



**COLLEGE OF HEALTH AND HUMAN SCIENCES
SCHOOL OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM
UNDERGRADUATE DPD STUDENT HANDBOOK
Spring 2019**

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INTRODUCTION

The *Student Handbook* for the Didactic Program in Dietetics (DPD) at Western Carolina University 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 for establishing a clear understanding of educational requirements and student responsibilities to be successful in the program. The handbook addresses frequently asked questions about the ND program and goals, education requirements and procedures, and student responsibilities with policies. Each student will receive access to the handbook for 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 the DPD Director's office.

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OVERVIEW and MISSION STATEMENT

The mission of the DPD Nutrition and Dietetics program at Western Carolina University is:

to provide active learning opportunities and community engagement that promotes health in diverse communities while preparing students for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist.

The undergraduate program is accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. ACEND serves 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 these standards are accredited by ACEND.

To become a RDN five steps are required (<https://www.eatrightpro.org>):

1. Complete a bachelor's degree and receive a verification statement from an ACEND-accredited program ([Didactic Program in Dietetics](#)).
2. [Get matched](#) to an ACEND-accredited supervised practice [dietetic internship program](#) (some dietetic internships are combined with a master's degree, which is optional*). For students who do not match to an internship, applying to an [Individual Supervised Practice Pathway](#) is an option.
3. Pass the Commission on Dietetic Registration's dietetic [registration exam](#).
4. Gain [licensure](#) in your state of practice, if applicable.
5. Maintain [continuing education](#).

Steps 1 and 2 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 Bachelor's degree in Nutrition and Dietetics, you will complete step 1. WCU also has an accredited Dietetic Internship that will meet the requirements of number 2 and will prepare you for the national registration exam (step 3).

Students not entering a dietetic internship but wishing to practice nutrition may choose to take the national exam to become a Nutrition and Dietetic Technician, Registered (NDTR). All students with a minimum of a Bachelor's degree who have completed a DPD are eligible to take the NDTR exam.

Accreditation Status

The Didactic Program at WCU was granted continued accreditation on January 30, 2015 by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), which is a specialized accreditation body recognized by the United States Department of Education (USDE). The ND Program at

Western Carolina University is designed to fulfill all knowledge requirements for entry-level dietitians as stated in the ACEND Eligibility Requirements and Accreditation Standards for DPD Programs. Outcomes data and reports related to accreditation are available upon request from the ND Program Director, DPD Director, or School of Health Sciences Director.

Additional information may be obtained from ACEND:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
American Dietetic Association
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600, ext. 5400
Email: acend@eatright.org
Website: <https://www.eatrightpro.org/acend>



PROGRAM GOALS AND OBJECTIVES

The goals and objectives (measurable outcomes as required and approved by ACEND) for the DPD Nutrition and Dietetics program at Western Carolina University are as follows:

GOAL 1: Graduates will have knowledge to be competent for entry into supervised practice settings and entry level practice.

Objective 1.1: 100% of students demonstrate proficiency of all domains within the Knowledge Requirements for the Registered Dietitian Nutritionists (KRDNs) on an exit exam.

Objective 1.2: 65% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

Objective 1.3: 60% of program graduates are admitted to a supervised practice program within 12 months of graduation.

Objective 1.4: 80% of graduates in a dietetic internship will receive an overall satisfactory or better rating of graduate preparation from supervised practice program directors.

Objective 1.5: The program's one year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionist is at least 80%.

GOAL 2: Graduates will earn a degree through a curriculum that integrates engaged and applied dietetics activities.

Objective 2.1: At least 80% of program students complete program/degree requirements within 3 years (150% of program length).

Objective 2.2: 100% of faculty participate in professional development activities for maintaining current and applied nutrition and dietetics currency for teaching, service, or scholarship in the profession.

Objective 2.3: 90% of students intend to continue their community engagement in applied nutrition and dietetic activities post-graduation.

POLICIES AND PROCEDURES:

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 and dietetics faculty will take place. The ND faculty advisor will inform the student of the program requirements in detail, including career options and possible routes to an internship after graduation. Any transfer credit or prior work credit will be evaluated by the DPD director. All students are required to attend academic advising with their advisor each semester in which they are enrolled to assess their academic progress and course plans.

PRE-NUTRITION AND DIETETICS 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.

8- SEMESTER PLAN FOR NUTRITION AND DIETETICS MAJOR

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

| Freshman Year | | | |
|--|---------------------|--|---------------------|
| Fall Semester | | Spring Semester | |
| Course and Number | Credit Hours | Course and Number | Credit Hours |
| CHEM 132 Survey Chemistry I with Lab* | 4 | BIOL 140 Principles of Biology with Lab | 4 |
| ENGL 101 Writing and Rhetoric or 190 First Year Seminar | 3 | CHEM 133 Survey Chemistry II with Lab | 4 |
| HSCC 101 Wellness or HEAL 123 Wellness | 3 | NS 239 Dietetics as a Profession | 1 |
| PSY 150 General Psychology | 3 | ENGL 101 Writing and Rhetoric or 190 First Year Seminar | 3 |
| MATH 170 Statistics | 3 | P1 – P6 (P1 other than PSY) | 3 |
| TOTAL | 16 | TOTAL | 15 |
| Sophomore Year | | | |
| Fall Semester | | Spring Semester | |
| Course and Number | Credit Hours | Course and Number | Credit Hours |
| BIOL 291 Anatomy & Physiology I with Lab | 4 | BIOL 292 Anatomy & Physiology II with Lab | 4 |
| ENGL 202 Writing and Critical Inquiry | 3 | BIOL 313 Microbiology in Health and Nutrition with | 4 |

| | | | |
|--|---------------------|---|---------------------|
| | | Lab | |
| HSCC 322 Medical Terminology | 3 | COMM 210 Foundation of Communication | 3 |
| ND 330 Human Nutrition | 3 | P1 – P6 (P4) | 3 |
| P1 – P6 (P3) | 3 | P1 – P6 (P5) | 3 |
| TOTAL | 16 | TOTAL | 17 |
| Junior Year | | | |
| Fall Semester | | Spring Semester | |
| Course and Number | Credit Hours | Course and Number | Credit Hours |
| ND 331 Food Science | 3 | HSCC 318 Department Administration | 3 |
| ND 301 Food Science Lab | 1 | ND 310 Food, Nutrition and Culture | 3 |
| ND 325 Research Methods in Nutrition | 3 | ND 333 Quantity Food Production | 2 |
| ND 334 Nutritional Assessment | 2 | ND 301 Quantity Food Production Lab | 1 |
| ND 304 Nutritional Assessment Lab | 1 | ND 335 Nutrition in the Life Cycle | 3 |
| ND 350 Advanced Human Nutrition I | 3 | ND 351 Advanced Human Nutrition II | 3 |
| TOTAL | 13 | TOTAL | 16 |
| Senior Year | | | |
| Fall Semester | | Spring Semester | |
| Course and Number | Credit Hours | Course and Number | Credit Hours |
| ND 420 Community Nutrition I | 3 | ND 422 Community Nutrition II | 3 |
| ND 432 Foodservice Management I | 3 | ND 435 Foodservice Management II | 3 |
| ND 436 Nutritional Interviewing and Counseling | 2 | ND 452 Medical Nutrition Therapy II | 3 |
| ND 406 Nutritional Interviewing and Counseling Lab | 1 | ND 454 Medical Nutrition Therapy II Lab | 1 |
| ND 439 Professional Practice | 1 | P1 – P6 (P6) | 3 |
| ND 451 Medical Nutrition Therapy I | 3 | | |
| ND 453 Medical Nutrition Therapy I Lab | 1 | | |
| TOTAL | 14 | TOTAL | 14 |

*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 if approved by an ND faculty advisor.

NUTRITION AND DIETETICS MAJOR COURSE DESCRIPTIONS

Official course descriptions for all WCU ND courses can be found in the current undergraduate catalog: <http://catalog.wcu.edu/>

SERVICE-LEARNING CONTINUUM PLAN

Upon acceptance into the ND program, students will be matched with a service-learning agency. Students will build upon, evolve, and complete four consecutive service-learning designated courses as part of the ND curriculum (service-learning continuum plan) and DPD course of study. The WCU ND program does not place students in sites without affiliation agreements. Each course will include service-learning and community engagement (SLCE) activities with a minimum number of engagement hours, and documented products.

The 4-semester Service Learning Continuum Plan is as follows:

| Course | ND 331: Food Science/ ND 301: Food Science Lab Fall, Junior | ND 310: Food, Nutrition, and Culture Spring, Junior |
|---------------------------------|---|--|
| Semester, Standing | | |
| SLCE Learning Objectives | <p style="text-align: center;"><u>INQUIRE</u></p> <ul style="list-style-type: none"> • Learn about organizations in our community who currently provide or could potentially provide nutrition services • Become involved with scheduled events at community organizations • Learn about food intake, food preparation practices, & dietary consumption of selected populations • Explore recipe modification and sensory evaluation of newly developed products with target populations | <p style="text-align: center;"><u>ADVOCATE</u></p> <ul style="list-style-type: none"> • Investigate the community partner's role in the community and with nutrition services, the nutrition issues of the target population, and how they may be a part of providing quality care • Discuss biological, sociocultural, and environmental systems that influence food production, distribution, and consumption. • Identify similarities and differences between cultures of their own and among different cultures • Serve in the community to observe and further investigate food economics and food insecurity; Synthesize personal experience, relevant literature, and service engagement to formulate an argument addressing the importance of nutrition within a community context. • Explain the impact of public policy on nutrition related issues, and apply cultural considerations, ethics, and values to advocate/publicize about the issue |
| SLCE Activities | <ul style="list-style-type: none"> • 10 hrs SLCE • Field Trips | <ul style="list-style-type: none"> • 12 hrs SLCE • Interviews |

| | | |
|-----------------|--|--|
| Products | <ul style="list-style-type: none"> • Culturally appropriate Recipe Modification • Time log • Reflection Responses | <ul style="list-style-type: none"> • Letter to Politician • Fundraising, grant writing, awareness campaign/event • Time log • Reflection Responses |
|-----------------|--|--|

| | | |
|---------------------------------|--|--|
| Course | ND 420: Community Nutrition I Fall, Senior | ND 422: Community Nutrition II Spring, Senior |
| Semester, Standing | | |
| SLCE Learning Objectives | <p style="text-align: center;"><u>INVESTIGATE</u></p> <ul style="list-style-type: none"> • Develop a statement that defines a community’s nutrition problem with supporting goals and measurable objectives for collecting data about the population • Collect objective and/or subjective data about the community or individuals who represent the target population • Identify, evaluate, and prioritize the community’s nutrition problems and needs • Describe a plan of action for what should be done next to begin working to solve an identified need. | <p style="text-align: center;"><u>EDUCATE</u></p> <ul style="list-style-type: none"> • Based on the needs assessment, develop population appropriate nutrition education messages and program plans for diverse individuals and groups • Develop a marketing plan for a community nutrition program. • Utilize the four functions of management to coordinate the delivery of a community nutrition program. • Evaluate potential intervention strategies |
| SLCE Activities | <ul style="list-style-type: none"> • 15 hrs SLCE • 7 Steps of Needs Assessment (workbook) with structured feedback | <ul style="list-style-type: none"> • 15 hr SLCE • 5 Steps of Community Nutrition Program (modules) with structured feedback |
| Products | <ul style="list-style-type: none"> • Nutrition Needs Assessment (report) • Time log • Reflection Responses | <ul style="list-style-type: none"> • Nutrition Intervention (includes nutrition education materials, marketing, monitoring & evaluation plans) • Time log • Reflection Responses • SL Video |

STUDENT REPLACEMENT OF EMPLOYEES

Nutrition and Dietetics students will not routinely replace regular employees at supervised practice or service-learning facilities except for in the case of specific professional staff experiences that would be necessary to complete assigned learning activities.

DPD PROGRAM ILLNESS/INJURY POLICY

A student enrolled in the ND program who becomes ill or injured while on Western Carolina University’s campus should seek medical attention through WCU Health Services. A student who becomes ill or injured when WCU Health Services is closed or while away from Western Carolina University’s campus (more than 30 miles) may be required to seek urgent care through an alternative facility.

Students who are injured during a classroom or laboratory related activity are responsible for all incurred medical costs. If an injury does occur, the student must notify the instructor of record immediately who will inform the DPD Program Director/ND Program Director.

Students with an illness must contact the instructor of record immediately. If a student reporting to the experiential learning site is ill, it is up to the discretion of the instructor of record (or site supervisor, if instructor of record is not present) as to whether or not to send the student home for the day.

CRIMINAL BACKGROUND CHECKS

All students admitted into the ND program as juniors will complete a criminal background check. The ND Director will submit a list of accepted student names to a screening company, and an email will be generated from the company to the student to request additional information. Upon completion, students and the College of Health and Human Sciences will receive a copy of the background check (ideally by the first week of Fall semester). Some service-learning facilities may require students to obtain a clear criminal background check before participating with their agency, and may also require additional screening. Red flags on background checks and non-compliance of completing background checks are reviewed under the CHHS background check policy. Criminal background checks are confidential and the information within them will not be shared by the ND Program Director with any other faculty member or students.

VERIFICATION OF STUDENT IDENTITY FOR DISTANCE INSTRUCTION POLICY

Our goal is to provide access to diverse, state of the art technological tools to support learning, enhance instruction, and facilitate resource sharing, innovation and communication. All students are expected to respect the rights of others and the integrity of the systems and related physical resources in an ethical manner. WCU students are automatically set up with a unique user name for logging into myWCU, campus email, and Blackboard. Should log in problems occur, please contact the Help Desk at 227-7487.

Students should connect to the “eduroam” wireless network for wireless service. This network uses enterprise security and encryption to keep your information private and secure. Connecting to this network will require some configuration.

Access to the Western Carolina University’s network use is denied without a user ID. User IDs and all files associated with that ID are deleted after each semester. It is the student’s responsibility to back up their files.

Blackboard is the preferred platform for offering a limited number of hybrid or web-based instruction ND program courses. Hybrid or web-based courses may include asynchronous interaction online (e.g. discussion board, blogs, wikis, podcasts, e-portfolios) or synchronous “real time” learning.

The use of proctored exams is determined by the instructor. The course syllabus will indicate if proctored exams are required. Western Carolina University has a [Professional Testing Center](#) offering proctored exams for Distance Learners. Western Carolina University's Testing Center offers professional test proctoring for any distance learning student regardless of the college, university or school you attend and is a member of the [UNC Proctoring Network](#) and the [National College Testing Association \(NCAT\)](#). The service is available Monday through Friday during normal business hours between 8am and 5pm by appointment only.

Students will need to schedule their exams as early as possible, but at least two weeks prior to the scheduled testing date(s). They may schedule their proctored exam by telephone 828-227-7397 or [by email](#). Students requiring a change within the 14 days preceding the exam will need to contact Professional Testing for scheduling options. WCU Distance Learning students may also arrange to have their tests or assignments proctored by a qualified individual or organization located in closer proximity to them. For ease in identifying qualified proctors, Western Carolina University participates in the [UNC Online Proctoring Network](#). This Network has been established to enhance the academic integrity of online courses by providing students with an easily accessible pool of qualified proctors located within as well as outside the state of North Carolina. The [UNC Online Proctoring Network](#) includes proctors who do not charge, as well as proctors who do charge, for their services. Students are personally responsible for payment of any proctoring fees if they choose to utilize a proctor who charges for this service. Students are also responsible for any parking fees that may be associated with their use of a particular proctor.

ASSESSMENT FOR PRIOR LEARNING

The official articulation of transfer credit will be evaluated upon admission to Western Carolina University. Agreements in place for transfer credit are published on the WCU Undergraduate Admissions website at: <https://www.wcu.edu/apply/undergraduate-admissions/transfer-students/agreements-with-other-schools/>. Students that have prior learning from another program (e.g. culinary arts or dietetic technician training) may be able to obtain some credit towards DPD course requirements after careful review of appropriate documentation of education and/or training by the DPD Director. Students may be asked to submit a course description, syllabus, or other documentation before substitution credit is granted.

APPLICATION AND ADMISSION TO THE DPD PROGRAM

It is the policy of the Nutrition and Dietetics Program that applications for admission from WCU Pre-ND majors be accepted and processed every spring for the cohort beginning in the fall of the next academic year. Admission to the ND program is competitive and requires applicants at minimum to have:

- Completed at least 60 hours of college credit at the time of admission to the ND program.

- Completed of the following pre-professional courses or their equivalent: BIOL 140, 291, 292 and 313; CHEM 132 and 133, HSCC 322, MATH 170, PSY 150, ND 239 and 330.
- A cumulative GPA of at least 2.8.
- Pre-professional GPA of at least 3.0
- Earned at least a “C” (C-, C, or C+) in all sciences and MATH 170.
- Earned at least a “B” (B-, B, or B+) in ND 239 and 330.
- Completion and submission of an online application form with reference request.

Additional information regarding the application process for the Nutrition and Dietetics major may be found at (<https://www.wcu.edu/learn/departments-schools-colleges/HHS/healthsci/nd/index.aspx>).

- 1) The ND Program Selection Committee will be composed of at least 3 individuals from the following:
 - a. WCU DPD Director, Chair
 - b. WCU DI Director
 - c. Full-time and adjunct ND faculty
- 2) The ND Program Selection Committee is responsible for the development and review of specific measurable criteria for acceptance into the WCU Nutrition and Dietetics Program.
- 3) The ND Program Selection Committee will utilize a score card designed to weight grades in certain courses more heavily than others. Students should earn a minimum of 50 points for admission to the program. However, the ND Program Selection Committee will retain the right to consider recent marked academic improvement for students who had substandard performance early in their university career. In such cases specific criteria for retention will be established by the committee and communicated both verbally and in writing by the DPD Program Director to the student. Failure to meet the established criteria for retention will result in dismissal from the ND Program.

ND Program Application Scorecard

O = outstanding, MS = More than satisfactory, S = meets minimum criteria,
NI – Needs Improvement

| Parameter | Minimum Criteria | O | MS | S | NI | Points |
|-------------------------------|-------------------------|----------|-----------|----------|-----------|---------------|
| Overall GPA | 2.8 | 10 | 8 | 6 | 0 - 5 | |
| Pre-Professional GPA | 3.0 | 30 | 25 | 15 | 0 - 14 | |
| ND 239 Dietetics | B | 8 | 6 | 4 | 0 - 3 | |
| ND 330 Human Nutrition | B | 12 | 7 | 5 | 0 - 4 | |
| Recommendation | 3 | 20 | 15 | 10 | 0 - 9 | |

| | | | | | | |
|---|--------------|------------|-----------|-----------|-------|--|
| | | | | | | |
| Letter | | 12 | 8 | 6 | 0 – 5 | |
| Extracurricular Club or Activity | 1 activity | 4 | 3 | 2 | 0 | |
| Paid/Volunteer Experience | 1 activity | 4 | 3 | 2 | 0 | |
| | TOTAL | 100 | 75 | 50 | | |

- 4) A minimum score of 50 must be obtained from the required GPA and course evaluation for admission to the program. Students with at least 50 points, may receive bonus points for membership in the Academy of Nutrition and Dietetics and paid or volunteer dietetics-related work experience completed since beginning college.
- 5) The DPD Director is responsible for development of an application form that includes the criteria established by the ND Program Selection Committee.
- 6) Application forms, information on the process and admission criteria will be posted on the ND program website.
- 7) The criteria and process for application and admission to the WCU Nutrition and Dietetics Program will be covered as part of the didactic content of ND 239, Dietetics as a Profession.
- 8) Nutrition and Dietetics academic advisors will review pre-ND student degree evaluations every semester and reinforce the criteria and process associated with application for admission to the ND program.
- 9) Admission to the ND program is competitive and limited to 24 students for the cohort that begins in August of each academic year. However, in keeping with the ACEND Enrollment Management Policies, this number can be increased a maximum of 19%.
- 10) The application deadlines and procedures are listed on the WCU ND website (<https://www.wcu.edu/learn/departments-schools-colleges/HHS/healthsci/nd/index.aspx>).

ASSESSMENT OF PROGRESS

Student learning is assessed in each course within the nutrition and dietetics program as outlined in the course syllabus. The course syllabus is provided to students by the course instructor when the course commences. Policies on the Western Carolina University grading system including credit, grades, and quality points incompletes are found in the Undergraduate Catalog.

Student assessment is conducted periodically in each course through assignments, quizzes, exams, term papers, projects, or reports. At minimum, a mid-term and end-of-term evaluation is made available to the student. Students are responsible for using

individual course evaluation for self-assessment of success in the program and dietetics profession. Students are encouraged to meet with course instructors to discuss specific strategies to maintain and improve academic performance throughout their studies. In keeping with the Academic Progress Reporting policy of WCU, ND instructors will post grades on MyCat for all ND students at the 5th, 8th, and 11th weeks of the semester. Program faculty members are encouraged to review student performance in their classes on a periodic basis and counsel students accordingly.

RETENTION 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 overall GPA, and cannot have a course grade below a “C” once in the ND cohort. If a student fails to meet the criteria required, ND faculty advisors will complete an Issue Alert for all students with a grade of less than 75% at the designated grading times. Faculty should also complete an Issue Alert for students with acceptable academic grades but who may be struggling with other issues that may impair overall student success. Instructors and/or the ND program director must meet with any student for whom an Issue Alert has been submitted within 1 week to help the student identify appropriate resources and develop an Academic Improvement Plan (AIP).

Students admitted to the ND program who have fallen below the requirements will have one semester to comply with the academic improvement plan. The DPD Director will be responsible for documenting and enforcing this academic improvement plan. The AIP may include, but is not limited to: planning and implementation of personal reading and/or study commitments, make up work, consultations with the WCU Writing and Learning Commons, academic skills consultants, research librarians, IT Help Desk staff, Office of Student Support Services, Office of Disability Services or Counseling and Psychological Support. It is the responsibility of the student to submit copy of the AIP to both the instructor and ND program director within 1 week from their meeting with the course instructor. Additionally it is the responsibility of the student to continue to meet with the instructor and provide evidence that the AIP is being implemented.

The ND program director will initiate a plan for remediation or dismissal with students who do not comply with the AIP based on the policies established in the ND Student Handbook.

DPD COMPLETION

All students who successfully complete the ACEND required courses will receive an ACEND DPD verification of completion statement. This verification statement entitles the student to take the Registration Examination for Nutrition and Dietetic Technicians, Registered (NDTR). 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 (RDN). Admission to a dietetic internship is very competitive. Having a verification statement does *not guarantee* acceptance into an internship. Both the NDTR and RDN exams are administered through

the Commission on Dietetic Registration (CDR) (<https://www.cdrnet.org/>).

PROFESSIONAL CONDUCT

CLASSROOM PROFESSIONALISM

In class, students are expected to be attentive, and engaged. Cell phones should 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 or service-learning 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 business casual 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 appropriate attire can be found at the Center for Career and Professional Development website: <https://www.wcu.edu/learn/academic-enrichment/ccpd/student-resources/Interviewing.aspx>. Identification badges, if available, should be worn during all visitations. Students who do not follow facility guidelines for dress code may be sent home, counted absent, or have point deductions. 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.

STUDENT ASSOCIATION

A Western Carolina Student Association of Nutrition and Dietetic (S.A.N.D.) Club offers undergraduate pre-ND or ND students opportunities and experiences to complement their academic study. 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. S.A.N.D. involvement helps with advancing nutrition and dietetics professionalism, leadership, and community engagements. Student involvement is highly desirable on internship and scholarship applications. Fundraisers 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.

TUITION AND FEES

Estimated minimum expenses for a full-time undergraduate for the academic year are published each year on the WCU Admissions website:

<https://www.wcu.edu/apply/tuition-and-fees/index.aspx>

Housing and meals are included in usual residential student fees. Books at WCU are rented and the fee is included in the registration fees.

Additional costs for the ND program include:

- Selected supplemental texts or workbooks required for specific courses. It is also recommended to purchase many of the nutrition textbooks for future reference.
- Student membership in the Academy of Nutrition and Dietetics (<https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>) is required once accepted into the ND program cohort. Membership in the Academy affords the student access to the Evidence Analysis Library, a required resource for assignments in many of the required courses.
- Criminal background checks are required upon admission to the ND program. Additional immunizations and screening may be required at certain service-learning sites; students are responsible for costs incurred for tests at their service-learning sites.
- Dietetics program academic fees= \$125/semester

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

There are three scholarships available specifically for ND students in the DPD program: the Wilma Cosper Scholarship, the Dr. Barbara Cosper Scholarship, and the Leland and Francile Keith Waters Scholarship. The general scholarship application is required for consideration for these scholarships. Application opens during the Fall semester, and the deadline for submitting the scholarship application online at:

<https://www.wcu.edu/apply/scholarships/wcu-scholarships.aspx> is in early Spring semester. Students also must submit the Free Application for Federal Student Aid (FAFSA) by January 1 each year in order to be considered for need-based scholarships.

Criteria for the Wilma Cosper Scholarship include:

- NC resident for at least three years
- A current resident of NC
- Graduate of a North Carolina high school
- ≥ 3.0 GPA

- Major in Nutrition and Dietetics
- Undergraduate
- Academic achievement
- Participation in school activities
- Overall social and community contributions
- Financial need

Eligibility requirements for the Dr. Barbara Cosper scholarship include:

- ≥ 3.5 GPA
- Major in Nutrition and Dietetics
- Preference to juniors or seniors
- Financial Need

Eligibility requirements for the Leland and Francile Keith Waters Scholarship include:

- ≥ 3.0 GPA
- Rising junior or senior
- Major in Nutrition and Dietetics

INSURANCE POLICY

Students attending WCU are required to show proof of valid medical insurance coverage or must enroll in the mandatory UNC System health plan. Students enrolled in the ND program are expected to maintain personal health insurance coverage. A student health fee is included as one of the fees students pays to the university as a mandatory fee. This fee entitles all current students, who are enrolled in at least six credit hours, to the services provided by the Health Services. Some services may have additional fees, which are due at the time the services are rendered.

Students enrolled in the ND program are not required to carry professional liability insurance, and the ND program does not purchase professional liability insurance for students.

LIABILITY FOR SAFETY WHEN TRAVELING

Students are required to hold personal vehicle insurance when traveling in their personal vehicles. When students travel in a university-owned vehicle to assigned areas, insurance and liability coverage is provided through the State Property Fire Insurance Fund, which is administered by the North Carolina Department of Insurance.

UNIVERSITY POLICIES AND PROCEDURES:

ACADEMIC INTEGRITY

Students, faculty, staff, and administrators of Western Carolina University (WCU) strive to achieve the highest standards of scholarship and integrity. Any violation of the Academic Integrity Policy is a serious offense because it threatens the quality of

scholarship and undermines the integrity of the community. While academic in scope, any violation of this policy is by nature, a violation of the Code of Student Conduct and will follow the same conduct process (see Article VII.B.1.a.). If the charge occurs close to the end of an academic semester or term or in the event of the reasonable need of either party for additional time to gather information timelines may be extended at the discretion of the Department of Student Community Ethics (DSCE).

General:

This policy addresses academic integrity violations of undergraduate students. Students, faculty, staff, and administrators of Western Carolina University (WCU) strive to achieve the highest standards of scholarship and integrity. Any violation of this policy is a serious offense because it threatens the quality of scholarship and undermines the integrity of the community.

Instructors have the right to determine the appropriate academic sanctions for violations of the Academic Integrity Policy within their courses, up to an including a final grade of “F” in the course in which the violation occurs.

Definitions:

1. Cheating – Using, or attempting to use, unauthorized materials, information, or study aids in any academic exercise.
2. Fabrication – Creating and/or falsifying information or citation in any academic exercise.
3. Plagiarism – Representing the words or ideas of someone else as one’s own in any academic exercise.
4. Facilitation – Helping or attempting to help someone to commit a violation of the Academic Integrity Policy in any academic exercise (e.g. allowing another person to copy information during an examination).

Undergraduate Academic Integrity Process:

Additional information is available on the Student Success website under Student Community Ethics: <http://www.wcu.edu/experience/dean-of-students/academic-integrity.aspx>

DISCIPLINARY/TERMINATION

Western Carolina Academic Standing, Academic Warning, Academic Suspension, and Withdrawal policies are posted on the Academic Service website and will be followed in the ND program. The policies are available at: <https://www.wcu.edu/learn/academic-services/advising-center/academic-standing-other-policies/>

WITHDRAWAL AND REFUND OF TUITION AND FEES

Western Carolina University’s Withdrawal/Drop Refund Policy are followed when students withdraw from DPD courses, the DPD program, and the university. Western

Carolina University's Withdrawal Policy is available through the Student Accounts Office, Campus Operations and Finance at: <https://www.wcu.edu/discover/campus-services-and-operations/student-accounts-office/student-accounts-policies/withdrawal-drop-refund-policy.aspx> . Students should take note of withdrawal dates and related reduction of tuition and fee changes on the posted schedules.

ACADEMIC CALENDAR

Western Carolina University's Academic Calendar is followed for DPD course scheduling, including breaks, university closures, final exams, etc. Western Carolina University's Academic Calendar is available at: <https://www.wcu.edu/learn/academic-calendar.aspx>

The university final exam schedule can be found on this page: <http://www.wcu.edu/learn/academic-services/registrars-office/>

STUDENT PRIVACY AND RECORDS

The privacy of student information is protected in accordance with The Family Education Rights and Privacy Act (FERPA) as outlined in the current Western Carolina University *Undergraduate Catalog*. Policy information is available at: http://catalog.wcu.edu/content.php?catoid=41&navoid=1481#fami_educ_righ Students may have access to their own academic files located in the ND and DPD directors' offices during normal working hours and in the presence of an Administrative Assistant, School Director, or student's academic advisor.

SUPPORT SERVICES

Students enrolled in the ND program are provided access to a variety of student support services offered to all students at Western Carolina University. These services include, but are not limited to, academic success, career and professional development, computing and information technology, financial aid, mental health and counseling, health services, student disability, and testing. Information about each service may be accessed as listed below.

- **Writing and Learning Commons (WaLC):**
The Writing and Learning Commons (WaLC) is a free student service, located in BELK 207, providing course tutoring, writing tutoring, academic skills consultations, international student consultations, graduate and professional exam preparation resources, and online writing and learning resources for all students. To schedule tutoring appointments, visit the WaLC homepage (<http://tutoring.wcu.edu>) or call 828-227-2274.
- **Math Tutoring Center:**
The [Mathematics Tutoring Center](#) in Stillwell 455 provides drop-in tutoring for math courses and math-related content across the curriculum in addition to

workshops on study specific skills specific to math courses. Tutoring is available on a drop-in basis, MTWR 9:00am-9:00pm and Friday 9:00am-5:00pm. For more information, please visit <http://tutoring.wcu.edu> or contact us at 828-227-3830.

- Hunter Library:
Hunter Library provides students with access to group and individual study spaces and to thousands of information resources: print and electronic books, newspapers, and scholarly journal articles.
These resources can be searched online and often accessed there (<http://www.wcu.edu/hunter-library>) or library staff and subject specialists skilled in their specific disciplines can be contacted via the library's research guides (<http://researchguides.wcu.edu/>).
- Blackboard Support:
The learning management system for this class is blackboard and can be found at: <http://wcu.blackboard.com>. Additional help with blackboard can be found at: tc.wcu.edu, (828) 227-7487 or by visiting the Technology Commons located on the ground floor of the Hunter Library.
- Academic Toolbox:
The Academic Toolbox is available in all WCU courses via the course Blackboard site. It can be found in the left-hand side column. The Academic Toolbox contains information and contact information for nearly all of the resources needed by WCU students, including but not limited to: technology assistance, academic services, student support, co-curricular programs and university policies.
- Counseling & Psychological Services:
Counseling and Psychological Services (CAPS) provides services that empower students to engage in and be successful in a range of academic, social, and cultural endeavors through fostering psychological wellness. CAPS provide individual and group counseling to students on a short-term basis at no cost. CAPS also provide emergency services when a student is experiencing a mental health crisis. To schedule an appointment, call 828.227.7469 or stop by 225 Bird Building. The office is open Monday through Friday from 8:00 am to 5:00 pm. Please note that students are required to make their own appointments.
- Health Services:
The mission of Western Carolina University Health Services is to meet the healthcare needs of our academic community and to enhance the physical, psychological, environmental and health education needs of our campus. Any student who pays the Student Health Fee is eligible for our services, regardless of insurance coverage. Keep in mind that students ARE NOT required to be enrolled in the UNC sponsored student health plan to be eligible for services. Patients can schedule an appointment online using the [CatHealth Patient Portal](#) or by contacting health services at 828-227-7640.

- Accommodations for Students with Disabilities:
Western Carolina University is committed to providing equal educational opportunities for students with documented disabilities and/or medical conditions. Students who require accommodations must identify themselves as having a disability and/or medical condition and provide current diagnostic documentation to the Office of Accessibility Resources. Please contact the Office of Accessibility Resources, 135 Killian Annex (next to One Stop), (828) 227-3886 or by email at accessibility@wcu.edu.
- Mentoring and Persistence to Success (MAPS):
Mentoring and Persistence to Success (MAPS) provides support to students who are first-generation (neither parent has a four-year degree), low-income, financially independent (emancipated youth, homeless or without consistent residence, or aged out of foster care), or those who have participated in the Academic Success Program (ASP) or Catamount Gap. For those who enroll, MAPS provides a variety of services, including academic advising, mentoring, and personal and social coaching. You may contact MAPS at (828) 227-7127 or email maps@wcu.edu for more information. MAPS is located in 205 Killian Annex.
- Financial Aid:
The Office of Financial Aid can guide you through your options, as well as forms, and deadlines. Contact: finaid@wcu.edu or 828.227.7290 for assistance.

GRIEVANCES

A student enrolled in the ND program that has an academic complaint or appeal concerning the program or faculty should follow the informal or formal Western Carolina University Academic Action Appeal policy to resolve the issue. Dialogue should occur with relevant faculty (those directly involved in the complaint or appeal), the DPD Director, the School of Health Sciences Director, or the Dean of the College of Health Sciences. Information on the Academic Action Appeal policy is available in the undergraduate catalog and can be found

at: [http://catalog.wcu.edu/content.php?catoid=41&navoid=1481&hl=grievance&returnto=search#Academic Action Appeal Policy and Procedures Overview](http://catalog.wcu.edu/content.php?catoid=41&navoid=1481&hl=grievance&returnto=search#Academic%20Action%20Appeal%20Policy%20and%20Procedures%20Overview)

If the complaint is against the dietetics program, specifically as it relates to ACEND® accreditation standards, policies, or procedures, the student should discuss the complaint with the DPD Director. If the complaint directly involves the DPD Director or satisfactory resolution is unable to be sought through the DPD Director, the student should discuss the complaint with the School of Health Sciences Director. A written complaint should be completed for purposes of documentation. The written complaint should include:

- Student name and contact information (address, phone number, email address).

- The ACEND® standard, policies, or procedures being violated by the issue.
- The steps already taken to address the issue, including individuals involved.
- A succinct description of the complaint, including individuals involved.
- A succinct description of the outcome(s) desired in resolution.
- Signature of the complainant.

In the event that a student is unable to obtain grievance resolution through the above policies and procedures and the complaint relates to ACEND® accreditation standards, policies, or procedures, the student should submit the complaint in writing directly to ACEND®. Written complaints against the dietetics program should be submitted to ACEND® only after all other options with the program and institution for addressing the complaint have been exhausted. The procedure and related forms for filing a complaint against an accredited program may be found on ACEND®'s website at <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390>.

ACEND® may be contacted at:
 Accreditation Council for Education in Nutrition and Dietetics
 Academy of Nutrition and Dietetics
 120 South Riverside Plaza, Suite 2000
 Chicago, IL 60606-6995
 (800) 877-1600 ext. 5400
 Email: acend@eatright.org
 Website: www.eatright.org/ACEND

EQUAL OPPORTUNITY ACT

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.

THE ACADEMY OF NUTRITION AND DIETETICS

CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

The Academy of Nutrition and Dietetics (Academy) and its credentialing agency, the Commission on Dietetic Registration (CDR), 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 this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by

the Academy Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

The Code of Ethics applies to the following practitioners:

- All members of the Academy who are credentialed (RDN or NDTR)
- All members of the Academy who are not credentialed
- All RDNs and NDTRs who are not members of the Academy.

Principles for the Code of Ethics can be found at: <https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicsdieteticsresources.pdf?la=en&hash=AE77366DD4670A71E35BF58D4E5FE545B33AE5BD>

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>

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 AND's 2017 Dietetics Compensation and Benefits Survey, median annualized wages now stand at \$63,340 per year, virtually the same as in 2015; nutrition and dietetics technician, registered (NDTR) median annualized wages remained identical, at \$42,000. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility, and supply of RDNs. 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.

ADDITIONAL INFORMATION

Additional information about the School of Health Sciences and the Nutrition and Dietetics program can be found at: <https://www.wcu.edu/learn/departments-schools-colleges/HHS/healthsci/>

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. I also understand that, if I want to be a registered dietitian nutritionist, I must complete an internship approved by the accrediting body of the Academy of Nutrition and Dietetics (Accreditation Council for Education in Nutrition and Dietetics). Upon the successful completion of the internship, I will be a candidate to sit for the national exam that, upon passing, will qualify me to be a registered dietitian nutritionist.

ND Program Director

Student

Date