Olivet Nazarene University’s
Didactic Program in Dietetics
Student Manual
2017-2018

Family and Consumer Science Department
Olivet Nazarene University
Weber Center
One University Avenue
Bourbonnais, Illinois 60914
Phone (815)939-5398
https://www.olivet.edu/dietetics
E-mail canstrom@olivet.edu
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Introduction to the Didactic Program in Dietetics (DPD)

Welcome to the Dietetics Program at Olivet Nazarene University. Dietetics is one of six majors in the Department of Family and Consumer Sciences. The Department of Family and Consumer Sciences is housed in the School of Life and Health Sciences. The official title of the program, according to the Accreditation Council for Education in Nutrition and Dietetics (ACEND), is the Didactic Program in Dietetics (DPD). Olivet’s Dietetic Program is accredited by ACEND.

Statement of Approval Status

The DPD program at Olivet Nazarene University is currently granted accreditation by ACEND of The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606, (312) 899-0040, ext. 5400. www.eatright.org/acend. Next accreditation cycle is 2018.

The Mission

The program has established a mission and demonstrates that the mission is compatible with the mission statement or philosophy of the sponsoring organization and the preparation of students for supervised practice leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become a registered dietitian nutritionist (RDN). The DPD program at Olivet Nazarene University supports the following mission statement that provides direction for program participants.

Mission Statement for the Didactic Program in Dietetics

It is the mission of the didactic program in dietetics to prepare students to become entry-level registered dietitian nutritionists through the provision of foundational knowledge, skills and competencies to aid in a successful application process and completion of their selected supervised practice program/internship as well as successful completion of the Registered Dietitian Nutritionist examination. Further the program strives to provide dietetic students an academic, spiritual and personal avenue to grow, develop, lead and encourage one another in their passion for nutrition and health.

This mission statement was an effort put forth by DPD students, faculty and alumni. This mission statement is in agreement with the mission statements of the Department of Family and Consumer Sciences, and Olivet Nazarene University.

Mission Statement for the Department of Family and Consumer Sciences

The Department of Family and Consumer Sciences at Olivet Nazarene University offers a diverse set of specialty programs that have the central mission of enhancing human health and well-being, as well as impacting the quality of goods and services in response to human needs across the life cycle. Teaching strategies that integrate Christian principles are targeted to all levels of environmental systems, including individuals, families and communities alike. The programs offered in the Department focus on professional preparation while emphasizing the importance of a liberal education in the arts, humanities and sciences.

Family and Consumer Science Theme: All for One and one for all
A theme statement exists to help students and faculty communicate the department mission, especially the integrative nature of the multiple specializations (majors) in the Family and Consumer Science Department. The theme statement is as follows:

As members of God’s family, we may have different interests and gifts, but we have the common goal of sharing our faith in Jesus Christ, the Son of the Living God. The Department of Family and Consumer Sciences at Olivet Nazarene University includes six majors that are joined together as one department. Graduates of the department are prepared for Christ-centered service to all types of individuals, families and communities.


The body is a unit, though it is made up of many parts; and though all its part are many, they form one body. So it is with Christ. For we were all baptized by one Spirit into one body—whether Jews or Greeks, slave or free—and we were all given the one Spirit to drink”. “Now you are the body of Christ, and each one of you is a part of it. And in the church God has appointed first of all apostles, second prophets, third teachers, then workers of miracles, also those having gifts of healing, those able to help others, those with gifts of administration, and those speaking in different kinds of tongues . . . But eagerly desire the greater gifts.

Further evidence of DPD program support can be found within the mission of the University.

Mission Statement for Olivet Nazarene University

Olivet Nazarene University, a denominational University in the Wesleyan tradition, exists to provide a liberal arts “Education with a Christian Purpose,” Our mission is to provide high quality academic instruction for the purpose of personal development, career and professional readiness, and the preparation of individuals for lives of service to God and humanity. “We seek the strongest scholarship and the deepest piety, knowing that they are thoroughly compatible [and] . . . a Christian environment . . . where not only knowledge but character is sought. (Quotation from the Olivet University Catalog, 1915)

Didactic Program in Dietetic Goals

The goals for the DPD at Olivet Nazarene University are driven by the program mission as well as the professional standards set forth by the Academy of Nutrition and Dietetics.

Program Goal 1: The DPD shall prepare students to be competent in various stages of career readiness culminating with the successful completion of an ACEND accredited Supervised Practice Program (SPP) and successful completion of the RDN exam.

Program Objectives for Goal 1*:

1. At least sixty percent (60%) of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation. (Revised 2017 standard)

2. At least sixty percent (60%) of program graduates are admitted to a supervised practice program within 12 months of graduation. (Revised 2017 standard)
3. Eighty percent (80%) of DPD graduates completing a Supervised Practice Program (SPP) will achieve a satisfactory rating (≥ 3; average for entry level) from their dietetic internship director.

4. Eighty percent (80%) rate of completion of the SPP by matched DPD students.

5. Fifty percent (50%) of non-matched students will complete the reapplication process.

6. The programs 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%. (Revised 2017 Standard)

7. Seventy-five percent (75%) of DPD students will volunteer or hold a student appropriate food or nutrition related job prior to graduation.

8. Within 12 months of program completion 75% of all DPD graduates seeking employment will be employed.

9. Fifty percent (50%) of non-matched DPD alumni who seek work will find a job in a food/nutrition related field.

10. At least eighty percent (80%) of program students complete the program/degree requirements within 6 years (150% of the program length). (Revised 2017 Standard)

Program Goal 2*: The program will provide a framework in which students can reflect a comprehensive understanding of the dietetic profession and a means by which they can become contributing members of society.

Program Objectives for Goal 2:

1. Eighty percent (80%) of DPD students will complete FACS 101 (Orientation) and FACS 498 (Professional Issues and Actions) with a grade of a C or better.

2. Fifty percent (50%) of junior/senior DPD majors will hold membership in a professional organization.

3. Over a 5-year period 80% of DPD program graduates responding to the alumni survey will indicate that they hold membership in a food/nutrition or allied health wellness organization.

4. Over a 5-year period 80% of DPD program graduates holding a professional membership. Twenty-five percent (25%) will have had some leadership responsibilities.

*Program outcomes data are available upon request.
**Credentialing Steps (Didactic Program in Dietetics to Registered/Licensure Status)**

Becoming a Registered/Licensed* Dietitian is a three step process:

- First, students complete a Didactic Program in Dietetics and receive a Verification Statement. The Verification Statement is provided by the DPD Director upon proof of program completion, including graduation with a Bachelor of Science or Bachelor of Arts in Dietetics. The Olivet graduation requirements for dietetics, which are the same for obtaining the Verification Statement from Olivet, are stated in the university catalog located on the university website and in the policy and procedure manual (see Appendix). Students must also complete the internship application process and participate in a match to be accepted into the SPP. Acceptance into this step is competitive. Grade point average, reference letters, work experience and leadership qualities are considered.  
  *Olivet offers the didactic program and support in the matching process. This includes the second round match and continued program support until the student receives a match or decides to pursue an alternate profession.*

- Second, students must complete a Supervised Practice Program (minimum of 1,200 hour internship) after completion of the DPD requirements. *The DPD program continues to stay in touch and offer assistance as needed.*

- Third, upon completion of the Supervised Practice Program the student must take and pass the Registration Exam for Dietitians given by the Commission on Dietetic Registration. *At this step, the RDN credential is earned.*  
  - *The program will also support students through the process of taking the Dietetic Technician Registered examination. Successful completion of this exam provides the DTR credential.*

* State regulatory agencies can provide direction on state licensure.

**Graduation Requirements**

The following general requirements apply to all bachelor's degrees:

1. A minimum of 128 semester hours of credit;
2. A minimum grade point average of 2.0 ("C"); DPD students are required to achieve a grade of "C" or better in any course listed in FACS, BIOL and CHEM. Policies regarding repeating courses are listed in the catalog  
   (http://catalog.olivet.edu/content.php?catoid=5&navoid=283#Grading_Course_Repeat_Policy). Students facing hardship related to this graduation requirement may petition to the Academic Standards Committee that the requirement be waived. In either case, a Verification Statement of DPD completion will be provided to the graduate if all other graduation requirements are met.
3. A minimum of 40 hours of credit in upper-division courses (courses numbered 300 or above);
4. Completion of the general education requirements for the respective degree; the student pursuing a Bachelor of Arts degree must complete foreign language;
5. Completion of a major program of study as specified by the program’s College, School, or Department;
6. Completion of supporting courses as specified by the major department;
7. Participation in the senior outcomes testing programs in general education and as may be specified by the major department.

8. The student must file an application for the degree with the Registrar six months prior to the expected date of graduation.

9. Students may participate in commencement as August graduates only if they are within 12 hours of graduation by the end of the spring semester, and have filed a plan of studies with the Registrar by April 1.

The following additional graduation requirements apply to DPD students:

1. If students receive a C- in a FACS, BIOL or CHEM course and choose not to repeat the course they will not be eligible to receive a verification statement. This addition approved by the DPD Advisory Board 8/6/2012.

2. DPD general education requirement hours range from 36-41 dependent on student choice in terms of intercultural credit courses.

Approved Program Changes

In accordance with ACEND program direction to establish enrollment maximum for DPD programs, the DPD program at Olivet Nazarene University proposed restructuring, the selection process model. This proposal was presented and approved at the Department, School, Faculty, and Academic Affairs levels. The following changes were put into effect for the 2014/2015 academic school year.

Purpose for DPD changes:

- Restructuring of the Dietetic Program at ONU to incorporate a selection process model (see definition under heading Selection Process Model) and to be in compliance with United States Department of Education (USDE), The Accreditation Council for Education in Nutrition and Dietetics (ACEND), and The Food & Drug Administration Food Code.

Overview/Rationale: This proposal has resulted from the following actions/events:

- The USDE is now the accrediting body for ACEND.
  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. Academy of Nutrition and Dietetics (2014). Retrieved from http://www.eatright.org/ACEND/

- ACEND is requiring each Didactic Program in Dietetics (DPD) to establish enrollment maximums to address the large influx of undergraduate students entering DPD programs and the limited number of dietetic internships (required component to become a registered dietitian nutritionist) available to these students.

- The USDE focus on ensuring college graduates achieve success.

- An ACEND mandate requiring all DPD programs to set maximum enrollment based upon program resources.

- The continued strain of both internal (faculty) and external (practicum site/preceptor) resources.

- The future ACEND mandate of earning a Master’s degree by 2024 for all dietetic students to be eligible to take the RDN exam.
Selection Process Model:

- Upon review of dietetics programs in the surrounding areas (IL, IN, WI, MI), 10 out of 24 (42%) universities follow an admission criteria process.
- Currently at ONU students declare their major to be dietetics at any point of admission.
- The change would move to a 2-year pre-dietetic model in which students will complete a pre-determined set of courses (see 4-year plan, p.10).
- Students can apply to the dietetic program and admission will be based on the following criteria:
  3. Completed pre-determined coursework
  5. Certification in Food Safety & Sanitation
  6. Complete application and interview process

- Admission will be determined prior to pre-registration during Spring/Fall semesters for entrance into the program beginning the following Fall/Spring semester.
- Students can complete the application process when criteria is met.
- Prospective students (incoming freshmen/change of major/transfer) will be informed of this process by meeting with DPD faculty.

Required Courses to Complete the DPD

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>THEO 101 Christian Formation</td>
<td>3</td>
</tr>
<tr>
<td>BLIT 202 Christian Scriptures I</td>
<td>3</td>
</tr>
<tr>
<td>BLIT 303 Christian Scriptures II</td>
<td>3</td>
</tr>
<tr>
<td>THEO 404 Christian Faith</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 109 College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 210 College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>COMM 105 Fundamentals of Communication</td>
<td>3</td>
</tr>
<tr>
<td>FINA 101 Introduction to Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>HIST 200 Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>LIT 205 Studies in Literature</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Foreign Language I &amp; II OR</td>
<td>3-8</td>
</tr>
<tr>
<td>approved International Culture Course</td>
<td></td>
</tr>
<tr>
<td>MATH 103 or higher level mathematics</td>
<td>3</td>
</tr>
<tr>
<td>(MATH 117 recommended)</td>
<td></td>
</tr>
<tr>
<td>PHED 191 Applied Fitness</td>
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Major: 41 hours

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>FACS 101 Orient Family/Consumer Sciences</td>
<td>1</td>
</tr>
<tr>
<td>FACS 126 Nutrition, Health, and Fitness</td>
<td>3</td>
</tr>
<tr>
<td>FACS 230 Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>FACS 231 Food Science</td>
<td>3</td>
</tr>
<tr>
<td>FACS 232 Nutrition Assessment</td>
<td>3</td>
</tr>
<tr>
<td>FACS 330 Community Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>FACS 335 World Food Problem</td>
<td>3</td>
</tr>
</tbody>
</table>
Didactic Program in Dietetics

3  FACS 337 Quantity Foods
3  FACS 380 Nutrition Education/Counseling
2  FACS 398 Research in Dietetics
4  FACS 438 Medical Nutrition Therapy I
4  FACS 439 Medical Nutrition Therapy II
3  FACS 455 Food Systems Management
1  FACS 490 Senior Seminar in Dietetics
2  FACS 498 Professionalism, Issues, & Act

Required Supporting Courses:
4  ACCT 110 Financial Accounting
4  BIOL 125 Biology I
4  BIOL 169 Survey of Anatomy & Physiology*
4  BIOL 335 Biochemistry
4  BIOL 356 Microbiology
3  BSNS 253 Principles of Marketing
4  CHEM 103 General Chemistry I
4  CHEM 104 General Chemistry II
5  CHEM 311 Organic Chemistry
3  PSYC 101 Intro to Psychology
4  PSYC 331 Basic Research/Statistics
3  SOCY 120 Introduction to Sociology

Recommended Additional Courses:
2  BIOL 211 Medical Terminology
3  BIOL 330 Pathophysiology
3  FACS 331 Topics in Nutrition
4  PHED 360 Physiology of Exercise

All FACS courses and required BIOL and CHEM courses must be completed with a grade of “C” or better.

A Chemistry minor requires
Chemistry 103 with lab
Chemistry 104 with lab
8 hours of upper division Chemistry
Chem 311 with lab
Chem 335 with lab

Admission to the Dietetic Program Requirements
GPA 3.0 or above
Completion of required coursework
Application/Interview
Food Safety & Sanitation Certification

Transfer students will have their transcripts reviewed.

*BIOL 246 & 247 can be taken in place of BIOL 169

Double Majors and Minors

The dietetic major earns a student an automatic chemistry minor. A student may consider additional majors or minors to compliment the DPD program and his/hers career goals. Examples of programs recent DPD students have completed include business, exercise science, athletic training, English, and psychology. Neither a second major or additional minors are required for completion of the DPD at Olivet. Should a student decide to pursue an additional major/minor or study abroad, the student may need to stay longer than 4 years. Students need to make an appointment with their advisor to discuss options.
DPD Program Length

The DPD is planned to be completed in eight semesters with a full course load. The first four semesters are completed under the heading of Pre-Dietetics. The dietetic program now requires application and acceptance into the last four semesters of the program completed under the heading of Dietetics. The program may take longer than eight semesters for some transfer students, students not following the DPD schedule, students taking less than a full course load, or students choosing to complete a second major or additional minors.

Scheduling Courses

The following statement is found under General Requirements for Graduation “Student Responsibility: Every candidate for a degree is personally responsible for meeting all requirements for graduation”. [http://catalog.olivet.edu/content.php?catoid=5&navoid=283#General_Requirements_for_Graduation](http://catalog.olivet.edu/content.php?catoid=5&navoid=283#General_Requirements_for_Graduation).

The following suggestions will make the scheduling process easier for the student:

1. Complete the four Pre-Dietetic semester plan in FACS. Proceed through the application and acceptance process.* Complete the four Dietetic semester plan. Each student beginning the Pre-Dietetic semester plan should meet with a member of the dietetic faculty to ensure that their academic plans are accurate. Not meeting with the full time dietetic faculty may result in a missed opportunity to be admitted into the dietetic program in a timely manner.

2. Follow the recommended schedule provided by the full time dietetic faculty. If changes are made to the schedule following a meeting with the dietetic faculty or your dietetic advisor, it is the responsibility of the student to notify the dietetic faculty/advisor of the change for approval.

3. Meet with the dietetic faculty/advisor to have your schedule approved and be released for online registration twice a year, in November and March.

4. Students will be directed and are expected to arrange a graduation evaluation (grad check) with the Registrar’s office prior to the start of their junior year. A copy of the grad check should be provided to the dietetic faculty/advisor by the student. This will be kept in the student file.

*Currently, the DPD program is approved for 24 dietetic students (12 juniors and 12 seniors).

Four Year Schedule

To avoid major scheduling conflicts and to meet prerequisite course work, you should adhere to the schedule (course sequence) provided by the dietetic faculty/advisor. You must complete the prerequisite course work to apply to the Dietetic Program. The 4-year sequence plan has been developed so that you are completing all core dietetic prerequisites prior to the admission process. Transfers and change of majors will be assessed on an individual basis and each student’s progress will be monitored by the advisor. You should verify all schedules with the dietetic faculty/advisor. This sample schedule is subject to change without notice, but any changes will be published by the Registrar’s office prior to registration for each semester. Other departments may change course times or terms without notice to any other department.
## Sample Four Year Sequence Plan

### FRESHMAN (Fall)

<table>
<thead>
<tr>
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<tr>
<td>PREDIETETICS</td>
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<tr>
<td>1. FACS 126</td>
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<td>2. PHED 191</td>
<td>1</td>
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<tr>
<td>3. BIOL 169</td>
<td>4</td>
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<td>4. BIOL 069 Lab</td>
<td>0</td>
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<tr>
<td>5. CHEM 103</td>
<td>4</td>
</tr>
<tr>
<td>6. CHEM 1 Lab</td>
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<tr>
<td>7. ENG 109</td>
<td>3</td>
</tr>
<tr>
<td>8. GNST 110</td>
<td>1</td>
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<td><strong>TOTAL HOURS</strong></td>
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**SEM. GPA**

### FRESHMAN (Spring)

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<td>1. ACCT 110</td>
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<td>2. ACCT 110 Lab</td>
<td>0</td>
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<tr>
<td>3. PSYC 101</td>
<td>3</td>
</tr>
<tr>
<td>4. CHEM 311</td>
<td>5</td>
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<tr>
<td>5. CHEM 311 Lab</td>
<td>0</td>
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<tr>
<td>6. COMM 105</td>
<td>3</td>
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<td><strong>TOTAL HOURS</strong></td>
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**SEM. GPA**

### FRESHMAN (Summer-Extra)

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**SEM. GPA**

### ACT SCORE

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### SOPHOMORE (Fall)

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<td>1. FACS 101</td>
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<td>2. FACS 230</td>
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<td>3. FACS 232</td>
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</tr>
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<td>4. PSYC 331</td>
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<td>5. BIOL 335</td>
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<td>6. BIOL 335 Lab</td>
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**SEM. GPA**

### SOPHOMORE (Spring)

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<td>1. BLIT 202</td>
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<td>2. HIST 200</td>
<td>3</td>
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<tr>
<td>3. LIT 205</td>
<td>3</td>
</tr>
<tr>
<td>4. ENG 210 (APA)</td>
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<tr>
<td>5. BIOL 125 (8:00)</td>
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<tr>
<td>6. BIOL125 LAB</td>
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<td><strong>TOTAL HOURS</strong></td>
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**SEM. GPA**

### SOPHOMORE (Summer-Extra)

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**SEM. GPA**

### JUNIOR (Fall)

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<td>5. FACS 398</td>
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<tr>
<td>6. BIOL 125 LAB</td>
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**SEM. GPA**

### JUNIOR (Spring)

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<td>3. FACS 330</td>
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<td>6. FACS 398</td>
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<td><strong>TOTAL HOURS</strong></td>
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**SEM. GPA**

### JUNIOR (Summer-Extra)

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**SEM. GPA**

### SENIOR (Fall)

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<td>5. Micro Lab</td>
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<td>6. Intercultural class</td>
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<tr>
<td>7. Food Safety and Sanitation Certification: ServSafe</td>
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<td>8. TOTAL HOURS</td>
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**SEM. GPA**

### SENIOR (Spring)

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**SEM. GPA**

### SENIOR (Summer-Extra)

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<tbody>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td>17</td>
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</table>

**SEM. GPA**

### Students interested in continuing with dietetics will complete the admission process prior to Fall of junior year.

1. GPA 3.0 or above
2. Completion of required coursework
3. Application/ Interview
4. Food Safety & Sanitation Certification

### WORKLOAD

**Please note that a Chemistry minor requires the following:**

- Chem 103 with lab
- Chem 104 with lab
- 8 hours of Upper Division Chemistry
- Chem 311 with lab
- Chem 335 with lab

**33 total hours with 331**

### Didactic Program in Dietetics

Verification Statement Guidelines

Purpose

Verification of completion of dietetics programs is the method used by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) to ensure that academic and supervised practice requirements for membership in the Academy of Nutrition and Dietetics or Commission on Dietetic Registration eligibility for the Registration Examination for Dietitian Nutritionist and Nutrition and Dietetic Technicians have been met. At various times in preparing for professional membership or registration, a graduate will be asked to supply verification of both academic and supervised practice qualifications. Therefore, it is the responsibility of the Director of the ACEND®-accredited program to provide the appropriate number of Verification Statements and the responsibility of the graduate to safeguard them until the time they are to be used in various application processes.

Who Completes

This form is to be completed and supplied by the appropriate Program Director. The signature must be that of the Program Director on record with the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics when the form is signed. The form should be signed on or following the date of program completion. Statements that are predated or preissued are invalid. Program completion date and signature date must include month, day, and year. Statements should be signed in a color ink other than black to distinguish the original from a photocopy. As Program Director you may wish to affix your institutional seal on this form.

Verification Statements Required

The Program Director must issue the following number of Verification Statements for each graduate who successfully completes program requirements, **all of which must have an ORIGINAL signature of the Program Director**. Photocopies are unacceptable.

Verification Statements must be distributed as follows:

1. **Didactic Program in Dietetics (DPD) and Foreign Dietitian Education Program (FDE)**—Verifies completion of both dietetics program and degree requirements
   - Provide as many originals as needed to each graduate to submit when applying to or accepted to an ACEND®-accredited Dietetic Internship Program
   - Provide at least five (5) originals to each graduate for his/her personal file to use when applying for state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
   - Retain one (1) original indefinitely in the student/graduate file at the University.

2. **Dietetic Technician, Coordinated Program, DPD with an Individualized Supervised Practice Pathway (ISPP), Dietetics Program with an ISPP for doctoral-degree holders**—Verifies completion of didactic, supervised practice and degree requirements
• Provide five (5) originals to each graduate for his/her personal file to use when applying for employment, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
• Retain one (1) original indefinitely in the student/graduate file at the University.

3. Dietetic Internship—Verifies completion of supervised practice requirements
• Provide five (5) originals to each intern/graduate for his/her personal file to use when applying for employment, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
• Retain one (1) original indefinitely in the intern/graduate file at the university/organization.

4. International Dietitian Education Program—Verifies completion of didactic, supervised practice requirements
• Provide five (5) originals to each intern/graduate for his/her personal file to use when applying for employment, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
• Retain one (1) original indefinitely in the intern/graduate file at the university/organization.

This information was retrieved from Verification Statement Instruction page. For questions regarding verification statements, e-mail canstrom@olivet.edu.

Only forms with original signatures are valid. The Program Director will provide these forms to the DPD graduate only after confirmation of program requirements by the Registrar at Olivet Nazarene University. The student is responsible to contact the Registrar’s Office to have a copy of the official (on purple paper) transcript to the program director. Transcripts must be ordered post-graduation. This service is free of charge.

DPD Program Costs

• Costs for tuition, room and board and a general fee charged to all students to cover activities can be found in the online catalog accessible using the following URL address http://catalog.olivet.edu/content.php?catoid=5&navoid=312#General_Expenses under financial information.
• Books and supporting materials for courses and course projects. These materials are listed in course syllabi. The most current edition of textbooks is expected.
• Lab coat is needed for FACS 439 hospital practicum. The student may also need a lab coat in the Supervised Practice Programs (internship).
• Transportation to local facilities for required practicum hour completion. This is the responsibility of the student.
• Health insurance coverage; a copy must be on file with the DPD Director before any required practicum experience. This is a requirement stated in the affiliation agreements with the practicum experience sites. It is the student’s responsibility to acquire health insurance.
• Various immunizations are required prior to the start of FACS 439 practicum hours (see policy required element 10.2d-Student Guidelines and Prerequisites for Acceptance into Hospital Clinical Rotations Medical Nutrition Therapy II Practicum Hours). Immunizations that are filed
with the university’s health service office are accessed with written permission from the student and are sent to the facilities prior to 439 practicum hours.

- A criminal background check ($50.00) is completed prior to the start of FACS 439 practicum hours (see policy required element 10.2d-Student Guidelines and Prerequisites for Acceptance into Hospital Clinical Rotations Medical Nutrition Therapy II Practicum Hours). Anytime a student works within a school district a criminal background check is needed within the same semester the class is held. A clear report must come back from the student’s home county and Kankakee County.

- Optional student liability insurance; Olivet provides basic coverage for liability during practicum hours, but students may opt for additional coverage.

- Computer access: Students can access courses through Canvas via the ONU wireless network. Microsoft Office 2016 can be downloaded at no charge to the student. For questions, contact ONU’s IT department at 815-939-5302 or via email at IT@olivet.edu.

- Membership to professional organizations is strongly encouraged during a student’s undergraduate experience at Olivet. Student membership to the Academy of Nutrition and Dietetics (AND) is $58.00/year and South Suburban Academy of Nutrition & Dietetics (SSAND) is $10.00 per year. Membership to AND also includes membership to The Illinois Academy of Nutrition and Dietetics (IDA). AND membership requires an annual renewal. This renewal occurs in the month of May of each calendar year. As many dietetic classes require membership, it is strongly suggested that the student renews in May and does not wait until August, the start of the academic year.

- Honor Society initiation fees (i.e., Kappa Omicron Nu or Phi Delta Lambda). Application to honor societies is optional once invitation to membership is received, but requires an application process. Check with Professor Kimberlin, Kappa Omicron Nu/advisor for the membership process and cost.

 Scholarship Opportunity

Competitive scholarship applications are available from AND, https://eatrightfoundation.org/scholarships-funding/, South Suburban Academy of Nutrition and Dietetics, http://www.eatrightillinois.org/index.php/districts-home/south, and Family and Consumer Science organizations. In addition, various groups provide applications on related scholarship on occasion. It is the student’s responsibility to seek out scholarship information. Disclaimer: Scholarship applications are updated on a yearly basis. Please make sure that you are applying for the correct academic year. Faculty can help with AND & SSAND scholarship opportunities. Also, see ONU based scholarships listed in the online catalog (http://catalog.olivet.edu/content.php?catoid=5&navoid=312#Scholarships).

 Letters of Recommendation for Scholarships or Internship Applications

Read the requirements carefully. The student is responsible for informing the faculty member what is needed. Submit requests either in person or via email. Be sure to allow a minimum response time of two weeks. Requests not allowing this response time may not be able to be completed. In your request submit the following: who is the letter to be addressed to, what is the purpose of the letter, is the faculty recommending the student for graduate school, an internship, a scholarship or professional position, when must the letter be submitted by – what is the deadline, what is the address of the organization, facility or
business. Be sure to provide a copy of your resume completed in FACS 498 and let the faculty person know if there is anything you want mentioned or emphasized.

**Transfer Students**

Suggestions for getting involved:

- Join the student organizations, the Student Dietetic Association, South Suburban Academy of Nutrition and Dietetics, and The Academy of Nutrition and Dietetics
- Network in FACS 101 Orientation, you will take this course the fall semester that you are accepted into the dietetic program. Also, get involved with your student mentor from FACS 498
- Communicate with faculty, even if you are not currently enrolled in a FACS course

**Resources for the DPD Student**

Benner Library

- Online Manual of Clinical Dietetics [http://library.olivet.edu/journals-articles/eresources_a-z.php](http://library.olivet.edu/journals-articles/eresources_a-z.php)
- Dietetic Related books; also check the nursing and health science sections
- Internet Search Engines
- Online Taber’s Medical Encyclopedia ([https://www.tabers.com/tabersonline/ub/](https://www.tabers.com/tabersonline/ub/))
- Medical and Health Related Journals
  - American Journal of Clinical Nutrition
  - Journal of the Academy of Nutrition and Dietetics
  - Nutrition (annual editions)
  - Nutrition Today
  - National Research Council (U.S.) Food and Nutrition Board
  - Report on the World Nutrition Situation

Family and Consumer Science Department

- AND membership – Evidence Analysis Library
- Nutrition Lab with 6 functional kitchens
- Lafayette Skinfold Calipers
- Lafayette Anthropometer
- Body Logic Body Fat Analyzer
- Omron Blood Pressure Monitor
- Videos/DVDs
- Nasco Food Models
- Electronic Hand Dynamometer

**Practicum Hours vs. Supervised Practice**

Required practicum hours are opportunities provided to the DPD students during the undergraduate program. These experiences allow the student to enhance classroom learning through hands on activities with food and nutrition professionals. While several DPD courses require practicum hour completion as
part of the course, students are encouraged to pursue additional work experience in summer jobs or volunteer experiences. Many Supervised Practice Programs (internships) require that an applicant have food and nutrition work experience as part of the application process. The dietetic program requires 125 practicum hours as an undergraduate (10 hours in FACS 330, 25 hours in FACS 337 & 90 hours in FACS 438/439).

The AND Supervised Practice Programs (internships) and Individual Supervised Practice Programs (ISPPs) require a minimum of 1200 hours of planned activity prior to taking the RDN exam. DPD students apply to Supervised Practice programs during the senior year. The FACS 490 course will take eligible students through the application process.

**Prior Work Experience**

Although previous work experience related to foods and nutrition is an asset to the student in this program it will not be considered as a replacement for required practicum hours.

It is becoming increasing apparent that work experience in Foods and Nutrition is viewed in a very positive manner by dietetic internship selection committees, dietetic students are strongly encouraged to seek employment in this area.

**DPD Faculty**

The DPD program currently consists of two full-time professors. Currently, all professors teaching DPD-FACS required core courses are registered/licensed dietitians (Exception: FACS 101 Orientation to Family and Consumer Sciences is taught by the Department Chair). Inquiries about the dietetics program should be directed to Dr. Cathy Anstrom, the director of the DPD program; inquiries about the department of Family and Consumer Sciences should be directed to Dr. Diane Richardson, Chair.

**Catherine Anstrom, Ph.D., L.D., R.D., FAND,** *Dietetic Program Director/ Professor.*

Bachelor of Science: Home Economic Education, Eastern Illinois University
Completion of Plan IV Requirements for Dietetics, Eastern Illinois University
Master of Business Administration: Olivet Nazarene University
Master of Science: Clinical Dietetics, Rosalind Franklin University of Medicine and Science
Ph.D., Education, Capella University
Registered and Licensed Dietitian in the states of Illinois and West Virginia
Certified Food Safety Manager and Instructor in the State of Illinois
Certified Food Safety Manager and Instructor/Proctor for ServSafe®

**Deb Kimberlin, M.S., R.D., L.D,** *Assistant Professor*

Bachelor of Science: Dietetics, Olivet Nazarene University
Master of Science: Family & Consumer Sciences-Dietetics, Eastern Illinois University
Doctoral Student: Health Sciences, Northern Illinois University
Registered and Licensed Dietitian

**Questions Associated with Supervised Practice Programs**
Do I have to complete a Supervised Practice Program (SPP)?

- Yes, prior to taking the RDN exam. This step to professional credentialing usually occurs upon the completion of the DPD program. Occasionally, a student may delay applying to a SPP in order to gain additional work experience, save money, etc. The SPP is the second of three steps that must be competed to earn the RDN credential.
- No, if the RDN status is not desired. Although the career market is limited without the RDN credential. Students may pursue certain food and nutrition careers with a bachelor’s degree in dietetics. It is the student’s responsibility to check with his/her state licensing laws or credentials required to work in the field.

How do I increase my chances of acceptance into a SPP?

Placement in a Supervised Practice Program is competitive, with DPD graduates from across the country applying. Each program has its own selection criteria. Each program provides this information either on their websites or in the Supervised Practice Program Applicant Guide which can be obtained from the DPD Director. In general, students need a GPA greater than 3.2 on a 4.0 scale, related work experience, evidence of leadership, and positive recommendations from faculty and work experience supervisors. Some Supervised Practice Programs also evaluate a student’s written goals and strengthens/weaknesses. All criteria should be considered early in the DPD so that the student can acquire and build these skills.

How Does Olivet’s DPD Program Prepare Students for the SPP Application Process?

The Supervised Practice Program application and all associated costs are the sole responsibility of the student.

- Grade standards are in place. Students struggling with grades should meet with the DPD faculty. Tutors are available through Academic Coaching Center on campus.
- Practicum hours are required in selected classes, but students should obtain additional work experience. Students may consider seeking lab or departmental teaching assistantships.
- Leadership opportunities are available through the Student Unit of the American Association of Family and Consumer Sciences, Kappa Omicron Nu Honor Society, Dietetic Club, campus groups, local dietetic associations, and Resident Assistantship.
- Letters of Recommendation – do not discount their importance. Those who write these should know you well. Be sure to allow a minimum response time of two weeks.
- Provides ample opportunities to volunteer in department organizations including; participation in projects, mentoring underclassmen effectively.
- Direct communication with faculty.
- The DPD Director will review all student applications prior to application submission.

Are there steps that should be taken each year while Students are in the DPD program?

Freshman/ Sophomore Year:
Students interested in continuing with dietetics will complete the admission process prior to Fall of junior year.
  o GPA 3.0 or above
  o Completion of required coursework
  o Application/ Interview
  o Food Safety & Sanitation Certification

Junior Year:
  • Begin to investigate Supervised Practice Programs via the directory or Academy website. What are their criteria for program acceptance?
  • Begin to plan and schedule visits of facilities you are considering
  • Discuss program selections in terms of costs and location with family.

Senior Year:
  • It is strongly recommended that you schedule and take the GRE.
  • Enroll in FACS 490
    o Applications are generally due February 15 (however some exceptions apply – be sure to review SPP application deadline dates carefully).
    o Register with D&D digital online. Cost for this step is $55.00.
    o Register with Dietetic Internship Centralize Application (DICA’s) process. Cost for this is based on the number of applications submitted. First application is $45.00, cost of $20.00 for each additional application.
  • Selection notification in April for Spring match and November for Fall match.

Graduates
  • Senior year process applies for fall SPP start dates
  • Applications are generally due in September for January start dates

Costs associated with the SPPs

Application
  • Application fee for each facility (the cost for each application varies with each facility. Students are encouraged to go to each website for current cost information. Students are strongly encouraged to apply to a minimum of four SPPs.
  • Application fee for each graduate program
  • Processing fee to D&D digital
  • Processing fee to DICA’s
  • Copying, Printing, Mailing costs
  • GRE fee
  • Travel costs to visit facilities
Supervised Practice Programs

- Each SPP publishes individual fees, which may include books, tuition, meals, housing, travel, health insurance, and malpractice insurance

What if I am not matched into a Supervised Practice Program?

The student and the DPD Director should meet to discuss options regarding the No Match scenario. However, this discussion will also occur in FACS 490. Students may reapply immediately to sites with openings after the match, or reapply for winter start dates. Some students may wait until the following year, gaining work experience or improving grades in the meantime. If graduate school is a goal of the student, this may be an opportunity to initiate course work.

ADA (Currently, AND) Code of Ethics (2009)

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.

2. The dietetics practitioner practices dietetics based on scientific principles and current information.

3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.

5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.

7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.

8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.

9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.

10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.

12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.

13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.

14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.

15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.

16. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CSP” or “Certified Specialist in Pediatric Nutrition”; “CSR” or “Certified Specialist in Renal Nutrition”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration. 
   b. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.

17. The dietetics practitioner withdraws from professional practice under the following circumstances:
   a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
   b. The dietetics practitioner has been adjudged by a court to be mentally incompetent;
   c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.

18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
   a. The dietetics practitioner has been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
c. The dietetics practitioner has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

19. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of the American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration.


Signature Page for the Student Dietetic Major Manual

As a dietetic major I am signing this form to indicate that I have received the dietetic student manual and that the contents are my responsibility to read and follow. My signature page will be kept in my student file. Verification statements will be withheld if this document is not in your student file.

Date: __________________________

Print your name: ____________________________

Signature: ____________________________

*Once you have signed this form it is your responsibility to give it to the dietetic program director.

Olivet Nazarene University’s
Didactic Program in Dietetics
Policies & Procedures
Policy & Procedure Table of Contents

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19. Withdrawal and Refund of Tuition and Fees-Required element 10.2P
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23. Access to Student Support Services-Required element 10.2T
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25. DPD Curricular Review
26. Recency of Education
27. Written Affiliation Agreements
Policy Title
Admission Assessment
Required Element 10.1a

POLICY: Based on Academy of Nutrition and Dietetics (AND) mandate to monitor program admissions, students entering Olivet Nazarene University with the desire to major in dietetics are admitted as pre-dietetic majors. The dietetic program has established the criteria listed under procedure to assess student potential for admittance and success in the program. When students do not meet criteria for program admission or decide not to pursue dietetics as a major faculty will make every effort to support a change to a different major area of study.

PROCEDURE: Students interested in advancing from pre-dietetics into the dietetic major must complete the following criteria:

1. Completion of the required course work. These courses make-up the first 2-years of the dietetic 4-year academic plan (See 4-year plan).
2. A cumulative GPA of 3.0 or higher. All FACS and Science course must be passed with a C or greater. The dietetic program faculty will work with transfer admissions and the registrar to calculate the GPA of coursework that will transfer into the program for transfer students.
3. Certification evidence that the student has successfully completed required hours of instruction and passing a state or national recognized examination such as ServSafe. The Food Safety Manager certificate will be kept in the student file.
4. Successful completion of the application process:
   a. Formally scheduled twice a year, prior to pre-registration in March and November an email will be sent to pre-dietetic majors advising them of the application process. This process will occur more often based on student readiness.
   b. Students will be emailed a copy of the application. Directions are included on the front page of the application, a reminder email is sent to those students who have been emailed an application.
   c. Students are required to return the application by the due date (listed on the front of the application) to be eligible.
   d. Dietetic faculty will review the application for completeness and content.
   e. Students are contacted by email and an interview appointment is made based on student and faculty availability.
   f. During the interview the student will be asked preselected questions (see attachment to this policy).
   g. Responses to interview questions are rated on a scale of 1-5. Faculty are also free to submit comments on the rubric.
   h. The application and the interview rubric are reviewed by the full-time dietetic faculty.
   i. Students are emailed by the program director upon acceptance to the program with a request for a meeting to review the Acceptance to the Dietetic Program at Olivet Nazarene University form (see attachment to this policy).
   j. At this point the faculty meet with the student to discuss their acceptance status, Accepted/Conditionally Accepted/Not Accepted.
   k. Students are Conditionally Accepted when there is a course deficiency or Sanitation certification deficiency. These deficiencies are noted on the Acceptance form with a plan to correct the deficiency. One semester is given to correct the deficiency unless there are extenuating circumstances. The faculty will review this with the student and devise a new plan if appropriate with the student agreement.
   l. The content of the Acceptance form is discussed with the student. This includes probation should the student fail to maintain the acceptance criteria.
   m. The dietetic faculty will review the Acceptance form once the deficiency is corrected.
   n. The student will be advised of their change in status.

*The DPD program adheres to Olivet Nazarene University’s Policy Against Discrimination, Harassment and Retaliation in its admission process*
Policy Title
Student Performance Monitoring
Required Element 10.1b

POLICY: Student performance monitoring: The program’s system of monitoring student performance must provide for the early detection of academic difficulty and must take into consideration professional and ethical behaviors and academic integrity of the student.

It is the role of the instructor to formally assess each student’s progress of course work and post the progress in the form of grades and when appropriate comments to Canvas for student review.

Informal assessment of course work through graded exams, quizzes, papers, projects, discussion, attendance and other means of participation will culminate to midterm and final formal assessment reports.

Instructors will be provided formal assessment reports from the registrar’s office for review twice within the semester, once at midterm and at the end of the course (final).

Dietetic students must earn a grade of C or better in all core dietetic required courses and all science based required supporting courses. The purpose of this policy is to support the student’s maintenance of a GPA of 3.0 or greater.

PROCEDURE:

- Midterm and final dates are determined by the university calendar which is provided to instructors and students at the start of the academic year.
- Instructors will provide feedback to students in the form of informal discussion, graded exams, quizzes, papers, projects, attendance and other means of participation. Documentation may be kept via Canvas grading system or a hard copy.
- Grades are totaled and recorded in Oasis twice during the semester once at midterm and at the end of the course. Students have the ability to view grades as they are posted.
- Dietetic midterm grade reports are sent to the Program Director and dietetic faculty for review. The Program Director and faculty will follow-up via email with any students that earn grades that are a C- or below.
- Should students fail to earn a C or better final grade in a core dietetic required course or a science based required supporting course they are contacted to discuss remediation.
- Should a student earn a C- in a science based required supporting course (example C- was earned in organic chemistry but the student earned a B in Biochemistry) the student may be given the option to petition (to the Academic Standards Committee) for the C- to be accepted. This is decided on a case by case basis and is a noted exception to the policy.
- Midterm, Final grade reports and petitions are kept in each student file.
POLICY:
Students with minimal chances of success in the program must be counseled into career paths that are appropriate to their ability and interests.
In order for students to be accepted in the dietetic program as a major they must meet criteria that was developed by dietetic faculty and approved by the Department of Family and Consumer Sciences, the School of Life and Health Sciences, the full University Faculty and Academic Affairs.
1. Successful completion of 4 semester of required course work (first 2-years of a 4-year plan).
2. GPA of 3.0 or greater.
3. Certification of Food Safety Manager.
4. Completion of the application and interview process.
A student may be conditionally accepted in the dietetic program. Deficiencies are discussed with the student as well as the time frame to complete deficiencies. A plan is developed to help students with deficiencies. It is the student’s responsibility to keep the faculty advised of progress in correcting the deficiencies.

PROCEDURE:
1. Faculty will make every effort to monitor deficiency progress. At the end of the time frame, faculty will request and review student transcripts to confirm that deficiencies have been successfully resolved. A date for the resolution will be placed on the application signifying that the conditional acceptance has progressed to a student being Accepted.
2. Once accepted into the program a dietetic student must maintain a minimum of a 3.0 GPA to continue in the program. A GPA that falls below a 3.0 (or earning a grade in a required course of a C- or less, i.e. biochemistry) will be addressed as follows:
   a. A GPA less than 3.0 or a grade of C- or less will be reviewed by dietetic faculty, and discussed with the student. A conversation may take place with a faculty member outside of FACS if appropriate to help support the success of the student.
   b. Students will be counseled and a remediation plan developed with student and appropriate university support services.
   c. A student will be place on probationary status until they are able to successfully repeat the course. Students will have an opportunity to repeat a course one time. Should they fail to earn a grade of a C or better the student will be released from the program and advised out to the dietetic courses.
   d. Every effort will be made to advise the student into a major that is appropriate to their abilities and interest. Once a new advisor is assigned the student’s paperwork will be forwarded (if dietetic faculty are made aware of the new advisor).
   e. The registrar’s office will be notified of a change in the major of a student.

Dr. Catherine Anstrom
Signature
Dietetic Program Director
Title
Policy Title
Insurance Requirements
Required Element 10.2a

POLICY:
Olivet Nazarene University represents and warrants that all student and faculty participating in the program under contract agreements with facilities providing a site to complete practicum hours are covered by all necessary general and professional liability insurance with a limit of $1,000,000 per claim and $1,000,000 aggregate and has presented certificates of insurance coverage evidencing such coverage. The vendor shall maintain coverage throughout the term of the contracted agreement.

In addition to the University coverage when completing FACS 439 Medical Nutrition Therapy II dietetic students are required by the participating facilities to provide proof of personal health insurance.

PROCEDURE:

- Program Director and Facilities shall work to maintain current contractual agreements.
- The university shall continue to cover DPD students with all necessary general and professional liability insurance for the duration of the completion of practicum hours as required by the DPD program.
- Students will provide a copy of their health insurance cards to the instructor.
- The instructor will send this copy to the assigned facility prior to the start of the practicum hours.
- This information is usually given to the facility designee (education department) to be kept on file.
- The course instructor will keep this information in the student file at least until the student has completed the practicum hours.
Policy Title

Liability for Safety in Travel
Required Element 10.2b

POLICY:

Students are required to complete practicum hours that are a component of the application to theory for the following DPD courses; FACS 330, 337, 439. Completion of this requirement necessitates students are responsible for their own transportation to and from the sites. The university is not responsible for the transportation of students to these sites.

PROCEDURE:

Students are responsible for their own transportation to and from their sites. Current license, insurance and fuel costs are the responsibility of the student. It is encouraged for students to car pool to their off campus sites.

- FACS 330 Community Nutrition – 10 Hour to be completed at the Kankakee County Health Department as well as other appropriate sites as assigned by the instructor.

- FACS 337 Quantity Foods – 25 Hours to be completed at the Sodexo Food Service Facility on the Campus of Olivet Nazarene University.
  - In extreme circumstances, students may be given permission to complete the 25 hours at another quantity food service facility that provides compatible services to Sodexo. The student will be asked to provide evidence of the services available at the alternative site. This evidence will be in writing signed by the owner of the facility. This is at the instructor’s discretion and is usually an exception provided only to commuting students.

- FACS 439 Medical Nutrition Therapy II – 45 Hours to be completed spring semester within the following facilities:
  - Presence St. Mary’s Hospital
  - Presence St. James Hospital
  - Presence St. Joseph’s Hospital
  - Silvercross Hospital
  - Riverside Medical Center
  - Manteno Veteran’s Home
  - Davita Renal Clinic

Dr. Catherine Anstrom, RD, LD
Signature
Dietetic Program Director

Reviewed

1/2013; 2/2014; 1/2015; 9/2017
Policy Title
Injury or Illness While in a Facility for Practicum Hours
Required Element 10.2c

POLICY:
The Olivet Nazarene University DPD program places students in offsite facilities during both fall and spring semesters to complete practicum hours for Community Nutrition, Quantity Foods and Medical Nutrition Therapy II. Should a student become ill/injured during the completion of these hours they should report the illness/injury to the facility supervisor and follow any necessary protocol or procedure per the facility policy and procedures and return to the university where they will then report the illness/injury to the Program Director.

PROCEDURE:
Students will schedule their required hours with the facility supervisor. This may be the dietitian or other staff member of the facility they are assigned to work with. Should a student fall ill/or be injured, said student should report the illness/injury to the facility supervisor and follow any necessary protocol or procedure per the facility policy and procedures and return to the university.

Once the student has returned to the university, the student should communicate with the Program Director/Course Instructor via email or phone. In the case the Program Director/Course Instructor is in class the student can leave a voice mail message.

Once the student has recovered they should call the facility to reschedule the hours missed. If the facility cannot accommodate additional time for the student, the student may be given an alternative assignment by the instructor or if this is not possible the student may have to accept a deduction in grade if the assignment cannot be completed.

If the student is too ill or the injury too severe to return to the university alone the facility will be asked to contact the Program Director/Course Instructor who will arrange transportation to return the student back to the university. The university health clinic will be contacted for the student as necessary.

Documentation of the illness/injury will be placed in the student file.

Dr. Catherine Anstrom, RD, LD
Signature
Dietetic Program Director
Title

Reviewed
1/2013; 2/2014; 1/2015; 9/17
Didactic Program in Dietetics (DPD)

Policy Title
Student Guidelines and Prerequisites for Acceptance into Hospital Clinical Rotations
Medical Nutrition Therapy II Practicum Hours
Required Element 10.2d

POLICY:
To provide students direction with regards to required prerequisite health testing and background checks. The listing of health testing and background checks must be complete prior to the start of the required laboratory (practicum hours/experiential learning) for FACS 439, Medical Nutrition Therapy II (MNT II). These materials will be collected from the MNT II students, copied for the Education departments of each facility and stored in the instructors’ office in student files. All information will be held in confidence.

PROCEDURE:

**Criminal Background Checks**
1. During the fall semester senior dietetic students will be provided the paperwork for Criminal Background Checks. This paperwork will be provided by Olivet Nazarene University’s Security Department to the Instructor.
2. The paperwork will be provided to each student who will be directed to complete and return to the Instructor.
3. The students will go to the cashier’s office in Miller Business and pay the required fee of $50.00, obtain a receipt and give this to the Instructor.
4. The Instructor will attach the receipt to the paperwork, seal all student paperwork in an envelope and deliver to the University’s Security Department.
5. The Security Department will run the criminal background checks, once returned to the Security Department, the sealed paperwork will be send to the Instructor.
6. If the criminal background check is clear of discretion the paperwork will be send to the assigned healthcare facility.
7. Should the criminal background check be returned with a discretion, the instructor will obtain permission from the student to contact the facility to see if the discretion prohibits the student from completing the practicum/experiential hours within the facility.
8. If the student is unable to complete the practicum/experiential hours within the facility the instructor will provide paper pencil case studies to complete. These case studies will be awarded the same number of points (50) as those completed within facilities.

**Prerequisite Health Testing**
1. During the fall semester senior dietetic students will be provided the following list of Health tests that must be completed prior to students start of the required laboratory (practicum hours/experiential learning) for MNT II.
   a. Tuberculosis (TB): Prior to the beginning of clinical rotations each student will be required to obtain a two step PPD screening to be read and results recorded and kept in the student file. If a step two has been obtained within the past year (documentation for proof) then, the student will require a step one.
   b. Varicella: Provide evidence of chick pox via medical records from MD office. If this evidence does not exist then, proof of 2 vaccines or titer that shows immunity.
   c. Hepatitis B: vaccine (series of three immunizations) is recommended. If student refuses, this refusal will be kept in student file.
   d. Measles, Mumps, Rubella (MMR):This is included on the student’s immunization records for the university. The instructor will obtain student permission to access these health records, copy, and send to the assigned facility.
   e. Influenza: Students will get a flu shot prior to the start of start of the required laboratory (practicum hours/experiential learning) for FACS 439, Medical Nutrition Therapy II. If a student refuses, a declination will be maintained in the student file, the student will be required to wear a mask while in the facility.
   f. Urine Drug Screen
   g. Wellness check by a physician.
   h. See the schedule of fees for the Presence St. Mary’s outpatient clinic on Route 50, Bourbonnais. Fees may vary if students obtain tests from another healthcare provider. Some fees may be covered by family health insurance.

Dr. Catherine Anstrom
Signature
_Dietetic Program Director_

Reviewed 9/19/2017
The following pricing was provided by Presence Health Physicians Immediate Care, 350 Kinzie Avenue, Bradley, IL 60915 and is based on Olivet contract pricing as of July, 2017:

Tuberculosis (TB): $25.00 (two-step)
Varicella: $25.00
Hepatitis B: $40.00 (series of three are needed)
Influenza: $30.00
Measles, Mumps, Rubella (MMR): $124.00
Urine Drug Screen: $38.00

**Please note, costs may vary based on changes in Olivet contract pricing**
Policy Title
Student Orientation for Clinical Rotations
Medical Nutrition Therapy II Practicum Hours

POLICY: FACS 439 Medical Nutrition Therapy II (MNT II) students will review the Academy of Nutrition and Dietetics (AND) Code of Ethics as a part of the course and in preparation of completing facility practicum hours. An emphasis will be placed on patient confidentiality and the student’s role while completing MNT II case studies in the assigned facility. HIPPA is also discussed. When required by the facility, students must complete the student orientation prior to attending clinical rotation in the facility.

PROCEDURE:

1. Riverside Medical Center (RMC): Requires that students complete an online hospital orientation.
   a. The instructor will provide the education department at RMC with the names of the university students that will complete their practicum hours. The Education department will provide the instructor with login information to give to students for access to the online orientation. Students will not be allowed to begin clinical rotations without completing the online orientation.

2. Presence St. Mary’s and St. Joseph’s: Requires that students complete a hospital orientation.
   a. An orientation packet was provided to the instructor (the instructor checks with either the education department or the dietetic clinical manager) to see if any updates to the following year’s orientation packet have been made.
   b. Students are given a date by which the orientation materials must be completed. The instructor will review the orientation packet for completion and grade quizzes when keys have been provided by the facility.
   c. The instructor will review the completed orientation quizzes and review any areas with students where an incorrect answer was given.
   d. The graded packet will be returned to the facility prior to the first scheduled rotation.

3. Silver Cross Hospital: Currently, this facility does not require an orientation be completed.
   a. The instructor will cover AND code of Ethics with an emphasis on Confidentially and HIPPA.

4. Franciscan St. James Hospital: We are not currently using this facility.

5. Manteno Veteran’s home: We are not currently using this facility.

6. Davita. The dietitian from Davita comes to the class to speak to students, students take a tour of Davita.
Policy Title

Student’s Role While Completing Experiential/Practicum Hours
Required Element 10.2e

POLICY:

A student’s role in a facility while completing experiential/practicum hours must not be used to replace employees. Experiential/Practicum hours are required for the following courses: 1. FACS 330 Community Nutrition (10 hours); 2. FACS 337 Quantity Foods (25 hours); 3. FACS 438 Medical Nutrition Therapy I (45 hours); 4. FACS 439 Medical Nutrition Therapy II (45 hours). Each course will be supported by either a contract with a facility or a policy that provides objectives that are to be completed during the required hours.

PROCEDURE:

1. FACS 330 Community Nutrition:
   a. The University holds a contract with Kankakee County Health Department that allows dietetic students to observe Women Infant & Children clinic sessions and a group session (5 hours). Contract is in effect from 2015-2019.
   b. The FACS department has a collaboration with Riverside Outpatient Diabetes Center that allows dietetic students to observe a group diabetes class (3 hours).
   c. The FACS department collaborates with an organization in the community that allows students to interact with community members about nutrition (i.e.: YMCA, Jump Rope for Heart Health) (2 hours).

2. FACS 337 Quantity Foods
   a. The FACS department has an agreement with the University food service, currently contracted out to Sodexo. Each spring semester the instructor contacts the current Director of Food Service (Sam Cross), the General Manager (Claudia Berhanu) the Head Chef (Brian Wagner) and the Retail Manager (coffee shops) (Tara Harsha) to submit a student schedule for the months of February and March. The Food Service Director along with the General Manager, the Chef, and the Retail Manager approve the student schedules.
   b. The students complete a walking tour/orientation of the kitchen prior to beginning their scheduled hours.
   c. Students are provided with structured rotations to complete food service tasks and assignments (see Quantity Food Packet)
   d. Students are instructed that if they finish their assignments and if time allows, they ask the supervisor if they may assist employees.
   e. Each time students report to the food service department the record the amount of time spent and where the time is spent. This log is signed by the individual supervising the student to verify time.
   f. Students do not receive compensation, they receive course credit.

3. FACS 438 Medical Nutrition Therapy I
   a. Students are provided with the opportunity to complete Weight management outpatient simulation with faculty and staff from the university.
   b. The student is assigned 2-3 individuals to meet with on three occasions. 1. Complete and initial assessment/goal development. 2. Instruct on a reviewed and preapproved meal plan. 3. Follow-up for assessment of goal progress.
   c. Students are supervised by the instructor who is a Registered, Licensed Dietitian.
   d. Students do not receive compensation, they receive course credit.

4. FACS 439 Medical Nutrition Therapy II
   a. The University holds contracts with Health care facilities that allow senior dietetic students to complete nutrition case studies.
   b. Students are assigned to a facility, supervised by a Registered Dietitian during the time students are completing their case studies.
   c. Students are assigned an appropriate patient by the facility’s clinical manager/registered dietitian.
   d. Students do not receive compensation, they receive course credit.
Didactic Program in Dietetics (DPD)

Policy Title

DPD Grievance Policy
Required Element 10.2g

POLICY:

Students within the DPD program and practitioners providing experiential learning at Olivet Nazarene University are encouraged to discuss any grievance they may have concerning the program with the appropriate individuals as indicated in the procedure below. All that can be done within reason will be done to resolve the grievance.

PROCEDURE:

- Students or practitioner should first discuss the grievance with the instructor if the issue is class or course related.
- If the issue is not resolved at this level the grievance can be discussed with the Program Director. At this point the discussion will include all the parties involved; student, practitioner, instructor and Program Director.
- If the issue is not resolved at this level, the grievance will be expanded to involve the Department of Family and Consumer Science Chair, Dr. Diane Richardson [DRichard@olivet.edu; ext. 5048].
- If the issue remains unresolved, the student may file a formal written grievance with the Dean of the School of Life and Health Sciences, Dr. Amber Residori [alresidori@olivet.edu; ext. 5114]. For the steps in the university grievance process see university grievance policy, http://catalog.olivet.edu/content.php?catoid=5&navoid=283#grievance-policy.
- If the grievance cannot be resolved within the university structure then the student or practitioner may choose to file a complaint to the program’s accrediting body as follows:

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program’s compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students. A copy of the accreditation standards and/or ACEND’s policy and procedure for submission of complaints may be obtained by contacting staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606 or by calling 800/877-1600, ext. 5400, ACEND@eatright.org.

These issues will be documented and kept on file in the Department of Family and Consumer Sciences who houses the DPD program, and in the office of the DPD director for a length of no less than seven years. This includes the resolutions of complaints.
Grievance Policy

Students may file a grievance when they believe their student rights, as outlined in written university policy, were violated or there was a lack of due process as defined by university policy. Students must file their grievance within 30 calendar days of the alleged incident. If the concern is regarding a final grade, the student should follow the grade appeal process. If the student is requesting an exception, they should follow the process for exceptions to departmental policy. If the student is alleging sexual discrimination or harassment, they should file an incident report with the Title IX coordinator.

Grievance process

1. Often a student’s concern is based on a simple miscommunication or misperception. Students should contact the faculty member and seek to resolve the issue informally within 10 business days of the alleged issue.
2. If the issue is not resolved, the student should contact the department chair within seven days to attempt to resolve the issue informally.
3. If the issue remains unresolved, the student may file a formal written grievance with the dean of the school or college for the specific discipline.
   a. Upon receipt, the dean will respond to the student within two business days to acknowledge the grievance has been received.
   b. Within five business days the dean will appoint an ad hoc committee, to include at least two members of the department (excluding the named instructor) and three faculty from outside the department.
   c. The University’s HLC Ombudsman or other designated individual will provide oversight and counsel to ensure due process is followed.
   d. The members of the committee will collectively elect a chair from among the three outside members.
   e. Within five business days of their initial appointment the committee will convene and will call witnesses as needed on behalf of the student or the university. Any member of the campus community called as a witness is expected to respond openly and candidly, either in person or in writing.
   f. Both student and the faculty member have the right, but are not obligated, to meet the committee individually. Since this a non-judicial process, legal representation is not permitted.
   g. The committee is responsible to maintain minutes of their meetings and all supporting documentation.
   h. The committee will review all the evidence, including witness testimony, and make a decision within 10 business days of being appointed. That decision is communicated to the dean, along with copies of all minutes and supporting documentation with 48 hours of the decision.
   i. The dean will notify the student and faculty member of the final decision (and possible remedies as appropriate) along with the department chair within 48 hours of receiving the decision.

http://catalog.olivet.edu/content.php?catoid=5&navoid=283#grievance-policy
j. This decision is final. If either party believes that due process was not followed, they may appeal, in writing, to the dean of the school or college for the specific discipline within seven business days.
   i. The dean will review all relevant documentation, including the committee’s minutes, to determine if both parties were provided due process within five business days.
   ii. If the dean determines that due process was not violated, the committee’s decision stands. The decision may not be appealed to the Vice President for Academic Affairs, the President, or the Board of Trustees.
   iii. If the dean determines that due process was violated, a new committee will be appointed within 48 hours of the determination.

k. Note: In rare instances, the dean may be the faculty member involved. In such cases, the Vice President for Academic Affairs will appoint a dean from another school or college to oversee the appeal process.

**Student Complaints**

If a student has a serious complaint, please see [http://www.olivet.edu/federal-disclosures/](http://www.olivet.edu/federal-disclosures/) to view our student complaint policy. Direct link [https://www.olivet.edu/sites/default/files/pdf/Student-Complaint-Policy-revised_9.30.2015.pdf](https://www.olivet.edu/sites/default/files/pdf/Student-Complaint-Policy-revised_9.30.2015.pdf)  Per federal and state regulations, if you have exhausted all attempts to resolve the matter with the University, you may register a formal complaint with the Illinois Board of Higher Education (IBHE) at [http://complaints.ibhe.org/](http://complaints.ibhe.org/).
Complaints Against Accredited Programs
Required Element 10.2h

POLICY:

For complaints that have been lodged against the DPD program at Olivet Nazarene University and have yet to be resolved after following the procedure outlined in DPD Grievance Policy, Required Element 10.2g. Any individual, for example, student, faculty, nutrition and dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND by following the steps listed under procedure.

PROCEDURE:

Review the 13 steps that outline the procedure for filing complaints against accredited programs. The steps can be found in section 2.9 p. 55 of the ACEND handbook or by clicking on the link.


When filing the actual complaint click on the link below for form access and complete the Complaint Investigation Request in its entirety, sign and email to ACENDReports@eatright.org or mail to: Accreditation Council for Education in Nutrition and Dietetics(ACEND)/120 South Riverside Plaza, Suite 2190/Chicago, IL 60606-6995


Signature ____________________________
Dr. Catherine Anstrom
Dietetic Program Director
Title

Reviewed 9/19/2017
Policy Title

Assessment of Prior Learning and Credit Toward Program Requirements
Required Element 10.2i

POLICY:
The DPD program and the Registrar’s office at Olivet Nazarene University will assess prior class work completed at other universities. Similar course work completed within this university will also be considered when a student changes their major to dietetics.

PROCEDURE:

• Students will submit transcripts to Olivet’s Registrar’s office for the purpose of evaluation and acceptance in the case of transfer from other universities.

• Up to 68 credit hours can be transferred into the university as stated in the university catalog, condition #3. http://catalog.olivet.edu/content.php?catoid=5&navoid=282#Admissions_Process_for_Transfer_Students

• In the case that these courses are required core DPD courses the Program Director will also review and evaluate the transcript.

• In the case of a change of major within the university to dietetics, the Program Director will review completed similar courses for acceptance. Once a course is accepted the student will be instructed to petition the university’s committee of academic standards for final approval. This form is obtained from the registrar office, completed by the student, submitted to the Program Director for a statement of support and submitted to the committee. A copy of this form is provided to the student and one is kept in the student file. The student is instructed to inform the program director/academic advisor of the final decision of the academic standards committee.
POLICY AND PROCEDURE MANUAL

Didactic Program in Dietetics (DPD)

Policy Title

Formal Assessment of Student Learning

Required Element 10.2j

POLICY: Formal assessment of student learning and regular reports of performance and progress at specified intervals throughout the program, such as within and at the conclusion of any given course, unit, segment or rotation of a planned learning experience.

PROCEDURE:

It is the role of the course instructor to formally assess each student’s progress of course work and post the progress in the form of grades and when appropriate comments to Canvas for student review.

Informal assessment of course work through graded exams, quizzes, papers, projects, discussion, attendance and other means of participation and assignments will culminate to midterm and final formal assessment reports.

In order to support the student in their efforts to maintain a GPA of 3.0 or greater, any assignment receiving a grade of less than 85% in core required dietetic courses will require the student to follow the steps in Policy 10.2 k, Dietetic Program Retention and Remediation. If steps taken in this policy does not show an improved outcome the student may be referred to the Learning Development Center http://catalog.olivet.edu/content.php?catoid=5&navoid=283#Learning_Development_Center or the Academic Coaching Center https://www.olivet.edu/academic-coaching-center for tutoring. In some cases as with required Chemistry/Biology courses students are advised to attend study groups led by Chemistry/Biology T.A’s and/or arrange for a tutor regardless of grades.

In the case where a student needs disability support. The university has student disability support services. All course syllabi will contain the following information.

It is the policy of Olivet Nazarene University to accommodate students with disabilities in accordance with federal and state laws. Undergraduate students with documented disabilities should notify Dr. Sue Rattin, assessment and learning support services director (Burke 117), to request course accommodations. The Learning Development Center (Benner 015) will coordinate accommodations for students with disabilities who are approved for services.

This action must be completed within the first three weeks of the semester by the student. Once accommodations are approved it is the student’s responsibility to inform the instructor immediately. (All actions to acquire accommodations must be communicated to the instructor within the first three weeks of the semester).

Dr. Catherine Anstrom

Signature

Dietetic Program Director

Title

Reviewed 9/2017
Policy Title
Didactic Program Retention and Remediation Procedures
Required Element 10.2k

POLICY: Students must have access to remedial instruction such as tutorial support. Benchmarks for KRDN’s have been increased from 80 to 85%. Should a dietetic student not meet the 85% benchmark for an assignment/examination in a core required dietetic course housed in the Family and Consumer Science Department the following two actions will occur. For required dietetic courses that are

PROCEDURE:
1. Students receiving a grade on an assignment/examination for a core required dietetic course housed in the Family and Consumer Science Department that falls below an 85% will be required to:
   a. Write a reflection that includes the following components:
      i. Time spend in preparing the assignment/studying for the exam
      ii. Understanding of the material in question
      iii. Student plan for self-improvement. Students will identify resources needed to meet the standard of 85% on subsequent assignments.
   b. This reflection will be turned into the instructor for review
2. Students receiving a grade on an assignment/examination for a core required dietetic course housed in the Family and Consumer Science Department that falls below an 85% for a second time will be required to:
   a. Meeting with the instructor face to face to discuss the plan for improvement. The plan may include, but not limited to, attending a study group or individual tutoring through the Academic Coaching Center (https://www.olivet.edu/academic-support).
   b. Should a student’s course grade be affected, meaning that the student receives a grade below a C the student will have to repeat the course.

Dr. Catherine Anstrom
Signature
Dietetic Program Director
Title

Reviewed 9/19/2017
Dietetic Program Retention and Remediation form
Required Element 10.2k Policy and Procedure

Remediation Plan for ________________________

Date started: ____________

Date reviewed: ____________

Written reflection contains the following information:
✓ Time spent in preparing the assignment/studying for exam
  Instructor comments:

✓ Student demonstrates an understanding of the material in question
  Instructor comments:

✓ Identified resources need to improve/meet the standard of 85%.
  Instructor comments:

Face to face meeting:
Date: __________________
Time: __________________
Discussion comments:

Student signature: __________________________________

Faculty signature: _________________________________
Disciplinary/Termination from the Dietetics Program
Required Element 10.2L

POLICY: A student who is academically dismissed from the University will be dismissed automatically from the dietetic program.

PROCEDURE: According to the Registrar’s Office a student’s presence can be terminated at the university for the following:

- Repeated violations of the academic integrity policy, or an egregious and flagrant violation of any campus regulation.

- Not meeting scholarship requirements
  - [http://catalog.olivet.edu/content.php?catoid=5&navoid=283#Scholarship_Requirements](http://catalog.olivet.edu/content.php?catoid=5&navoid=283#Scholarship_Requirements)

- Sexual misconduct policy under Title IX.
  - The title IX policy has moved: The full page is located at: [https://www.olivet.edu/title-ix-compliance-and-services](https://www.olivet.edu/title-ix-compliance-and-services) and the link to the specific document about investigation procedures is available on that page or directly at the following link. [https://www.olivet.edu/sites/default/files/pdf/Investigation-Procedures.pdf](https://www.olivet.edu/sites/default/files/pdf/Investigation-Procedures.pdf)

Students can also be removed from accredited programs for not meeting DPD program standards but, that does not result in dismissal from the university, simply from the program in question.

Upon being accepted into the Dietetic Program at Olivet the student will be required to join the Academy of Nutrition and Dietetics. This is a requirement of FACS 101, FACS 232, FACS 438, FACS 439 and FACS 490 (Dietetic Senior Seminar). With this membership comes the responsibility of the student to abide by the Academy of Nutrition and Dietetic Code of Ethics. Should a student breech any of the 19 points of the code they will be subject to removal from the program with the possibility of sanctions from the Academy of Nutrition and Dietetics (AND).

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Dr. Catherine Anstrom
Signature
Dietetic Program Director
Title

Reviewed 9/2017
Policy Title: Graduation/DPD Program Completion Requirements/Required Element 10.2m

POLICY:
Students complete a Didactic Program in Dietetics and receive a Verification Statement. The Verification Statement is provided by the DPD Director upon proof of program completion, including graduation with a Bachelor of Science or Bachelor of Arts in Dietetics. The Olivet graduation requirements for dietetics, which are the same for obtaining the Verification Statement from Olivet, are stated in the catalog and listed below. See Policy and Procedure Required Element 10.2n.

The DPD is planned to be completed in eight semesters with a full course load (12-18 hours, See the 4-year plan). The program may take longer than eight semesters for some transfer students, students not following the DPD schedule, students taking less than a full course load, or students choosing to complete a second major or additional minor(s). Students meet with academic advisors twice/year, in November and March to review their program plans for any adjustments that may be needed to support a student in program completion/graduation. This same process will hold true for students completing the DPD beyond the 150% standard (4-year completion is considered 100%; a 6 year timeframe is considered 150% of the standard completion time).

The dietetic major allows the option for a chemistry minor/see student handbook. A student may consider additional majors or minors to compliment the DPD program and his/her career goals. Neither a second major or additional minors are required for completion of the DPD program at Olivet. Students may link to the DPD list of required courses via the university website http://web.olivet.edu/reg/pdf/DIET.pdf

PROCEDURE: The following general requirements apply to all bachelor's degrees:
1. A minimum of 128 semester hours of credit;
2. A minimum grade point average of 2.0 (“C”); DPD students are required to achieve a grade of “C” or better in any course listed in FACS, BIOL and CHEM. Policies regarding repeating courses are listed in the catalog http://catalog.olivet.edu/content.php?catoid=5&navoid=283#Grading_Course_Repeat_Policy. Students facing hardship related to this graduation requirement may petition to the Academic Standards Committee that the requirement be waived. In either case, a Verification Statement of DPD completion will be provided to the graduate if all other graduation requirements are met.
3. A minimum of 40 hours of credit in upper-division courses (courses numbered 300 or above);
4. Completion of the general education studies of 45-58 hours; it should be noted that the DPD general education requirement hours range from 36 to 39 to 41 dependent on student choice in terms of intercultural credit courses.
5. Completion of a major program of study as specified by the College, School, or Department in which the major is taken or the major in General Studies described later;
6. Completion of supporting courses as specified by the major department;
7. The student taking the Bachelor of Arts degree must complete foreign language in the general education requirements.
8. Participation in the senior outcomes testing programs in general education and as may be specified by the major department.
9. The student must file an application for the degree with the Registrar six months prior to the expected date of graduation.
10. Students may participate in commencement as August graduates only if they are within 12 hours of graduation by the end of the spring semester, and have filed a plan of studies with the Registrar by April 1.

Clarification Note: All FACS courses and required BIOL and CHEM courses must be completed with a grade of “C” or better to receive a verification statement as evidence of successful completion of the DPD program. A grade of C- or less does not prohibit a student from graduation from this university. Although FACS, BIOL, and CHEM courses will be repeated if a grade of C- or below is assigned. With the consent of the Chairman of the department in which the course is offered, a student is permitted to retake once a course in which a grade of “C-,” “D+,” “D,” or “D-” was earned, with the higher of the two grades to count in determining the cumulative grade point average. These privileges apply only to courses repeated at Olivet.
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<th>Dr. Catherine Ansrom</th>
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<tr>
<td>Signature</td>
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<td>Dietetic Program Director</td>
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Policy Title
Receiving Verification Statements Upon DPD Program Completion

Required Element 10.2n

POLICY:
A Verification Statement is a form supplied and completed by the Program Director. Only forms with original signatures are valid. The Program Director will provide these forms to the DPD graduate only after confirmation of program requirements by the Registrar at Olivet Nazarene University. To receive a Verification Statement from Olivet Nazarene University, a student must meet the following criteria:

- Achieve a grade of C or higher in all FACS and science courses
- Abide by the General Requirements for Graduation
  http://catalog.olivet.edu/content.php?catoid=5&navoid=283#General_Requirements_for_Graduation
- Abide by the Code of Ethics set by the Academy of Nutrition and Dietetics
  http://www.eatrightpro.org/~media/eatrightpro%20files/career/code%20of%20ethics/codeofethicsdieteticsresources.ashx

DPD students that follows all program policies and procedures and completes the DPD academic program requirements will be eligible to receive a Verification statement signed by the Dietetic Program Director.

PROCEDURE:
Once students have completed the DPD they will request an official transcript from the office of the registrar be sent to the Dietetic Program Director. This request for official transcripts should not occur before the date of graduation, but soon thereafter. The official transcript will have the date of program completion listed.

Once the Program Director receives the official transcript from the office of the registrar, complete with the finish date, a minimum of six signed copies of the verification form will be available for the student.

These copies along with the instruction sheet will be mailed to the designated address given to the DPD director by the student.

Clarification Note:
All FACS courses and required BIOL and CHEM courses must be completed with a grade of “C” or better to receive a verification statement as evidence of successful completion of the DPD program. A grade of C- or less does not prohibit a student from graduation from this university. Although FACS, BIOL, and CHEM courses will be repeated if a grade of C- or below is assigned.

Catherine Anstrom
Signature
_Dietetic Program Director_
Title

Reviewed
1/2015, 1/2016
Didactic Program in Dietetics (DPD)

Policy Title
Distance Instruction/Online Testing
Required Element 10.2O

POLICY: Programs using distance instruction and/or online testing must employ strategies to verify the identity of a student.

PROCEDURE/Strategies to identify the ID of the student:
The current information delivery system for Olivet Nazarene University is Canvas. Students must use their login username and password to access the Canvas system. The following information is retrieved from the 2017/2018 Student Handbook: https://www.olivet.edu/sites/default/files/pdf/ULH_2017-2018_081817.pdf.

Access to ONUnet is a privilege and may be revoked at any time. It is provided as a resource to the Olivet community. Access to ONUnet is restricted to authorized users, which is defined as an individual who has been assigned a username and password by Information Technology staff, or by any agent authorized by the Administrative Team. The use of ONUnet may be revoked at any time, with or without notice, for any violation of the Policy, including, but not limited to, misuse, abuse, infringement of third-party intellectual property rights, exceeding authorized access or vandalism to any system. This policy applies to networks and resources outside the University that access ONUnet via the internet. Network or resource providers outside the University may, in turn, impose additional conditions of appropriate use which the user should observe when using those resources.

Disciplinary Actions: Violation of the Information Technology Policies may result in suspension of the user’s network access, network account or email account. Removing network access for the violator may also remove access for the entire room or apartment. Upon suspending the user’s access, Information Technology will notify both the user and the Office of Student Development. The notice will state which policies were violated and the next course of action. The user must respond to the letter within 24 hours. Suggested disciplinary actions include one or more of the following:

- Community service
- Fines or restitution equal to technician’s time
- Criminal or civil prosecution
- Notification to parents, authorities
- or chairs of academic departments
- Counseling
- Dismissal from the University

For further information concerning IT policies go to http://it.olivet.edu/about/it-policies

Signature
Dr. Catherine Anstrom
Title

Reviewed 9/2017
Policy Title
Withdrawal and Refund of Tuition and Fees
Required Element 10.2P

POLICY: According to the University Catalog: A student who desires to officially withdraw from all courses in a given semester must do so before the beginning of final examinations. Once final examinations have begun, a student may not withdraw from that semester unless documented emergency or medical reasons merit an exception being approved by the Vice President for Academic Affairs.

PROCEDURE:
Please see the university catalog for content addressing withdrawal and refunding of tuition and fees.
For refunding of tuition and fees:
http://catalog.olivet.edu/content.php?catoid=5&navoid=312#Withdrawals_and_Course_Drops
For withdrawal:
http://catalog.olivet.edu/content.php?catoid=5&navoid=283#Withdrawal_From_the_University

Dr. Catherine Ansrom
Signature
Dietetic Program Director
Title

Reviewed 9/2017
Policy Title
Program Schedule, Vacations, Holidays, and Leaves of Absence
Required Element 10.2Q

POLICY:
Students are expected to adhere to the University calendar that is published in the student handbook. Students are expected to attend class based on the calendar and the course syllabus calendar, any discrepancies or unplanned absences need to be discussed with the course instructor and it appropriate approved by the program director. Should a student leave the dietetic program for any reason, through graduation prior to the completion of dietetic requirements, change of major, or withdrawal from the University, students must repeat the application process to be readmitted into the dietetic program. Click on the link and scroll to Additional Information.

Should a student take a leave of absence and leave the program in good standing (meeting/maintaining DPD program criteria) they will be permitted to continue the program upon return. The reason may be but not limited to illness, family illness, or financial issues.

PROCEDURE:
For University schedule, vacations, holidays see the student handbook

For a leave of absence:
The student should contact the program director with the plan of return
The program may request documentation for the leave, i.e. a physician’s note
If appropriate course work will be reviewed for recency (if a student has been gone for 5 years or more, they may be required to retake core dietetic courses).
The dietetic faculty will meet with the student to review/revise their academic plan for program completion.

Dr. Catherine Ansrom
Signature
Dietetic Program Director
Title

Reviewed 9/2017
POLICY:
Olivet Nazarene University maintains various student records to document academic progress and to record interactions with University faculty, staff, and officials. To protect the students’ rights to privacy and to conform with the Family Educational Rights and Privacy Act (FERPA), the University has established policy for handling student records and the information contained in those records. See link under protection of privacy of information; Federal Disclosure Notices-FERPA.

Dietetic student information will be held in the strictest confidence. In the case that information must be shared with health care facilities as a requirement for the student to complete practicum hours the instructor will communicate with students what documented evidence is needed.

PROCEDURE:
1. For University policy to address protection of privacy of information; Federal Disclosure Notices-FERPA, found in the university website; https://www.olivet.edu/sites/default/files/pdf/C-5-Olivet-FERPAPolicy.pdf

2. Specific to the dietetic program, in the case of Medical Nutrition Therapy II, students will give permission to the instructor to obtain immunization records (MMR) from the University database Colleague. Students give consent when they provide the instructor with the following information: completed criminal background check forms, documented evidence (insurance card) that the student is covered by health insurance, documented evidence for a negative TB test (step one or step two as appropriate), flu shot, varicella titer or evidence of chicken pox, urine drug screen.

3. The instructor will provide the originals to the assigned health care facility and keep a copy to place in the student file.

Dr. Catherine Ansrom
Signature
Dietetic Program Director
Title
Reviewed 9/2017
Student Access to Personal Files within the DPD Program
Required Element 10.2s

POLICY:
Students will have full access to all information contained within their personal files held in the Faculty Advisor’s office.

PROCEDURE:
Students wanting to review their personal DPD files are able to do so. Students must follow the listed steps:

- Call or email the Faculty Advisor requesting an appointment to review their personal files.
- Appointments can be made Tuesday through Thursday during the academic calendar year (while classes are in session).
- The request should be made at least 24 hours prior to the appointed time.
- Upon confirmation the appointment will be honored.
- The Faculty Advisor will do all that can be done to honor the appointment. In the exceptional case that the appointment must be rescheduled, the Faculty Advisor will contact the student. Likewise if the student wishes to cancel or reschedule the appointment it is expected the student will call the Faculty Advisor to reschedule.
- In the case of a no show, it is the responsibility of the student to contact the Faculty Advisor to initiate the rescheduling procedure.
Policy Title
Access to Student Support Services
Required Element 10.2T

POLICY:
Olivet Nazarene University provides access to multiple services for students among those are health services, counseling and testing services and financial aid resources. These services are available in order to support students during their academic years at Olivet.

PROCEDURE:
The following links are provided to take the reader to University Policy and Procedure:


Testing [Advanced Placement] University Catalog: [http://catalog.olivet.edu/content.php?catoid=5&navoid=282#Waivers_and_Advanced_Placement_by_Examination](http://catalog.olivet.edu/content.php?catoid=5&navoid=282#Waivers_and_Advanced_Placement_by_Examination)
Dietetic Student Practicum Confidentially Policy

POLICY: Dietetic students that come into contact with individually identifiable health information as defined by the United States Department of Health & Human Services secondary to a practicum assignment will treat this information confidentially. The Dietetic Student Practicum Confidentially Policy is informed by the American Dietetic Association Code of Ethics 2009 as well as the United States Department of Health & Human Services. In keeping with confidentiality the student accepts the American Dietetic Association (ADA) value of Integrity and acts ethically with accountability for life-long learning and commitment to excellence.

PROCEDURE:
1. Students will be responsible to de-identify any individually identifiable health information that they come in contact with during the completion of assignments requiring the review of patient medical charts within a healthcare facility.
2. De-identifying individually identifiable health information includes removing:
   a. Names
   b. Addresses, street, city, state, zip codes.
   c. Dates (except the year) directly relating to the individual, admission, discharge, date of death,
   d. Telephone numbers
   e. Fax numbers
   f. Electronic mailing addresses (email), URL’s, internet protocol (IP),
   g. Social Security numbers
   h. Medical record numbers
   i. Health Plan Beneficiary numbers
   j. Account numbers
   k. Certificate/license
   l. Biometric identifiers, finger prints, full face photographic images
3. Students will not leave any practicum facility with any patient individually identifiable health information.
4. Student assignments containing patient individually identifiable health information will receive a 0 for the assignment and will not be allowed to return to the facility. This will necessitate the student completing paper pencil case studies for a lesser point value.

Students provide evidence of understanding of the following Code of Ethic Principles as they relate to confidentiality with individually identifiable health information.

Fundamental Principles
1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

Responsibilities to the Public
3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.
   a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
   b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
   c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

Responsibilities to Clients
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
Policy Title

DPD Curricular Review

POLICY: A curricular review will be conducted in the event of a University Policy requirement, a change in ACEND standards, and updates to Nutritional standards (i.e. Dietary Guidelines for Americans) or other changes that would necessitate a review.

PROCEDURE:
1. Each dietetic faculty member reviews courses they are responsible for during the development or update of course syllabi.
2. Changes to course content can be made at the discretion of the faculty member to align content with changes in nutrition standards.
3. Major curricular changes, i.e., adding or dropping a dietetic core course, adding or subtracting practicum/experiential hours, changing program admission criteria will follow university protocol, being presented and approved via, the department, school, full faculty, and academic affairs as required or appropriate.
4. Presented to the dietetic advisory board for review prior to the university approval process with final changes communicated to this group.
5. Presented to the DPD students.

Dr. Catherine Ansrom

Signature

Dietetic Program Director

Title

Reviewed 9/19/2017
Recency of Education

POLICY:

It is the policy of the Didactic Program in Dietetics (DPD) at Olivet Nazarene University for the DPD faculty to review along with the University Registrar's office previously completed coursework. Only coursework that is considered both equivalent and current will be accepted. Recency is defined through the procedures.

PROCEDURE:

1. The University's Registrar utilizes guidelines established by other departments to determine equivalency of related coursework on transcripts of prospective nutrition students.

2. The University's Registrar works with the DPD faculty in the evaluation of equivalency of nutrition coursework.

3. All courses must have been completed with a grade of a C or higher.

4. A successful pass score on an Advanced Placement (AP) or CLEP exam is accepted as meeting the related DPD coursework. There is no limit to the number of AP or CLEP tests that may be applied towards the relevant coursework.

5. The University's Registrar and the DPD faculty are to utilize the following guidelines when determining recency of coursework. Even if a course is deemed equivalent by content, if it was not taken within the acceptable term limits, it is not to be accepted.

6. Courses with no time limit at term of entry:
   a. All courses* listed under the Predietetic designation including:
      a. Christian Scriptures II (BLIT 303)
      b. Christian Faith (THEO 404)
      c. Intercultural course elective (student choice)

*The exception is FACS 126 Nutrition Health and Fitness. This course cannot be older than 5 years.
7. Courses with a 5 year time limit at term of entry: Core Dietetic courses
   a. Nutrition Health and Fitness (FACS 126)
   b. Nutrition Assessment (FACS 232)
   c. Food Preparation (FACS 230)
   d. Food Science (FACS 231)
   e. Community Nutrition (FACS 330)
   f. World Food Problems (FACS 335)
   g. Quantity Foods (FACS 337)
   h. Nutrition Education and Counseling (FACS 380)
   i. Research in Dietetics (FACS 398)
   j. Food Systems Management (FACS 455)
   k. Medical Nutrition Therapy I & II with lab (FACS 438 & 439)

8. Courses with a 7 year time limit at term of entry:
   a. Biochemistry with lab (BIOL 335)
   b. Principles of Marketing (BSNS 253)
   c. Basic Methods and Statistics (PSYC 331)

Defer to the DPD faculty for special evaluation
   a. Professional Issues and Actions (FACS 498)
   b. Senior Seminar in Dietetics (FACS 490)
   c. Sanitation certificate must be current for admission to program
DPD Written Affiliation Agreements

POLICY: The DPD program shall seek and maintain written affiliation agreements for those facilities providing experiential learning hours to meet student learning outcomes. This policy will address selection, evaluation, adequacy and appropriateness of facilities. This policy is specific to courses that require experiential learning hours, e.g., FACS 330 Community Nutrition, FACS Quantity Foods, and FACS 439 MNT II.

The DPD program has affiliation agreements for the following facilities.
1. Presence Saint Mary – FACS 439 Medical Nutrition Therapy II
2. Presence Saint Joseph - FACS 439 Medical Nutrition Therapy II
3. Riverside Medical Center - FACS 439 Medical Nutrition Therapy II
4. Kankakee County Health Department WIC – FACS 330 Community Nutrition

Affiliation agreements pending
5. Silver Cross - FACS 439 Medical Nutrition Therapy II

Sites where affiliation agreements are not needed per the facility
6. Manteno Veteran’s Home - FACS 439 Medical Nutrition Therapy II -
7. DaVita - FACS 439 Medical Nutrition Therapy II. An affiliation agreement is not needed unless a student spends more than 1-day at the facility.
8. Sodexo Campus food service – this site is a part of the university’s/program organization.
9. Instructor selected community sites where limited time is spent e.g., community health fair.

PROCEDURE: Obtaining affiliation agreements
1. The DPD director contacts the department with in the facility where the students will complete the experiential learning hours. Once an agreement has been reached with staff that will allow the students to complete the assigned hours the DPD director will contact the appropriate department to request a written affiliation agreement.
2. Once the facility sends the agreement, the DPD director will review the document, and obtain the required signatures and return the document to the facility.
3. If when the document is received it contains the required facility signatures, then the DPD director will obtain required university signatures and make a copy for the DPD program file and scan to place the electronic document in a file in the I-drive and send the original back to the facility.
4. Affiliation status is reviewed each spring semester.

PROCEDURE: Facility appropriateness, adequacy, selection, and evaluation
1. Facilities are deemed appropriate based on assignment requirements and student learning outcomes. Each facility is provided with assignments and student learning outcomes
2. Facilities are deemed adequate for student supervision for experiential learning if they are able to (a) assign an appropriate patient, (b) review the EMR with the student, (c) supervise the student while the student obtains a 24 hour recall, (d) can answer student questions concerning the patient and their health condition, and (e) observe client’s assessments both individual and group settings. Number of students assigned to each facility is based on staff availability.
3. Facilities are selected based on their ability to meet the assignment objectives and requirements as well as student learning outcomes.
4. Facility evaluation is completed via student evaluation forms as appropriate or reflections.

Catherine Anstrom
Dietetic Program Director
Signature
Title

Reviewed