

Nutrition Science & Dietetics Program



STUDENT HANDBOOK

2019-2020

DPD Handbook Table of Contents

Letter from the Faculty
Meet your Professors
Standards of Conduct of Dietetic Students

PART ONE: Andrews University DPD

Accreditation
University Philosophy

1.0 Andrews University DPD Program Description
1.1 Mission Statement and Goals
1.2 Andrews University DPD – Program Outcomes
1.3 ACEND 2017 Foundation Knowledge and Competencies
1.4 BS in Nutrition Science & Dietetics
1.5 Admission Requirements
1.6 Additional Requirements
1.7 Graduation Requirements
1.8 Registration Exam Eligibility
1.9 Mentoring and Tutoring
1.10 Prior Learning
1.11 Program Progress
1.12 Cost of the DPD Program

Andrews Core Experience (ACE) for the DPD Program
BS Nutrition Science & Dietetics Recommended Schedule (Dietetics Emphasis)
BS Nutrition Science & Dietetics Recommended Schedule (Nut. Sci. Emphasis)

PART TWO: Policies & Procedures

2.0 Policy Statement Notice Regarding Policies and Procedures
2.1 Academic Integrity
2.2 Student Rights & Procedures
2.3 Grievance Procedures
2.4 Filing & Handling of Complaints
2.5 Insurance Requirements
2.6 Injury & Illness
2.7 Drug Testing and Criminal Background Checks
2.8 Complaints Against the AU DPD
2.9 Verification Statements
2.10 Withdrawal and Refunds
2.11 Program Schedule, Vacation, Holidays, and Leaves of Absence
2.12 Students Access to Files & Protection of Privacy
2.13 Access to Student Support Services

PART THREE: Scholarships, Evaluation, and Other Information

3.0 Scholarships
3.1 DPD Evaluation Policies
3.2 Grading
3.3 Evaluation of Progress of Dietetic Students
3.4 Application
3.5 Interview
3.6 Portfolio
3.7 Student Involvement in the Department
3.8 Nutrition & Dietetics Comprehensive Examination
3.9 Preparation for the Registration Exam
3.10 The Academy of Nutrition and Dietetics Education Pathways
3.11 Becoming an RD and RDN
3.12 The Future of Nutrition & Dietetics

PART FOUR: Dietetic Internship

4.0 Dietetic Internship Programs
4.1 Internship Options

- 4.2 Applying for an Internship
- 4.3 Andrews University DI Program Description
- 4.4 AU Internship Program Costs
- 4.5 Handbook

APPENDIX

- DPD Application Form
- Junior Evaluation Form
- Checklist for New Students
- Departmental Assembly Log
- Portfolio Experience Requirements
- Portfolio Hours Log
- Code of Ethics

Andrews University

School of Population Health,
Nutrition & Wellness

Dear Student:

Welcome to Andrews University and the Department of Public Health, Nutrition & Wellness. The time you spend at Andrews will be important for both your professional and personal growth. It will be a time to distinguish yourself as a professional and a leader in the area of nutrition and dietetics. As we look around we see millions lacking the knowledge and/or resources to feed themselves to ensure optimal health. These individuals can be found in every race, economic and age group. Many are ill and no other health professional is better prepared to understand the nutritional needs of these individuals than the Registered Dietitian.

During the next few years you will be challenged by your instructors to achieve your maximum potential. They will expect to see you act and work in a professional manner. At times you will feel overwhelmed by the demands being placed upon you. You will be asked to attempt things that you have never done before and this will create feelings of uncertainty and discomfort. However, it is important to realize that you are not the only one feeling this way and that these feelings are normal. It is also important to know that the faculty, as well as your fellow students, are supporting you. Throughout this time we encourage you to explore the fascinating world of nutrition. Be thorough, ask questions, and don't be afraid to accept any challenge that is placed before you.

Most importantly, through it all seek the strength, comfort and will of your best friend, Jesus Christ. In the atmosphere of Christian Education we encourage you to develop a closer relationship with God so you can fulfill the commission of Christ to minister His love to individuals who are in need.

With every good blessing,
The Nutrition Faculty



Meet Your Professors



Sherri Isaak

Director, Dietetic Internship

Registered Dietitian

Diabetes Education Specialist

Teaches: FDNT 124 Food Science; FDNT 310 Nutrition throughout the Lifecycle



Gretchen Krivak

Director, Nutrition Science & Dietetics

Registered Dietitian

Group Fitness Instructor

Exercise is Medicine Level 1 Specialist

ACEND Program Reviewer

Teaches: FDNT 421 Community Nutrition I, FDNT 422 Community Nutrition II, FDNT 325 Sports Nutrition, FDNT 118 Profession of Dietetics, FDNT 490 Program Review

Sarah Younker

Registered Dietitian

Teaches: FDNT 352 Food Service Management II, FDNT 441 Medical Nutrition Therapy I, FDNT 451 Medical Nutrition Therapy Lab I, FDNT 442 Medical Nutrition Therapy II, FDNT 452 Medical Nutrition Therapy Lab II, FDNT 230 Nutrition

Standards of Conduct of Dietetic Students

Webster defines professional as "of, relating to, or characteristic of a profession or calling" and professionalism as "the conduct, aims, or qualities that characterize or mark a profession or professional person".

As a registered dietitian you will be expected to perform in a professional manner while interacting with patients, physicians, nurses, faculty and other students. Your success as a dietitian will depend largely upon your ability to communicate and carry yourself in a way that is becoming of a professional. Therefore, it is important you begin immediately to form behaviors and habits that are the hallmarks of a professional such as excellence, promptness, reliability, dependability, courteousness, commitment and self-motivation. Your professional growth and behavior will be monitored and evaluated throughout this program and will impact upon your readiness for an internship. Below are the standards of conduct that you, as a dietetic student, will be expected to follow.

1. Excellence

Professionals constantly strive for higher levels of performance and achievement. Therefore, they gracefully accept and value criticism from others knowing that it stimulates growth. They keep an open mind and respond non-defensively. They are self-motivated, directed, and positive in their conversations with others avoiding unproductive negative communication.

2. Promptness

Professionals value each individual's time and resources knowing that everyone works under very tight schedules. They are prompt for meetings and exhibit good time management skills and the ability to prioritize their schedule. To best serve everyone they do not over commit themselves. To prevent confusion and save time they are good listeners and strive to express themselves clearly and concisely both orally and in writing.

3. Reliability and Dependability

Professionals are aware that people rely on them for accurate information and therefore continuously strive to remain informed. They know that others are depending on them to perform their responsibilities with completeness and thoroughness.

4. Courteousness

Professionals recognize each individual's self-worth and are courteous and polite to each person regardless of his/her position or profession. They respond to invitations to meetings or other professional and social functions in a timely manner. If they are going to be late for a meeting they call the person in charge of the meeting to apologize and let them know when they expect to arrive. If they are going to be late and can't call ahead they apologize to the person in charge of the meeting at the most appropriate time after arriving at the meeting. If they are unable to attend they call with regrets.

5. Commitment

Professionals are committed to their profession and to the people they serve. They are committed to continuously maintaining the highest standards of conduct and ethics in their professional and private lives.

***Please read the code of ethics in Appendix C of the handbook for more information on standards of conduct.**

PART 1:

**Andrews University
Didactic Program in Nutrition Science & Dietetics
(DPD)**

ACCREDITATION

The Didactic Program in Nutrition Science & Dietetics (DPD) at Andrews University is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-5400.

UNIVERSITY PHILOSOPHY

The ideals of the university are portrayed in the seal and embodied in the Latin words - Spiritus, Mens, Corpus.

SPIRITUS - Striving for Spiritual Maturity . . .

1. To direct the attention of the student to the significance of man's relationship to God as it affects man's origin, nature, and destiny through personal contacts and classroom learning.
2. To invite each student to discover in the study of Nutrition a personal and growing relationship with God.
3. To encourage the student to make a commitment to service to God, the church, and humanity through their professional and personal life goals as a Registered Dietitian.

MENS - Striving for mental excellence . . .

1. To promote within the program a fellowship of Christian scholars who are companions in learning.
2. To utilize knowledge of man's past as it relates to the dietetic profession in order to put in perspective current and future professional practice.
3. To foster the attitude of habitual inquiry leading to a lifetime of learning.

CORPUS - Striving for physical well-being . . .

1. To provide students with the opportunity to live a balanced lifestyle.
2. To encourage students to establish lifetime habits of time management that includes opportunities for meeting physical and social needs.

These ideals are vitally linked to the philosophy of the Nutrition Science & Dietetics Program.

The Nutrition Science & Dietetics Program seeks to engender a sensitivity to and willingness to serve all members of society, irrespective of gender, race, economic status, or religion.

The faculty of the program in dietetics is committed to providing quality dietetic education in a Seventh-day Adventist Christian environment. It is our sincere desire to enable program graduates to dedicate their lives to Christian service and leadership for humanity as professional dietitians.

1.0 Andrews University DPD Program Description

This program is designed for students pursuing professional degrees in the fields of Nutrition, Dietetics, Medicine, Dentistry, Public Health, Research and other health related graduate degrees. This BS also prepares students for dietetics registration eligibility.

The Nutrition Science and Dietetics with Dietetics Emphasis is recommended for students wishing to become a Registered Dietitian/Registered Dietitian Nutritionist, or pursue a career in public health and/or graduate school.

The Nutrition Science and Dietetics with Nutrition Science Emphasis is recommended for pre-medical, pre-dental, pre-PA, students wishing to have a nutrition science and health promotion emphasis as they prepare for medical, dental, public health or graduate schools.

1.1 Mission Statement & Goals

The mission of the DPD program is to prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist for service to their church, society, and the world and to influence the community at large to affirm the Seventh-day Adventist lifestyles, including a plant-based, vegetarian diet.

- **Goal #1:** The program will prepare graduates to be competent for entry into supervised practice or other post-graduate programs through high quality educational offerings.
- **Goal #2:** The program will prepare graduates who are highly competent to promote a vegetarian diet as a lifestyle option.

1.2 Andrews University DPD - Program Outcomes

Our accreditation status is based upon our program achieving these outcomes. All program outcomes data is available upon request.

- 80% of students who are accepted into the Didactic Program in Nutrition Science & Dietetic in their junior year are expected to complete program requirements within 150% of the time or 3 years.
- Over a 3 year period, 60% of DPD graduates will apply to supervised practice programs the academic year they complete the program.
- Over a 3 year period, 80% of those applying to supervised practice programs the academic year they complete the program will be accepted.
- Over a three-year period, 80% of students will pass the registration examination within 1 year of their initial attempt.
- 75% of DI directors will rate the graduates as adequately prepared or higher for supervised practice.
- 70% of DPD graduating seniors will rate the program as adequately preparing them for promoting a vegetarian lifestyle.

***Our current 3 year pass rate for the DPD Program is 95% for testers within one year of the first attempt.**

1.3 ACEND 2017 Foundation Knowledge and Competencies

ACEND sets the eligibility requirements, the accreditation standards for didactic programs in dietetics, and the curricula for dietetic education. All students must obtain the following knowledge areas to successfully complete the program.

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Knowledge: Upon completion of the program, graduates are able to:

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Knowledge: Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- 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.
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- 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.
- KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
- 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.
- KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

Knowledge: Upon completion of the program, graduates are able to:

- KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
- KRDN 3.2 Develop an educational session program/educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 3.5 Describe basic concepts of nutritional genomics.

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.

Knowledge: Upon completion of the program, graduates are able to:

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget and interpret financial data.
- 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.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Describe safety principles related to food, personnel and consumers.
- KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

The program's curriculum must provide learning activities to attain the breadth and depth of the required curriculum components and core knowledge. Syllabi for courses taught within the academic unit must include these learning activities with the associated KRDNs.

1. Learning activities must prepare students for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.
2. Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females and older adults.
3. Learning activities must use a variety of educational approaches necessary for delivery of curriculum content, to meet learner needs and to facilitate learning objectives.

1.4 BS in Nutrition Science & Dietetics

A. (Dietetics Emphasis) - 124 credits

- **Prerequisite Courses—32**
BIOL221, 222, 260; CHEM110; BCHM120; FDNT230; PSYC101; and SOCI119, MATH 145
- **Andrews Core Experience (some are listed as pre-requisites) - 29**
ENGL 115, 215; COMM 104 ; RELT 100; 2 religion courses of choice; PBHL 440; HIST 117; HLED 120, +1 activity course; MUHL 214
- **Cognate Requirements—9**
BSAD355, 384; MKTG310
- **DPD Requirements—35**
FDNT118, 124, 310, 351, 352, 421, 422, 441, 442, 451, 452, 448, 460, 485, 490, 498
- **General Electives—16**

B. (Nutrition Science Emphasis) - 125 credits

- **Prerequisite Courses—32**
BIOL165, 166, 260; CHEM131, 132, 231, 232, 241, 242; BCHM421; FDNT230; PSYC101; and SOCI119, MATH 145
- **Andrews Core Experience (some are listed as pre-requisites) - 29**
ENGL 115, 215; COMM 104 ; RELT 100; 2 religion courses of choice; PBHL 440; HIST 117; HLED 120, +1 activity course; MUHL 214
- **Cognate Requirements—9**
BSAD355, 384; MKTG310
- **DPD Requirements—35**
FDNT118, 124, 310, 351, 352, 421, 422, 441, 442, 451, 452, 448, 460, 485, 490, 498
- **Other Requirements—14**
MATH 168; PHYS 141, 142; BIOL 465

1.5 Admission Requirements

Nutrition Science & Dietetics Program (Step 1)

Prospective students enter the **Nutrition Science & Dietetics program** upon acceptance to Andrews University. Students must apply to the professional program* at the end of their sophomore year. The Dietetics Emphasis is recommended for students wishing to become a Registered Dietitian/Registered Dietitian Nutritionist, or pursue a career in public health and/or graduate school.

Pre-requisite Courses: two years of the following:

- introductory professional (e.g. Food Science and Nutrition)
- sciences (e.g. Intro to Chemistry, Biochemistry, Anatomy & Physiology, and Microbiology)
- social sciences (e.g. Sociology and Psychology)
- math (e.g. MATH 145 or higher)
- Andrews Core Experience (ACE)

These courses may be obtained at Andrews University or another accredited college or university, or equivalent institution for international students.

Professional Program in Nutrition Science & Dietetics (Step 2)

Applying to the Program*

To transition into the professional program, students need to apply to the director of the Didactic Program in Nutrition Science & Dietetics (DPD) at the end of their sophomore year. Students must apply to the program in order to register for FDNT 351 Food Service Management, a required course for the major.

Courses

The professional program includes two years of study including courses in:

- medical nutrition therapy
- food-service management
- nutrition and metabolism
- community nutrition

These courses are to be obtained on the Andrews University campus.

Application Deadline

For acceptance to the program applications need to be submitted, to the program director, by the last Friday in March, September, or November for the following semester.

Acceptance

- Full acceptance into the BS Nutrition Science & Dietetics Program requires successful completion of all prerequisite courses and a minimum cumulative GPA of 3.0, and a minimum overall GPA of 2.5 in the sciences and FDNT courses.
- Students who are not fully accepted into the program by their senior year will be unable to register for FDNT 441 Medical Nutrition Therapy which is required for the completion of the program.

1.6 Additional Requirements

Professional Development Portfolio

Students are expected to complete a professional development portfolio during the DPD program outlining their goals and accomplishments, including 200 hours of professional dietetic experience (125 hours for students transferring into Andrews University in the junior or senior year). A verification form for completion of the DPD program will not be issued until the professional development portfolio has been satisfactorily completed by the student.

Comprehensive Review Exam

Graduates are provided with a Didactic Program in Nutrition Science and Dietetics Verification Statement, testifying to the fact that they have successfully completed the requirements for a BS degree in Nutrition Science and Dietetics. Students must successfully pass a comprehensive review exam in their senior year before they are eligible to receive a DPD verification form.

1.7 Graduation Requirements

Graduation is dependent upon the completion of all curriculum requirements for the professional Bachelor of Science in Nutrition Science and Dietetics degree with the maintenance of at least a minimal overall GPA of 2.85 and a minimal GPA of 2.25 in all dietetic and science courses. No grade below a C- is accepted for prerequisite and cognate courses (or below a C for dietetic courses). At least 124 (125 nutrition science emphasis) semester hours are required for graduation.

1.8 Registration Exam Eligibility

Andrews University offers two programs to prepare the student for the registration examination given by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics (AND).

- The DPD program, which meets the academic requirements for registration eligibility.
- The Dietetic Internship, a post-baccalaureate program, designed to meet the supervised practice requirements for registration eligibility.

1.9 Mentoring & Tutoring

Mentoring- New students are connected with a mentor in FDNT 118 - Profession of Dietetics. Mentors will be senior level students in FDNT 490 - Program Review. The mentors will be required to meet with the mentees at least once throughout the semester and all students in the mentorship program will be required to write a short report on the mentoring experience.

Tutoring- Students who need additional help in any class can contact Student Success for tutoring.

1.10 Prior Learning

The academic records office, assesses all prior learning credits. E-mail articulation@andrews.edu. The DPD director can assist in filing of petitions for courses that were not awarded credit and deems as comparable to a course required for the Dietetics Program.

Andrews University approves credit for prior college-level learning earned through recognized advanced standing, standardized and department exams, validation and portfolio assessments. Other options are reviewed by the Articulation Council. For information about evaluation of transfer credits, see Bulletin Undergraduate Academic Policy: Transfer of Credits.

1.11 Program Progress

The students will meet with their advisor on a yearly basis to assess their progress in the program. However, it is the **STUDENTS** responsibility to regularly check their CAPP/Degree Works (graduation progress) report to track their progress in the program.

Retention & Remediation

If	Then
The student's overall cumulative GPA drops below a 3.0	The student will have until the end of the summer of their Junior year to get their GPA up to a 3.0 or better
The student receives below a C for a FDNT course.	The student will be permitted to retake up to 2 upper division FDNT courses.
The student conducts themselves consistently in an unprofessional manner	The student must show consistent improvement in professionalism.
The student is put on probation after the junior evaluation	Student must improve grade and/or performance to be eligible for the DI
The problems above are not solved in an appropriate amount of time (typically 1 semester).	The possibility of receiving a placement in any internship program is highly unlikely.

Termination

The Andrews University termination policy is outlined in the University Bulletin. The Department of Public Health and Wellness and Didactic Program in Dietetics abide by the same termination policies.

1.12 Cost of the DPD Program

See the Andrews University General Information Bulletin (online) for extensive information on tuition and other expenses.

Lab Fees

Students enrolled in the following courses are charged the following fees:

• FDNT 124	Food Science	\$100.00
• FDNT 351	Food Service Management	\$59.00
• FDNT 352	Food Service Management II	\$59.00
• FDNT 421	Community Nutrition I	\$73.00
• FDNT 422	Community Nutrition II	\$73.00
• FDNT 451	Medical Nutrition Therapy Lab I	\$87.00
• FDNT 452	Medical Nutrition Therapy Lab II	\$87.00

Other Fees

• Professional Fee, each semester of professional program	\$1480.00 (\$370/semester/class)
• Lab Coat	\$25.00
• Travel to off campus labs	\$30.00
• Serve safe certification	\$36.00
• Student membership to the Academy of Nutrition & Dietetics	\$58.00 yearly

Andrews University

School of Population Health, Nutrition & Wellness

Andrews Core Experience (ACE) for the DPD Program

<p>Religion <i>Recommend students take one course for each academic year in attendance from RELB, RELG, RELP, RELT.</i> <u>RELT 100 - God and Human Life</u> <u>PBHL 440 – Fundamentals of Spirituality and Ethics</u> <hr/> <hr/></p>	<p>Mathematics <i>Take one course from the following:</i> <u>MATH 145 - Reasoning with Functions</u> Or a higher level of math course</p>
<p>Language/Communication <u>ENGL 115 - College Writing I</u> <u>ENGL 215 - College Writing II</u> <u>COMM 104 - Communication Skills</u></p>	<p>Computer Literacy <u>Not required for our department</u></p>
<p>History <i>Take one course of the following:</i> <u>HIST 117 - Civilizations and Ideas I or</u> <u>HIST 118 - Civilizations and Ideas II</u></p>	<p>Service <u>FDNT 421 Community Nutrition I</u> <u>FDNT 422 Community Nutrition II</u></p>
<p>Fine Arts/Humanities <i>Take one course from all of the following:</i> Visual Arts: <u>ARTH 220 - Language of Art</u> <u>PHTO 210 - History of Photography</u> <u>A course in studio</u> Humanities: <u>ENGL 255 - Studies in Literature</u> <u>PHIL 224 - Introduction to Philosophy</u> Music: <u>MUHL 214 - Enjoyment of Music</u> <u>MUHL 258 - American and World Music</u> <u>One year of Ensemble, Applied Music (multiple semesters)</u></p>	<p>Social Sciences <u>PSYC 101 - Introduction to Psychology</u> <u>SOCI 119 - Principles of Sociology</u></p>
<p>Life/Physical Sciences. <u>FDNT 230 - Nutrition</u> <u>CHEM 110 - Introduction to Inorganic and Organic Chemistry</u> <u>BCHM 120 – Biochemistry</u> <u>BIOL 221 – Anatomy & Physiology I</u> <u>BIOL 222 – Anatomy & Physiology II</u> <u>BIOL 260 – Microbiology</u></p>	<p>Fitness Education <i>Take two courses.</i> <u>HLED 120 - Fit for Life *first year (recommended)</u> <i>And one courses from the following FTES categories:</i> <u>Personal Fitness, Outdoor Skills, Team Activity</u></p>

BS Nutrition Science & Dietetics

Recommended Schedule

(Dietetics Emphasis)

Fall Semester	FRESHMAN	Time	Day	Credits	Spring Semester	FRESHMAN	Time	Day	Credits
BIOL 221 BIOL 221 L ENGL 115 FDNT 230 RELT 100 HIST 117	Anatomy & Physiology I A&P I Lab College Writing I Nutrition God & Human Life Civilizations & Ideas I **	8:30 14:30 10:00 11:30 14:00 9:30	MWF W TR MWF TR MWF	4 0 3 3 3 <u>3</u>	HLED 120 BIOL 222 BIOL 222 L COMM 104 FDNT 118 SOCH119 MATH 145	Fit for Life Anatomy & Physiology II Anatomy & Physiology Lab Communication Skills Profession of Dietetics Principles of Sociology Reasoning with Functions	10:30 8:30 14:30 9:30 14:30 12:30 10:30	T TR W MWF R MW MWF	1 4 0 3 1 3 <u>3</u>
	Total credits			16		Total credits			15
Fall Semester	SOPHOMORE	Time	Day	Credits	Spring Semester	SOPHOMORE	Time	Day	Credits
CHEM 110 CHEM 110 L FDNT 124 FDNT 124 L RELT 250 MUHL 214	Intro to Inorg. & Org. Chem. Intro to Inorg. & Org Chem Lab Food Science Food Science Lab Personal Spirituality & Faith Enjoyment of Music*	11:30 15:30 13:00 14:00 10:30 14:00	MWF W TR T MWF MW	4 0 3 0 3 <u>3</u>	BCHM 120 BCHM 120 L BIOL 260 BIOL 260L ENGL 215 PSYC 101 <i>FTES Elective</i>	Intro to Biological Chemistry Intro to Biological Chem Lab General Microbiology General Microbiology Lab College Writing II Intro to Psychology	11:30 15:30 12:30 14:00 9:30 8:30	MWF W MWF MW MWF MWF	4 0 4 0 3 3 <u>1</u>
	Total credits			16		Total credits			15
Fall Semester	JUNIOR	Time	Day	Credits	Spring Semester	JUNIOR	Time	Day	Credits
FDNT 310 FDNT 351 FDNT 351 L BSAD 355 MKTG 310 <i>General Elective</i>	Nutrition in Life Cycle Food Service Management I Food Service Management Lab Management & Organization Principles of Marketing	9:30 8:30 Arranged 11:30 10:00	MWF MW F MWF TR	3 3 0 3 3 <u>3</u>	FDNT 352 FDNT 352 L FDNT 485 BSAD 384 RELB 210 <i>General Elective</i>	Food Service Management II Food Service Management Lab Nutrition & Metabolism Human Resources Mgt. Jesus in His Time and Ours	9:30 15:30 10:30 17:00 14:00	MW T MWF MW MW	3 0 3 3 3 <u>3</u>
	Total credits			15		Total credits			15
Fall Semester	SENIOR	Time	Day	Credits	Spring Semester	SENIOR	Time	Day	Credits
FDNT 441 FDNT 451 FDNT 448 FDNT 498 FDNT 498 L PBHL 440 FDNT 421 FDNT 421 L <i>General Elective</i>	Medical Nutrition Therapy I Medical Nutrition Therapy Lab Nutrition & Wellness Research Methods Research Methods Lab Fundamentals of Spirituality & Ethics Community Nutrition I Community Nutrition Lab	13:00 14:30 10:30 8:30 9:30 18:30 12:30 13:30	TR R MWF TR T MR MW W	3 1 3 2 0 3 2 0 <u>2</u>	FDNT 442 FDNT 452 FDNT 490 FDNT 422 FDNT 422 L FDNT 460 <i>General Electives</i> <i>(choose with advisor)</i>	Medical Nutrition Therapy II Medical Nutrition Therapy Lab Program Review Community Nutrition II Community Nutrition Lab Seminar: Nut. & Well, EG White	13:00 14:30 12:30 13:30 Arranged 18:30	TR R F W T	3 1 1 2 0 1 <u>8</u>
	Total credits			16		Total credits			16
				16		CREDIT TOTAL - 124			

BS Nutrition Science & Dietetics

Recommended Schedule

(Nutrition Science Emphasis)

Fall Semester	FRESHMAN	Time	Day	Credits	Spring Semester	FRESHMAN	Time	Day	Credits
BIOL 165	Foundations of Biology	12:30	MTWRF	5	BIOL 166	Foundations of Biology	12:30	MTWRF	5
BIOL 165 L	Foundations of Biology Lab	14:00	T	0	BIOL 166 L	Foundations of Biology Lab	14:00	T	0
ENGL 115	College Writing I	8:30	MWF	3	COMM 104	Communication Skills	8:30	MWF	3
RELT 100	God & Human Life	11:30	MWF	3	CHEM 132	General Chemistry II	9:30	MTWRF	4
CHEM 131	General Chemistry I	9:30	MTWRF	4	CHEM 132 L	General Chemistry II Lab	14:30	M	0
CHEM 131 L	General Chemistry Lab	14:30	M	0	FDNT 230	Nutrition	11:30	MWF	3
	Total credits			15	FDNT 118	Profession in Dietetics	14:30	R	1
Fall Semester	SOPHOMORE	Time	Day	Credits	Spring Semester	SOPHOMORE	Time	Day	Credits
CHEM 231	Organic Chemistry I	8:30	MWRF	3	CHEM 232	Organic Chemistry II	8:30	TWRF	3
CHEM 241 L	Organic Chemistry I Lab	8:30, 18:00	T	1	CHEM 242 L	Organic Chemistry II Lab	8:30	M	1
FDNT 124	Food Science	13:00	TR	3	CHEM 242 L	Organic Chemistry II Lab	13:30	T	0
FDNT 124 L	Food Science Lab	14:00	T	0	ENGL 215	College Writing II	17:30	MW	3
MATH 168	Precalculus	10:30	MTWR	4	RELT 250	Personal Spirituality & Faith	11:30	MWF	3
PSYC 101	Intro to Psychology	14:00	W	3	MUHL 214 *	Enjoyment of Music	10:00	TR	3
SOCI 119	Principles of Sociology	12:30	MW	3	BIOL 260	General Microbiology	12:30	MWF	4
	Total credits			17	BIOL 260L	General Microbiology Lab	16:00	MW	0
Summer Semester	SOPHOMORE	Time	Day	Credit	Spring Semester	JUNIOR	Time	Day	Credits
PHYS 141	General Physics I		MTWRF	4	FDNT 422	Community Nutrition II	13:30	W	2
PHYS 142***	General Physics II		MTWRF	4	FDNT 422 L	Community Nutrition Lab	Arranged		0
Fall Semester	JUNIOR	Time	Day	Credits	FDNT 485	Nutrition & Metabolism	10:30	MWF	3
HLED 120	Fit for Life	12:30	T	1	PBHL 440	Fundamentals of Spirituality & Ethics	18:30	TR	3
FDNT 421	Community Nutrition I	12:30	MW	2	BSAD 355	Management & Organization	10:00	TR	3
FDNT 421 L	Community Nutrition Lab	13:30	W	0	HIST 118 **	Civilizations and Ideas II	9:30	MWF	3
FDNT 310	Nutrition in Life Cycle	9:30	MWF	3		Total credits			14
BCHM 421	Biochemistry	8:30	MTWF	4					
FDNT 499	Research Projects in Nutrition Sci.	Arranged		1					
MKTG 310****	Principles of Marketing	10:00	TR	3					
FTES Elective				1					
	Total credits			15					
Fall Semester	SENIOR	Time	Day	Credits	Spring Semester	SENIOR	Time	Day	Credits
FDNT 351	Food Service Management I	8:30	MW	3	FDNT 352	Food Service Management II	9:30	MW	3
FDNT 351 L	Food Service Management Lab	Arranged		0	FDNT 352 L	Food Service Management Lab	15:30	M	0
FDNT 441	Medical Nutrition Therapy I	13:00	TR	3	BSAD 384	Human Resources Mgt.	17:00	MW	3
FDNT 451	Medical Nutrition Therapy Lab	14:30	R	1	FDNT 442	Medical Nutrition Therapy II	13:00	TR	3
FDNT 448	Nutrition & Wellness	10:30	MWF	3	FDNT 452	Medical Nutrition Therapy Lab	14:30	R	1
FDNT 498	Research Methods	8:30	TR	2	FDNT 460	Seminar: Nut. & Well., EG White	18:30	T	1
FDNT 498 L	Research Methods Lab	9:30	T	0	FDNT 490	Program Review	12:30	F	1
RELB 210	Jesus in His Time & Ours	14:00	TR	3	BIOL 465	Histology	9:30	MW	3
	Total credits			15	BIOL 465L	Histology Lab	18:30	W	0
					17				
						Total credits			15
						CREDIT TOTAL			125

Part 2:
Policies & Procedures

2.0 Policy Statement Notice Regarding Policies and Procedures

All Nutrition Science & Dietetics majors are expected to be familiar with and observe the policies and procedures of Andrews University and the department of Public Health, Nutrition & Wellness. These policies and procedures can be found in:

1. Andrews University Bulletin
2. Andrews University Nutrition Science & Dietetics Program Student Handbook
3. Andrews University Student Handbook

The Nutrition Science & Dietetics Student Handbook is available at the beginning of each school year online and in hard copy.

2.1 Academic Integrity

In harmony with its mission statement (Andrews University Bulletin), Andrews University expects that students will demonstrate the ability to think clearly for themselves and exhibit personal and moral integrity in every sphere of life. Thus, students are expected to display honesty in all academic matters.

Academic dishonesty includes (but is not limited to) the following acts:

- Falsifying official documents;
- Plagiarizing, which includes copying others' published work, and/ or failing to give credit properly to other authors and creators;
- Misusing copyrighted material and/or violating licensing agreements (actions that may result in legal action in addition to disciplinary action taken by the University);
- Using media from any source or medium, including the internet (e.g., print, visual images, music) with the intent to mislead, deceive or defraud;
- Presenting another's work as one's own (e.g., placement exams, homework assignments);
- Using materials during a quiz or examination other than those specifically allowed by the teacher or program;
- Stealing, accepting, or studying from stolen quizzes or examination materials;
- Copying from another student during a regular or take-home test or quiz; assisting another in acts of academic dishonesty (e.g., falsifying attendance records, providing unauthorized course materials).

Andrews University takes seriously all acts of academic dishonesty. Such acts as described above are subject to incremental discipline for multiple offenses and severe penalties for some offenses. These acts are tracked in the Office of the Provost. Repeated and/or flagrant offenses will be referred to the Committee on Academic Integrity for recommendations on further penalties. Consequences may include denial of admission, revocation of admission, warning from a teacher with or without formal documentation, warning from a chair or academic dean with formal documentation, receipt of a reduced or failing grade with or without notation of the reason on the transcript, suspension or dismissal from the course, suspension or dismissal from the program, expulsion from the university, or degree cancellation. Disciplinary action may be retroactive if academic dishonesty becomes apparent after the student leaves the course, program or university. Departments and faculty members may publish additional, perhaps more stringent, penalties for academic dishonesty in specific programs or courses.

2.2 Student Rights & Procedures

University policies and procedures addressing student records, freedom of association, discrimination and harassment, right of entry, classroom rights and other student rights can be found in the Andrews University General Information Bulletin (online) and in the Student Handbook.

2.3 Grievance Procedures

Every effort should be made by the student and the program director to provide an experience that is conducive to the development of professional competencies. However, as in any professional environment, behavior or circumstances may arise causing grievance to one or both parties.

The student should realize that for all concerns that cannot be resolved with the party causing the injury the following chain of command should be contacted. For efficient resolution of the concern, it is important that the sequential order of the chain be observed (please see below). You may be requested to state your grievance in writing.

Chain of Command for Grievances

Director of the Nutrition Science & Dietetics Program

Chair, Department of Public Health, Nutrition & Wellness

Dean, School of Health Professions

Vice President for Academic Administration

President, Andrews University

A university ombudsperson may be helpful in this process. See the Student Handbook for more information.

2.4 Filing & Handling of Complaints

Students with a complaint related to the DPD program should follow the grievance procedures listed above. Any grievance or complaint reported will be written and kept for 5 years in a file in the DPD Director's office.

2.5 Insurance Requirements

Andrews University requires all students to have medical insurance to attend. Students can be covered by their own family or personal plan, or must take out the University's insurance if they do not have their own. There are no other additional insurance requirements regarding insurance for the DPD program.

2.6 Injury or Illness

The DPD Program follows the University's policy for injury or illness. This can be found in the online University Bulletin under Financial Information.

Accident/Sickness. Every international student in "student status" and every other student registered for 6 or more credit hours is to be covered by at least an Accident and Sickness Plan. This may be purchased through the university by signing up online in Registration Central at registration time. International students are required to include all dependents that are here in the U.S. and there is an additional fee for adding dependents. Payment for this coverage can be charged to the student's account. The insurance is non-refundable after the drop/add date.

International students and their accompanying dependents are required to have health insurance irrespective of their class load.

2.7 Drug Testing and Criminal Background Checks

The DPD program does not required students to complete a drug test of criminal background check at this time. If students participate in outside shadowing experiences that the hospital or school requires these checks the student will be responsible for completing the required check or test.

2.8 Complaints Against the AU DPD

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 complainant must sign the complaint. Anonymous complaints are not considered.” The way to file a complaint, along with a complaint investigation form, is available on line.

2.9 Verification Statements

Verification statements “verify” that a student has an undergraduate degree and has completed the DPD Program requirements. Verification statements are issued to all student who successfully complete the dietetics program, regardless of whether they plan to enter a supervised practice program the semester proceeding their completion of the program. The DPD Director issues a verification statement when she has verified that the student has completed their degree and/or the coursework required for the program. To receive a verification statement a final transcript with the graduation date must be sent to the DPD director to have on file. For students who have taken courses at a variety of institutions all transcripts (official) must be sent to the DPD director to have on file. Verification statements cannot be issued before graduation day and will only be completed once all official transcripts are delivered to the DPD director.

2.10 Withdrawal and Refunds

Information regarding withdrawal and refunds can be found in the online University Bulletin in under financial information. Withdrawals and refunds for interactive and self-paced full-term online courses follows on-campus policy. The Self-Paced Calendar for open learning includes all details for the alternate withdrawal and refund deadlines for this type of course only. All withdrawals after the last day to drop or add a course require a drop/add form submitted to the Office of Academic Records. Distance students can email sderegister@andrews.edu to request assistance with this procedure.

Financial Assistance Adjustments after withdrawal. Federal and State regulations require the university to return a portion of program funds when a student withdraws completely from school after receiving financial assistance under any Federal Title IV program (other than Federal Work Study). Refer to Undergraduate Financial Assistance for Financial Aid Refund Policy.

2.11 Program Schedule, Vacation, Holidays, and Leaves of Absence

The program follows the University’s calendar for all vacations and holidays. This calendar can be found online in the

University's General Information Bulletin (online).

DPD courses for the program are only offered in the fall and spring semesters on campus. The program follows the University's calendar for start and end dates of classes, final exams, and other scheduled activities.

2.12 Student Access to Files & Protection of Privacy

In compliance with the Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of and access to student education records, Andrews University grants the rights outlined within the Act to our students.

The DPD Program follows the University procedure for student access to files which can be found in the University's Student Handbook. Additionally, all students in the DPD program identities are protected through the regulations outline in the FERPA act.

2.13 Access to Student Support Services

Andrews University offers a wide array of services to students including: Student Success, University Wellness, Student Life, Campus Ministries and the Counseling and Testing Center. Student success is where students can go for support if they have any disability in which they need assistance in the classroom for or are in need of help with time management skills. University Wellness is a new department on campus that sets forth initiatives to help in keeping students (in addition to faculty, staff and community members) active and healthy. The Department of Student Life provides services for students related to their spiritual wellbeing while attending Andrews. Last, the Counseling and Testing Center has professional counselors available to help students with grief or other difficulties that they may be going through plus helps students learn study habits, write an effective resume, practice job interviewing skills and more.

Part 3:

Scholarships, Evaluation, and Other Information

3.0 Scholarships

Students enrolled in the DPD are eligible to apply for various scholarships offered through Andrews University. Scholarships offered through the university must be applied for by **March 16** in the School of Population Health, Nutrition and Wellness.

Listed below are three (3) scholarships offered through the university which are designated for nutrition students. These scholarships are awarded annually to students in the spring for the following fall semester. The amounts available for each scholarship change on a yearly basis and also depend on the number of students who are selected for scholarship. Students should note, however, that the financial information bulletin lists approximately 20 endowed scholarships available to students enrolled in any program at Andrews University.

- The **Neva Hall Endowed Scholarship** was established by Mrs. Neva Hall of Riverside, California, for junior and senior dietetics majors.
- The **Frank L. and Alice G. Marsh Scholarship** was established by these former Andrews University faculties to benefit dietetic students.
- The **Otto and Irma Vyhmeister Endowed Scholarship Fund** was established to benefit a non-North American SDA student in their junior or senior year of dietetics, or a graduate student in nutrition.

The Academy of Nutrition and Dietetics (AND) Foundation also has various scholarships available to eligible students. Information regarding these scholarships may be obtained from AND by calling 1-800-877-1600 or on their website. Applications must be postmarked by **February 15**.

3.1 DPD Evaluation Policies

Evaluation is an important component of the learning process since it allows the student to maximize growth by realizing areas of both weakness and strength. Evaluation of students in the DPD program involves more than grading. It is a comprehensive survey of each student performance in and outside of the classroom and includes both academic and professional behavior. Details of the grading system are listed below. The different types of evaluations used are: exams, quizzes, rubrics, and case studies.

3.2 Grading

The authority to determine letter grades rests with the teacher of the course. Policies on the Andrews University grading system including deferred grades and incompletes are found in the current University Bulletin and in each course syllabus.

A	94-100%
A-	90-93%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	A grade of C- or lower is not acceptable for dietetics students

3.3 Evaluation of the Progress of Dietetic Students

Evaluations are completed at regular intervals during the program as an overall index of student growth. Information from the evaluations is used to strengthen and enrich counseling of the student. Steady growth and progress is expected from the initial levels toward the ideal level. The evaluation is completed by the director of the DPD using information from course instructors and the Nutrition Faculty. Evaluations will occur at the following intervals:

1st evaluation	Spring Semester, Sophomore Year (application, see application on pg. 26-28)
2nd evaluation	Spring Semester, Junior Year (interview, see evaluation form on pg. 29-30)
3rd evaluation	Spring Semester, Senior Year (portfolio)

Forms used in the evaluation process can be found in the appendix of this handbook. The evaluation forms for each student are compiled by the director of the DPD and reviewed along with a self-evaluation completed by the student using the same forms. All ratings are recorded on a summary sheet which is maintained in the students' file. The director of DPD may summarize the general strengths and limitations of the student in conference with other faculty and the student; however the actual ratings and comments will be kept in confidence.

3.4 Application

Students who wish to enter into phase 2 of the DPD must apply to the program in the spring semester of their sophomore year. Applicants must meet the requirements on page 11 to be accepted into the program.

Freshmen and sophomores are permitted to retake a maximum of 2 science or FDNT courses to improve their standing for admission to the dietetics program.

3.5 Interview

In the spring semester of their junior year each student will meet with the DPD Director and one other DPD faculty member for an interview. The student completes the evaluation form, available on pages 29-30 of the handbook, and brings it to the meeting. The DPD director and additional faculty member complete the evaluation for the student also and compare the evaluations during the meeting time.

3.6 Portfolio

Students are presented with information on starting their portfolio in FDNT 118 (Profession of Dietetics). Projects, papers, and presentations are collected by each student throughout the program to put into their final portfolio. An online portfolio is required of all students.

Each year students are encouraged to make an appointment with their advisor to sit down and review their current portfolio. A new learning plan and evaluation, updated resume, and a revised self-reflection should be completed each year of the program, and placed in the portfolio.

All senior students need to submit the final copy of their portfolio in FDNT 490 (Review). Completion of the FDNT 490 course and graduation is contingent on the student turning in their finalized portfolio. Completing the portfolio is a requisite to receiving a DPD verification form.

*Log sheets for departmental assemblies and volunteer/work hours can be found in the appendix. An outline of the volunteer/work hour guidelines can be found also be found in the appendix.

3.7 Student Involvement in the Department

Students are represented by elected officers of the Population Health, Nutrition & Fitness Student Association (PHNFSA).

This association has two faculty co-sponsors who bring the academic issues and other concerns of the students to the departmental faculty meetings for discussion and action. Students will be informed of pertinent decisions occurring in faculty meetings by email and at the monthly departmental assemblies. **All students are required to attend 4 of the 6 departmental assemblies for each school year. Assembly attendance MUST be recorded and turned in with the senior portfolio.**

3.8 Nutrition & Dietetics Comprehensive Examination

****Background***

The DPD is an academic curriculum which prepares the graduate for a Dietetic Internship (DI). When this is completed satisfactorily the student is eligible to take the Registration Exam.

****Goal of the DPD Comprehensive Exam***

To help students review the academic requirements by exposing them to the type of knowledge needed to prepare for and successfully pass the knowledge components of the registration examination.

****Procedure and Details***

The DPD examination is structured to be similar to the CDR examination in difficulty, question type and distribution. However, this examination does not integrate the practice component that a DI is designed to provide.

Subject matter : Course work covered during DPD program

Time : Late spring semester of the senior year (3rd week of April)
as part of the review course FDNT 490

Passing Level : 70%

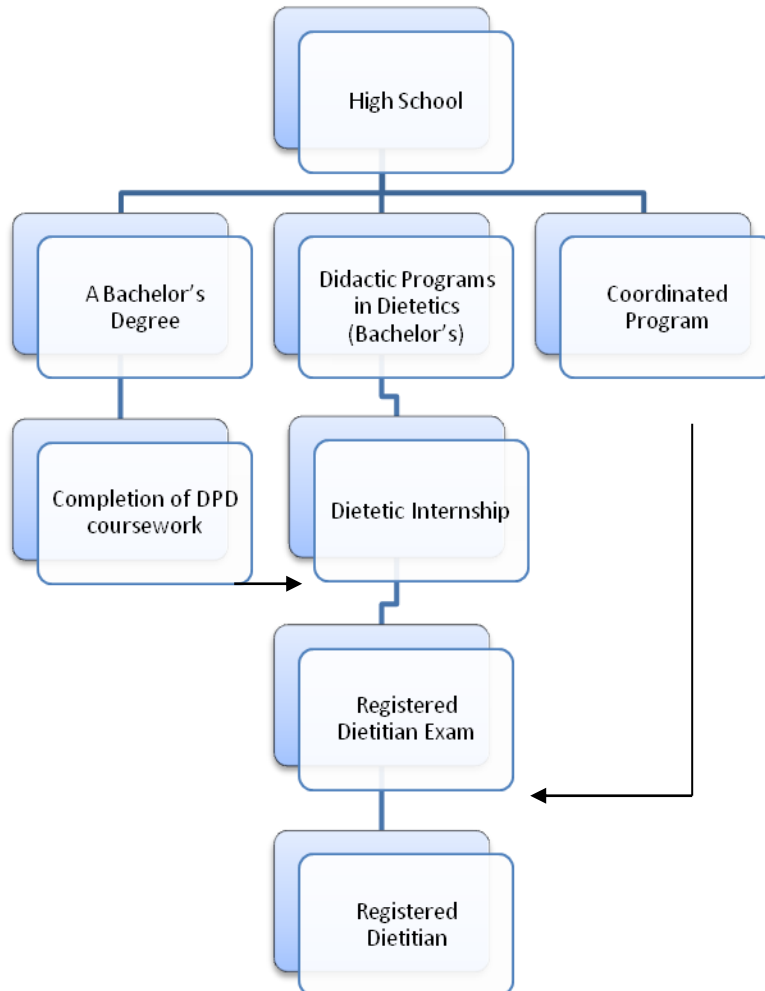
Students failing the comprehensive exam may be permitted to re-take the exam at least once. The re-takes will be scheduled no sooner than 30 days and 60 days, respectively, after the initial exam was given. Failure to pass the exam the 3rd effort will jeopardize receipt of a final DPD verification form for the student.

3.9 Preparation for the Registration Exam

Andrews University offers two programs to prepare the student for the registration examination given by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics (AND).

- The DPD program, which meets the academic requirements for the entrance to the Dietetic Internship.
- The Dietetic Internship (DI), a post-baccalaureate program, designed to meet the supervised practice requirements for registration eligibility. *See additional information on the AU DI program on pages 31-32.

3.10 The Academy of Nutrition and Dietetics Educational Pathways to Registration



Definitions:

1. **Didactic program in Nutrition Science & Dietetics**: An academic program in a regionally accredited college or university culminating in at least a bachelor's degree. The program is approved by the Accreditation Council for Nutrition and Dietetics (ACEND) to meet the minimum academic requirements for registration eligibility and the Academy of Nutrition & Dietetics membership.
2. **Dietetic Internship**: A formalized post bachelor's degree educational program accredited by the Accreditation Council for Nutrition and Dietetics (ACEND). The curriculum of the program is designed to meet the supervised practice experience requirements for registration eligibility and AND membership. Some programs include the opportunity to complete graduate course work while enrolled in the program.
3. **Coordinated Program**: A formalized bachelor's or master's degree program in dietetics accredited by the Accreditation Council for Nutrition and Dietetics (ACEND). The curriculum is designed to coordinate academic and supervised practice experiences to meet the requirements for registration eligibility and the Academy of Nutrition & Dietetics membership.
4. **RD (RDN) - Registered Dietitian (Registered Dietitian Nutritionist)**: A dietitian who has completed the registration eligibility requirements established by the Commission on Dietetic Registration, successfully passed the Registration Examination for Dietitians, and meets continuing education requirements.

3.11 Becoming a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN)

The four-year Didactic Program in Nutrition Science & Dietetics at Andrews University is accredited by the Accreditation Council for Nutrition and Dietetics (ACEND). Upon successful completion of the Bachelor of Science in Nutrition Science & Dietetics, a student may apply for a DI. After successfully completing a Dietetic Internship, the intern will be eligible to take the computerized national registry exam set by the Commission on Dietetic Registration and become a registered dietitian.

- 1- Completion of the Bachelor of Science in Dietetics (GPA 3.0 or more)
- 2- Complete the dietetic internship program (1-2 years depending upon location)
- 3- Pass the RD exam

* Alternatively a student may complete any BA or BS degree and then complete the DPD requirements at Andrews necessary for entry into a Dietetic Internship.

3.12 The Future of Nutrition & Dietetics

In 2024 students wanting to become a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) will have to complete a master's degree before they will be allowed to sit for the registration exam. So the steps above will have a 4th step which is to get a master's degree. The master's degree is not required to be in a certain discipline. And the dietetic internship can be completed either before or after the master's degree is complete.

Students who are credentialed prior to 2024 will not be required to have a master's degree. However, realizing that the market is changing it would still be ideal for these students to pursue a master's soon after becoming registered as an RD or RDN.

Part 4:
Dietetic Internship

4.0 Dietetic Internship Programs

Dietetics graduates are eligible to apply for entry into an Accredited Dietetic Internship [DI]. Admission requirements for the AU Dietetic Internship include the following:

1. A Verification Statement indicating successful completion of an approved DPD program or a Declaration of Intent to Complete Degree signed by the DPD director
2. A baccalaureate degree from an accredited institution
3. A completed application form and accompanying documentation as described in the application
4. A **GPA of 3.0 or above**, relevant work experience, and evidence the student has passed MNT classes with a B or better.
5. A **DPD GPA of at least 3.2.**

4.1 Internship Options

A listing of all accredited Dietetic Internships, across the United States, can be found at eatright.org. Click on Become an RD/DTR and go to the accredited programs link on the side bar. Chose Dietetic Internship and you will be able to pull up a list of internship options by state.

4.2 Applying for an Internship

Applying to a Dietetic Internship is a 3 step process:

Step #1 - Dietetic Internship Centralized Application System (DICAS) Application

Step #2 - Information & Application Fees .

Step #3 - D&D Digital Computer Matching

APPLICATION DEADLINE IS FEBRUARY 15th.

- Cumulative GPA of **at least 3.0** on a 4.0 scale for DP and undergraduate courses is required.
- Students with **an overall GPA of 3.2 (or above)**, who also have some relevant work experience, are given priority.
- Graduate student applicants are given priority.

STEP #1: DICAS APPLICATION

- Nearly all programs participate in the online DICAS (Dietetic Internship Centralized Application System). Please email DICASinfo@DICAS.org with any questions regarding its process.
- To access DICAS please visit <https://portal.dicas.org> (*Note: DICAS will not be available until after December 1, 2017, for the Spring 2018 match). The online application **MUST** be completed by 11:59pm Central Time on February 15, 2018.
- **DICAS Application Fee: \$45.00** for the first application submitted, and **\$20.00** for each additional application.
- **AU Internship Program Fee: \$50.00** (see Step #2 for fee information). Make check or money order out to Andrews University and include your name. (*AU students this fee is waived)

- **Application Checklist:** Check the following for the documents you need to send to DICAS.

Reference Letters:

- When completing the DICAS application form, applicants must include the name and contact information (specifically an email address) for all three references*. This will trigger an email message requesting completion of a reference form to be sent to the provided email. The form will be completed online. Please note that there must be at least one reference from a teacher (preferably the applicant's Didactic Program (DP) director) and one from a work supervisor. The third can be another teacher, work supervisor, or an RD.

Personal Statements:

Applicants through DICAS will be required to submit a personal statement. This statement should include items such as;

- Goals (short and long term) and how you developed them; experiences, interests, responsibilities and mentors who have guided your development should be mentioned.
- Strengths developed through experiences you've had which you can offer the internship as well as areas you would like to improve.
- Reasons you would like to be part of Andrews University's Dietetic Internship Program specifically.

All applications are screened for completeness and presentation, GPA, work experience, community involvement, references and personal letter.

Applicants are ranked by the Andrews University Dietetic selection committee. The ranking is sent to D&D Digital Systems for computer matching. In rare cases applicants may be contacted for a phone interview if needed.

Transcripts:

Official transcripts from all colleges and universities attended should be sent to:

DICAS - Transcript Department
PO Box 9118
Watertown, Massachusetts 02472

Verification Statements:

- All applicants must submit an original signed verification statement from an accredited Didactic Program indicating that all required coursework has been completed.
- Students currently enrolled in classes must submit a "Declaration of Intent" listing courses in progress, then supply signed verification statements and final transcripts after graduation to AU DI **prior** to the start of the internship.
- Graduates from dietetic programs should submit their verification statements only. No "Declaration of Intent" is required.

Courses Included in Calculating GPA:

DP GPA: All Nutrition courses and Management and Organization, Human resources and Marketing courses.

Science GPA: Anatomy and Physiology, Biochemistry, Introduction to Chemistry and Microbiology.

Resume:

A current summary of your academic, employment and professional experience should be included in your resume. Please include your email address.

Financial Aid (Andrews University DI):

Financial Aid is available for interns once they are enrolled in the Graduate Certificate of Nutrition and Wellness at Andrews University.

Scholarships may be available through state dietetic associations and/or the Academy of Nutrition and Dietetics. It may be possible for students to obtain loan deferment for student loans while enrolled in the program.

Step #2 - Information & Application Fees

AU DI program requires applicants to send additional information. Please check other programs for these same requirements.

- AU DI require a **\$50.00 application fee**(non refundable) *Waived for AU students
- Along with the application fee, the AU DI requires that you complete the **Andrews University Additional Information Requested form**, which can be submitted online through your DICAS application or sent via mail with your fee payment.

Step #3 - D&D Digital Computer Matching

- Each applicant must register for matching with D&D Digital to create/edit/verify their prioritized list of Internship Programs by **11:59 pm Central Time on February 15, 2018**.
 - **There is a \$55 computer matching fee to D&D Digital** payable when your priority choices are identified.
- The student applicant will be notified of acceptance/rejection on **notification day** (date changes each year, but is at the beginning of April).
- Applicant matching results for each applicant will be posted on **www.dnddigital.com** from 6:00pm Central Time through appointment day
 - This is the **ONLY** source of notification for applicants.
- Each applicant will receive either **ONE MATCH** or **NO MATCH** after they Log In.
- All applicants who receive **ONE MATCH** will find the matched Internship Program name and contact information to accept appointment. The **MATCHED** Internship program is planning that the **MATCH** will be accepted.

- MATCHED applicants must contact the Internship program by 6 pm Eastern Standard Time on Appointment Day (April 9) to confirm the acceptance of the MATCH.
- Applicants who received **NO MATCH** will be given other instructions.
- Please visit **www.dnndigital.com** to register for the matching process.
- The **LAST DAY** to reorder your internship site rankings will be at the beginning of April (make sure to check the date). No changes may be made to your rankings after 11:59 pm Central Time on that date.
- The **LAST DAY** to withdraw from matching is at the beginning of April (check the date). You must notify D&D Digital of your intent to withdraw in writing no later than the date posted.

D&D Digital Systems
 Suite 301
 304 Main Street
 Ames, IA 500100
 Phone: (515) 292-0490 or **dnd@sigler.com**

4.3 Andrews University DI Program Description

The DI program at Andrews is designed to provide professional experiences at various institutions in the United States. The experiences are supervised by Registered Dietitians in. Graduates are prepared to assume entry level positions as Dietitians and are eligible to write the registration exam administered by the Academy of Nutrition & Dietetics.

In eight months the students complete **1220 supervised hours**. The program consists of:

1. A three day orientation at Andrews University
2. 4 weeks of community nutrition in South-west Michigan, or within 50 miles of their assigned location.
3. 7 weeks of food service administration
4. 21 weeks of clinical dietetics in an affiliated hospital

Interns will be located at one hospital system for the entire period that they are doing the food service and clinical rotations. Hospital locations include:

- Grand Rapids, MI
- Hinsdale, IL
- Kettering, OH
- Franklin, OH
- Columbus, GA
- South Bend, IN
- St Joseph, MI
- Zephyrhills, FL
- Tavares, FL
- Goshen, IN
- Laporte, IN
- Fort Worth, TX

DI students are selected by a computer matching process. All applicants need to register online with D & D Digital Systems in Ames, Iowa by **February 15th** for the following fall.

4.4 AU Internship Program Costs

AU Internship Program costs

Application fee (waived for AU students)	\$50.00
Graduate Certificate of Nutrition & Dietetics	\$9,954.00*
Professional education & Distant Education fees	\$695.00 per semester*

**subject to change annually*

The DI program begins the last week of August each year and continues for eight months. Completed application forms are due **February 15** for the following fall. Registration for fall semester takes place during the orientation program. Registration for spring semester takes place in January by mail.

The Andrews University Dietetic Internship of Nutrition and Dietetics is a *post-baccalaureate, supervised practice program* that qualifies graduates to take the examination to become a Registered Dietitian. Interns (from now on referred to as "interns") enroll in a full-time program requiring 40 hours of participation per week for 32 weeks. The program goals reflect the major points of our philosophy: quality instruction with broad-based training concurrent with ongoing supervision, feedback, and evaluation. Students in the AU DI will register for 12 total graduate credits (6 per semester) and receive a certificate upon completion of the program. Students may be able to use their graduate credits from the DI in another post-baccalaureate program after successful completion.

4.5 Handbook

Students admitted to the Dietetic Internship program will receive a Student Handbook from the Program Director. The handbook contains important program guidelines, evaluation instruments and reporting forms.

Appendix

