



**PennState**

# Didactic Program in Dietetics Student Handbook



Nutritional Sciences Department  
Chandlee Laboratory

2019-2020

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# Introduction

## Overview

Nutrition and Dietetics is an interdisciplinary program that incorporates the science of human biology, biochemistry, and foods to understand how the body utilizes nutrients and related substances for optimal health throughout the lifecycle. In addition, it prepares individuals for leadership and management positions with a focus on food systems management.

Students gain an understanding of how the interplay of nutrition and lifestyle relate to current public health issues as well as the development and nutrition management of chronic and acute diseases. Students learn the scientific rationale and practice methodology to assess nutritional status for individuals in the clinical setting and for population analysis. They will use these skills to implement medical nutrition therapy or understand nutrition guidelines, standards, and policies.

Dietetics is a growing field with an opportunity for employment in diverse areas including clinical and community settings, counseling and education, schools, public health and policy, sports nutrition, food industry, long-term care facilities, management, and private practice among others. The demand for Registered Dietitians and nutritionists is expected to grow by 15% between 2020 and 2026, faster than the average for all occupations according to the [Bureau of Labor Statistics](#).

Individuals who have an interest in food, nutrition, and management and want to work with the public to promote and optimize good health or to help manage existing diseases are excellent candidates for this field of study. The Registered Dietitian Nutritionist (RDN) professional designation qualifies an individual as the food and nutrition expert to address today's complex issues surrounding foods and nutrition. To earn this credential, individual must complete all of the steps below:

1. Earn a BS degree from an accredited Didactic Program in Dietetics (DPD),
2. Complete an accredited post-baccalaureate dietetic supervised practice program, and
3. Pass a national board registration examination

The Penn State University Nutritional Sciences department has an accredited DPD in its undergraduate program; it is the Nutrition and Dietetics option of the Nutritional Sciences major. Graduates of the DPD who meet all the degree requirements will be eligible to apply for a dietetic supervised practice program. Additional information about the DPD program and process for earning the Registered Dietitian Nutritionist credential are in this document.

## About the Handbook

The student handbook provides important information to help students enrolled in the Penn State University DPD program, navigate the requirements for completion of their degree as well as the expectations of student conduct while at Penn State University. The handbook is subject to revision and students will be notified of any changes through electronic communications (e.g., e-mail, website, LionPath, and/or Starfish) provided by the Nutritional Sciences department. An electronic version of this document is available on the Nutritional Sciences department website in the Nutrition Dietetics option section <https://hhd.psu.edu/nutrition/undergraduate/major/nutrition-and->

dietetics. Please use this handbook as your first step to answer questions you may have about the DPD program.

The DPD student handbook is supplemental to the current edition of The Pennsylvania State University undergraduate program handbook and the Student Code of Conduct document. Students can access the University undergraduate handbook on the Division of Undergraduate Studies website at <https://handbook.psu.edu/> and the Student Code of Conduct document on the Office of Student Conduct website at <https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/code-conduct/>. Students are expected to be familiar with the contents of these documents for undergraduate student advisement information and policies in all the above documents.

## Contact Information

The DPD is administered by the Nutritional Sciences Department within the College of Health and Human Development.

### Nutritional Sciences Departmental Office

110 Chandlee Laboratory  
University Park, PA 16802  
Office phone: 814-863-0772  
Fax: 814-863-6103

### DPD Director

Mary Dean Coleman-Kelly, PhD, MS, RDN  
Associate Teaching Professor & DPD Director  
123 Chandlee Laboratory  
University Park, PA 16802  
Office Phone: 814-865-2138  
E-mail: mdc15@psu.edu

### Nutritional Sciences Department Administrators and Faculty

All offices are located in Chandlee Laboratory unless noted otherwise.

Name	Title	Office
Cindy Adams, PhD	Assistant Teaching Professor	119E
Rita Castro, PhD	Assistant Professor	202B
Mary Dean Coleman-Kelly, MS, PhD, RDN	Associate Teaching Professor, DPD Director;	123
Jennifer Fleming, MS, PhD, RD	Assistant Teaching Professor	122
Dara Ford, PhD, RDN	Assistant Teaching Professor	126
Xiang Gao, MD, PhD	Associate Professor	109
Alison Gernand, PhD, MPH, RD	Assistant Professor	224
Kathleen Keller, PhD	Associate Professor	321
Shawnee Kelly, MS, RD	Assistant Teaching Professor, Coordinator Online MPS	125
Stephen Kodish, PhD	Assistant Professor	104
Penny Kris-Etherton, PhD, RD	Professor	319
Denise Lawson, MS, RD, LDN	Assistant Teaching Professor; Coordinator of the Experiential Track of the Online MPS	121
Jennifer Meengs, MS, RDN	Instructor	7*
Laura Murray-Kolb, PhD	Associate Professor	219
Muzi Na, PhD	Assistant Professor	108C
Lynn Parker-Klees, MA, RD	Assistant Teaching Professor Undergraduate Professor-in-Charge	119D
Gina Pazzaglia, PhD, RDN	Assistant Teaching Professor, Director Online MPS	127
Connie Rogers, PhD	Associate Professor	205

Barbara Rolls, PhD	Professor	226
Catharine Ross, PhD	Department Head, Professor	204
Greg Shearer, PhD	Associate Professor	202B
Jennifer Williams, PhD	Associate Professor	103
Nutritional Sciences faculty contact information is located on the Nutritional Sciences webpage at: <a href="https://hhd.psu.edu/nutrition/contact/faculty-staff">https://hhd.psu.edu/nutrition/contact/faculty-staff</a>		

\*Henderson South, \*\*Noll Lab

### Nutritional Sciences Staff Assistants

<b>Name</b>	<b>Title</b>	<b>Office</b>
Julie Brenneman	Administrative Assistant to the Department Head	110G
Scott Barbara	Administrative Assistant for the DPD and Undergraduate programs	110K
Mary Balboni	Administrative Assistant for the Graduate and Undergraduate Programs	110D
Debra Jozefick	Administrative Assistant	110D
Barbara Crocefoglia	Budget Assistant	110L
Nutritional Sciences staff contact information is located on the Nutritional Sciences webpage at: <a href="https://hhd.psu.edu/nutrition/contact">https://hhd.psu.edu/nutrition/contact</a>		

### College of Health and Human Development Administration

<b>Name</b>	<b>Title</b>
Dr. Craig Newschaffer	Dean of the College of Health and Human Development
Dr. Dennis Shea	Associate Dean for Undergraduate Studies and Outreach
Dr. Douglas Ford	Assistant Dean for Undergraduate Education
Dr. Joyce Hopson-King	Director of Diversity Enhancement
Heather Kurzinger	Assistant to the Dean for Academic and Student Records Management
Susan Sanders	Lead Adviser, Center for Student Services and Engagement

### **The Pennsylvania State University - Mission**

The Pennsylvania State University is a multi-campus, land-grant, public research University that educates students from around the world and supports individuals and communities through integrated programs of teaching, research, and service.

Our instructional mission includes undergraduate, graduate, professional, continuing, and extension education, offered through both resident instruction and distance learning. Our educational programs are enriched by the talent, knowledge, diversity, creativity, and teaching and research acumen of our faculty, students, and staff.

Our discovery-oriented, collaborative, and interdisciplinary research and scholarship promote human and economic development, global understanding, and advancement in professional practice through the expansion of knowledge and its applications in the natural and applied sciences, social and behavioral sciences, engineering, technology, arts and humanities, and myriad professions.

As Pennsylvania's land-grant university, we provide unparalleled access to education and public service to support the citizens of the Commonwealth and beyond. We engage in collaborative

activities with private sector, educational, and governmental partners worldwide to generate, integrate, apply, and disseminate knowledge that is valuable to society.

## **The College of Health and Human Development**

### Mission

The mission of the College of Health and Human Development is to empower a new generation of professional leaders and scholars by providing them with the cutting edge knowledge and methods needed to effectively promote human health, development, and quality of life in the context of families and communities.

### Departments

The College of Health and Human Development includes eight academic units:

1. Biobehavioral Health
2. Communication Sciences and Disorders
3. Health Policy and Administration
4. Hospitality Management
5. Human Development and Family Studies
6. Kinesiology
7. Nutritional Sciences
8. Recreation, Park and Tourism Management

## **The Nutritional Sciences Department**

### Undergraduate Program Vision

We are leaders in shaping the future of selected areas of human health through the development and application of nutritional sciences via widely recognized programs of excellence in teaching, research, and outreach.

### Undergraduate Program Mission

The mission of the undergraduate program is to provide students with a didactic program that covers the breadth of knowledge in nutrition from molecules to organisms to populations, provides opportunities for research, and offers practical experiences and training.

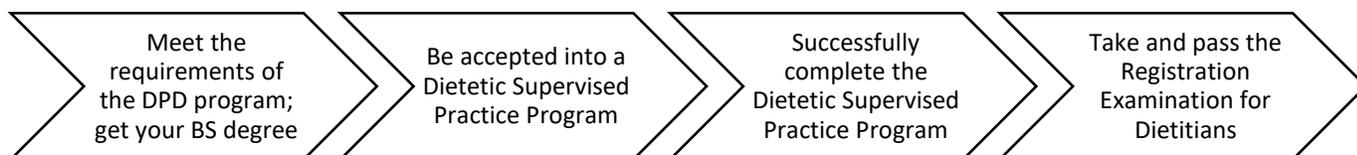
### Didactic Program in Dietetics Mission

The Pennsylvania State University Didactic Program in Dietetics (DPD) will prepare students for entry into supervised practice programs in dietetics by providing a diverse, comprehensive education experience with evidenced-based practical applications in nutrition and a strong science component, leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become a Registered Dietitian Nutritionist (RDN).

# Penn State University Didactic Program in Dietetics Description

## Overview

The Nutrition and Dietetics option provides a diverse curriculum with a strong foundation in science, foods, and nutrition along with courses in behavioral sciences and management to meet the national accreditation standards set by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Students share classes with students majoring in pre-medicine, nursing, chemistry, biochemistry, molecular and cell biology, food science, hospitality management, and exercise science. Students are encouraged to use the University resources and advising services to help them succeed in their coursework. Completing the DPD Verification Statement requirement is the first step to meeting the requirements to earning the RDN credential. The schematic below shows the steps:



In the next step to earning the RDN credential, graduates of the DPD must successfully complete an accredited pre-professional program in dietetics, known as a dietetic internship program or a supervised experiential learning and graduate program. Dietetic internships include a minimum of 1200 hours of supervised practice experience and generally take 10 to 13 months to complete if the student attends full-time. Future education model graduate programs (FGP) are competency-based programs that combine graduate level courses with supervised experiences to meet accreditation standards. FGPs are 18 to 24 months in length. Both dietetic internship programs and FGPs charge tuition to complete the program; tuition costs vary between programs. Additional information on these programs can be found on ACEND's website at <https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>. Graduates of Penn State University's DPD have an excellent acceptance rate into dietetic supervised practice programs that is well above the national average.

In the final step to earn the RDN credential, students must successfully meet the requirements of the dietetic internship program or FGP and pass the national registration examination. Graduates of the Penn State University's DPD have a one-year pass rate on the registration examination greater than the national average.

Students who earn their RDN credential and want to practice as Dietitians may need to apply for licensure, before they are eligible practice dietetics and provide nutrition counseling in states that require licensure. Licensing statutes include an explicitly defined scope of practice, and performance of the profession is illegal without first obtaining a license from the state. A list of the states that require licensure is available on the Commission on Dietetic Registration website at <https://www.cdrnet.org/state-licensure>.

## **Mission of the DPD Program (Nutrition and Dietetics Option)**

The Pennsylvania State University Didactic Program in Dietetics (DPD) will prepare students for entry into supervised practice programs in dietetics by providing a diverse, comprehensive education experience with evidenced-based practical applications in nutrition and a strong science component, leading to eligibility for the CDR credentialing exam to become an RDN.

### **Program Goals and Objectives**

#### **Goal 1: To prepare graduates for acceptance into supervised practice programs, graduate school, or for employment.**

- 1.1 At least 80% of DPD students complete the program/degree requirements within 3 years (150% of program length).
- 1.2  $\geq 60\%$  of program graduates apply for admission to a supervised practice program within 12 months of graduation.
- 1.3  $\geq 65\%$  of program graduates are admitted to a supervised practice program within 12 months of graduation.
- 1.4 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%.
- 1.5  $\geq 70\%$  of graduates who applied to graduate school or pre-professional school will be accepted into graduate school or pre-professional school within 12 months of graduating from the program.
- 1.6  $\geq 70\%$  of graduates who sought employment are employed in a nutrition or health-related field within 12 months of graduating from the program.

#### **Goal 2: To prepare graduates to have a strong foundation in science, foods, community nutrition, application of nutrition principles, and management areas for supervised practice through dietetics related coursework and field experiences in nutrition.**

- 2.1  $\geq 80\%$  of DPD seniors will rate their preparation for supervised practice programs as mostly satisfied (4) or better (using a 5-point scale) on a survey.
- 2.2  $\geq 80\%$  of DPD alumni will rate their preparation for supervised practice programs as mostly satisfied (4) or better (using a 5-point scale) on a survey.
- 2.3  $\geq 80\%$  of supervised practice program directors will rate DPD graduates as prepared (4) or better (using a 5-point scale) for supervised practice in all areas on a survey.

## **Program Outcomes Data**

The outcomes data that show how well the DPD program is meeting the one-year pass rate criteria for the Registration Examination for Dietitians and the one-year acceptance rate criteria of the DPD graduates into post-graduate dietetic supervised practice programs are available on the Nutritional Sciences department website, specifically on the Nutrition and Dietetics option > Pathway to the RDN Credential section. The Nutrition and Dietetics option homepage is located at: <https://hhd.psu.edu/nutrition/undergraduate/major/nutrition-and-dietetics>

Outcomes data for the rest of the program goals are available upon request. Individuals may request this information from the DPD director, Mary Dean Coleman-Kelly PhD, RD (mdc15@psu.edu).

## **Accreditation Status of the DPD program at The Pennsylvania State University**

The Didactic Program in Dietetics (DPD) of The Pennsylvania State University has been granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics as a Didactic Program in Dietetics (DPD).

The date of the next review is Fall 2019.

ACEND, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995  
Phone: 312-899-0040 Ext. 5500.

## **Program Information**

### **Admissions Requirements**

#### **Penn State University Admissions Criteria**

The [Penn State University Admissions](#) office provides the admissions criteria for acceptance into Penn State University Park for first-year students and students transferring from other institutions.

#### **Entrance to the Nutritional Sciences Major**

Students are eligible for entrance into the Nutritional Sciences major by meeting the following criteria

- Accepted and enrolled at the Penn State University Park campus and College of Health and Human Development.
- Completed a least 29 credit hours
- Have a minimum of a 2.0 cumulative grade-point average (GPA)

To enter the Nutritional Sciences major, students should contact the [College of Health and Human Development Center for Student Advising and Engagement](#) to talk with an academic advisor.

## **Entrance to the Nutrition and Dietetics Option**

Students must meet the [Nutrition and Dietetics option entrance criteria](#) to be accepted into the option.

Individuals who have specific questions about the course requirements for the Nutrition and Dietetics should contact Dr. Coleman-Kelly at [mdc15@psu.edu](mailto:mdc15@psu.edu); she will be able to assist you or direct you to the appropriate resources to answer your questions.

## **Emphasis Areas in the Nutritional Sciences Major**

Students in the Nutritional Sciences major have the option to select an emphasis area to enhance their Nutritional Science degree. An emphasis is a selection of interdisciplinary courses that focus on a particular area in Nutrition. Students who complete an emphasis will receive a certificate of completion from the Nutritional Sciences department and are encouraged to list the emphasis on their resume.

The four emphases that are offered by the Nutritional Sciences Department include:

- Public Health Nutrition and Policy
- Nutrition and Foods in Business
- Community Nutrition and Food Security
- Nutrition Education and Communications

Students must complete 15 credits of the courses listed in each emphasis area. A list of the courses the student may select from to complete one of the four emphasis areas is available in Appendix A. Students must inform their undergraduate adviser in the Nutritional Sciences department of their desire to complete an emphasis in order to receive a certificate. An emphasis is not required to earn a BS degree in the Nutrition and Dietetics option.

## **Program Expenses**

### **Program Costs for the 4-year Nutritional Sciences, Nutrition and Dietetics Option degree**

The total program costs for the 4-year BS degree in Nutritional Sciences, Nutrition and Dietetics option include the items below:

Penn State University tuition and fees for in-resident and non-resident students Fall and Spring semesters

- [Tuition rates for the current academic year](#)

NUTR 495 Advanced Field Experience in Nutrition course taken in the summer between the junior and senior year\*

- [Tuition rates for the current summer session](#)

Mandatory fees associated with the following Nutrition and Hospitality Management courses

- NUTR 358: Assessment of Nutritional Status: \$10.00
- NUTR 320: Science and Methods of Food Preparation: \$130.00
- HM 330: Food Production and Service Management: \$130.00
- NUTR 495: Advanced Field Experience in Nutrition (membership to the Academy of Nutrition & Dietetics): \$58.00

### **Additional Costs:**

- Books, materials and supplies: Required books, dietary analysis software, and printing fees for course materials are estimated to be approximately \$600 to \$1,000 per semester.
- Student Nutrition Association membership (recommended): \$10 per semester or \$15 per year
- Personal health insurance: Variable
- Applications to Dietetic Supervised Practice Programs
  - Application fees to each Dietetic Internship or Supervised Practice program: range from \$40.00 to \$150.00 per application
  - Online Dietetic Internship Centralized Application System Application (DICAS) fee: \$45.00 to apply to the first program and \$20.00 for each program applied to thereafter
  - D&D Digital computer matching: \$55.00
- Costs that may be required by some sites used during the NUTR 495: Advanced Field Experience in Nutrition
  - Liability insurance: \$25-\$50
  - Drug testing: \$50-\$100
  - Immunizations: \$50-\$100
  - Background clearances/security checks: \$30-\$50

Students are encouraged, but not required, to attend professional meetings in dietetics. Students will be responsible for covering the registration, housing, and travel costs associated with these meetings. These costs will vary depending on the type and location of the meeting.

*\*Students are required to take Advanced Field Experience in Nutrition (NUTR 495; 3 credits) in the summer between their Junior (6th semester) and Senior year (7th semester) and complete a minimum of 300 hours of work in a Dietetics and/or Nutrition-related field. Students are expected to set up their own experiences. Students will be taught the skills needed to locate and find their experience in NUTR 391: Professional Preparation in Nutrition and Dietetics, taken in the spring semester of their Junior year. Students will pay the summer and tuition and fees outlined by the university tuition and fee schedule.*

### **Post-graduate Dietetic Internship / Supervised Practice Program Tuition and Fees**

Students who attend a dietetic internship or FGP after graduating from the Didactic Program in Dietetics will be expected to pay tuition and fees as part of the program costs. The tuition and fees vary between programs. Tuition and fee costs range from \$5,000 to \$12,000 for dietetic internships (without graduate credits) to \$25,000 to \$45,000 for programs that offer graduate credits or a Master's degree. These costs vary depending on the type of program, location (e.g., in-state vs. out-of-state), and other factors. These cost don't include the additional costs for living, travel, etc.

## Academic Calendar

The Nutritional Sciences department follows the semester and summer schedule of Penn State University. The academic calendar is available on The Pennsylvania State University website at [http://www.registrar.psu.edu/academic\\_calendar/calendar\\_index.cfm](http://www.registrar.psu.edu/academic_calendar/calendar_index.cfm).

## Program Completion Requirements

Students must complete a minimum of 120 credits to graduate with a BS degree from Penn State University. Sixty of the 120 credits must be taken within the last five years of the student's degree. These credits must be comprised of courses in the general education curriculum, courses that meet the Nutritional Sciences major requirements and Nutrition and Dietetics option requirements, supporting courses, and electives.

### General Education

Students must complete a total of 45 credits of general education to obtain a Bachelor's degree from Penn State University. Information regarding the courses needed to fulfill the general education requirements are available on the University Bulletin webpage at <https://bulletins.psu.edu/undergraduate/colleges/health-human-development/nutritional-sciences-bs/>

## BS degree in Nutritional Sciences, Nutrition and Dietetics option requirements

Students in the Nutrition and Dietetics option must complete the university general education course requirements and the Nutrition and Dietetics option major courses to earn a B.S. degree in the Nutritional Sciences, Nutrition and Dietetics option. Students must earn a "C" or higher in all of the Nutrition and Dietetics option prescribed and additional courses to earn the degree. The following links provide additional information.

- [Nutrition and Dietetics option degree requirements](#)
- [Nutrition and Dietetics option suggested academic plan](#)

## Nutrition and Dietetics option (DPD) Verification Statement Policy

A Verification Statement is an official document that signifies that the student has met all academic and professional requirements as dictated by ACEND of the Academy of Nutrition and Dietetics for the Pennsylvania State University DPD program. Students must meet the criteria below in order to have a Verification Statement issued to them.

1. Meet the degree requirements for the Nutritional Sciences major and Nutrition and Dietetics option.
2. Earn a 70% or higher on assignments tied to the ACEND KRDN student learning outcomes given in selected DPD courses in the curriculum
3. Attend one of the scheduled Dietetics Option Information sessions with the DPD director upon declaring the Nutrition and Dietetics option and sign a form documenting their attendance

## Issuing Verification Statements

- DPD Verification statements, per ACEND requirements, will be issued after the Nutritional Sciences, Nutrition and Dietetics option B.S. degree is conferred and designated as such on the official transcript and the DPD director has confirmed all KRDN SLOs meet the minimum requirements stated above.
- Five original, signed copies will be sent to each student to their personal mailing address on record with the department. Students have the option pick up their Verification Statement in person upon request.

## Information for transfer students:

- Courses taken at another institution may be transferred to Penn State but must be approved through the Penn State Admissions office transfer course equivalency process. Any DPD required Nutrition (NUTR) or Hospitality Management (HM) course must be evaluated for content by the DPD director to determine which courses will be approved. It is recommended that the student do this prior to taking the course.
- Students who transfer from other ACEND Accredited DPD programs may request to have their DPD courses evaluated by the DPD director to evaluate the course and KRDN Student Learning Outcome (SLO) equivalency to meet the DPD Verification Statement criteria. Students must provide a copy of the course syllabus and graded assignments from the course that met the KRDN SLO. The determination of equivalency by the DPD director will occur on the case-by-case basis as needed.
- Students are required to complete at least 22 credits of Nutritional Sciences and Hospitality Management courses to earn the Verification Statement from the Penn State DPD program. These courses include:
  - NUTR 358 Assessment of Nutritional Status (3 credits)
  - NUTR 391 Professional Preparation in Nutrition and Dietetics (2 credits)
  - NUTR 400 Introduction to Nutrition Counseling (2 credits)
  - NUTR 452 Nutritional Aspects of Disease (3 credits)
  - NUTR 453 Medical Nutrition Therapy (3 credits)
  - NUTR 490W Nutrition Seminar (3 credits)
  - NUTR 495 Advanced Field Experience in Nutrition (3 credits)
  - HM 330 Food Production & Service Management (3 credits)

Additional information about Verification Statements is available on the ACEND website at <http://www.eatright.org/ACEND/content.aspx?id=66>.

Students should reference the University Undergraduate Student Handbook for additional graduation requirements that are needed beyond the coursework listed above. This information is available at: <http://handbook.psu.edu/>

## Program Schedules

### Dietetics option 4-year academic plan

Eight-semester academic plans for University Park and non-University Park students can be located on the following webpages:

- University Park students entering as freshman: <https://rap.psu.edu/recommended-academic-plan-nutritional-sciencesdietetics-nutrditcs-university-park>.
- Students transferring in from other campuses or universities: <https://rap.psu.edu/recommended-academic-plan-nutritional-sciencesdietetics-nutrditcs-commonwealth-campus>

Transfer students or students who are changing their major should consult with their assigned Nutritional Sciences undergraduate adviser to devise a program schedule that is appropriate for his/her situation.

### **Maximum Time to Complete the Program Requirements to Earn a Verification Statement**

Students have five years from the date they declared the Nutrition and Dietetics Option (typically in the 5th semester) to complete all DPD requirements to earn a Verification Statement (see the Verification Statement Policy above). Exceptions to the guidelines may need to be made in situations where the student needs to take a leave of absence from the university while completing their degree requirements or other unusual circumstances that may affect their progression through the degree program. These situations will be handled on a case by case basis at the discretion of the DPD director.

# Policies and Procedures

## Academic Integrity

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

### Policy

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity respect other students' dignity, rights, and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

### Procedure

1. Academic dishonesty includes, but is not limited to, cheating, plagiarizing (the act of passing off someone else's work as your own), fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.
2. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.
3. Under this policy, the person who gives another person answers on an exam or writes a paper for another student is equally guilty of academic dishonesty with the person for whom the answers or paper are provided.
4. Violations of academic integrity will not be tolerated. A student charged with academic dishonesty will be given oral or written notice of the charge by the instructor. If a student believes they have been falsely accused, they should seek redress through informal discussions with the instructor, department head, dean, or campus executive officer. If the instructor believes that the infraction is sufficiently serious to warrant referral of the case to Judicial Affairs, the student and instructor will be afforded formal due process.

The University policy on Academic Integrity and Student Code of Conduct is available on the Student Academic Affairs website at:

<http://studentaffairs.psu.edu/conduct/AcademicIntegrity.shtml>.

The College of Health and Human development academic integrity policy is available at:

<http://hhd.psu.edu/Policies-and-Procedures/academic-integrity>.

## **Academic Progress**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

### Policy

Students are required to maintain academic achievement standards in order to progress through the Dietetics option of the Nutritional Sciences major.

### Procedure

To progress in the Nutritional Sciences, Nutrition and Dietetics option the student must:

1. Maintain at least a 2.0 cumulative GPA.
2. Achieve a grade of at least “C” in all the required courses for the Nutritional Sciences major, Nutrition and Dietetics option.

Undergraduate advisers will conduct semester reviews of the GPA and course performance of their advisees in the Nutrition and Dietetics option. Students who are showing poor performance in their courses or have less than a 3.0 GPA will be contacted by their adviser for individual advising.

## **Access to Remedial Instruction**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

### Policy

Students with varied educational backgrounds may need remedial instruction prior to enrolling in the core science courses and nutrition courses offered in the Dietetics option.

### Procedure

Students who need remedial instruction to prepare them for the courses offered in the Dietetics option should visit the Penn State Learning Center at <http://pennstatelearning.psu.edu/>. The learning center provides tutorial support, study groups, and private tutoring.

## **Access to Student Services**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

### Policy

Penn State University DPD students are encouraged to use the support services offered by Penn State to enhance their education and to assist them with any questions or concerns while obtaining their degree.

### Procedure

Student can access a variety of University Resources to enhance their education and to assist them with questions or concerns while they obtain their degree by using the links to the listed services below:

- [Career Services](#)

- [Counseling and Psychiatric Services](#)
- [College of HHD Student Services Center](#)
- [Student Affairs](#)
- [Campus Community and Diversity](#)
- [Education Abroad Program](#)
- [Financial Aid](#)
- [Health Services](#)
- [Legal Services](#)
- [Penn State Learning](#)
- [Pollock Testing Center](#)
- [Tutoring and Study groups](#)
- [Schreyer Honors Program](#)
- [Student Disability Resources](#)

### **Assessment of Student Learning**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

#### Policy

Student understanding and comprehensive of course material must be assessed at regular intervals to ensure the programmatic goals and learning outcomes are being met. The evaluation criteria is listed on all course syllabi.

#### Procedure

Nutritional Sciences faculty assess student knowledge using formative and summative evaluation during the course. Evaluation methods include case studies, term papers, quizzes and examinations, oral presentations, use of media (e.g., creation of videos), informal class discussions, blogs and other online formats. The final examination, term paper, and/or oral presentation are the final appraisal of the student's performance in the course.

Students who are experiencing difficulty in a course are strongly encouraged to speak with their instructor or visit the Penn State Learning Center (<http://pennstatelearning.psu.edu/>) for academic support.

Students who have concerns about the evaluation of their assessments should follow the Grievance Policy and Procedure.

### **Criminal Background Checks and Drug Screening**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised: 13 Sept 2013

#### Policy

Any student over 18 years of age engaged by Penn State in any work capacity (paid or unpaid) is required to have a criminal background check. In some circumstances, students who are engaged at a non-Penn State location in a paid or unpaid capacity may be asked to complete a criminal

background check and/or drug screening. Students completing NUTR 495: Advanced Field Experiences in Nutrition may be required to complete a background check.

### Criminal Background Check Procedure

The following procedure outlines the Penn State University Policy for Criminal Background Checks HR99. Additional details are available at <http://guru.psu.edu/policies/OHR/hr99.html#F>.

- Follow the instructions for completion of background checks described in [Penn State Information for Completing PA Publicly Available Background Checks](#).
- Complete Pennsylvania criminal history check via the [Pennsylvania State Police website](#), Pennsylvania child abuse clearance via the [Pennsylvania Department of Human Services website](#) and an FBI criminal history report clearance that is located on [the certifications page of the PA Department of Human Services website](#).
- All clearances must be dated within two years prior to the date of the assignment. The cost for these clearances will be the responsibility of the individual unless specifically authorized for reimbursement processing by the sponsoring organization. In addition, the individual must self-disclose any arrests or convictions as outlined in the Penn State Arrest and Conviction [self-disclosure form](#) that occur between the time of clearance and the date work begins.
- Be sponsored by the engaging unit to have a background check(s) completed by the University based on the job requirements of the position. The background check must be satisfactorily completed prior to beginning work.
- Volunteers working with minors must follow the requirements of Policy [AD39](#), which requires that successful background checks are dated within 6 months prior to the initial date of assignment as well as establishing a variety of other requirements with which the individual working with minors should familiarize him/herself.

### Drug Screening Procedure

- If the facility requires a drug screening, students should use the drug screening company that is acceptable to the facility.

Results from the background checks or drug screening should be sent directly to the employer or facility hosting the student worker. Do not send these results to the DPD director or the NUTR 391 or NUTR 495 instructor.

## **Complaints about the Didactic Program in Dietetics**

Date Issued: 07 Aug 2012

Date Reviewed: 05 June 2013

Date Revised: 13 June 2019

### Policy

The DPD program at Penn State University strives to uphold the ACEND accreditation standards. In the event that a student believes that there has been a violation of the ACEND accreditation standards, he or she should follow the procedure below. Students who report a complaint about the DPD program are protected from retaliation from the individual or individual's in which they are submitting their complaint against.

## Procedure

Students who have a complaint or concern about the program should follow these steps:

1. The student should first make an appointment with the DPD director, Mary Dean Coleman-Kelly to speak with her in person or by phone. In the event an appointment cannot be made in person or by phone, then another medium may be used as agreed upon between the student and the DPD director.
2. If a resolution cannot be made with the DPD director, the student should first make an appointment with the person acting as the Undergraduate PIC of the Nutritional Sciences department;
3. If a resolution cannot be made with the Undergraduate PIC, the student may request a meeting with the person acting as Head of the Department of Nutritional Sciences to voice their concerns;
4. If a resolution cannot be made with the Head of the Department of Nutritional Sciences, the student may request a meeting with the CHHD Associate Dean of Undergraduate Studies and Outreach to voice their concerns;
5. If no resolution is reached after all the options listed above have not provided an acceptable resolution, the student may initiate a final request to the Accreditation Council of Education in Nutrition and Dietetics (ACEND) directly. Students should follow the procedures outlined in the DPD student handbook outlined below.

## **Grievance Policy and Procedure as a student in the Nutritional Sciences program**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised: 12 Sept 18

### Policy

On occasion a student enrolled in the Didactic Program in Dietetics of the Nutritional Sciences program may view their treatment by a faculty and/or staff member as unjust or unfair. The following procedures offer guidance to the student for presenting their grievances, which will be filed.

### Procedure

Students who have concerns about problems that arise in the classroom, instructor behavior or capricious grading practices, advising practices, working in a research lab, etc., should follow the basic steps below as well as read the University Policy for guidance on addressing these concerns.

1. The student should first make an appointment with the instructor of the course, adviser, or individual they have concerns with to speak with him/her in person, by phone, or another medium that is mutually agreed upon between the student and the instructor.
2. If the incident involves a concern regarding a course, if a resolution cannot be made with the instructor, or if on a rare occasion the student is not comfortable speaking with the instructor in person, the student should contact the person acting as Undergraduate Professor in Charge of the academic department to share their concerns and request that they act as a mediator. If the instructor is the Undergraduate Professor in Charge, the student should follow step #3.

3. If the incident involves advising or another working in another area of the department, OR, if a resolution to course-related incident cannot be made with the presence of the Undergraduate Professor in Charge, the student should contact the acting Department Head of Nutritional Sciences and request that they act as a mediator.
4. If no resolution is reached after steps 1 through 3, the student may initiate a final request to the College of HHD Associate Dean of Undergraduate Studies and Outreach.
5. Students are advised to read the University Policy and to read the additional details provided in the manual to ensure they fully understand the procedure prior to addressing their concerns. These policies are available on the Faculty Senate website under the Undergraduate Programs tab. See policies: G10 Grade Mediation and Adjudication Procedure and 20-00 Classroom Problems at <http://undergrad.psu.edu/aappm/G-10-grade-mediation-adjudication.html>.

Students who feel they have been discriminated against should see the Office of Student Conduct website for the procedure to follow to file a complaint. This information is available at <https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/code-conduct>.

Students who feel the Didactic Program in Dietetics has violated the guidelines set by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) should read the Complaints about the Didactic Program in Dietetics policy and procedures in this handbook.

## **Health Insurance**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised: 13 June 2019

### Policy

Health insurance is strongly recommended for all students. Students whose current insurance policy does not cover care at University Health Services should consider purchasing student health insurance through Penn State.

Penn State requires international students, their accompanying spouses and/or children to demonstrate that they have health insurance coverage. For more information go to University Health Services Insurance webpage at <https://studentaffairs.psu.edu/health-wellness/health-insurance>

### Procedure

- Students who are covered by a health insurer other than one of the Penn State student plans should follow the steps outlined on the University Health Services website to submit their claim for reimbursement.
- Penn State University offers health insurance for students who do not have an existing healthcare provider. These include:
  - [The Penn State Student Health Insurance Plan](#), which is available to undergraduate and graduate students:
    - who have no health insurance coverage;

- who need supplemental insurance because their current plan does not provide adequate coverage while they are at Penn State.
- who are international students and must comply with [Penn State's Mandatory Health Insurance Requirement](#)
- Weblink: [http://www.firststudent.com/school\\_page/pennsylvania-state-university/home-pennsylvania-state-university/](http://www.firststudent.com/school_page/pennsylvania-state-university/home-pennsylvania-state-university/)
- [The Penn State Education Abroad Insurance Plan](#), a plan designed especially for the participants in the Penn State University approved Education Abroad Programs.

### **Injury or Illness while in a Supervised Practice**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

#### Policy

Students are expected to work in a supervised practice facility as part of the Advanced Field Experience in Nutrition (NUTR 495) course or may choose to work at a facility voluntarily to gain additional nutrition related experience.

#### Procedure

In the event a student becomes ill or injured while working at the supervised practice facility, the student should follow the procedures outlined by the facility.

### **Immunizations**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

#### Policy

Penn State University requires all degree-seeking students to be immunized against measles, mumps, and rubella and to submit this information online.

#### Procedure

Students should visit the University Health Services website <https://studentaffairs.psu.edu/health-wellness/medical-services/immunizations/immunization-requirements> to fill out the online health history form. This form should be submitted prior to the beginning of the student's second semester at Penn State University. Students who do not have the required immunizations can receive them through the University Health Center for a fee.

## **Liability Insurance**

Date Issued: 07 Aug 2012

Date Reviewed: 9 June 2014

Date Revised: 8 Sept 2014

### Policy

Students who are enrolled in NUTR 495: Advanced Field Experience in Nutrition may be asked to lead, engage in, and/or conduct activities that have associated risk. Some students may choose sites that require the student to purchase Liability (Malpractice) Insurance.

### Procedure

When setting up their Advance Field Experience in NUTR 391, students should speak with the site to determine whether Liability Insurance is needed prior to their start date.

- Students should purchase liability insurance through a company that is acceptable to both the student and the Advanced Field Experience site.

Note: The University and the Department of Nutritional Sciences do not endorse any insurance program(s). Students should check with their prospective agency prior to purchasing insurance coverage to ensure that the student policy meets the agency's insurance coverage requirements.

## **Program Schedule**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

### Policy

Penn State Dietetics students will follow the University Academic calendar for scheduled holidays and deadlines for academic related events.

### Procedure

The Penn State University academic calendar provides the dates for the start and end of the academic year, deadlines for the regular add/drop period, the last date for a late drop, the final exam conflict period, withdrawal from a course, the final exam period, and commencement. The calendar is located on the Office of the University Registrar webpage at [http://www.registrar.psu.edu/academic\\_calendar/calendar\\_index.cfm](http://www.registrar.psu.edu/academic_calendar/calendar_index.cfm).

## **Protection of Privacy of Student Information and Accessing Personal Files**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

### Policy

The Penn State University retains student records and information for designated periods of time solely for the purpose of the student's educational advancement. Student information will be distributed in accordance with the Pennsylvania State University policy on Confidentiality of Student Records and the Family Educational Rights and Privacy Act of 1974 (FERPA).

### Procedure

The student's rights regarding his/her personal records and information from the Penn State University Policy AD11 are highlighted below. Please see the Penn State University Policy Manual Number AD11 at <http://guru.psu.edu/policies/Ad11.html> for additional information.

The University will disclose information from a student's educational record only with the prior written consent of the student, except that educational records may be disclosed without consent to University officials having a legitimate educational interest in the records and to third parties specifically authorized by FERPA, as referenced under Policies on Disclosure of Student Records.

Student information that shows a record of their attendance can be displayed to the public without the student's prior consent. A list of this information can be found in the Policy manual at <http://guru.psu.edu/policies/Ad11.html#E>. Students are entitled to have this information withheld from the directory and should follow the instructions listed in Policy Manual AD11 to have this information withheld.

- Students have the right to review and inspect their educational record.
- Students are entitled to challenge and/or add to the factual basis of any record entry contained in records, files, and/or data.

### **Role of the Student at a Supervised Practice Facility**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

### Policy

Students are required to receive practical experience in dietetics as part of the Advanced Field Experience in Nutrition (NUTR 495) course. This experience is for educational purposes for the student and not as a means for the facility to replace employees.

### Procedure

Students will be informed in NUTR 391 (Introduction into Professional Experience) and NUTR 495 (Advanced Field Experience in Nutrition) that their participation in the field tasks are for educational purposes and they should not be used as “staff relief” or to do advanced level practice without supervision.

Students who believe they are being used for staff relief or are being asked to do advanced level practice without adequate supervision should contact the instructor of NUTR 495 with their concern and follow the procedure outlined in the syllabus for the course.

## Scholastic Probation and Suspension

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

### Policy

Students are expected to maintain good academic standing while completing their degree.

### Procedure

A student who does not maintain the scholarship standards of the University will be dismissed from the university according to the regulations of the University Undergraduate Advising Handbook “[Unsatisfactory Scholarship](#).”

## Termination/Disciplinary Procedure

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised: 13 June 2013

### Policy

Students who attend Penn State University are expected to follow the Student Code of Conduct (<https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/code-conduct>) through their everyday decision-making both in and out of the classroom. Knowing what is considered acceptable and honorable behavior is often the first step to making that a way of life.

### Procedure

Students who violate the Code of Conduct will follow the University disciplinary procedures described on the [Office Student Conduct webpage](#). Students should be familiar with these procedures to be fully aware of their rights and responsibilities in this process.

## Transfer Credits

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised: 13 June 2019

### Policy

Penn State students may have taken courses at another institution or may elect to schedule courses at another institution and transfer the credits to Penn State in order to meet degree requirements.

### Procedure

- Transferring credits prior to taking the course: Before a student schedules course work at another institution, he/she should refer to the Office of Admissions website for information about [Transferring Credits to Penn State](#).
- In addition, students should have the credits approved for transfer and should work with an adviser to determine how the credits will apply to his/her academic program. Students looking to transfer courses for the NUTR course in the DPD curriculum should work with the DPD director to determine whether they meet the requirements for the Verification Statement.

- Transferring credits after the student has taken the course: If a student has already taken a course at another institution, then he/she should read the [General Transfer Credit information on the Transferring Credits to Penn State](#) webpage.

## **Travel and Transportation**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

### Policy

Students may be asked to travel to off-campus facilities to fulfill coursework requirements or to represent the University in specific functions or activities. Students will be responsible for providing their own transportation to these events unless otherwise stated by the organization or class that is requiring the travel related event.

### Procedure

- Students who are traveling for an event that is part of a university student organization should follow the procedure outlined in the university [Student Travel Policy](#).
- Students who are traveling internationally should follow the [International Travel Policy for Penn State undergraduate students provided by Global Penn State](#)
- Students are responsible for providing their own transportation to and from field experiences or related activities. Students must carry sufficient automobile insurance coverage for collision and liability.

## **Withdrawal from the University and Refund of Tuition and Fees**

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

### Policy

In the event it is necessary for a Penn State Dietetics student to withdraw from the University, he/she should follow the University Procedure. Refunds of tuition and fees may be available depending on the student's circumstances.

### Procedure

- Students who are considering withdrawing from the University can find the procedures outlined on the [Penn State University Registrar webpage under Withdrawals](#). Students who have further questions should contact their assigned undergraduate adviser.
- Information regarding refunds of tuition and fees from the University can be found on the Office of the Bursar webpage at <http://www.bursar.psu.edu/refund.cfm>.

# APPENDICES

## **Appendix A: Emphasis Areas Courses**

Students are encouraged to select one (or more) of four Emphases:

1. Public Health Nutrition and Policy;
2. Nutrition and Foods in Business;
3. Community Food Security; and
4. Nutrition Education and Communications.

A minimum of 15 credits is recommended to complete an Emphasis.

There are no requirements that students have to complete an Emphasis as part of graduation requirements, but the student must have all of the courses approved by an adviser.

The following weblink has a list of the courses available to complete each Emphasis:

<https://hhd.psu.edu/nutrition/undergraduate/major-nutritional-sciences/emphases-nutritional-sciences>.

## **Appendix B: ACEND Procedure for Filing a Complaint against Accredited Programs**

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 or approved 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. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint.
2. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant is "blocked out" within the body of the written complaint that is sent to the program.
5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.

11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation or approval.
12. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation or approval.

# Appendix C: Verification Statement Policy: Nutrition and Dietetics option

## Verification Statement Policy: Nutrition and Dietetics option

Date Issued: 07 Aug 2012

Reviewed: 05 May 2019

Revised: 30 May 2019

### Policy:

A Verification Statement is an official document that signifies that the student has met all academic and professional requirements as dictated by the Accreditation Council in Education for Nutrition and Dietetics (ACEND) for the Pennsylvania State University DPD program.

### Procedure

Students must meet the criteria below to have a Verification Statement issued to them:

1. Earn a 70% or higher on assignments tied to the ACEND KRDN student learning outcomes given in selected DPD courses in the curriculum.
2. Attend one of the scheduled Dietetics Option Information sessions held by the DPD director upon declaring the Nutrition and Dietetics option and sign a form documenting their attendance.
3. Meet the degree requirements for the Nutritional Sciences major and Nutrition and Dietetics option. This includes earning a “C” or better in all the Nutrition and Dietetics options prescribed and additional courses listed below:
  - BIOL 161 and BIOL 162L: Anatomy and Physiology I
  - BIOL 163 and BIOL 164L: Anatomy and Physiology II
  - MICRB 106: Elementary Microbiology and MICRB 107: Elementary Microbiology Lab
  - STAT 200: Elementary Statistics or STAT 250: Introduction to Biostatistics
  - CHEM 110: Chemical Principles I or CHEM 130: Intro to General, Organic, and Biochemistry
  - CHEM 200: Fundamentals of Organic Chemistry I or CHEM 210:
  - HDFS 129: Intro to Human Development & Family Studies or PSYCH 100: Psychology
  - BMB 211: Elementary Biochemistry
  - NUTR 211R: Applying Biochemistry to Nutrition
  - NUTR 251: Introductory Principles of Nutrition
  - NUTR 320 Science and Methods of Food Preparation
  - NUTR 358 Assessment of Nutritional Status
  - NUTR 360 Nutrition Education and Behavior Change
  - NUTR 361 Community and Public Health Nutrition
  - NUTR 386 Managing Quality in Food and Nutrition Services
  - NUTR 391 Professional Preparation in Nutrition and Dietetics
  - NUTR 393 Dietetic Internship Application Development
  - NUTR 400 Introduction to Nutrition Counseling
  - NUTR 445 Energy and Macronutrient Metabolism
  - NUTR 446 Micronutrient Metabolism
  - NUTR 451 Nutrition throughout the Life Cycle
  - NUTR 452 Nutritional Aspects of Disease
  - NUTR 453 Medical Nutrition Therapy
  - NUTR 490W Nutrition Seminar
  - NUTR 495 Advanced Field Experience in Nutrition
  - HM 329 Intro to Food Production and Service

- HM 330 Food Production & Service Management

#### Issuing Verification Statements

- DPD Verification statements, per ACEND requirements, will be issued after the following are met:
  - Nutritional Sciences, Nutrition and Dietetics option B.S. degree is conferred and designated as such on the official transcript, and
  - the DPD director has confirmed that all KRDN Student Learning Outcomes (SLOs) meet the minimum requirements on the assignments given in the selected DPD courses in the curriculum.
- Five original signed copies will be sent to each student to their personal mailing address on record with the department. Students have the option pick up their Verification Statement in person upon request.

#### Information for transfer equivalency courses and transfer students:

##### Transfer equivalency courses:

- Courses taken at another institution may be transferred to Penn State but must be approved through the Penn State Admissions office transfer course equivalency process. Any DPD required Nutrition (NUTR) or Hospitality Management (HM) course must be evaluated for content by the DPD director to determine which courses will be approved. It is recommended that the student do this prior to taking the course.

##### Students transferring from another ACEND accredited DPD program:

- Students who transfer from other ACEND Accredited DPD programs may request to have their DPD courses reviewed by the DPD director to determine the course and KRDN SLO equivalency to meet the DPD Verification Statement criteria. Students must provide a copy of the course syllabus and graded assignments from the course that met the KRDN SLO. The determination of equivalency by the DPD director will occur on a case-by-case basis.
- Students are required to complete at least 22 credits of Nutritional Sciences and Hospitality Management courses to earn the Verification Statement from the Penn State DPD program. These courses include:

- NUTR 358 Assessment of Nutritional Status (3 credits)
- NUTR 391 Professional Preparation in Nutrition and Dietetics (2 credits)
- NUTR 400 Introduction to Nutrition Counseling (2 credits)
- NUTR 452 Nutritional Aspects of Disease (3 credits)
- NUTR 453 Medical Nutrition Therapy (3 credits)
- NUTR 490W Nutrition Seminar (3 credits)
- NUTR 495 Advanced Field Experience in Nutrition (3 credits)
- HM 330 Food Production & Service Management (3 credits)

One official original copy of the Verification Statement will be kept on record indefinitely; however, it is important that the student keep an original Verification Statement in their files.

Verification Statements are required for:

- Dietetic Internship programs

Verification Statements may be needed by:

- Future Education Graduate Programs and Coordinated Programs in Dietetics

- States for licensure purposes
- Potential employers

Additional information about Verification Statements is available on the ACEND website at <http://www.eatright.org/ACEND/content.aspx?id=66>.

**Approved by the DPD Curriculum Committee on May 30, 2019**

*Mary Dean Coleman-Kelly, PhD, MS, RD, DPD Director and Chair*

*Denise Lawson, MS, RD*

*Lynn Parker Klees, MA, RD, LDN*

*Jennifer Fleming, PhD, MS, RD*

*Alison Gernand, PhD, MPH, RD*

# Appendix D: Selecting, Evaluation, and Maintaining Agreements for Experiential Learning

## Policy

The Didactic Program in Dietetics (DPD) requires students to complete experiential learning activities in NUTR 495: Advanced Field Experience. Students are expected to complete 300 hours of experiential learning in a nutrition-related area to pass the 3-credit course. Students may complete their 300-hours at sites internal to Penn State University or outside the organization.

## Procedure

This document provides the guidelines and procedures used to select and evaluate sites for the field experience. Additionally, this policy details when written agreements with institutions, organizations and/or agencies are required for the field experience.

**1. DPD students are required to take NUTR 391: Professional Development in Nutrition and Dietetics the semester prior to taking NUTR 495: Advanced Field Experience. The NUTR 391 instructor of record, in consultation with the DPD Director as needed, is responsible for ensuring all experiential learning sites can meet the stated learning outcomes and objectives of NUTR 495.**

- **Site selection criteria includes:**

- The supervisor or preceptor should have the RDN credential. Exceptions are made for Nutritional Sciences research faculty with their PhD and students working in food service management under the supervision of a preceptor with significant management experience.
- Ability and willingness to provide the expected learning experience for students.
- Ability and willingness to provide the expected number of hours to complete the experience.
- Ability and willingness to supervise students during the duration of site placement.
- Adequate communication and responsiveness to instructor and student contact.
- Provision of a signed Affiliation Agreement if site is external to the university (see #2).
- Additional requirements for selecting a site is provided to students in the NUTR 391 Student Handbook when they take NUTR 391.

- **Evaluation Process:**

- Sites and preceptors are evaluated by the NUTR 391: Professional Development in Nutrition and Dietetics instructor of record to determine if they meet selection criteria prior to student placement.
- Students are instructed to ask the point of contact at the site whether an Affiliation Agreement is required by the site (see #2) prior to the start of the field experience.
- Site supervisors/preceptors complete a mid-point and final evaluation of student performance.
- Following completion of the field experience hours students complete an evaluation of the experiential learning site.
- The course instructor assesses the responsiveness of contacts at experiential learning sites to students and the instructor.

- **Timeline for evaluation of adequacy and appropriateness of NUTR 495: Advanced Field Experience site:**

- Students enroll in NUTR 391: Professional Development in Nutrition and Dietetics during the spring semester of the academic year.
- Students are given access to the field experience database that contains a list of previous sites used and are taught networking skills and create application materials to assist them with finding a site.
- Students are encouraged to begin looking for their site placement in February and to continue searching during the semester. When students find potential site, they fill out a “field experience agreement form” and submit it to the NUTR 391 instructor for approval. Once approved, students work with the preceptor to outline the projects that will be completed during the 300-hour field experience and report this information in the Field Experience Proposal that is submitted at the end of the semester.
- Students must have their sites secured by the late drop deadline listed on the Penn State Academic calendar to be enrolled in NUTR 495: Advanced Field Experience in the summer.

**2. The Penn State University DPD does not require DPD students to obtain an Affiliation Agreement to participate in the field experience hours. Affiliation agreements are used in the event the external site requires a signed affiliation agreement by Penn State University for the student be placed at the site.**

**The following outlines the procedures taken when the affiliation agreement is required and when it is not required by an external site.**

- *Affiliation Agreement is required by the external site:*
  - When the student identifies a site and they are told by the contact person that an affiliation agreement is required, the students provide the preceptor with the Penn State University standard affiliation agreement to share with the the site’s legal counsel for review. From that point, the NUTR 391 instructor serves as the liaison and ensures all legal documents are shared between the legal representatives at each site.
  - If the external site prefers to use their own affiliation agreement, the student obtains a copy of the external site’s affiliation agreement and sends it to the NUTR 391 instructor. From that point, the NUTR 391 instructor serves as the liaison and ensures all legal documents are shared between the legal representatives at Penn State and the external site.
  - Students are encouraged to allow at least 6 weeks for the University legal counsel and site legal counsel to review the affiliation agreements.
- *Affiliation Agreement is not required by the external site*
  - When the external and internal site does not require an affiliation agreement, students provide the preceptor of the site a copy of the field experience agreement form, which contains a statement that the site will waive their right to an affiliation agreement. The preceptor is asked to sign and date that they have read this statement and waive their right to an affiliation agreement.

Students are provided detailed information about this process in NUTR 391: Professional Development in Nutrition and Dietetics.

