

University of Delaware
Department of Health Behavior and Nutrition Sciences



Didactic Program in Dietetics

Student Handbook Policies and Procedures 2023-2024

Table of Contents

Mission Statement.....	3
Program Goals and Outcome Measures	3
Policy 1: Student recruitment and admission	6
Policy 2: DPD completion requirements and retention	7
Formal assessment of student learning	9
Information on Receiving a Declaration of Intent	9
Information on Receiving a Verification Statement.....	10
Policy 3: Access to Support Services.....	10
University Undergraduate Catalog.....	10
Tuition and fees (student financial services).....	10
Student Health Services.....	10
Academic Counseling/Advising	11
Policy 4: Program costs, withdrawal and refund of tuition and fees	11
Policy 5: Protection of student information.....	12
Policy 6: Filing and handling of complaints	12
Policy 7: Assessment of prior learning and credit toward program requirements.....	12
Policy 8: Disciplinary/termination procedures.....	13
Policy 9: Liability	13
Policy 10: Experiential learning	13

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>

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 2190, Chicago IL 60606-6995, 312-899-0040

Mission Statement

The mission of the Didactic Program in Dietetics (DPD) at the University of Delaware is to provide a comprehensive and high-quality curriculum that prepares graduates to successfully enter a post-baccalaureate program, an ACEND-accredited supervised practice program, and/or a variety of employment opportunities related to nutrition and food.

Program Goals and Outcome Measures

Goal 1: To prepare graduates for acceptance into graduate school or a supervised practice program.

1. At least 60 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
2. Of program graduates who apply to a supervised practice program, at least 90 percent are admitted within 12 months of graduation.
3. Of Program graduates who apply to a graduate program, at least 80 percent are admitted within 12 months of graduation.
4. At least 80 percent of students complete program requirements within 6 years (150% of planned program length)

Goal 2: To prepare graduates with the knowledge and skills required to be successful in an ACEND accredited supervised practice program.

1. At least 80% of supervised practice program directors who respond to a survey will rate our graduates' preparation as "Exceeded expectations" or "Greatly exceeded expectations" when asked to select from greatly exceeded expectations, exceeded expectations, matched expectations, and did not meet expectations.
2. 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%.

Goal 3: The program will foster experiential learning and leadership opportunities to enrich education and preparation for professional practice.

1. At least 90% of students will complete 75 hours of nutrition or health related experience (volunteer or paid) outside of course work prior to graduation
2. At least 40% of students will have served in leadership roles in student organizations, University programs and/or organizations, and/or professional organizations, as peer mentors or teaching assistants prior to graduation.

Knowledge for Registered Dietitian Nutritionists (KRDN)

The 2022 Accreditation Council for Education in Nutrition and Dietetics (ACEND) Accreditation Standards for Nutrition and Dietetics Didactic Programs requires the curriculum to be designed to ensure the breadth and depth of requisite knowledge needed for entry into supervised practice to become a registered dietitian nutritionist. The program's curriculum must include required components, including prerequisites. The Knowledge for Registered Dietitian Nutritionists (KRDN) Knowledge for Registered Dietitian Nutritionist (KRDN's) are within the required course work. The following is the complete list of the required KRDN's.

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.
- 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 Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics profession.
- 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 the others with whom the registered dietitian nutritionist collaborates.
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity, and inclusion.
- KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
- KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.
- KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these 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 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
- KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
- KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.
- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.
- KRDN 4.3 Demonstrate an understanding of 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 Apply safety and sanitation principles related to food, personnel and consumers.
- KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.
- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).
- KRDN 5.4 Practice resolving differences or dealing with conflict.
- KRDN 5.5 Promote team involvement and recognize the skills of each member.
- KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

KRDN's are measured in nutrition courses and will be identified within the course syllabi. An assignment, project, presentation, or exam/quiz may be used to measure a particular KRDN. All Nutrition and Dietetic students must pass (earn a score of at least 70%) the assignment/test/quiz/presentation associated with this KRDN during the course. If the assignment/test is not passed, the student will have an opportunity for remediation during the semester; however, the original grade earned will not be changed. Remediation will require the student to redo the work or complete additional work or testing. If a student does not pass the assignment/test even after remediation, the course instructor will notify the DPD Program Director. A verification statement will not be awarded unless the student provides the DPD Program Director with evidence that they have met the KRDN.

Policies/Procedures:

Policy 1: Student recruitment and admission

1. Information for all prospective University of Delaware students is available at <http://www.udel.edu/admissions/>.
2. The Department of Health Behavior and Nutrition Sciences' Academic Advisors 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 <https://www.udel.edu/apply/undergraduate-admissions/apply-today/>

Entering freshmen and transfer students may be admitted directly into the Nutrition and Dietetics major (DPD): <https://www.udel.edu/apply/undergraduate-admissions/apply-today/>

3. Students transferring into the Nutrition and Dietetics major (DPD) 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.
4. 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.
5. Effective January 1, 2024, the minimum degree requirement to be approved for eligibility for the registration examination for dietitians will change from a bachelor's degree to a graduate degree. This decision was made by the Commission on Dietetic Registration based on the recommendations of the Council on Future Practice Visioning Report (2012).

Policy 2: DPD completion requirements and retention

Policy Statement: Students successfully completing the DPD requirements will receive a verification statement.

1. Entering freshmen and transfer students may be admitted directly into the Nutrition and Dietetics major (DPD): <https://www.udel.edu/apply/undergraduate-admissions/apply-today/>
2. Students transferring into the Nutrition and Dietetics major (DPD) from other majors within the University of Delaware 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 with the Department of Health Behavior and Nutrition Sciences' Academic Advisor to initiate the transfer.
3. The curriculum for the Bachelor of Science in Nutrition and Dietetics requires 120 credits, including specific University and DPD course requirements. These courses must be completed unless otherwise specified from the program director.

These are the specific DPD Course requirements:

CHEM 101 or 103 or 107	General Chemistry	4 credits
CHEM 102 or 104 or 108	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 MMSC270	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 114	College Mathematics and Statistics	3 credits
BUAD 309	Organizational Behavior	3 credits
HLTH 245	Cultural Awareness for Health and Healthcare	3 credits
NTDT 103	Introduction to Nutrition Professions	1 credit
NTDT 200	Nutrition Concepts	3 credits
NTDT 201	Food Concepts	4 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 360	Introduction to Public Health & Community Nutrition	2 credits
NTDT 390	Nutrition Research Methods	3 credits
NTDT 400	Macronutrients	3 credits
or NTDT 611	Advanced Macronutrient Metabolism	
NTDT 401	Micronutrients	3 credits
or NTDT 631	Advanced Micronutrient Metabolism	
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

4. 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.
5. 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).
6. A minimum grade of C- is required in BISC 276, CHEM 102, CHEM 213, CHEM 214, CHEM 215, and CHEM 216.
7. A minimum grade of C- must be achieved for credits to count toward the fulfillment of 53 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.
8. All Nutrition and Dietetic students must pass (earn a score of at least 70%) for all Knowledge for Registered Dietitian Nutritionists (KRDN). Each KRDN is measured in an NTDT course using a specific assignment, project, test/quiz, or presentation. If the assignment/test/etc is not passed, the student will have an opportunity for remediation during the semester however, the original grade earned will not be changed. Remediation will require the student to redo the work or complete additional work or testing. If a student does not pass the assignment/test even after remediation, the course instructor will notify the DPD Program Director. A verification statement will not be awarded unless the student provides the DPD Program Director with evidence that they have met the KRDN.
9. Students who may not be meeting requirements to complete a Nutrition and Dietetic degree will have the option to change their major to Nutrition but note that the Nutrition degree graduates are not eligible to receive a DPD Verification Statement, as this degree option is not an accredited program.

10. 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.
11. 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. The program director will review the student's transcript to determine which DPD courses will need to be taken. 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.
12. 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.
 - a. An overview of the Nutrition and Dietetics major that meets requirements for the accredited DPD is at:
http://catalog.udel.edu/preview_program.php?catoid=18&poid=13035&hl=dietetics&returnto=search
- 13. 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.
14. All DPD graduates receive a digitally signed electronic verification statement, approximately 2 weeks following the confirmation of the degree.
15. A copy of the verification statement will be kept on file by the program director.
16. Additional signed paper copies of the verification statement may be obtained by contacting the program director.

Information on Receiving a Declaration of Intent

Students applying to programs prior to graduation (i.e., in their senior year) will request the "Declaration of Intent to Complete Degree" form in their applications to be submitted by the DPD director. This form verifies the student's completed coursework and projected coursework to complete the degree.

Students have three years to meet graduation and DPD requirements upon receiving their "Declaration of Intent to Complete Degree" form and/or ACEND Minimum Academic

Requirements. If the student requires more than three years to complete the DPD requirements, the student must meet the requirements *currently* in effect in order to be granted a Verification Statement.

Information on Receiving a Verification Statement

The Verification Statement, signed by the DPD Director, documents that an individual has completed the requirements of a dietetics education program accredited by the Accreditation Council for Education in Nutrition and Dietetics. This document is essential to establish eligibility:

1. for dietetic supervised practice programs.
2. to take the Registration Examination for Registered Dietitian Nutritionists.
3. for Academy of Nutrition and Dietetics Active membership.

The Verification Statement is also required for students wishing to pursue a career as a Nutrition and Dietetics Technician, Registered ([NDTR](#)). Successful completion of the Registration Examination for Dietetic Technicians administered by the Commission on Dietetic Registration (CDR) is also required for the NDTR credential.

More information about Verification Statements “Frequently Asked Questions” can be found [here](#).

Policy 3: Access to Support Services

Policy Statement: Students have access to the following University Support Services:

Library Services: <https://library.udel.edu/>

The University Writing Center: <https://www.writingcenter.udel.edu/>

University Undergraduate Catalog: <http://catalog.udel.edu/>

Student Guide to University Policies: <http://www.udel.edu/stuguide/>

Tuition and fees (Student Financial Services):

Including withdrawal and refund information <http://www.udel.edu/admissions/finance/>

Scheduling and program calendar, including vacation & holidays

The DPD follows the University of Delaware academic calendar:

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

Student Health Services: <http://www.udel.edu/studenthealth/>

Center for Counseling and Student Development: www.udel.edu/Counseling/

Academic Counseling/Advising:

University: <https://www.advising.udel.edu/>

HBNS: <https://www.udel.edu/academics/colleges/chs/departments/hbns/student-resources/bhan-advising/>

Policy 4: Program costs, withdrawal and refund of tuition and fees

Policy Statement: It is the University's policy that students who withdraw in writing from the University by the end of the semester's free Drop/Add period are eligible for a full refund of tuition and fees for that semester.

1. No refunds of tuition or fees will be made for withdrawals after the free Drop/Add period expires. More information can be found here: <https://www1.udel.edu/registrar/policies-procedures/loa-agreement.html>
2. Please see the University's academic calendar at www.udel.edu/registrar/cal/main.html for withdrawal deadlines.
3. 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/>
4. No additional costs are associated for students enrolled in the DPD, although highly recommended is Academy student membership (\$58/year). Find more information [here](#).
5. Beginning fall 2022, the nutrition curriculum will incorporate Visual Veggies software into a large number of NTDT courses at the 300 and 400 levels. Visual Veggies will provide the preparation needed for professional exams, including the Registration Exam for Dietitian Nutritionists. Our goal is to provide students with innovative study material to prepare them for professional exams. Purchasing this software will be required and will be used in the following courses for the 2023-2024 academic year (additional classes may be added in upcoming years):
 - a. NTDT 321 Quantity Food Production & Service
 - b. NTDT 322 Mgmt. of Food & Nutrition Services
 - c. NTDT 390 Research Methods in Nutrition
 - d. NTDT 400 Macronutrients
 - e. NTDT 401 Micronutrients
 - f. NTDT 421 Nutrition Assessment
 - g. NTDT 450 Medical Nutrition Therapy 1
 - h. NTDT 451 Medical Nutrition Therapy 2
 - i. NTDT 460 Community Nutrition

The one-time cost will be \$260 (\$300 to purchase the Plus Package, and a \$40 discount code will be provided).

Policy 5: Protection of student information

Policy Statement: Student records will not be released to anyone outside the University of Delaware

1. Student photos and other information associated with class rosters on the University's Student Information System (UDSIS) are treated as Personal Non-Public Information (PNPI) as defined by the Federal Family Rights and Privacy Act (FERPA) and by [University of Delaware policy](#).
2. 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.
3. Student information and access to personal files information is available at:
<http://www.udel.edu/registrar/policies-procedures/ferpa-summary.html>

Policy 6: Filing and handling of complaints

Policy Statement: Students may contact the program director with any complaints throughout the academic year. In addition, students may file formal complaints with the Chair of the Department of Health Behavior and Nutrition Sciences or the Office of the Assistant Provost for the Graduate College without threat of retaliation.

1. If the student prefers to file a complaint with an administrator other than the program director, they should follow the usual grievance procedures afforded all students enrolled at the University of Delaware, which can be found [here](#).
2. Students may submit complaints directly to ACEND only after all other options with the program and University have been exhausted. ACEND can be contacted by email (ACEND@eatright.org), phone (1-800-877-1600 x5400), or mail (120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606-6995). Information on filing a written complaint with ACEND, relating to program noncompliance with accreditation standards, can be found [here](#).
3. Complaints made to the program director will be kept on file in the internship program office for a period of seven (7) years, after which the documentation will be shredded.

Policy 7: Assessment of prior learning and credit toward program requirements

Policy Statement:

1. No credit is granted for previous work experiences.

2. 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/>
3. 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.

Policy 8: Disciplinary/termination procedures

Policy Statement:

1. 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/>)
2. 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.

Policy 9: Professional Liability

Policy Statement: All University students are insured against third-party liability claims when participating in a Field Experience program. Students are not classified as professionals or employees and cannot be held responsible for a professional/employee level of performance.

Policy 10: Experiential learning

Policy Statement: Experiential learning for students may take place at facilities throughout Delaware and other states.

1. Transportation to and from facilities is the responsibility of the student;
2. The student is responsible for their own personal liability and safety during travel to and from assigned experiential learning sites;
3. If the intern experiences an injury or illness while at their supervised practice facility, the student should notify the instructor immediately. The student and instructor will follow the facility's policies and procedures for on-duty injuries;
4. Criminal background checks may be required by an experiential learning facility. Students must complete requirements by the deadline set by the instructor/facility. Students are responsible for all costs associated with the background checks.
5. Drug screening may be required by an experiential learning facility. Students are required to provide evidence of a negative drug screen prior to starting their first supervised practice rotation. Students are responsible for all costs associated with screening.
6. Criminal background checks and drug screening are ordered/arranged via www.CastleBranch.com and specific requirements vary among facilities. The course instructor will provide detailed instructions on obtaining the criminal background check. In the event that

a student's criminal background check discloses a conviction, the instructor will then determine whether the student may continue with the experiential learning opportunity.