



Marywood
UNIVERSITY

Nutrition, Athletic Training and Exercise Science Department

**Didactic Program in Dietetics
(DPD-Traditional, DPD-Spanish & DPD-Grad Options)**

Student Handbook

Class of 2021

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The Didactic Program in Dietetics (DPD)

Overview

The Nutrition, Athletic Training and Exercise Science Department, in the College of Health and Human Services, at Marywood University offers a Didactic Program in Dietetics (DPD). This program offers two undergraduate curriculum options, the DPD-Traditional option and the DPD- Spanish option, as well as an option for students with an earned Bachelor of Science (BS) or Bachelor of Arts (BA) degree or higher (DPD-Grad option). The program meets the educational requirements set by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Completion of the DPD requirements and a bachelor's degree will earn a Verification Statement (VS) indicating that students are eligible to sit for the Nutrition and Dietetics Technician, Registered (NDTR) examination and/or apply to an accredited dietetic internship program. The DPD provides a theoretical background in food science and preparation, general nutrition, lifecycle nutrition, medical nutrition therapy, food systems management, research, and community nutrition, among other areas.

Students earning a Bachelor of Science (BS) in Nutrition and Dietetics at Marywood University are required to complete at least 120 credits before graduation. Because the University believes there needs to be a balance between art and science, these 120 credits include a variety of liberal arts courses such as English, Foreign Language, Religion, Philosophy, Fine Arts, and History. With the guidance of the DPD Director, students who have already earned a BS or a Bachelor of Arts (BA) degree, and who are graduate students in the Nutrition, Athletic Training and Exercise Science Department, can also complete the DPD curriculum requirements to earn a verification statement. The program is designed to prepare students to apply for an accredited dietetic internship program, graduate school, or the job market. The DPD must be followed by an ACEND accredited dietetic internship in order to be eligible for the registration examination for the Registered Dietitian Nutritionist (RDN). Although there is a shortage of internship sites and completion of the DPD does not guarantee acceptance into an internship; the faculty will offer guidance with the internship application process. Please note: the Commission on Dietetic Registration (CDR) changed the entry-level registration eligibility education requirements for dietitians, beginning in 2024, from a baccalaureate degree minimum to a graduate degree minimum.

As described above, the DPD-Traditional option meets the requirements set by ACEND for DPD graduates to earn a DPD Verification Statement. In addition to meeting the same requirements as the DPD-Traditional option, the DPD-Spanish option enables a student to earn 18 credits in Spanish (9 credits at Marywood University and 9 credits during the study abroad experience) and to study abroad in a Latin American country for a portion of one semester. Graduates of this program earn a total of 129 credits and have enhanced linguistic and cultural competence in relation to the Latino population. Graduates of either of these programs are eligible to sit for the NDTR examination and/or apply to an accredited dietetic internship program.

Qualified baccalaureate degree seeking students in the Traditional or Spanish Emphasis DPD who earn a Bachelor of Science (BS) in Nutrition and Dietetics at Marywood University can choose to earn a combined BS/MS degree, along with their DPD VS in five years. Students complete the DPD requirements and concurrently complete year one of the graduate program in year four of their undergraduate career, and then complete the graduate degree requirements in year five. Because graduates of this option earn a DPD VS after they complete the DPD requirements, they are eligible to sit for the NDTR examination and/or apply to an accredited dietetic internship program.

Additionally, baccalaureate degree seeking students in the Traditional or Spanish Emphasis DPD at Marywood University who meet additional requirements can choose to apply to Marywood's ACEND Accredited Dietetic Internship (DI) program through a preselection process. This is not a

requirement, but an option. Graduates of this option earn a BS in Nutrition and Dietetics, a DPD Verification Statement, a MS in Nutrition, and a Dietetic Internship program Verification Statement in 5 years and are eligible to sit for the RDN exam. Graduate coursework begins in the "bridge" year overlapping the senior year/senior-level DPD courses and the first year of the graduate courses. Students earn the DPD Verification Statement in their fourth academic year of study at Marywood University and begin their supervised practice the summer between academic years four and five. The supervised practice component includes rotations in facility sites including community nutrition, food systems management, medical nutrition therapy, and professional practice and ends in May of the fifth academic year. Their graduate course work is completed during academic years four and five. More information about the admission criteria and application process for the BS/MS/DI 5 year option can be found on the DI website (<http://www.marywood.edu/nutrition/internship/about-the-program>)

Note: The students in the BS/MS option and the BS/MS and the completion of supervised practice through Marywood University's DI program complete the DPD requirements in two years similar to those students in the undergraduate DPD tracks

Students with an earned BS or BA degree or higher can complete all requirements of the DPD while earning their Master of Science (MS) degree in either Nutrition or Sports Nutrition and Exercise Science (SNES). Students earning an MS degree at Marywood University are required to complete 36 graduate credits before graduation. Some of the DPD requirements may have been met during the student's undergraduate studies, while other requirements are met with graduate courses that are required to complete the MS degree. Students with a BS or BA degree or higher, who earned DPD-required undergraduate credits through their baccalaureate experience collaborate with the DPD Director and, when applicable, a course instructor in determining which of these credits may meet the DPD requirements. Several Marywood University graduate level courses are accepted as equivalent undergraduate DPD courses and therefore meet the DPD VS as well as the MS degree requirement. The DPD Director works with each individual student. Please note: Although completion of a graduate degree is *not* a requirement of the DPD, the University requires students to enroll in a degree-seeking program if they intend to complete more than 12 undergraduate credits at Marywood University.

Students with an earned BS degree or higher and completing DPD requirements *can* choose to apply to be preselected into Marywood's ACEND Accredited Dietetic Internship program. This is not a requirement, but an option. Graduates of this option earn a DPD Verification Statement, a MS in Nutrition, and a Dietetic Internship program Verification Statement in 4 years and are eligible to sit for the RDN exam. Students earn the DPD Verification Statement in their third academic year of study at Marywood University and begin their supervised practice the summer between academic years three and four. The supervised practice component includes rotations in facility sites including community nutrition, food systems management, medical nutrition therapy, and professional practice and ends in May of the fourth academic year. Their graduate course work is completed at the same time as the supervised practice. Note: The students in this option complete the DPD requirements in two and a half years similar to those students in the DPD-Grad option. More information about the admission criteria and application process for this option can be found on the DI website (<http://www.marywood.edu/nutrition/internship/about-the-program>)

Note: Unless otherwise indicated, all items/policies in this Handbook pertain to all students in the Didactic Program in Dietetics. This includes students in the DPD-Traditional, DPD-Spanish and DPD-Grad Options.

DPD Contact Information

DPD Director: Mrs. Jessica Rae Bodzio, MS,RDN,LDN

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Phone: 570-340-6079 (direct line)

Marywood University Mission Statement

Marywood University, sponsored by the Congregation of the Sisters, Servants of the Immaculate Heart of Mary, roots itself in the Catholic intellectual tradition, the principle of justice, and the belief that education empowers people. The University integrates an enduring liberal arts tradition and professional disciplines to create a comprehensive learning experience. Our undergraduate and graduate programs promote academic excellence, advance innovative scholarship and foster leadership in service to others. Within a welcoming and supportive community, Marywood challenges individuals of all backgrounds to achieve their full potential and make choices based on spiritual and ethical values. Marywood University prepares students to seek sustainable solutions for the common good and educates global citizens to live responsibly in an interdependent world.

College of Health and Human Services Mission Statement

The mission of the College of Health and Human Services is to educate undergraduate, graduate, and doctoral students in an atmosphere of respect, individuality, and flexibility for best collaborative practices to address current and emerging health and human service needs in a multicultural, interdependent, global environment, and to promote nationally recognized scholarship and community service.

Mission Statement of the Nutrition and Dietetics Programs

The mission of the nutrition and dietetics programs is to provide dedicated faculty, quality facilities, and a diverse environment which support nationally recognized undergraduate and graduate education, research and service in the areas of nutrition, dietetics and sports nutrition/exercise science.

Mission Statement for Didactic Program in Nutrition and Dietetics

The mission of Marywood University's Didactic Program in Dietetics (DPD) is to provide a comprehensive learning experience that empowers students to develop leadership skills needed to live responsibly in an interdependent, global society and prepares them for supervised practice leading to eligibility for the CDR credentialing exam to become a Registered Dietitian Nutritionist (RDN) and who are committed to serving the community and the profession.

Goals and Objectives for the Didactic Program in Dietetics- -Traditional, DPD-Spanish & DPD-Grad Options

The DPD at Marywood University has established two program goals with specific measurable objectives that are used to assess the achievement of each goal. Data is collected on the corresponding objectives to assess the achievement of the program's goals. Program outcomes data for Marywood University's Didactic Program in Dietetics (DPD) are available upon request.

Program Goal 1: Graduates will secure acceptance into an accredited dietetic internship/supervised practice program and successfully complete the registration examination for a career as a Registered Dietitian Nutritionist (RDN) who is committed to serving the community and the profession

Program Objectives for Goal 1 (Objectives will be evaluated annually using an average of data from the previous 3 years.)

Program Completion:

- 1.a.i) At least 80% of DPD students earning a BS degree and DPD requirements will complete program requirements within 3 years (150% of the program length). *Required Element 3.3.b.1 (DPD-Traditional and DPD-Spanish)*
- 1.a.ii) At least 80% of Post-graduate DPD students with a BS degree or higher and only completing DPD requirements will complete program requirements within 2.25 years (150% of the program length). *Required Element 3.3.b.1 (DPD-Grad)*

Application and Acceptance into a Supervised Practice or Graduate Program:

- 1.b) 70% percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation. *Required Element 3.3.b.2.a*
- 1.c) 60% of program graduates are admitted to a supervised practice program within 12 months of graduation. *Required Element 3.3.b.2.b*

Graduate Outcomes:

- 1.d) The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. *Required Element 3.3.b.3.a*
- 1.e) At least 40% of program graduates who are RDNs will indicate that they have participated in at least one community service activity, have functioned as a preceptor, mentor, or have served the profession in another capacity during the prior 12 months.

Program Goal 2: Graduates will use the skills they developed in the DPD to emerge as leaders during their supervised practice experience.

Program Objectives for Goal 2 (Objectives will be evaluated annually using an average of data from the previous 3 years; the goal for the survey responses for the below objectives is a mean score of ≥ 2)

Supervised Practice Program Director Feedback:

- 2.a) At least 80% of supervised practice program directors will indicate they are satisfied with program graduates' preparation for supervised practice. *Required Element 3.3.b.4.a*
- 2.b) At least 60% of supervised practice program directors will agree that graduates emerged as leaders during their supervised practice experience.

Program Outcome Data is available on request. Please contact the DPD Program Director -- Jessica Rae Bodzio, MS, RDN, LDN at jbodzio@marywood.edu

Accreditation Status

Marywood University's Didactic Program in Dietetics (all options) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®).

Website: <https://www.eatrightpro.org/acend> **Email:** ACEND@eatright.org; **Phone:** 800/877-1600, ext. 5400; **Address:** 120 South Riverside Plaza Suite 2190, Chicago, IL 60606-6995

Statement of Equal Opportunity

The policy and practice of Marywood University is nondiscriminatory against applicants, employees and students on the basis of race, sex, color, national or ethnic origin, age, creed, ancestry and religion. In addition, Marywood University does not discriminate against persons with disabilities and is in full compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The Affirmative Action Program is an explicit civil, legal application of the formulation of beliefs already cherished in Marywood's religious commitment, objectives and practices.

Criteria for Application and Admission to the Didactic Program in Dietetics: DPD-Traditional, DPD-Spanish & DPD-Grad Options

All undergraduate students who are accepted by the University and declare a major in nutrition and dietetics are admitted to the Nutrition, Athletic Training and Exercise Science Department and are placed in a program sequence that enables them to apply to the DPD before the start of their junior year/junior-level courses. Once a student is accepted into either the DPD or Nutrition and Wellness Program (before they begin their junior year/junior-level courses), the student remains in that program through graduation.

All graduate students who are accepted by the University and declare a major in Nutrition or Sports Nutrition and Exercise Science (SNES) and communicate that they are interested in applying to the DPD-Grad option are admitted to the Nutrition, Athletic Training and Exercise Science Department and are placed in a program sequence that enables them to apply to the DPD before the start of their second year of graduate studies. The student is accepted into the DPD-Grad option before they begin the junior-level DPD courses. If he/she is not accepted, the student can choose to complete their MS degree without earning their DPD Verification Statement.

Acceptance into the Nutrition, Athletic Training and Exercise Science Department does not guarantee admission to the DPD.

In order to provide students with a competitive edge when applying for a Supervised Practice/Dietetic Internship program, a student must meet all DPD admission requirements. These admission requirements are as follows:

- 1) Have an overall/cumulative combined (for graduate students) GPA of ≥ 3.00
- 2) Have earned a grade of C+ or better in all ND-coded professional didactic courses. Students who do not receive a grade of C+ or better will be required to repeat the course at the next available opportunity in order to stay in the program and earn a DPD Verification Statement.
- 3) Submit a personal statement that follows the guidelines provided by the DPD director, before the completion of the last semester of sophomore/second-year level courses. Students must clearly indicate which DPD option (DPD-Traditional, DPD-Spanish or DPD-Grad) the student is applying to in the personal statement
- 4) Have completed or are enrolled in the following courses at the time of acceptance in the DPD:

Course Number	Course Name	Credits
ND 101	Contemporary Nut Topics & Skills	1.0
ND 138	Food Safety	1.0
ND 103/103L	Basic & Culinary Foods & Lab	3.0
ND 112 -OR-	Nutrition I -OR-	3.0

*ND 581 + *ND 582	Advanced Energy Nutrients & Alcohol and Vitamins & Minerals	*6.0
ND 203/203L	Food Science & Technology & Lab	3.0
ND 211 –OR- *ND 536	Nutrition Education –OR- Communication Techniques in Nutrition and Exercise	3.0
ND 213	Nutrition II	3.0
ND223/ND 223L	Social & Cultural Foods & Lab	3.0
BIOL 121	Anatomy and Physiology I	3.0
BIOL 122	Anatomy and Physiology II	3.0
BIOL 234	Nutri-genomics	3.0
CHEM 110	Introduction to Chemistry	3.0
CHEM 1210	Organic Chemistry	3.0
CHEM 310 –OR- *ND 560	Biochemistry – OR- Biochemistry of Nutrition and Exercise	3.0
ENGL 160	Composition and Rhetoric	3.0
PSYCH 211	General Psychology	3.0
SOC 211/201	Into to Sociology/Intro to Social Science	3.0

*Graduate students in the DPD-Graduate option take these comparable graduate level courses in place of the undergraduate course listed.

**Special exceptions can be made for students who have not yet completed these courses but have plans to do so before graduation/program completion.

***Transfer students without a baccalaureate degree who desire admission to the DPD must first apply for admission to Marywood University and to the Nutrition, Athletic Training and Exercise Science Department. Acceptance does not guarantee admission to the DPD. To be eligible for DPD admission, transfer students must:

- a) Have a transcript evaluation by the university's Transfer Coordinator and the director of the DPD or the Department Chair and take all courses deemed necessary.
 - i) All ND coded transfer courses require a grade of C+ or better.
- b) To transfer a nutrition course for ND 112 the student must pass a competency exam with a grade of $\geq 80\%$.
- c) The DPD director reserves the right to require a student to take and pass a competency exam with a grade of $\geq 80\%$ to transfer a course for any ND-coded professional didactic course.

The DPD director reviews the students' GPA, course grades, and personal statement, determines if the student is accepted into the DPD option the student indicated in their personal statement, and sends a formal letter communicating this outcome. This process occurs during the summer months between the

end of the sophomore/second academic year and the start of the fall semester of the junior/third year. At this same time, all accepted DPD students (all options) are reassigned to the DPD director for formal academic advising.

Students who are not accepted into the DPD are encouraged to meet with the DPD director to discuss the student's options. Undergraduate students who are not accepted into the DPD and graduate from Marywood University with a BS in Nutrition and Dietetics through the Nutrition and Wellness Program can pursue the following path: earn a BS with a GPA high enough to be accepted into one of Marywood University's graduate programs in the Nutrition, Athletic Training and Exercise Science Department; take two semesters of graduate level courses; earn an overall GPA of ≥ 3.0 ; and reapply to the DPD. Graduate students who are not accepted into the DPD can continue with their studies to earn a MS in Nutrition or Sports Nutrition & Exercise Science.

Course Requirements for the Didactic Program in Dietetics: DPD-Traditional, DPD-Spanish & DPD-Grad Options

The DPD program consists of at least** a total of 65 DPD Professional (53 ND credits and 12 required liberal arts credits) and 18 DPD Science course credits. In addition to completion of the courses listed above in the "Criteria for Admission to the Didactic Program in Dietetics", students in the DPD must also complete the following courses to earn a DPD Verification Statement:

Course Number	Course Name	Credits
ND 300	Theory of Medical Nutrition Therapy I	3.0
ND 301 A, B & C	Food Systems Management I	4.5
ND 312	Community Nutrition	3.0
ND 331 –OR- ND 549	Sports Nutrition –OR- Sports Nutrition	3.0
ND 379 A, B, C & D	Food Systems Management II	6.0
ND 391	S.P. in Food Systems Management	1.0
ND 392	S.P. in Community Nutrition	0.5
ND 400 A & B	Preparation for Professional Practice	3.0
ND 420	Theory of Medical Nutrition Therapy II	6.0
ND 465 -OR- ND 590	Research in Nutrition and Dietetics –OR- Research Methodology	3.0
MATH 155 –OR- ND 591	Statistics for Behavioral Social Science –OR- Statistical Analysis	3.0

*Graduate students in the DPD-Graduate option take these comparable graduate level courses in place of the undergraduate course listed.

**Because of the option to take comparable graduate level courses, graduate students may complete the program with additional credits.

The experiential learning sites for ND 391 and ND 392 are arranged in cooperation with the course instructor.

In addition to completing the above noted required courses for the DPD, students in the DPD-Spanish option are also required to complete a total of 18 credits of Spanish at a 211 (Intermediate) level or higher. Students are required to complete 9 of these credits at Marywood University. The remaining 9 credits are completed while the student is studying abroad in Costa Rica.

All DPD students are required to complete the above noted courses either with courses taken at Marywood University or transferred into the program. At least 60% (≥ 33 credits) of the ND-coded course credits must be completed at Marywood University in order to receive a DPD Verification Statement from Marywood University's DPD. If a student wishes to transfer any of the ND coded courses noted in the above table of "Courses Required for the DPD" table, the student will initiate a transcript evaluation by the University's Transfer Coordinator and/or the director of the DPD. Transfer courses will only be considered (for the courses noted above) if the course was completed within the 5 years prior to acceptance into the DPD.

Students wishing to place/test out of a DPD Professional Course should first inform the DPD Director of this desire. Then, the student requests to meet with the professor of the course. After this meeting occurs, the professor of that course and the DPD Director will discuss all relevant information (prior learning in the area as well as prior experience). Then, together, the professor and the DPD Director will make the final decision which is communicated to the student. If the student places out of the DPD Professional Course, the DPD Director will complete the University-required paperwork to make it "official". Please note, each of these decisions is made on an individual basis as we have a responsibility to ACEND to meet the core knowledge requirements of the RDN/learning outcomes they set. We also have a responsibility to ensure we adequately prepare all students to take the RDN exam.

Criteria for Retention and Remediation in the Didactic Program in Dietetics: DPD-Traditional, DPD-Spanish & DPD-Grad Options

All students must have a grade of C+ or better in all ND-coded professional didactic courses. Students who do not receive a grade of C+/S or better will be required to repeat the course at Marywood University the next available opportunity in order to remain in the program. A minimum grade of C+ or better in all ND-coded professional didactic courses is required to receive a Verification Statement. Therefore, if a student retakes the course and does not earn the required C+/S or better in the ND-coded professional course, or if the student misses the opportunity to repeat the course before graduation, the student will be dismissed from the DPD with a formal letter indicating this change. Also, if a student earns an F grade in any ND-coded professional didactic course after his/her DPD acceptance, the student will be dismissed from the DPD with a formal letter indicating this change.

A 3.00 minimum overall/cumulative combined (for graduate students) grade point average is required to remain in and complete the DPD. A student, who's overall/cumulative combined (for graduate students) GPA drops below this level will receive a warning, is placed on probation for one semester, and is dismissed from the program after the probationary period if an overall/cumulative combined (for graduate students) GPA of ≥ 3.00 is not earned after that probationary semester. A 3.00 minimum overall/cumulative combined (for graduate students) GPA will be required to receive a Verification Statement.

If it is determined the student will be dismissed from the DPD, the student will be offered counsel from the DPD director and/or the Department Chair. This counsel will include an exploration of all options the student has at Marywood University. One viable option is for an undergraduate student is to earn a BS in Nutrition and Dietetics through the non-accredited Nutrition and Wellness track within the

department. One viable option is for a graduate student is to earn a MS in Nutrition or Sports Nutrition & Exercise Science, which is not an accredited degree program, within the department.

Another requirement of the DPD is to maintain memberships with the following professional organizations:

- The Academy of Nutrition and Dietetics
<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8141>
- The student's state affiliate (which is included in the Academy membership)
- North East Pennsylvania Academy of Nutrition and Dietetics (NE PAND)
<http://www.eatrightnepa.org/>
- Marywood University's Student Academy of Nutrition and Dietetics (SAND).

SAND provides students with opportunities to develop as professional leaders by involvement in community and on-campus nutrition activities. It is because of this, in addition to membership with SAND, all DPD students are required to attend two SAND meetings and actively participate in two SAND or GetFruved sponsored events *per semester*. Memberships are verified during the Fall semester. Active participation in SAND and/or GetFruved is verified each semester.

Students in the DPD are strongly encouraged to attend meetings of the above listed organizations as well as other pertinent seminars. Seminar tuition is a student responsibility.

The below DPD requirements allow increased eligibility for opportunities in a variety of locations. These requirements are as follows:

- Pennsylvania Child Abuse History Clearance
- Pennsylvania Criminal Record Checks for *Volunteers*
- Federal Bureau of Investigations (FBI) Criminal Background Check (your "applicant type" is DHS Volunteer, Service Code: 1KG6ZJ)

The steps to obtain each of these can be found at this link:

<http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>

You are responsible for the cost of all memberships, clearances and background checks/certifications.

Requirements are verified during the fall semester and a copy of each document is kept in the student's DPD file.

The final DPD student requirement is to meet with the DPD director each semester.

Student Assessment/Evaluations

Students will be given a course outline/syllabus for all DPD courses which details course policies, including how the student will be evaluated in that course. Students are informed of their progress on the course through grades earned on tests, papers, etc. Students receive deficiency grades at midterm (if applicable) and final course grades after the conclusion of each semester. Students have access to this information through their student account. Informal feedback on student progress is given by the instructor upon the request of the student. Student progress with the DPD is discussed with the director of the DPD during advisement meetings. The director of the DPD also reviews the academic progress of all students at the end of each semester.

Service Journal/ePortfolio

Although it is not required, all students will be encouraged to keep a service journal and/or an ePortfolio in which students can track hours and descriptions of service experiences they participate in while in the DPD. This will be useful when applying for a Dietetic Internship Program.

Graduation (Degree) Requirements

DPD- Traditional Option

A candidate for a baccalaureate degree at Marywood University, therefore a Bachelor of Science (BS) degree in Nutrition and Dietetics at Marywood University, must present a minimum of 120 undergraduate credits of college work that fulfill all general, departmental, and program requirements. The degree requirements are typically met within four years (8 semesters) for a traditional, full-time undergraduate student. This timeframe varies for nontraditional or part-time undergraduate students. While Marywood University does not have a specific time limit for completing a baccalaureate degree, the maximum allowable time to complete a BS degree in Nutrition and Dietetics is 10 consecutive years.

DPD- Spanish Option

A candidate for BS degree in Nutrition and Dietetics through the Spanish option must complete 129 undergraduate credits of college work that fulfill all general, departmental, program, and Spanish requirements. The degree requirements are typically met within four years (8 semesters) for a traditional, full-time undergraduate student. This timeframe varies for nontraditional or part-time undergraduate students. While Marywood University does not have a specific time limit for completing a baccalaureate degree, the maximum allowable time to complete a BS degree in Nutrition and Dietetics is 10 consecutive years.

DPD-Graduate Student Option

Students with a baccalaureate degree (BS or BA) degree or higher and completing the DPD-Grad option must complete all requirements of the DPD while earning their Master of Science (MS) degree in either Nutrition or Sports Nutrition and Exercise Science (SNES). Students earning a MS in Nutrition or SNES at Marywood University are required to complete 36 graduate credits before graduation. Although completion of a graduate degree is *not* a requirement of the DPD, the University requires students to enroll in a degree-seeking program if they intend to complete more than 12 undergraduate credits at Marywood University. The degree requirements are typically met within two and a half years (5 semesters) for a full-time graduate student. This timeframe varies for part-time graduate students. The maximum allowable time to complete master degree requirements at Marywood University is 7 consecutive years.

Program Completion Requirements

DPD- Traditional Option

Students must complete all required DPD Professional and DPD Science courses and have earned a baccalaureate degree to receive a DPD Verification Statement. Students must have a minimum overall/cumulative GPA of 3.00 and a minimum grade of C+ or better in all ND-coded professional didactic courses to earn a Verification Statement. Additionally, all students must complete at least 60% (\geq 33 credits) of their ND-coded course credits at Marywood University.

The program requirements, for traditional students who are accepted into the program after the completion of their sophomore year, are typically met within two years (4 semesters). The goal is for students to complete program requirements within 150% of the time planned for completion of the program (3 years [6 semesters]).

DPD- Spanish Option

Students must complete all required DPD Professional, DPD Science and Spanish courses, have earned a baccalaureate degree, and have successfully completed their study abroad experience in a Latin American country to receive a DPD Verification Statement. Students must have a minimum overall/cumulative GPA of 3.00 and a minimum grade of C+ or better in all ND-coded professional

didactic courses to earn a Verification Statement. Additionally, all students must complete at least 60% (>= 33 credits) of their ND-coded course credits at Marywood University.

The program requirements, for traditional students who are accepted into the program after the completion of their sophomore year, are typically met within two years (4 semesters). The goal is for students to complete program requirements within 150% of the time planned for completion of the program (3 years [6 semesters]).

DPD- Grad Option

Students must complete all required DPD Professional and DPD Science courses and have earned a baccalaureate degree to receive a DPD Verification Statement. Students must have a minimum overall/cumulative/combined GPA of 3.00 and a minimum grade of C+ or better in all ND-coded professional didactic courses to earn a Verification Statement. Additionally, all students must complete at least 60% (>= 33 credits) of their ND-coded course credits at Marywood University.

Students must apply to the DPD at the end of completion of sophomore/second year level DPD courses. Full time post-graduate students with a BS or BA degree or higher and only completing the DPD requirements typically complete the DPD in 1.5 years. The goal is for students to complete program requirements within 150% of the time planned for completion of the program (2.25 years [4.5 semesters]).

Change of Name or Status

Please notify the Registrar's Office and the program director of any change in name or marital status as soon as possible after it occurs.

Pregnancy

A student may remain in the program with written permission from her attending physician stating she is able to perform the assigned responsibilities (when applicable). Students should notify the program director of a pregnancy as soon as possible.

Resignation/Leave of Absence from the Program

Students wishing to resign or take a leave of absence from the program must:

1. Submit a formal, written letter expressing their wishes.
2. Schedule an exit interview with the program director.

Accommodations for Students with Documented Disabilities

Marywood University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008. Students with disabilities who need special accommodations must submit documentation of the disability to the Office of Disability Services, Learning Commons 166, in order for reasonable accommodations to be granted. The Office of Disability Services will partner with students to determine the appropriate accommodations and, in cooperation with the instructor, will work to ensure that all students have a fair opportunity to perform in this class. Students are encouraged to notify instructors and the Office of Disability Services as soon as they determine accommodations are necessary; however, documentation will be reviewed at any point in the semester upon receipt. Specific details of the disability will remain confidential between the student and the Office of Disability Services unless the student chooses to disclose or there is legitimate academic need for disclosure on a case-by-case basis. For assistance, please contact Kaitlin Anderle, Director of Student Disability Services, at 570.348.6211 x2335 or kaanderle@maryu.marywood.edu

Temporary Disability

Any student who finds it necessary to deviate from his/her program because of a temporary disability should apply in writing to the director of the DPD for a statement of options concerning program continuation. A student may remain in the program with permission from the health care provider stating he/she is able to perform the assigned responsibilities. If it is necessary for a student to discontinue his or her program, every effort will be made to enable completion of the program at a later date. A student with a disability may request a reasonable accommodation in meeting the requirements of the class.

*Estimated Annual (unless otherwise indicated) Costs of the DPD (all options)

Total Credits:	120 (for undergraduate degree)
Academic Block Tuition (Fall 2018 – Summer 2019)	\$33,160.00/year
Full-time students may take 12-18 credits per fall and spring semesters.	
Students registered for more than 18 credits will be charged the tuition amount plus a per credit charge for credits taken over 18	
Cost per undergraduate credit	\$650.00
PT student or students taking more than 18 cr/sem	
Cost per graduate credit	\$800.00
General and Registration Fees	\$2000.00 (up to)
Nutrition and Dietetics Possible Fees	\$500.00 (up to)
Cost of fees for entire program including course/special fees	
Malpractice Insurance	\$75.00
Books and Supplies (varies)	\$1500.00
Transportation (varies)	\$200.00
Uniforms/Professional Clothing (varies)	\$100.00
Health Insurance Undergraduate Student	\$1,791.00 (Charge cancelled with verification of own insurance coverage)
Health Insurance (Graduate Students only)	\$2474.00 (Charge cancelled with verification of own insurance coverage)
Other Possible Expenses	\$200.00
Professional and student organization membership fees, clearance (background check, child abuse check) fees	

*These costs are approximate and may vary yearly and among individuals.

In addition to these costs, students in the **DPD-Spanish option** can expect the following *estimated costs:

Airfare (varies)	\$800.00 (this is an approximate cost)
Round trip from your preferred airport to the San Jose airport Costa Rica	
One meal per day out of pocket expense (varies)	\$650.00 (this is an approximate cost)
Personal Spending money for excursions and gifts	\$350.00 (this is an approximate cost)
All other expenses including academic costs, housing and two meals per day (through a Home Stay arranged by the program) and travel insurance are covered by the student's tuition costs.	

*These costs are approximate and may vary yearly and among individuals.

Financial Aide

Marywood University believes that education empowers people and is therefore committed to helping each student reach his/her full potential through higher education. Marywood offers a variety of scholarships, grants, loans, and work-study opportunities to assist students in meeting educational costs.

Please contact the Office of Financial Aide at phone: 570-348-6225 or email: finaid@marywood.edu. The Office of Financial Aide is located in LAC Room 85.

Stipends/Compensation

This program is an educational opportunity. No stipend/compensation is paid to the student.

Tips

Students are not allowed to solicit or accept monetary tips for any services rendered to clients while representing the DPD or Marywood University.

Housing

Housing and meal costs are the responsibility of the student. The program does not provide or arrange housing for students.

Refund of Tuition & Fees due to Withdrawal from the University

The specific withdrawal deadline date is provided by the Registrar as an insert with the student's bills. A student who discontinues attendance in a course without officially withdrawing will receive an "F" in that course. Information on refund of tuition and fees is available at the Registrar's Office on the Registrar's webpage.

Program Calendar and Scheduling

The DPD follows Marywood University's academic calendar. Please refer to the Registrar's webpage, which can be found through the Marywood University webpage, for the current academic year's calendar.

Prior to each semester, courses offered during the following semester are made available to students via the Master Schedule posted as a link through the Marywood University webpage. Students should review the DPD curriculum map when considering their schedule. Once the student has created a draft of their schedule for the following semester, he/she must schedule an advisement appointment with their academic advisor before registering for classes through Web Registration (also a link through the Marywood University webpage).

Vacations and Holidays

DPD students normally follow the university calendar, including holidays, vacations, and "snow days." In most courses, students will generally be scheduled Monday through Friday. Some weekend work may be scheduled at the discretion of the instructor.

Snow Days

Please register with the E2Campus notifications system (<http://www.marywood.edu/news/e2campus.html>) to receive notifications about University delays or closings. Students will follow the University policy for snow days. Inclement weather may result in a compressed schedule. If that is the case, you will receive a notification through the E2Campus notification system. Once you do, please refer to the University's published Compressed Schedule (<http://www.marywood.edu/registrar/compressed-.html>). Inclement weather may also result in necessary class meeting cancellations and, thus, changes to the course schedules. If the University closes, you will receive a notification through the E2Campus notification system. If the Instructor deems it is necessary to cancel our class meeting, the Instructor will notify students through a Moodle or an email message at least 90 minutes before the start of the class meeting. The Instructor reserves the right to offer an alternative learning strategy for the material scheduled for any missed class time. If the University does not cancel classes and the student is unable to go to a scheduled class or other program

experience, the student must communicate this to the instructor and the person in charge of the program experience.

Performance Standards for Admission and Progression in the DPD

Performance Standards

Applicants and students enrolled in the DPD must possess the necessary intellectual, physical, emotional, social and communications skills to provide nutrition and dietetic care that is safe for the client, themselves, and other health care providers. They must be able to provide safe nutrition and dietetic care in a wide variety of settings with diverse clientele. Students must meet these standards to qualify for and remain in the program. Where possible, reasonable accommodations will be provided to those individuals with disabilities to assist them to meet these standards and ensure that students are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in this program.

The performance standards for this program are identified with examples of standards. These examples are not inclusive of all expected abilities and should be used only for simple comparative purposes by applicants and students currently enrolled in this program.

Critical Thinking - Students should possess critical thinking skills sufficient for clinical judgment and be able to complete competent assessments of clients in a timely manner. They should be able to provide correct interpretation of assessment data, identify necessary nutrition interventions, design appropriate nutrition care plans, evaluate the effectiveness of interventions and revise planned interventions.

Cognitive – Students should have an ongoing capacity to learn information and skills to provide safe nutrition care. This includes the ability to comprehend, measure, calculate, analyze and evaluate diverse forms of information; learn new skills and rationales for nutrition care in a timely manner; adopt new methods of providing nutrition care to reflect the dynamic nature of health care provision.

Interpersonal – Students should gain interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. They establish rapport and relate effectively with clients, their families and colleagues, especially when they are stressed physically and/or emotionally. All nutritional care should be socially and culturally acceptable to clients.

Communication - Communication abilities should be professional and allow for interaction with others in verbal and written form. A student must be able to follow verbal and written instructions and clearly communicate with other health care providers by appropriately documenting the nutrition interventions provided and the clients' responses. Effective client teaching and consulting with other health care providers must be done in a professional manner.

Mobility – The DPD student must have physical abilities sufficient to move oneself from room to room, along hallways, and in small or confined spaces. They must have the ability to meet the physical demands of providing nutrition and dietetic care. Lifting, moving, carrying, pushing and supporting equipment and other objects are often required. Sitting is permissible while working directly with clients and peers.

Motor Skills – Students must have gross and fine motor abilities sufficient to provide safe and effective nutrition and dietetic care. They must be able to perform activities in food systems management, community nutrition and medical nutrition therapy. Writing or typing may be used to document nutrition interventions and patient care.

Personal Behaviors – A DPD student maintains personal behaviors consistent with The Academy of Nutrition and Dietetics and the Code of Ethics for the Nutrition and Dietetics Profession, the Scope of Practice for the RDN, and the Standards of Practice in Nutrition Care and Standards of Professional Performance for the RDN. Students demonstrate personal responsibility, accountability, integrity and

honesty as well as showing respect for clients and their rights, peers/colleagues, faculty, staff and administration, and their supervisor (when applicable). Behavior inconsistent with professional standards such as chemical dependency and abuse or engaging in or supporting criminal behavior is unacceptable and may lead to dismissal from the program.

Use of Drugs or Alcohol: Any use of illegal drugs or non-prescription use of legal drugs by a student will result in disciplinary action. Warnings, probation or dismissal from DPD may result. Students are subject to the rules, regulations, and policies of each facility when applicable). Students will abide by the state liquor control laws. No student will report to class, facilities, work, or any university or program-sponsored function while under the influence of alcohol.

Smoking: Smoking is allowed only in areas approved by the institution.

Noise: Students must be considerate of others.

Cell/Smart Phone or Other Wireless Devices: Cell/smart phones or other wireless devices are only to be used for course/experience related business during class or while you are representing Marywood University. These devices are not to be used for personal reasons including, but not limited to: making or receiving phone calls, text messaging, answering emails, posting on social media, and surfing the web during class or while you are representing Marywood University. Cell phones should be turned off or silenced so they do not interrupt class activities or experiential learning. In addition, cell phones cannot be used as a calculator during exams, if a calculator is needed, one must be brought to class.

Department Policy

Policy Title: Reporting to Course Instructors

Policy Statement: To Maintain Standards of Professional and Ethical Conduct

It is expected that students display respect, consideration, politeness, cooperation and tact with clients / patients, staff, preceptors, and other health care professionals with respect for the diversity of the individual in all situations.

Students from all courses within Nutrition, Athletic Training and Exercise Science Department will respect and maintain confidentiality of all information related to clients / patients, staff, preceptors, and classmates. No student will divulge statements made by any preceptor or staff member in a confidential environment.

If a nutrition and dietetic student from any program has a question on the accuracy of any statements made by a staff member at any agency / facility, the student / student is instructed to share his/ her concerns with that staff member and allow him / her to clarify it. Students who continue to have a concern are instructed to express those concerns to the course instructor who will make a decision if follow up is required.

If a student / student suspects that there is any risk of **actual harm** to any patient / resident / client during a supervised practice experience, the student / student is instructed to bring his / her concerns to the agency / facility preceptor or the clinical instructor, if on site, as soon as possible. The complaint or observation will be also need to be reported to the program director within 24 hours of the incident.

Attendance/Illness/Reporting Absence

Attendance at class and supervisory practice/experiential learning activities is mandatory. The nature of a professional program necessitates participation in each and every learning experience, be it lecture or supervised practice/ experiential learning. Personal, medical or dental appointments should be scheduled at times which do not conflict with class or supervised practice.

If a student finds it necessary to be absent because of illness or other grave reason, notification of the intended absence must be given to the course instructor and to the designated person in the facility

prior to the class/supervised practice experience. Absences of more than three consecutive days will require a student to submit a physician's statement verifying the cause of absence and whether the student is able to perform the assigned responsibilities without detriment to the health of self or others. No unexcused absence will be tolerated. Failure to properly notify appropriate instructors of an intended absence will result in the student being placed on probation with the possibility of dismissal from the program.

Excused absences are to be made up. Arrangements for make-up time must be made through the instructor(s) involved and at the convenience of the instructor(s) and facility prior to the completion of the semester. A stipend will be charged to the student for instructor supervision of make-up time which must be scheduled beyond the normal semester/term.

The faculty of the DPD has determined that an excessive amount of absences from the didactic or supervised practice component of a dietetic course may require the course be repeated. Each case will be reviewed by the program director and dietetic faculty. Frequent or prolonged absence from a professional course not only compromises the student's quality of education and achievement of practitioner competence, but also jeopardizes the welfare of the patients/clients.

Tardiness

The student must be in the appointed place at the appropriate time. It is suggested that the student be in a supervised practice/experiential learning facility/location approximately 10-15 minutes before the assigned time. Disregard for promptness demonstrates a lack of responsibility which cannot and will not be tolerated. Repeated tardiness will warrant appropriate action on the part of the instructor.

Academic Honesty Policy

Policy Statement

The Marywood University community functions best when its members treat one another with honesty, fairness, and trust. The entire community, students and faculty alike, recognize the necessity and accept the responsibility for academic honesty. Students must realize that deception for individual gain is an offense against the entire community. Cheating and plagiarism are behaviors destructive of the learning process and of the ethical standards expected of all students at both the graduate and undergraduate levels.

Students have a responsibility to know and adhere to the University's *Academic Honesty* policy. Violations of this academic honesty statement or the intent of this statement carry consequences. University procedures for investigation of alleged violations of this policy ensure that students are protected from arbitrary or capricious disciplinary action. Initial sanctions for violations of academic honesty ordinarily are determined by the course instructor. The faculty member will employ a range of sanctions, from a minimum of a failing grade for the specific coursework in which the infraction occurred to a maximum of a failing grade for the entire course. If necessary, the chairperson and/or academic dean may become involved in investigating the allegation of academic dishonesty and the determination of sanctions. The faculty member will file a report with the office of the Provost and Vice President for Academic Affairs, with copy to the faculty member's department chairperson and the student's academic dean. An academic dean may also choose at any time to inform the Dean of Students of charges of academic dishonesty for adjudication in the University conduct system. Likewise, a member of the University community may submit a conduct report against a student, group of students, or student organization for alleged violations of the *Academic Honesty* policy to the Dean of Students, who will inform the appropriate academic dean for possible adjudication. The Provost and Vice President for Academic Affairs will maintain a register of established cases of academic dishonesty in order to identify an individual student's pattern of violation. Two established cases of academic dishonesty will result in suspension from the University; three established cases will result in dismissal.

In a case in which the student is involved with violations of both academic and discipline policies from the same incident, the Dean of Students and the cognizant Academic Dean of the college or school in which the student is enrolled will confer regarding sanctions to assess their academic impact and to assure that a consistent message is communicated to the student.

Definitions

Cheating is defined as but not limited to the following:

1. having unauthorized material and/or electronic devices during an examination without the permission of the instructor;
2. copying from another student or permitting copying by another student in a testing situation;
3. communicating exam questions to another student;
4. completing an assignment for another student, or submitting an assignment done by another student, e.g., exam, paper, laboratory or computer report;
5. collaborating with another student in the production of a paper or report designated as an individual assignment;
6. submitting work purchased from a commercial paper writing service;
7. submitting out-of-class work for an in-class assignment;
8. changing grades or falsifying records;
9. stealing or attempting to steal exams or answer keys, or retaining exams without authorization;
10. submitting an identical assignment to two different classes without the permission of the instructors;
11. falsifying an account of data collection unless instructed to do so by the course instructor;
12. creating the impression, through improper referencing, that the student has read material that was not read;
13. artificially contriving material or data and submitting them as fact;
14. failing to contribute fairly to group work while seeking to share in the credit;
15. collaborating on assignments that were not intended to be collaborative.

Plagiarism is defined as the offering as one's own work the words, sentence structure, ideas, existing imagery, or arguments of another person without appropriate attribution by quotation, reference, or footnote. It includes quoting, paraphrasing, or summarizing the works of others without appropriate citation. No claim of ignorance about the nature of plagiarism will excuse a violation.

Procedures

The student has a right to appeal sanctions resulting from academic dishonesty. A student who decides to file a formal grievance must submit the request in writing to the departmental Chair or the Dean. This is ordinarily done within thirty working days of the date an alleged incident occurred or a problem began. The necessary form is available from the Academic Dean of the college or school where the alleged problem occurred. The Provost and Vice President for Academic Affairs is the final recourse in the academic appeal process.

Please see web-address for Marywood University's Academic Honesty Policy in its entirety:

<http://www.marywood.edu/studenthandbook/policies-and-procedures/index.html?id=167071&crumbTrail=Academic%20Honesty&pageTitle=Student%20Handbook:%20Academic%20Honesty>

Ethics and Professional Conduct

All students are expected to be familiar with and conform to the Code of Ethics for the Nutrition and Dietetics Profession (can be accessed: <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics> and was provided to you in your ND 101 and ND 300 courses). In addition, students are

expected to demonstrate ethical, personal conduct and to respect the rights of all clients and employees to confidentiality. As part of ethical and professional conduct, where applicable, courses that incorporate online testing that is not proctored by the professor use Panopto software to video proctor exams. This software records video and captures the screen of the student and maintains the integrity of the exam, the course and the program. Details are provided by the course instructor when applicable.

General Dress Code Guidelines:

Each student is expected to maintain a personal appearance and dress appropriate for the professional setting of the academic environment. Appropriate appearance and dress is the student's responsibility. Good grooming **along conservative lines** is essential. Body art should be discreet and should be covered to the best of your ability. Please be aware that some healthcare/food service facilities do not allow visual body art and require the employee to cover all art. Exaggerated clothing, hairstyles and makeup are out of place in a professional learning environment.

Please note the following related to food preparation areas:

- Hair must be neatly groomed and "off the collar;" long hair hanging in front of the face is not acceptable.
- Keep hair neat and clean.
 - Always wear a hair net or a **clean**, preferable white baseball cap or chef's hat designated for lab use only.
 - You are responsible to provide your own hair net and or hat.
 - Hair should not be visible.
- Jewelry is restricted to a wedding ring, a wristwatch and small earrings.
- Body jewelry should be discreet and must be removed or covered if overly noticeable. Please be aware that some healthcare/food service facilities do not allow body jewelry to be worn.
- Nails should be clean, short and neatly trimmed.
 - Nail polish and "fake" nails are **highly discouraged**.
 - If you have either, then gloves are mandatory
 - Be sure to change gloves frequently throughout food preparation and sampling.

Uniforms for food preparation areas:

Female students are required to wear the following:

- White uniform pants, white trousers, white jeans or kaki colored slacks.
- Lab pants should be at the waistline and extend to the top of the shoe.
- Uniforms should have half or full sleeves, (sleeveless uniforms are not appropriate.)
- The collar of the white shirt should be no lower than the collar bone (V-necklines are not appropriate)
- Dress uniforms should cover the knees and white stockings/tights should be worn
- Mock-uniforms (i.e.: non-uniform pants, skirts or blouses) are not acceptable
- A lab coat or a white non-bulky, cotton cardigan can be worn over the uniform
- White, clean, comfortable, closed-toe shoes with rubber soles (preferably uniform shoes).
 - Cloth or canvas shoes are not acceptable (Uggs fall into this category).
 - Shoes where any part of the foot is exposed is also not acceptable.
- Please be mindful of the transparent qualities of wearing a white uniform

Male students are required to wear the following:

- White uniform pants, white trousers, white jeans or kaki colored slacks.
- Lab pants should be at the waistline and extend to the top of the shoe.
- White crew neck T-shirt, a white short sleeve or long sleeve shirt.
 - The collar of the white shirt should be no lower than the collar bone (V-necklines are not appropriate)

- White, clean, comfortable closed-toe shoes with rubber soles (preferably uniform shoes).
 - Cloth or canvas shoes are not acceptable.
 - Shoes where any part of the foot is exposed is also not acceptable.
- Please be mindful of the transparent qualities of wearing a white uniform

Other Notes regarding uniforms for food preparation areas:

- Uniform clothing is not to be worn over casual/street clothing.
- Wearing clothes that have been turned inside-out is not acceptable.
- Chewing gum is not permissible.
- An appropriate well-groomed appearance is expected.
- All clothing, including hats and shoes, should be CLEAN.
- **Wash hands before work and as often as necessary during work.**
 - Use hand-washing sink
- Keep your hands away from your face, eyes, hair, and arms.
- Use **tasting utensils to sample food.**
 - **NO TASTING/EATING FOOD WITH FINGERS or LICKING FINGERS!**

Personal Dietary Restrictions

It is important for a dietitian to be directly involved in the evaluation of the food quality. Students are expected to set aside preferences, and are encouraged to try small amounts of the food being served by the department to patients and the public unless food allergies and/or religious restrictions exist.

Access to Student Support Services through the Office of Academic Success

Tutoring Services: Peer tutors are available to help any student who wishes to improve his/her academic performance. Tutors are here to guide students, provide study tips, and help students become better learners. Tutoring is not a substitute for the professor's classroom instructions. It is a way for students to learn from their peers and better understand course material. The Tutoring Center is located in LC 263, and is open Monday - Friday 8:30am - 4:30pm with evening hours from 4:30pm - 8:30pm during Fall and Spring semesters. The Tutoring Center offers three types of tutoring: Individual Tutoring, Small Group Tutoring, and Tutoring Drop-In Center.

Writing Center: The Writing Center, located in LC 263 is a free, drop-in service that provides one-to-one teaching of writing as student and tutor confer about a paper. Professional and peer Writing Center staff are available to assist you. Appointments can also be made by emailing the Writing Center at writingcenter@marywood.edu. The goal of the Writing Center is to produce a better writer, while producing a better paper. The Writing Center also provides handouts and workshops for APA style.

Counseling/Student Development Office

The Counseling/Student Development Office is staffed by professionals who are qualified to assist students in the development of effective problem-solving and decision-making skills that students will need to make satisfying life choices well beyond their Marywood years. Among other services, the Counseling/Student Development Office offers individual counseling, psychiatric consultation, emergency care, and personal growth groups. Further information can be found or appointments can be made by emailing csdc@maryu.marywood.edu.

Career Services

Located in LC 336/338, the Career Services Staff is available to students from their freshman year until beyond graduation. Services assist a student to make wise career choices, to make the transition from college to a work environment and to assist with research about graduate schools and programs.

Career counseling, workshops, testing, the computerized career guidance program and the career library are vehicles by which students can explore career options. The Office of Career Services holds information sessions to help the student choose a major, find part-time or full-time employment and prepare a resume for the employment interviews.

Many employees visit the campus to conduct interviews. Students have the opportunity to attend a large employment fair in both the fall and spring semesters. Further information can be found or appointments can be made by emailing careerservices@marywood.edu

Student Health Services

The Student Health Services is located in the Terrace Level of Loughran Hall. The staff provides emergency first aid and medical care for minor illnesses for all students throughout the year, except during vacation periods and can be reached at 570-348-6249. All undergraduate and graduate students with a completed health history, immunization record and insurance records may be treated at Health Services.

Referrals to area physicians and dentists, as well as arrangements for allergy injections, can be made through Health Services. After regular hours, students are referred to a local hospital for emergencies. Non-emergency visits to a hospital emergency room are usually not covered by insurance companies. Fees incurred, as well as transportation costs, are the responsibility of the student. Cost for medical equipment borrowed from Health Services and not returned will be billed to a student's account.

Several Alcoholics Anonymous groups meet weekly on campus. Confidentiality is maintained in all areas of Health Services.

Library/Learning Commons Services

The Marywood University Learning Commons and all of its services are available for use by the students. Follow the 'Library' link on the Marywood University homepage for detailed descriptions of all services offered.

Access to Personal File

Marywood University complies with the Buckley Amendment regulations on the rights of students to see their educational records. A file on each student will be kept in the Nutrition, Athletic Training and Exercise Science Department. This file will contain all correspondence with or in reference to the student and any other pertinent information. You also have a DPD-specific file that contains all program-related items. Students have the right to inspect their files and to request additions, deletions, or clarification of material therein. Faculty will also have access to these files.

Confidentiality of Student Records

Marywood University intends to comply fully with the Family Educational Rights and Privacy Act of 1974 as amended. This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. A policy statement explains in detail the procedures used by Marywood University for compliance with the provisions of the act. Copies of the policy statement can be found in the Office of the Registrar.

Disciplinary/Termination Procedures

Disciplinary action will be taken if a student violates the policies stated in this Student Handbook or displays uncooperative, unprofessional, unethical behaviors. If a student fails to meet the criteria for satisfactory performance in the program, the student may be placed on probation at the discretion of the DPD director. A verbal and then a written warning will be issued before the student is placed on probation. Justification for a warning can include (but is not exclusive of) an undesirable performance

including an uncooperative, unprofessional and / or unethical behavior. Instances of this may be insolence, habitual tardiness, refusal to cooperate, leaving the facility/a class before the assigned time, disregard for the attendance policies of the program or academic or supervised practice (when applicable) deficiencies.

The purpose of this procedure is to record a fair and consistent procedure for termination of students from the DPD. Students can grieve at any point in the disciplinary procedure.

Step 1: A verbal warning will be given to the student.

At this time the program director will provide verbal counseling informing the student of the conduct or performance problem. A performance problem consists of any evidence of undesirable performance, one unacceptable rating or verbal report by an instructor or preceptor (when applicable). The in-person warning will be conducted from the program director's private office. The student will be given the opportunity to give his/her side of the situation. Specific expectations of improved performance or conduct will be outlined for the student. This meeting will be documented.

Step 2: If the behavior continues, a written warning will be given to the student.

The program director will give a written warning to the student after formal counseling. Specific performance or conduct problem(s) and proposed corrective action will be documented in a letter and reviewed with the student. A copy of the corrective action will be provided to the department chair. The student will be given the original letter and a file copy will be kept in the student's official folder.

Step 3: A DPD student may be placed on probation when there is evidence that s/he has difficulty in complying with the corrective action as defined in step 2, or is unable to complete program requirements. The DPD director will notify the student privately of his/her probationary status. A letter stating the reason for probation and required behavior, performance requirements and time frames for re-evaluation will be specified. The student may be placed on probation for a period of up to four weeks. If, after this period there is no resolution it may be necessary to change the preceptor or rotation schedule. Only one probationary period will be permitted during the program.

Step 4: If after all the above steps are followed and the student again receives an unacceptable rating or verbal report by a preceptor the student will be dismissed from the program. The student may also be dismissed when he/she is unable to satisfactorily complete the program requirements in a reasonable period. The student will receive a written notice of termination.

Upon successful completion of the DPD program all disciplinary records will be expunged from the file.

Department Policy

Policy Title: Complaints/Grievances from students/interns and preceptors

Policy Statement: This policy exists to define how the program directors file and handle complaints/grievances from students/interns and preceptors to prevent retaliation.

Complaints/Grievances from students/ interns and preceptors procedure:

1. Students/interns and preceptors are encouraged to bring their complaint(s)/grievance(s) to the attention of the course instructor/program director. If the issue is not resolved, or not applicable, the student/intern or preceptor should bring their concern to the appropriate Program Director or the Chair of the Nutrition, Athletic Training and Exercise Science Department without fear of retaliation.

2. In accordance with Marywood University's Student Academic Grievance Policy, if the complaint is not addressed to the satisfaction of the student/intern/preceptor after step 1, the student/intern/preceptor will go the department chair, dean or other institutional officer directly involve with the alleged problem.
3. If the issue is not yet resolved, the student/intern/preceptor can decide to file a formal grievance in writing in accordance with Marywood University's Student Academic Grievance policy found in the Student Handbook at:

<http://www.marywood.edu/studenthandbook/policies-and-procedures/>

OR

<http://www.marywood.edu/studenthandbook/policies-and-procedures/index.html?id=167098&crumbTrail=Student%20Academic%20Grievance&pageTitle=Student%20Handbook:%20Student%20Academic%20Grievance>

The program will maintain a record of student complaints for a period of seven years, including the resolution of complaints.

NOTICE OF OPPORTUNITY TO FILE COMPLAINTS WITH THE ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION and DIETETICS

ACEND[®] has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND[®]. However, the ACEND[®] board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

For more information: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

A copy of the accreditation/approval standards and/or ACEND's policy may be obtained by contacting ACEND staff at: **Email:** ACEND@eatright.org; **Phone:** 800/877-1600, ext. 5400; **Mail:** 120 South Riverside Plaza Suite 2190, Chicago, IL 60606-6995

Student Health Records

In accordance with Marywood University's Student Health Records Policy, all undergraduate and graduate students are expected to submit a completed health history and immunization record to the Student Health Services Office. Students who choose to use the Student Health Services Office must complete a health history and immunization record before non-emergency services can be provided. Resident students who do not submit the completed health history record may be required to live off campus. Students should make a copy for themselves. Students are subject to the rules, regulations and policies of each facility, when applicable.

Placement in facilities

When applicable, placement of students in supervised practice facilities is the prerogative of the program director and faculty. Students are subject to the rules, regulations, and policies of each facility. Students who participate in supervised practice experiences are not intended to replace employees within that facility.

Reporting an Injury or Illness while in a Facility for Experiential Learning

Any injury and/or illness that occurs during an experiential learning activity must be reported immediately to the instructor and/or other person in charge of a program related event (this is true while in the US as well as in Costa Rica). Emergency treatment will be given as needed at the student's expense. If hospitalization is required, students must assume the cost. If a student is injured and/or becomes ill at a facility site:

1. Notify the supervisor at the facility/preceptor/instructor (when applicable).
2. Obtain emergency medical care (when applicable).
3. Complete an accident report from the facility and complete an accident report from the University. A copy of University's accident report can be found here:
<http://www.marywood.edu/dotAsset/62649e2d-89ad-4036-aff8-4ac794c522db.pdf>. (for injury only)
4. Notify the instructor and the DPD director from the University regardless of how insignificant the accident or illness is.

Insurance

Liability Insurance

When applicable, students in the DPD are required to carry liability insurance during all courses with supervised practice/experiential learning components. Students will be enrolled in the University Group Malpractice Insurance. The fee for insurance will be billed with course tuition.

Medical Insurance

When applicable, students are responsible for the cost of all personal medical care which is needed during supervised practice affiliations; therefore, it is required that each student carry adequate medical insurance. Most facilities require the students to carry medical insurance.

International Travel Insurance (for DPD-Spanish Students only)

Students in the DPD- Spanish track are required to carry international travel insurance during all days of the study abroad experience. Students will be enrolled in the international travel insurance used by either Marywood University or New Mexico State University (NMSU). The fee for insurance will be billed with course tuition.

Transportation and Liability for Safety

When applicable, transportation to and from the supervised practice/experiential learning facilities or other program related events is a student responsibility.

For DPD-Spanish students: Students are responsible for the ground transportation to and from the US airport they choose to leave from and the air transportation to and from the study abroad airport (San Jose, Costa Rica). The in-country (Costa Rica) program (CPI) is responsible for transporting students to/from the airport and between school campuses.

Marywood University is **not** liable for any student travel.

Students will follow university policy for inclement weather.

Drug Testing

When applicable, drug testing may be required at some facilities. The cost may be assumed by the facility or the student.

Criminal Record Check

When applicable, some facilities will require the student to have a Pennsylvania and/or an FBI criminal record check. This criminal history background check is needed to work in facilities that are defined by Act 169 of 1996 as amended by ACT 13 of 1997. Facilities are defined as Home Health Care Agency, Adult Daily Living Centers, Personal Care Home, Community Homes for individuals with

Mental Retardation, State Mental Hospitals and Nursing Facilities. Schools for Children also require a criminal record check.

If the student has been a resident of the Commonwealth of Pennsylvania for 2 or more years prior to application then he/she will need to complete a "Request for Criminal Record Check Form". When the student has not been a resident of the Commonwealth of Pennsylvania for the entire two years (without interruption) immediately preceding the date of application or currently lives out-of-state, in addition to the Criminal History Check the student will also need to obtain an FBI Criminal History Check. Students are responsible for this annual check and cost.

Child Abuse History Clearance

All schools require students to have completed the child abuse history clearance. Schools will not accept students without this clearance.

A Pennsylvania Child Abuse History Clearance is completed by the Department of Public Welfare as defined by Act 34. This procedure is required for students working in environments involving children, i.e. child care facilities, summer camps, and school lunch programs. Students are responsible for the cost.

Protection of Privacy of Information

When applicable, students are expected to maintain confidentiality of the supervised practice facility at all times and to abide by the Code of Ethics of the facility to which they are assigned.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996, known as HIPAA This act specifies a series of administrative, technical, and physical security procedures for covered entities to use to assure the confidentiality of electronic protected health information. It is the first-ever comprehensive federal protection guideline for the privacy of health information. Protection Health Information (PHI) includes all health information that is used/disclosed. PHI includes all health or patient information in any form whether oral or recorded, on paper, or sent electronically. For more information on HIPAA go to: <https://www.cms.gov/>

De-Identification of PHI

Protected health information may be converted to general health information that is not individually identifiable or protected. Health information is not individually identifiable if there is no reasonable basis to believe it could be used to identify an individual. Students may assign a code or other means of record identification to allow de-identified information to be re-identified by itself. However, the code may not be derived from information about the individual or permit translation so as to identify the individual.

Students are instructed to access information only needed to fulfill their planned experiences as stated in the programs curriculum.

Identifiers of PHI:

- Names
- Mail address
- Birth Date
- Admission Date
- Discharge Date
- Decease Date
- Telephone Numbers
- Fax Numbers
- Electronic Mail Address

- Social security Numbers
- Medical Record Numbers
- Health Plan Beneficiary No.
- Account Numbers
- Certificate and License Numbers
- Vehicle Identifier or License Number
- Student Protocol Number (IP)
- Biometric No. (finger prints)
- Face Images
- Other identifying numbers, characteristics or codes, including family and employers.

Students will follow these guidelines:

- Under no circumstances shall any patient identifiers be placed in any academic documents prepared by the student.
- Students will not divulge or communicate in any manner any health information. Students will protect all PHI and treat it as strictly confidential.

Any student found to violate this policy, be it for malicious or non-malicious reasons, may be subject to removal from the facility or from the DPD. You may also be subject to potential civil penalties.

All DPD students are required to sign the Confidentiality Agreement found in Appendix C.

Program Details

The DPD Curriculum

The DPD curriculum map which displays all DPD and University requirements meet the requirements of a Bachelor of Science degree in Dietetics is located in the department.

The Accreditation Council for Education in Dietetics (ACEND) designates the Core Knowledge that a student graduating for an ACEND-accredited DPD must know in order to earn a verification statement from that program. The courses within the curriculum that specifically address these knowledge areas are classified as DPD Science courses and DPD professional courses and are listed below. Please note: the DPD Director holds the right to accept a course that is equivalent to/meets the core knowledge requirements of the RDN/learning outcomes for any of the courses listed below.

DPD Science Courses:

Science Courses	CHEM 110: Intro Chem
	BIOL 121: A & P
	BIOL 122: A & P
	CHEM 210: Organic Chem
	CHEM 310 OR ND 560: Biochemistry
	BIOL 234: Nutrigenomics

DPD Professional Courses:

Math	MATH 155 OR ND 591: Statistics
Psychology	PSY 211: Psychology

Sociology	SOC 211 OR SSCI 201: Intro to Sociology
English	ENG 160: English Composition and Rhetoric
Nutrition & Dietetics Courses	ND 103 + L: Basic Foods and Lab
	ND 101: Contemporary Nutrition Topics and Skills
	ND 138: Food Safety
	ND 223 + L: Social & Cultural Foods and Lab
	ND 112 OR ND 581 + ND 582: Nutrition 1
	ND 203 + L: Food Science and Lab
	ND 211 OR ND 536: Nutrition Education
	ND 213: Nutrition 2- Nutrition Through the Lifecycle
	ND 331 OR ND 549: Sports Nutrition
	ND 301A: FSM I-Theory
	ND 301 B & C:FSM I Quantity Fd Production [2c] & Marketing [1c]
	ND 391: FSM I SP
	ND 312: Community Nutrition
	ND 392: Community Nutrition SP
	ND 300: Theory of Medical Nutrition Therapy I
	ND 379 A, B, C, D: FSM II (A: Theory [3 c]; HR [1c], Purchasing [2 c], Cost Control [2c] & Equipment Layout [1c])
ND 465 OR ND 590: Research in Nutrition and Dietetics	
ND 400A&B: Preparation for Professional Practice	
ND 420: Theory of Medical Nutrition Therapy II	

Core Knowledge Requirement for the RDN (KRDN)

Foundational learning has two parts: (1) knowledge of a topic as it applies to the profession of dietetics and (2) ability to demonstrate the skill at a level that can be developed further. To successfully achieve the foundation knowledge and skills, graduates must have demonstrated the ability to communicate and collaborate, solve problems, and apply critical thinking skills.

The entry-level dietitian is knowledgeable in the five areas listed below.

Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice	
Core Knowledge Requirement	Course(s)
KRDN 1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	ND: 203/L, 213, 300, 312, 331, 392, 300, 420, 465
KRDN 1.2: Use current information technologies to locate and apply evidence-based guidelines and protocols.	ND: 203/L, 300, 420, 465
KRDN 1.3: Apply critical thinking skills.	ND: 112, 203/L, 213, 300, 301C, 331,400A&B, 420, 465
Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice	
Core Knowledge Requirement	Course(s)
KRDN 2.1: Demonstrate effective and professional oral and written communication and documentation.	ND: 101, 103/L, 203/L, 211, 213, 223/L, 300, 301A, 301C, 312, 331, 379A, 379B, 379D, 400A, 420
KRDN 2.2: Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.	ND: 101, 300, 301B, 312, 331, 391, 392 379A, 379C, 400B, 420
KRDN 2.3: Assess the impact of a public policy position on nutrition and dietetics practice.	ND: 312, 392, 400B
KRDN 2.4: Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	ND: 300, 312, 392
KRDN 2.5: Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.	ND: 101, 300, 301B, 312, 391, 392, 379A, 379C, 400B, 420
KRDN 2.6: Demonstrate an understanding of cultural competence/sensitivity.	ND: 223/L, 300, 392, 420
KRDN 2.7: Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.	ND: 312, 400B DPD Student Requirement
KRDN 2.8: Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	ND: 400B
Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations	
Core Knowledge Requirement	Course(s)

KRDN 3.1: Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.	ND: 300, 331, 400B, 420
KRDN 3.2: Develop an educational session or program/educational strategy for a target population.	ND: 211, 312, 392
KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change for and enhance wellness for diverse individuals and groups.	ND: 211, 300, 331, 420
KRDN 3.4: Explain the processes involved in delivering quality food and nutrition services.	ND: 103/L, 138, 203/L, 223/L, 301A, 301B, 312, 379B, 379D, 391, 392
KRDN 3.5: Describe basic concepts of nutritional genomics.	ND 420

Domain 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations	
Core Knowledge Requirement	Course(s)
KRDN 4.1: Apply management theories to the development of programs or services.	ND: 223/L, 301A, 301C, 379A, 379C
KRDN 4.2: Evaluate a budget and interpret financial data.	ND: 379C
KRDN 4.3: Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained	ND: 300, 312, 420
KRDN 4.4: Apply the principles of human resource management to different situations.	ND: 301A, 379A
KRDN 4.5: Describe safety principles related to food, personnel and consumers.	ND: 103/L, 138, 203/L, 223/L, 391
KRDN 4.6: Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.	ND: 300, 331, 391, 392

DPD curriculum requirements also include the following topic areas: environmental sustainability, food science, food preparation, chemistry, and statistics.

Prior Learning Assessment/Determination

Transfer Credits/Course Assessment and Determination

Assessment of prior learning will be completed by the Registrar's office and the director of the DPD with consultation from faculty members when necessary. The student must have transcripts from the prior institution on file with Marywood University's Registrar's office. The student must have completed a college-level course with similar course content to the DPD course in question within the 5 years prior to application to the DPD. The course must either meet or exceed the number of credits of the DPD course in question. The student must have achieved a C+ or better grade in the course. The student must provide a course outline/syllabus for any course in which the Registrar's office and/or the

DPD director are unable to make a determination about the comparability of the course. The student will be informed of the determination during his/her advisement meeting.

Prior Learning Assessment/Determination Criteria for ND 112, ND103 and ND 138 ND 112.

In addition to meeting the requirements described for the transfer of credits/course determination above, the student must also take and earn a grade of $\geq 80\%$ on a place out exam created by the Chair of the Nutrition, Athletic Training and Exercise Science Department.

ND 103/Lab.

In addition to meeting the requirements described for the transfer of credits/course determination above, the student must have at least two years of full time; or four years of part time (≥ 20 hours per week) of work experience in the area of food and culinary; or have 5 years of homemaker experience; or have taken a comparative course at another higher education institution and earned a C or better.

ND 103/Lab.

In collaboration with the DPD director, qualified students may choose to complete that certification directly through ServSafe, produce a current certificate, and thus place out of that 1.0 credit course. This option is only available to undergraduate transfer students and Post-graduate students with a BS degree or higher and completing DPD requirements. Although the student does meet the ND 138 course objectives by earning the ServSafe Certification, the student does not receive the 1.0 undergraduate credit

Work Experience Assessment/Determination Criteria

If a student wishes to have his/her work experience replace a course or supervised practice experience (when applicable), he/she must notify the DPD director of his/her intention to do so by the third week of the semester prior to the semester that the student is scheduled to take the course. The student must have at least two years of full time or four years of part time (≥ 20 hours per week) of work experience in the area related to the course or supervised practice experience (when applicable) in question. The student must submit the job title and a copy of job description that covers the area of the challenge. A letter from his/her past employer or administrator confirming the employment must be submitted. The DPD director, with consultation from faculty, will determine if his/her work experience does indeed replace the course or supervised practice experience (when applicable) in question. The student will be informed of the determination during his/her advisement meeting.

Course and Program Evaluations

Student course evaluations are conducted at the end of each semester. Graduates of the DPD will be asked to complete an exit evaluation/post completion survey after the completion of the program. Graduates will also be asked to complete evaluation surveys approximately one, five and ten years post their completion of the program. Results of all evaluations/surveys will be used to assist in the continuing improvement of the DPD. This includes program improvements as well as curriculum improvements.

Application Process for Dietetic Internships

Overview of the Dietetic Internship Application Process

Although there is a shortage of internship sites and completion of the DPD does not guarantee acceptance into an internship; the faculty will offer guidance with the internship application process. Nonetheless, researching, choosing, and applying for an internship is a student responsibility.

Please refer to the following link for *Suggestions to Improve Your Chances of Getting a Dietetic Internship Position*: <http://www.eatrightpro.org/resource/acend/students-and-advancing-education/dietetic-internship-match-students/suggestions-to-improve-your-chances-at-getting-a-dietetic-internship-position>

Steps in the Dietetic Internship Application Process

Step 1: Researching Dietetic Internship Programs

This step should begin during your first year in the DPD and should continue until after you submit your application.

All students are encouraged to apply to an accredited dietetic internship program. Complete a self-assessment of your future goals before researching accredited dietetic internship programs. Consider your short term and long term professional as well as life goals. Your self-reflection will allow you to better choose a program that will be compatible with you. If you need guidance with this, please contact the DPD director, your advisor, a faculty member, another RDN, or one of Marywood University's Career Services Representative. Seeking guidance from family and/or friends can also be beneficial.

There are numerous accredited dietetic internship programs to choose from. A complete listing can be found through The Academy of Nutrition and Dietetics' website: www.eatright.org. Simply choose the 'Become an RDN or NDTR' tab, then choose the 'accredited programs' link; or use the following direct link: <http://www.eatrightpro.org/resources/acend/accredited-programs/dietetic-internships> for a listing of dietetic internship programs. The descriptions of each program include direct links to those programs. Use the direct links to the program to learn more about the program you are researching. When researching accredited dietetic internship programs, consider the following: type of program (on-site or distance education); program content; program concentration; location (if it is an on-site program); cost of program; fees to apply; length of program, whether it is in coordination with a higher learning institution; among other components of the program; does the program require the applicant to submit any items that are in addition to his/her DICAS application (for example: GRE scores, additional personal statements, etc.).

Step 2: Dietetic Internship Centralized Application Services (DICAS)

This step should begin the semester before you plan to apply (summer semester if you are eligible to apply for the 'early match' during the Fall semester; Fall semester if you are eligible to apply for the traditional, 'spring match' during the Spring semester). This step should continue until you submit your application.

The Academy of Nutrition and Dietetics' website includes information on How to Apply for a Dietetic Internship here: <http://www.eatrightpro.org/resource/acend/students-and-advancing-education/dietetic-internship-match-students/how-to-apply-for-dietetic-internship>

The DICAS application (<https://portal.dicas.org/>) requires the applicant to provide the following: contact, personal and background information; a list of all colleges/universities attended and official transcripts from those institutions; sessions and course work information; GRE test scores; DPD contact information; awards, extracurricular activities, experiences gained through academic courses, work experience and volunteer activities; personal statements; a resume; at least three references; program designations/rankings, and other possible program required documentations. Specific guidance on each part of the DICAS application will be provided during DPD meetings, during the ND 400 course, during advisement meetings, and/or during individual meetings with the DPD director. As a DPD student, your attendance at DPD meetings is expected.

Step 3: Register with D & D Digital

This step should take place shortly before you plan to submit your application through DICAS.

Once you complete your DICAS application, you must rank the accredited dietetic internship programs you have chosen to apply for considering which you believe you will have the best match with. Once the accredited dietetic internship program director receives all applications, he/she

will also rank the applicants considering which applicants he/she will best match their program. This ranking is an integral part of the matching process because it influences which programs you get matched with. The matching process is a complicated statistical process which is completed through D & D Digital where your rankings and the rankings of the accredited dietetic internship programs are mathematically matched. In order for you to be matched with an accredited dietetic internship program, you must also register with D & D Digital.

Costs of the Dietetic Internship Application Process

The fees to applicants for use of the DICAS will be \$45.00 to submit the first application and \$20.00 for each additional application for each time a student submits his/her application through DICAS. Cost subject to change.

The fees to applicants for use of D & D Digital are \$55.00 for each time a student submits his/her application through D & D Digital. Cost subject to change.

Each accredited dietetic internship program may also have additional fees. Conduct a thorough investigation to determine if the program requires additional fees (as well as additional information).

Timeline of the Dietetic Internship Application Process

DPD students are eligible to apply for accredited dietetic internship programs during their final semester in the completion of the DPD and their BS degree when applicable. For some individuals, this is during the Fall semester of their final year in the program; for others, this is during the Spring semester of their final year in the program. Your expected completion date will be discussed during your advisement meetings. However, if you require further information or clarification, please contact the DPD director.

DICAS application and computerized matching calendars can be found on The Academy of Nutrition and Dietetics website: www.eatright.org