

Colorado State University
Department of Food Science and Human Nutrition
DPD Policies and Procedures

All students in the Department are expected to follow the policies and procedures of the University, including but not limited to: academic standing, attendance, grievances, academic honesty and non-discrimination behaviors. Students are responsible for accessing and reading these policies and procedures which are found in the University catalog online. The URL is: <http://www.catalog.colostate.edu>

The Concentration in Nutrition and Dietetics Management has three options:
ACEND Accredited Didactic Program (DPD) for those wishing to pursue dietetic internships to become registered dietitians
Option in Gerontology Nutrition
Option in Childhood Nutrition

The mission of the DPD program is to prepare dietetics students to be successful in obtaining accredited supervised practice programs leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist.

DPD Program Goals:

Goal 1. The program will prepare graduates who possess critical thinking skills and are able to succeed in accredited supervised practice programs.

Objective 1: At least 80% of program students will complete the degree within 3 years (150% of program length).

Objective 2: 80% of program graduates will apply for admission to a supervised practice program prior to or within 12 months of graduation.

Objective 3: 60% of program graduates will be admitted to a supervised practice program within 12 months of graduation.

Objective 4: 90% of internship directors will judge DPD program graduates to be well prepared for supervised practice as measured by scores of Strongly Agree or Agree on preparedness and ability to think critically as evaluated on a yearly survey.

Goal 2. The program will prepare graduates for successful entry level practice where they provide evidence based nutrition care and contribute to the health of the nation.

Objective 1: The program's one year pass rate (graduates who pass the examination within one year of the first attempt) on the CDR credentialing examination for registered dietitian nutritionists will be at least 80%.

Objective 2: 90% or more of graduates and internship directors will judge the intern to be adequately prepared to provide evidence-based care and apply the nutrition care process based upon a yearly survey of internship directors.

Objective 3: 90% or more of graduates completing supervised practice programs will be employed in healthcare related professions as measured by a yearly survey of graduates.

Admission to the Accredited Didactic Program in Dietetics (DPD)

Students must meet the following qualifications to be admitted to the accredited DPD program in the junior year. The pre-requisites are:

- overall GPA of 3.0 in the first 60 credits
- no grade lower than “B” in basic science or Food Science and Nutrition coursework
 - These classes include: LIFE102 or equivalent, CHEM107/108 or equivalent, CHEM 245/246 or equivalent, BMS 300/302 or equivalent and FSHN 150 and FSHN 300/301.

If students do not meet these requirements after 60 credits, our academic success coordinators will assist students to develop a plan to successfully repeat coursework and improve GPA or will help them select another option or concentration within the Nutrition and Food Science major.

Verification of Completion Statements

Statements of Verification of Completion of Requirements will be issued to all students upon completion of the BS and completion and verification of all DPD requirements. The DPD requirements are all those classes on the Dietetics and Nutrition Management – Accredited Dietetic Program option checksheet. Five copies of the Verification Statement will be issued after graduation. The student is responsible for providing an address to which the statements will be mailed. Electronic files of the verifications and one signed hard copy will be maintained indefinitely should the student require additional copies.

Credit for Classes Taken at Other Institutions

The University has a transfer equivalency system based upon evaluation of course descriptions, syllabi and texts which we use for non-majors class transfer. The program director in conjunction with the faculty responsible for the class may give credit for professional classes taken at another institution provided that the classes are judged to be comparable. Criteria used include: syllabus, credentials of the instructor appropriate to the class, text used and whether the class was taken at an accredited/approved DTR or DPD program. The University and the DPD program do not allow credit for coursework taken at non-accredited institutions. The University and the program DO NOT given credit for prior learning that occurs in non-academic settings.

Grievances and Concerns

Students are encouraged to report concerns about classes and faculty and program operation to the Department Head and/or DPDD program director. We are open to student concerns and will do everything possible to resolve the problem/issue equitably. If the problem cannot be solved to the student’s satisfaction, the student should follow the University grievance procedure outlined in the catalog. If grievances concerning the ACEND accredited program or ACEND or DPD coursework cannot be resolved internally, the student may file a written complaint to the Chair, Accreditation Council for Education in Nutrition and Dietetics.

Requirements for Graduation

Students will receive a Bachelor of Science (B.S.) degree after completion of a minimum of 120 credits including 42 upper division (300 and 400 level) credits and all courses required for the major in their chosen option. Students must meet all University CORE requirements for graduation (2.0 in CORE classes and 2.0 overall) in addition to the requirements stated above. Students must complete an electronic portfolio of work in key pre-professional classes.

Portfolio Development

Students should include electronic copies of the following coursework, but not limited to:

- Completed recipe modification project in FSHN 301
- Completed nutrition assessment assignments in FSHN 360
- Completed clinical case studies in FSHN 450
- Completed nutrition education project in FSHN 451
- Completed nutrition assessments (maternal and child) in FSHN 459
- Completed nutrition counseling case studies in FSHN 428
- Completed assignments and research poster in FSHN 492

Academic Advising:

Each student will be assigned an academic success coordinator (advisor) upon entry into the program. Students will meet with advisors during pre-registration each semester to monitor progress and plan classes for the upcoming semester. Advisor assignments are posted on the RamWEB registration system. Advisor assignments may be changed by student request. Students should notify the undergraduate program assistant with requests to change advisors.

Formal Assessment of Learning:

All students receive grades for courses at the end of each semester. Additionally, periodic assessments of learning are conducted throughout the semester. Review of grades from completed coursework and calculated GPA may be accessed throughout the year on the RamWEB.

Disability Resources & Support Services:

Students with special learning needs are encouraged to let the faculty member know as quickly as possible and to seek assistance from the Office of Disabled Students Resources (DRS) located in Room 100 General Services Building. The phone number is 970-491-6385 (V/TDD). The DRS staff have a strong commitment to equal access and oversee the provision of a full range of accommodations for students with disabilities. The DRS staff also work closely with faculty and staff in an advisory capacity, assisting in the development of reasonable accommodations that allow students with disabilities to demonstrate their abilities. Accommodations include: assistance in identifying volunteer note takers, alternative testing (extra time, scribe, reader), textbooks in alternate format (Braille, enlarged, digital-audio), priority registration and/or interpreters services. For assistance and/or information, please contact their office.

Students also have access to the Colorado State University Health Center and the University Counseling Center.

Tutoring and Remediation:

The Office of Teaching and Learning (TILT) provides group tutoring in Chemistry, biology and math among other sciences. Additionally TILT provides study groups and access to the Writing Center. TILT facilitates private tutoring (at a cost to the student). Free tutoring is available to Veterans and Adult Learners. The Academic Advancement Center assists first generation, low-income and students with disabilities to achieve academic, personal and social needs and goals.

Leave of Absence:

Leave of absence from the program are consistent with University policies as detailed in the University catalog. Undergraduate Planned Leave allows students to take up to two semesters away from their CSU studies without the need to re-apply for admission to CSU upon their return.

Academic Honesty:

Cheating and plagiarism are serious offenses at CSU. Those who engage in cheating, falsification and plagiarism are subject to a) reprimand, b) grade adjustment, c) being placed on warning or probation, d) failure of the course, e) suspension from the university, or f) expulsion from the university. Faculty are obligated by University policy to report to the Office of Conflict Resolution and Student Conduct Services all violations of academic integrity for which a penalty is imposed. Refer to the Academic Integrity section of the Policies and Guiding Procedures in the General Catalog for details and examples of what constitutes Academic Dishonesty and the potential penalties. The website is: <http://catalog.colostate.edu/>.

E-Mail Accounts:

It is the responsibility of the student to obtain and regularly check their RamMail account. Important information regarding the program is regularly distributed this way and you will be responsible for information distributed in this manner. A campus based e-mail account is free to all registered students. Complete information and access can be obtained in any Student Computer Lab on campus.

Electronic Communication Devices:

Electronic communication devices such as cellular telephones and beepers must be turned off during classroom and laboratory periods. They are disruptive to the educational process and distracting to the user, other students and the instructor. If you have an urgent need to be contacted during a class or lab period, make arrangements with the instructor at the beginning of the class period.

Attendance:

Regular attendance at class and lab sessions is critical to your academic and professional success. Lab attendance is scored both to ensure attendance and to encourage the practice of professional workplace behaviors.

Leave of Absence:

Planned leave of absence may be granted for up to 2 academic semesters in accordance with University policy described in the University catalog. Students who are granted a planned leave of absence do not need to be readmitted to the University upon their return.

Academic Calendar

Classes in the Department follow the established University academic calendar including vacation days and holidays. The academic calendar is available on the University website: www.colostate.edu.

Protection of Student Privacy and Access to Personal Files

Protection of student privacy is guaranteed by law and policies have been established by the University. These policies may be accessed in the online catalog which is available on the website: <http://catalog.colostate.edu>. All students have access to their personal academic record on the Aries web through three functions: 1) transfer credit, university transcript and Degree Analysis Reports.

Written Work

All written work submitted in RRM and FSHN classes must be word-processed and printed on laser or ink jet style printer. Papers will be graded for spelling, grammar, punctuation and composition as well as content. Papers using bibliographical citation should follow a standard format such as *The American Psychological Association Style Manual* or *Journal of the American Medical Association*,

Withdrawal and Refund of Tuition and Fees.

Withdrawal and refund of tuition and fees is governed by University policy and is available in the online University catalog. The website is: <http://catalog.colostate.edu>. Students are responsible for reading the policy in the catalog.

Disciplinary/termination procedures.

If students fail to maintain a 2.0 GPA, they will be placed on academic probation for one semester. If the GPA does not equal a 2.0 by the end of the probationary semester, students are subject to dismissal according to University. The University policy for dismissal and the appeals process. The Academic Success Coordinators in the Department can help provide resources and plan courses of action.

Medical Insurance and Vaccinations:

All students are required to carry health insurance. If health insurance is not purchased from the University, the student may provide evidence of insurance each semester. All students are required to provide proof of vaccination for hepatitis B, MMR and Chicken pox.

Experiential Learning:

Offsite experiential learning is required in several classes. Practicum experiences and service learning are intended to enhance the students' education. Students cannot be used to replace employees.

Automobile Insurance:

Students are not covered by insurance when travelling to and from off-campus experiences and are encouraged to evaluate their automobile insurance policy.

Professional Liability:

Students completing undergraduate off campus experiences will not be issued professional liability insurance policies. However, students are conferred certain protections as authorized volunteers of the University when they are off campus completing experiential learning as part of a required course for which they are duly registered. Students are encouraged to examine their own insurance needs. Student professional liability insurance is available from many insurance carriers very inexpensively.

Criminal Background Checks:

Criminal background checks and/or drug (blood and urine) testing may be required to participate in experiential learning at certain sites. It is the student's responsibility to complete these requirements.

Workers Compensation:

Students injured in the course of required off campus practica and internships are covered by the University Workers Compensation benefits. If a student is injured on the job or sustains a work-related illness, reasonable and necessary medical benefits are paid as provided by Workers' Compensation laws. Claims adjusters at TRISTAR Risk Management make the determination of whether or not the injury or illness is eligible. If a student is injured in the course of an off campus practicum or internship, they must:

- 1) Notify their supervisor immediately. This notification must be in writing. If the injury is not reported in writing within four days of injury, compensation may be reduced.
- 2) Your supervisor must file a "First Report of Injury" form with the details of your injury or work-related illness within ten days.
- 3) Students also have the right to file their own "Worker's Claim for Compensation" with the Division of Workers' Compensation, 633 17th St, Denver, CO 80202-3660. Reporting forms are available on the website:
<http://rmi.prep.colostate.edu/workers-compensation/file-an-incident/>
- 4) Medical care must be provided by designated providers. CSU has designated the following providers to treat work-related injury and illnesses:

Campus Clubs and Organizations

Participation in campus clubs and organizations is one of the best ways to gain leadership experience and meet interesting people. Students are encouraged to attend their meetings and become involved with the appropriate club to enhance their experience at CSU and future career. The Nutrition and Food Science majors should consider participation in the **Food and Nutrition (FAN)** club. Students in the Dietetics program are strongly encouraged to become an affiliate member of the **Academy of Nutrition and Dietetics**. Application may be made online at www.eatright.org or obtained outside the DPD Program director's office.