

DIDACTIC PROGRAM IN DIETETICS (DPD) STUDENT HANDBOOK

*Bachelor of Science Degree in Nutrition &
Food Sciences with Concentration in
Dietetics*



The University of Vermont

College of Agriculture and Life Science

Department of Nutrition and Food Science

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INTRODUCTION TO DIETETICS

Dietetics is the integration and application of principles derived from the sciences of food, nutrition, management, communication, and biological, physiological, behavioral, and social sciences to achieve and maintain optimal human health. Registered dietitians are food and nutrition experts who work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice.

Dietetics is a growing profession as healthcare moves from treatment to prevention. Healthcare reform and policies discussed in Washington and across the country all include prevention-related components. Although many health professionals are interested in prevention, Registered Dietitian Nutritionists (RDN) are at the cutting edge of prevention, because so many preventable diseases and conditions are tied to food and nutrition.

The DPD (dietetics concentration) prepares students for careers as Registered Dietitian Nutritionists by providing the **academic requirements** needed to apply to a supervised practice or dietetic internship program. RDNs are credentialed by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics (AND). Requirements for being a RDN include the following:

- **Complete a minimum of a bachelors degree** at a U.S. regionally accredited university or college and course work accredited or approved by Accreditation Council for Education of Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
- **Complete an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a supervised practice program will run six to 12 months in length.
- **Pass a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's Web site at www.cdrnet.org.
- **Complete continuing professional educational requirements** to maintain registration.

- **In 2024 a Masters degree will also be required to become a RDN.** The masters degree can be in any field, and can be obtained before, after, or concurrent with the required supervised practice. Students who are credentialed as RDNs before 2024 will not need to obtain a masters degree to be an RDN.

Your dietetics concentration provides you with a bachelors degree and accredited coursework to become a RDN, which is the first step mentioned above. Students in the dietetics concentration may apply to supervised practice in their senior year or after graduation and then complete the national examination. The dietetics program provides students with guidance for application to supervised practice but cannot guarantee acceptance or admission to these programs.

The State of Vermont provides Vermont Certification of Dietitians. The Didactic Program in Dietetics encourages graduates of the program who will be working in Vermont to obtain certification status as certified dietitians. Information about Vermont Dietitian Certification is available through the Vermont Secretary of State, Office of Professional Regulation, National Life Building, FL 2, Montpelier, VT 05620-3402, phone: 802-828-2191 or website:

<https://sos.vermont.gov/opr/online-services/>.

PROGRAM ACCREDITATION

The Didactic Program in Dietetics (DPD) at the University of Vermont is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy for Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312/899-0400 ext 5400.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE) is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitian nutritionists (RDN) or dietetic technicians, registered (DTR). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.

ACEND is recognized by the United States Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs.

ACEND is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its code of good practice.

PROGRAM MISSION, GOALS, AND OBJECTIVES

Mission: To prepare students with the knowledge and skill to be successful in supervised practice leading to eligibility for the CDR credentialing exam to become a Registered Dietitian Nutritionist with a dedication to life-long learning, the ability to effectively communicate, analyze, problem-solve, think critically, and work with others, and an understanding and appreciation of individual, community, and cultural differences.

Program Goal 1: Graduates will be well prepared to be successful in dietetic internships, graduate schools, and/or employment.

Program Objectives for Goal 1:

- a) At least 80% of program students complete program/degree requirements within three years (150% of the program length)". (RE 3.3.b.1)
- b) Fifty percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation". (RE 3.3.b.2)
- c) Fifty percent of program graduates are admitted to a supervised practice program within 12 months of graduation". (RE 3.3.b.3.a)
- d) 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%". (RE 3.3.b.3.b)
- e) 90% of supervised practice program directors will rate graduates' preparation for supervised practice in the good/excellent category on the annual Program Director Survey.
- f) At least 50% of students not applying to supervised practice will go onto graduate or professional programs or work in a nutrition-related field within one year after graduation
- g) At least 80% of one-year alumni will rate their preparation for supervised practice, graduate school, or employment as satisfactory or better

Goal 2 – Program graduates will know how food systems and weight inclusivity relate to dietetics practice.

Objectives:

- a) 80% of program graduates will feel confident in their knowledge of how dietetics relates to the larger food system
- b) 80% of program graduates will feel confident in applying a weight inclusive perspective in dietetics practice
- c) 80% of one-year alumni will rate their preparation in food systems as satisfactory or better
- d) 80% of one-year alumni will rate their preparation in weight-inclusive practice as satisfactory or better

CORE KNOWLEDGE FOR THE RDN

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

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.

2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

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 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.

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.

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

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.

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

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.

5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

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.

NUTRITION & FOOD SCIENCES MAJOR DIETETICS CONCENTRATION (DIDACTIC PROGRAM IN DIETETICS) CURRICULUM

University Catalog Excerpts

Admissions Criteria for Undergraduate Students

The University of Vermont (UVM) welcomes applications from students of diverse backgrounds. Through a holistic admissions review, UVM selects students with potential for academic success who will contribute to the UVM community. The rigor of an applicant's academic program, grades, standardized test results, and trends in performance are considered. Essays, a letter of recommendation, and other evidence of each student's life experience and character also assist the evaluation. Admission decisions are made without regard to family financial circumstances.

In recognition of the university's focus on engaging with global, national, and state issues, UVM's admissions policies attempt to balance geographic diversity, diversity of racial, ethnic, and international backgrounds with a firm commitment to residents of the state of Vermont.

The University of Vermont welcomes applications from transfer students with a number of college credits completed. Transfer candidates are evaluated on performance in college-level course work completed, standing at previous institutions, and/or other credentials that reflect educational history. For transfer candidates who present fewer than twenty-one semester credits, the high school record is more heavily weighted. With twenty-one or more college credits, the college record assumes more importance; the high school record will help determine completion of entrance requirements for the selected field of study. Course work not completed at the high school level may be fulfilled by equivalent college-level academic work. Students who were wait-listed or denied admission previously as high school students should be working toward completion of a minimum of twenty-one credits at the point of applying to UVM.

University admissions staff reviews applications and renders final admissions decisions. Academic unit representatives are consulted on a case-by-case basis

when a candidate's credentials are inconclusive. Admission policies are developed by the Office of Admissions in collaboration with the schools and colleges that constitute the University of Vermont and are subject to review by the University of Vermont Faculty Senate, the Vice President for Enrollment Management, and the Provost's office.

At a minimum, candidates for admission are expected to complete the entrance requirements prior to enrollment. These requirements have been established by the UVM faculty to ensure exposure to broad fields of intellectual inquiry; some programs require further study as indicated in the following sections. Most successful candidates have exceeded the minimums in all or most areas and, in many cases, present honors level course work, International Baccalaureate, Advanced Placement, or other rigorous course work.

Requirements for All Undergraduate Degree Students

Undergraduate degrees are conferred on the recommendation of the colleges/schools. Specific degree requirements may be found in the catalogue sections devoted to the respective colleges/schools.

To be eligible for graduation, a student must have attained a cumulative grade-point average sufficient to meet the minimum requirements for the college/school in which the student is officially enrolled. Beginning with the class of 1984, the minimum grade-point average for graduation is 2.00. Grades in courses accepted for transfer credit are excluded in computing this average.

To be eligible for graduation, a student must have successfully completed a minimum of 120 credits. Some undergraduate degrees and majors require the completion of credits in excess of 120.

Every degree candidate must have taken thirty of the last forty-five credits in residence at the university before being awarded their degree. An exception to this rule exists for those students who have completed three years of pre-medical study in the university and are awarded their degrees after successful completion of one year of study in any approved college of medicine. Other exceptions to this rule may be made only upon decision of the dean or the appropriate faculty committee of the student's college/school. To earn another bachelor's degree, the student must fulfill the requirements of that degree. Please note: pursuing multiple majors within the

same degree does not result in earning multiple degrees. Multiple bachelor's degrees are only conferred when the degrees are different: Bachelor of Arts, Bachelor of Science, Bachelor of Music, etc.

All undergraduate degree students matriculating in Fall 2008 or later must successfully complete the University Approved Diversity courses: one three-credit course from Category One (Race and Racism in the U.S.) and a second three-credit course from either Category One or Category Two (the Diversity of Human Experience). These requirements will apply as well to undergraduate transfer students receiving bachelor's degrees from May 2012 onward. (See the diversity course list in this catalogue under Academic Offerings/Courses for the approved courses.)

All undergraduate degree students matriculating in Fall 2014 or later are required to successfully complete a three-credit course which provides instruction and practice with foundational writing and information literacy. Any of the three following courses will satisfy this requirement: ENGS 001, HCOL 085, and TAP seminars in the College of Arts and Sciences.

All undergraduate degree students matriculating in Fall 2015 or later must meet a General Education requirement in Sustainability. To meet this requirement, students must complete a course, curriculum, or co-curricular module prior to graduation that has been approved by the Faculty Senate's Sustainability Curriculum Review Committee. (See the sustainability course list in this catalogue under Academic Offerings/Courses for the approved courses.)

DIETETICS CONCENTRATION CHECKLIST OF REQUIRED COURSES

Nutrition and Food Sciences Checklist of Required Courses

Dietetics Concentration

Catamount Core Curriculum Requirement: 42 credits

Students may take courses that fulfill more than one category, but they must still take at least 40 unique credits of courses that have been approved to fulfill CCC requirements.

Liberal Arts: 21 credits (AH1, AH2, AH3, S1, N1, N2, MA)

AH	Arts & Humanities: 6 credits from any: AH1, AH2, AH3	
AH		3 credits
AH		3 credits
S1	Social Sciences: 6 credits	
S1	PSYS 1400	3 credits
S1	SOC 1500	3 credits
N	Natural Sciences: 6 credits from any: N1/no lab or N2/with lab	
N2	CHEM 1100, or CHEM 1400 and CHEM 1450	4 credits
N2	CHEM 1580	4 credits
MA	Mathematics, 3 credits	
MA	MATH 1077	3 credits

Core Skills: 9 credits (QD, WIL1, WIL2/OC)

QD	Quantitative & Data Literacy: 3 credits	
QD	STAT 1110	3 credits
WIL1	Writing & Information Literacy 1: 3 credits	
WIL1	ENGS 1001, HCOL 1000	3 credits
WIL2/OC	Writing & Information Literacy 2 or Oral Communication: 3 credits	
OC	CALS 1020	3 credits
OC	CALS 1010, CALS 2830, Speech 1400 or equivalent	3 credits

Common Ground Values: 12 credits (D1, D2, SU, GC1, GC2)

D	Diversity: 6 credits, including at least 3 D1 credits	
D1		3 credits
D2	ANTH 1100 or HLTH 2050	3 credits
SU	Sustainability: 3 credits	
SU	NFS 1073: Farm to Table	3 credits
GC	Global Citizenship: 3 credits from GC1: Global Systems & Problems	
	Or GC2: Developing Global Citizens	
GC		3 credits

Breadth of Knowledge Courses: 29 credits

NFS 1043	Fundamentals of Nutrition	3 credits
NFS 1044	Survey of the Field	1 credit
NFS 1053	Basic Concepts of Foods	3 credits
NFS 1073	Farm to Table	3 credits
NFS 2183	Intro to Biochemistry	3 credits
NFS 3203	Food Microbiology	3 credits
NFS 3204	Food Microbiology Lab	1 credit
NFS 3243	Advanced Nutrition	3 credits
NFS 4286	Senior Seminar (seniors only)	1 credit
ANPS 1190	Anatomy and Physiology I	4 credits
ANPS 1200	Anatomy and Physiology II	4 credits
	Elective Credits	23-25 credits

Depth of Knowledge Courses: 26-28 credits

NFS 1034	ServSafe Certification	1 credit
NFS 2143	Nutrition in the Life Cycle	3 credits
NFS 3223	Nutrition Education & Counseling	3 credits
NFS 3250	Foodservice Systems Management	4 credits
NFS 3260	Clinical Nutrition 1	3 credits

NFS 3261	Clinical Nutrition 2	3 credits
NFS 3262	Community Nutrition	3 credits
NFS 3890	Community Practicum	1-3 credits
BIOC 3063	Nutritional Biochemistry	3 credits
HLTH 1030	Medical Terminology	2 credits

DIETETICS CONCENTRATION TYPICAL ACADEMIC PLAN

SAMPLE ACADEMIC PLAN: DIETETICS CONCENTRATION

First Year

FALL		SPRING	
NFS 1043: Fundamentals of Nutrition	3 credits	NFS 1073: Farm to Table (D2/SU)	3 credits
NFS 1044: Survey of the Field	1 credit	CALS 1020: Foundations: Information Tech	3 credits
CALS 1010: Foundations: Comm. Methods	3 credits	CHEM 1580: Intro Organic Chem	4 credits
Chem 1100: Outline of General Chemistry	4 credits	PSYS 1400: Intro to Psychological Science	3 credits
ENGS 1001: Written Expression	3 credits	Electives	1-3 credits
Total Credits	14	Total Credits	13-16

Second Year

FALL		SPRING	
NFS 2143: Nutrition in the Life Cycle	3 credits	NFS 1034: Servsafe certification course	1 credit
ANPS 1190: Anat & Phys	4 credits	ANPS 1200: Anat & Phys	4 credits
Catamount Core Course: AH/D1/GC	3 credits	MATH 1077: Exploring Modern Mathematics	3 credits
SOC 1500: Intro to Soc or Diversity Option	3 credits	HLTH 1030: Medical Terminology	2 credits
STAT 111: Statistics	3 credits	Electives	1-4 credits
Total Credits	16	Total Credits	12-14

Third Year

FALL		SPRING	
NFS 1053: Basic Concepts of Food	3 credits	NFS 3243: Advanced Nutrition	3 credits
NFS 2183: Intro to Biochemistry	3 credits	NFS 3250: Foodservice Systems Management	4 credits
Catamount Core Course(s): AH/D1/GC	3-6 credits	NFS 3992: Practicum	1-3 credits
Electives	3-6 credits	Elective	4 credits
Total Credits	12-15	Total Credits	13-16

Fourth Year

FALL		SPRING	
NFS 3203: Food Micro	3 credits	NFS 3262: Community Nutrition	3 credits
NFS 3204: Food Micro Lab	1 credit	NFS 3992: Practicum	1-3 credits
NFS 3223: Nutrition Ed & Counseling	3 credits	BIOC 3063: Nutritional BioChem	3 credits
NFS 3260: Clinical Nutrition 1	3 credits	NFS 3261: Clinical Nutrition 2	3 credits
NFS 4286: NFS Sr Seminar	1 credit		
Elective	3 credits	Electives	3-5 credits
Total Credits	14	Total Credits	15

Declaring a Major

Students select a major upon admission to the University. Students wishing to complete academic requirements to be a Registered Dietitian need to select the Nutrition & Food Sciences major with a Dietetics Concentration and complete all requirements for this concentration to receive a verification statement of completion of the Didactic Program in Dietetics. If a student wishes to change their major or concentration to Dietetics, they must complete the appropriate Change of Major Form found on the Registrar's website.

Academic Advising

The Department of Nutrition and Food Sciences assigns a faculty advisor starting the student's first semester. If at any point a student decides that they need to change advisors, they should contact the department support person for the major, and she/he will help make that change. Please feel free to contact the CALS Student Services Office if you have any questions or concerns about advising.

Students may contact advisors by phone, e-mail or in person. If they are having difficulty reaching their advisor, they should ask for help from the support person in their department who may know, for example, if the advisor is unavailable for a long period of time.

It is the student's responsibility to contact their advisor if they are having difficulty with courses or course load. If something is causing a student to struggle in class (sickness, personal problems, or a learning disability), the student should contact the advisor and/or CALS Student Services for assistance. Faculty advisors and students are encouraged to review courses and requirements early and often to avoid unnecessary frustration when problems are identified close to the anticipated semester of graduation. If a student has transfer credits, it is especially important to verify the credits as early as possible.

If students receive an academic alert letter from a course instructor they should see the advisor and seek guidance. There are many resources available to assist

students through out the semester. When students reach senior status in CALS, they must complete a senior record check before graduation, which should coincide with the CATS report. The first semester of the senior year is the ideal time to meet with an advisor to complete this form.

Student Retention

If a student is consistently not doing well in their DPD courses, their advisor may start a conversation about changing their concentration to another concentration in the NFS department, or another department. Students retain full agency to continue with the DPD program, but advisors will emphasize additional academic and career options that may suit student interests and abilities better.

Academic Planning and Registration

Students are encouraged to complete academic planning early in their college career. This would involve contact with their academic advisor in the Department of Nutrition and Food Sciences. Additionally, first-year students are encouraged to enroll in NFS 44 Survey of the Field. One of the course assignments is to complete an academic plan for their major. Early planning allows for study abroad, thinking about when field experiences or practicums can be planned into the schedule, working with courses that are offered only in the fall or spring semesters, and requirements for prerequisites. Additionally, students have access to typical academic plans on the NFS website and the NFS checklist of required courses for the major.

Students have access to registration, transcripts, personal information, CATS Reports, and financial information through the Registrar's website. To view this information, click on "BANNER" and log in using "myUVM." Other information regarding registration can also be viewed on the Registrar's website by clicking on "Registration and Verification."

Degree Audit is UVM's degree audit system that produces automated, individualized reports to help students track their progress toward completing their degrees. The Degree Audit report, used by students and advisors, identifies

both completed and outstanding requirements and provides a current list of courses that can be taken to satisfy them.

For degree seeking students, the DPD does not grant prior learning or competence credit other than that allowed by University policy for military training and service and Academic Learning Integrated with Volunteer Experience through AmeriCorps Vista. The DPD Director does view transcripts from other schools to determine substitute courses for DPD requirements that provide required knowledge and skills.

Program Policies

The DPD follows the policies established by the University of Vermont, the College of Agriculture and Life Sciences, and the Department of Nutrition and Food Sciences. The DPD follows University policies and procedures, available at www.uvm.edu/policies. Students are strongly encouraged to review the Code of Student Rights and Responsibilities at: www.uvm.edu/policies/student/studentcode.pdf.

Strategies to Verify the Identity of a Student During Distance Education

When students are enrolled in an online or hybrid course instructors will use the learning management system to deliver assessments and complete course grading. To access the learning management system for assessments, students must verify their identify by using their UVM netid and password, as well as duo multifactor authentication.

Withdrawal and Refund of Tuition and Fees Policy

The DPD follows the Refund and Bill Adjustment Policy of the University at: www.uvm.edu/policies/student/billadjust.pdf

Additionally, DPD students are required to complete a credit-bearing field experience, community practicum, or undergraduate research experience where criminal background checks or drug testing may be required. In addition to regular

tuition and fees, students will be responsible for costs related to providing their own transportation, health insurance coverage, verification of current PPD (Mantoux only) within one year; current Tetanus within ten years; Hepatitis B series and titer (or written waiver), proof of two MMTs or positive titers for Measles, Mumps, and Rubella, and positive titer for Varicella, and any required criminal background checks, drug testing, or other requirements to satisfy the policies and procedures of the site to which the student is assigned .

Scheduling and Program Calendar, including vacations and holidays

The DPD follows the academic calendar established by the University. This can be found at: <https://www.uvm.edu/registrar/academic-calendars>

Protection of Privacy of Student Information and Access to Personal Files

The DPD follows the Family Educational Rights and Privacy Act Policy of the University. This can be found at: www.uvm.edu/policies/student/ferpa.pdf

Access to student support services, including health services, counseling and testing and financial aid resources

The DPD uses the student support services established by the University. These include Student Health Services at: <http://www.uvm.edu/~chwb/>; the Center for Health and Wellbeing at: <http://www.uvm.edu/~chwb/psych/>; Counseling and Psychiatry Services at: <http://www.uvm.edu/~chwb/psych/>; and Student Financial Services at: <http://www.uvm.edu/~stdfinsv/>.

Professional Liability Insurance

Students in the DPD are not required to procure Professional Liability Insurance as the University maintains professional liability coverage that extends to students engaged in practicums.

Liability for safety in travel to or from assigned areas

Students in the DPD are required to complete a field experience, community practicum, or undergraduate research experiential learning component for credit. Traveling to and from these sites are the responsibility of the student who assumes personal responsibility for liability of their vehicle or uses public transportation.

Injury or Illness while in a facility for supervised practice

Students are required to maintain health insurance coverage during the term of the affiliation with the practicum experience.

Drug Testing and Criminal Background Checks

Although the University and the DPD do not require background checks or drug testing, students completing the dietetics degree are required to complete a credit bearing field experience, community practicum, or undergraduate research where criminal background checks or drug testing may be required.

Educational purpose of supervised practice to prevent the use of students to replace employees

The University of Vermont, Department of Nutrition and Food Sciences Undergraduate Practicum Agreement states that students will not be used to replace employees during field experience, community practicums, or undergraduate research experiences. If students feel that they are being used as such, they should report this to the coordinator for the experience or the Chair of the Department of Nutrition and Food Sciences.

Filing and Handling Complaints

Although the DPD follows University procedures for student complaints, the following Student Complaint Policy for the DPD has been established.

Student Complaint Policy Didactic Program in Dietetics, UVM

The Didactic Program in Dietetics (DPD) follows University procedures related to grade appeals, the Code for Academic Integrity, the Code of Students Rights and Responsibilities, FERPA Rights Disclosure, and complaint procedures.

Concerns or complaints regarding the DPD should follow the steps below:

1. Any student with a concern or complaint should feel free to contact the DPD Director by email, phone, or in person.
2. If resolution is not achieved, the student should contact the Chair of the Department of Nutrition and Food Sciences
3. If resolution is not achieved, the student should contact the Dean of the College of Agriculture and Life Sciences
4. If resolution is not achieved, the student should contact the UVM Provost
5. If resolution is not achieved, the student should contact the President of the University of Vermont per the University of Vermont Complaint Procedure.
6. If resolution is not achieved at the University level, any student who still has an unresolved complaint related to ACEND Accreditation Standards should contact the Accreditation Council for Education of Nutrition and Dietetic (ACEND) and follow the complaint procedures outlined by the accrediting body. ACEND may be contacted at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995; phone 312-899-0040 ext. 5400, email www.eatright.org/acend
7. At no time during the process of filing a complaint with the Didactic Program in Dietetics, the Department of Nutrition and Food Sciences, the College of Agriculture and Life Sciences, the University of Vermont, or ACEND will there be any retaliation to the student due to the filing of such complaint.

Assessment of Prior Learning

For degree-seeking students, the DPD does not grant prior learning or competence credit other than that allowed by University policy for military training and service

and Academic Learning Integrated with Volunteer Experience through AmeriCorps Vista. For transfer students, the DPD Director will use the Transfer Guide from UVM's Registrar's Office to assess which courses from other schools are equivalent to UVM courses. The Transfer Guide can be found here:

<https://www.uvm.edu/registrar/transfer-guide>. If a course or school is not listed in the guide, the UVM DPD Director will work with the Office of Transfer Affairs to assess course syllabi and determine appropriate course equivalencies. For students who are seeking only to obtain a Verification Statement and not a degree, the DPD will assess prior learning experience on a case-by-case basis. Students wishing to have their prior learning assessed must submit thorough documentation of the experience that they would like to substitute for a DPD course. The DPD program director will consult with other faculty as necessary, request additional information from the candidate as needed, and make a determination.

Formal Assessment of Student Learning

Formal assessment of progress in the DPD is the course grades provided to students at the end of each semester. Another formal assessment of performance in classes is the University mid-term warning system that faculty may use to alert students and their academic advisors of poor performance in classes. The warning encourages students to seek advice from their academic advisor and talk to the faculty member of the course to determine a plan to improve performance. If students have a concern about the grade assigned, they may follow the procedures outlined in the Grade Appeal Policy at:

www.uvm.edu/policies/student/gradeappeals.pdf. The DPD encourages students to maintain strong academic standing, as part of becoming a RDN is obtaining supervised practice, such as an accredited dietetic internship or coordinated graduate program, post graduation. These programs are very competitive and many require a 3.0 GPA to apply. In addition, the mean GPA for many programs is a 3.4 GPA or higher.

Program Retention and Remediation Procedures

During the course of a semester students will receive grades on various projects. Students need to continuously evaluate their progress in the class based on the course assessment scheme discussed in the syllabus. Faculty and advisors in the

department encourage students to consult with them about poor performance. Faculty may suggest visiting the Tutoring Center to explore tutoring options, assistance with writing, or examination of study skills. Referrals may be made to Student Accessibility Services for learning disabilities or CAPS for mental or emotional concerns that may be interfering with student performance.

Disciplinary/Termination Procedures

Academic Standards

The DPD follows the College of Agriculture and Life Science Studies Committee Policies regarding termination procedures for academic standards. This policy is found at:

[http://catalogue.uvm.edu/undergraduate/agricultureandlifesciences/#regulations text](http://catalogue.uvm.edu/undergraduate/agricultureandlifesciences/#regulations_text) and is reproduced here.

College of Agriculture and Life Sciences Regulations Governing Academic Standards

The College of Agriculture and Life Sciences' Studies Committee reviews the semester grades of all students in the college whose semester or cumulative grade-point average falls below the 2.00 minimum, as well as the academic progress of all students placed on academic probation the previous semester. Detailed information may be obtained from the CALS Student Services office, 106 Morrill Hall, (802) 656-2980.

Guidelines

A student whose semester grade-point average falls below a 2.00 will be placed "on trial" and will be given a target semester average to achieve by the end of the following semester. A student whose semester grade-point average is below a 1.00, or who fails to achieve the stated target average while "on trial," may be placed on "intermediate trial." Any student with a prolonged history of poor grades, including students who consistently fail to achieve the target semester average, may be placed on "final trial." A student who does not achieve the target semester grade-point average while on "final trial" is a candidate for dismissal from the university.

Additional Guidelines for CALS Academic Probation

Any student who has been dismissed can return to the College of Agriculture and Life Sciences assuming the student has satisfied the stipulations started in their dismissal letter. Upon re-entry to the university, the student will be placed on "intermediate trial" and will not be allowed to take more than twelve credits during the semester in which they are re-admitted.

If a student is dismissed twice during their undergraduate degree program, the student will be required to take one academic year off as a matriculated student. During this period, courses may be taken through Continuing Education at the University of Vermont or elsewhere. Upon re-entry to the university, the student will be placed on "intermediate trial" and will not be allowed to take more than twelve credits during the semester they are re-admitted.

If the student is dismissed for a third time, the dismissal is final and not appealable. Readmission to the university will only be permitted if the student is granted an Academic Reprieve. Please refer to the "Academic Reprieve" section under "Policies and General Information" in this catalogue for details on this policy.

Appeal

A student may appeal a dismissal by submitting a written appeal to the CALS Studies Committee within two working days of the receipt of the dismissal letter. The student will be asked to appear in person before the Studies Committee to appeal the case.

Continuing Education and Readmission

A student who has been dismissed from the college may take up to six credits of course work through UVM Continuing Education or another institution in an attempt to improve his/her grades. To gain readmission to the college, the student must achieve no less than a 2.67 semester average on the six credits. If six credits are to be taken at another institution, the student should work with the UVM Office of Transfer Affairs to ensure transferability.

Academic Integrity

Students may be sanctioned or dismissed if deemed in violation of the Code of Academic Integrity found at: www.uvm.edu/policies/student/acadintegrity.pdf. These violations center around plagiarism, fabrication, collusion, and cheating. Thus, sanctions or dismissal can be based on poor performance or lack of academic integrity.

DPD Graduation and Program Completion Requirements

The University of Vermont requires a 2.0 GPA to graduate. The DPD follows this requirement. Any course with a passing grade is accepted as part of the degree requirements in the Department of Nutrition and Food Science. That being said, low grades in specific courses and an overall low GPA will be detrimental if students are applying for dietetic internships or graduate school. The University does not have a policy related to the maximum amount of time that students may take to receive a degree. However, if a student has a long lapse in taking credits toward a degree, the DPD director may require the person to update requirements before taking upper levels classes or repeat classes for recency of education. To determine whether any recency of education is required, the student should contact the DPD Director.

Verification Statement Procedures

The DPD director is required to complete a Verification Statement for all students having completed the Didactic Program in Dietetics at the University of Vermont. The following policy has been established for issuing a Verification Statement.

Verification Statement Policy*

Didactic Program in Dietetics

University of Vermont

University of Vermont Students

Graduates of the DPD Program

1. Program director completes Verification Statements for all graduates with a BS degree who have completed all coursework on the DPD checklist.
2. Program director electronically signs Verification Statement with authenticated signature.
3. Program director keeps an electronic copy for university records and emails a copy to each student.

Other NFS graduates (Undergraduate or Graduate) and Others Completing DPD Requirements in the NFS Department (Special Students)*

1. Students must provide the Program director with all transcripts of grades that will be considered toward verification.
2. Program director reviews transcripts and completes DPD checklist and confirms the issuance of a BA, BS and/or MS degree on the transcript.
1. (If the student is lacking any coursework to complete the DPD checklist, this coursework must be approved by the Program director prior to being taken at another school).
2. Students requesting a Verification Statement must have completed four NFS courses at the 200 level or above at the University of Vermont to receive a Verification Statement.
3. Program director completes Verification Statements for all graduates with a BS degree who have completed all coursework on the DPD checklist.
4. Program director electronically signs Verification Statement with authenticated signature.

5. Program director keeps an electronic copy for university records and emails a copy to each student.

Graduates of other colleges or international students*

1. Individuals must provide the Program director with all transcripts of grades and requested course information that will be considered toward verification.
(All international students must provide a foreign degree equivalency statement from a not-for-profit agency).
2. Program director reviews transcripts and completes DPD checklist and confirms the issuance of a BA, BS and/or MS degree (or foreign equivalency) on the transcript.
(If the student is lacking any coursework to complete the DPD checklist, this coursework must be approved by the Program director prior to being taken at another school).
3. Individuals requesting a Verification Statement must have completed four NFS courses at the 200 level or above at the University of Vermont to receive a Verification Statement.
4. Program director completes Verification Statements for individuals with a BS degree (or equivalent) who have completed all coursework on the DPD checklist.
5. Program director electronically signs Verification Statement with authenticated signature.
6. Program director keeps an electronic copy for university records and emails a copy to each student.

***Note: The DPD Program Director reserves the right to require additional coursework prior to issuing verification statements for any student who has not completed the DPD and a BS degree in dietetics from the University of Vermont**

STUDENT RESOURCES

The University has a bevy of student support services. Three units on campus work together to support student physical, emotional and mental health. These units include the [Center for Health and Wellbeing](#), and [Counseling and Psychiatry Services \(CAPS\)](#). The units provide general primary care; nutrition services; women's, men's, and transgender health care; travel services; and an allergy clinic. [Living Well](#) offers mindfulness, mental wellbeing, nutrition, and substance use programming students can take advantage of.

Students with documented disabilities are provided a variety of services through [Student Accessibility Services](#) including note taking, adaptive technologies, classroom accommodations, and assistance with housing needs. [The Exam Proctoring Center](#) provides students with special accommodations a place to take exams in a quiet room or use extended times. [The Center for Academic Success](#) provides tutoring, study skill and writing assistance to students. [The UVM Undergraduate Writing Center](#) offers one-on-one tutoring for students working on writing assignments.

The [Mosaic Center](#) provides support to students of color. The [Prism Center](#) services the queer and trans communities at UVM. [The Office of International Education](#) provides student assistance in developing study abroad programs. The [UVM Career Center](#) provides services to students looking to identify interests and careers, resume writing, cover letter preparation, interviewing skills, and job availability and placement.

The University provides students with a variety of technology services including access to internet, wireless access on campus, computer labs, social media, online registration and access to personal, class and billing information, some online classes, access to Blackboard, and online access to library and database information.

[The Howe and Dana Medical Libraries](#) offer student access to 1.5 million print books and journals, online access to other journals, databases, and e-books, access to interlibrary loan, in-house computers to access information and reference librarians to aid in the process of finding materials.

Student Financial Services manages all financial aid for students. The website (www.uvm.edu/~stdfinsv/) provides information for perspective, undergraduate, graduate, medical, and continuing education students as well as parents. Various forms are provided for application to federal loans, scholarships and grants, and work study. A Financial Aid Handbook is provided and the website has a frequently asked questions section and an “ask us” area where specific questions can be addressed.

While the DPD is not required to have specific supervised practice sites, there are a variety of off-campus programs available to or required of students. The DPD puts a strong emphasis on experiential or service-learning activities. Students may study abroad, participate in a service-learning course, a field trip, field experience, or community practicum. The required 1-3 credit field experience, community practicum, or undergraduate research is administrated through the department. The department has a faculty position that coordinates these courses. Students meet with the coordinator to discuss possible placements, the student meets with the site supervisor, agrees on goals and objectives, time frame, hours, and student and site supervisor responsibilities. Students complete a paper describing their experience and deliver a presentation to other students completing field experience or community practicum that semester. The University and the Department of Nutrition and Food Sciences requires an Undergraduate Practicum Agreement between the University and the institution or person offering the field experience or practicum. It is the student’s responsibility to seek out any of these experiences and follow procedures established by the program, institution, or person offering the experience. Procedures related to practicum experiences including the requirement for professional liability insurance, liability for safety in travel, injury or illness requirements, drug testing, background checks, and not replacing employees are outlined in the Program Policy section of the handbook.