

Bachelor of Science Degree in Dietetics, Nutrition and Food
Science
Didactic Program in Dietetics (DPD) Student Handbook



College of Agriculture and Life Sciences
Department of Nutrition and Food Sciences
256 Carrigan Wing
109 Carrigan Drive
Burlington, VT 05405

4th Edition ©May, 2018

Lizzy Pope, PhD, RD
Assistant Professor and Director of the Didactic Program in Dietetics
254 Carrigan Wing
109 Carrigan Drive
Burlington, VT 05405
efpope@uvm.edu
802-656-4262

Table of Contents

	Page
Introduction to Dietetics	3
Program Accreditation	4
Program Mission, Goals and Objectives	4
Core Knowledge for the RD	6
On-going Assessment of Core Knowledge & Competencies for RD	7
Dietetics, Nutrition and Food Science Major (Didactic Program in Dietetics) Curriculum	8
University Catalog Excerpts	8
NFS Departmental Checklist	12
DNFS Major Typical Academic Plan	16
Declaring a Major	17
Academic Advising	17
Academic Planning and Registration	18
Program Policies	18
Withdrawal and Refund of Tuition and Fees Policy	19
Scheduling and Program Calendar including vacations and holidays	19
Protection of Privacy of Student information and Access to Personal Files	19
Access to Student Support including health services, counseling and testing and financial aid	19
Professional Liability Insurance	19
Liability for safety in travel to or from assigned areas	19
Injury or Illness while in a facility for supervised practice	19
Drug Testing and Criminal Background Checks	19
Educational purpose of supervised practice to prevent the use of students to replace employees	19
Filing and Handling Complaints	20
Assessment of Prior Learning	21
Formal Assessment of Student Learning	21
Program Retention and Remediation Procedures	21
Disciplinary/Termination Procedures	22
DPD Graduation and Program Completion Requirements	23
Verification Statement Procedures	24
Student Resources	25

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 health care moves from treatment to prevention. Health-care reform and policies discussed in Washington and across the country all include prevention related components. Although many health professionals are interested in prevention, Registered Dietitians are at the cutting edge of prevention because so many preventable diseases and conditions are tied to food and nutrition.

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

- **Completed a minimum of a bachelor's 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.
- **Completed 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 practice program will run six to 12 months in length.
- **Passed 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.
- **Completed continuing professional educational requirements** to maintain registration.

Your dietetics major provides you with a bachelor's degree and accredited coursework to become a Registered Dietitian, which is the first step mentioned above. Students in the dietetics major 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. As demographics change with increased numbers of students graduating with bachelor's degrees from dietetics programs the competition for supervised practice programs has greatly increased. It should also be noted that beginning in 2024 CDR will require a masters degree in order to become an RDN. The masters degree can be in any field, and can be obtained before, after, or concurrent with the required supervised practice. Students who graduate before 2024 will not need to obtain a masters degree to be an RDN.

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: www.vtprofessionals.org.

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 2000, 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 dietitians (RD) 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: The mission of the Didactic Program in Dietetics (DPD) is to prepare students with the knowledge and skill to be entry-level registered dietitian/nutrition practitioners 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: The Program will prepare graduates to be successful in dietetic internships, graduate schools, and/or employment.

Program Objectives for Goal 1:

1. 95% of students declaring dietetics as their major in the fall of their junior year will graduate as dietetics majors in three years (150% of program length).
2. At least 80% of graduates over a five-year period will pass the CDR credentialing exam for dietitian nutritionists within one year following the first attempt.
3. 50% of program graduates will apply to dietetic internships, coordinated graduate programs or other supervised practice programs (i.e. ISPP) within one year of graduation.
4. 50% of program graduates applying to dietetic internships, coordinated graduate programs or other supervised practice programs (i.e. ISPP) will be accepted within one year of graduation.
5. 75% of graduates will be employed or continuing education at three--years post graduation.

Program Goal 2: To produce graduates with the knowledge and skills in science, nutrition, critical thinking, communication, sustainability, and cultural competency to excel in supervised practice, further education, and careers in dietetics.

Program Objectives for Goal 2:

1. 90% of supervised practice program directors will rate graduate's preparation for supervised practice in the good/excellent category on the annual Program Director Survey.
2. 80% of program graduates will feel prepared for dietetic internship, graduate school, and/or employment
3. 80% of three-year alums will rank knowledge and skills in the good to excellent category on the three-year alumni survey.

Core Knowledge for the RD

1. Scientific and Evidence Base of Practice: integration of scientific information and 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: Use 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 professional dietitian 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 Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

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

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

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

KRDN 2.6: Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7: Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8: Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

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

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

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

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

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

KRDN 3.5: Describe basic concepts of nutritional genomics.

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 and interpret financial data.

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

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

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

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

Dietetics, Nutrition and Food Science Major (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, Nutrition and Food Sciences (Bachelor of Science)

Overview

Dietetics is a profession concerned with the science and art of human nutritional care, an essential component of human health science. The Didactic Program in Dietetics is accredited by the Accreditation Council for Education and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040 ext. 5400. This program prepares students for careers as Registered Dietitians by providing the undergraduate requirements needed to apply to dietetic internships.

To become a Registered Dietitian, students must complete the Didactic Program in Dietetics, complete a ACEND accredited supervised practice/dietetic internship program and pass the National Registration Examination for Dietitians. This major prepares graduates to counsel people about the preventive and therapeutic role of nutrition in the maintenance of health and fitness.

Nutrition and Food Sciences Core Requirements

Course requirements for all NFS Department Majors

Credits required = 44-53

- I. General Education Studies for all Majors
 - A. Communication Skills (six credits)
ENGS 001
CALC 001 (for First-Year Students) or CALC 183, SPCH 011
 - B. Fine Arts and Humanities (six credits)
Any two humanities courses
 - C. Social Science Core (six credits)
PSYC 001
SOC 001 or ANTH 021
 - D. Basic Science Core (twenty credits)
General Chemistry CHEM 023 (or CHEM 031)
Organic Chemistry CHEM 042 (or CHEM 141)
Anatomy/Physiology ANPS 019/ ANPS 020
Survey of Biochemistry PBIO 185
 - E. Analytical Science Core (nine credits)
NFS: Math Placement
*(if test score less than or equal to 6 take MATH 009;
if more than or greater than 7 take MATH 019)*
DNFS: BSAD 060 or CDAE 158 or BSAD 009 (required in place of math)
Elements of Statistics: STAT 111
Computer Applications: CALC 002 (for first-year students), CALC 085, or CS 002, or CS 003
 - F. CALC Orientation for 1st year students only (six credits)
CALC 001 and CALC 002 (first year students only)
- II. Dietetics, Nutrition and Food Science Core
 - A. NFS 223, NFS 244, NFS 250, NFS 260, NFS 262, NFS 263, NFS 286,
BSAD 120; HLTH 003 (twenty-five to twenty-seven credits)
Practical Experience (one to three credits): NFS 274
Electives (fifteen to twenty-six credits)
- III. Nutrition and Food Science Core (twenty-five credits)
 - A. Nutrition and Food Sciences
NFS 043, NFS 044, NFS 053, NFS 054, NFS 073, NFS 143, NFS 203, NFS 213, NFS 243
 - B. Speech and Computer Science courses are only required of transfer students who have not taken CALC 001 and CALC 002.

Department of Nutrition and Food Sciences Checklist of Required Courses

General and CALS Core Curriculum Requirements (44-53 credits, required)

1. **Communication Skills** (6 credits)
 - **Oral:** CALS 001, CALS 183, Speech 11 (or equivalent) 3 _____
 - **Written** ENGS 001 or HCOL 0085 (1st year CALS) 3 _____
ENGS 050 (non-first year CALS) 3 _____

2. **Humanities** (6 credits)
 - Any two humanities courses 3 _____
3 _____
 - Diversity courses in Art, Classics, History, Literature, Music, Philosophy, Religion, Language and Theater also fulfil humanities requirement

3. **Social Science** (6 credits)
 - Psychology 1 3 _____
 - Sociology or ANTH 021 (D2) 3 _____

4. **Basic Science Core** (20 credits)
 - General Chemistry, Chem 23 or Chem 31* 4 _____
 - Organic Chemistry, Chem 42 or Chem 141* 4 _____
 - Anatomy and Physiology, ANPS 19-20 8 ____/____
 - Survey of Biochemistry, P BIO 185 3 _____

5. **Analytical Science Core** (9-10 credits)
 - **NFS:** Math placement test score ≤ 6 = Math 9, ≥ 7 = Math 19 3 _____
 - **DNFS:** BSAD 060, CDAE 158, or BSAD 009 3 _____
 - required in place of Math
 - Elements of Statistics, STATS 111 3 _____
 - Computer Applications, CALS 002, CALS 85, or equivalent 3 _____

6. **CALS Foundations:** CALS 001 and CALS 002 (1st year students) 6 ____/____
 - Transfer students take a course in Speech and one in Computer Science

7. **Diversity Requirement** (one course Category 1 and one course Category 1 or 2)
 - Diversity courses in Art, Classics, History, Literature, Music, Philosophy, Religion, Language, Theater will also fulfill humanities requirement 3 _____
 - ANTH 021 fulfills category 2 diversity and social science requirement 3 _____

8. **Sustainability Course Requirement** (1 course)
 - Required for students entering as of Fall 2015 3 _____

*Note: Students wishing to apply to Medical, Naturopathic, Chiropractic, Osteopathic, Dental or Graduate School should take: Chem 31 and Chem 141 (in place of Chem 23 and Chem 42), plus use electives to take Chem 32 and Chem 142, Biology 1 & 2, Physics 11 & 12, or 31 & 42 plus lab 21 & 22. Math 19 & 20 or Math 21 & 22 are optional depending on the school.

**Department of Nutrition and Food Sciences
Checklist of Required Courses**

Nutrition and Food Sciences Core (25 credits, required)

- NFS 043: Fundamentals of Nutrition 3 _____
- NFS 044: Survey of the Field 1 _____
- NFS 053: Basic Concepts of Food 3 _____
- NFS 054: Basic Concepts of Food Lab 1 _____
- NFS 073: Farm to Table (D2) 3 _____
- NFS 143: Nutrition in the Life Cycle 3 _____
- NFS 203: Food Microbiology 3 _____
- NFS 213: Food Microbiology Lab 1 _____
- NFS 243: Advanced Nutrition 3 _____

DNFS Track Requirements (DNFS)

Credits Required: 25-27 credits in courses listed below plus 15-26 Elective Credits

Total credits: 120

- NFS 223: Nutrition Education and Counseling 3 _____
- NFS 244: Nutrition in Health and Disease Prevention 3 _____
- NFS 250: Foodservice Systems Management 4 _____
- NFS 260: Diet and Disease 3 _____
- NFS 262: Community Nutrition 3 _____
- NFS 263: Nutritional Biochemistry 3 _____
- HLTH 3: Medical Terminology 2 _____
- BSAD 120: Principles Management and Organizational Behavior 3 _____
- Practical Experience: choose from NFS 196, NFS 197, NFS 198, NFS 274, NFS 296 or other approved travel as field or research experience 1-3 _____
- Elective Credits (15-26) _____

The NFS Courses Offered to UVM Students as Electives:

- NFS 033: What's Brewing in Food Science
- NFS 034: ServSafe Certification Course
- NFS 050: Cheese and Culture (D2)
- NFS 063: Obesity, Weight Control and Fitness
- NFS 163: Sports Nutrition
- NFS 185: Food and Culture
- NFS 205: Functional Foods: Principles and Technology
- NFS 253: Food Safety and Regulation
- NFS 283: HACCP: Theory and Application
- NFS 295: Food Safety and Public Policy
- NFS 295: Sustainable Food Purchasing: What is the Future for Food Services?

1. Completion of University Degree Requirements for Undergraduates (<http://catalogue.uvm.edu/undergraduate/academicinfo/degreerequirements/>)
 - Minimum cumulative grade-point average of 2.00
 - Thirty of the last forty-five credits in residence requirement
 - Diversity Course Requirement:
 - One D1 category course
 - One additional D1 or D2 category course
 - Foundational Writing and Information Literacy Requirement
 - One course: ENGS 001 or HCOL 085 for first year students in CALS
 - ENGS 050 for other CALS students
 - General Education Requirement in Sustainability
 - One SU category course
2. Completion of CALS Degree Requirements for Undergraduates:
 - Successful completion of 120 credits of coursework
 - Completion of CALS Core Competencies
 - Completion of CALS 001 and CALS 002 (Foundations) or equivalent courses
3. All courses as specified in individual program majors

CALS Core Competency

Values

- **Citizenship and Social Responsibility:** Students develop an understanding, appreciation and empathy for the diversity of human experience and perspectives. Students are exposed to solving problems for a community and contributing to the common good. Competency met by satisfactory completion of the University Diversity Course Requirement (one D1 category course and one additional D1 or D2 category course).
- **Environmental Stewardship:** Students develop sensitivity for the interconnected relationship between human beings and the natural world and the responsibility for stewardship of the environment. Competency met by the completion of the University General Education Requirement in Sustainability (one SU category course)
- **Personal Growth:** Students develop an understanding and appreciation of a healthy lifestyle and a love for learning that will lead to a continuous growth and development throughout their lives. Students continue to improve themselves by developing and affirming the values of respect, integrity, innovation, openness, justice and responsibility. Competency met by the completion of the NFS Course Requirements.

DNFS Major Typical Academic Plan

		First Year	
Fall		Spring	
CHEM 23 Outline of Gen Chem	4	CHEM 42 Intro Org Chem	4
NFS 43 Fund of Nutrition	3	NFS 53 Basic Concepts of Foods	3
NFS 44 Survey of the Field	1	NFS 54 Basic Con of Foods Lab	1
ENGS 001 Writing Requirement	3	PSYC 1 General Psychology	3
CALS 1 Fdn: Comm Methods	3	CALS 2 Fdn: Information Tech	3
	14	Elective	3
			17
		Second Year	
Fall		Spring	
ANPS 19 Undergrad Hum Anat/Phys	4	ANPS 20 Undergrad Hum Anat/Phys	4
STAT 111 Elements of Stat	3	BSAD 060 or CDAE 158 Accounting	3
HUM (Choose Diversity Option)	3	NFS 197, 198, or 274 Practicum	1-3
NFS 143 Nutr in the Life Cycle	3	Diversity 1 Requirement	3
Diversity 2 Requirement	3	NFS 73 Farm to Table	3
	16		14-16
		Third Year	
Fall		Spring	
PBIO 185 Survey of Biochemistry	3	NFS 243 Advanced Nutrition	3
SOC 1 Intro Sociology or ANTH 21	3	NFS 244 Nutr in Health & Prev	3
BSAD 120 Prin Mgt & Org Beh	3	NFS 250 Foodservice Systems Mgt	4
HUM (Choose Diversity Option)	3	HLTH 3 Medical Terminology	2
Elective	3	Elective	3
	15		15
		Fourth Year	
Fall		Spring	
NFS 203 Food Microbiology	4	NFS 262 Community Nutrition	3
NFS 213 Food Microbiology Lab	1	NFS 263/BIOC 296 Nutr Biochemistry	3
NFS 223 Nutr Educ/Counseling	3	Electives	9
NFS 260 Diet and Disease	3		
NFS 286 Senior Seminar	1		
Elective	3		15
	15		

Total Credits = 120

Prerequisite sequence: CHEM 23→CHEM 42→PBIO 185→NFS 243; NFS 243→NFS 260 , 263. Suggested sequence: take NFS 244 prior to NFS 260.

Eng 1 or oXX first year is recommended. Any two Humanities/Fine Arts Courses can be taken (suggest choosing University Approved Diversity course for at least one Humanities option to increase the number of electives the student has available). The Diversity courses Anthropology 21and Health 105 will fulfill the Social Science requirement.

Diversity Requirement All undergraduates must successfully complete one three-credit course from [Category 1](#) (Race and Racism in the U.S.) and a second three-credit course from either Category 1 or [Category 2](#) (Human and Societal Diversity). These requirements will apply as well to undergraduate transfer students receiving bachelor's degrees from May 2012 onward. (For approved courses refer to [Web Page](#):

<http://www.uvm.edu/academics/catalogue2012-13/> Click on "Courses" then Click on "Courses Approved for Diversity Credit." Diversity courses in Art, Classics, History, Literature, Music, Philosophy, Religion, Language, and Theater will also fulfill the humanities requirement.

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 Dietetic, Nutrition and Food Science (DNFS) major and complete all requirements for this major to receive a verification statement of completion of the Didactic Program in Dietetics.

If a student wishes to change their major to DNFS, 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.

To summarize: students should feel comfortable consulting with their advisor for a variety of academically related reasons. As the advisee, students need to contact the advisor, be on time and prepared to meet with them. Hopefully both the student and the advisor will make a lasting connection that will contribute to the student's academic success at the University and future endeavors.

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.

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 student 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: http://www.uvm.edu/~rgweb/?Page=importantdates/i_academiccalendars.html&SM=i_menu.html

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/health/>; the Center for Health and Wellbeing at: <http://www.uvm.edu/~chwb/>; 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
University of Vermont**

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 President of the University of Vermont per the University of Vermont Complaint Procedure.
5. 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 2000, Chicago, Illinois 60606-6995; phone 312-899-0040 ext. 5400, email www.eatright.org/acend
6. 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. The DPD Director does view transcripts from other schools to determine substitute courses for DPD requirements that provide required knowledge and skills. 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 outlines in the Grade Appeal Policy at: www.uvm.edu/policies/student/gradeappeals.pdf.

Internal transfers into the department must have taken a chemistry course and NFS 43 Fundamentals of Nutrition and received a C or better to be accepted into the Department of Nutrition and Food Sciences.

The DPD encourages students to maintain high grades as part of becoming a registered dietitian is obtaining supervised practice, such as an Accredited Dietetic Internship or Coordinated Graduate Program, post graduation. These programs are very competitive and many require 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 their grade in relation to the rest of the class by viewing the class mean or average on the assignment. Many faculty provide a grading scale in their syllabus and students are encouraged to keep track of their grade by comparing performance to the grade scale for the class. Faculty and advisors in the department encourage students to consult with them about poor performance. Faculty may suggest visiting the Learning Coop to explore tutoring options, assistance with writing, or examination of study skills. Referrals may be made to ACCESS for learning disabilities or CAPS for mental or emotional problems that may be interfering with student performance.

Faculty in the Department of Nutrition and Food Sciences establish course content and assignments. Other requirements should be clearly stated on the course syllabus or outline and may include class conduct procedures, attendance requirements, late policies, and grading systems. Students should take care to review and follow syllabus procedures for each class. Faculty are required to follow the final exam schedule and guidelines established by the University.

The University of Vermont and the College of Agriculture and Life Sciences has established policies for academic recognition including graduation honors, the Dean's list, being a member of the Honor's College, and Honor's project. The DPD follows these policies. The Department of Nutrition and Food Sciences makes two nominations for dietetics student awards including the Agnes Powell Award and the Outstanding Dietetics Student Award. These awards are voted on by faculty in the department based on established criteria and are recognized at Honor's Day each April.

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://www.uvm.edu/academics/catalogue2013-14/?Page=read.php&p=/Colleges_and_Schools/College_of_Agriculture_and_Life_Sciences/Requirements/Regulations_Governing_Academic_Standards&SM=collegemenu.html 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 stated 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. Department support person makes five copies of the completed Verification Statement.
3. Program director signs (original signature) all copies and keeps one copy with an original signature
4. Three copies are mailed to the graduate using the address provided by the graduate or to the home address on record.

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.
(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. 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.
4. Program director completes Verification Statements for all graduates with a BS degree who have completed all coursework on the DPD checklist.
5. Department support person makes five copies of the completed Verification Statement.
6. Program director signs (original signature) all copies and keeps one copy with an original signature,

7. Three copies are mailed to the graduate using the address provided by the graduate.

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.

3. Program director completes Verification Statements for individuals with a BS degree (or equivalent) who have completed all coursework on the DPD checklist.

4. Department support person makes five copies of the completed Verification Statement.

5. Program director signs (original signature) all copies and keeps one copy with an original signature,

6. Three copies are mailed to the individual making the request.

***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 Student Health Services, the Center for Health and Wellbeing (CHWB), 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. Contact information is available on the UVM website.

Students with documented disabilities are provided a variety of services through ACCESS 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 Learning Coop provides tutoring, study skill and writing assistance to students. The ALANA Student Center provides support to African, Latino, Asian, Native American, and multiracial students. The Office of International Education provides student assistance in developing study abroad programs. Career Services 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 Bailey-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 to 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 lecturer position that coordinates these courses. Students meet with the coordinator to discuss available 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 an oral presentation to other students completing field experience or community practicum that semester. The University and the Department of Nutrition and Foods 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.

The Student Dietetic Association is a recognized student organization on campus. The SDA is associated with the Academy of Nutrition and Dietetics and has a liaison with the Vermont Academy of Nutrition and Dietetics. This is a wonderful opportunity to become involved on campus with other students interested in dietetics and nutrition. SDA sponsors a Dietetic Internship Panel, participates with other organizations on campus for Food Day, Campus Kitchens, fun runs, and other activities.