



**COLLEGE OF HEALTH AND HUMAN SCIENCES
SCHOOL OF HEALTH SCIENCES
NUTRITION AND DIETETICS – DIDACTIC PROGRAM IN DIETETICS
STUDENT HANDBOOK**

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INTRODUCTION

The *Student Handbook* for the Nutrition & Dietetics – Didactic Program in Dietetics (ND-DPD) at Western Carolina University is a reference tool designed to assist students who are enrolled in the undergraduate Nutrition and Dietetics 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-DPD 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.

PROGRAM OVERVIEW

Accreditation

The ND-DPD program at WCU was granted continued accreditation on August 9, 2019, 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-DPD 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-DPD Program 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>



Mission Statement

The mission of the ND-DPD 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 ND-DPD 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 an RDN, five steps are required:

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.

**Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>.*

CDR requires that all individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Western Carolina University has both an accredited undergraduate program in dietetics (ND-DPD) and an accredited graduate dietetic internship (ND-DI).

- Graduates who successfully complete the ACEND-accredited ND-DPD program at Western Carolina University (step 1) are eligible to apply to an ACEND-accredited supervised practice program (step 2).
- Graduates who successfully complete the ACEND-accredited ND-DI program, which is completed as part of the MHS-ND program, at Western Carolina University (step 2) are eligible to apply to take the CDR credentialing exam to become an RDN (step 3).

For more information about educational pathways to become a RDN [click here](#).

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 ND-DPD are eligible to take the NDTR exam.

Program Goals & 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: 90% of program graduates who enter a supervised practice program will indicate that they were 'prepared' or 'very well prepared' for supervised practice.

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: The WCU DPD Program will prepare graduates who are committed to professional involvement and community engagement.

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

Objective 2.2: 90% of program graduates intend to continue their community engagement in applied nutrition and dietetic activities post-graduation.

School of Health Sciences

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

ACADEMIC PROGRAM

Admission and Acceptance

Students who have applied and been admitted to the ND-DPD will receive full or provisional acceptance.

Full Acceptance

All admission criteria have been fully met or are in progress. Students must demonstrate successful completion of in progress work outlined in the admission requirements by May 15 in order to remain in full standing in the program. Students who do not demonstrate successful completion of all in progress work will have their acceptance modified to provisional acceptance. Depending on the situation, a student may become ineligible to enroll in the ND-DPD major courses.

Provisional Acceptance

One or more admission criteria has not been met and/or is not currently in progress, and the student is still on a positive trajectory towards successful completion of degree requirements. The ND-DPD Program Director will notify a student of a provisional acceptance and the remediation to address the deficiency.

Deferral of Admission

If a student is unable to attend for the year in which they are offered admission, they may request a deferral of one academic year. However, deferrals are not routinely granted in the ND-DPD program. Deferral requests must be made by the deadline stated in the offer email from the ND-DPD Program Director. Deferrals will only be approved for significant, extenuating circumstances and for a maximum of one academic year.

Applicants deferred to another academic year are subject to all admission requirements and program requirements in effect for the semester to which they are deferred. Students whose deferral requests are approved will *not* be able to request that their original offers be reinstated. They will be expected to enroll in the term to which they have deferred.

Retention

Students admitted to the program must maintain a 3.00 GPA in the major to remain in the program. When the GPA falls below a 3.00 in the major a student may be placed on program probation or dismissed from the program. Remediation may be required for students placed on probation.

Assessment of Progress

Student learning is assessed in each course within the ND-DPD 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 MyWCU for all required ND-DPD 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.

Probation and Remediation

If a student is placed on probation for any reason, remediation may be required. Remediation will be developed for students on a case-by-case basis guided by the area that needs remediation. Remediation may include, but is not limited to, additional readings, assignments, or professional development activities. The ND-DPD Program Director will notify students who are placed on probation. The faculty will determine the method of remediation, which will be communicated to the student by the ND-DPD Program Director. Once the student successfully completes remediation requirements, the ND-DPD Program Director will remove the probationary status and notify the student.

Graduation

Students must have a 3.00 GPA in the major, successfully complete all ND courses with a “C” or better, complete all Liberal Studies course requirements, and clear all degree audit requirements to graduate.

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. 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/>).

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 ND-DPD course requirements after careful review of appropriate documentation of education and/or training by the ND-DPD Program Director. Students may be asked to submit a course description, syllabus, or other documentation before substitution credit is granted.

Recency of Education

WCU's ND-DPD Program has equivalency and recency of education requirements for pre-requisites to ND coursework and ND-DPD major courses.

Major Coursework

To be considered for equivalency and recency, all ND-DPD major coursework needs to be successfully completed from a program accredited by the ACEND within the last five (5) years. To ensure equivalency, you may be asked to submit syllabi for previous coursework to allow for assessment of ACEND's Knowledge Requirements for the Dietitian Nutritionist (KRDNs). This ensures a strong, current foundation in the areas pertinent to nutrition and dietetics education.

Pre-requisite Coursework

All pre-requisite courses required for acceptance into WCU's ND-DPD program must have been successfully completed with a "B" or better in ND 239 and ND 330 and a "C" or better in all other pre-requisite courses (MATH 170, PSY 150, CHEM 139 and 140, BIOL 291, 292, and 313) within 10 years of application into the ND-DPD program. An official transcript documenting successful completion of required courses must be provided.

Verification Statement

To receive a verification statement, students must graduate within five (5) years of completing DPD course requirements.

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.

ND-DPD Program Costs

Additional costs for the ND-DPD 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-DPD 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.
- 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 the [WCU Financial Aid Office](#). 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 Cospers Scholarship, the Dr. Barbara Cospers 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.

Wilma Cospers Scholarship

Criteria for the Wilma Cospers 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

Dr. Barbara Cospers Scholarship

Eligibility requirements for the Dr. Barbara Cospers Scholarship include:

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

Leland and Francile Keith Waters Scholarship

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

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

Service-Learning

Service -Learning (SL) is a teaching and learning strategy that integrates community service with academic instruction and structured reflection in such a way that students gain further

understanding of course content, meet genuine community needs, develop career-related skills, and become responsible citizens. The Nutrition and Dietetics program embraces the definition of SL through coursework and service-learning designated classes throughout the curriculum. Typically, community engagement is incorporated into a course or series of courses by way of an assignment or project that has both learning and community action goals in applied settings. Academic learning, civic learning, and personal growth are melded categories of service-learning that are embedded in various forms with community partners, faculty, and students. Students are expected to act responsibly and professionally while engaging through service-learning. Additional materials will be provided by instructors in each course where service-learning activities take place.

The Center for Community Engagement and Service Learning staff are available Monday-Friday from 8:00 am – 5:00 pm. Location: Belk Building Room 273. Phone: 828-227-7184. Website: servicelearning.wcu.edu.

Course Descriptions

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

PROGRAM POLICIES & PROCEDURES

Alcohol and Illegal Drug Testing

Students admitted to the ND-DPD program may be required to complete a drug test as part of their community engagement and service-learning activities for courses. The policy for students in the College of Health and Human Sciences can be found on the CHHS website under [Policies for Students in the College of Health and Human Sciences](#).

Criminal Background Screening

Students admitted to the ND-DPD program may be required to complete a criminal background screen as part of their community engagement and service-learning activities for courses.

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.). Internet usage, for non-classroom specific reasons, is 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 class, students will be representing the ND-DPD Program, Western Carolina University, and the dietetics profession. With regards to appropriate dress, students should keep in mind the following when determining the appropriateness of their attire:

- The dress code of the facility they are attending, if applicable,
- The nature of the activity, and
- The safety of themselves, their colleagues, and anyone else they may contact.

In the case that the dress code of the facility has specific clothing requirements beyond this dress code, the facility's policy supersedes this policy and should be followed accordingly.

For the health and safety of students, clients, and patients, the student uniform should be:

- WCU ND-DPD program polo shirt or any other ND program shirt
- Long pants (that cover the entire leg and allow for uncontested movement (no leggings or sweatpants)
- Closed-toe, non-skid shoes

Students will be required to adhere to a specific dress code during service-learning activities as mandated by the hosting institution or organization.

Other elements of professional appearance include accessories, cleanliness, and personal hygiene. The following is expected of dietetics students in service learning and community engagement experiences:

- Jewelry can be worn, but avoid wearing excessive jewelry
- Maintain well-trimmed, well-groomed hair that is business-like in appearance
- Practice general cleanliness and good dental hygiene
- Avoid artificial nails
- Avoid use of body fragrances (perfume, cologne, etc.) that may not be tolerated by others.
- Students should not bring purses or pocketbooks into community events and on field trips.

Illness/Injury Policy

A student enrolled in the ND-DPD 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 ND-DPD Program Director. The ND-DPD Program Director will notify the Director of the School of Health Sciences and complete the college's incident/accident report form.

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. The student must comply with the instructor of record, or site supervisor, if the instructor of record is not present.

Health Insurance

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-DPD program are expected to maintain personal health insurance coverage. A student health fee is included as one of the fees students pay 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.

When students travel in a university-owned vehicle to assigned areas, the student's personal healthcare insurance is the primary medical coverage for injuries sustained in an accident involving a university-owned vehicle.

Professional Liability Insurance

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

Personal Automobile Insurance

Students are required to hold personal vehicle or automobile insurance when traveling in their personal vehicles. When students travel in a university-owned vehicle to assigned areas, the student's personal healthcare insurance is the primary medical coverage for injuries sustained in an accident involving a university-owned vehicle.

Student Replacement of Employees

ND-DPD 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.

LABS AND FACILITIES

ND Foods Lab

Students in Food Science and Quantity Food Production lab sections are required to abide by the following dress code while working in the Foods Lab. This dress code also applies to students doing food preparation in the lab for service learning and/or community engagement events.

Foods Lab Uniform:

- Full-length pants (no jeans, capris, leggings, or sweatpants)
- Short-sleeve shirt or blouse (no bare midriffs)
- Slip-resistant, closed-toe shoes
- Aprons and hair coverings must be worn when participating in food production, service, and clean-up. Each student will be issued 3 hair coverings/hair nets and 3 beard guards to those that need them. Students are expected to come to lab prepared with their hair pulled back and not extending past the hair restraint.
- No artificial nails or fingernail polish are allowed.
- No jewelry is allowed, including earrings, bracelets, and necklaces. The exception is a plain metal ring, such as a wedding band.

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 upon acceptance to the ND program.

STUDENT ORGANIZATIONS

Student Association of Nutrition and Dietetics Club

A Western Carolina Student Association of Nutrition and Dietetic (S.A.N.D.) Club offers undergraduate pre-ND-DPD or ND-DPD students opportunities and experiences to complement their academic study. Membership in the club is highly recommended. The club has a nominal membership fee. 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.

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 (Code) and will follow the same conduct process. If the charge occurs close to the end of an academic semester/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 appropriate academic Dean.

General:

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

Definitions:

Cheating – Using, or attempting to use, unauthorized materials, information, or study aids in any academic exercise.

Fabrication – Creating and/or falsifying information or citation in any academic exercise.

Plagiarism – Representing the words or ideas of someone else as one’s own in any academic exercise.

Self-plagiarism – Reusing work that you have already published or submitted for a class. It can involve re-submitting an entire paper, copying, paraphrasing passages from your previous work, or recycling old data.

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 at: <http://www.wcu.edu/experience/dean-of-students/academic-integrity.aspx>

Disciplinary Action/Termination

Western Carolina Academic Standing, Academic Warning, Academic Suspension, and Withdrawal policies are posted on the Academic Regulations & Policies website and will be followed in the ND program. The policies are available at:

http://catalog.wcu.edu/content.php?catoid=49&navoid=1846#acad_stan

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 DPD Program director's office during normal working hours and in the presence of an Administrative Assistant, School Director, or student's academic advisor.

Equal Opportunity Act

WCU is an equal opportunity institution with respect to both education and employment. In accordance with WCU Policy 10 "Policy Statement on Non-Discrimination and Equal Opportunity," WCU does not discriminate, or treat people differently on the basis of race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; and National Guard or veteran status, as required by federal (Title VI, Title IX, Section 504) and state laws and regulations.

Grievances

A student enrolled in the ND-DPD 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 ND-DPD Program 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

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 ND-DPD Program Director. If the complaint directly involves the ND-DPD Program Director or satisfactory resolution is unable to be sought through the ND-DPD Program 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 <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

ACEND® may be contacted at:

Accreditation Council for Education in Nutrition and Dietetics

Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

(800) 877-1600 ext. 5400

Email: acend@eatright.org

Website: <https://www.eatrightpro.org/acend>

STUDENT ACADEMIC & SUPPORT RESOURCES

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, and reasonable accommodations for disabilities. 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 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, call or visit the WaLC homepage (<http://tutoring.wcu.edu>).

Math Tutoring Center

The [Mathematics Tutoring Center](#) 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. For more information, please visit <http://tutoring.wcu.edu>.

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/>).

LMS Support

The learning management system can be found at: tc.wcu.edu or by visiting the Technology Commons located on the ground floor of the Hunter Library.

Counseling and 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](#).

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](#).

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. For more information and contact information, you may visit the [MAPS](#) website.

Financial Aid

The Office of Financial Aid can guide you through your options, as well as forms, and deadlines. Contact the [Office of Financial Aid](#) at finaid@wcu.edu for assistance.

Verification of Student Identity for Distance Instruction

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 the university learning management system (LMS). Should log in problems occur, please contact the [Help Desk](#).

Students should connect to the “eduroam” wireless network (or any other maintained and authorized WCU wireless network) for wireless service. WCU maintained and authorized networks, such as “eduroam” use enterprise security and encryption to keep your information private and secure. Connecting to a WCU maintained and authorized network may 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.

ND-DPD program courses will utilize the university Learning Management System (LMS). Students may be expected to utilize the LMS to access course announcements & information, submit assignments, complete assessments, and participate in class discussion. The university LMS is also the preferred platform for offering a limited number of hybrid or web-based instruction ND-DPD 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.

NUTRITION AND DIETETICS PROFESSION

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 1, 2018, by the Academy Board of Directors and the Commission on Dietetic Registration Board.

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/coeforthenutritionanddieteticsprofession.pdf>

Dietetic Internship at WCU

The Western Carolina University Dietetic Internship is a 22-month Master of Health Sciences (MHS)- Nutrition concentration and supervised practice program which begins each Fall semester and is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Upon completion, graduates are qualified to take the Examination for Registered Dietitians. 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:

<https://www.wcu.edu/learn/departments-schools-colleges/HHS/healthsci/nd/dietetic-internship-di-program/index.aspx>

Employment Opportunities for Registered Dietitians

The Academy of Nutrition and Dietetics (AND) is the world's largest organization of food and nutrition professionals. AND 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.