COLLEGE OF HEALTH AND HUMAN SCIENCES
SCHOOL OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM
STUDENT HANDBOOK
Fall 2015
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INTRODUCTION

The Student Handbook for the Didactic Program in Dietetics (DPD) is a reference tool designed to assist students who are enrolled in the undergraduate Nutrition and Dietetics (ND) major. The handbook is a compilation of information provided to the undergraduate to establish clear understanding of educational requirements and student responsibilities to be successful in the Didactic Program at Western Carolina University (WCU). The handbook addresses frequently asked questions about education requirements, student responsibilities, and program goals. Each student will receive the handbook to use as a reference. Each student will be required to read this handbook and sign a statement of understanding concerning the requirements. A copy of this signed statement will be kept in your advisor’s office.

OVERVIEW and MISSION STATEMENT

The main goal of the Nutrition and Dietetics major at WCU is to prepare students to become dietetic technicians, registered (DTR) or be competitive in applying for a post-baccalaureate dietetic internship so that they may complete the requirements for becoming a registered dietitian/nutritionist (RDN). Within this goal, the mission of the program is:

Provide a sound academic foundation that facilitates the development of effective, engaged dietetic professionals who will integrate their knowledge, skills and values in application of current evidence in food and nutrition science to improve the health of individuals and diverse communities.

The undergraduate program is accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. ACEND exists to serve the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs. Programs meeting those standards are accredited by ACEND. To become a RDN four accomplishments are required:

1. A baccalaureate degree.
2. Completion of a specific list of didactic requirements (topics taught in the classroom with evidence that the student sufficiently understands the topics).
3. At least 1,200 hours of supervised practice working under the supervision of a Registered Dietitian/Nutritionist.
4. Passing a nationally administered computerized exam.

Numbers 2 and 3 must be completed at an ACEND accredited facility. Western Carolina University has both an accredited undergraduate program in dietetics and an accredited dietetic internship. If you attend WCU and receive your degree in Nutrition and Dietetics you will complete both 1 and 2.

ACADEMIC ADVISING

After initial enrollment into the university, it is highly advisable to declare a major in pre-nutrition and dietetics as soon as possible so that an official assignment to an advisor on the nutrition faculty will take place. The nutrition faculty advisor will inform the student
of the program requirements in detail, including the routes to an internship after graduation. Students are assigned a 920 number and a personal password that only the student can access. The student may use these numbers to access their personal files. Any transfer credit or prior work credit will be evaluated by your advisor.

**PRE-NUTRITION AND DIETETICS MAJOR and ADMISSION TO ND MAJOR**

Upon enrollment at WCU, students may declare a major in Pre-Nutrition and Dietetics. This is a time for completing both liberal studies courses and pre-professional courses that are pre-requisites for admission to the Nutrition and Dietetics (ND) major. Admission to the ND program is competitive and requires the following:

- Must have completed at least 60 hours of college credit at the time of admission to the ND program.
- Completion of the following pre-professional courses include the following or their equivalent: BIOL 140, 291, 292 and 313; CHEM 132 and 133, HSCC 322, MATH 170, PSY 150, ND 239 and 330.
- Must have an accumulative GPA of 3.0.
- Must have at least a “C” (not a C-) in all sciences and MATH 170.
- Must have at least a “B” (not a B-) in ND 239 and 330.
- Must complete an application form available on the Nutrition and Dietetics webpage.
- Must understand that to obtain a dietetic internship after graduation, an overall GPA of at least a 3.2 is required to apply.

Additional information regarding the application process for the Nutrition and Dietetics major may be found at

The 8-semester plan for the 120 credit hour ND major is as follows:

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<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tr>
<td></td>
<td>Course and Number</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>Freshman Year</td>
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<tr>
<td></td>
<td>ENGL 101 Writing and Rhetoric or 190 First Year Seminar</td>
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<td>HSCC 101 Wellness or HEAL 123 Wellness</td>
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<td>PSY 150 General Psychology</td>
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<td>MATH 170 Statistics</td>
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<tr>
<td></td>
<td>CHEM 132 Survey Chemistry I with Lab*</td>
<td>4</td>
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<tr>
<td></td>
<td>CHEM 133 Survey Chemistry II with Lab</td>
<td>4</td>
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<td></td>
<td>BIOL 140 Principles of Biology with Lab</td>
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<tr>
<td>Freshman Year</td>
<td>TOTAL (16)</td>
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<tr>
<td>Sophomore Year</td>
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<td>BIOL 291 Anatomy &amp; Physiology I with Lab</td>
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<td>ENGL 202 Writing and Critical Inquiry</td>
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<td>HSCC 322 Medical Terminology</td>
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<td>ND 330 Human Nutrition</td>
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<tr>
<td>Sophomore Year</td>
<td>TOTAL (16)</td>
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<tr>
<td>Junior Year</td>
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<tr>
<td></td>
<td>ND 331 Food Science</td>
<td>3</td>
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<td>ND 301 Food Science Lab</td>
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<td>ND 325 Research Methods in Nutrition</td>
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<td>ND 334 Nutritional Assessment</td>
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<td>ND 304 Nutritional Assessment Lab</td>
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<td>ND 350 Advanced Human Nutrition I</td>
<td>3</td>
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<td>Junior Year</td>
<td>TOTAL (13)</td>
<td>TOTAL (17)</td>
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<tr>
<td>Senior Year</td>
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<td>ND 420 Community Nutrition I</td>
<td>3</td>
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<td>ND 432 Foodservice Management I</td>
<td>3</td>
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<td>ND 436 Nutritional Interviewing and Counseling</td>
<td>3</td>
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<td></td>
<td>ND 406 Nutritional Interviewing and Counseling Lab</td>
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<td>ND 439 Professional Practice</td>
<td>1</td>
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<td>ND 451 Medical Nutrition Therapy I</td>
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<td></td>
<td>ND 453 Medical Nutrition Therapy I Lab</td>
<td>1</td>
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<tr>
<td>Senior Year</td>
<td>TOTAL (14)</td>
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*Courses in red are pre-professional courses and must be completed before admission to the ND program. Equivalent courses taken at other universities or community colleges are acceptable substitutes.

**CREDIT FOR PRIOR LEARNING**

Students that have prior learning from another program (i.e. culinary technology, dietetic technician training) or extensive experience in food service management may be able to obtain some credit towards graduation after careful review of appropriate documentation of education and/or training by the Program Director.
All students who complete the ND major will receive a verification of completion statement. This verification statement entitles the student to take the Registration Examination for Dietetics Technicians. It is also required for anyone who will be completing an ACEND accredited dietetic internship program. Admission to a dietetic internship is very competitive. Having a verification statement is not a guarantee of acceptance into an internship. The verification statement qualifies graduates to pursue further training in ACEND-accredited dietetic internships, after which they will be eligible to take the Registration Examination for Dietitians administered through the Commission on Dietetic Registration (CDR).

ACADEMIC REQUIREMENTS AND REMEDIATION

Undergraduate students in the didactic program are evaluated by the usual semester-by-semester grade point average (GPA). To remain in the ND program a student must maintain at least a 3.0 GPA and no program required grade can fall below a C+. If a student falls below this minimum GPA requirement, the remediation policy and academic improvement plan explains the procedure for improvement and/or dismissal from the nutrition program (refer to departmental policy). Students admitted to the ND program who have fallen below the required GPA of 3.0 will have one semester to comply with the academic improvement plan. The ND Program Director will be responsible for establishing and enforcing this academic improvement plan.

Academic improvement plans may include increased personal responsibility for studying, regular meetings with the course instructor, peer-tutoring and/or referral to academic success services provided by WCU. Information on university resources for academic success may be found at:


PROFESSIONAL CONDUCT

CLASSROOM PROFESSIONALISM

In class students are expected to be attentive, quiet, and stay awake. Cell phones will expected to be turned off or on vibrate. No phone calls or texting will be allowed. If a personal computer is brought to class, it is to be used for note taking or specified classroom activities (as internet searches, opening assigned documents, etc.). WEB surfing and emailing are not allowed. It is also expected that students remain at their desk the entire class and not leave the room for anything less than an emergency. Failure to comply with any of the above can result in dismissal from the class and a deduction of points from class participation or a major test.

DRESS CODE

Whenever visiting a facility, either as an individual obtaining volunteer hours, observing dietitians, or as part of a lab, you will be representing the Nutrition and Dietetics Program, Western Carolina University, and the dietetics profession. To promote a
professional image, dietetic students will wear professional attire at clinical and community visitations and while in attendance of professional meetings. When in food service or production areas the student will abide by the uniform dress code for kitchen staff, or as otherwise directed by the instructor. Examples of inappropriate professional attire include: jeans, sandals, open toed shoes, tennis shoes, low cut tops, miniskirts, any combination of tops and bottoms that show skin in-between, or any see through attire. Hair should be styled in a conservative manner. Jewelry should be conservative and in compliance with the facility dress code. Artificial fingernails and cologne or perfume are not allowed. Chewing gum in a facility or lab is not considered compliant with professional behavior. Professional dress with specific examples will be discussed in detail during class time. Identification badges, if available, should be worn during all visitations. Students who do not follow facility guidelines for dress code will be sent home and counted absent. Students will sign an agreement to follow the dress code at the beginning of each semester for each class that has a visitation or lab in a facility.

Dress Code Agreement
(To be completed at the beginning of each semester that has visiting labs, visitations, volunteering, or community service as part of the course structure)

I _________________________ have read the Western Carolina University Nutrition and Dietetics program dress code and understand its content and intent. I also understand that if I am not in compliance, I will be sent home from my lab or visitation and receive a zero for the lab or visitation. I am in agreement with this dress code and promise to uphold the professional image of my program, university, and profession.

_________________________________  ________________________________
Professor                                              Student

________________________     __________________________
Date                                              Course

STUDENT CLUB
A Student Club exists and membership in the club is highly recommended. The cost is $5.00 per semester. There are many advantages to being a member beyond the usual: fellowship with classmates and faculty and an item to include on a resume. Student involvement gives the faculty an opportunity to evaluate students for recommendations and internship directors consider student involvement when accepting students for internships; also some scholarships consider involvement. Fund raisers help those students that were involved in the club to make trips to professional meetings. See your advisor to find the contact person for the club.
EXPENSE OF PROGRAM

- The cost of the program is approximately the same as the cost of attending WCU for any other student. Tuition, housing, meals, and the usual academic fees are identical. Books at WCU are rented and the fee is included in the registration fees. Information about fees may be found in the current catalog the online catalog http://www.wcu.edu/admissions/costs-funding.asp

Additional cost include:

- Selected supplemental texts or workbooks will be required for specific courses. It is recommended that the nutrition texts be bought for future reference.
- Student membership in the Academy of Nutrition and Dietetics is required for the junior and senior year. Membership in the Academy affords the student access to the Evidence Analysis Library, a required resource for assignments in many of the required courses.
- Background checks are required as part of the service-learning component of specific ND courses. All students are required to have satisfactory yearly background checks before volunteering at community agencies.

FINANCIAL ASSISTANCE

Various financial sources, such as grants, loans, scholarships and student employment are available to qualified undergraduate students. To become eligible, an application for financial assistance can be obtained by contacting WCU Financial Aid Office in Room 218 of the Killian Annex (finaid@email.wcu.edu), 828-227-3181. Additional information is located on the following website: http://wcu.edu/202/asp and pages 51-54 of the current printed catalog. Financial aid recipients are expected to comply with the guidelines established by each specific granting or loaning agency.

Scholarships and awards available specifically for students in the Registered Dietitian concentration include the Wilma Cosper Scholarship and the Barbara Cosper award. They are available to nutrition and dietetics majors the junior and senior years of the Registered Dietitian concentration. Criteria for the Wilma Cosper Scholarship include:

- A resident of NC for at least three years
- A current resident of NC
- A graduate of a North Carolina high school
- A minimum GPA of 3.0
- A minimum SAT of 800
- A rising senior
- A nutrition major that is going to apply to a dietetic internship
The application can be obtained from the Program Director and is due by spring break. The amount of the award is dependent on interest and varies from year to year.

The Barbara Cosper award is presented to the outstanding junior or senior in the Registered Dietitian concentration that is a resident of North Carolina and is accepted into the WCU dietetic internship. The award is based on GPA, student involvement, and need. It consists of a plaque and $100 to $300.

PROGRAM GOALS AND MEASURABLE OUTCOMES
The goals of the program with the measurable outcomes as required and approved by ACEND are as follows:

Program Goal 1: The program will prepare graduates to be competent for entry into supervised practice or other post-graduate programs through high-quality educational offerings

Objectives

1.1 Over a five year period, 60% of graduates will apply to a DI program the year they complete the DPD.

1.2 Over a five year period, 80% of graduates seeking employment in dietetics or graduate school/internships will be successfully placed within 1 year of graduation.

1.3 Over a five year period, 90% of employers will rate WCU graduates as “Excellent” or “Good” when asked about their preparation for the workforce.

1.4 Alumni will achieve an 80% pass rate over a 5 year period for first-time test takers of the RD exam.

1.5 Over a five year period, 90% of graduates will be satisfied with their education in the DPD.

Program Goal 2: The program will provide a quality undergraduate educational program in nutrition and dietetics that promotes scholarship with a broad knowledge base in science and liberal studies while offering a deep understanding of nutrition and dietetics.

Objectives for Goal 2:
2.1 Of the students accepted into the program, 85% will successfully complete the program within the established 150% time frame for completion. (Evidence: Program completion rates)

2.2 Alumni will achieve an 80% pass rate over a 5 year period for first-time test takers of the RD exam.

2.3 Of those students not applying to a supervised practice program, 75% will obtain employment in the dietetics field.

DIETETIC INTERNSHIP
The Western Carolina University Dietetic Internship is a post baccalaureate, supervised practice program that qualifies graduates for the Examination for Registered Dietitians and is accredited by the Accreditation Council on Education in Nutrition and Dietetics. The admission to the WCU Dietetic Internship is competitive. Students who have completed a baccalaureate degree with a minimum 3.2 overall GPA and have a DPD Verification Statement that is not more than 5 years old are eligible to apply. Students must also meet the admission requirements for the WCU graduate school.

The Dietetic Internship provides a minimum of 1,200 hours of supervised practice. The dietetic internship program is designed to give students entry-level competence in dietetic practice.

Additional information regarding the WCU Dietetic Internship can be accessed at http://www.wcu.edu/academics/departments-schools-colleges/HHS/hhs-schools-depts/healthsci/health-sciences-majors/nd/dietetic-internship-di-program/index.asp

EQUAL OPPORTUNITY
WCU is an equal opportunity institution with respect to both education and employment. The university does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its program and activities as required by federal (Title VI, Title IX, Section 504) and state laws and regulations. Although this policy is intended for paid employees, the WCU dietetic undergraduate program and internship is also committed to upholding all federal regulations regarding equal opportunity and fair treatment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
Information concerning the Family Educational Rights and Privacy Act has been reproduced from the current printed catalog found on pages 73-75 and online at http://catalog.wcu.edu/content.php?catoid=10&navoid=143&bc=1#fami_educ_right.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:
1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar's office written requests that identify the record(s) they wish to inspect. The registrar's office will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the university director of Equal Opportunity Programs. If the decision is in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the director of Equal Opportunity Programs of their right to a formal hearing.

3. The right to consent to disclosures of personally-identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605 concerning alleged failures by WCU to comply with the requirements of FERPA.

5. WCU hereby designates the following categories of student information as public or “Directory Information.” Such information may be disclosed by the institution for any purpose, at its discretion.

- Student name
- Local and home address
- Telephone numbers
- Classification
- Parent/guardian
- County
- Major field of study
- Photograph
- Dates of attendance
- Degrees
- Honors and awards received
- The most recent previous educational agency or institution attended by the student
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
• Electronic mail (E-mail) address.

Students may withhold directory information by notifying the One Stop Student Service Center in writing within five working days from the first day of classes for the fall term, or by the first day of classes for subsequent terms. Students are warned, however, prior to making a decision to withhold personally-identifiable data, that undesirable consequences frequently occur, such as names of students on the Deans’ List are not published, names are not listed in commencement bulletins, and requests from prospective employers are denied. Forms are available at the One Stop Student Service Center and on the Web at registrar.wcu.edu/forms. WCU’s complete FERPA policy may be obtained from the One Stop Student Service Center.

**Students' Education Records At General Administration of The University of North Carolina: Annual Notification of Rights**

Certain personally-identifiable information about students (education records) may be maintained at The University of North Carolina General Administration, which serves the Board of Governors of The University system. This student information may be the same as, or derivative of, information maintained by a constituent institution of The University, or it may be additional information. Whatever their origins, education records maintained at General Administration are subject to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).

FERPA provides that a student may inspect his or her education records. If the student finds the records to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights, the student may request amendment to the record. FERPA also provides that a student’s personally-identifiable information may not be released to someone else unless (1) the student has given a proper consent for disclosure or (2) provisions of FERPA or federal regulations issued pursuant to FERPA permit the information to be released without the student’s consent. A student may file with the U.S. Department of Education a complaint concerning failure of General Administration or an institution to comply with FERPA.

The policies of the University of North Carolina General Administration concerning FERPA may be inspected in the office at each constituent institution designated to maintain the FERPA policies of the institution. Policies of General Administration may also be accessed in the Office of the Secretary, General Administration, The University of North Carolina, 910 Raleigh Road, Chapel Hill, North Carolina, 27515.

Further details about FERPA and its procedures are to be found in the referenced policies. Questions about the policies may be directed to Legal Section, Office of the President, The University of North Carolina, General Administration, Annex Building, 910 Raleigh Road, Chapel Hill, North Carolina (mailing address P.O. Box 2688, Chapel Hill, North Carolina 27515-2688; telephone 919-962-4588).
ACADEMIC HONESTY POLICY
Western Carolina University, as a community of scholarship, is also a community of honor. Faculty, staff, administrators, and students work together to achieve the highest standards of honesty and integrity. Academic dishonesty is a serious offense at WCU because it threatens the quality of scholarship and defrauds those who depend on knowledge and integrity.

Honesty and integrity are fundamental values for the dietetics profession and the University. Students will not lie, steal, or cheat in their academic endeavors, nor will the student tolerate the actions of those who do. It is the student’s responsibility to be aware of the consequences of violating academic honesty policies and the impact such violations can have on their standing in the Nutrition and Dietetics Program, the University, and their careers.

To maintain the public’s trust in dietitians, professional ethics begin in the basic training and dishonesty will not be tolerated. Acts of academic dishonesty may result in penalties ranging from a grade of zero on the paper/project/test to failure of the entire course and immediate dismissal from the program. Consequences will be determined by the instructor of the student’s course. Circumstances of the act of academic dishonesty and consequent penalties will be documented in the student’s academic file and reported to the School Director, Dean, and the School of Health and Human Sciences Student Affairs Committee in accordance with WCU policy. Students may appeal the instructor’s decision through the University’s appeals process.

Examples of academic dishonesty:
- Cheating: intentionally using or attempting to use unauthorized materials information, or study aids in any academic exercise.
- Fabrication: intentional falsification or invention of information or citation in any academic exercise.
- Plagiarism*: representing the words or ideas of someone else as one’s own in any academic exercise.
- Facilitation of academic dishonesty: intentionally or knowingly helping or tempting someone else to commit an act of academic dishonesty, such as knowingly allowing another to copy information during an examination or other academic exercise, or being aware of academic dishonesty by another student and not reporting to the Instructor of Record.

*Specific guidelines about avoiding plagiarism are available at: http://www.wcu.edu/writingcenter/plagiarism.asp

Appeals policy for academic dishonesty is described in detail on pages 71-73 of the current printed catalog and online at: http://www.wcu.edu/WebFiles/WordDocs/facultycenter_WCUStudentHandbookAcademicHonesty.doc.
GRIEVANCES
Undergraduate students who wish to appeal an assigned grade for a reason other than academic dishonesty may do so in the following order:

1. Appeal verbally to the instructor.
2. Appeal verbally to the instructor's department head.
3. Appeal verbally to the dean of the instructor's college.
4. Appeal in writing to the Academic Problems Committee, as outlined below. Any request by a student for a change in a final grade must be submitted to the instructor within thirty-five days after the end of final exams.

Additional information may be found online at:
http://www.wcu.edu/advising/withdrawal.html

UNIVERSITY WITHDRAWAL POLICIES AND PROCEDURES
Procedures for withdrawal from a course or the University are listed below, on page 70 and 71 of the current printed catalog, and online at:
http://www.wcu.edu/advising/withdrawal.html

WITHDRAWAL POLICIES AND PROCEDURES
A student may find it necessary or advisable to withdraw from one or more courses during a term. In some cases, he/she may find it necessary to withdraw from the university.

COURSE WITHDRAWAL
After consultation with the academic adviser and the instructor of the course, a student may withdraw from any course prior to the expiration of one-half of the term and receive a W. A completed withdrawal form must be presented to the registrar prior to the withdrawal deadline for posting. Course withdrawals do not count toward the twelve hours required for full-time enrollment. In the application of the tuition surcharge policy, course withdrawals do count towards the 140 semester hour limit. (See the section on Fees for information on the tuition surcharge policy.)

After one-half of a term, a W will be assigned only for written verifiable health, medical, or legal reasons. The student must first consult with the course instructor. The instructor and advisor must then indicate support by signing the course withdrawal form (available from the Advising Center). The student must also obtain the appropriate signature from Western Carolina University Health Services staff, Counseling and Psychological Services staff, an official of a court of law, or the department head of the department offering the course. The completed withdrawal form must be submitted by the deadline indicated on the academic calendar published by the Registrar's Office. In extenuating circumstances students should refer to the Academic Appeals Procedure section in The Record.
UNIVERSITY WITHDRAWAL
To withdraw from the university (i.e. drop all courses), a student must complete a withdrawal form from the One Stop in Killian Annex.
If an emergency prevents a student from completing the withdrawal process before leaving the campus, the student should call, write, or arrange for a friend or relative to contact the One Stop at 828-227-7170.

Any time a student is forced to withdraw from the university during a term for health, medical, legal, or administrative reasons which are verified in writing, a grade of W will be assigned in all courses in which the student is registered. If a student withdraws from the university for other than health, medical, legal, or administrative reasons after one-half of the total class time has elapsed, an F, W, or I grade will be assigned by the instructor according to the following guidelines:

1. A W grade will be assigned if the student is passing or if the student's progress has not been evaluated.
2. An I grade will be assigned if the instructor agrees that there is a reasonable prospect that the work can be made up and agrees to allow the student to do so.
3. An F grade will be assigned if the student is failing.

Current policies and procedures pertaining to grades, indebtedness, and refunds are applicable upon withdrawal from the university. A student who withdraws from the university either during or at the end of a term for any reason is responsible for clearing any indebtedness in the housing office, bookstore, financial aid office, controller's office, library, university police department, academic departments, and health services.

Refund policies for withdrawal can be found on page 47 of the current printed catalog and online at: [http://www.wcu.edu/11179.asp](http://www.wcu.edu/11179.asp)

<table>
<thead>
<tr>
<th>% of Enrollment Period</th>
<th># of Days</th>
<th>Dates % Applies</th>
<th>Amount of %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st day of class</td>
<td>1</td>
<td>08/18/08</td>
<td>95%</td>
</tr>
<tr>
<td>10%</td>
<td>1 to 11 days following the 1st day of class</td>
<td>08/19/08 - 08/28/08</td>
<td>90%</td>
</tr>
<tr>
<td>25%</td>
<td>12 to 28 days following the 1st day of class</td>
<td>08/29/08 - 09/14/08</td>
<td>50%</td>
</tr>
<tr>
<td>50%</td>
<td>29 to 57 days following the 1st day of class</td>
<td>09/15/08 - 10/18/08</td>
<td>25%</td>
</tr>
<tr>
<td>Rest of semester</td>
<td>58 days following the 1st day of class to end</td>
<td>10/19/08 - 12/12/08</td>
<td>0%</td>
</tr>
</tbody>
</table>

**percentage applies to tuition/fees and housing**

**remaining meal plan $$ is refunded up until the last 2 weeks of the semester**
EMPLOYMENT OPPORTUNITIES for REGISTERED DIETITIANS

The American Dietetic Association is the world’s largest organization of food and nutrition professionals, with nearly 67,000 members in 57 countries. ADA members serve the public by offering prevention and wellness services and medical nutrition therapy in a variety of settings including health care, foodservice, business and communications, research, education and private practice.

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice. Many work environments, particularly those in medical and health care settings, require that an individual be credentialed as an RD.

RDs 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. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers, and correctional facilities, overseeing everything from food purchasing and preparation to managing staff.
- Sports nutrition and corporate wellness programs, educating clients about the connection between food, fitness, and health.
- Food and nutrition-related businesses and industries, working in communications, consumer affairs, public relations, marketing, or product development.
- 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.
- Community and public health settings teaching monitoring, and advising the public, and helping to improve their quality of life through healthy eating habits.
SALARIES AND JOB OUTLOOK
According to ADA's 2007 Dietetics Compensation and Benefits Survey, half of all RDs in the U.S. who have been working full-time in the field for five years or less earn between $42,000 and $55,000 per year. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility, and supply of RDs. Salaries increase with years of experience and many RDs, particularly those in management, business, and consulting earn incomes above $86,000.

According to the U.S. Bureau of Labor Statistics, employment of dietitians is expected to grow about as fast as the average for all occupations through the year 2014 because of increased emphasis on disease prevention, a growing and aging population, and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced patients' lengths of hospital stay. Faster growth, however, is anticipated in nursing homes, residential care facilities, and physician clinics.

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ADDITIONAL INFORMATION
Additional information about the School of Health Sciences and the Nutrition and Dietetics program can be found at: http://www.wcu.edu/4633.asp.

The Academy of Nutrition and Dietetics

Code of Ethics for the Profession of Dietetics

The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetics practitioner to client, society, self, and the profession.

The Ethics Code applies in its entirety to members of The American Dietetic Association who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of The American Dietetic Association who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of The American Dietetic Association. All of the aforementioned are referred to in the Code as "dietetics practitioners." By accepting membership in The American Dietetic Association and/or accepting and maintaining Commission on Dietetic Registration credentials, members of The American Dietetic Association and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information.
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.

8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.

9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.

10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.

12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.

13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.

14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.

15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.

16. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CSP" or "Certified Specialist in Pediatric Nutrition"; "CSR" or "Certified Specialist in Renal Nutrition"; and "FADA" or "Fellow of The American Dietetic Association") only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration.
   b. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.
17. The dietetics practitioner withdraws from professional practice under the following circumstances:
   a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
   b. The dietetics practitioner has been adjudged by a court to be mentally incompetent;
   c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.

18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
   a. The dietetics practitioner has been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
   b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
   c. The dietetics practitioner has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

19. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration.

**Student Handbook Agreement**

I _________________ have read the Western Carolina University Nutrition and Dietetics program Student Handbook and understand its content and intent. I understand the requirements I must meet to successfully graduate with a BS degree in Nutrition and Dietetics with a Registered Dietitian concentration or a Community Health concentration. I also understand that, if I want to be a registered dietitian, after
completing the registered dietitian concentration, I must complete an internship approved by the accrediting body of the American Dietetic Association (the Commission on Accreditation for Dietetics Education). Upon the successful completion of the internship, I will be a candidate to sit for the national exam that, upon passing, I will qualify me to be a registered dietitian.

________________________________________  ______________________________________
Professor                                      Student

________________________________________  ______________________________________
Date                                          Course

Rev. 08/28/2015 B. Marques