

University of Delaware
Department of Behavioral Health and Nutrition



Didactic Program in Dietetics

Student Handbook Policies and Procedures

Table of Contents

	Page
1. Mission Statement	3
2. Program Goals and Outcome Measures	3
3. Student recruitment and admission.....	4
4. Graduation and/or DPD completion requirements.....	5
5. Program Costs.....	7
6. Assessment of prior learning and credit toward program requirements.....	7
7. Formal assessment of student learning.....	7
8. Important resources and information for students:	8
University Undergraduate and Graduate Catalog	
Student Guide to University Policies	
Tuition and fees-withdrawal and refund	
Scheduling and program calendar, including vacation & holidays	
Protection of privacy of student information and access to personal files	
Health services	
Counseling & testing	
Financial aid	
9. Complaints filing and handling.....	8
10. DPD retention and remediation procedures	8
11. Disciplinary/termination procedures	9
12. Verification statement procedures	9

Introduction

At the University of Delaware a student enrolled in the Nutrition and Dietetics major is completing the requirements for a Bachelor of Science degree and the Didactic Program in Dietetics (DPD) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) - <https://www.eatrightpro.org/acend>

This is the first step leading to certification as Registered Dietitian Nutritionist (RDN or RD) by the Commission on Dietetic Registration (CDR) - www.cdrnet.org/.

Students complete the next step for the RD credential after the Bachelor of Science degree through a dietetic internship (a supervised practice program) also accredited by ACEND.

Admission to a post-baccalaureate dietetic internship is very competitive. Grade point average (GPA), work, volunteer and leadership experiences and references are important factors for admission. Upon completion of an accredited dietetic internship, students are eligible to sit for the CDR RDN credentialing exam.

The University of Delaware's DPD is currently granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago IL 60606-6995, 312-899-0040

Mission Statement

The mission of the DPD is to provide a challenging and high quality curriculum that prepares graduates to successfully enter a ACEND accredited dietetic internship, a post-baccalaureate program and/or a variety of employment opportunities related to nutrition and food.

Program Goals and Outcome Measures

Goal 1: The program will prepare graduates who, with completion of an accredited supervised practice program and the registration examination, will be competent for entry-level dietitian positions.

- a. Over a 5-year period, 60 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- b. Over a 5-year period, 50 percent of program graduates are admitted to a supervised practice program within 12 months of graduation.
- c. Over a 5-year period, 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 nutritionists is at least 80%
- d. Over a 5-year period, 75% of DI directors rate our students as adequately prepared or higher

Goal 2: Program will attract high quality students who complete the dietetics program of study.

- a. Over a 5-year period, at least 80% of program graduates complete degree/program requirements within 6 years (150% of the program length).

Goal 3: The program will prepare graduates to demonstrate a commitment to community service and professional leadership.

- a. Over a 5-year period, at least 60% of DPD students will complete 50 hours of documented community service/volunteer work outside of course work prior to graduation.

Student recruitment and admission

Information for all prospective University of Delaware students is available at <http://www.udel.edu/admissions/>. The Department of Behavioral Health and Nutrition Academic Advisors (831-2252) are available to meet with prospective students interested in the Nutrition and Dietetics major. In addition, the Nutrition faculty participate in recruitment events organized by Admissions, such as Discovery Days in the summer. Admission requirements to the University of Delaware are located at <http://www.udel.edu/admissions/apply/>

Entering freshmen and transfer students may be admitted directly into the Nutrition and Dietetics major (Didactic Program in Dietetics): <http://www.udel.edu/admissions/apply/>

Students transferring into the Nutrition and Dietetics major (Didactic Program in Dietetics) from other majors within the University must complete one semester at the University and have a 2.5 minimum GPA as well as the completion of one semester of chemistry - either CHEM 101 or CHEM 103. These students make an appointment (302-831-2252) with the Department of Behavioral Health and Nutrition Academic Advisor to initiate the transfer.

Students who have already completed a bachelor's degree and want to complete the DPD requirements at the University of Delaware must apply for admission to the University of Delaware. Prior to application these students are encouraged to meet with the DPD Director.

Beginning January 1, 2024, Entry level registration education requirements to become an RDN will be a minimum of GRADUATE degree (e.g., M.S. M.B.A., etc.)

Examples: Freshman beginning UD in the Fall 2019 semester would need a graduate degree prior to being eligible to take the RDN exam.

Freshman: Aug 2019 – May 2020

Sophomore: Aug 2020 – May 2021

Junior: Aug 2021 – May 2022

Senior: Aug 2022 – May 2023

Dietetic Intern: Aug 2023 – Jun 2024

Graduation and/or DPD completion requirements and maximum amount of time allowed

An overview of the Nutrition and Dietetics major that meets requirements for the accredited Didactic Program in Dietetics is at

http://catalog.udel.edu/preview_program.php?catoid=18&poid=13035&hl=dietetics&returnto=search

The curriculum for the Bachelor of Science in Dietetics requires 120 credits, including specific University and DPD course requirements.

These are the specific DPD Course requirements:

CHEM 101 or 103	General Chemistry	4 credits
CHEM 102 or 104	General Chemistry	4 credits
CHEM 213	Elementary Organic Chemistry	3 credits
CHEM 215	Elementary Organic Chemistry Lab	1 credit
CHEM 214	Elementary Biochemistry	3 credits
CHEM 216	Elementary Biochemistry Lab	1 credit
BISC 205	Biology for Health Sciences	4 credits
BISC 276	Human Physiology	4 credits
BISC 300	Introduction to Microbiology	4 credits
Or MEDT270	Medical Microbiol & Infectious Diseases	
ECON 100 or 101	Economic Issues & Policies	3 credits
SOCI 201	Introduction to Sociology	3 credits
PSYC 100	General Psychology	3 credits
STAT 200	Basic Statistical Practice	3 credits
ENGL 110	Critical Reading and Writing	3 credits
MATH	Admission Requirements	3 credits
BUAD 309	Organizational Behavior	3 credits
ANFS 305	Food Science	3 credits
NTDT 103	Introduction to Nutrition Professions	1 credit
NTDT 200	Nutrition Concepts	3 credits
NTDT 201	Food Concepts	3 credits
NTDT 250	Introduction to the Nutrition Care Process	3 credits
NTDT 305	Nutrition in the Lifespan	3 credits
NTDT 321	Quantity Food Production and Service	3 credits
NTDT 322	Management Food & Nutrition Services	3 credits
NTDT 326	Onsite Food Production	3 credits
NTDT 330	Nutrition Counseling	3 credits
NTDT 390	Nutrition Research Methods	3 credits
NTDT 400	Macronutrients	3 credits
NTDT 401	Micronutrients	3 credits

NTDT 403	Nutrition Senior Seminar	1 credit
NTDT 421	Nutritional Assessment Methods	3 credits
NTDT 445	Teaching Methods: Nutrition/Foods	3 credits
NTDT 450	Medical Nutrition Therapy I	3 credits
NTDT 451	Medical Nutrition Therapy II	3 credits
NTDT 460	Community Nutrition	3 credits

For students who previously earned a minimum of a bachelor's degree and have returned to meet the DPD requirements, they have a maximum of five years to meet DPD requirements from the date of the letter listing DPD requirements for granting of a Verification Statement of completion of DPD requirements. If the student needs more than five years, the student will be required to meet the DPD requirements currently in effect.

NTDT courses numbered 300 and 400 are required to be taken at the University of Delaware unless permission given to take them elsewhere has been approved by the DPD Director.

Transcript review for DPD course requirements will be limited to individuals who meet at least one of the following criteria: a) resident of the State of Delaware; b) graduate of University of Delaware with at least a bachelor's degree and/or student accepted by the University of Delaware.

Students have three years to meet graduation and DPD requirements upon receiving their Declaration of Intent to Complete Degree and/or ACEND Minimum Academic Requirements. If the student requires more than three years to complete the DPD requirements, then the student must meet the requirements currently in effect in order to be granted a Verification Statement.

What Is the Purpose of the Verification Statement?

<https://www.eatrightpro.org/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>

The signed verification statement documents that an individual has completed the **requirements** of a nutrition and dietetics education program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®). The verification statement allows an individual:

- **To establish eligibility for a Dietetic Internship program:** The completion of ACEND® Didactic Program in Dietetics (DPD) requirements and at least a bachelor's degree from a U.S. regionally accredited college/university or foreign equivalent are necessary for eligibility to enter an ACEND®-accredited Dietetic Internship program. When the director of a DPD signs a verification statement, she/he also is verifying that the individual has completed at least a baccalaureate degree from a U.S. regionally-accredited college/university or foreign equivalent.

- **To establish eligibility to take the registration examination for dietitian nutritionists and nutrition and dietetic technicians:** A verification statement is required by the Commission on Dietetic Registration upon completion of the ACEND[®]-accredited Coordinated Program (CP), Dietetic Internship (DI), Future Education Model Graduate Program (FG), Nutrition and Dietetics Technician Program (DT), Future Education Model Bachelor's Program (FB), Future Education Model Associate Program (FA), Didactic Program in Dietetics with an Individualized Supervised Practice Pathway (ISPP), International Dietitian Education Program (IDE) or Foreign Dietitian Education Program (FDE) to indicate completion of academic or supervised practice requirements for eligibility to write the registration examination.
- **To establish eligibility for membership in The Academy of Nutrition and Dietetics (The Academy):** A verification statement is required when applying for Active membership in The Academy.

Program Costs

Detailed information regarding the cost of obtaining a Bachelor of Science degree from the University of Delaware may be found in the UD catalog <http://catalog.udel.edu/>

No additional costs are associated for students enrolled in the DPD, although highly recommended is Academy student membership (\$58/year)

Assessment of prior learning and credit toward program requirements

No credit is granted for previous work experiences.

A course transferred from another college or university that has already been identified as equivalent to a DPD course will be accepted. Transfer credit information is available at: <http://www.udel.edu/registrar/transfer/>

Courses that do not have an established equivalency can be submitted to the DPD Director for review. Requirements for this review include the course description and the course syllabus.

Formal assessment of student learning

Students are evaluated throughout the program using assignments, projects, and tests as determined by faculty. Grades will be awarded for all assignments, projects and tests that address a student learning outcome and for every course.

Resources

A variety of important resources for students are located in these two publications:

University Undergraduate and Graduate Catalog:

<http://catalog.udel.edu/>

Student Guide to University Policies:

<http://www.udel.edu/stuguide/>

Tuition and fees

Including withdrawal and refund information

<http://www.udel.edu/admissions/finance/>

Scheduling and program calendar, including vacation & holidays

The Didactic Program in Dietetics follows the University of Delaware academic calendar:

www.udel.edu/registrar/cal/main.html

Protection of Privacy

Student information and access to personal files information is available at:

<http://www.udel.edu/registrar/policies-procedures/ferpa-summary.html>

Personal, Non-public Information (PNPI)

State and Federal laws and regulations govern the safeguarding of personal, non-public information (PNPI), such as Social Security Numbers (SSNs) and grades associated with names. Faculty and Staff are cautioned to properly protect this information by encrypting electronic files and locking stored hardcopy files.

Support Services

Health services –

<http://www.udel.edu/studenthealth/>

Counseling & testing (e.g. GRE) -

www.udel.edu/Counseling/

Financial aid resources –

<https://www.udel.edu/students/student-financial-services/>

Complaints filing and handling

The DPD Program follows procedures for Grade Grievance and Other Related Academic Complaints as presented in the Faculty Handbook:

<http://facultyhandbook.udel.edu/handbook/3110-grade-grievance-and-other-related-academic-complaints>

DPD retention and remediation procedures

Students are expected to maintain an overall cumulative grade point average of C (2.00 GPA) to be in good academic standing and to be awarded the Bachelor of Science degree in Nutrition and Dietetics (DPD Program).

A minimum grade of C- is required in BISC 276, CHEM 102, CHEM 213, CHEM 214, CHEM 215, and CHEM 216. A minimum grade of C- must be achieved for credits to count toward the fulfillment of 47 credits in NTDT; a minimum grade of C- in NTDT 200-level courses must be achieved to proceed to upper-level courses. Students must retake a course until a C- or higher grade is achieved.

Students are expected to discuss their academic program with their advisors and inform them of their progress. Faculty advisors and students are encouraged to discuss relevant academic issues with the DPD Director.

Disciplinary/termination procedures

Disciplinary and termination procedures for all University of Delaware students are found in the Student Guide to University Policies (<http://www.udel.edu/stuguide/>) and in the Undergraduate and Graduate Catalog (<http://catalog.udel.edu/>)

Students are expected to maintain an overall cumulative grade point average of C (2.00 GPA) to be in good academic standing, and full-time students must enroll in at least 12 credits per semester. Students whose cumulative GPA falls below 2.0 accumulate quality-point deficits and will be placed on academic probation or will be subject to academic dismissal, depending on the number of quality-point deficits.

Verification Statement Procedures

VERIFICATION STATEMENT — “form completed by the director of the accredited or approved dietetics education program, indicating that a student has successfully fulfilled the requirements for completion of the program in accordance with institutional policies.” The DPD Director is the only person authorized to sign the verification statement which requires an original signature (not photocopy).

All departmental courses used for verification must have a grade of C- or better. Pass/fail grade counts only if the course is only offered as pass/fail.

Any student with a bachelor’s degree from another institution must complete a minimum of 10 semester credits in the Nutrition and Dietetics Program at the 300 or 400 level.

All students who complete the DPD requirements receive Verification Statements in a timely manner. In January, February, June and August the Dean’s office provides the DPD Director with the names of those Nutrition and Dietetics majors (DPD Program) who have completed their degrees at these times.

Verification Statements are mailed within 2 weeks of this notification, including those students with previous degrees who are meeting DPD requirements. Each student is sent five (5) signed copies to the permanent address on file in the University of Delaware Student Information System. The student is directed to add the required mother’s maiden name when the form is submitted for intended uses (see section 4, pg 6).

The DPD Director maintains a copy in a locked file of all Verification Statements issued to students. If students require additional copies, they contact the DPD Director.