

**Olivet Nazarene University's
Didactic Program in Dietetics
Student Manual
2023-2024**



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 nmdewalt@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 three majors in the Department of Family and Consumer Sciences. The Department of Family and Consumer Sciences is housed in the College of Professional Studies. 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 completed the Self-study document and submitted January 3rd, 2018. The program hosted the reviewers for the accreditation site visit March 17th – 20th, 2018. A letter was received February 8, 2019 from the Accreditation Council for Education in Nutrition and Dietetics (ACEND) that during it January 23-25, 2019 meeting, the ACEND Board voted to continue full accreditation of our program for a term of seven years ending June 30, 2026. Accreditation is granted for a Didactic Program in Dietetics at the baccalaureate level for a maximum enrollment of 12 third- and 12 fourth-year students.

In a letter from ACEND dated May 4, 2020 Olivet's Didactic Program in Dietetics accreditation term was extended one year. The program's new accreditation term end date is June 30, 2027 and the next site visit will occur January-June 2026. This change is due to the long term implications of COVID-19 on the accreditation process. Reviewers may not be able to travel to sites to complete the accreditation process for those programs scheduled for a site visit in 2020. The extension will not impact the length of Olivet Nazarene University's DPD program's next seven year accreditation term.

ACEND of The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606, (312) 899-0040, ext. 5400. <https://www.eatrightpro.org/acend>.

ACEND Required Credentialing Information

All ACEND accredited programs leading to the registered dietitian nutritionist (RDN) credential must notify prospective and current students about the requirements to become an RDN which includes the Commission on Dietetic Registration's (CDR) requirement for a minimum of a master's degree to take the credentialing exam for registered dietitians beginning on January 1, 2024. Please see statement below.

"Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before **12:00 midnight Central Time, December 31, 2023**. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited [program type] program at [Institution name] are eligible to [apply to an ACEND-accredited supervised practice program/apply to take the CDR credentialing exam to become an RDN].

In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements <https://www.cdrnet.org/LicensureMap>. For more information about educational pathways to become a RDN". <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students>

The Missions

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

The mission of the didactic program in dietetics is to prepare students to become entry-level registered dietitian nutritionists (RDN's) 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 arts 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 four 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.

This theme statement is based on the New Testament scripture, I Corinthians 12:12-13, 27-31.

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.

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 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/Reviewed 2022 standard)
2. Of program graduates who apply to a supervised practice program, at least sixty percent (60%) are admitted within 12 months of graduation. (Revised 2022 standard)
3. Eighty percent (80%) of program graduates completing a Supervised Practice Program (SPP) will achieve a satisfactory rating (≥ 3 ; average for entry level) from their graduate program or employment within 12 months of graduation. (Revised 2022 standard)
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/Reviewed 2022 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/Reviewed 2022 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. Fifty percent (50%) of junior/senior DPD majors will hold membership in a professional organization.
2. 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.
3. 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)

Students complete the DPD and receive a Verification Statement. The Verification Statement is provided by the DPD Director upon proof of program completion, including graduation with a BS or BA in Dietetics. The Olivet graduation requirements for dietetics, which are the same for obtaining the Verification Statement from Olivet, are stated within the Student Manual.

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, work experience and leadership qualities are considered. <https://www.eatrightpro.org/acend/students-and-advancing-education/students-and-advancing-education-intro>

Students must complete a SPP after completion of the DPD requirements.

Upon completion of the SPP, the student must take and pass the Registration Exam for Dietitians given by the Commission on Dietetic Registration (CDR). *At this step, the RDN credential is earned. See DI director & state regulatory agency for further licensure details.*

Graduation Requirements

The following general requirements apply to all bachelor's degrees: (Fall of 2023)

1. A minimum of 120 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 (https://catalog.olivet.edu/content.php?catoid=8&navoid=472#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. Students on the **2020 or newer** catalog need 30 hours of upper division and 120 total hours. They are also required to have a 2.000 cumulative GPA, 2.000 institutional GPA, 2.000 in their major and 2.000 in their minor, unless specified differently by the department (i.e. nursing & education).
4. Students on **2019 or previous** catalogs need 40 hours of upper division and 128 total hours, as well as a 2.000 cumulative GPA.

5. Completion of the general education requirements for the respective degree; the student pursuing a Bachelor of Arts degree must complete foreign language;
6. Completion of a major program of study as specified by the program's College, School, or Department;
7. Completion of supporting courses as specified by the major department;
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 9 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 equal 36.

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, using 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 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:

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

- Students apply to the dietetic program and admission will be based on the following criteria:
 3. Completed pre-determined coursework
 4. Minimum GPA of 3.0
 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/PREDIETETICS/DIETETICS MAJOR & CHEMISTRY MINOR

Freshman Fall PREDIETETICS	Credits	Grade	Freshman Spring PREDIETETICS	Credits	Grade
FACS 126 Nutrition, Health, & Fitness	3		CHEM 104 General Chemistry II	4	
BIOL 246 Anatomy & Physiology I	4		CHEM 004 Gen Chem II Lab	0	
BIOL 046 Lab Anatomy & Physiology I	0		BIOL 247 Anatomy & Physiology II	4	
CHEM 103 General Chemistry I	4		BIOL 047 Lab Anatomy & Physiology II	0	
CHEM 003 Gen Chem I Lab	0		THEO 110 Intro to Christianity	3	
ENGL 109 College Writing I	3		SOCY 120 Introduction to Sociology	3	
GNST 115 Freshman Seminar	1		MATH 103 or higher	3	
TOTAL HOURS:	15		TOTAL HOURS:	17	
Sophomore Fall PREDIETETICS	Credits	Grade	Sophomore Spring PREDIETETICS	Credits	Grade
ACCT 110 Financial Accounting	4		BLIT 210 Christian Scriptures	3	
ACCT 010 Financial Accounting Lab	0		HIST 200 Western Civilization	3	
PSYC 101 Intro to Psychology	3		ENGL 210 College Writing II (APA)	3	
CHEM 311 Organic Chemistry	5		BIOL 125 Biology I	4	
CHEM 031 Org Chem I Lab	0		BIOL 025 Biology I Lab	0	
COMM 105 Fundamentals of Communication	3		ART 100 (1.5)/MULT 100 (1.5)	3	
TOTAL HOURS:	15		TOTAL HOURS:	16	
Junior Fall	Credits	Grade	Junior Spring	Credits	Grade
FACS 230 Food Preparation	3		FACS 231 Food Science	3	
FACS 232 Nutrition Assessment	3		FACS 330 Community Nutrition	3	
FACS 370 Nutritional Biochemistry (online)	3		FACS 337 Quantity Foods	3	
PSYC 331 Basic Research/Statistics	4		FACS 380 Nutrition Education/Counseling	3	
BIOL 211 Medical Terminology	2		FACS 398 Research in Dietetics** (hybrid)	2	
			FACS 442 Lifecycle Nutrition	2	
TOTAL HOURS:	15		TOTAL HOURS:	16	
Senior Fall	Credits	Grade	Senior Spring	Credits	Grade
FACS 335 World Food Problem	3		BSNS 253 Principles of Marketing	3	
FACS 455 Food Systems Management	3		CMIN 310 Christian Living	3	
FACS 490 Senior Seminar in Dietetics	2		FACS 460 Nutrition Care Process	3	
BIOL 356 Microbiology	4		Approved Humanities Course*	3	
BIOL 056 Micro Lab	0		*see www.olivet.edu/registrar for approved list		
			(student to work with academic adviser for course selection)		
TOTAL HOURS:	12		TOTAL HOURS:	12	

ADDITIONAL PROGRAM GUIDELINES

Requirements for Admission to the Dietetics Program: <ul style="list-style-type: none"> • Grade of “C” or better in all FACS and required BIOL & CHEM courses • Cumulative GPA of 3.0 or above • Completion of all required coursework • Application / Interview • Food Safety & Sanitation Certification 	Minors Please refer to catalog and discuss any interest in minors with your advisor.
Recommended Additional Courses: <ul style="list-style-type: none"> • BIOL 330 Pathophysiology • FACS 331 Topics in Nutrition – Sports Nutrition (Fall), Eating Disorders (Spring) Online and Hybrid Courses requirements: <ul style="list-style-type: none"> • Computer • Internet (WiFi available through ONU) • Microsoft Office (available through ONU) 	**Research in Dietetic Option (see academic adviser for criteria): <ul style="list-style-type: none"> • FACS 500 Departmental Honors Research in Dietetics (4 credit hours)

**Transfer students and change of majors will have their transcripts reviewed by the Program Director and Dietetic Faculty*

Double Majors and Minors

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, English, psychology and biology. Neither a second major nor 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”.

https://catalog.olivet.edu/content.php?catoid=9&navoid=539#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, usually 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.

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 six (6) 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 six (6) 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 six (6) 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 six (6) 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, please do not contact the Registrar's office instead e-mail nmdewalt@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 order a copy of the official transcript online through the University's Registrar link online. A copy of the official transcript will be sent to the dietetic program director. Transcripts must be ordered post-graduation. The cost for this service is \$10.00 per transcript.

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 https://catalog.olivet.edu/content.php?catoid=8&navoid=521#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.
- Transportation to local facilities for required practicum hour completion. This is the responsibility of the student.
- Computer access: Students can access courses through Canvas via the ONU wireless network. Microsoft Office 365 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. In fact membership in AND is required for FACS 232 Nutrition Assessment. Student membership to the Academy of Nutrition and Dietetics (AND) is \$58.00/year and South Suburban Academy of Nutrition & Dietetics (SSAND)/Eastern Illinois Academy of Nutrition and Dietetics (EIAND) or other districts close to your home. Membership

fees for SSAND and EIAND are \$10.00 per year unless otherwise specified. Other districts could be more or less, check with your membership officer. 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.

Scholarship Opportunity

Competitive scholarship applications are available from AND, <https://www.eatrightfoundation.org/foundation/apply-for-funding/scholarships>, for the South Suburban Academy of Nutrition and Dietetics scholarship, check the website for availability <https://www.eatrightillinois.org/south-suburban-academy-of-nutrition-and-dietetics1>, 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 <https://catalog.olivet.edu/content.php?catoid=9&navoid=588>

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 490 and let the faculty person know if there is anything you want mentioned or emphasized.

Resources for the DPD Student

Benner Library

- Online Nutrition Care Manual https://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/>)
- 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
- Nasco Food Models
- Camry Model EH101 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 35 practicum hours as an undergraduate (10 hours in FACS 330, 25 hours in FACS 337).

The AND Supervised Practice Programs (internships) and Individual Supervised Practice Programs (ISPPs) require a minimum of 1000 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 increasingly 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 consists of two full-time professors. Currently, all professors teaching DPD-FACS required core courses are registered/licensed dietitians. Inquiries about the dietetics program should be directed to Nikki DeWalt, the director of the DPD program; inquiries about the department of Family and Consumer Sciences should be directed to Dr. Anne Figus, Chair.

Nikki DeWalt, M.S., R.D. L.D.N, Associate Professor

Bachelor of Science: Dietetics, Bradley University

Master of Science: Family & Consumer Sciences – Dietetics, Eastern Illinois University

Registered and Licensed Dietitian in the State of Illinois

Deb Kimberlin, Ph.D., R.D., L.D, Associate Professor

Bachelor of Science: Dietetics, Olivet Nazarene University

Master of Science: Family & Consumer Sciences-Dietetics, Eastern Illinois University

Ph.D., Health Sciences, Northern Illinois University

Registered and Licensed Dietitian in the State of Illinois

Certificate of Graduate Study in Eating Disorders and Obesity from Northern Illinois University

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 completed 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 strengths/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?

Transfer and Change of Major Students:

Transfer and Change of Major students are very important to the viability of our program. Faculty will review your transcripts for proper placement in the program. We are always excited to welcome new students into the dietetic program.

Suggestions for getting involved:

- Join the student organizations, the Student Dietetic Association (SDA), South Suburban Academy of Nutrition and Dietetics (SSAND), and The Academy of Nutrition and Dietetics (AND). Your advisor or course professors will help you become professionally engaged!
- Communicate regularly with faculty, even if you are not currently enrolled in a FACS course.

Freshman/ Sophomore Year:

You are considered a predietetic major, welcome! Here are some things for you to do to get involved.

- You will be completing your general education courses as a foundation for your core dietetic courses.
- Join the Student Dietetic Association (SDA) and attend the meetings. There are many opportunities to become active in nutrition related campus activities.
- Become an officer in SDA again, there are many opportunities for leadership development.
- Have regular conversations with dietetic majors (Juniors and Seniors).
- During your first year at Olivet you will have the chance to be mentored by an upper class dietetic major. Take every opportunity to learn from them.
- Join the professional organizations; The Academy of Nutrition of Dietetics (AND) and The South Suburban Academy of Nutrition and Dietetics (SSAND).

- Attend professional meetings and conferences with your dietetic faculty.

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

- GPA 3.0 or above
- Completion of required coursework
- Application/ Interview
- 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: The following information was current as of May 24, 2022. Updates are pending.

- It is strongly recommended that you schedule and take the GRE.
- Enroll in FACS 490
 - Internship Applications are due February 15 (however some exceptions apply – be sure to review SPP application deadline dates carefully).
 - Register with D&D digital online. Cost for this step is \$65.00.
 - Register with Dietetic Internship Centralize Application (DICA's) process. Cost for this is based on the number of applications submitted. First application is \$50.00, cost of \$25.00 for each additional application.
- Selection notification in April for Spring match and November for Fall match.
- Visit internships that you are considering applying to.

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.

Code of Ethics for the Nutrition and Dietetics Profession Effective Date: June 1, 2018

Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:
 - a. Practice using an evidence-based approach within are as of competence, continuously develop and enhance expertise, and recognize limitations.
 - b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
 - c. Assess the validity and applicability of scientific evidence without personal bias.
 - d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
 - e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
 - f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.

- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
 - h. Practice within the limits of their scope and collaborate with the inter-professional team.
2. Integrity in personal and organizational behaviors and practices (Autonomy) Nutrition and dietetics practitioners shall:
- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
 - b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
 - c. Maintain and appropriately use credentials.
 - d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
 - e. Provide accurate and truthful information in all communications.
 - f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
 - g. Document, code and bill to most accurately reflect the character and extent of delivered services.
 - h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
 - i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).
3. Professionalism (Beneficence) Nutrition and dietetics practitioners shall:
- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
 - b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
 - c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
 - d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
 - e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
 - f. Refrain from verbal/physical/emotional/sexual harassment.

- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
 - h. Communicate at an appropriate level to promote health literacy.
 - i. Contribute to the advancement and competence of others, including colleagues, students, and the public.
4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)
Nutrition and dietetics practitioners shall:
- a. Collaborate with others to reduce health disparities and protect human rights.
 - b. Promote fairness and objectivity with fair and equitable treatment.
 - c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
 - d. Promote the unique role of nutrition and dietetics practitioners.
 - e. Engage in service that benefits the community and to enhance the public's trust in the profession.
 - f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation,

socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”⁴

Evidence-based Practice:

Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations.

Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities.

Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References

- Academy of Nutrition and Dietetics. (2018). Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *Journal of Nutrition and Dietetics*, 118, 132-140.
- Academy of Nutrition and Dietetics Definition of Terms List. (June, 2017). (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017).
<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
- Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).
- Fornari A. (2015). Approaches to ethical decision-making. *Journal of Nutrition and Dietetics*, 115(1), 119-121.
- The Student Dietetic Manual was Reviewed and Revised June 2008, 2009, 2012, September 2015, 2016, 2017, 2018, 2019, 2020, 2022.

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: _____

****Print this page.** Once you have signed this form it is your responsibility to give it to the dietetic program director. This signed document will be placed in your student file as evidence of your review.

**Olivet Nazarene University's
Didactic Program in Dietetics
Policies & Procedures**



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<p style="text-align: center;"><i>Olivet Nazarene University</i> <i>POLICY AND PROCEDURE MANUAL</i></p> <p style="text-align: center;"><i>Didactic Program in Dietetics (DPD)</i></p>	<p>1st Effective Date: 8/2015</p> <p>Revised: 6/2022; 9/2023</p>
<p style="text-align: center;">Policy Title Admission Assessment Required Element (MS 9.1a)</p> <p>POLICY: Based on Academy of Nutrition and Dietetics (AND) mandate to monitor program admissions, students entering Olivet Nazarene University with the desire to obtain a Master’s degree in dietetics are admitted once admission criteria is met. The dietetic program has established the criteria listed under procedure to assess student potential for admittance and success in the program.</p> <p>PROCEDURE: Students interested in advancing from pre-dietetics into the dietetic major must complete the following criteria:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Formally scheduled twice a year, prior to pre-registration in March and November Eligible students will be contacted 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 will communicate 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. <p><i>*The DPD program adheres to Olivet Nazarene University’s Policy Against Discrimination, Harassment and Retaliation in its admission process</i></p>	
<p>_____ Signature Dietetic Program Director _____ Title</p>	<p>Reviewed 9/5/2023 _____ _____ _____</p>

Acceptance to the Dietetic Program at Olivet Nazarene University

Date: _____

Dear

Thank-you for your interest and investment of time to complete the application process for acceptance in the Olivet Nazarene University Dietetic Program. Based on the following criteria you have been Accepted/*Conditionally Accepted/Not Accepted into the Dietetic Program.

- GPA of 3.0 or higher
- Completion of require course work – listed on the dietetic 4-year plan provided to you during your first session with your advisor as a pre-dietetic major.
- Certification as a Food Safety Manager
- Completion of the application and interview process.

*Conditionally Accepted is based on a deficiency that can be corrected prior to the semester the student is to begin the Dietetic Program. Specific deficiencies will be listed for each student.

Course deficiency

Sanitation certification deficiency

Completion Plan

*Probation

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) will be addressed as follows:

- A GPA that falls below a 3.0 will be reviewed by the dietetic faculty
- students will be counseled and a remediation plan developed with the student
- Students will be placed on probationary status until they are able to repeat the course. Students will have the 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 of the dietetic courses.
- The registrar's office will be notified of a change in major for the student

In signing this document I acknowledge that I have read and understand the content and consequence.

Student Signature: _____

Faculty Signature: _____

Faculty Signature: _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Didactic Program in Dietetics (DPD)

Page No. 1 of 1

1st Effective Date 09/2008

Revised 6/17; 6/1/22; 9/2023

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 the Self-Service area of the ONU Portal 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*
- See email from Registrar's office dated April 11, 2022* attached to this policy.

Nikki DeWalt

Signature

Dietetic Program Director

Title

Reviewed

9/23

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Didactic Program in Dietetics (DPD)

Page No. 1 of 1

1st Effective Date 6/2017; 9/2023

Revised _____

Policy Title
Student Retention
Required Element 10.1c

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: Once admitted into the program:

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.

Signature
Dietetic Program Director
Title

Reviewed
6/22; 9/23 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Didactic Program in Dietetics (DPD)

Page No. 1 of 1

1st Effective Date 09/2008

Revised 6/17; 6/1/22; 9/23

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.

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.
- This information is usually given to the facility designee (education department or others as they request) 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.

Signature
Dietetic Program Director
Title

Reviewed
6/22; 9/23 _____

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 and FACS 337. 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 to 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.

_____. Nikki DeWalt
Signature
Dietetic Program Director

Reviewed
 1/2013; 2/2014; 1/2015, 1/2019; 6/22; 9/23

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 and Quantity Foods. 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.

Nikki DeWalt
Signature
Dietetic Program Director
Title

Reviewed
1/2013; 2/2014; 1/2015, 1/2019; 6/22; 9/23

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Didactic Program in Dietetics (DPD)

Page No. 1 of 1

1st Effective Date 6/2017

Revised: 6/2022; 9/2023

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). Each course will be supported by either a contract with a facility or/and 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).
 - 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, the General Manager the Head Chef and the Retail Manager (coffee shops) 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.

Signature
Dietetic Program Director
Title

Reviewed
6/22; 9/23 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Didactic Program in Dietetics (DPD)

Page No. 1 of 1

1st Effective Date 09/2008

Revised 6/17; 6/22; 9/23

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 the all 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. Anne Figus [amfigus@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, <https://catalog.olivet.edu/content.php?catoid=9&navoid=539#grievance-policy> (6/22)
- 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 I 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.

Nikki DeWalt
Signature
Dietetic Program Director
Title

Reviewed
6/22; 9/23 _____

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.

- 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 <https://www.olivet.edu/wp-content/uploads/2023/08/Student-Complaint-Policy.pdf>. The most recent link will always be available from the

<http://www.olivet.edu/federal-disclosures/>

<p style="text-align: center;"><i>Olivet Nazarene University</i> <i>POLICY AND PROCEDURE MANUAL</i></p> <p style="text-align: center;"><i>Didactic Program in Dietetics (DPD)</i></p>	<p>Page No. <u> 1 </u> of <u> 1 </u></p> <p>1st Effective Date <u> 06/2017 </u></p> <p>Revised <u> 6/2022; 9/2023 </u></p> <p>_____</p>
<p style="text-align: center;">Policy Title Complaints Against Accredited Programs Required Element 10.2h</p> <p>POLICY:</p> <p>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.</p> <p>PROCEDURE:</p> <p>Review the 13 steps that outline the procedure for filing complaints against accredited programs. The steps can be found in the link at the end of this policy.</p> <p>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</p> <p>https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint</p>	
<p>_____ Nikki DeWalt Signature Dietetic Program Director Title</p>	<p>Reviewed 6/22; 9/23 _____ _____ _____</p>

<p style="text-align: center;"><i>Olivet Nazarene University</i> <i>POLICY AND PROCEDURE MANUAL</i></p> <p style="text-align: center;"><i>Didactic Program in Dietetics (DPD)</i></p>	<p>Page No. <u> 1 </u> of <u> 1 </u></p> <p>1st Effective Date <u> 9/2008 </u></p> <p>Revised: 6/2017, 11/2017; 9/2019; 6/2022; 9/2023</p>
<p style="text-align: center;">Policy Title</p> <p style="text-align: center;">Assessment of Prior Learning and Credit Toward Program Requirements Required Element 10.2i</p> <p>POLICY:</p> <p>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.</p> <p>PROCEDURE:</p> <ul style="list-style-type: none"> • 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. • A maximum of 82 semester hours will be accepted from two-year colleges as transfer credit at Olivet. Olivet Nazarene University is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of completed Illinois-transferable general education core curriculum between participating institutions. For further information about general education requirements for transfer students, consult with Olivet’s Office of Transfer Admissions. • . https://catalog.olivet.edu/content.php?catoid=9&navoid=538#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 online, completed by the student and submitted. If needed this form will be sent to the Department Chair and the Program Director for a statement of support and submitted to the committee. It is the student’s responsibility to inform the program director/academic advisor of the final decision of the academic standards committee. 	
<p>____ Nikki DeWalt _____ Signature Dietetic Program Director Title</p>	<p>Reviewed 6/22; 9/23 _____ _____ _____</p>

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 Center for Academic Excellence <https://my.olivet.edu/lss/Pages/default.aspx> or Student Resources <https://my.olivet.edu/lss/Pages/Helpful-Resources.aspx> 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 this 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 contact Learning Support Services to request accommodations.

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).

Nikki DeWalt
Signature
Dietetic Program Director
Title

Reviewed
6/22; 9/23

Policy Title
Dietetic Program Retention and Remediation Procedures
Required Element 10.2k (9.2k)

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 outcomes based assignment* in a core required dietetic course housed in the Family and Consumer Science Department the following action will occur.

PROCEDURE:

Students receiving a grade on an outcomes based assignment 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:
Read, Reflect and Write a thorough and well thought out summary of the instructors feedback. This feedback are the comments written on student outcomes based assignments. Then include the following:
 - i. Time spend in preparing the assignment.
 - ii. Understanding of the material and expectations of the assignment in question. (Description should be specific).
 - 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 who will then determine if a student meeting is needed.

*Note: Examinations and other non-outcomes based assignments will be reviewed with students based on need and instructor discretion.

Signature
Dietetic Program Director _____
Title

Reviewed
6/22; 9/23 _____

Dietetic Program Retention and Remediation form
Required Element 10.2k Policy and Procedure
Master's Required Element 9.2k

Remediation Plan for _____

Date started: _____

Date reviewed: _____

Written reflection contains the following information:

- ✓ Write a reflection that includes the following components:
Read, Reflect and Write a thorough and well thought out summary of the instructors feedback. This feedback are the comments written on student outcomes based assignments. Then include the following:
- ✓ Time spent in preparing the outcomes based assignment
- ✓ Student demonstrates an understanding of the material in question
- ✓ Identified resources need to improve/meet the standard of 85%.

Student meeting (if applicable):

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.
 - The academic integrity policy, located in the student handbook, is at <https://www.olivet.edu/wp-content/uploads/2023/08/University-Life-Handbook.pdf> the policy is on p.12.
- Not meeting scholarship requirements
- https://catalog.olivet.edu/content.php?catoid=11&navoid=734&hl=%22scholarship+requirements%22&returnto=search#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> 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/wp-content/uploads/2023/08/Investigation-and-Resolution-Procedures-for-Allegations-of-Title-IX-Sexual-Harassment-8-14-23.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 232, FACS 460, 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 breach 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).

Nikki DeWalt
Signature
Dietetic Program Director
Title

Reviewed
6/22; 9/23 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Didactic Program in Nutrition and Dietetics (DPD)

Page No. 1 of 1

1st Effective Date 09/2008

Revised: 8/2013 8/2017, 11/2017; 9/2019; 6/2022;
9/2023

Policy Title: Graduation/DPD Program Completion Requirements/Required Element 10.2m (9.2m)

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 120 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 https://catalog.olivet.edu/content.php?catoid=9&navoid=539#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 41 - 53 hours; it should be noted that the DPD general education requirement hours are 47.
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 9 hours of graduation by the end of the spring semester, and have filed a plan of studies with the Registrar by April 1. Extenuating circumstances will be reviewed.

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.

<div>Nikki DeWalt</div> <div>Signature</div> <div>Dietetic Program Director_</div> <div>Title</div>	<div>Reviewed</div> <div>6/22; 9/23</div> <div></div> <div></div>
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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
https://catalog.olivet.edu/content.php?catoid=9&navoid=539#General_Requirements_for_Graduation
- Abide by the Code of Ethics set by the Academy of Nutrition and Dietetics <https://www.eatrightpro.org/practice/code-of-ethics/code-of-ethics-for-the-nutrition-and-dietetics-profession>

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.

Nikki DeWalt
Signature
Dietetic Program Director
Title

Reviewed
1/2015, 1/2016; 6/22; 9/23 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Didactic Program in Dietetics (DPD)

Page No. 1 of 1

1st Effective Date 09/2008

Revised 6/2017, 11/2017; 9/2019; 6/2022; 9/2023

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 2023/2024 Student Handbook

<https://www.olivet.edu/wp-content/uploads/2023/08/University-Life-Handbook.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. In addition to limited access to the network, the student may also be assigned to go through the student conduct process and be subject to any sanction as assigned by the Dean of Students' Office.

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

____ Nikki DeWalt
Signature
Dietetic Program Director
Title

Reviewed
6/22; 9/23 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Didactic Program in Dietetics (DPD)

Page No. 1 of 1

1st Effective Date 09/2008

Revised 6/2017, 11/2017; 9/2019; 6/2022;
9/2023

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 and withdrawal:

<https://catalog.olivet.edu/content.php?catoid=9&navoid=588#Withdrawals and Course Drops>

____ Nikki DeWalt _____
Signature
Dietetic Program Director
Title

Reviewed
6/22; 9/23 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Didactic Program in Dietetics (DPD)

Page No. 1 of 1

1st Effective Date 09/2008

Revised 6/2017, 11/2017; 9/2019; 6/2022;
9/2023

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.

http://catalog.olivet.edu/preview_program.php?catoid=7&poid=1625

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

<https://www.olivet.edu/wp-content/uploads/2023/08/University-Life-Handbook.pdf>

p. 4.

For a leave of absence:

1. The student should contact the program director with the plan of return
2. The program may request documentation for the leave, i.e. a physician's note
3. 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).
4. The dietetic faculty will meet with the student to review/revise their academic plan for program completion.

____ Nikki DeWalt
Signature
Dietetic Program Director
Title

Reviewed
6/22; 9/23 _____

Didactic Program in Dietetics (DPD)

Revised: 6/17; 11/17; 9/19; 6/22; 9/23

Reviewed
6/22; 9/23 _____

Policy Title

**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.

Signature
Dietetic Program Director
Title

Reviewed
6/22; 9/23 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Didactic Program in Dietetics (DPD)

Page No. 1 of 1

1st Effective Date 09/2008

Revised: 6/2017; 11/2017; 9/19; 6/22; 9/23

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:

Access to student health services. <https://www.olivet.edu/wp-content/uploads/2023/08/University-Life-Handbook.pdf> pp. 15-16 (2023-2024)

Access to student counseling: <https://www.olivet.edu/wp-content/uploads/2023/08/University-Life-Handbook.pdf> p. 15 (2023-2024)

Financial Aid: University Catalog: financial aid resources <https://catalog.olivet.edu/content.php?catoid=9&navoid=588>

Testing [Advanced Placement] University Catalog:

https://catalog.olivet.edu/content.php?catoid=9&navoid=538#Waivers_and_Advanced_Placement_by_Examination

Nikki DeWalt
Signature
Dietetic Program Director
Title

Reviewed
6/22; 9/23 _____

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Didactic Program in Dietetics (DPD)
Masters Program in Dietetics (FG)

Page No. 1 of 1

1st Effective Date 6/16

Revised 1/2019, 1/2021; 9/2023

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 Academy of Nutrition and Dietetics Code of Ethics 2018 as well as the United States Department of Health & Human Services. In keeping with confidentiality the student accepts the Academy of Nutrition and Dietetics (AND) 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*.

Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners" (Code of Ethics, 2018 para 4). By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code (Code of Ethics, 2018, Preamble).

Students will also follow the guidelines under Non-maleficence, Autonomy, Beneficence, and Justice to ensure that treatment of colleagues, and the public individuals and entities with whom we work is ethically posed.

<p>_____ Nikki DeWalt Signature Dietetic Program Director</p>	<p>Reviewed 1/2019, 1/2021; 9/2023 _____ _____ _____</p>
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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.

Nikki DeWalt
Signature
Dietetic Program Director

Reviewed
9/2017; 9/2019; 6/2022; 9/2023

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Didactic Program in Dietetics (DPD)

Page No. 1 of 1

1st Effective Date 08/2017

Revised: 5/24/2021; 6/1/2022; 9/2023

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 (BLIT 210)
 - b. Christian Living (CMIN 310)

* The exception is FACS 126 Nutrition Health and Fitness. This course cannot be older than 5 years.

Nikki DeWalt

Signature

Dietetic Program Director

Title

Reviewed

6/22; 9/23

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. Life Cycle Nutrition (FACS 442)
- l. Nutrition Care Process (Medical Nutrition Therapy Courses) (FACS 460)

8. Courses with a 7 year time limit at term of entry:

- a. Biochemistry with lab (FACS 370)
- b. Principles of Marketing (BSNS 253)
- c. Basic Methods and Statistics (PSYC 331)

Defer to the DPD faculty for special evaluation

- a. Senior Seminar in Dietetics (FACS 490)
- b. Sanitation certificate must be current for admission to program
- c. Medical Terminology (BIOL 211)

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

Didactic Program in Dietetics (DPD)

Page No. 1 of 1

1st Effective Date 12/17/17

Revised: 6/1/2022; 9/2023

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, and FACS Quantity Foods. The DPD program has affiliation agreements for the following facilities.

1. Kankakee County Health Department WIC – FACS 330 Community Nutrition

Sites where affiliation agreements are not needed per the facility

2. Sodexo Campus food service – this site is a part of the university's/program organization.
3. 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 that 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 selected based on their ability to meet the assignment objectives and requirements as well as student learning outcomes.
3. Facility evaluation is completed via student evaluation forms as appropriate or reflections.

Nikki DeWalt

Signature

Dietetic Program Director

Title

Reviewed

6/22; 9/23

Olivet Nazarene University
POLICY AND PROCEDURE MANUAL

DPD program Nutrition and Dietetics

1st Effective Date: 9/2022

Revised: 9/2023

Policy Title
Diversity, Equity and Inclusion (DEI)
Non Discrimination Policy

POLICY: The DPD program in dietetics follows the University policy for Anti-discrimination for recruitment, admission, and retention of students. The program will use initiatives developed by the Academy of Nutrition and Dietetics and NDEP for Diversity, Equity and Inclusion as a foundation for policy guidance.

PROCEDURE:

Notice of Nondiscrimination Policy As To Students of Olivet Nazarene University

Olivet Nazarene University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Academy Diversity and Inclusion Statement

The Academy encourages diversity and inclusion by striving to recognize, respect and include differences in ability, age, creed, culture, ethnicity, gender, gender identity, political affiliation, race, religion, sexual orientation, size, and socioeconomic characteristics in the nutrition and dietetics profession.

DPD Program Directive

Policy management and implementation for effective supervision of all components of the DPD program to ensure fair, equitable and considerate treatment of prospective and enrolled students is the responsibility of the DPD program director and faculty.

Program Director Signature: Nikki DeWalt

Reviewed

9/23 _____

