee, and all official transcripts must be submitted by the application deadline for the semester in which the applicant wishes to enroll. Applicants who complete the application process by the deadline will receive written notification of their admission status from the Office of Admission.

Students who have been previously enrolled in another postsecondary institution may apply as transfer applicants. Note that students transferring from other institutions into the BS in Nutrition and Dietetics/DPD program will need to work with an advisor from the program, as is described in Guidelines for Transfer Students section above.

## INTERNATIONAL STUDENTS

International students who are non-native speakers of English must *also* take the Test of English as a Foreign Language (TOEFL) and achieve minimum scores of 550 on the written test; 213 on the computerized test; or 79 on the Internet test. An international student applies to the University of the District of Columbia by submitting the completed application form with the non-refundable application fee, supporting educational documents, and an Affidavit of Financial Support. International students are considered for admission to the University only during the fall and spring semesters. Residents of the United States, including foreign citizens with immigrant (resident) visas and foreign citizens with G-4 visas are not considered international students and should apply as regular freshmen or transfer students.

Foreign students with non-immigrant visas are admitted as international student and must pursue a degree and are not eligible for special student status. The admission status of students who have attended another postsecondary institution is based on School- leaving Certificates or external national examinations used in the particular country as a terminal secondary certificate. Students who do not hold a School-leaving Certificate or a level equivalent to a high school diploma in the United States must take the GED examination or graduate from an accredited high school in the United States. Students attending postsecondary institutions must submit transcripts to one of the following for evaluation and submission of results to the University:

**American Association of Collegiate Registrars and Admissions Officers (AACRAO)** Telephone: (202) 296-3359  
Email: [oies@aacrao.org](mailto:oies@aacrao.org).

**World Education Services (WES)** Telephone: (202) 331-2925 Email: [dc@wes.org](mailto:dc@wes.org) [www.wes.org](http://www.wes.org)

**Center for Education Documentation, Inc.** Telephone (617) 522-4738 Email: [info@cedevaluation.com](mailto:info@cedevaluation.com)

## STUDENT SUPPORT SERVICES

The Office of Student Development and Success offers multiple academic and social support services to increase the retention and graduation rates of first-generation college students, eligible low-income students who are United States citizens or permanent residents, enrolled in undergraduate programs. The staff provides leadership, direction and coordination for programs and services and enhances student's personal growth, development, and learning experiences both in and out of class. Services include student life activities, student testing, counseling, student self-governance, social and intellectual forums, multi-cultural exchanges and services to students with disabilities. Services are available on the Van Ness Campus. Additional details about student life at UDC, a directory of offices and services, student activities and clubs, and the Student Code of Conduct are contained in the **Student Handbook**, <https://www.udc.edu/student-life/student-handbook/>

## MEMBERSHIP IN CAMPUS NUTRITION GROUPS

Joining campus groups enhances your learning as well as socialization and leadership skills. Nutrition and Dietetics students are strongly encouraged to join the **Student Academy of Nutrition and Dietetics (SAND)** that arranges speakers from various areas of dietetics to learn about careers and opportunities in dietetics and nutrition. The club also offers opportunities to meet other dietetics students at UDC during social and volunteer events. Members of SAND are encouraged to attend the Annual Academy of Nutrition and Dietetics National Conference and the Annual Meeting for the local Academy of Nutrition and Dietetics (AND) affiliate, including DCMAND (DC Metropolitan-Area Academy of Nutrition and Dietetics).

Another nutrition-related student organization is the **Society of Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS)** that can provide nutrition students with a way to build leadership skills. As with SAND, officers are elected to serve and committees are formed for specific projects. MANRRS focuses on networking, career development, and community service in agriculture-related disciplines, including nutrition and dietetics. Often, MANRRS and SAND collaborate on projects. To learn more about MANRRS, visit [www.manrrs.org](http://www.manrrs.org).

## MEMBERSHIP IN PROFESSIONAL NUTRITION ASSOCIATIONS

Students are strongly encouraged to join The Academy of Nutrition and Dietetics as a student member. Membership provides the monthly *Journal of the Academy of Nutrition and Dietetics*, as well as other mailings sent to dietetic professionals. Articles in the journal are often useful in your junior and senior level courses. Some articles offer information of specific interest to students, such as what dietetic internship programs look for in an applicant. As a student member of AND, you may join practice groups, which specialize in various areas in dietetics. This is a good way to help decide whether you have a special interest in one area of practice over another. In addition, joining AND will automatically make you a member of the DC Metropolitan Area Academy of Nutrition and Dietetics (DCMAND) or your state of choice, including Maryland and Virginia. Refer to [www.eatright.org](http://www.eatright.org) for more information on AND student membership.

You may join MANRRS at the national level by visiting [www.manrrs.org](http://www.manrrs.org). Your enrollment at the national level must be pre-approved by the UDC MANRRS faculty advisor.

## ACADEMIC CALENDAR

The academic calendar is posted at <http://calendar.udc.edu/>. The academic calendar is also posted in the Schedule of Class for each school term. CAUSES students receive a calendar of event, updated monthly.

## COST TO STUDENTS

Students will incur costs for tuition and student fees that vary from semester to semester and appear on the UDC website, <https://www.udc.edu/admissions/tuition-fees/>. Tuition is based on the number of credits taken and residency categories: District of Columbia residents, Metropolitan DC area residents, and non-residents (including international students). Full - time undergraduate students taking 12 hours or more shall be charged the same rate. Health insurance is required of all students. The Student Health Insurance Fee will be waived from the student account upon presentation of valid proof of insurance coverage from external sources (within specified deadline timeframe). The Student Health Insurance Fee rates are subject to change each semester, including the summer term(s). Tuition and fees are subject to change without advance notification. To review the spring 2018 tuition and fees, refer to Appendix D.

In addition to tuition and fees, nutrition students are expected to become student members of the Academy of Nutrition and Dietetic. Students will need liability insurance for the field experiences and practicums. Students are also for purchasing liability insurance, available through UDC at student rates and for costs of transportation to travel to the practicum sites. Textbooks are required for all courses and are *estimated* at a minimum of four hundred dollars per semester. Students can rent and/or purchase used textbooks.

## DIETETIC AND NUTRITION STUDENT FEES

Book Fees (annual)	About \$800
Laboratory Fee (for specific nutrition courses)	\$50
Travel to practicum experiences (most available by public transportation)	Varies
Application Fee for each Dietetic Internship (DI)	\$25
DCAS application fee (\$40 first and \$20 for each DI)	Varies
Background Check (some locations require)	<\$ 20
Medical Examination (some locations require)	\$150
Drug Testing (some locations require)	<\$50
Membership in SAND	\$
Membership in MANRRS	\$
Student Membership in Academy of Nutrition and Dietetics	\$50

## INFORMATION ABOUT FINANCIAL AID

The Office of Financial Aid disseminates information on financial aid resources to potential students in a variety of venues; responds to financial aid inquiries; counsels and advises applicants on financial aid matters, and awards funds to eligible students in accordance with federal, state and District regulations. The UDC Financial Aid Program provides grants, loans, scholarships, and part-time employment. Need-based financial awards are



made to students who demonstrate their insufficiency of economic resources to meet the cost of attending the University. Priority to receive need-based financial assistance is given to those applicants with the greatest financial need. Awards are made on “first-come, first-served” bases. All awards are made subject to the availability of student aid funds in the Office of the Financial Aid.

Financial aid awards must be used to first cover educational costs incurred during the period stated in the student’s financial aid award letter. Only then, the remaining funds are used to cover past indebtedness to the University.

## ELIGIBILITY FOR AID

All applicants who wish to receive consideration for financial aid (except the Pell Grant Program) must be enrolled at least half-time (i.e. six credit hours) and must be degree seeking regular students. Applicants must be United States citizens, permanent residents of the United States, or eligible non-citizens. Non-US citizens may be required to submit documentation of their status.

All financial aid applicants must meet satisfactory academic progress standards. Undergraduate applicants must demonstrate measurable academic progress toward attaining a degree with both a semester and cumulative grade point average of 2.0 or better. Students enrolled in six to eight credit hours must pass at least six credit hours. Those enrolled in nine or more credit hours must pass at least nine credit hours. A copy of the University’s Financial Aid Academic Policy is available in the Financial Aid office located in Building 39, Room 101.

## APPLICATION FOR FINANCIAL AID

If you applied for federal student aid during the previous school year, you will probably receive a Free Renewal Application for Federal Aid (Renewal FAFSA) in the mail. If you did not apply for Federal Student Aid for the previous school year or you did not receive a Renewal FAFSA, you may submit a FAFSA application:

- Through the Internet by using FAFSA on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- By using the FAFSA express software (call 1-800-801-0576 for information)
- By having your school or the Equal Opportunity Center submit your application electronically (call 202-822-5180 for information)
- By mailing a paper FAFSA

If you place the University’s school code (**007015**) on your application, then a copy of your student report will be forwarded to the University’s Financial Aid office.

## FEDERAL PELL GRANT

The Federal Pell Grant program provides eligible undergraduate students, accepted for enrollment at the University, a grant that ranges from \$200-\$4,000 per academic year. Awards are adjusted according to student’s enrollment level. The student must be a United States citizen or permanent resident of the United States or residing in the United States for other than a temporary purpose, enrolled in an eligible course of study, and in good academic standing.

While a Federal Pell Grant will be awarded through the University, both initial eligibility and the amount of the grant are determined by the U.S. Department of Education.

## WORK-STUDY

College work study, student employment, job location and Development Program. To encourage student academic scholarship and to help defray some of the costs of higher education, Federal and University-supported student employment program (SEP) are available to students. The College Work-Study Program, Student Employment Program, and the Job Location and Development are available to all students-undergraduate, graduate, part-time and full-time.

## SCHOLARSHIPS AVAILABLE FOR DIETETIC MAJORS

### Academy Scholarships

Progress in the educational and scientific advancement of dietetics inspires friends of the profession to make funds available for qualified candidates to receive scholarships through contributions to the Academy of Nutrition and Dietetics Foundation. Learn more about [Academy scholarships](https://eatrightfoundation.org/scholarships-funding/), <https://eatrightfoundation.org/scholarships-funding/>.

### Scholarships Offered by the Academy Groups

Scholarships from the dietetic practice groups and the affiliate and district dietetic association generally require membership in that group or residence in its area. Individuals interested in scholarships offered by the DPGs and affiliate or district dietetic associations should contact these groups directly for more information.

### Free International Financial Assistance and Resources Directory

The Academy of Nutrition and Dietetics Foundation has released the third edition of the [Directory of Resources for International Food, Nutrition, and Dietetics Professionals](#). This publication was made possible through the Wimpfheimer-Guggenheim Fund for International Exchange in Nutrition, Dietetics and Management.

The 90-page directory is a reference for U.S. and international students and professionals who are seeking funding for professional study, work experience or research in their home country or abroad. The publication lists more than 100 groups offering financial assistance and features education organizations, loan programs, literature and Internet resources. Download the free [PDF version of the Directory](#).

## PURSUIT OF SUPERVISED PRACTICE AFTER GRADUATION WITH BS IN NUTRITION AND DIETETICS AND DPD VERIFICATION

The majority of RDs or RDNs work in the treatment and prevention of disease (administering medical nutrition therapy, often part of medical teams), in hospitals, HMOs, private practice or other health care facilities. Many other RD/RDNs work in community and public health settings and academia and research. A growing number of RD/RDNs work in the food and nutrition industry, in business, journalism, sports nutrition, and corporate wellness programs.

Subsequent to obtaining a “Verification Statement” from DPD Director, graduates can apply to a supervised practice experience, a Dietetic Internship. Information about dietetic internships is available on the Academy of Nutrition and Dietetics website: <https://www.eatrightpro.org/acend/accredited-programs/dietetic-internships>.

Applications are submitted early in spring of the senior year (February), and students are notified in April of acceptance. There is a fall application period for December graduates. More detail on the computer matching dates and process is found in Appendix E.

The number of students applying for internships after graduating the UDC DPD varies widely. Many students work for a year or more before applying. According to the best current records, the percentage of UDC

graduates applying for DIs is: 33% of 2017-2018 class applied, 75% of the 2015-2016 class and 57% of the 2014-2015 class. Students may re-apply for dietetic internship positions during the next application period if they are not initially accepted or if they did not apply during their senior year. Visit the Academy of Nutrition and Dietetics (AND) website at <http://www.eatright.org> for detailed information on DI.

#### STRATEGIES TO ENHANCE ACCEPTANCE TO DIETETIC INTERNSHIPS

Being a successful applicant to a dietetic internship starts long before you fill out application forms. Although programs may have varying selection criteria, applicants who received appointments to supervised practice programs tend to have the following characteristics:

- A cumulative GPA of 3.00 or higher
- A 3.00 GPA or higher in nutrition courses
- A 3.00 GPA or higher in biological and physical sciences
- Paid and/or volunteer work experience in the field of nutrition or dietetics
- Research experience
- Strong letters of recommendation
- Leadership in organizations
- Personal statement explaining lower grade point average and passion for dietetic profession
- Willingness to relocate.

Seek out advice from faculty, practicum advisors, past graduates, and visiting RD lecturers about their internships. Visit your DPD Director for further suggestions for improving your chances of being admitted to a supervised practice program, including dietetic internships.

#### ELEMENTS OF LETTERS OF RECOMMENDATION FOR DIETETIC INTERNSHIP AND JOBS

No matter what career path BS Nutrition and Dietetics/DPD students take after graduation, chances are that they will be asked to provide references. In many cases, at least one of these will be an academic reference.

Who should you ask to write an academic reference? The best person to ask is a professor who knows the student well. It is unlikely that a professor who has had the DPD student in only one class will be able to comment effectively on the student's overall abilities. The student should also consider what information is being sought in the reference for graduate schools, internships, and employment. Every dietetic program has a form that the person providing the reference is asked to complete. The reference is usually asked to express their opinion on more than just the grades earned in class. These references may be confidential so that the student may not actually see the evaluation.

Here are some items that are commonly included in a recommendation for a DI program:

Trait	What the professor may use to develop an assessment:
Dependability	Was the student in class? On time? Did the student hand in assignments on time? Were the assignments of good quality (demonstrate adequate work)? Did she carry out tasks to completion rather than stopping in the middle?
Creativity/originality	Did the student ask questions which demonstrated prior thought? Was the student able to develop new approaches to old problems? (Anything from looking at an academic problem in a new way to designing an attractive menu or table setting might be considered)

Independence	Did the student require an unusual amount of assistance to complete assigned work? Did the student organize and carry out assigned tasks on her own or as part of a group? Was the student able to make decisions on her own?
Initiative	How willing was the student to take on tough tasks, investigate new areas, try something new, or organize a team effort? Did the student do “extra”?
Communication skills	Was it easy to understand what the student was saying in both spoken and written work? Many things affect understanding: logical organization, ability to clearly state the idea or question, proper grammar and spelling... Where oral presentations by the student of the same quality?
Organization	How well did the student organize time? Written work? Did the student demonstrate the ability to manage others when necessary (for example, in food lab or other working groups)?
Ability to work with others	Did the student do her share of group work? Did the work for the group meet group expectations? What roles did the student tend to assume in groups?
Response to criticism	Did the student react defensively to criticism or use it as an opportunity for improvement? Did the student develop effective plans to deal with problems and then act on them?

There is more to achieving success in college than making an “A” on a report or exam. While academic performance is important, balancing academics with personal growth is critical. To be successful in the nutrition and Dietetics program, developing organizational and interpersonal skills and learning to take setbacks in stride are crucial. When problems are encountered, students are advised to find a solution independently; however, nutrition faculty members are willing to support students’ learning and personal growth.

Impressions of your work, potential, character, competency and knowledge are formed throughout your time at UDC. Take advantage of the small classes, engaged faculty and program events to show your leadership capacity and befriend faculty. How one handles challenges may have an impact on the reference provided.

## VOLUNTEER EXPERIENCES AND EMPLOYMENT IN FOOD AND NUTRITION RELATED JOBS

In today’s employment environment, anything students can do to enhance their resume is important. Many DI programs look for students who have been employed during at least one summer in a dietetic-related job (i.e., foodservice, healthcare, foods/nutrition research, community nutrition). In addition, DI programs are interested in students with service learning and/or community service experiences.

Students should plan to begin in their freshman year to gain volunteer experiences they will need for the future. During your first two years at UDC, a goal of 25-30 hours of service learning or volunteer experience *per year* is recommended. In addition, membership in the Student Academy of Nutrition and Dietetics (SAND), the University of the District of Columbia chapter of Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) or other campus groups can give valuable experiences to place on the resume and in your portfolio.

After completing the sophomore year, students are encouraged to focus more specifically on work/volunteer experiences related to food, nutrition and dietetics. Summer employment or internships are good ways to gain experience in the profession. If this is not an option, volunteer work with an RD during the summer or school year provides valuable experience. By volunteering an hour or two each week for several months, DPD students can demonstrate their interest in dietetics and gain valuable knowledge about the profession.

## EMPLOYMENT OPPORTUNITIES FOR REGISTERED DIETITIANS

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice. Many dietitians also work in community and public health settings and academia and research. A growing number of registered dietitians work in the food and nutrition industry, government, business, journalism, sports nutrition, corporate wellness programs and other non-traditional work settings. Employment opportunities continue to increase in private and consultant practice, most of which are in health care, the food industry, and in entrepreneurial opportunities.

Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RDN. RDNs work in:

- Hospitals, HMOs or other health care facilities: educating patients about nutrition and administering medical nutrition therapy as part of the health-care team in hospitals, nursing homes, clinics, and in physicians' offices. RDNs may also manage the foodservice operations in these settings, as well as in schools, day-care centers and correctional facilities, over-seeing everything from food purchasing and preparation to managing staff.
- Community and public health settings: teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits. Community dietitians may work in national or state programs (e.g., US Department of Veteran's Affairs, WIC, Head Start, State Board of Health Programs, Meals on Wheels, USDA Extension positions), public health clinics, home health agencies and health maintenance organizations.
- Sports nutrition and corporate wellness programs: educating clients about the connection between food, fitness and health.
- Food and nutrition-related business and industries: working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.
- Private practice: working under contract with health-care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.
- Universities and medical centers: Teaching physicians, nurses, dietetics students, and others the sophisticated science of foods and nutrition.
- Research areas: In food and pharmaceutical companies, universities, and hospitals, directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

Many dietitians have pursued other employment opportunities:

- Sales and marketing (Food industry and pharmaceuticals)
- Education positions (Dairy Council, Meat Board Nutrition, Weight Watchers, American Cancer Society, for example)
- Publications and magazines (Better Homes & Gardens, Good Housekeeping, Cooking Light)
- Computer software companies
- Foodservice equipment companies

- Grocery store chains at the national/regional level
- Airline foodservice

More Entrepreneurial and non-conventional worksites find dietitians in these positions:

- Leisure industry (e.g., cruise ships, health vacations, spas)
- Professional athletic teams, Olympic Organization
- University Wellness, sports programs
- Media (CNN, CBS, ABC, NBC, etc.)
- Legislative and lobby groups (Center for Science in the Public Interest; Food, Research and Action Center; Public Citizen)
- Free-lance author

Anywhere there is food or health; there is a potential need for an RD/RDN. For more information, visit <https://www.nutritioned.org/registered-dietitian.html>.

### SALARY RANGE FOR REGISTERED DIETITIANS

With this great diversity of job opportunities come a broad range of salaries. The annual salary for someone with the job title Dietitian/Nutritionist depends on several factors including type job -industry, government or non-profit, organization size, geographical location, years of experience and level of education. Based on the Academy of Nutrition and Dietetics Compensation and Benefits Survey of 2017, data from 5,565 RDNs had an hourly wage in the range of \$15.00 to \$69.00 (roughly \$31,000 to \$143,000 annualized). According to the federal Bureau of Labor Statistics Occupation Handbook, Dietitians and Nutritionists on average in 2016 earned \$58,920 per year and about \$28.33 per hour.

### REQUIREMENTS TO MAINTAIN THE RDN CREDENTIAL

In order to maintain the RD or RDN credential, RDs must participate in continuing professional education through the process of creating a Professional Development Portfolio. The Portfolio includes:

- Learning Plan: Individual RDs set goals relating to their professional practice, and then determine a plan to achieve those goals.
- Documentation of continuing education activities: After developing the Learning Plan, RDs have five years to complete their goals by participating in at least 75 contact hours of continuing education. Continuing education credits may be obtained through attendance at lectures, workshops, journal clubs, seminars, self- study, or through training sessions (ex. Culinary, computer/ technology, physical assessment) or completion of a certificate program.
- Evaluation of individual progress.

In addition, RDs must pay an annual fee to the Commission on Dietetic Registration (CDR), the credentialing agency of Academy of Nutrition and Dietetics, to maintain their credential. Registered Dietitians who are not members of the Academy of Nutrition and Dietetics must also pay a fee to maintain their credential. Some RDs hold additional certifications in specialized areas of practice, such as pediatric or renal nutrition, nutrition support, and diabetes education. These certifications are awarded through CDR, the credentialing agency for ACEND, and/or other medical and nutrition organizations that are recognized within the profession. These additional certifications are not required to become an RDN.



## PURSUIT OF GRADUATE SCHOOL AFTER GRADUATION WITH BS IN NUTRITION AND DIETETICS

Dietetics majors that graduate from the UDC DPD are very well-prepared for graduate school. Nationally, a large percentage (over 50%) of RD/RDN's has graduate degrees (MS, MPH, PhD). This rate is higher than for most other allied health fields (nursing, respiratory therapy, occupational therapy, etc.). Getting a graduate degree is not currently necessary for entry-level employment in dietetics but may provide additional opportunities for the RD/RDN. By 2024, graduates of DPD programs with supervised practice will need at a Master of Science in Nutrition to sit for the credentialing exam, according to the current plans of AND.

In some employment sectors, having an advanced degree will be standard since many RDs in those sectors will have earned an advanced degree. Employment positions that normally require graduate degrees include federal and state government positions, educational institutions, clinical specialist positions, research positions, and many industry and management jobs.

The University of the District of Columbia launched a Master of Science in Nutrition with emphasis on Community Nutrition and Sustainability. Students who graduate with a BS degree in Nutrition and Dietetics from the University of the District of Columbia may enter the Master of Science in Nutrition's program as long as they graduate with a GPA of 2.5 or higher. Undergraduate students in their senior year at the University of the District of Columbia may register for and complete up to six credits from 500-level graduate courses concurrently with their undergraduate courses. Credit for these courses can be applied to the Master of Science in Nutrition and shorten the time needed to complete the program.

The mission of the UDC Master of Science in Nutrition is to ensure students are well-positioned to be innovative leaders who develop educational programs that promote healthier lifestyles and food choices, design and implement nutritional strategies for disease prevention and management, engage in cutting-edge research that bridges the gap between theory and practice, and ensure the nation's food supply remains safe and sustainable.

Information on the MPND program can be accessed on the UDC's website, <https://www.udc.edu/causes/nutrition-dietetics/Master-of-nutrition/>. For more information, contact the graduate program director at 202-274-5721.

## PURSUIT OF JOB OPPORTUNITIES WITHOUT THE RD CREDENTIAL

Although many jobs on the market require an RD, there are also employment opportunities for nutrition and dietetics majors who do not complete the supervised practice requirements to be an RD. The strong biological and social science foundation of the program prepares students for a variety of health-related professional programs of employment or research. If you do not become an RD, you need to be more open to different kinds of positions and to different locations to secure employment. Note that to work as a nutritionist in most states, you will be required to take the exam to get a license as a nutritionist which are described in subsequent section. In the District of Columbia, contact the Health Professional Licensing Administration by calling 1-877-672-2174 or write them at the following address:

Department of Health  
Health Professional Licensing Administration  
Board of Nutrition  
717 14<sup>th</sup> St, N.W., Suite 600  
Washington, DC 20005

Examples of employment for dietetics majors who did not become RD's include:

- **Universities and Medical Centers:** Teaching students, physicians, nurses and others the science of nutrition and conducting research; usually requires an advanced degree
  - *Dietetic technician:* Can seek DT credential
  - *Health Educator:* Works in a variety of areas such as smoking cessation programs, weight control, stress management, wellness promotion activities, and fitness and exercise programs.
- **Management:** Managing foodservice operations, overseeing food purchasing and preparation, and managing staff in schools, day-care centers and correctional facilities
  - *Certified Dietary Manager*
  - *College or university foodservice management*
  - *School or hospital food service manager:* Plans health school menus, monitors cafeteria equipment and meal preparation; conducts nutrition education
  - *Food Service Specialist:* Coordinates demonstrations, workshops, and seminars; oversee recipe and kitchen development, and management.
- **Community/Public Health:** Counsels and advises the public to improve their quality of life through healthy lifestyles, including healthful eating habits.
  - *Women, Infant and Children's Program (WIC):* Involves nutrition assessment, health status and growth, counseling, problem solving, writing, communication and education.
  - *Head-Start Program*
  - *Public Relations:* Involves communication, public speaking, and writing
  - *Community Services Director:* Administers home-delivered meals and congregate meal programs, transportation, and volunteer services for the elderly, and managerial work
  - *Food, drug or sanitation inspector*
- **Food and Nutrition-related businesses:** working in communications, consumer affairs, public relations, marketing, or product development
  - *Sales representative:* Works with product marketing and advertising; often involves traveling.
  - *Catering and culinary arts:* Develop food products and provide food services
  - *Contract companies:* Examples, ARAMARK, Sodexo-Marriott; includes healthcare support services and work with foodservice in kitchens to develop healthy meal options.
- **Nutrition Education/Intervention positions:** involves teaching, management and sometimes sales
  - *National Dairy Council*
  - *Coalition Against Hunger*
  - *Cooperative Extension:* Located in every state. Design programs for people to promote healthy eating and lifestyles
  - *Author:* Writes books and magazine and newspaper articles related to nutrition and health
- **Nutrition, Fitness and Health Positions:** Educating clients about the connection between food, fitness, and health
  - *Personal trainer:* Weight management, nutrition analysis, and follow-ups
  - *Sports Nutritionist:* Modify diets to increase energy, maximize performance, nutritional status, and decrease the risk of injuries
  - **Research:** In food and pharmaceutical companies, hospitals, government agencies; conducting experiments to determine nutritional aspects of food and find alternative foods or nutrition recommendations; usually requires an advanced degree.
  - *FDA:* Food research to determine nutritional quality and safety of food products

- *USDA Food Technologist*: Conducts evaluation of data for nutrient values, maintains file materials, researches factors that affect composition of food, summarizes data and writes results.

You can explore food and nutrition-related career options using several websites:

- ISEEK Culinary Arts and Food Science Career Guide - <http://www.khake.com/page30.html>
- Nutrition Education Organization, <https://www.nutritioned.org/dietetic-technician-registered.html>
- Dietary Managers Association website -- <http://www.dmaonline.org>

## DEFINITION OF A "NUTRITIONIST" AND A REGISTERED DIETITIANS

Every Registered Dietitian is a Nutritionist, but not every Nutritionist is a Registered Dietitian. According to the Academy of Nutrition and Dietetics, a registered dietitian is someone who has:

- Earned a bachelor degree with coursework approved by the Academy of Nutrition and Dietetics' Accreditation Council for Education in Nutrition and Dietetics.
- Completed an accredited, supervised practice program at a healthcare facility, community agency or foodservice corporation.
- Passed a national examination administered by the Commission on Dietetic Registration.
- Can use the letters RDN (or RD) after their names.
- Completed continuing professional educational requirements to maintain registration.

A Nutritionist is someone that has studied nutrition and may have a graduate degree (M.S. or Ph.D.) in nutrition from an accredited college but does not have training in a post-graduate dietetic internship or other supervised training from an ACEND-accredited program and have not passed the national registration exam for RD/RDNs. Licensed nutritionists do not offer medical nutrition therapy.

Certification is a state credential that limits the use of particular titles to persons meeting predetermined requirements, while persons not certified could still practice the occupation or profession. This credential recognizes, or certifies, that the professional is qualified to practice in a specified area. Consumers in these states who are seeking nutrition therapy assistance need to be more cautious and aware of the qualifications of the provider they choose.

There are nutritionist certification boards, such as the Certification Board for Nutrition Specialists, which requires applicants to have at least a Master of Science in Nutrition (or related field) from an accredited college along with practical experience before sitting for their certification exam. Nutritionists who pass this test may refer to themselves as certified nutrition specialists (C.N.S.), which is a protected title. The Clinical Nutrition Certification Board is an organization that offers certification as a certified clinical nutritionist (C.C.N.).

## LICENSURE

While only a dietitian can use the title "dietitian," it is important to understand that the term "nutritionist" itself is not protected. In regions where nutrition and dietetics are not licensed or regulated, anyone can call themselves a nutritionist, whether they are qualified or not. Many (but not all) U.S. states and Canadian provinces require licensure to practice as either a dietitian or a nutritionist. They are:

- L.D. = licensed dietitian
- L.N. = licensed nutritionist

- L.D.N. = licensed dietitian nutritionist

The requirements for licensure vary a bit by city and/or state. Some states only license register dietitians while others license nutritionists if they are certified by one of the above certification boards.

In all cases, an RD is automatically qualified to make application to be a Licensed Dietitian (LD) or a Certified Dietitian (CD). The RD must pay for the state application and most practice- settings in the state will require RDs to have this credential to be hired. However, the RD does not have to do additional qualifying coursework or experience to become certified or licensed. State and federal regulations often specify that a professional be licensed or otherwise recognized by the state for delivery of services when state and federal monies are involved.

For example, licensure is required for dietitians seeking reimbursement for medical nutrition therapy under Medicare Part B. Therefore, it is generally seen as beneficial for RDs to obtain this additional credential. Note that if you practice in more than one state, you are most likely legally required to be licensed separately by each state in which you practice. This is true whether or not you are an RD.

Why is licensure and certification important? Regulating the use of titles prevents the misuse of credentials – in states without dietetics licensure, a certification or title protection, anyone can call himself or herself a dietitian regardless of their education or qualifications. Currently, 31 of 46 states with laws concerning dietetics require licensure, 14 require certification, and 1 requires registration. You should read the laws that govern practice of the field of nutrition and dietetics for each state in which you plan to work as a nutritionist or a dietitian.

## APPENDIX A - CURRICULUM

### UDC's Bachelor of Science in Nutrition and Dietetics, Didactic Program in Dietetics (DPD) Curriculum with 120 Credits

REQUIRED MAJOR COURSES - 54 CREDITS	Credits	SUPPORTING COURSES - 39 Credits	Credits
NUDT-103/105 Intro to Food Science Lecture/Lab*	4	CHEM-111/112 General Chemistry 1,11 Lecture	6
NUDT-104/106 Intro to Nutrition Lecture/Lab*	4	CHEM-113/114 General chemistry 1,11 Lab*	2
NUDT-313 Nutrition in the Life Cycle	3	CHEM-231/232 Organic Chemistry 1,11 Lecture	6
NUDT-314/316 Community Nutrition Lecture/Practicum**	4	CHEM-233/234 Organic Chemistry 1,11 Lab*	4
NUDT-317 Advanced Nutrition	3	MATH-185 Elementary Statistics	3
NUDT-320 Nutrition Education Lecture	3	BIOL-111/113 Fundamentals of Anatomy and Physiology 1, Lec/Lab*	4
NUDT-321 Nutrition Education/Practicum**	1	BIOL-112/114 Fundamentals of Anatomy and Physiology 11, Lec/Lab*	4
NUDT-322 Nutrition Assessment Lecture	3	BIOL-240/241 General Microbiology Lecture/Lab*	4
NUDT-323 Nutrition Assessment/Practicum**	1	Electives	6
NUDT-344 Nutritional Biochemistry, Lecture	3	<b>GENERAL EDUCATION REQUIREMENTS – 27 CREDITS</b>	
NUDT-345 Nutritional Biochemistry, Lab*	1		
NUDT-374 Geriatric Nutrition, Lecture	2	IGED-110/111 Foundations in Writing 1,11	6
NUDT-375 Geriatric Nutrition/Practicum**	1	IGED-210 Discovery Writing	3
NUDT-421 Therapeutic Nutrition 1 Lecture	3	IGED 130 Foundations in Oral Communication	3
NUDT-423 Therapeutic Nutrition 1 Lab*	1	IGED-140 Foundation Ethics	3
NUDT-422 Therapeutic Nutrition 11 Lecture	3	IGED-250 Discovery Technology	3
NUDT-424 Therapeutic Nutrition 11 Lab*	1	I3GED-270 Discovery Diversity	3
NUDT-426/428 Food Systems Management 1 Lecture/Practicum**	3	IGED 280 Discovery Civics	3
NUDT-427/429 Food Systems Management 11, Lecture/Practicum**	3	MATH-113 Pre-calculus with Trigonometry 1	3
NUDT-442/444 Food Chemistry Lecture/Lab*	4		
NUDT-490 Senior Seminar & Research	3		

- \* Courses with Lab will be charged a lab fee.
- \*\*Courses with Practicum will not be charged the lab fee.
- NUDT-490 Senior Seminar and Research substitutes IGED 392 Frontier Capstone.
- NUDT-322 Nutrition Assessment, Lecture Substitutes the GE requirement of "Writing Intensive Course in your major."
- MATH 113 Precal with Tri 1 and Elementary Statistics MATH-185 are substituted for IGED 120/220.
- NUDT-344/345 Nutritional Biochemistry, Lecture/Lab substitutes IGED 260 (Discovery Science).
- Choose electives from: Physical education, Environmental Sciences, Medical Tech, Medical Ethics, Genetics, Computer Science.

**UDC's Didactic Program in BS Nutrition and Dietetics (DPD)**  
**Curriculum Suggested Course Sequence**

FIRST SEMESTER (FALL)			SECOND SEMESTER (SPRING)		
COURSE	TITLE	CREDITS	COURSE	TITLE	CREDITS
NUDT-104	INTRO TO NUTRITION LAB	1	NUDT -103	INTRO. TO FOOD SCIENCE, LAB	1
NUDT -106	INTRO. TO NUTRITION, LEC	3	NUDT -105	INTRO.TO FOOD SCIENCE, LEC	3
IGED-110	FOUNDATIONS IN WRITING	3	NUDT-313	NUTRITION IN THE LIFE CYCLE	3
MATH-113	PRECAL WITH TRIGONOMETRY 1	3	IGED-111	FOUNDATIONS IN WRITING II	3
CHEM-111	GENERAL CHEMISTRY 1, LEC	3	ELECTIVE		3
CHEM-113	GENERAL CHEMISTRY, LAB	1	CHEM-112	GENERAL CHEMISTRY II, LEC	3
IGED-130	FOUNDATIONS IN ORAL COMMUNICATIONS	3	CHEM-114	GENERAL CHEMISTRY II, LAB	1
	<b>TOTAL CREDITS</b>	<b>17</b>		<b>TOTAL CREDITS</b>	<b>17</b>

THIRD SEMESTER (FALL)			FOURTH SEMESTER (SPRING)		
COURSE	TITLE	CREDITS	COURSE	TITLE	CREDITS
NUDT-314	COMMUNITY NUTRITION, LEC	3	IGED-210	DISCOVERY WRITING	3
NUDT-316	COMMUNITY NUTRITION, Practicum	1	IGED-130	FOUNDATIONS IN ETHICS	3
BIOL-111	FUND. OF ANAT & PHYS I, LEC	3	BIOL-112	FUND. OF ANAT &PHYS II, LEC	3
BIOL-113	FUND. OF ANAT & PHYS I, LAB	1	BIOL-114	FUND. OF ANAT &PHYS II, LAB	1
CHEM-231	ORGANIC CHEMISTRY I, LEC	3	CHEM-232	ORGANIC CHEMISTRY II, LEC	3
CHEM-233	ORGANIC CHEMISTRY I, LAB	2	CHEM-234	ORGANIC CHEMISTRY II, LAB	2
	<b>TOTAL CREDITS</b>	<b>13</b>		<b>TOTAL CREDITS</b>	<b>15</b>



FIFTH SEMESTER (FALL)			SIXTH SEMESTER (SPRING)		
COURSE	TITLE	CREDITS	COURSE	TITLE	CREDITS
NUDT-317	ADVANCED NUTRITION	3	NUDT-322	NUTRITION ASSESSMENT, LEC	3
NUDT-320	NUTRITION EDUCATION, LEC	3	NUDT-323	NUTRITION ASSESSMENT, Practicum	1
NUDT-321	NUTRITION EDUCATION, Practicum	1	MATH-185	ELEMENTARY STATISTICS	3
NUDT-344	NUTRITIONAL BIOCHEMISTRY, LEC	3	NUDT-444	FOOD CHEMISTRY, LEC	3
NUDT-345	NUTRITIONAL BIOCHEMISTRY, LAB	1	NUDT-445	FOOD CHEMISTRY, LAB	1
BIOL-240	GENERAL MICROBIOLOGY, LEC	3	IGED-250	DISCOVERY TECHNOLOGY	3
BIOL-241	GENERAL MICROBIOLOGY, LAB	1	NUDT-374	GERIATRIC NUTRITION, LEC	2
			NUDT-375	GERIATRIC NUTRITION, Practicum	1
	<b>TOTAL CREDITS</b>	<b>15</b>		<b>TOTAL CREDITS</b>	<b>17</b>

SEVENTH SEMESTER (FALL)			EIGHTH SEMESTER (SPRING)		
COURSE	TITLE	CREDITS	COURSE	TITLE	CREDITS
NUDT-421	THERAPEUTIC NUTRITION I, LEC	3	NUDT-422	THERAPEUTIC NUTRITION II, LEC	3
NUDT-423	THERAPEUTIC NUTRITION I, LAB	1	NUDT-424	THERAPEUTIC NUTRITION II, LAB	1
IGED-270	DISCOVERY DIVERSITY	3	IGED-280	DISCOVERY CIVICS	3
NUDT-426	FOOD SYSTEMS MANAGEMENT I, LEC	2	NUDT-427	FOOD SYSTEMS MANAGEMENT II, LEC	2
NUDT-428	FOOD SYSTEMS MANAGEMENT I, Practicum	1	NUDT-429	FOOD SYSTEMS MANAGEMENT II, Practicum	1
ELECTIVE		3	NUDT-490	SENIOR SEMINAR AND RESEARCH	3
	<b>TOTAL CREDITS</b>	<b>13</b>		<b>TOTAL CREDITS</b>	<b>13</b>

- **Baccalaureate degree in nutrition and dietetics requires a total of 120 Credits.**
- **Note:** electives from physical education, environmental science, ethics for health care professionals, genetics, computer science are recommended.
- **Math- 113** Precal with trigonometry 1 and statistics substitute for IGED- 120 and 220.
- **Chem-111,113** General chemistry, lec and lab substitute for IGED- 260 NUDT-322 Nutrition Assessment, lec substitute for iged-210
- **Nudt-490** Senior Seminar and Research substitute IGED 392.

## APPENDIX B – ACEND REQUIREMENTS

### Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2017 Standards for Didactic Program Core Knowledge and Student Outcomes Assessment Module

#### 2017 STANDARDS FOR DIDACTIC PROGRAM CORE KNOWLEDGE

**Domain 1.** Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

##### **Knowledge**

Upon completion of the program, graduates are able to:

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

**Domain 2.** Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

##### **Knowledge**

Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
- KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
- KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
- KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

**Domain 3.** Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

##### **Knowledge**

Upon completion of the program, graduates are able to:

- KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 3.5 Describe basic concepts of nutritional genomics.

**Domain 4. Practice Management and Use of Resources:** Strategic application of principles of management and systems in the provision of services to individuals and organizations.

### **Knowledge**

Upon completion of the program, graduates are able to:

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget and interpret financial data.
- KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Describe safety principles related to food, personnel and consumers.
- KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

<b>Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice</b>					
<b>A) RE 6.1.a:</b> ACEND-Required Core Knowledge	<b>B) RE 6.1.b:</b> Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core knowledge	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data	<b>F) RE 6.2:</b>  Data on achievement of learning outcomes, included date collected
KRDN 1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	100% of students will score a C or better on the Research Case Study Assignment	NUDT 422/424 Ther Nut II and NUDT 421/423 I	Instructor & Program Director	Every year	Spring 2018
	100% of students will score a C or better on the final Research Paper	NUDT – 490 Senior Seminar and Research	Instructor and Program Director	Every other year	Spring 2018
	100% of students successfully complete the NIH Protection of Human Research Participants Certificate Program	NUDT 314/316 – Community Nutrition	Instructor and Program Director	Every other year	Fall 2017  100% of students met this standard successfully
KRDN 1.2: Use current information technologies to	100% of students will score B or higher the	NUDT 104/106 Intro to	Instructor and program	Every other year	Fall 2017 17/17 (100%)

locate and apply evidence-based guidelines and protocols.	capstone assignment that tests ability to integrate information from MindTap and other technologies and apply basic nut info.	Nutrition	Director		
	75% or greater of the students will successfully complete a course project.				Fall 2017 (90%)
	80% made C or more to se of SuperTracker in dietary assessment assignment	NUDT 426/428 Food Systems Management I  NUDT 323 Nut Assessment	Instructor and Program Director	Every other year	Fall 2017 – 14/14 (100%)

KRDN 1.3: Apply critical thinking skills.	90% of students will make B or above on mid-term case study problems	NUDT 422/424 Ther Nut II and NUDT 421/423 I	Instructor and Program Director	Every other year	Fall 2017 10/10 (100%)
	90% of students will make C or above on lipid metabolism Exam #4	NUDT 344 Nutrition Biochemistry	Instructor and Program Director	Every other year	Fall 2017 90% meeting objective
	80% of students will make C or above for final exam case study on assessment	NUDT 322/323 Nutrition Assessment	Instructor and Program Director	Every other year	Fall 2017 14/14 100% meeting objective

Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice					
<b>A) RE 6.1.a:</b> ACEND-Required Core Knowledge	<b>B) RE 6.1.b:</b> Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core knowledge	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data	<b>F) RE 6.2:</b>  Data on achievement of learning outcomes, included date collected

KRDN 2.1: Demonstrate effective and professional oral and written communication and documentation.	80% students score C or above on Reflective Journaling	NUDT 320/321 Nutrition Education	Instructor and DPD Director	Every other year	Fall 2017 100% met this activity objective
	80% of students designed interactive, effective lessons to educate an underserved audience.	NUDT 320/321 Nutrition Education	Instructor and DPD Director	Every other year	Fall 2017 - 100% of students met objective
	90% of students scored B or better on the MNT Cancer Presentation	NUDT 314/316 – Community Nutrition	Instructor and DPD Director	Every other year	Spring 2018
	80% of students scored at least a C or higher on research paper	NUDT 422 Ther Nut II and NUDT 421 Ther Nut I	Instructor and DPD Director	Every other year	Fall 2017 10/10 (100%)
		NUDT 490 Senior Seminar and Research	Instructor and DPD Director	Every other year	Spring 2018
KRDN 2.2: Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various	80% of students pass with score of C or above the exam questions on the AND Code of Ethics	NUDT 320/321 Nutrition Education	Instructor and DPD Director	Every other year	Fall 2017 - 100% of students scored 70% or above for aggregate on exam Qs for objective
	100% of students will make score of C or above on exam questions that	NUDT 427/429 Food	Instructor and DPD	Every other year	Spring 2018



practice settings.	identify Scope of practice of RDN in food service	Systems Management II	Director		
KRDN 2.3: Assess the impact of a public policy position on nutrition and dietetics practice.	80% of students make a score of C or above on exam questions on public health, food & nutrition policies	NUDT 316 Community Nutrition	Instructor and DPD Director	Every other year	Fall 2017 -100% scored at least 70% for exam questions for this objective
	100% of students make a score of C or above on exam questions on role of federal agency policies	NUDT 103/105 Intro to Food Science	Instructor and DPD Director	Every other year	Spring 2018
	80% of students make a score of C or above on exam questions on WIC and other food assistance programs throughout life cycle	NUDT 313 Nutrition in the Life Cycle	Instructor and DPD Director	Every other year	Spring 2018
KRDN 2.4: Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	100% of students pass with score of C or above the mid-term exam questions on the ACA, HIPPA and other policies	NUDT 422 Ther Nut II and NUDT 421 Ther Nut I	Instructor and DPD Director	Every other year	Fall 2017 10/10 (100%)

	100% of students will score C or above on an assignment or exam question on different assessment of malnutrition and reimbursement	NUDT 322/323 Nutrition Assessment	Instructor and DPD Director	Every other year	Spring 2018 – 14/14 (100%)
KRDN 2.5: Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.	100% of students will make a C or higher on MNT for neurological case	NUDT 422/424 Ther Nut II and NUDT 421/423 I	Instructor and DPD Director	Every other year	Fall 2017 9/10 (90%)
	75% or greater of the students will successfully make C or higher on exam on roles of food service staff	NUDT 427/429 Food Systems Management II	Instructor and DPD Director	Every Other year	Spring 2018
KRDN 2.6: Demonstrate an understanding of cultural competence/sensitivity.	100% of students achieve score of C or above on the research case study on culturally diverse indiv. w different diseases	NUDT 423/424 Ther Nut II and NUDT 421/423 I	Instructor and DPD Director	Every other year	Fall 2017 9/10 (90%)
	80% of students will achieve score of C or above on Community	NUDT 320/321Community	Instructor and DPD		

	nutrition written report	Nutrition	Director	Every other year	Fall 2017 – 100% of students who submitted reports/power points presentations met obj.
		NUDT 320/321 Nutrition Education	Instructor and DPD Director	Every other year	Fall 2018
		NUDT 374/375 Geriatric Nutrition	Instructor and DPD Director	Every other year	Spring 2018
		NUDT Nutrition and Life Cycle	Instructor and DPD Director	Every other year	Spring 2019
	80% of students make C or above on assignment for dietary assessment of diverse clients	NUDT 323 Nutrition Assessment Practicum	Instructor and DPD Director	Every other year	Spring 2018
KRDN 2.7: Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.	80% of juniors and seniors will belong to SAND or MANRRS	Membership list of SAND and MANRRS	Nutrition faculty and DPD Director	Every other year	Spring 2018
	80% of students scored C or above on an assignment that student defended position on nutrition	NUDT 320/321Community Nutrition	Instructor and DPD Director	Every other Year	Fall 2017 – 100% of students received evaluations from field

					precepts with satisfactory performance
KRDN 2.8: Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	100% of students will score C or above on RD reflection	NUDT 423/424 Ther Nut I and II Lab	Instructor and DPD Director	Every other year	Fall 2017 10/10 (100%)
		NUDT 320/321 Community Nutrition	Instructor and DPD Director	Every other year	Fall 2018
		NUDT 320/321 Nutrition Education	Instructor and DPD Director	Every other year	Fall 2018
		NUDT 374/375 Geriatric Nutrition	Instructor and DPD Director	Every other year	Spring 2018

Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations					
<b>A) RE 6.1.a:</b> ACEND-Required Core Knowledge	<b>B) RE 6.1.b:</b> Learning objectives that state specific activities and qualitative or quantitative	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data	<b>F) RE 6.2:</b> Data on achievement of learning outcomes,

	target measures that will be used to assess overall student achievement of core knowledge	occur			included date collected
KRDN 3.1: Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.	80% of students will score C or above on Exam on NCP.  100% of students will score C or above on Renal Case Study	NUDT 322/323 Nutrition Assessment  NUDT 422/424 Ther Nut II and NUDT 421/423 I	Instructor and DPD Director  Instructor and DPD Director	Every other year  Every other year	Fall 2017 – 12/14 (85%)  Fall 2017 9/10 (90%)
KRDN 3.2: Develop an educational session or program/educational strategy for a target population.	80% of students will score C or higher on nut Ed materials development/adaptation and modification assignment  90% of students will score C or higher on Education Module of Research Case study  100% students will score C or higher in presentation of lab topic.	NUDT 320/321 Nutrition Education  NUDT 320/321Community Nutrition  NUDT 422/424 Ther Nut II and NUDT 421/423 I  NUDT 444-Food Chemistry	Instructor and DPD Director  Instructor and DPD Director  Instructor and DPD	Every other year  Every other year	Fall 2017 100% of students created acceptable nutrition ed materials  Fall 2017 10/10 (100%)  Spring 2018

			Director	Every other year	
KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change for and enhance wellness for diverse individuals and groups.	80% of students score C or above on group nut ed session at practicum site	NUDT 320/321 Nutrition Education	Instructor and DPD Director	Every other year	Fall 2017 – 100% scored greater than 70%
	80% of students score C or above on weight management case study	NUDT 423/424 Ther Nut lab I and II	Instructor and DPD Director	Every other year	Fall 2017 10/10 (100%)
	80% of students will score C or above on questions on in classroom role play	NUDT 313 Nutrition in Life Cycle	Instructor and DPD Director	Every other year	Spring 2018
KRDN 3.4: Explain the processes involved in delivering quality food and nutrition services.	75% or greater of the students will successfully score C or above on exam questions related to the process of delivering quality food nutrition services	NUDT 426/428/427/429 Food Systems Management I and II	Instructor and DPD Director	Every other year	Fall 2017 (90%)
	80% or higher will assist with delivery o nutrition services via practicum	NUDT 374/375 Geriatric Nutrition	Instructor and DPD Director	Every other year	Spring 2018

		NUDT 103/105 Intro to Food Science	Instructor and DPD Director	Every other year	Spring 2018
KRDN 3.5: Describe basic concepts of nutritional genomics.	100% of students will score C or above on exam questions related to epigenetics, disease and MNT	NUDT 421/422 Ther Nut I and II Lecture	Instructor and DPD Director	Every other year	Spring 2018
	100% of students will score C or above on exam questions related to genetic testing as an assessment tool	NUDT 322/323 Nutrition Assessment	Instructor and DPD Director	Every other year	Spring 2019
	100% of students will score C or above on exam questions related to genetic impact on nutrition metabolism	NUDT 317 – Advanced Nutrition	Instructor and DPD Director	Every other year	Fall 2018



<b>Domain 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations</b>					
<b>A) RE 6.1.a:</b> ACEND-Required Core Knowledge	<b>B) RE 6.1.b:</b> Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core knowledge	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data	<b>F) RE 6.2:</b>  Data on achievement of learning outcomes, included date collected
KRDN 4.1: Apply management theories to the development of programs or services.	75% or greater of the students will successfully score C or above on assignment to develop food service facility and related program	NUDT 426/428/427/429 Food Systems Management I and II	Instructor and DPD Director	Every other year	Fall 2018
KRDN 4.2: Evaluate a budget and interpret financial data.	75% or greater of the students will successfully score C or above on assignment to develop budget and inventory	NUDT 426/428/427/429 Food Systems Management I and II	Instructor and DPD Director	Every other year	Spring 2018
KRDN 4.3: Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.	100% of students will score C or above on lab with assignment to calculate reimbursement amount from different insurance companies based on billing codes and	NUDT 423/424 Ther Nut I and II Lab	Instructor and DPD Director	Every other year	Spring 2018

	<p>various diseases</p> <p>80% of students will score C or above on lab with questions on exam</p>	NUDT322 Nutrition Assessment			Spring 2019
KRDN 4.4: Apply the principles of human resource management to different situations.	75% or greater of the students will successfully use the principles of management through mock interviews and a 12 hour practicum focusing on human resources.	NUDT 426/428/427/429 Food Systems Management I and II	Instructor and DPD Director	Every other year	Spring 2018
KRDN 4.5: Describe safety principles related to food, personnel and consumers.	<p>80% of students should pass with score C or above on the exam question on Food Safety and HACCP principle</p> <p>80% of students will score C or above on lab on food safety principles</p>	<p>NUDT 103/105 Intro to Food Science</p> <p>NUDT 444/445 Food</p>	<p>Instructor and DPD Director</p> <p>Instructor and DPD</p>	Every other year	Spring 2018

	75% or greater of the students will successfully score C or above on exam question related to food safety principles	Chemistry  NUDT 426/428 Food Systems Management I	Director  Instructor and DPD Director	Every other year  Every other year	Spring 2018  Fall 2018
KRDN 4.6: Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.	75% or greater of the students will successfully complete an assignment to determine what is needed for improvement using TQM principles in food service operations.  80% of students will score or above with case study on stroke patient and	NUDT 426/428/427/429 Food Systems Management I and II  NUDT 322 – nutrition assessment	Instructor and DPD Director  Instructor and DPD Director	Every other year  Every other year	Spring 2018  Fall 2017 12/12 (100%)

**APPENDIX C - ADMISSION AND GRADUATION REQUIREMENTS AND ACADEMIC POLICIES FOR THE UNIVERSITY OF THE DISTRICT OF COLUMBIA AND BS IN NUTRITION AND DIETETICS/DIDACTIC PROGRAM IN DIETETICS (DPD)**

**ADMISSIONS APPLICATION**

## **Procedures**

The Office of Admission is responsible for the timely and orderly processing of admission/re-admission applications for new, transfer, and returning students. Specifically, the Office disseminates appropriate admission-related materials to potential applicants; accepts and processes applications for new, transfer, and returning students; creates applicant folders for all new students; evaluates transcripts and certifies advanced standing for eligible students; responds to related questions; retrieves and distributes mail and other documents that affect the status of applications; interfaces with academic departments to evaluate academic transcripts; and communicates with individuals regarding the status of their applications, documents, and other pertinent information. Most new students are admitted to the University of the District of Columbia for the fall and spring semesters, although some students may apply for admission during the summer term (See UDC Academic Calendar on the website for the exact dates).

Secondary school students may apply for admission to the University any time following the completion of their junior year of high school. Application forms and procedures, University rules and regulations, and additional information describing programs offered by the University can be obtained by writing or visiting the Office of Recruitment and Admissions, 4200 Connecticut Avenue, N.W., Washington, D.C. 20008, Building 39, Room A-12 or by visiting our website at [www.udc.edu](http://www.udc.edu). The telephone number is (202) 274-6333.

## **REQUIREMENTS FOR ADMISSION**

Applicants who have graduated from an approved secondary school or who hold a valid General Education Development (GED) Certificate are eligible for admission to the University. Certificates of Completion and Certificates of Attendance are not acceptable credentials for admission to the University.

## **HOME-SCHOOLED APPLICANTS**

In order to meet the admission requirement of the University of the District of Columbia, Home Schooled Students are required to submit passing scores on the General Education Development Test (GED).

## **APPLICATION PROCEDURE FOR ADMISSION**

Students who have graduated, or will soon graduate, from an approved secondary school or who possess a valid General Education Development (GED) certificate and who have not previously enrolled in any postsecondary institution apply as freshmen. Students who have been enrolled previously in another postsecondary institution apply as transfer applicants. Students not pursuing a degree at the University or who have received a degree from another accredited institution may apply as special students. Applicants who complete the application process by the deadline will receive written notification of their admission status from the Office of Recruitment and Admissions.

## **FRESHMAN APPLICANTS**

A freshman applicant must submit the application for admission, the non-refundable application fee and an official transcript of all high school coursework and grades. The transcript must reflect the date of graduation and must be mailed directly to the Office of Recruitment and Admissions by the applicant's secondary school. The application is not complete until all documents are received. The student will be informed regarding the status

of the application within eight business days after all documents have been received. A freshman applicant may be eligible for admission prior to actual graduation from a Washington, D.C., high school on a provisional basis. Such provisional status will be updated by the Office of Recruitment and Admissions upon receipt of the student's complete and official high school transcript that reflects the date of graduation and the school's seal.

## TRANSFER APPLICANTS

Transfer applicants must submit the Application for Admission, the non-refundable application fee, and official copies of academic transcripts from all previously attended postsecondary institutions. Transcripts must be sent directly to the Office of Recruitment and Admissions by the previous college or university. All transfer credits are evaluated by a Transfer Student Counselor in the Office of Recruitment and Admission. Credits earned for college level courses from an accredited institution with a grade of "C" or higher, or a "B" or higher for graduate students may be eligible for transfer credit, however, the University does not recognize or give credit for either a plus or a minus (i.e. B+, C-). Academic departments reserve the right to determine those credits that will be used to satisfy degree requirements. Students are encouraged to meet with academic advisors, each semester, to ensure that degree requirements are being met. At the time of application, transfer students must list all institutions attended. Failure to do so may result in the denial of transfer credit. Transfer applicants applying for financial aid must submit a financial aid transcript to the University's Financial Aid Office from each former postsecondary institution.

**College Level Examination Program (C.L.E.P.)** Examinations designed to provide the student with an opportunity to earn credit by examination. The University of the District of Columbia awards course credits to eligible students for acceptable scores (as reflected on the Grade Report), made on the College Level Examination Programs of the Educational Testing Service prior to admission to the University. After enrolling in the University, a student cannot use this credit by examination option unless prior authorization has been given by the chairperson of the department offering the course that credit is to be awarded.

### **College Board Advanced Placement (AP)**

Students may receive credit for scores on the Advanced Placement Standardized tests for AP courses while taken in high school. The University will only consider grades received at levels 3, 4 and 5, and will only do so within the first two semesters of enrollment at the University.

Further, academic departments reserve the right to determine the acceptable grade for courses offered in their departments.

## INTERNATIONAL APPLICANTS

An international student applies to the University of the District of Columbia by submitting the completed application form with the non-refundable application fee, supporting educational documents, and an Affidavit of Financial Support. Applications for the Fall Semester are due in the Office of Admission by May 15; applications for the Spring Semester are due by September 15. Applications for Summer Sessions are due March 15. All supporting documentation is due no later than 15 days after the admission deadline. Residents of the United States, including foreign citizens with immigrant (resident) visas, foreign citizens with G-4 visas, and undocumented aliens, are not considered international students and should apply as regular freshmen or transfer students. Foreign students with non-immigrant visas are admitted as international students. International applicants must pursue a degree and are not eligible for non-degree student status. The admission status of students who have not attended another postsecondary institution is based on School-leaving Certificates or external national examinations used in the particular country as a terminal secondary certificate.

For students who have completed high school only, an original transcript and diploma (School Leaving Certificate) showing all grades (marks), and the date of graduation must be received by the University of the District of Columbia in the form of a document-by-document evaluation from World Education Services (WES). No hand delivered originals or copies will be accepted. Documents must be translated if in a language other than English. For students who have attended University, the academic transcript must be evaluated by WES (see below). Results of the evaluation must be in a course-by-course format and mailed directly from the WES to the University of the District of Columbia. Additionally, if the period of attendance at the University was less than one year, high school documents, as indicated above, must be submitted along with the Application for Admission.

WES (World Education Services) [www.wes.org](http://www.wes.org) (Please visit the WES website for application and instructions for specific requirements by country.). Students who have previously had a transcript evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES) ([www.naces.org](http://www.naces.org)), prior to applying to the University of the District of Columbia, may request that an evaluation be sent directly to the Office of Recruitment and Admissions, University of the District of Columbia, 4200 Connecticut Avenue, NW, Washington, DC 20008. Hand delivered copies will not be accepted. Students who do not hold a School-leaving Certificate of a level equivalent to a high school diploma in the United States must take the GED examination or graduate from an accredited high school in the United States.

#### ADMISSION PROCEDURES FOR ENTERING THE UDC DPD

Students who have declared Nutrition and Dietetics as their area of interest will be assigned to an advisor from the program and will continue with that advisor as long as they remain interested in Nutrition and Dietetics/DPD. They will receive the program curriculum (Appendix A), typical course sequence and application to become student members of the Academy of Nutrition and Dietetics. During the first two years of the program, students focus on completing General Education and science courses required by upper level nutrition programs. Students also obtain the foundation knowledge and skills they need to complete Advanced Nutrition, Nutrition Biochemistry, Food Chemistry, Statistics, Research, Food Systems Management and Therapeutic Nutrition during their junior and senior years. The application form for admission, non-refundable application fee, official transcripts, and all other required documents must be submitted by the application deadline for the semester in which he applicant wishes to enroll.

**Graduation requirements:** Once students have completed all courses required for a BS in Nutrition and Dietetics/DPD at UDC, they may apply for graduation and also a “Verification Statement” signed by the Director of DPD. Students completing with the Dietetics option will be awarded the Verification Statement upon meeting the following certification requirements:

- Must have a minimum cumulative GPA of 2.0
- Must have earned at least a C in all pre-requisite coursework before entering senior level courses in dietetics. Pre-requisite courses include: Chemistry: 1507-111,112,113,114,231,232,233,234; Biology 1401-111,112, 113,114, 244 and 245; Mathematics, 1535-113 and 114, and 247; Nutrition: 1333-103, 104, 105, 106, 209, 211, 313, 316, 319, 317, 320,321, 322,323, 374, 375, 421, 422, 423, 424 426, 427, 428; and the General Education courses are listed in
- Must have a minimum grade of C or better in all nutrition courses listed in Appendix “A”.
- Must have completed 120 semester credits.
- Must complete and submit all application materials by the deadline date.

The award of the degree is conditional upon the student's good standing in the University and the satisfaction of all University graduation requirements.

Compliance with Non-discrimination and Equal opportunity federal laws.

University policies and practices comply with all Federal Civil Rights and District of Columbia Human Rights Laws.

#### SEXUAL HARASSMENT AND RACIAL HARASSMENT POLICY STATEMENT

Sexual harassment in any way at the University of the District of Columbia of faculty, students, staff, and applicants for employment or admission to the University is prohibited. The University provides work sites, classrooms, and other facilities free of sexual harassment. The University examines impartially all complaints of sexual harassment and attempts to resolve them as promptly as possible.

#### FILING A COMPLAINT

Persons who believe they have been discriminated against (including sexual harassment) may file a complaint by contacting the EEO/AA Coordinator located in the Office of Human Resources in Building 38, Suite 301-14; telephone: (202) 274-5452.

#### EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The University of the District of Columbia actively subscribes to a policy of equal opportunity in education and employment and will not discriminate against any person in recruitment, examination, training, promotion, retention, discipline, or any other aspect of employment and education administration because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Vietnam Era veterans and disabled veterans are covered by this policy.

#### THE AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, no otherwise qualified student with a disability shall, solely because of her/his disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity of the University, including facilities and employment.

#### THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)



The Family Education Rights and Privacy Act of 1974, as amended, known as FERPA, is a federal law that protects the privacy of student education records that are directly related to the student and are maintained by the University. Under FERPA, students are given certain rights regarding education records:

- The right to inspect and review education records kept by the University.
- The right to request the amendment of education records the student believes to be inaccurate, misleading or otherwise in violation of his or her privacy rights.
- The right to consent to disclose directory information, except to the extent that FERPA and the regulations authorize disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements and regulations of FERPA. The complaint should be in writing and contain specific allegations of fact. The complaint should be sent to: Family Policy Compliance Office
  - U.S. Department of Education 400 Independence Avenue, SW Washington, DC 20202-4605

The following documents are located in the Office of the Registrar (Building 39, A-14):

- Information regarding the Family Educational Rights and Privacy Act of 1974, as amended
- Request to Review Education Records form
- Request to Amend or Remove Education Records form
- Request to Prevent Disclosure of Directory Information form\*

\*Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name; date and place of birth; major field of study; dates of attendance; career classification; enrollment status (e.g., undergraduate or graduate; full-time or part-time); participation in officially recognized activities and sports; degrees, honors and awards received; and, most recent education agency or institution attended.

**Note:** Items that can never be identified as directory information are a student's social security number, citizenship, gender, religious preference, grades and grade point average.

## APENDIX D – TUITION AND OTHER STUDENT FEES

### UNDERGRADUATE RESIDENT TUITION AND FEES, SPRING 2018

Credit Hours	Tuition	Activity Fees <sup>1</sup>	Total
<b>1</b>	\$629.00	\$430.00	\$1059.00
<b>2</b>	1258.00	430.00	1688.00
<b>3</b>	1887.00	430.00	2317.00
<b>4</b>	2516.00	430.00	2946.00
<b>5</b>	3145.00	430.00	3575.00
<b>6</b>	3774.00	430.00	4204.00
<b>7</b>	4403.00	430.00	4833.00
<b>8</b>	5032.00	430.00	5462.00
<b>9</b>	5661.00	430.00	6091.00
<b>10</b>	6290.00	430.00	6720.00
<b>11</b>	6919.00	430.00	7349.00
<b>12 or more</b>	7548.00	430.00	7978.00

### UNDERGRADUATE METRO TUITION AND FEES, SPRING 2018

Credit Hours	Tuition	Fees	Total
<b>1</b>	\$346.00	\$430.00	\$776.00
<b>2</b>	692.00	430.00	1122.00
<b>3</b>	1038.00	430.00	1468.00

<b>4</b>	1384.00	430.00	1814.00
<b>5</b>	1730.00	430.00	2160.00
<b>6</b>	2076.00	430.00	2506.00
<b>7</b>	2422.00	430.00	2852.00
<b>8</b>	2768.00	430.00	3198.00
<b>9</b>	3114.00	430.00	3544.00
<b>10</b>	3460.00	430.00	3890.00
<b>11</b>	3806.00	430.00	4236.00
<b>12 or more</b>	4152.00	430.00	4582.00

UNDERGRADUATE NON-RESIDENT TUITION AND FEES, SPRING 2018

<b>Credit Hours</b>	<b>Tuition</b>	<b>Fees <sup>1</sup></b>	<b>Total</b>
<b>1</b>	\$ 300.00	\$430.00	\$730.00
<b>2</b>	600.00	430.00	1030.00
<b>3</b>	900.00	430.00	1330.00
<b>4</b>	1200.00	430.00	1630.00
<b>5</b>	1500.00	430.00	1930.00
<b>6</b>	1800.00	430.00	2230.00
<b>7</b>	2100.00	430.00	2530.00

<b>8</b>	2400.00	430.00	2830.00
<b>9</b>	2700.00	430.00	3130.00
<b>10</b>	3000.00	430.00	3430.00
<b>11</b>	3300.00	430.00	3730.00
<b>12 or more</b>	3600.00	430.00	4030.00

## STUDENT FEES SPRING 2018

Activity Fee	\$ 35
Athletic Fee	\$105
Health Services Fee	\$25
Technology Fee	\$75
Student Center Fee	\$140
Career and Professional Fee	\$40
Sustainability Fee	\$10
Application Fee (Undergraduate)	\$35
Application Fee (Graduate)	\$50
Application Fee (F1 Visas)	\$50
Change of Course Fee (Add/Drop)	\$10
Credit by Exam (Per Credit Hour)	\$50
Transcript Fee (first is free)	\$5
Course Audit (Same cost as Tuition)	Varies
Duplicate I.D. Card Fee	\$15
Enrollment/Orientation Fee	\$ 100
Graduate Writing Proficiency Exam	\$50
Graduation/Commencement Fee	\$125
Laboratory Fee	\$50
Late Application Fee	\$ 100
Late Registration Fee	\$150
Return Check Fee	\$50
<a href="#">Student Health Insurance</a> Fee	Varies

### Notes

1. Full details at <https://www.udc.edu/admissions/tuition-fees/>
2. **Student fees are non-refundable**
3. Tuition and fees are subject to change without advance notification.

## APPENDIX E –COMPUTER MATCHING FOR DIETETIC INTERNSHIPS

The Dietetic Internship Match is a computer-based method which provides an orderly and fair way to match the preferences of applicants for Dietetic Internships (DIs) with the preferences of DI program directors. The Academy contracts with a company called D&D Digital to operate the DI Match and help applicants obtain an Internship (supervised practice position). If you have questions about the centralized application, please contact DICAS customer support at 617/612-2855 or [dicasinfo@dicas.org](mailto:dicasinfo@dicas.org). If you need assistance with computer matching, please contact D&D Digital customer support at 515/292-0490 or [dnd@sigler.com](mailto:dnd@sigler.com). There are specific times for making applications to Dietetic Internships which can be found on AND website, such as:

- [April 2018 Computer Matching Calendar](#)
- [November 2018 Computer Matching Calendar](#)
- [Future Computer Matching Dates](#)

### **What is computer matching?**

Computer matching is one part of the process necessary to obtain an appointment to most DIs. The Academy of Nutrition and Dietetics has contracted with D&D Digital Systems to facilitate matching through a computerized process. An applicant is "matched" with the highest ranked program that offers the applicant a position. In this way, computer matching helps applicants to obtain a position in the DI of their choice and helps DI programs obtain the applicants of their choice. It eliminates premature decisions by programs about applicants and acceptance at multiple programs by applicants.

Computer matching occurs using the applicant's prioritized list and the programs' prioritized lists until all possible matches are complete. There is a fee for computer matching that must be submitted at the time you register for the match online with D&D Digital Systems. The process is explained in detail in the "Instructions to Applicants" booklet provided by D&D Digital Systems.

### **If computer matching is one part of the process, what else do I need to do to apply to DIs?**

To begin the application process, you must request and complete the application materials from the DI programs of your choice. Most DIs participate in computer matching for their admission process. Those that are exempt accept applications only from individuals employed by the sponsoring organization. These are noted on the Academy's website in the DI list.

Each DI reviews its own applications and submits a priority listing of acceptable applicants to D&D Digital Systems, along with the number of positions to be filled. Computer matching does not change the applicants' or programs' selection process.

If you have completed a minimum of bachelor degree at a US regionally accredited university or college and course work accredited by ACEND, you are eligible to participate in the Dietetic Internship Match:

- Complete an application for the internship through the Dietetic Internship Central Application Service. There is no limit on the number of DI programs that students can apply to through DICAS. However, each program must be prioritized during the next stage of the process. If the DI program you are interested in does not appear in the DICAS, check the DI program's website for directions on how to apply or contact the DI program director.

- Register for the DI match through D&D Digital. This step allows you to create, edit and verify the priorities for your choices of internships. Some programs do not participate in the match. This is because they only accept applications from students who are employed by that sponsoring institution.

**Is there a limit to the number of programs that one can apply to and rank for computer matching?**

No. Just remember that an application must be submitted to each program you rank on the preference list that you submit to D&D. If you do not rank a program with D&D Digital, the program cannot consider your application.

**Is it possible to receive a match to more than one DI?**

No. Only one match is made, the highest priority choice for which a program match occurs.

**If a program offers both a full and part-time option, can I apply to both?**

Yes. Be sure to check the computer matching codes for each option. Many programs have one code number for the full-time option and one code number for the part-time option. If you wish to be considered for both options, you need to rank the full and part-time options according to your preference and include both options on the list submitted to D&D Digital Systems.

**When does computer matching occur?**

Computer matching occurs in April and November of each year. The DI list includes information about when each DI appoints its students. Programs may participate in either one or both computer matching periods.

**Are there deadlines for the computer matching/internship application process?**

Yes, there are two deadlines that you must be aware of when applying to DIs. First, each program should have a deadline date in their materials that tells you when all application materials must be submitted to the program. It is very important that you adhere to this deadline; otherwise your application may be invalid if it is not received by the deadline date.

Second, there is a deadline established by the Academy and D&D Digital Systems, Inc. for registering for the computer match with D&D Digital Systems and submitting your prioritized list of DI programs and your computer matching fee payment. The deadline for the February match is generally during the 2nd week of February and for the November match approximately September 25th. However, you should check with your DPD program director, Academy Accreditation staff or D&D Digital Systems for the exact deadline date. If you do not register for the match by the established deadline date to D&D Digital Systems, you will not be in the match and the DI Programs cannot consider your application.

Please be sure to allow sufficient preparation time so that you will have your materials ready to be submitted online on or before the deadline date.

**If I don't receive a match the first time I apply, can I apply again?**

Yes. You may continue to apply as often as you wish and in both April and November. You must register for the match with D&D Digital Systems and submit new DI application materials for every matching period.



**How can I increase my chances of receiving a DI appointment?**

Appointments to these programs are very competitive. Program Directors are looking for students with high academic ability (GPA), work experience, strong letters of recommendation, and professional potential. An application package that follows directions explicitly, and is neat is very important. If required, a well-written application letter may be a good reflection of your maturity and communication skills. Be flexible about your Program choices. The ability to relocate from densely populated urban sites also may be helpful.

**Where can I get more information about this whole process?**

If you are still in school, your Didactic Program Director and/or faculty advisor should be your resource person for information and guidance with the appointment process. The Accreditation staff at the Academy is also available to answer questions. Call 1-800-877-1600 ext. 5400 or e-mail [education@eatright.org](mailto:education@eatright.org). D&D Digital Systems can provide information about the computer matching process. Visit the D&D Digital website, call 515-292-0490, or e-mail [dnd@sigler.com](mailto:dnd@sigler.com).

Information taken directly from Ten Questions about Computer Matching from ACEND website. <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/top-10-questions-about-computer-matching-for-dietetic-internships>. Accessed March 31, 2018.

## APPENDIX F –UNDERGRADUATE ACADEMIC STANDING POLICY

The success of a student depends upon both the creativity and effectiveness of the institution of higher education and the academic performance of the student. Academic standing, therefore, must be defined in terms of the performance of both the University and the student. The failure of either one of the parties to meet its responsibilities can result in lower levels of institutional performance and student achievement. The institution reaffirms its open admissions policy for students who seek to pursue undergraduate study and confirms its responsibility to recognize the level of performance of each student. Therefore, the University will make every effort to identify the needs of each student and clarify the responsibilities of each unit in the University to aid the student in fulfilling educational goals. It is the responsibility of the student to use the services offered through the University and his or her own initiative to succeed.

**Academic Standards** UDC requires each candidate for an associate or baccalaureate degree to have earned a minimum cumulative grade point average of 2.0 or better. Additionally, a student must complete all University-wide requirements and all requirements of the degree program elected. Any enrolled student, whose cumulative GPA is less than 2.00, is placed on academic probation. A freshman student enrolled in the University must achieve a cumulative GPA of 2.00 or a term GPA of better than 2.00 by the end of the third term of enrollment (summer terms included). A student, who earns less than a 2.00 cumulative GPA after three terms, must achieve a GPA of better than 2.00 each subsequent term of enrollment. A freshman student enrolled three terms, including summer, who has a cumulative GPA of less than 2.00 and who fails to achieve a term GPA of better than 2.00 will be subject to suspension from the University. Until a student in the University achieves a 2.00 cumulative GPA, the student must abide by the course load restrictions placed by the University upon the freshman student with academic deficiencies, as follow:

- If the GPA is below 1.6 after the first semester of enrollment, the student is limited to a course load of nine credit hours during the next semester of enrollment.
- If the GPA is 1.6 to 2.0 after the first semester of enrollment, the student is limited to a course load of 12 credit hours during the second semester of enrollment.
- If the cumulative GPA is below 1.8 after the second semester of enrollment, the student is limited to a course load of nine credit hours during the next semester of enrollment.
- If the cumulative GPA is 1.8 to 2.0 after the second semester of enrollment, the student is limited to a course load of 12 credit hours during the next semester of enrollment.

After three semesters, or the completion of 30 credit hours, whichever comes first, a student enrolled in the University will be governed by the following policies:

- The student must maintain a cumulative GPA of 2.00. In the absence of a 2.00 cumulative GPA, the student must achieve a semester GPA of 2.10 or better each term of enrollment until a cumulative GPA of 2.00 is achieved. Failure to meet this standard will result in the suspension of the student for one semester.
- A student who has a cumulative GPA of less than 2.0 is limited to a course load of nine credit hours the dean may grant permission for a course load of 10 credit hours.
- A transfer student admitted as a probationary student must achieve a term GPA of 2.0 during the first term of enrollment. Thereafter, the student is subject to the academic policies applicable to:
  - Freshman students, as described above, if the student has completed fewer than 30 credit hours, or
  - All other students, as described above, if the student has completed 30 or more credit hours

## PROBATION AND SUSPENSION

When a student's cumulative grade point average falls below 2.00, the student is placed on academic probation. Notification will be sent from the Office of the Registrar informing the student that the grade point average is below the acceptable level. During the next term of enrollment, if the student fails to achieve a term grade point average of 2.10, the student is subject to suspension. Academic probation and academic suspension will be entered on the official permanent record of the student. A student who has completed 30 credit hours with a cumulative GPA of less than 2.00 will be restricted to a nine-semester hour course load (10 credit hours with the Dean's approval). If a student is subject to suspension and has registered for course work, their registration will be cancelled. A student enrolled in the University with fewer than 30 credit hours will be subject to the conditions and regulations placed by the University upon freshman students, as described above. If a student is subject to suspension and has registered for course work, their registration will be cancelled. The period of suspension is one academic semester.

## DISMISSAL

If a student's cumulative GPA is below 2.00 and the student fails to successfully complete at least 50% of the hours attempted and fails to achieve a term GPA of 2.10 or better each term of enrollment following a second academic suspension, the student will be dismissed from the University. All courses for which the student was enrolled after add/drop are considered in determining 50% of the hours attempted. Reinstatement for such students will not be considered in less than two calendar years from the date of dismissal. If a student is subject to dismissal and has registered for course work, their registration will be cancelled. Reinstatement for such students will not be considered in less than two calendar years from the date of dismissal.

## APPENDIX G - IMPROVING YOUR CHANCES FOR ADMISSION TO A DIETETIC INTERNSHIP PROGRAM

Preparing for a supervised practice program begins during your freshman year. The following timeline suggests activities you should complete to become competitive for completing your RD after graduation.

### FRESHMAN/SOPHOMORE YEAR

- ☒ Maintain good grades
- ☒ Become active in organizations or community activities
- ☒ Join the Student Academy of Nutrition and Dietetics (SAND)
- ☒ Join the Academy of Nutrition and Dietetics as a student member
- ☒ Obtain dietetics-related work or volunteer experience – at least 25 hours per year

### JUNIOR YEAR

- ☒ Begin reviewing the Academy of Nutrition and Dietetics website to select internships that interest you
- ☒ Get to know your faculty advisor (you will want them to write a good letter of recommendation)
- ☒ Get to know the faculty (remember, you need three letters of recommendation for your application!)
- ☒ Get volunteer or paid work experience in dietetics-related field – at least 25-30 hours per year
- ☒ Get involved in activities in the SDA– run for office!
- ☒ Attend the University of the DC Metropolitan-Area Academy of Nutrition and Dietetics (DCMAND) Annual Meeting
- ☒ Continue student membership in the Academy of Nutrition and Dietetics (AND) ☒ Maintain good grades

### SENIOR YEAR

- ☒ Begin to gather information about internships – obtain application materials from programs that interest you
- Maintain good grades
- ☒ Get even more involved in the UDC SAND
- ☒ Continue student membership in Academy of Nutrition
- ☒ Get volunteer or paid work experience in dietetics-related field – at least 25-30 hours *per year*
- ☒ Work with the Didactic Program in Dietetics Director and your advisor to prepare your application forms
- ☒ If you do not match to a program:
  - See the Didactic Program in Dietetics Director for alternatives
  - Keep trying to match in the post-match period round from April to August (not all programs fill their classes during the match)
  - Continue to get experience, if necessary
  - Apply for internships again for the fall match (deadline in September) for November appointment date (DI usually begins in January).

## APPENDIX H - SUMMER INTERNSHIP INFORMATION

Summer internships are a great way to get experience in the profession of dietetics, and will also enhance your learning experiences in your courses. The following include websites and other resources that list summer internship possibilities and give advice about applying for internship experiences.

### WEBSITES:

- University of the District of Columbia's Student Affairs Office. [www.udc.edu](http://www.udc.edu)
- InternJobs.com Website: <http://www.internjobs.com>
- Research Experiences for Undergraduates Program at the National Science Foundation: <http://www.nsf.gov/home/crssprgm/reu/start.htm> (A list of sites for Social, Behavioral, and Economic Sciences)
- InternshipPrograms.com: <http://internships.wetfeet.com/home.asp>
- InternWeb.com: <http://www.internweb.com/>
- Peterson's Great Summer Jobs: <http://www.petersons.com/summerop/code/ssector.asp?sponsor=1&path=hs.fas.summer>

### BOOKS:

- *Student Access Guide to America's Top 100 Internships*
- *The National Directory of Internships*
- *Peterson's Internships*
- *Directory of International Internships; A World of Opportunities*
- Compiled and edited by Charles A. Gliozzo, Vernicka Tyson, Bob Dye, and Adela Pena
- *National Directory of Nonprofit Organizations*
- *A Students Guide to Volunteering* by Theresa Digeronimo
- *Jobs in Paradise: The Definitive Guide to Exotic Jobs Everywhere* by Jeffrey Maltzman
- *Student Science Opportunities* by Gail Grand
- *Overseas Summer Jobs* Edited by David Woodworth
- *The Access Guide to International Affairs Internships*: Washington, DC

## APPENDIX I - SUGGESTIONS FOR DIETETICS-RELATED WORK EXPERIENCES

Finding dietetic-related work experiences can be a challenge, however, professional experiences are valuable since they prepare you for supervised practice programs and make finding a job after graduation easier. You can begin gaining dietetics-related experiences at any point in your education; however, professional experiences become even more important after your sophomore year, since you will be applying for supervised practice programs in the near future. Here are some suggestions for volunteer and/or paid work experiences in several areas of dietetics:

**Clinical nutrition** – paid or volunteer work in a long-term care facility or in-patient hospital will give you exposure to clinical nutrition practice. These experiences will put you in direct contact with a registered dietitian and with patients. Gain experiences in which you can actively participate, rather than just observing or shadowing. Choose your time wisely. Some facilities have patient privacy policies, which may limit your opportunities for direct patient care as a volunteer. Ask about the policy, since they may be different for each institution. Some experiences with a dietitian should include opportunities to perform the following:

- Patient/resident interviews for food preferences, intolerances and avoidances, and food allergy/sensitivities
- Nutrition screening
- Data collection and opportunities to assist with nutrition assessment – both initial assessments and follow-up (documentation for the medical record, nutrition care plans, etc.) for inpatients; Minimum Data Set (MDS) interviews and initial/quarterly assessments in long-term care and assisted living facilities.
- Therapeutic menu writing
- Nutrient intake analyses
- Enteral feeding and total parenteral nutrition (TPN) protocols
- Quality assurance monitors
- Opportunities to assist (not just observe) diet clerks and diet techs also useful

**Food Service Management** – paid or volunteer work in a long-term care facility or in-patient institutional setting can give you exposure to food service management. It is important to remember that many RD jobs have foodservice responsibilities – you may supervise a foodservice manager, or you may be in charge of foodservice in a small institution. Jobs in foodservice areas (food preparation, tray line assembly, meal delivery) are good options for nutrition students to gain dietetic-related experience. You may work with a registered dietitian, a dietetic technician or with a Certified Dietary Manager (CDM). CDMs are trained in therapeutic nutrition in addition to their foodservice management training. Experiences with a foodservice manager should include opportunities to learn the following:

- Ordering from vendors and checking in deliveries
- Conducting general inventory
- Employee scheduling
- New employee interviews
- Quantity food production – Assisting with therapeutic menu preparation involving special diets
- Assisting with preparation of nourishments, delivery of nourishments to units and inventory associated with nourishments
- Trayline – tray check accuracy of meal tray preparation
- Catering
- Quality assurance monitors including food safety and sanitation, proper food temperatures and implementing Hazard Analysis Critical Control Points (HACCP) protocols

- Budget planning process – assist CDM with process
- Equipment maintenance – assist employee(s) responsible
- Employee safety – accident prevention, fire safety, Material Safety Data Sheets (MSDS) locations

**Community Nutrition** -- Community nutrition experiences will allow you to provide nutrition education and to conduct community service with a diverse group of target audiences. Experiences in community nutrition include the following:

- Food banks and any feeding programs designed to address hunger issues
- YMCA or YWCA nutrition education programs
- Senior nutrition programs (feeding sites such as congregate meal programs) Head Start or similar programs
- After-school programs (related to nutrition) with both children and their caregivers
- Women, Infants and Children (WIC) clinics – opportunities to work with dietitians may be limited but you may be able to work with WIC nurses, certifiers and class instructors
- Basic Food Program (former Food Stamp Program) – educational programs for recipients
- Home Delivered Meals Programs -- assist delivery person with deliveries
- Meals on Wheels Program – volunteer to make meal deliveries
- School Breakfast Programs – assist manager with program activities
- National School Lunch Program – assist manager or dietitian with program activities
- Summer Foodservice Program for Children – assist manager with program activities
- Commodity Supplemental Food Program (CSFP) – assist with distribution of foods
- Expanded Food and Nutrition Education Program (EFNEP) offered through the County Extension Service – accompany a Nutrition Aide and/or program manager on site visits with participants, assist with training of Nutrition Aides
- The Food and Drug Administration (FDA) Regional Office – accompany the dietitian in job activities; tour the regional office (if available in your area)
- United States Department of Agriculture (USDA) Regional Office Programs – accompany dietitian or other employees who participate in nutrition education related activities (if available in your area)

Other options:

- Work with a nutrition researcher on a research project
- Volunteer with a nutrition representative for a pharmaceutical company (i.e. Nestle, Merck, etc.)

\*Adapted from Bastyr University *BSN/DPD Program Information Packet*, Beverly Kinblade

## APPENDIX J STATEMENT OF UNDERSTANDING OF COURSE CURRICULUM

*(A copy of this document will be kept in each student's academic file)*

I, the undersigned, acknowledge receipt of a copy of the Student Handbook for the Bachelor of Science in Nutrition and Dietetics, Didactic Program in Dietetics. I understand that courses are to be taken in the sequence presented in the Handbook and that the need to take prerequisite courses may determine how long it takes me to complete the program. I am aware of the fact that faculty members of the Nutrition and Dietetics Program have no control over when supporting courses (non-major courses) will be offered. I also accept that courses will not be offered out of sequence to satisfy the needs of one or a few students. This is because doing so may have a negative impact on other students that are using the course sequence document to establish their timeline for program completion. I also understand that once I matriculate into the Didactic Program in Dietetics (DPD), I must obtain appropriate prior approval for any course that I wish to take outside of the University of the District of Columbia, including Consortium courses and summer courses at other institutions, if I plan to have these courses count towards my Nutrition and Dietetics degree or for the Verification form that is to be signed by the DPD Director upon completion of the program.

I understand that the maximum course load is 18 credits. Any credit above that must have the approval of the DPD Director. This is a reminder that course overloads are typically reserved for students that have a minimum GPA of 3.0.

Before I will be cleared for graduation and/or before my Verification Statement will be signed by the DPD Director, I understand that I am required to complete a student survey and to participate in an exit interview that will be conducted by a Nutrition and Dietetics Program faculty member.

I understand that it is my responsibility as a student to carefully read the Nutrition and Dietetics Student Handbook and the Student Handbook for the University of the District of Columbia.

**Student's Name (Printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Member's Name (Printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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