

**THE UNIVERSITY OF NORTH CAROLINA
GREENSBORO
DEPARTMENT OF NUTRITION**



UNC GREENSBORO

Department of Nutrition

**Didactic Program in Dietetics
Policies and Procedures Handbook
Effective August 2020**

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Introduction

The Didactic Program in Dietetics at UNCG provides students with the coursework necessary to apply for a supervised practice program in dietetics. Students successfully completing didactic program requirements at UNCG are issued a DPD verification statement as proof of program completion.

DPD Mission

The mission of the Didactic Program is to prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist by applying principles of nutrition, food science, biochemistry, anatomy, physiology, management, behavioral and social sciences to the promotion of optimal health in individuals including treatment and management of chronic illnesses.

DPD Goals with Corresponding Objectives*:

DPD Program Goal 1: The program will prepare graduates for acceptance into a supervised dietetics program, successful completion of the registration exam, and/or acceptance into graduate school.

Program Objectives for Goal 1:

1. At least 80% of program students will complete degree requirements within three years (150% of program length.)
2. 50% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
3. 35% of graduates are admitted to a supervised practice program within 12 months of graduation.
4. 80% of graduates who apply to a supervised practice program within 12 months of graduation will be accepted.
5. 25% of program graduates who are not enrolled in a supervised practice program will be admitted to a graduate program within 12 months of graduation.
6. 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%.

DPD Program Goal 2: To produce graduates that are able to integrate foundation knowledge and critical thinking skills necessary for competent supervised practice.

Program Objectives for Goal 2:

1. 70% of supervised program directors will rate program graduates academic preparation for supervised practice as satisfactory or higher.
2. 70% of program graduates that completed supervised practice programs will rate the preparation they received in the DPD program as satisfactory or higher.
3. 90% of students completing their last month of the DPD program will answer "very much" to the survey question regarding the student's perceived ability to **think critically** as a result of the DPD program.

*Program Outcomes available on request

Accreditation Status

The Didactic Program in Dietetics at UNCG is accredited by the [Accreditation Council for Education in Nutrition and Dietetics](#) (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Parkway, Suite 2190, Chicago, IL 60606-6995. 800-877-1600, ext 5400.

Educational and professional requirements to become a Registered Dietitian Nutritionist (RDN)

1. Complete a minimum of a bachelor's degree at a U.S. regionally accredited university or college or foreign equivalent, and coursework through an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD) or Coordinated Program in Dietetics (CP) Students will receive 6 original DPD verification statements from DPD director.
2. Complete 1200 hours of supervised practice through an ACEND accredited Dietetic Internship, Coordinated Program in Dietetics or an Individualized Supervised Practice Pathway (ISPP) offered through an ACEND accredited program.
3. Pass a national examination administered by the [Commission on Dietetic Registration \(CDR\)](#).

The UNCG Human Nutrition and Dietetics major curriculum is accredited by ACEND as a Didactic Program in Dietetics and enables students to complete the first step towards becoming a Registered Dietitian. As students are completing their final semester of DPD coursework or following completion of the DPD program, students can apply for placement in an ACEND-accredited supervised practice program. Supervised practice programs can be found nation-wide. Following acceptance and successful completion of supervised practice (Step 2), individuals are eligible to take the national registration exam (Step 3).

Supervised Practice

The Nutrition Department purchases the Applicant Guide to Supervised Practice Guide each year as resource for DPD students. The guide has valuable information regarding supervised practice programs across the country such as program requirements, area of concentration, cost, and number of openings. This document is posted in the DPD Canvas org that all students are invited to join. Students will receive information and assistance on preparing and applying for supervised practice in NTR 282 Introduction to Dietetics and NTR 482 Professionalism in Dietetics taught by the DPD Director, Laurie Allen.

Program Admission and Completion Requirements

There are three options for completing the DPD program and obtaining a DPD verification statement through UNCG's Department of Nutrition:

Option 1: Undergraduate- Students who major in Human Nutrition and Dietetics will receive a DPD verification statement after completing all didactic coursework with a C or better and meeting all graduation requirements. Students must complete requirements for BS in Nutrition which include 120 semester hours to include at least 36 hours at or above the 300 course level; General Education Requirements, and Major and Related Area Requirements. More information can be found in the [University Catalog](#).

Admission for an undergraduate degree in Human Nutrition and Dietetics is through [UNCG Admissions](#). Admission requirements can be found in the [University Catalog](#). Length of the DPD program for undergraduates is two years and begins junior year when enrolled in NTR 413 Intermediate Nutrition.

Option 2: 2nd Degree- If a student has earned a Bachelor's degree from another regionally accredited university, he/she may earn the DPD verification statement upon completion of the DPD course requirements as a second degree student in the Human Nutrition and Dietetics concentration. Courses from a previous degree can count toward the required didactic coursework. (See Prior Learning Policy) Students must complete at least 12 credit hours of didactic coursework at UNCG (including Medical Nutrition Therapy and Professionalism in Dietetics) and obtain a C or better in all didactic coursework. Students do not need to meet graduation requirements for their 2nd degree to complete the DPD program and receive a verification statement. Please note that due to capped enrollment in certain classes, the nutrition department cannot guarantee that there will be spots available for you to register for required coursework your first semester at UNCG.

Admission for a second undergraduate degree is through [UNCG admissions](#).

Option 3: MS/PhD- Students who are completing their MS or PhD in Nutrition at UNCG can complete the DPD course requirements while completing a master's or Ph.D. in Nutrition at UNCG. Students must obtain a C or better in all undergraduate didactic coursework. (Graduate School academic requirements may differ from DPD requirements. See the for more information.) Students do not need to meet graduation requirements for their Graduate degree to complete the DPD program and receive a verification statement.

Admission for master's or doctoral degrees is through the [UNCG Graduate School](#). Admission requirements can be found in the [Graduate Bulletin](#).

Program Schedule:

The UNCG Didactic Program in Dietetics follows the same [academic calendar](#) as the University. Students that need to miss greater than a week of classes due to illness or emergency should contact their instructor, the DPD director and the Dean of Students.

Academic Requirements

Undergraduate and Second Degree Students: Academic Requirements for the UNCG Didactic Program in Dietetics are consistent with the academic requirements for the BS in Nutrition.

GPA: New first year and transfer students are required to have a minimum 2.50 cumulative GPA to be admitted to the DPD program (Nutrition Major; Human Nutrition and Dietetic Concentration). All continuing students must maintain a cumulative GPA of at least 2.50 throughout the completion of the DPD program. Students that change their major or concentration during the academic year will be held to the minimum 2.50 GPA requirements. If the GPA drops below 2.50, students will be contacted in writing by the Undergraduate Program Director indicating that they have dropped below the threshold and will have one semester to increase the cumulative GPA to at least 2.50. If this does not happen, the student will be dropped from the Nutrition Major and the DPD program the following semester.

Grades: A student must earn a grade of C (a C- is not acceptable) or better in all DPD courses to receive a verification statement. Furthermore, students must earn a C or better in prerequisite courses to enroll in upper-level courses. Students that earn less than a C will discuss this with their academic advisor on Nutrition Advising Day. They will be required to sign the Nutrition Policy on Repeating Nutrition Courses Form and this will be placed in their file in the Nutrition department. The Undergraduate Director and/or Didactic Program Director will follow up the following semester with any students that received below a C in any didactic coursework. Students who earn less than a C in the same DPD course twice will be dropped from the program.

Graduate Students: Academic Requirements for the UNCG Didactic Program in Dietetics may differ from requirements from the Graduate School. See the Nutrition Departments website for more information.

Grades: Students must obtain a C or better in all DPD courses to receive a verification statement. Students who earn less than a C in the same DPD course twice will be dropped from the program

DPD Course List:

The DPD course list are all the courses required for completion of the UNCG Didactic Program in Dietetics. These courses will provide students with the foundation knowledge necessary for the next step in their academic journey. These courses (and grades) will be required on the application for supervised practice.

DPD course list for Undergraduate Students

DPD Professional Courses

NTR 103 - Introduction to Food Science
NTR 203 - Quantitative Principles in Nutrition
NTR 213 - Introductory Nutrition
NTR 282 - Introduction to Dietetics
NTR 302 - Nutrition Education
NTR 309 - Quantity Food Production
NTR 313 - Life Cycle Nutrition
NTR 403 - Food Science/Technology
NTR 413 - Intermediate Nutrition
NTR 421 - International Nutrition
NTR 423 - Community Nutrition
NTR 426 - Management Practices in Dietetics
NTR 482 - Professionalism in Dietetics
NTR 450 - Nutrition Assessment & Lab
NTR 460 - Advanced Nutrition
NTR 573 - Medical Nutrition Therapy & Lab
CED 310 - Helping Skills in Counseling
PSY 121 – Psychology
STA 108 – Intro to Statistics
MAT 115 – College Algebra
ENG 101 – College Writing

DPD Science Courses

BIO 111 - Principles of Biology & lab
BIO 271 - Anatomy & Lab
BIO 277 – Physiology & lab
BIO 280 – Microbiology & lab
CHE 103 - General Chemistry I
CHE 104 - General Chemistry II
CHE 110 - General Chemistry Lab
CHE 205 - Organic Chemistry
CHE 206 - Organic Chemistry Lab
NTR 531 - Nutrition & Human Metabolism

DPD Course List For Graduate Students

DPD Professional Courses

NTR 103 - Introduction to Food Science
NTR 203 - Quantitative Principles in Nutrition
NTR 282 - Introduction to Dietetics
NTR 309 – Quantity Food Procurement
NTR 313 - Life Cycle Nutrition
NTR 403 - Food Science/Technology
NTR 421 - International Nutrition
NTR 423 - Community Nutrition
NTR 426 - Management Practices in Dietetics
NTR 482 - Professionalism in Dietetics
NTR 550 - Nutrition Assessment & Lab
NTR 560 - Advanced Nutrition
NTR 573 - Medical Nutrition Therapy & Lab
NTR 607 – Nutrition Education
PSY 121 – Psychology
CED 610 - Helping Skills in Counseling
500-600 level Statistics 500-600 level Statistics

DPD Science Courses

BIO 271 - Anatomy & Lab
BIO 277 – Physiology & lab
BIO 280 – Microbiology & lab
CHE 205 - Organic Chemistry
CHE 206 - Organic Chemistry Lab
NTR 531 - Nutrition & Human Metabolism
NTR 625 – Gene Expression & Protein Metabolism
NTR 626 – Energy, CHO, Lipid Metabolism
NTR 627 – Antioxidants & Bioactive Food Components
NTR 628 – Vitamins & Minerals
NTR 673 – Nutrition Research Methodology

Prior Learning Policy:

The Didactic Program Director carefully reviews transcripts for transfer students and post graduate students to evaluate coursework taken prior to entering the UNCG DPD program. Students with more than one course that needs to be evaluated should complete the DPD Course Checklist for Transcript Review which can be found on the UNCG DPD website as well as the DPD org. Students must provide the DPD director with the Checklist for Transcript Review, the student's most recent transcripts, and a course syllabi for any nutrition course that they would like to have evaluated that has not automatically transferred in as a DPD course. If student learning objectives for a course evaluated match a UNCG didactic course and the student scored a C or better in the course, then the student will not be required to repeat the course. The UNCG DPD program does not give course credit for prior work or volunteer experience.

Assessment of Learning

Per the requirements of ACEND's 2017 Standards for Nutrition and Dietetics Didactic Programs, The UNCG DPD program prepares students with core knowledge in four domains: Scientific and Evidence Base of Practice; Professional Practice Expectations; Clinical and Customer Services; and Practice Management and Use of Resources. Your DPD courses contain various learning activities to ensure that you have met the knowledge requirements for each domain. The learning activities that are must be completed successfully. In order to document completion of KRDN's, DPD students can use the Knowledge Requirement Checklist to track their progress. In the event that a learning activity for a KRDN is not completed successfully the student should work with their course instructor to receive remediation and additional work until adequate understanding of the Knowledge Requirement is evident. Periodically, copies of student work will be saved (with the student's name removed) to enable the program to document assessment of student learning. The Knowledge Requirement Checklist can be found in the UNCG forms tab on the DPD org.

UNCG DPD Verification Statement Policy:

Upon completion of all requirements of the DPD program, the DPD Program Director will issue a Verification Statement containing the graduate's name, date of completion of all program requirements, program name and program identification number, program director name, address, date of form preparation, and original signature in an ink color other than black. This Verification Statement is an official document of the Accreditation Council for Education in Dietetics and Nutrition (ACEND) and is required to verify that all requirements for the accredited Didactic Program in Dietetics have been completed.

Each student that completes the DPD program will receive six (6) copies of this DPD Verification Statement for her/his files and use. The Verification Statement can be used as proof of completion of all DPD program requirements when the program graduate is applying for supervised practice, employment, or other professional use that may require verification of completion of a DPD program.

An original DPD Verification Statement will be kept in the permanent files of the program in compliance with ACEND accreditation standards.

Recency Policy for UNCG DPD Verification Statements: For undergraduate students, verification statements are only issued to students who meet graduation requirements within three years of completing Medical Nutrition Therapy.

Estimated Program Cost Per Year:

- Estimated Tuition and fees for undergraduate and 2nd degree students (12 credit hours):
In state \$7,404; Out of state \$ 22,564
- Estimated Tuition and fees for Graduate Students (9 credit hours) per year:
In State 7416, Out of state 21,134
- Housing on campus (double): \$5,626 In state and Out of State
- Books: \$ 1,000
- Liability Insurance (\$7.50 per semester that student taking 309,421, and 423)
- Uniform and Restaurant Approved Non-skid shoes for Food labs \$75 one time cost
- Student Membership in the Academy of Nutrition and Dietetics: \$58
- Travel to experiential learning locations required for coursework: \$15

Financial Aid & Scholarships

There are numerous types of financial assistance available on campus. Please contact the [UNCG Office of Financial Aid](#) to explore the various types of aid available (e.g. grants, scholarships, loans, and work-study). After you are enrolled as a student in the School of Health and Human Sciences (HHS) you may also be eligible for scholarships within HHS.

The Academy of Nutrition and Dietetics (AND) Foundation offers scholarships to encourage eligible students to enter the field of dietetics. According to the AND, scholarships usually go to student AND members enrolled in the junior or senior year during a DPD program and the majority of the scholarships awarded are for \$1,000. Scholarships are also available for students in dietetic internships and graduate studies. For more information see the *Scholarships* section of their website at <http://eatrightfoundation.org/scholarships-funding/#> to find applications and see a list of past recipients.

Liability and Health Insurance

DPD students are required to purchase professional liability insurance for NTR 309 Quantity Food Procurement and Production, NTR 421 International Nutrition, NTR 423 Community Nutrition. A student fee of \$7.50 will be added to the student's account upon registering for these courses. If students are registered for more than one of these courses per semester, they will only be charged once. All students enrolled in a degree program at UNCG are required to have health insurance coverage. Student Blue is the health plan for UNCG students. Contact Student Health Services for more information. Students are responsible for any and all medical costs incurred as a result of off campus activities. If a student is injured or becomes ill during an off campus experience they should seek medical attention and promptly notify their off-campus supervisor as well as their course instructor.

Transportation

Occasionally students are required to travel to off campus locations for upper level course-related experiences. When this occurs, students are expected to provide their own transportation. The UNCG Department of Nutrition is not responsible to provide transportation to off-campus activities and are not liable for any personal injury, accident, or financial loss suffered by the student while traveling. Students will not be reimbursed by the college or department for traveling expenses related to course or volunteer activities. Anticipated costs for required travel are approximately \$15 per year

Food Lab Safety

All students will be required to sign and follow the Lab Safety Rules for using the Food Lab. This will be provided to students by the instructor at the start of NTR 403 Food Science and Technology and NTR 309 Quantity Food Procurement and Production

Experiential Learning

Students completing experiential learning for a course should not be used to replace employees. Students currently complete experiential learning activities in NTR 309 Quantity Food Production. Any concerns or complaints regarding experiential learning should be addressed with the instructor and if they cannot be resolved will be sent to the department chair, Ron Morrison for appropriate resolution.

Nutrition Related Volunteer or Work Experience

Students are not required to do a set number of volunteer or paid nutrition experience hours as part of the DPD program, but it is highly encouraged that students seek out experiences in the areas of clinical nutrition, community nutrition, and food service management. The majority of supervised practice programs require previous nutrition related experience for acceptance into their program. Suggestions for volunteer opportunities and forms for recording hours are located on the DPD Canvas Org.

Weight Neutral Nutrition

The UNCG DPD Program is committed to educating our students about the nutrition care process using a weight neutral approach. Weight neutral or weight inclusive nutrition practice acknowledges that body weight is determined by complex set of genetic, metabolic, social and behavioral determinants, many of which individuals cannot change. Weight inclusivity involves accepting and respecting the inherent diversity of body shapes and sizes.

Retention and Remediation:

Academic success is critical to a student's application for supervised practice. UNCG has resources to assist students should academic difficulties arise.

Starfish- An early support system to ensure student success at UNCG. Flags are raised by instructors to let students know that they may need additional support in the class. Students that receive a Starfish flag will be contacted by the Students First Office for assistance connecting with the appropriate individual or office who can help with concerns. The student's advisor will also be contacted. Students should not ignore Starfish flags as they provide an early alert that academic concerns exist.

Teaching Assistants: Teaching assistants for nutrition courses can assist with questions regarding assignments and exams. Teaching assistants are available during their office hours or by appointment.

Division of Student Services (DOSS) at the University of North Carolina at Greensboro provides coordination and leadership for programs and services supporting the academic success of all UNCG undergraduates.

The Division of Student Success is comprised of:

The Academic Achievement Center, which provides academic skills training, academic tutoring, and supplemental instruction.

Educational Opportunity Programs, which offers a suite of scholarship, mentoring, and academic skills programs supporting special populations of students.

The Multiliteracy Centers, which include the University Writing Center, the University Speaking Center, and the Digital ACT Studio. The goal of the Multiliteracy Centers is to provide feedback to students on any kind of written, spoken, or digital/multimodal project.

New Student Transitions & First Year Experience, providing all new students and their families with the information and access they need for a successful transition to UNCG.

The Students First Office, UNCG's academic one-stop-shop for assisting students with academic advising, academic recovery, university appeals, and graduation planning. The office is the central academic advising center for all exploratory majors and provides curricular support for all students in academic recovery.

DPD Students with a GPA less than 2.5 for one semester and/or a C in multiple DPD courses should consider the possibility that their talents may not be the best fit for the Human Nutrition and Dietetics Major and should discuss progression in the major as well as other career options with their academic advisor.

Students that are unable to meet the academic requirements of the DPD program will be counseled by the DPD director or Undergraduate director to a career path that is better suited to their abilities.

Course and Program Withdrawal:

Undergraduate and second-degree students who would like to withdraw from the DPD program can change to another major or concentration which will alert the Didactic Program Director that they no longer plan to pursue DPD requirements. Graduate students should inform the DPD director if they no longer plan to pursue DPD requirements. Withdrawal from DPD courses are consistent with the University's Withdrawal Policies.

<https://studentsfirst.uncg.edu/withdrawal-policy/course-withdrawal/>

<https://studentsfirst.uncg.edu/withdrawal-policy/total-university-withdrawal/>

Program Termination

If the GPA drops below 2.50, students will be contacted in writing by the Undergraduate Program Director indicating that they have dropped below the threshold and will have one semester to increase the cumulative GPA to at least 2.50. If this does not happen, the student will be dropped from the Nutrition Major and the DPD program the following semester.

Students that are dropped from the undergraduate or graduate program in the Department of Nutrition for any reason (academic integrity violation, unable to meet academic requirements) will be terminated from the UNCG Didactic Program in Dietetics.

DPD Program Grievance Policy

Students in the DPD program who have complaints regarding specific issues relating to the DPD program may first send the complaint in writing to the DPD Director. If the student and DPD Director are unable to resolve the complaint, the complaint will then be forwarded to the Department Chair, Dr. Ron Morrison for appropriate resolution. Submission of complaints directly to ACEND is recommended *only after all other options* with the program and university have been exhausted.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or interns. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 S. Riverside Plaza, Suite 2000, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 4872. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

Privacy of Student Information:

UNCG DPD program complies with the [Family Educational Rights and Privacy Act \(FERPA\)](#).

DPD Org:

The DPD director will send an invitation to the Didactic Program in Dietetics Canvas Organization pages (DPD org) to all students completing DPD requirements. Once this invitation is accepted, the student will be able to view program information such as volunteer opportunities, upcoming professional meetings in our community and materials needed for applying to supervised practice. Participation in the DPD org is optional. If you are completing program requirements but did not receive an invitation please contact the DPD director, Laurie Allen, at lhschroe@uncg.edu.

Questions:

Students with questions about the DPD program and/or the DPD Student Handbook are welcome to email Professor Allen at lhschroe@uncg.edu. If you would like to set up a meeting, please include three dates/times that you would be available to meet.