

**The University of Alabama
College of Human Environmental Sciences**

**STUDENT HANDBOOK FOR
FOOD AND NUTRITION MAJORS**

DEPARTMENT OF HUMAN NUTRITION AND HOSPITALITY MANAGEMENT

**401 Russell Hall
Box 870311
Tuscaloosa, AL 35487
Tel: (205) 348-6157
www.ches.ua.edu**

Academic Year 2019-2020

(updated August 2019)

Information in this document is subject to change and does not supercede information provided by faculty advisors in the Department of Human Nutrition & Hospitality Management. Revisions will be implemented at the beginning of each fall term.

TABLE OF CONTENTS

I. Overview of the Program

- A. Mission Statements
- B. Accreditation
- C. Goals
- D. Evaluation
- E. Philosophy

II. Admission to the University of Alabama

- A. General Admission Policy
- B. Policies and Procedures Applicable for all University Students
 - (i) Equal Opportunity Policy
 - (ii) Sexual Harassment
 - (iii) Students with Disabilities Policy
 - (iv) Bloodborne Pathogen Policy
 - (v) Confidentiality (Student Records and Patient Records)
 - (vi) Access to Personal Files
- C. Registration and Advising
 - (i) Transfer Credit and Letter of Good Standing
 - (ii) Credit for Examination Performance and Experience and Prior Learning
- D. Grading Policy
 - (i) Attendance Policy
 - (ii) Opportunity for Honors
- E. Costs
 - (i) Projected Costs for 2019-2020
 - (ii) Special Cost for DPD and CP Students
 - (a) Books and Supplies
 - (b) Clothing
 - (c) Professional Memberships
 - (d) Insurance
 - (e) Immunizations
 - (iii) Policies for Withdrawal and Refund of Tuition and Fees
 - (iv) Academic Common Market
 - (v) Scholarships for Food and Nutrition Majors
- F. Academic Misconduct
 - (i) Code of Ethics
 - (ii) Disciplinary and Termination Procedures
 - (iii) Grievance Procedure
- G. Policy for safety of students during travel or while in a facility
- H. Access to student support services on campus
 - (i) Academic Support
 - (ii) Health Services
 - (iii) Career Center
 - (iv) Recreation
 - (v) UA Police Department

III. Overview of the Food and Nutrition Major

- A. Employment Opportunities for Food and Nutrition Majors Pursuing the RD Credential
- B. Employment Opportunities for Food and Nutrition Majors with a Baccalaureate Degree
- C. Steps in the Education of the Registered Dietitian
- D. Application to Supervised Practice Programs
 - (i) Didactic Program in Dietetics
 - (a) Application Requirements
 - (b) Verification Statements
 - (c) Verification Statements for Persons Who Are Not Graduates of the DPD, University of Alabama
 - (d) Application to Dietetic Internships
 - (ii) Coordinated Program in Dietetics
 - (a) General Information
 - (b) Minimum Criteria for Admission
 - (c) Criteria for Continuing in the CP
- E. Graduation Requirements
- F. Program Academic Calendar

IV. Professional Requirements Following Supervised Practice Completion

- A. The National Registration Examination
 - (i) RD Exam Review Courses
- B. Licensure
- C. Membership in The Academy of Nutrition and Dietetics (AND)
 - (i) AND Member Benefits
- D. Maintaining the RD Credential
- E. Professional Development Portfolio and The Commission on Dietetic Registration (CDR)

V. Student Dietetic Association

VI. APPENDICES

- A. Faculty Roster 2019-2020
- B. Program Requirements, Major in Food and Nutrition, 2019-2020 Catalog
- C. DPD Application Form
- D. Academic Planning Sheet
- E. ACEND Accreditation Standards for Nutrition and Dietetics - Didactic Programs (2017)
- F. Code of Ethics for the Nutrition & Dietetic Profession
- G. Didactic Courses in the Food and Nutrition Major
- H. 2019-2020 Academy Groups

I. OVERVIEW OF THE PROGRAM

A. Mission Statements

Mission of The University of Alabama

The University of Alabama, the State of Alabama's oldest public university, is a senior comprehensive doctoral level institution. Established in 1831, by constitutional provision under statutory mandates and authorizations, its mission is to advance the intellectual and social condition of the people of the State, the nation, and the world through the creation, translation, and dissemination of knowledge with an emphasis on quality programs of teaching, research, and service. The mission drives the strategic goals of the University.

The strategic goals are:

- Advance the University's academic, research, scholarship and service priorities, consistent with a top tier university, and continue to promote growth and national prominence in these areas.
- Enhance the teaching, research and service mission of the University by retaining and recruiting outstanding faculty and staff.
- Enhance the University's learning environment to attract and retain excellent students.
- Develop a university-wide emphasis on leadership as a primary role of the flagship University of the State of Alabama.

The University is accredited by the Southern Association of Colleges and Schools Commission on College (SACSCOC) to award baccalaureate, masters, education specialist, and doctoral degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Alabama. A copy of the accreditation letter from SACSCOC is in the appendices.

Mission of the College of Human Environmental Sciences

The College of Human Environmental Sciences is the largest unit in the State of Alabama offering professional programs in the field of family and consumer sciences. Throughout its history, the College has achieved a reputation for excellence through the quality of its academic programs; leadership provided by the faculty in professional organizations on state, regional and national levels; research and publication; collaboration with industry professionals; successes of its graduates; and services rendered to the region through committees, conferences, workshops, and other activities. Today, in addition to continuing these efforts, the College continues to be a leader in providing distance education programs.

The mission of the College is to provide strong undergraduate and graduate programs in the field of human environmental sciences. Further, the College strives to contribute to the generation of new knowledge in the field and to the application of this knowledge to improving the quality of life of individuals, families, and communities.

Mission of the Department of Human Nutrition and Hospitality Management

The Department's mission is to provide strong undergraduate programs in the areas of food and nutrition and restaurant and hospitality management and a strong graduate program in the area of human nutrition. Through quality faculty, research, industry collaboration, and service activities, the Department strives to contribute to the generation of new knowledge in the areas of foods and nutrition, and to apply this knowledge to improving the quality of life for individuals, families, and communities.

Mission of the Didactic Programs in Dietetics (DPD)

The mission of the Didactic Program in Dietetics (DPD) is to provide a strong undergraduate program in the areas of food and nutrition, and to prepare students to become eligible to apply for entrance into a supervised practice.

Mission of the Didactic Program (DPD) and Coordinated Programs (CP) in Dietetics

The mission of the didactic program and coordinated programs in dietetics is to prepare professionals to work in the broad areas of nutrition and dietetics. The didactic program in dietetics (DPD) has a more general mission of providing a strong undergraduate program in areas of food and nutrition, and to prepare students to become eligible to apply into a

supervised practice. The coordinated program in dietetics (CP) has the specific mission of preparing students to become registered dietitians.

B. Program Accreditation

The University of Alabama is accredited by the Commission on Colleges, Southern Association of College and Schools COCSACS). The accrediting agency for the College of Human Environmental Sciences is the American Association of Family and Consumer Sciences.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) serves as the accrediting agency for the Didactic Program in Dietetics and the Coordinated Program in Dietetics. ACEND is The Academy of Nutrition and Dietetics Association's accrediting agency for education programs preparing students for careers as registered dietitians. This agency establishes and enforces eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs.

The Didactic Program in Dietetics and the Coordinated program in Dietetics are currently granted accreditation status by The Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago IL 60606 800- 877-1600 ext. 5400, a specialized accrediting body recognized by the Council on Higher Education Accreditation and the United States Department of Education. The next accreditation review period is 2023, and more information is available on the ACEND website at www.eatright.org/acend

C. DPD Program Goals and Objectives

To ensure students are successful, the program has established program goals and objectives which reflect and support the program's mission statement and the environment in which the program exists. The program goals and objectives for all Food and Nutrition majors are:

Program Goal 1: [The program will produce entry-level graduates who are competent to enter into a Dietetic Internship \(DI\), a Coordinated Program \(CP\), or an Individualized Supervised Practice Pathway Program \(ISPP\).](#)

Program Objectives for Goal 1:

Objective 1.1 (ACEND Required) – 80% of the students in the DPD will complete the program/degree requirements within the 150% (6 years or 12 semesters) of the program length.

Objective 1.2 (ACEND Required) - 60% of the eligible program graduates will apply to a supervised practice program prior to or within 12 months of graduation.

Objective 1.3 (ACEND Required) - 50% of the eligible program graduates DPD who applied to a supervised practice are admitted to a supervised practice program within 12 months of graduation.

Objective 1.4 (ACEND Required) - 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% .

Objective 1.5 (ACEND Required) - 80% of internship directors surveyed will rate the preparation of graduates from the DPD at a minimum of 3.0 or higher (on a scale of 5.0)

Objective 1.6 (Program Specific) - 75% of program graduates will rate overall satisfaction with program's preparation of student to enter into a supervised practice at a minimum 3.0 or higher (on a scale of 5.0)

Program Goal 2: [The program will instill in all food and nutrition students an appreciation for cultural competency, leadership, and service-learning, and to apply this appreciation to improve the quality of life for individuals, families, and communities.](#)

Program Objectives for Goal 2:

Objective 2.1 (Program Specific) - 70% of DPD students will participate in a minimum of 2 activities which exposes the students to a different culture prior to completing the program, and will rate their cultural understanding 3.0 or higher (on a 5.0 scale)

Objective 2.2 (Program Specific) - 80% of DPD students will participate in one service-learning activity prior to graduation, and will rate their experience 3.0 or higher (on a scale of 5.0)

Objective 2.3 (Program Specific) - 80% of the DPD students will complete a leadership self-assessment prior to graduation, and will rate their leadership abilities/skills 2.5 or higher (on a 5.0 scale)

D. Program Evaluation

The effectiveness of each program is monitored regularly by each program director. Outcomes assessment for all food and nutrition majors includes passing rate for the registration exam; surveys of employers' surveys satisfaction with graduates; and surveys of graduates' satisfaction with their educational preparation. In addition the DPD director monitors the percent of graduates accepted into dietetic internships and surveys of internship directors' satisfaction with graduates of the DPD.

All food and nutrition majors will be evaluated in their continuing education efforts by monitoring the number of students entering the University Scholars Program; the percentage of graduates participating in continuing educational activities within one year of graduation; and surveys of graduates which rank their appreciation for the need of life long learning.

The Program Directors are committed to fulfilling all requirements to maintain the highest level of accreditation for each program and conduct ongoing evaluation procedures. Students currently enrolled and graduates of each program are asked to actively participate in evaluation surveys. Faculty are asked to report their overall effectiveness scores on their annual report to the Dean and address any issues concerning changes in evaluation scores. Students are also asked to evaluate the quality of advising and mentoring they received.

Success of students who enroll in distance education courses is also carefully monitored by comparing their grades with on campus course grades; by their satisfaction ratings of each course; and by comparing the acceptance rates of distance DPD students into dietetic internships with those DPD students on campus.

E. Program Philosophy

The University of Alabama, the College of Human Environmental Sciences, and the Department of Human Nutrition and Hospitality Management are committed to transferring theoretical knowledge into practical application and to helping the student continue with a lifetime education.

The Food and Nutrition faculty members are dedicated to helping students develop knowledge and skills that can be used throughout life. All faculty members who teach professional courses have both academic training and experience in the area in which they teach. Faculty members who are registered dietitians who maintain the continuing education requirements for their credential as well as attending other educational meetings every year. A complete faculty roster for the 2019-2020 academic year may be found on the program website at www.nhm.ches.ua.edu and a list is include in the appendix.

II. ADMISSION TO THE UNIVERSITY OF ALABAMA

Note: Effective, Fall 2013, the University of Alabama no longer prints a hardcopy of the Undergraduate Catalog. The Undergraduate Catalog is only available electronically at <http://courseleaf.ua.edu/catalogcontents>.

A. General Admissions Policy

Admission to the Food and Nutrition Major at the University follows the [general undergraduate admission requirements](#) outlined in the *2019-2020 Undergraduate Catalog*, <http://courseleaf.ua.edu/catalogcontents/>.

All Food and Nutrition Majors are required to adhere to the general academic policies as listed in the *2019-2020 Undergraduate Catalog*, under the “Academic Records and General Academic Policies” tab, <https://catalog.ua.edu/undergraduate/about/academic-regulations/policies/>.

Student responsibilities include selecting and registering for the courses that:

- (a) are needed to maintain reasonable progress toward the desired degree;
- (b) will satisfy all requirements for the desired degree by the time the student expects to graduate; and
- (c) conform to University regulations.

Students are expected to pursue successful completion of the courses for which they register.”

Students are responsible for maintaining a current mailing address and a current local address and to respond promptly to all communications received from The University. An e-mail account on the central campus computer is automatically created for all students upon registration. “Crimson Mail” addresses are listed for each student on each class roster. Students may receive important messages from any campus office or from an instructor via their Crimson Mail account and are reminded of the importance of checking for messages on a regular basis.

B. Policies and Procedures for All University Students

(i) Equal Opportunity

The Didactic Program in Dietetics (DPD) and the Coordinated Program in Dietetics (CP) follow the Equal Opportunity in Education and Employment policy of the University as stated in the university policy <https://www.ua.edu/about/policies/files/EEO%20Policy.pdf> and are fully committed to increasing diversity among the students and faculty.

Inquiries and concerns regarding this policy may be directed to Ms. Gwendolyn Hood, University Compliance Officer, 171 Rose Administration Building, Box 870300, Tuscaloosa, AL 35487-0300; (205) 348-5855 (voice); (205) 348-5573 (TDD).

(ii) Sexual Harassment

The University of Alabama does not tolerate sexual harassment and the DPD and CP strictly adhere to all policies concerning sexual harassment. *The Office of Equal Opportunity Programs website contains a brief summary of the University’s Policy on this issue*, <https://fa-webprod.fa.ua.edu/UAFASPOnePublic/0a64f971-1b8c-493b-a241-9e0a980e6f9d/Harassment%20Policy.pdf>

Dr. Jennifer Humber (Office of Student Services), coordinates the efforts to prevent sexual harassment in the college. If you experience problems associated with sexual harassment, contact her in 206 Doster Hall or at 205-348-6150.

(iii) Students with Disabilities

The DPD and CP adhere to all policies concerning individuals with disabilities as stated under the *Disability Services tab, under the Support Services and Programs tab* in the *2019-2020 Undergraduate Catalog*, <http://ods.ua.edu>. Additional information on the University’s Disabilities Policy is required and listed on all course syllabi. Prospective students with disabilities (or family members with disabilities wishing to visit campus) should contact the Office of Disability Services, Box 870185, Tuscaloosa, Alabama 35487-0185 or (205)348-4285.

(iv) Bloodborne Pathogens Policy

The DPD and CP adhere to the Bloodborne Pathogen Policy, located on the “*Catalog Home*” tab of the *2019-2020 Undergraduate Catalog* <https://catalog.ua.edu/undergraduate/about/introduction/introduction.pdf>.

Since students in the DPD and CP are placed in healthcare facilities for professional experiences, the Hepatitis B vaccination is strongly recommended, and is available at a discounted fee at Student Health Center. Students who do not wish to be vaccinated must provide a signed statement declining the vaccine.

The University of Alabama bloodborne pathogen policy, approved in February 1993, requires each administrative unit of the University to conduct a risk-appraisal survey during October and November of each year to “identify employees and students at risk for occupational or student academic exposure to bloodborne pathogens.” All units in which students or employees are at risk must then develop an exposure control plan. Employees and students at risk are required to receive

the hepatitis B vaccination series, submit proof of immunity to the hepatitis B virus (or proof of vaccination), or sign a statement declining the vaccine. Employees and students who are at risk are also required to receive training about bloodborne pathogens. For further information about this policy, contact The University of Alabama Office of Environmental Health and Safety at (205-348-5905).

(v) Confidentiality

The DPD and CP regard the confidentiality of student records as well as the confidentiality of patient records accessed by students with the utmost importance. Student records are protected by policies described in the Family Educational Rights and Privacy Act (FERPA). A summary of the FERPA Statement is *found on the University's Registrar's Homepage, under the Privacy (FERPA) tab, <http://registrar.ua.edu/>*. The complete University of Alabama Policy of Confidentiality of Student Records is available from the Office of Academic Records and University Registrar, 206 Student Services Center, Box 870134, Tuscaloosa, Alabama 35487-0134.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects the confidentiality of patient medical information. Important aspects of this act are taught in upper level medical nutrition therapy courses before students enter professional settings, either in supervised practice rotations or summer practicum experiences, where they must access patient records.

(vi) Access to Personal Files

The DPD and CP adhere to the policies governing access to student records as described in the *found on the University's Registrar's Homepage, under the Privacy (FERPA) tab, <http://registrar.ua.edu/>*, which specifies how a student may examine his or her record and what can and cannot be examined. Most commonly in the DPD and CP, this applies to letters of recommendation written for students by faculty members for which the student has waived the right to access.

C. Registration and Advising

The *2019-2020 Undergraduate Catalog* under the *Registration tab of the Academic Records and Policies Heading <https://catalog.ua.edu/undergraduate/about/academic-regulations/curriculum/registration/>* states that "Prior to registering for classes each term, students must obtain academic advising using the procedures established by each division." The College of Human Environmental Sciences places a great deal of emphasis on quality academic advising and that same philosophy predominates for all food and nutrition majors, beginning with summer orientation for freshman and incoming transfer students, who have an opportunity to meet with a faculty advisor from the food and nutrition major for registration assistance.

Advising periods for enrolled students takes place in October and March of each academic year. Each food and nutrition major who are of freshmen and sophomores standing, are assigned to the department academic advisor. Juniors and seniors are assigned to an advisor who will generally follow that student for their entire academic career at the University. Upper level students may choose to be reassigned to a different advisor depending on their career track, so that DPD students wishing internships work with the DPD Director; students in the CP program work with the CP Director; and students hoping to enter graduate programs work with a member of the graduate faculty.

One week prior to the beginning of the advising period, a list of all majors with their assigned advisors is posted in the fourth floor hall of Russell Hall. An email is sent to all food and nutrition student with information about advising and the name of their advisor. Each academic advisor posts a schedule of available appointments on their office door so students may have an individual appointment. During that advising period, the student's checklist of Program Requirements and projected Program Plan is reviewed and updated. Faculty advisors cannot be held responsible for sound advice not taken by the student, and all attempts will be made to appraise the student of potential consequences. If the faculty advisor makes an error, then all efforts will be taken to ensure that the student suffers no consequences.

Departmental advisors are also available to assist all students throughout the academic year.

On-campus Students: The departmental Academic Advisor for on-campus students is:

Ms. Ciera Harris - 441 Russell Hall (205-348-3280) crharris@ches.ua.edu

Distance Students: The departmental Academic Advisor for distance students are:

Mrs. Martha Sears – 412A Russell Hall (204-348-8086) msears@ches.ua.edu

Mrs. Lauren Hurn – 412 A Russell Hall (205-348-2159) lhurn@ches.ua.edu

(i) Transfer credit and letter of good standing

Undergraduates from other educational institutions either in-state or out-of-state must meet the requirements for admission as stated under the *Undergraduate Admissions Website* <https://gobama.ua.edu/steps/transfer/>. Courses taken at other institutions will be evaluated for transfer credit according to University policies listed under the *Undergraduate Transfer Credit Policy on the catalog website* <https://catalog.ua.edu/undergraduate/about/academic-regulations/policies/transfer-credit/> and on MyBama under the Academics tab. Students should be aware that some courses, taken as a requirement at one institution may not meet University of Alabama course content and will be accepted as elective courses only. In that case, the student will be asked to retake the course at the University, whether it is a core curriculum requirement or a food and nutrition major requirement. Students coming from other Colleges on campus as well as all transfer students will meet with a faculty advisor in the Human Nutrition Department for assistance with registration and program planning.

Food and nutrition majors who wish to take summer or evening courses at other educational institutions must first determine that those courses meet University requirements and obtain a Letter of Good Standing. Students may submit the request for a Letter of Good Standing via the students MyBama account. Students should see their faculty advisor for prior approval and assistance in this process.

(ii) Credit for Examination Performance and Experience and Prior Learning

As stated under Examinations and Reports tab, located under the *Academic Records and Policies tab* the 2019-2020 *Undergraduate Catalog*, "Credit by Examination and credit for several types of out-of-class experiences are recognized by The University of Alabama. Specific criteria for each type of experience are listed at <https://catalog.ua.edu/undergraduate/about/academic-regulations/policies/credit-by-examination/> of the 2019-2020 *Undergraduate Catalog*.

D. Grading Policy

Faculty members set the specific policy for grading each course they teach. This policy is described on the course syllabus that is distributed the first day of class and, for courses taught in the College of Human Environmental Sciences, is available at the College's web site: www.ches.ua.edu. The DPD and CP adhere to the grades and grade points according to the table of letter grades and values as listed under the *Academic Records and Policies tab* the 2019-2020 *Undergraduate Catalog*. <https://catalog.ua.edu/undergraduate/about/academic-regulations/records/grades-grade-points-gpa/> Each course syllabus for food and nutrition majors contains information on the formal assessment/progress reports and evaluation criteria specific to that course. Faculty members teaching freshmen can elect to enter midterm grades. Grading criteria specific to students in the CP will be addressed in the *Handbook for the Coordinated Program in Dietetics*.

(i) Attendance Policy

Under the *Absence from Class and Failure to Complete Class Work tab*, located under the *Academic Regulations heading* the 2019-2020 *Undergraduate Catalog* <https://catalog.ua.edu/undergraduate/about/academic-regulations/student-expectations/absence-from-class-failure-complete-work/>

explains the policy on absence from class and failure to complete class work: "Students are expected to attend all classes for which they are registered." Each course syllabus for food and nutrition majors contains additional information on the attendance policy specific to that course.

(ii) Opportunity for Honors

Food and nutrition majors have opportunities for honors at the department, college, and university level. To be eligible for the Dean's List, published at the end of each semester, a student must have a grade point average of at least a 3.5 for a minimum of 12 credit hours in a regular semester or 9 credit hours in a summer term. The President's List recognizes students who earn a 4.0 grade point. At graduation, students with a grade point of 3.5 or greater but less than a 3.7 may graduate *cum laude*. Students with a grade point average of 3.7 but less than a 3.9 may graduate *magna cum laude*. Students with a grade point average of 3.9 or greater graduate *summa cum laude*. There are many national scholastic honor societies represented at the University to which outstanding students may be elected. The Honor Society in the College of Human Environmental Sciences is Phi Upsilon Omicron. Eligibility requirements for food and nutrition majors are a minimum of a 3.0 grade point average, a minimum of 32 semester hours of work at the University, Food and Nutrition as a declared major within the College, and active participation in the Student Dietetic Association.

Students seeking a special academic challenge in their undergraduate work can find it in the University Honors Program (UHP). Students from all schools and colleges in the University participate in the program. The University Honors Program gives outstanding students the opportunity to work with their peers and with outstanding faculty members in an enriched academic environment. Membership in the University Honors Program offers students the opportunity to combine some of the benefits of a small-college experience with those advantages offered only by a major research university.

Students in Food and Nutrition with an overall GPA of 3.5 or higher may participate in the University **Accelerated Masters Program (AMP)**, where they may apply to graduate school early and enroll in graduate courses while completing the undergraduate degree. This program is described under the University AMP

<https://catalog.ua.edu/undergraduate/academic-enrichment-opportunities/special-academic-programs/accelerated-masters-program/> and on the *2019-2020 Undergraduate Catalog*.

Students interested in the University AMP may contact Dr. Tiffany Hylton (tmhylton@ches.ua.edu or 205-348-6973), for additional AMP information and eligibility requirements.

E. Costs

(i) Projected Costs for 2019-2020

The table below shows in-state and out-of-state tuition and fees for the 2019-2020 academic year. These amounts reflect the estimated costs for a full-time dependent undergraduate student. For additional information, visit studentaccounts.ua.edu.

Direct Cost	In-State	Out-of-State
Tuition	\$10,780	\$30,250
Fees Estimate	800	800
Room	9,000	9,000
Board	4,636	4,636
Total Direct Cost	\$25,216	\$44,686
Indirect Cost	In-State	Out-of-State
Books	\$1,000	\$1,000
Transportation	2,240	3,120
Miscellaneous	2,360	2,360
Loan Fee Estimate	70	70
Total Indirect Cost	\$5,670	\$6,550
TOTAL (Direct + Indirect)	\$30,886	\$51,236

For complete tuition information, go to <http://cost.ua.edu/>

For complete information on campus housing, go to <https://housing.sa.ua.edu/>

The tuition fees listed above are for traditional classes and for full time students taking 12-16 credit hours. Course fees will vary depending on number of credit hours taken each semester. An overload charge is assessed for credits exceeding 16 hours. Most laboratory courses have an additional fee. Classes offered via [Distance Education](#) options have a different fee schedule. Information about [Student Financial Aid](#) is available at their office in 106 Student Services Center.

(ii) Special Costs for DPD and CP students

(a) Books and Supplies -The students in the DPD and CP programs usually have higher costs for books than the fees listed above because they are asked to keep each of their professional texts rather than sell them at the completion of the course. The fall term of the traditional junior year for both the DPD and CP students has an average book expenditure of about \$600-\$650 because of the extensive requirements for the first of a series of courses in medical nutrition therapy. Many of those books, however, will be used in subsequent classes.

(b) Clothing - In the traditional junior year, both DPD and CP students will be required to purchase a black polo t-shirt and khaki pants for NHM 374: Quantity Food Production and Service which cost about \$50.00. Students are required to wear appropriate dark shoes for this course, which could be an additional expenditure. Students will also be required to have a lab coat and a name tag for NHM 363: Applied Nutrition, costing about \$25.00.

The DPD and CP have a dress code that must be adhered to when students are on field trips and in professional meetings and supervised practice facilities. Students whose usual attire is different from the dress code may have to purchase clothing for the supervised practice rotations. The dress code is discussed further below and is in the CPD Supplemental Handbook located in the Appendix.

(c) Professional Memberships - All DPD and CP students are encouraged to join the Student Dietetic Association with annual dues of \$10. Various activities and organization t-shirts could cost an additional \$20.

Both DPD and CP students are encouraged to join The Academy of Nutrition and Dietetics (www.eatright.org) as student members, especially in the spring of their sophomore year. Membership fees for students are \$58.00 annually. Both DPD and CP students are also encouraged to join the Tuscaloosa Dietetic Association for which dues are \$12 annually. All juniors and seniors (DPD and CP) are encouraged to attend the annual meeting of the Alabama State Dietetic Association (ALDA). DPD and CP students are strongly encourage to attend the annual meeting. Students have a special registration rate of \$65.00. Rates are set each year by the Alabama Dietetic Association Board of Directors and are subject to changing without notice. Students are responsible for transportation, food and lodging costs.

(d) Insurance - DPD and CP students are covered by a blanket professional liability insurance fund that is self-administered by The University of Alabama. The cost of the insurance is approximately \$5.00 per semester and is billed into the university fees structure. Students are also required to have major medical health insurance coverage. If not covered by parents' or spouse's policy, a basic medical insurance policy is available through the Student Health Center.

(e) Immunizations - Some costs may be incurred for immunizations required for admission to the University of Alabama. All University students are required to produce documentation regarding Rubeola, Measles and Mumps (MMR) immunization. In addition, all new students must provide acceptable proof of appropriate tuberculosis screening within the last year. The Immunization Policy appears on the Student Health Center Website, under the Immunization tab <https://shc.sa.ua.edu/immunizations/>. The Student Health Center (205-348-6262) may be contacted for additional information and [The Medical History Form](#) (required for admission).

(iii) Policies for Withdrawal and Refund of Tuition and Fees

The University of Alabama has specific policies and timelines for dropping courses and withdrawing from The University, including for medical reasons. These policies are stated on the *Undergraduate Catalog*. The dates to drop or add courses without penalty and different dates for withdrawal with varying tuition refunds can also be found on the Academic Calendar which is found on the students *MyBama* account. Students must be aware that [withdrawal from The University](#) or dropping courses impacts tuition and possibly housing charges but also may impact those students receiving Federal Financial Aid. Information on proration of tuition and housing charges and impact on Federal Financial Aid may be found under the Withdrawal tab, located under the Tuition and Other Expenses heading of the *2019-2020 Undergraduate Catalog*. <https://catalog.ua.edu/undergraduate/about/tuition-other-expenses/withdrawal-from-university/>

(iv) Academic Common Market

Students who are residents of Tennessee who major in food and nutrition and are accepted into the CP are eligible for in-state tuition through the [Academic Common Market](#) of the Southern Regional Education Board since there is not a coordinated program in dietetics in Tennessee. Students from Georgia, South Carolina, Arkansas, Delaware, Louisiana, Maryland, Virginia, and West Virginia may also be eligible for this benefit. More information can be found at the Regional Education Board website <https://www.sreb.org/academic-common-market>

(v) Scholarships for Food and Nutrition Majors

The University has a wide variety of [scholarships for entering students](#), both freshmen and transfer students. There are also [scholarship opportunities for currently enrolled undergraduate students](#) at The University of Alabama. There are several scholarships specifically for food and nutrition majors. In addition, scholarships are offered by the Academy of Nutrition and Dietetics at the national level and by the local and state affiliations. Membership in The Academy as a student member is required to be eligible to apply for an Academy scholarship. Other professional nutrition organizations and some nutrition-related companies also have scholarship opportunities. Faculty members in the department can provide information and assistance with scholarship applications.

F. Academic Misconduct

In August, 2003, incoming freshmen at The University of Alabama were introduced to The Capstone Creed developed by the Student Leaders Council. The Creed reads: "As a member of the University of Alabama community, I will pursue knowledge; act with fairness, honesty and respect; foster civic responsibility; and strive for excellence." All food and nutrition majors are expected to embrace that creed during their career at the University of Alabama. The DPD and CP adhere to the policies of academic conduct as found in the University's [Code of Student Conduct](#).

(i) Code of Ethics

The DPD and CP embrace and enforce the Code of Ethics for the Dietetics Profession, adopted by The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration as published the updated (June 1, 2018) Code of Ethics which is available at <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>. A copy of the Code of Ethics is found in the Appendix.

(ii) Disciplinary/termination procedures

The DPD and CP faculty firmly believe that early and subsequent ongoing discussions of our campus wide, College, and Department expectations regarding student conduct and academic performance will result in few, if any, students subjected to disciplinary/termination procedures. Prevention begins with information. All department syllabi address academic misconduct. The Introductory Course in Dietetics and Nutrition (NHM 195) explains grade expectations for the profession of dietetics, and introduces the Code of Ethics for the dietetics profession, and reviews the code of conduct for University students. Each semester, advisors review student grades and offer appropriate counsel. Opportunities for remediation are offered when indicated. Students may be asked to meet with their advisor or course instructor on a regular basis until a situation is resolved. Should all of these measures fail, then the DPD and CP adhere to the policies of withdrawal as found in the [Student Handbook](#).

(iii) Grievance Procedures for Students

The DPD and CP adhere to the grievance policies as stated in the [Student Handbook](#), <https://studenthandbook.ua.edu/academic-policies/academic-grievance-policy>. A student academic grievance is broadly defined as a student complaint regarding an academic action taken by instructional or administrative personnel at The University of Alabama. An academic grievance may be filed by a student against university personnel including instructional personnel, administrators, or staff members of the University. Examples of academic grievances include, but are not limited to, allegations of unfairness in grading, alleged violation of a written or oral agreement with a student, and alleged inconsistent applications of existing policies.

The Assistant Dean for Student Services of the College is available to explain the policy and assist students in determining if there are grounds for a grievance. Students first file a grievance in the academic department in which the alleged action took place. If the grievance is not resolved in the department it is then forwarded to the Assistant Dean for Student Services. If the grievance is not resolved in the college level, the decision may be appealed to the Office of Academic Affairs.

Any student in the DPD or CP program wishing to file a complaint against an instructional or administrative staff shall first file a grievance with the department chair, Dr. Jeannine Lawrence (401 Russell Hall, jlawrence@ches.ua.edu). The grievance should be filed as soon as possible after the event takes place (within 7 school days). If the grievance is not resolved in the department, or if the student wishes to appeal the decision by the department, the student may file the complaint with the Assistant Dean of Student Services (Dr. Melissa Wilmarth, Interim Assistant Dean), in 101 Doster Hall or (205) 348-7954.

Students may submit grievance against the program to ACEND after exhausting all University options, and student may contact ACEND at 800/877-1600, ext. 5400.

Students first file a grievance in the academic department in which the alleged action took place. If the grievance is not resolved in the department it is then forwarded to the academic dean. The academic dean's decision may be appealed to the Office of Academic Affairs. The grievance policy and procedures are located at <http://facultyhandbook.ua.edu/appendix-d.html>.

G. Safety of students during travel or while in a facility

Students enrolled in the DPD and the CP may be required to travel to healthcare facilities for professional experiences in Tuscaloosa and neighboring counties. Students will be responsible for their own transportation at all times to the assigned facilities. Students in the CP should be prepared to go out of town for selected supervised practice experiences, meetings, and/or seminars. In the senior block of the CP, travel could be extensive, up to four days per week, depending upon where the student lives and where the student is assigned.

Students assume all liability for safety in traveling to or from assigned areas. While in professional practice settings, healthcare facilities will provide emergency treatment for students for injury or illness while fulfilling the activities of healthcare facility, realizing that such emergency medical treatment will be at the expense of the injured individual.

H. Access to Student Support Program and Services for Students

The 2019-2020 Undergraduate Catalog has a heading on Support Programs and Services to Students <https://catalog.ua.edu/undergraduate/about/support-programs/>. These services include academic, personal and support services; recreational and extracurricular activities; debit and ID card services; housing and dining facilities; parking and transportation services; and the University of Alabama Police Department. A few major components are briefly described in this section.

(i) Academic Support

Of particular interest to students in the area of academic support is **The Center for Academic Success (CAS)** which has a variety of FREE services such as study labs, tutorial assistance, and study skills courses. Review materials for entrance exams for graduate or professional schools, such as the Kaplan review course are also available at a reduced price. CAS is located in 302 Russell Hall (www.cas.ua.edu)

Students who demonstrate academic need may be eligible for special assistance through Student Support Services. Criteria for eligibility are located under the Center for Academic Success tab located under the Support Program and Services heading of the *2019-2020 Undergraduate Catalog*.

The **English Writing Center**, 322 Lloyd Hall, offers free tutoring for students needing help with their writing skills or specific writing assignments. Appointments are encouraged, but walk-ins are welcome. Information and scheduling an appointment can be found by visiting www.writingcenter.ua.edu

(ii) Health Services

The **University of Alabama Student Health Center (UASHC)** provides comprehensive, high-quality and easily accessible health care to students, including nutrition counseling by a licensed dietitian. Located at the corner of University Boulevard and 5th Avenue east, the UASHC is accredited by the Accreditation Association for Ambulatory Health Care (AAAHC). For more information visit www.cchs.ua.edu/chc.

The **Counseling Center** which helps students achieve academic success and personal growth through quality counseling, psychological and consultative services. Located in 1000 South Lawn Office Building it provides services to individuals, groups and couples. For general information and assistance, call (205) 348-3863 or visit www.counseling.ua.edu.

The **Women's Resource Center** empowers women on campus through programs on leadership, women's issues, peer education, volunteer opportunities and support. The center provides students with counseling and advocacy services when dealing with issues of dating violence, sexual assault, stalking, etc. The center is located in South Lawn Office Building Suite 2000 and additional information is available at www.wrc.ua.edu.

(iii) Career Center

The Career Center is located in 330 Ferguson Center. The Career Center is a vital part of each student's college education. The center offers a wide range of services to help students in choosing a major; preparing for job interviews; and searching for internships and employment. Career Fairs and other educational events are held throughout the academic year.

Career counselors are assigned to every college to provide customize assistance to the students in each college. Information on the services provided by the Career Center can be found at www.career.ua.edu.

(iv) Recreation

The University Recreation conducts a large variety of sports and fitness programs for the University community that strengthen the well-being, learning, and personal growth. Facilities available include two ultramodern Student Recreation Center, University Aquatic Center, Outdoor Field Complex, Outdoor Pool Complex, Tennis Courts, a climbing wall, and University Outdoor Recreation.

Information on facilities and programs may be found at <http://urec.sa.ua.edu>

(v) University of Alabama Police Department (UAPD)

UAPD is responsible for ensuring the safety of the University community. Information on UAPD services and personal safety information can be found in the Safer Living Guide. The UA Annual Campus Security Report is available online at www.safety.ua.edu

Of the over 90 services provided, they can be divided into 5 main categories. The categories and a sample of services for each category are listed in the table below. For further information on the many other support services, consult the catalog at <http://courseleaf.ua.edu/>.

Student Services	Academics	Enrollment and Financial Information	Student Life	News & Events
<ul style="list-style-type: none"> • myBama • Action Card • Bama Cash • Bama Dining • Blackboard Learn • Career Center • Counseling Center • Crimson Ride • Disability Services • FATE — Future Alumni for Tradition and Excellence • Ferguson Student Center • Information Technology • Motorist Assistance Program • Parking Services 	<ul style="list-style-type: none"> • Colleges and Schools • Undergraduate Majors • Academic Catalogs • Graduate Programs • Law Programs • Academic Calendar • Center for Academic Success • Graduate Student Services • Higher Education Act Compliance • Student Support Services • UA System Telecampus • University Libraries 	<ul style="list-style-type: none"> • Academic Records and University Registrar • Cost of Attendance • Distance Education • Financial Aid • Receivables & Collections • Registration • Residency • Scholarships 	<ul style="list-style-type: none"> • Student Affairs • AlcoholEdu for College • Blackburn Institute • Capstone International • Center for Sustainable Service and Volunteerism • Creative Campus • Crimson Choice • Crimson Tide Athletics • Crimson White • Dean of Students • Emergency Preparedness • Ferguson Center Student Union 	<ul style="list-style-type: none"> • UA News Center • Crimson Spotlight • UA Events Calendar • Connect • Subscribe • Alabama Public Radio • Commencement • Crimson Tide Athletics • Crimson White • Family Weekend • Homecoming • Research Magazine • UA Desktop Wallpaper • WVUA 7

<ul style="list-style-type: none"> • Residential Internet Access • Student Alumni Association • Student Employment • Student Health Center • Student Health Insurance • Supply Store • UA Mobile Application • UAct • Ulifeline • University Police • Vending Services • Veterans Education and Transition Support (VETS) • Women's Resource Center 	<ul style="list-style-type: none"> • WEAVEonline • Writing Center 		<ul style="list-style-type: none"> • First Year Experience • Greek Affairs • Housing & Residential Communities • International Students and Scholar Services • Life at UA • Platform Online Magazine • Safer Living Guide • Student Employment • Student Government Association • Student Handbook • Student Involvement & Leadership • Student Media • Student Organizations • Student Well-Being • University Recreation 	
--	---	--	---	--

The student support services are available to all students at the university. Some services are also made available to their dependents. Most of the services are provided at no cost to the students, however some are provided at a cost based on the type of service rendered to the student, or to their dependents. Students are told to contact each support service directly to obtain the necessary information and to determine eligibility. A complete list of student support services can be found at <http://www.ua.edu/current.html> or consult the catalog at <http://courseleaf.ua.edu/>.

III. OVERVIEW OF THE FOOD AND NUTRITION MAJOR

The curriculum for the food and nutrition major is based on the standards set by the Accreditation Council for Education on Nutrition and Dietetics (ACEND) and is designed to prepare students for a career as a registered dietitian. There are two tracks students may choose to become registered dietitians:

1. The Coordinated Program in Dietetics (CPD) allows students to complete all of the requirements set by the Council on Dietetic Registration (CDR) to challenge the national examination to earn the credential of registered dietitian. The University of Alabama is one of two institutions in the state offering the CPD. Criteria for entering the CPD are described under the Department of Human Nutrition and Hospitality Management tab, located under the Human Environmental Sciences Studies Heading of the *2019-2020 Undergraduate Catalog*.

2. The Didactic Program in Dietetics (DPD) allows students to apply to dietetic internships to complete the requirements to become a registered dietitian after graduation. After completing the dietetic internship, graduates are eligible to challenge the national examination to earn the credential of registered dietitian. Entrance into a dietetic internship is competitive. Department of Human Nutrition and Hospitality Management tab, located under the Human Environmental Sciences Studies Heading of the *2019-2020 Undergraduate Catalog*.

Students interested in pre-medical, pre-physical therapy, and/or pre-pharmacy education may major in food and nutrition. Advisors will work with those students to help them meet the requirements for their chosen professional school.

Opportunities for students with a degree in food and nutrition who do not attain the credential of registered dietitian or continue their education in another professional area are limited. Students who want to dispense nutrition advice to the public should pursue one of the pathways to become a registered dietitian. Most states require the RD credential for a license to practice as a dietitian. It is the "gold standard" for practice throughout the United States and the world.

Students majoring in Food and Nutrition have the option of three avenues: 1) graduating with a baccalaureate degree and then entering the work force or graduate school; 2) if interested in becoming a registered dietitian (RD), applying for a dietetic internship following graduation; or 3) if interested in becoming a registered dietitian (RD), applying for the combined undergraduate academic and supervised work experience program (CP) offered in this Department. NHM 195 – "Introduction to Dietetics" will explain these three avenues and the opportunities available through each. Students will learn requirements for each possible avenue as well as time lines and fees for application.

The basic difference between a food and nutrition graduate with a baccalaureate degree and a registered dietitian is in the additional criteria required for a registered dietitian to become credentialed. Many states now require RD credentialing as part of their licensure laws. Many work environments, particularly those in the health care arena require the RD credential. If you want to dispense nutrition advice to the public, you should pursue the pathway to become a registered dietitian

A. Employment Opportunities for Food and Nutrition Majors Pursuing the RD Credential

Future nutrition professionals will help realize The Academy of Nutrition and Dietetics (AND) stated vision where "A world where all people thrive through the transformative power of food and nutrition." Employment opportunities are plentiful as clinical dietitians in health care settings, food service managers, and public health nutritionists. Newer areas of practice such as spa and fitness centers, home health care, media and marketing, consulting, sports nutrition and research are becoming increasingly available to the experienced dietitian and to registered dietitians with graduate degrees.

The 2019 edition of the [Occupational Outlook Handbook](#), published by the U. S. Government Bureau of Labor Statistics states that "employment of dietitians is expected to grow much faster than average for all occupations through the year 2026 as a result of increasing emphasis on disease prevention through improved dietary habits". A growing and aging population will boost the demand for meals and nutritional counseling in hospitals, nursing care facilities, schools, prisons, community health programs, and home health care agencies. Public interest in nutrition and increased emphasis on health education and prudent lifestyles will also spur demand, especially in management. In addition to employment growth, job openings will result from the need to replace experienced workers who leave the occupation."

The Handbook also indicates that "the number of dietitian positions in nursing care facilities and in State government is expected to decline slightly, as these establishments continue to contract out food service operations. On the other hand, employment is expected to grow rapidly in contract providers of food services, outpatient care centers, and offices of physicians and other health practitioners." Major areas of practice are clinical, community, management and consulting. See the Appendices in this handbook for more information on practice areas.

Median annual income for registered dietitians in 2018 was \$60,370 per year. Salaries vary by years of experience, practice area, educational level, geographic region and size of the community.

B. Employment Opportunities for Food and Nutrition Majors with a Baccalaureate Degree

Career options in the nutrition profession for those with a baccalaureate degree are centered in the business and general public health education arenas. For individuals with a strong interest and background in business and marketing, there are jobs in food service management, such as in school food service, child nutrition programs, or dietary departments of long term care facilities. Certification as a Dietary Manager is a credential valued in these types of organizations.

Working in sales positions is another possibility, such as selling for pharmaceutical companies, food brokers or suppliers or equipment manufacturers. For those interested in writing and creative efforts as well as nutrition education, positions exist with grocery chains, national food councils and boards, government agencies and within the publishing industry.

The Cooperative Extension Service affords the graduate the opportunity of working with nutrition. Others work as nutrition associates with the Women's, Infant's and Children's (WIC) program housed in Public Health Departments or in other paraprofessional capacities. All of these positions require that the individual show initiative, be enthusiastic, and have effective people skills.

C. STEPS IN THE EDUCATION OF THE REGISTERED DIETITIAN

I. To become a Registered Dietitians a student must complete the educational requirements set by the Accreditation Council for Education on Nutrition and Dietetics (ACEND). This is either a one-step **or** two-steps process.

One-step process:

Complete a coordinated program in dietetics (CP) - which combines the two steps below.

The coordinated program in dietetics combines the knowledge required for a DPD and the supervised practice required for an internship. The University of Alabama has one of only three CP in the State of Alabama. Students complete the supervised practice portion of the coordinated program during the junior and senior year. Upon completion of the CP graduates can take the examination to become a registered dietitian. See step three. Each accredited Coordinated Program is required to address and meet the 2017 Accreditation Standards for Nutrition and Dietetics Programs (www.eatright.org/acend).

Two-step process:

1. Obtain a Baccalaureate Degree in Food & Nutrition/Dietetics from an Accredited Institution

An individual interested in becoming a registered dietitian must first complete a baccalaureate degree from one of over 300 undergraduate programs in dietetics in the United States and Puerto Rico accredited by the Accreditation Council for Education on Nutrition and Dietetics (ACEND). Each accredited undergraduate program is required to address and meet the 2017 Accreditation Standards for Nutrition and Dietetics Programs (www.eatright.org/acend).

A copy of the ACEND Standards is included in the Appendix. The Didactic Program in Dietetics at The University of Alabama meets these standards. Persons wishing to become registered dietitians who have baccalaureate degrees in other disciplines will be addressed in a later section.

2. Complete 1200 Hours of Supervised Practice through a Dietetic Internship

Satisfactory completion of these knowledge and skill requirements is only the first step in credentialing as a registered dietitian. In addition, 1200 hours of supervised practice (under a registered dietitian) are required. Dietetic Internships begin after graduation, and last from 6-24 months, depending on full or part-time status and whether a graduate degree is earned simultaneously. As of August 2019, there are 3 internships accredited by ACEND in Alabama.

THEN

II. Pass the National Registration Exam

After successful completion of either supervised practice route, students then must successfully pass a national registration examination for dietitians which will be discussed in a later section.

After Becoming a Registered Dietitian

III. Obtain Licensure

Currently, 47 states have enacted licensure laws regulating the practice of dietetics. Most states with licensure laws will allow students who have obtained their registration eligibility to apply for a temporary license for up to one year. The

licensure law in Alabama allows for a temporary license. More about licensure requirements for Alabama will be discussed in a later section.

IV. Maintain the Registration Credential through Continuing Education

Currently, registered dietitians are required to maintain 75 clock hours of continuing education every five years.

D. APPLICATION TO SUPERVISED PRACTICE PROGRAMS

Students, whether planning to apply to the Coordinated Program in Dietetics (CP) or a Dietetic Internship (DI) will take the same courses in the freshman and sophomore years. The students who elect to follow the Didactic Program in Dietetics (DPD) prior to applying for a Dietetic Internship (DI) will follow a somewhat different academic plan their junior and senior years.

Academic performance (maintaining the highest grade point possible) is critical to be competitive in either type of supervised practice program. Related work/volunteer experience gives the student a definite advantage when applying for these programs. Class attendance and timeliness, as well as participation and attitude, play major roles in faculty perceptions of student interest. It is these faculty members who participate in the selection of the students for the Coordinated Program in Dietetics and who submit letters of recommendation as students apply for Dietetic Internships. Students need to take their responsibilities for providing positive impressions seriously, as these impressions linger and may directly impact their later professional career and opportunities.

In summary, if an undergraduate student elects to complete the supervised practice requirement while completing a four-year degree, he/she will apply to the Coordinated Program in Dietetics. If the student chooses to obtain the supervised practice requirement after graduation, he/she will apply to a Dietetic Internship.

A current listing of all accredited and approved Supervised Practice Programs is available on ACEND's web site at www.eatright.org/acend.

(i) DIDACTIC PROGRAM IN DIETETICS

(a) Application Requirements

All students begin the program as Food and Nutrition majors. Students typically declare an "Intent to pursue the DPD to earn a verification statement" at the end of the second year. Requirements to declare an intent are listed in the Appendix.

(b) Verification Statements

Verification statements are required for all applications for a Supervised Practice (DI, CP, or ISPP). It is the policy of the DPD to issue the appropriate type of verification statement to any DPD student who has successfully graduated (or intends to graduate) and who meets all the requirements to earn a verification statement.

The requirements for a verification statement are:

- a. Earned Bachelor's degree
- b. Earned an overall grade point average of 3.0 or higher
- c. Earned a grade of "C-" or higher in all DPD Science courses (CH 104, 205; BSC 215, 216, 242; and PY 101)
- d. Earned a grade of "B-" or better in all DPD Professional courses (NHM designated), and BER 345.
- e. No more than two attempts to retake a DPD Professional course

Once eligibility requirements are met and verified, 5 original copies of the verification statement will be given to the student, and one original copy will be retained in the department files.

If a student receives a verification statement, and either does not apply for, or is not selected for a dietetic internship, he or she will be advised that future internships at a later date may require some remediation of course work. All DPD students will be advised to apply for internships as early as possible, either the final semester of their senior year or as soon as possible after graduation. Graduates of this DPD requesting first time verification statements who have been out

of school more than five years may be required to remediate some coursework, at the discretion of the internship that he/she is applying to.

(c) Verification Statements for Persons Who Are Not Graduates of the DPD, University of Alabama

It is the policy of the DPD to provide the appropriate type of verification statement to people with bachelors degrees from other accredited institutions who successfully meet all the DPD requirements as stated on the checklist in the Appendix and complete, at a minimum, the three senior capstone courses (NHM 340: Community Nutrition, NHM 465: Medical Nutrition Therapy II, and NHM 475: Management of Food-Service Systems). Regardless of the course work completed by the student at another institution, it is the policy of the DPD that a verification statement will not be provided to students who have not successfully completed the senior capstone courses at The University of Alabama. Persons with a bachelor's degree may take the equivalent of these courses at the graduate level. Each prospective DPD student must send official transcripts of all work previously completed and indicate work in progress. International students must supply validation of degree earned and transcript evaluation by an approved agency as stated on the ACEND website. The DPD at the University does not charge for transcript evaluation.

The DPD director will serve as advisor for these students during the application process for Dietetic Internships.

(d) Application to Dietetic Internships

As of August 2014, there were 262 dietetic internships currently accredited in 45 states, the District of Columbia and Puerto Rico. There are 31 distance options for Dietetic Internships. A complete and current list of dietetic internships can be found at <https://www.eatrightpro.org/acend/accredited-programs/dietetic-internships>. Internships vary in length from 6-24 months depending on part-time or full-time schedules and graduate credit requirements. Some offer a stipend, whereas others require that the students pay tuition.

Applications are accepted twice a year. For the majority of internships that start in early fall, the application deadline is in February with appointments announced in April. About 25% of internships begin in January with an application date in September and appointments announced in November. A list of participating dietetic internships, and future application dates are listed on the D & D Digital website at www.dnddigital.com.

Most internships require admission to graduate school; therefore, students who anticipate applying for internships should take the Graduate Record Examination (GRE) in the junior year or early in the senior year. These are highly competitive programs that usually require at least a 3.0 GPA or higher, superior grades in the sciences, related work experience, and good recommendations. Before beginning the applications, it is highly advised that students make arrangements to visit prospective internships. There are application fees associated with the application process, ranging from \$90 to \$200. The fees vary based on the number of applications submitted, and the fees charged by each specific dietetic internship program.

The Director of the DPD, Mr. Alvin Niu, is the advisor for students wishing to apply for internships and will assist students through the process. If a student is not chosen the first round, the DPD director is available to assist in helping the student research internships that have openings and submit applications.

(ii) Coordinated Program in Dietetics

(a) General Information

The University of Alabama has maintained an ACEND accredited Coordinated Program in Dietetics (CP) since 1973. The CP offers students the opportunity to complete both the didactic and supervised practice requirements to become a registered dietitian in four years. Upon completing the program and earning the Bachelor's of Science Degree, students are eligible to challenge the examination to become registered dietitians. The CP is a concentrated program of study which includes both classroom courses and supervised practice experiences in healthcare facilities. Because of this, the junior and senior years require more time on the student's part than normally would be encountered in a traditional college program. The student needs to maintain flexibility in time scheduling, as some seminars, lectures, and other meetings of special interest may not be identified until after the beginning of a semester. In the senior block, students will attend class nine hours a week and they will be assigned to specific healthcare facilities 28 hours each week. The majority of these healthcare facilities will be located in Tuscaloosa and Birmingham.

In addition to undergraduates, this program is open to applicants who are graduate students in the Department of Human Nutrition and Hospitality Management and to students who have already earned an undergraduate degree and who are interested in becoming eligible to take the registration examination.

The CP has specific admission requirements and additional information on the Coordinated Program and program requirements can be obtained by contacting the Coordinated Program Director, **Mrs. Lori Greene** at 422 Russell Hall or lgreene@ches.ua.edu.

(b) Minimum Criteria for Admission

Admission into the CP is limited, and only 26 slots are available each year. Orientation to the CP and to the application process is held early in the spring and fall semester of each year. Application packets are distributed at this meeting or are mailed to those applying from distant locations. After processing, completed application packets are reviewed and the selection of candidates who meet admission requirements is made by the Admissions Committee, Department of Human Nutrition and Hospitality Management. Each applicant must be enrolled or accepted for admission to The University of Alabama. A supplement to this handbook will be provided to those students accepted into the CP.

1. Academic record: An overall cumulative grade point average of 2.75 or higher (out of 4.0) is required to apply, and the student must have completed, with a minimum grade of "C-", or be enrolled in the following courses: EN 101-102, MA 113 or equivalent, CH 104-105, BSC 215-216, NHM 101, 195 or equivalent, 201, 253; and two courses in history, behavioral, social sciences and/or humanities and fine arts. In the event one or two courses remain to be taken after the spring term, the course(s) must be completed by fall, if accepted into the CP. Additional grade requirements are specified under the discussion of continuing in the program.

2. Pre-test: A test covering information related to prerequisite courses as stated above is part of the admission process. Questions from the courses NHM 101, 195, 201, and 253 will be included on the test. Scores will be ranked and weighed heavily in consideration with grades and other requirements. A score of 80% or higher is desirable to be competitive.

3. Other criteria: Each applicant must submit a completed application form, a formal letter of application (business format), names and addresses of three references, a plan for completing academic requirements, and official transcripts of all college courses. Transfer students from other divisions, as well as from other colleges, should also include a copy of courses officially accepted for transfer to the College of Human Environmental Sciences. Transcripts should be mailed directly to the Program Director, Mrs. Lori Greene.

Additional Information Concerning the Coordinated Program

Students accepted into the CP must be enrolled in the Department of Human Nutrition and Hospitality Management prior to beginning the program. Students will be assigned to different facilities in varying geographic locations. Consequently, students are responsible for their own transportation at all times to the assigned facilities. In the senior block, travel could be extensive, up to four days per week, depending upon where the student lives and where the student is assigned. If possible, students living in Birmingham will be assigned rotations in the Birmingham area. Students living in Tuscaloosa typically will be assigned a minimum of one 3-5 week rotation in the Birmingham area during the fall and spring semester of their senior year. They may be assigned to more than one rotation in the Birmingham area during the entire program. Students are expected to carry their own health insurance. In the event of an accident, the student will receive emergency treatment on site or at the nearest healthcare facility, but the student is responsible for payment of any charges incurred. Students are provided with professional liability insurance by The University of Alabama at a small cost which is billed in university fees each semester. To be retained in the program, each applicant must maintain the minimum grade requirements for the courses identified in the next section on Requirements for Continuance in the CP.

(c) Criteria for Continuing in the CP

Students must maintain a final letter grade of "B-" or higher on all professional courses at the 300 and 400 level (NHM 340, 361, 362, 363, 365, 372, 373, 374, 395, 441, 442, 454, 463, 465, 475, and 491). The academic performance of any student earning a grade of "C" or less in any of these professional courses will be reviewed and will necessitate the student remediating or repeating the course in which the grade was received before continuing. Cases will be reviewed on an individual basis to determine whether or not the student may proceed with the next professional course in the sequence. When the normal progression through the program is interrupted, the student is not guaranteed a place in the

next class. The student must submit a written petition to the Admissions Committee seeking permission to enroll with the next class.

In addition, a grade less than "C" in the following supporting courses will be reviewed by the faculty and will require appropriate remediation which may include repeating the course.

Inorganic (CH 104) and Organic (CH 105) Chemistry
Human Anatomy and Physiology (BSC 215 and 216)
Statistics (BER 345)
Microbiology (BSC 242)

In addition to academic requirements, students must demonstrate acceptable levels of pre-professional practice in supervised practice and independent study sites. Definitions of acceptable levels of practice will be thoroughly discussed in class at the beginning of each semester. Copies of evaluation tools used by preceptors will be provided to the students. As students progress in the program, they are expected to increase their abilities to function independently and assume responsibility for their actions. Preceptors and/or faculty are available to provide guidance to students in supervised practice and independent study. When the faculty determines that a student is not practicing at the acceptable level, the student will be notified in writing. If problems continue, the student will be administratively withdrawn from the course with a failing grade, and the student will be withdrawn from the Coordinated Program in Dietetics. Any change in a student's schedule MUST be approved by the advisor. All students must meet all didactic and supervised practice requirements.

E. GRADUATION REQUIREMENTS

These graduation requirements pertain specifically to on campus students. Graduation requirements are stated in the *2019-2020 Undergraduate Catalog* under the Graduation tab located under the Academic Records and Policies heading. The minimum requirements include:

- the core curriculum that provides a general education (*2019-2020 Undergraduate Catalog*);
- the required Human Environmental Sciences Core courses as applicable (HES 310 for all graduates, and HES 100 for all new freshmen);
- at least 120 earned semester hours;
- at least a 2.0 average for all college work attempted, *
- at least a 2.0 average for all work attempted at The University, *
- at least a 2.0 average for all work attempted in the major;*
- at least 30 semester credit hours earned in residence in the College, (of which 9 out of the last 18 must qualify as in residence);*
- and an application for a degree which includes a fee.

An application for degree must be completed through the department at least one semester prior to graduation. Advisors meeting with students having fewer than 45 hours remaining will complete a graduation checklist to affirm that all requirements have been (or will be) met for expected graduated date.

Distance/online courses taught at The University of Alabama are considered as courses taken "in residence".

Note: * these only applies to the minimum requirements for earning a BS degree. This **does not meet or reflect** the requirements for earning a Verification Statement. Student should refer to the Food and Nutrition program Plan for the requirements to earn a Verification Statement.

F. Program Academic Calendar

The academic calendar serves as the official calendar of the university and is adhered to by all programs. The academic calendar provides the student with all the important dates during an academic semester. The academic calendar is located at <http://registrar.ua.edu/academics/academic-calendars/>

IV. Professional Requirements Following Supervised Practice Completion

A. The National Registration Examination

After successful completion of either the Coordinated Program in Dietetics at the University of Alabama or a Dietetic Internship, the program director of that supervised practice experience will provide a verification statement. That statement is required for application to the Commission on Dietetic Registration (CDR) for permission to sit for the national registration examination. This is a computer based, multiple choice test and will be administered frequently by the CDR's testing agency, ACT, inc. at specified sites in each state. Sites in Alabama are Birmingham, Decatur, Mobile and Montgomery. The application fee is \$125. There will be a maximum of 145 questions on the three hour exam. The test content is divided into five areas: Food and Nutrition – 15%; Clinical and Community Nutrition – 40%; Education and Research – 7%; Food and Nutrition Systems – 18%; and Management – 20%. Program Directors will supply more details. [The Handbook for Candidates](#) completely describes the Registration Examination Process.

(i) RD Exam Review Courses

All program graduates are encouraged to enroll in a review course for the exam. Several options are currently available and include materials to study independently at home via the internet or using hard copy materials or in-person review sessions held at various sites around the U.S.

B. Licensure

Currently 47 states have laws that regulate dietitians or nutritionists through licensure, statutory certification or registration. The Commission on Dietetic Registration website (www.cdrnet.org) provides information on these requirements. Since 1989, dietitians in Alabama are required to be licensed. The license period is two years, with renewal due by September 30 of the expiration year. Alabama requires that the dietitian be registered and complete 30 hours of continuing education in the two-year period. Before graduates pass the RD examination, they are permitted to hold a temporary license. A temporary license will expire 1 year from date of issue and may be renewed for one additional year.

All request for further information and applications for licensure practice in Alabama should be directed to:

The Alabama Board of Examiners for Dietetics/Nutrition Practice
4200 N. Lamar, Suite 101
Montgomery, AL
Tel. 334-242-4505

C. Membership in The Academy of Nutrition and Dietetics

Students are encouraged to join The Academy of Nutrition and Dietetics (AND) as student members in their late sophomore year. After completing the supervised practice experience, membership and participation in AND activities at the local, state and national level is encouraged. Several of the department faculty as well as CP preceptors are currently serving or have served as officers of the local and state organizations.

The Academy of Nutrition and Dietetics Annual Dues (2019-2020)

Active Dietitian/Dietetic Technician	\$179.00
Retired Member	117.00
Student	58.00
Student members who are transferring to active membership for the first time (no processing fee)	234.00
Additional processing fee for first time applicants	25.00

(i) AND Member Benefits

Academy members have access to a variety of benefits, and some are listed below.

- Nationwide Nutrition Network Representation

The Academy of Nutrition and Dietetics Political Action Committee (ANDPAC) provides an avenue for involvement in the political process. ANDPAC is the only political action committee that focuses on food and nutrition as it relates to health. Office in Washington, D.C.

- Information
 - Journal of The Academy of Nutrition and Dietetics
 - Scientific Summaries
 - Quarterly Newsletter
 - Dietetics in Practice
 - Special electronic updates
 - Education and Professional Development
- Annual Food and Nutrition Conference and Exposition
- AND Career Link
- Scholarships
- AND's Continuing Education Opportunities
- AND's Book and Publications Catalog
- Cost-effective and convenient Continuing Professional Education
- Networking
 - Local and State affiliations
 - Practice Groups
 - Networking Groups
 - Special Interest Groups
- Professional liability insurance

Additional information on membership types, criteria, and benefits can be found at <https://www.eatrightpro.org/membership>

D. Maintaining the Registration Credential

Registration Maintenance is \$60 annually due to the Commission on Dietetic Registration (CDR) by August 31. Anyone who fails to pay by December 31 will lose their registration and must sit for the national examination again.

E. Professional Development Portfolio & CDR

The Commission on Dietetic Registration (CDR) requires that Registered Dietitians acquire a minimum of 75 hours of approved continuing education over a five-year registration period to maintain the RD/RDN credential. All Registered Dietitians will be recertified using the [Professional Development Portfolio](#). Upperclassmen will receive information and practice using the Professional Development Portfolio in their classes.

This is not to be confused with the Career Portfolio which is introduced in NHM 195 (Introduction to Dietetics and Nutrition). That portfolio is intended to be used for job interviews.

Additional Credential Opportunities through The Academy of Nutrition and Dietetics, offered by The Commission on Dietetic Registration (CDR):

- Board Certified Specialist in Pediatric Nutrition (CSP)
- Board Certified Specialist in Pediatric Critical care Nutrition (CSPCC)
- Board Certified Specialist in Renal Nutrition (CSR)
- Board Certified Specialist in Gerontological Nutrition
- Board Certified Specialist in Oncology Nutrition

Board Certified Specialist in Obesity and Weight Management
Board Certified Specialist in Sports Dietetics

Information and requirements for the certifications listed above can be located at www.cdrnet.org

V. Student Dietetic Association (SDA)

The SDA is an association of students majoring in Food and Nutrition and others who are interested in the field. It promotes meaningful student involvement and stimulates interest in nutrition and in the profession of dietetics. Activities include programs of interest to the members, participation in joint activities with other student organizations, observation of dietitians in professional activities, and work with various community agencies in nutrition education and service. Past activities have included support of local food banks; AIDS Outreach Programs; after school nutrition education; participation in health fairs, various National Nutrition Month Activities and many other philanthropic activities.

Meetings, activities and/or social events are held at least once a month during the school year. Dues are \$10 for the year. For more information, access the SDA website at <http://www.bama.ua.edu/~sda/> or contact the faculty advisor, Mrs. Lori Greene at 422 Russell Hall or lgreene@ches.ua.edu

VI. APPENDICES

Faculty Roster Fall 2014-2020

Name	Russell Hall - Office #
Dr, Maria Azrad	445
Mrs. Diane Bridgewater	426
Dr. Kristi Crowe-White	485
Mrs. Denise DeSalvo	422
Dr. Joy Douglas	405
Dr. Amy Ellis	408
Mrs. Lori Greene	423
Dr. Tiffany Hylton	446
Dr. Seung Eun Jung	486
Dr. Linda Knol	404
Dr. Lingyan Kong	482
Dr. Jeannine Lawrence	401
Mrs. Shannon McMahon	412 B
Dr. Elaine Molaison	- -
Mr. Alvin Niu	424
Dr. Han-A Park	409
Ms. Lesley Reynolds	468
Dr. Kimberly Stran	- -
Dr. Libo Tan	407

Department Contact Information

Dr. Jeannine Lawrence jlawrence@ches.ua.edu (205)-348-6252
Department Chair

Mrs. Elise Evans beevans1s@ches.ua.edu (205) 348-6157
Department Administrative Assistant

Mrs. Lori Greene lgreene@ches.ua.edu (205) 348-4710
Director, Coordinated Program in Dietetics

Mr. Alvin Niu aniu@ches.ua.edu (205) 348-8235
Director, Didactic Program in Dietetics

Dr. Tiffany Hylton tmhylton@ches.ua.edu (205) 348-6973
Director, Graduate Program in Human Nutrition

Department Address:

The Department of Human Nutrition and Hospitality Management
403 Russell Hall
Box 870311
504 University Blvd
Tuscaloosa, AL 35487

The University of Alabama
 College of Human Environmental Sciences
 Department of Human Nutrition and Hospitality Management

PROGRAM REQUIREMENTS - MAJOR IN FOOD AND NUTRITION – 2019-2020 CATALOG

Name _____ Track _____ Date _____

State-Wide Articulation and UA Core

I. Written Composition (6 hrs required)

- ____ (3) EN 101 English F, Sp
- ____ (3) EN 102 English F, Sp

II. Humanities and Fine Arts (12 hrs required)*

- ____ (3) Fine Arts Req _____
- ____ (3) Literature _____
- ____ (3) _____
- ____ (3) _____

* Must complete either two semesters of literature or two semesters of history.

III. Natural Sciences and Mathematics (23 hrs required)

- ____ (3) Math _____
- ____ (4) CH 104 Intro Chemistry (N)
- ____ (4) CH 105 Intro Organic Chemistry (N)
- ____ (4)*BSC 215 Human Anatomy & Physiology I
- ____ (4)*BSC 216 Human Anatomy & Physiology II
- ____ (4) BSC 242 Microbiology (N)

IV. History, Social and Behavioral Sciences (12 hrs required)*

- ____ (3) PY 101 Intro Psychology
- ____ (3) History _____
- ____ (3) _____
- ____ (3) _____

* Must complete either two semesters of literature or two semesters of history.

Computer / Foreign Language (6 Hrs "C" or 1 Yr Same Foreign Language Required)

- ____ () _____
- ____ () _____

Check prerequisites for C designated courses.

Writing Courses (6 hrs "W" required)

- ____ (3) Completed NHM 491
- ____ (3) Completed NHM 340

HES CORE (6 Hrs)

- ____ (3) HES 100 F
- ____ (3) HES 310 F, Sp, I, S, Q

NOTE: HES 100 is for new freshmen only.

* Does not meet core requirements for natural sciences

MAJOR COURSES (55 Hrs Required)

- ____ (3) NHM 101 Intro Human Nutrition F, Sp, S, Q
- ____ (1) NHM 195 Intro Dietetics & Nutrition F, Q
- ____ (3) NHM 201 Nutr in the Life Cycle Sp, Q (Prereq: NHM 101)
- ____ (3) NHM 253 Food Science F, Sp, S, G
- ____ (1) NHM 295 Intro Research Food & Nutrition , F, Sp
- ____ (3) NHM 340 Community Nutrition (W) F, Sp (Prereq: NHM 101, NHM 201)
- ____ (3) NHM 361 Nutritional Biochemistry F, Q (Prereq: CH 104-105)
- ____ (3) NHM 362 Nutrition at the Cellular Level Sp, Q (Prereq: NHM 361)
- ____ (3) NHM 363 Applied Nutrition F (Prereq: NHM 201, CH 105, BSC 215-216)
- ____ (3) NHM 365 Nutrition in Medical Science I Sp, Q (Prereq: NHM 363)
- ____ (3) NHM 372 Intro Food Service Management F
- ____ (3) NHM 373 Pur & Design & Risk Mgt in Foodservice Sys Sp, Q (Prereq: NHM 372)
- ____ (4) NHM 374 Quantity Food Production & Service F, Sp (Prereq: NHM 253, 372)
- ____ (2) NHM 441 Nutrition Education Sp (Prereq: NHM 101, NHM 201)
- ____ (1) NHM 442 Nutrition Care Process F (Prereq: NHM 101, NHM 201)
- ____ (3) NHM 454 Experimental Food Science (W) F (Prereq: CH 105, Coreq: BER 345)
- ____ (3) NHM 463 Community Nutrition (W) F, Q
- ____ (3) NHM 465 Nutrition in Medical Science II F, Q
- ____ (3) NHM 475 Mgt of Food Service Systems F, Q
- ____ (3) NHM 491 Directed Professional Individual Study F, Sp, S (W)
- ____ (3) BER 345 Educational Statistics

TRACKS (11-17 Hrs Required)

Student must apply for admission to the Coordinated Program in Dietetics Track in the second semester of the sophomore year or declare the Didactic Program in Dietetics Track. See Undergraduate Catalog for admission and retention requirements for Coordinated Program in Dietetics Track.

COORDINATED PROGRAM IN DIETETICS TRACK (17 Hrs Required)

- ____ (2) NHM 366 Supervised Practice in Clinical Nutrition I Sp
- ____ (3) NHM 390 Supervised Practice in Food Service Mgt I Interim
- ____ (1) NHM 464 Supervised Practice in Community Nutrition F
- ____ (3) NHM 466 Supervised Practice in Clinical Nutrition II F
- ____ (2) NHM 476 Supervised Practice in Food Service Mgt II F
- ____ (3) NHM 467 Longterm Care (Sp)
- ____ (3) NHM 485 Dietetic Mgt & Comm (Sp)

DIDACTIC PROGRAM IN DIETETICS TRACK (Total Hrs Must = 120)

- ____ (1) NHM 492 Preparing for Dietetic Internship F, Sp
- ____ (1-4) NHM 468 Practicum in Food and Nutrition

Verify that core designations are still in effect by checking the Schedule of Classes the semester the course is taken.

Courses *usually* offered: F= Fall Sp = Spring I = Interim S = Summer Q=Quest
 Summer 2002

Didactic Program in Dietetics (DPD) Declaration Form - Effective Fall 2014

Note: This policy applies to all Food and Nutrition students beginning the program in the catalog year of 2014-2015 and thereafter, and is established to meet the new requirements of USDE and ACEND.

Introduction: A student who successfully completes all the DPD requirements is eligible to receive a Verification Statement upon graduating or upon successful completion of all the required DPD courses, and will become eligible to apply for a Dietetic Internship, prior to being eligible to sit for the Registered Dietitian (RD) Examination. Academic work over 5 years old will be assessed for recency. Changes in the field of study as well as student retention of material will be considered. Students may be required to retake work that is considered out-of-date.

To enter the Didactic Program in Dietetics (DPD) a student must:

- Have completed a minimum of 60 semester hours including NHM 101, 195, 201, 253, CH 104 and 105; BSC 215, and 216.
- Earn a minimum of **C** - in the following courses: BSC 215, 216 and 242; CH 104 and 105; PY 101
- Earn a minimum of **B**- in all DPD Professional courses (NHM designated and BER 345) or equivalent
- Have an overall GPA of 3.0 or higher.
- Submit official transcripts of all work taken at another institution to UA Records Office and the DPD Director.
- Submit a completed **"DPD Declaration Form"**:

(**On-campus students**) to the DPD Director (at 424 Russell Hall, or mail to: A. Niu, Box 870311, Tuscaloosa, AL 25487)

(**Distance students**) email a copy to your Academic Advisor.

To complete and meet all the DPD requirements for a Verification Statement, a student:

- must maintain an *overall* GPA of 3.0 or higher.
- must make a **B**- or higher in all DPD Professional courses (NHM designated and BER 345) or equivalent.
- must make a **C**- or higher in all "DPD Science courses" and PY 101 (or equivalent).
- must complete the courses required for the DPD
- must earn at the minimum a bachelors degree
- must complete 24 credit hours of DPD courses, including the DPD Capstone courses from the University of Alabama
- may only have a total of 2 retakes in one "DPD Professional Course (NHM designated and BER 345), or 1 retake in up to two different DPD Professional Courses (excluding original attempt) to earn the required grade.

Note: The re-take policy applies to all DPD Professional courses and BER 345 equivalent courses regardless of whether they were taken at UA or transferred from another institution.

Complete the following and submit to DPD Director:

Name _____

CWID: _____

Tel No: _____

Email: _____

Student Admission Status: On campus Distance

First Term attended (UA): _____

Degrees for which you are seeking:

B.S. M.S. DPD seeking only

Expected Completion date: _____

Do you already have a BS / BA degree?

No Yes **From:** _____

Year Awarded: _____

Academic Advisor's Name: _____

Total hours completed:	Overall GPA:
Course	Grade
CH 104 – Intro Chemistry	
CH 105 – Intro Organic Chemistry	
BSC 215 – Human Anatomy & Physiology I	
BSC 216 – Human Anatomy and Physiology II	
NHM 101 – Intro to Human Nutrition	
NHM 195 – Intro Dietetics & Nutrition	
NHM 201 – Nutrition in the Life Cycle	
NHM 253 – Food Science	

I acknowledge that I understand the process and policies to receive a Verification Statement from UA. I verify that the information I submitted above is correct and true.

Signature: _____

Date: _____

For Didactic Program Use Only: (check boxes)

- All transcripts for transfer work received Overall GPA: 3.0 or higher
- Overall GPA: _____ Major GPA: _____
- Completed all degree or DPD requirements Degree/DPD awarded date: May Aug Dec **Year** _____
- Student meets all requirements to receive a Verification Statement (Verification Issued on: _____)
- Student does not meet all requirements to receive a Verification Statement

DPD Program Director (or Coordinator) Signature/Date

Foundation Knowledge and Skills For Nutrition and Dietetics – DPD
(2017 ACEND Standards – Standard 5 – www.eatright.org/acend)

REQUIRED ELEMENTS:

5.1 The program’s curriculum must be designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist.

a. The program’s curriculum must include the following required components, including prerequisites:

1. Research methodology, interpretation of research literature and integration of research principles into evidence-based practice
 2. Communication skills sufficient for entry into professional practice
 3. Principles and techniques of effective education, counseling and behavior change theories and techniques
 4. Governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings
 5. Principles of medical nutrition therapy and the Nutrition Care Process
 6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
 7. Management theories and business principles required to deliver programs and services
 8. Continuous quality management of food and nutrition services
 9. Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice
 10. Health care delivery systems (such as accountable care organizations, managed care, medical homes)
 11. Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private payers, fee-for-service and value-based payment systems
 12. Food science and food systems, environmental sustainability, techniques of food preparation and development and modification and evaluation of recipes, menus and food products acceptable to diverse populations
 13. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition and nutrition across the lifespan
 14. Cultural competence and human diversity; human behavior, psychology, sociology or anthropology
- Standard 5: Curriculum and Learning Activities The Core Knowledge must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program.

b. The program’s curriculum must prepare students with the following core knowledge:

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

Knowledge Upon completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

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

Knowledge Upon completion of the program, graduates are able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity. KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession. KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

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

Knowledge Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics.

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

Knowledge Upon completion of the program, graduates are able to:

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

5.2 A curriculum map must be developed that:

Identifies didactic courses and experiential learning experiences, if used, which occur in various settings or practice areas that students will complete to meet the required curriculum components and core knowledge and

b. Sequentially and logically organizes the progression of didactic courses from introductory to more advanced learning activities and builds on previous knowledge or experience to achieve the expected depth and breadth of knowledge by completion of the program.

5.3 The program's curriculum must provide learning activities to attain the breadth and depth of the required curriculum components and core knowledge. Syllabi for courses taught within the academic unit must include these learning activities with the associated KRDNs.

a. Learning activities must prepare students for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.

b. Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females and older adults.

c. Learning activities must use a variety of educational approaches necessary for delivery of curriculum content, to meet learner needs and to facilitate learner objectives.

CODE OF ETHICS FOR THE NUTRITION AND DIETETICS PROFESSION

Effective date: June 1, 2018

The Code of Ethics applies to the following practitioners:

- All members of the Academy who are credentialed by CDR
- All members of the Academy who are not credentialed by CDR
- All CDR credentialed practitioners whether or not they are members of the Academy

The Code is overseen by a three-person Ethics Committee, with representation from the Board of Directors, Commission on Dietetic Registration and House of Delegates. The term of office is three years.

Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.

- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Didactic Courses in The Food and Nutrition Major

NHM 101 Introduction to Human Nutrition (3 cr)

Introduction to principles of the science of nutrition, with implications for and applications to food selection for individuals of all ages.

NHM 195 Introduction to Dietetics and Nutrition (1 cr)

An overview of the professions in nutrition and dietetics. Course includes guest speakers and lectures.

NHM 201 Nutrition in the Life Cycle (3 cr)

Application of principles of basic nutrition to each stage of the life cycle. Emphasis is on the relationship of nutrition to growth, development, and health.

NHM 253 Food Science (3 cr)

Relation of food composition and structure to food preparation.

NHM 295 Introduction to Research in Food and Nutrition (1 cr)

Introduction to basic research designs and their applications in the broad areas of practice in dietetics. Students will learn the Evidence Based Library (EAL) of the Academy. Student membership in the Academy of Nutrition and Dietetics is a requirement of this course.

NHM 340 Community Nutrition (3 cr)

Nutrition assessment of individuals and groups; provision of nutrition services in the community.

NHM 361 Nutritional Biochemistry (3 cr)

Intermediary metabolism of carbohydrates, fat, and protein with emphasis on homeostatic regulation in health and disease.

NHM 362 Nutrition at the Cellular Level (3 cr)

Physiological and chemical bases of nutrient needs.

NHM 363 Applied Nutrition (3 cr)

Principles of nutritional assessment, including interviewing and nutrition care plans. Application of principles to selected stages of the life cycle.

NHM 365 Medical Nutrition Therapy I (3 cr)

Study of pathophysiology and medical nutrition therapy for specific disease conditions.

NHM 372 Introduction to Food Systems Management (3 cr)

Course includes theories, functions, and principles of management and tools for decision making.

NHM 373 Purchasing, Design and Risk Management in Food-Service Systems (3 cr)

Principles, methods, and techniques used in purchasing food and equipment. Analysis of layout and design and of techniques used in evaluating work flow. Principles and techniques used in managing sanitation, safety, and security functions in food service.

NHM 374 Quantity Food Production and Service (3 cr)

Theory and techniques of quantity food production and service. Application of theory through hands-on experience.

NHM 441 Nutrition Education (2 cr)

Focuses on developing competency in learning-system design, with special emphasis on teaching nutrition in various settings.

NHM 442 Nutrition Care Process (1 cr)

Focuses on developing competency in nutrition counseling.

NHM 454 Experimental and Functional Food Science (3 cr)

Chemical and physical factors affecting food product development. Introduction to functional foods with additional value beyond basic nutrition.

NHM 465 Medical Nutrition Therapy II (3 cr)

Continuation of NHM 365. Basic principles of Enteral and parenteral nutrition support, as well as advanced medical nutrition therapy for critical care.

NHM 475 Management of Food-Service Systems (3 cr)

Through lectures and class discussions, the theory, functions, and principles of management are applied. Emphasis is on personnel and financial management, problem solving, decision making and systems analysis.

NHM 491 Directed Professional Study (3 cr)

Individual professional study in management, clinical, or community dietetics. Requirement of 160 clock hours spent in assigned site.

Electives strongly recommended for DPD internship applicants:

NHM 468 Practicum in Nutrition and Food Service (1-4 cr)

Planned professional experience working in nutrition and/or food services. Usually in a medical care environment.

NHM 492 Preparing for Dietetic Internships (1 cr)

An exploration course focused on dietetics internships. Topics covered include: types of dietetic internships; application requirements and process; expectations of dietetic internships; challenges associated with dietetic internships. Alternate options are also addressed.

Note: Students should refer to the *Food and Nutrition Degree Program Plan* for a list of all the courses and requirements to earn a BS degree.

Sharing ideas and building relationships with colleagues is a mutually beneficial process that helps expand your knowledge and advance your career. The Academy facilitates peer-to-peer communication by offering a number of different venues for networking among members.

Dietetic Practice Groups (DPGs): These professional interest groups enable members to enhance their specialized knowledge, share practice tips, and establish relationships with colleagues from all over the world. DPGs include a vast array of specialties, such as Diabetes Care and Education, Food and Culinary Professionals, Weight Management, Women's Health, Pediatric Nutrition, Health Aging and more.

Member Interest Groups (MIGs): MIGs are groups of Academy members who have common interests, issues or backgrounds. Unlike dietetic practice groups or affiliates, MIGs focus on areas other than the practice or geographic location and reflect the many characteristics of the Academy's membership and the public it serves.

Affiliate Dietetic Associations: The Academy's state-level associations sponsor local education programs, networking opportunities, scholarship fundraising efforts and more. Membership in your local affiliate is included in your Academy membership.

Read more about the wide variety of interests and career options represented by Academy of Nutrition and Dietetics members by clicking on each of the website at <https://www.eatrightpro.org/membership/academy-groups/about-academy-groups>

Membership in any of these [Academy Groups](#) is open to student members.

Dietetic Practice Groups (DPGs)

Behavioral Health Nutrition DPG

Behavioral Health Nutrition dietetic practice group's mission is to empower members to be the food and nutrition experts in the areas of eating disorders, intellectual and developmental disabilities, addictions and mental illness.

Clinical Nutrition Management DPG

Members of the Clinical Nutrition Management dietetic practice group are managers of clinical nutrition programs across the health care continuum. They are responsible for developing and implementing nutrition programs that keep pace with the changing health care environment and conform to the cost limitations of managed care.

Diabetes Care and Education DPG

The Diabetes Care and Education dietetic practice group promotes quality diabetes care and education for people with diabetes and their families and for those at risk for developing diabetes.

Dietetics in Health Care Communities DPG

Practitioners typically employed under contract who provide nutrition consultation to acute and long-term-care facilities, correctional facilities, home care companies, healthcare agencies and foodservice industry.

Dietitians in Business and Communications DPG

Dietitians in Business and Communications dietetic practice group are food and nutrition professionals who are working for or consulting with local or global corporations, businesses, or organizations in the food, nutrition communications, public relations, and healthcare industries, or who are self-employed or business owners.

Dietitians in Integrative and Functional Medicine DPG

Dietitians in Integrative and Functional Medicine is a specialty practice group of nutrition professionals that promotes the integration of conventional nutrition practices with evidence-based alternatives through education, research and practice.

Dietitians in Nutrition Support DPG

Dietitians in Nutrition Support are dietitians who integrate the science and practice of enteral and parenteral nutrition in order to provide appropriate nutrition support therapy to individuals encompassing adults, pediatrics, inpatients, outpatients, home care and transplantation.

Food and Culinary Professionals DPG

Food and Culinary Professionals is a dietetic practice group consisting of culinary educators, food writers, cookbook authors, chefs, marketing professionals, PR executives, food scientists and media reporters. Its mission is to develop food expertise throughout the profession of dietetics and to serve as the nation's food, culinary and nutrition leaders.

Healthy Aging DPG

Healthy Aging dietetic practice group members are employed in community nutrition programs, government agencies, assisted living settings, university settings, hospitals and health care facilities, and private practice.

Hunger and Environmental Nutrition DPG

The Hunger and Environmental Nutrition dietetic practice group connects nutrition experts in food and water security, health, agriculture, and the environment to foster thriving sustainable and accessible food and water systems.

Management in Food and Nutrition Systems DPG

Management in Food and Nutrition Systems dietetic practice group members are managers of food, nutrition and other services who work in a variety of settings.

Medical Nutrition Practice Group DPG

Medical Nutrition Practice dietetic practice group members are recognized leaders who provide exemplary nutrition care to the public.

Nutrition Education for the Public DPG

Nutrition Education for the Public dietetic practice group members include dietitians and dietetic technicians who work in everything from cooperative extension and public health to clinical dietetics, communications and private practice.

Nutrition Educators of Health Professionals DPG

Nutrition Educators of Health Professionals dietetic practice group is a dynamic network of professionals providing nutrition education for medical, dental, nursing and other allied health students, residents and practitioners.

Nutrition Entrepreneurs DPG

Nutrition Entrepreneurs dietetic practice group helps members achieve their professional and financial potential by providing the tools to build and maintain a successful nutrition-related business.

Nutrition Informatics DPG

Nutrition Informatics dietetic practice group will enable registered dietitian nutritionists to share knowledge and insight, learn cutting edge technology, implement and improve current processes, and collaborate in ways never before possible.

Oncology Nutrition DPG

The Oncology Nutrition dietetic practice group provides dietetic professionals with resources and networking opportunities to deal with the complexities of oncology practice.

Pediatric Nutrition DPG

Pediatric Nutrition dietetic practice group is dedicated to promoting nutritional well-being as part of a healthy lifestyle for all infants, children and adolescents.

Public Health/Community Nutrition DPG

Public Health/Community Nutrition dietetic practice group members work in partnership with other health professionals and stakeholders to serve the public through the promotion of optimal nutrition, health and well-being.

Renal Dietitians DPG

Members of the Renal dietetic practice group provide medical nutrition therapy in dialysis facilities, clinics, hospitals, university settings and private practice.

Research DPG

Members of the Research dietetic practice group lead the future of dietetics by promoting the conduct and application of research related to food, nutrition and dietetics.

School Nutrition Services DPG

School Nutrition Services dietetic practice group members are involved in child nutrition programs at every level.

Sports Cardiovascular and Wellness Nutrition DPG

The Sports, Cardiovascular and Wellness Nutrition dietetic practice group brings together nutrition professionals with expertise in sports performance, fitness and health, cardiovascular health, wellness, and the prevention and treatment of disordered eating.

Vegetarian Nutrition DPG

Vegetarian Nutrition Dietetic Practice Group members are nutrition professionals in community, clinical, education or foodservice settings who wish to learn more about plant-based diets and provide support to individuals following a vegetarian lifestyle.

Weight Management DPG

The Weight Management dietetic practice group focuses exclusively on the science and application of weight management prevention and treatment.

Women's Health DPG

The Women's Health dietetic practice group focuses on nutrition education, research and policy initiatives in Women's Health.

Member Interest Groups (MIGs)

Asian Americans and Pacific Islanders (AAPI)

Asian Americans and Pacific Islanders MIG empowers members to be the leaders in cultural evidence-based practices in nutrition and dietetics for people of Asian or Pacific Islander origin or those interested in learning more about these cultures. The community fosters networking, mentoring and support for the professional issues unique to these cultural communities.

Cultures of Gender and Age (COGA)

Cultures of Gender and Age focuses on providing programming, education, collaboration and networking within three primary sub communities: Fifty Plus, Men and Thirty and Under.

Global MIG (GMIG)

The Global MIG is a new MIG supporting members working in developing nations whose nutritional status is highly intertwined with issues of poverty, sanitation, unclean water, agriculture and cultural norms and whose financial and professional resources are limited.

Indians in Nutrition and Dietetics (IND)

Indians in Nutrition and Dietetics brings together practitioners of Indian origin or those interested in learning more about this culture.

Latinos and Hispanics in Dietetics and Nutrition (LAHIDAN)

Latinos and Hispanics in Dietetics and Nutrition fosters the development and improvement of food, nutrition and health care for Latinos and their families in U.S. and related territories with outreach to Hispanic/Latino and all other Academy members.

National Organization of Blacks in Dietetics and Nutrition (NOBIDAN)

The National Organization of Blacks in Dietetics and Nutrition is an organization of African-American dietetic and nutrition practitioners whose mission is to develop an innovative plan with futuristic vision and ideals that will reflect concern for health status of the public and facilitate professional enhancement for its members.

Religion MIG (RMIG)

The Religion Member Interest Group offers a community for Academy members from various practice areas with an interest in cross-cultural awareness and reducing health disparities, specifically as they relate to the Jewish and Muslim population.