

Nutrition and Dietetics

Undergraduate Student Handbook

(Updated 2024)



**University
of Dayton**

Welcome to the Department of Health and Sport Science and to the Dietetics and Nutrition program at UD! We are pleased that you have chosen to begin your journey to becoming a Registered Dietitian Nutritionist (RDN) with us!

The faculty, staff, and students in the department are committed to assisting you in your goal of completing your undergraduate degree and matching to a graduate program and an ACEND accredited dietetics internship program. Every effort you put forth in your holistic development will be a major factor in reaching your goals. We endeavor to enhance your personal and professional development through intellectual, social, physical, emotional, and spiritual challenges founded in the Marianist Heritage.

This handbook contains guidelines, policies, and information to support your journey in dietetics at the University of Dayton. Please take the time to understand and fulfill the requirements and obligations of this handbook for the undergraduate program. Feel free to ask our faculty any questions you have regarding the information in this handbook.

Best wishes!

Jennifer Dalton DCN, RDN, LD
Director of Dietetics and Nutrition

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Dietetic and Nutrition Faculty

Faculty	Role	Courses	Area of Interest
Jennifer Dalton DCN, RDN, LD	Program Director, Associate Clinical Professor	HSS 534 Integrative and Functional Nutrition HSS 595 MDN Capstone	Integrative and functional nutrition, digestive health, weight management, bariatrics, critical care, malnutrition, NFPE, Eating Experience, Mentoring, Vocation Discernment
Colby Teeman PhD, RDN, LD	Assistant Professor	HSS 545 Advanced Clinical Nutrition HSS 566 Research Methods HSS 595 MDN Capstone	Nutrition Support, critical care, malnutrition
Becky Gonter-Dray MSEd, RDN, LD	Assistant Clinical Faculty Clinical Coordinator	Sports Nutrition Preceptor	Maternal and pediatric nutrition, sports nutrition, health related behavior change, cultural humility, and competency

DIETETICS (EHA)

As a UD Dietetics major, you'll thrive in an environment where hands-on learning, professionalism, leadership, and evidence-based practice are at the forefront. Faculty who are registered and licensed dietitian nutritionists (RDNs) provide personalized mentoring and instruction in a way to support your holistic growth and development, both in and out of the classroom.

The Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and provides the curriculum to prepare students to be eligible to apply to an accredited supervised practice (dietetic internship/supervised practice) and graduate school. Application and matching to an accredited supervised practice takes place during the final year of study. The majority of the accredited supervised practice programs will conduct their match (acceptance of students) via a standardized application system (DICAS) and through a computerized match system (D&D Digital). Students are notified in the fall or spring of senior year if they are matched to a supervised practice. Upon successful completion of the post-baccalaureate experience, graduates are eligible to become active members of The Academy of Nutrition and Dietetics and then sit for the registration examination to become registered nutrition dietetic technician (NDTR).

The process to become a registered dietitian nutritionist includes:

1. Completion of the bachelor's degree from an ACEND accredited dietetics program
 2. Awarding of the verification statement upon the conferral of the degree from the ACEND accredited dietetics program
3. Successful completion of the ACEND accredited supervised practice program
4. Passing the RDN credentialing exam
 5. In January 2024, completion of a graduate degree with the ACEND accredited supervised practice program will be required to earn the verification statement to sit for the RDN credentialing exam.
5. Apply for Licensing (if applicable in your state)
 - o The majority of states have enacted laws that regulate the practice of dietetics. State licensure and state certification are entirely separate and distinct from the registration or credentialing RDNs and NDTRs obtain from the CDR. According to the [Academy of Nutrition and Dietetics](#), requirements to become a licensed dietitian nutritionist in most states are generally similar to those required to become a registered dietitian nutritionist. To be licensed as a dietitian nutritionist, all states require documentation of education or equivalent in addition to non-academic requirements such as supervised practice and satisfactory scores on credentialing exams. The [National Dietetics Licensure Listings](#), provided by the [Commission on Dietetics Registration](#), provides information to licensure requirements in your state. RDNs practicing in the State of Ohio are required to hold licensure through the [State Medical Board of Ohio](#).

[Notice of Nondiscrimination](#)

The University of Dayton's commitment to Inclusive Excellence is rooted in the Catholic and Marianist conviction that every person has innate dignity because all people are made in the image and likeness of

God. Social or cultural discrimination is incompatible with God's design. Efforts to create access and lead everyone to excellence through equity and inclusion emanate from the University of Dayton's call to solidarity and the common good.

The University adheres to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education. The University of Dayton does not discriminate on the basis of age, race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, gender identity, gender expression, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance or regulation. This includes protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission, Ohio Civil Rights Commission or other human rights agencies, in the planning and administration of its admissions policies, educational programs, scholarships, loans, and other financial aid, athletic and other school-administered programs, services, and activities, or in employment. Sexual harassment, which includes acts of sexual violence, is a type of sex discrimination.

DIETETICS MISSION STATEMENT

To prepare competent, collaborative and compassionate students for supervised practice leading to eligibility for the CDR credentialing exam and careers in nutrition and dietetics.

Goal 1: “The program will prepare distinctive graduates to be competent for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist”

- At least 80% of program students enrolled in the Didactic Program in Dietetic (DPD) program will complete program or degree requirements within three years (150% of program length)
- At least 80 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation”.
- “Of program graduates who apply to a supervised practice program, at least 85 percent are admitted within 12 months of graduation”.
- “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%”.
- 85% of alumni returned surveys will identify they “strongly agree/agree” on a post internship survey that they were prepared to successfully complete the internship
- 85% of returned surveys from DI Directors will answer “strongly agree” or “agree” to the preparedness indicator.

Goal 2: Program graduates will engage as collaborative and compassionate professionals

- 85% of returned surveys from DI Directors will answer “strongly agree” or “agree” to the collaborative indicator.
- 85% of returned surveys from DI Directors will answer “strongly agree” or “agree” to the compassionate indicator.

Program outcomes are available by request from the Dietetics and Nutrition Program Director.

The Didactic Program in Dietetics is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (www.eatright.org/ACEND/) 120 South Riverside Plaza Suite 2190, Chicago, IL 60606-6695, 800/877-1600, ext. 5400. Re-accreditation was granted in 2022 through 2028.

ADMISSION CRITERIA

First year student entry: ACT score 24 or meeting the non-test admission criteria set by UD Admissions
Change of Major: GPA 3.0 and successful completion (C- or higher) in CHM 123 and 123L.

Transfer Student: GPA 3.0 and successful completion (C- or higher) in CHM 123, 123L equivalent

International students are required to have a TOEFL score of 80 upon admission to the University of Dayton for direct admission into the dietetics program as a first-year student.

Policy on review of chemistry grade: The dietetics program will consider two attempts at completion of CHM 123 or equivalent for review for admission to a program. A “W” counts as one attempt at completion.

A student with transfer credit from a two-year institution will be required to have at least 54 semester hours from a four-year institution for any baccalaureate degree. ([UD Transfer Student Policies](#))

The program director may consider an internal or external transfer student as a “conditional admission” if one of the admission criteria is met and there is a reasonable expectation that the student will improve the chemistry requirement or GPA within one academic semester. The student will be placed on a student success plan and monitored by their adviser. If the success plan goals to improve the chemistry grade or the gpa is not met, the student will be provided with career coaching from the adviser and career services to support them in finding an alternative career pathway.

PREPARATION TO APPLY TO THE ACEND-ACCREDITED POST-BACCALAUREATE SUPERVISED PRACTICE/INTERNSHIP PROGRAM

Acceptance into a post-baccalaureate accredited supervised practice program is very competitive. The national acceptance rate to an accredited supervised practice program is a competitive application process. University of Dayton acceptance rate to supervised practice has remained above the national average with a 100% match rate over the past six years. While no dietetics program can guarantee a student’s acceptance into a supervised practice, UD dietetics students are provided mentoring throughout their four years in the program to prepare to be a competitive match. Students are encouraged to fully engage in academic learning, attainment of work experience, and engagement in professional advocacy and support to prepare for a competitive match. Historically, UD students are a competitive match when the following criteria are achieved:

- Earn and maintain GPA > 3.0
 - The average GPA for the University of Dayton Dietetics class over the past 5 years has been 3.52 with a range of 3.0-3.9 GPA
 - DPD Professional coursework “B-” or higher
 - DPD Science coursework “C” or higher
- Obtain and maintain paid work experience in a nutrition or food service-related field for at least 2 years (equivalent to 200-hours of paid work experience)
 - Paid experience in a hospital or long-term care facility is highly desirable. We encourage students to seek out these experiences early on in your academic journey. Miami Valley Hospital typically has positions available and can be flexible with student schedules.
 - UD Dietetics faculty offer non-paid nutrition related work experience through volunteer programs offered at UD. Each program is supervised by a credentialed and licensed faculty member. Participation in these programs is voluntary and not required for any coursework or for graduation.
 - Sport Nutrition and Wellness Group
 - Practice nutrition assessment, education, and counseling skills while working with college athletes

- Research Assistant
 - Develop skills related to the development, implementation, collection and analysis phases of research
- Social Media Group
 - Manage social media content for the dietetics program to include development of nutrition related education videos, podcasts, blogs, vlogs, and articles.
- Seek out long-term volunteer nutrition related experience (not to be substituted for paid experience)
- Committed active involvement in Student Dietetic Association and/or to the dietetic program
- Develop leadership skills through extracurricular activities or engagement in dietetics or HSS projects or leadership positions by the end of the 3rd year of study
- Strong interpersonal communication skills, ability to be a team player, shows respect to professors and peers, and takes responsibility for actions and decisions. Our classroom instruction design is developed to simulate experiences similar to what you would encounter in the work setting. This provides the perfect setting to mentor students on interpersonal skills while developing knowledge and skills required for the profession.

A dietetic supervised practice provides 1000 hours of supervised practice over 1-2 years. The graduate program with a supervised practice is usually 2-3 years. The supervised practice is an opportunity to put into practice all the knowledge and experiences that have been gained in the classroom over the four years of college. A dietetic supervised practice is similar to residency or clinicals in the PA, nursing or medical school program.

Supervised Practice Application Process

Candidates will complete the supervised practice application process through online application platform DICAS. Students begin work on their internship portfolio during the summer prior to the final year. Students will complete the majority of application artifacts (personal statement, resume, DICAS application) over the summer and submit them on the first day of class in HSS 439. The instructor will review and provide feedback to the students to support the development of their application materials. Students can submit applications in the fall or spring. A database of supervised practice programs with graduate programs are available on the Dietetics Community page. Information about supervised practice programs is also available on the web site of The Academy of Nutrition and Dietetics: www.eatright.org. Students begin preparing for internship application the summer prior to the final year of study.

If students are not accepted to a program, they are eligible upon graduation to take the Dietetic Technician exam to earn credentialing for Registered Dietetic Technician. Working as a DTR can provide students with clinical experience to prepare them to re-apply to supervised practice programs or ISPP the following year.

ISSUING DECLARATION OF INTENT AND VERIFICATION STATEMENT

The program director for the dietetics and nutrition program will provide a Letter of Intent and/or Verification Statement for students meeting Didactic Program in Dietetic (DPD) program requirements outlined in the handbook. If the student cannot finish his or her studies within this five-year time period, he or she must comply with the didactic program reflected in the undergraduate bulletin currently in effect. The program will not accept coursework to meet DPD requirements from any university or college in which a grade of “D”, “D-“, or “D+” or “F” was earned. A verification statement cannot be awarded if a “D”, “D-“, “D+”, or “F” was earned in courses required to earn the verification statement.

The **Declaration of Intent** is a document sanctioned by the Accreditation Council for Education in Nutrition and Dietetics. This document is issued by the program director of the didactic program in dietetics (DPD) during the final year of study during the supervised practice application process and verifies the holder of the document intends to complete the final semester of coursework to earn the degree. The Letter of Intent is required for the supervised practice application for students in the traditional track.

The Declaration of Intent is required for Fall and Spring supervised practice and graduate school application and is generated for students participating in the application cycle during the fourth year of study prior to the awarding of the degree.

Policy for Earning Letter of Intent:

At the University of Dayton, each graduate of the DPD is issued a Letter of Intent upon meeting the following requirements:

1. The student is applying to supervised practices during the final year of study (issued in January or September)
2. Overall minimum GPA 3.0 based on all college coursework completed and a “C-“ or higher in all courses completed

** While these grades meet minimum for awarding of Letter of Intent and Verification Statement it is important to note that students with grades in sciences of B- or higher and dietetics grades of “B” or higher are more competitive candidates for match to a supervised practice program*

Procedure for Issuing Letter of Intent :

1. The DPD student will create an account on DICAS, the Dietetic Internship Centralized Application System (<https://portal.dicas.org>) and request a Letter of Intent be completed by the DPD Program Director
2. The DPD Director will review the academic record of the student within one week of receiving the request
3. The DPD Director will complete the letter of intent using the electronic platform provided in DICAS
4. The DPD Director will submit electronic confirmation to the student that the Letter of Intent has been completed

The **Verification Statement** is a document sanctioned by the Accreditation Council for Education in Nutrition and Dietetics. This document is issued by the program directors of didactic programs in dietetics (DPD) and verifies that the holder of the document has completed the requirements for that program.

The Verification Statement is needed by graduates of a DPD for entrance to a supervised practice program, for applying to sit for the registration examination for dietitians (verification statement that is awarded by the supervised practice/internship), for applying to sit for the registration examination for dietetic technicians, and in some states for professional licensure. Ohio requires licensure with the RDN credential in order to practice Medical Nutrition Therapy. Please refer to the [Ohio Board of Licensing](#) for more information on the process to obtain licensing.

Policy for Earning Verification Statement for degree seeking students:

At the University of Dayton, each graduate of the DPD program is issued a Verification Statement upon successful completion of all of the following requirements:

1. Earned a Bachelor's of Science Degree in Health Science (Dietetics major)
2. Overall Grade Point Average (GPA) of 3.0 or better.
3. Earned "C-" or higher in coursework required for the verification statement

** While these grades meet minimum for awarding of Letter of Intent and Verification Statement it is important to note that students with grades in sciences of B- or higher present as a more competitive candidate for a supervised practice/internship program*

Procedure for Issuing Verification Statements

1. The DPD program director will review the academic record of all graduates of the program within four weeks of commencement.
2. Graduates who meet the requirements as listed in the policy above for issuing verification statements are identified.
3. The program director verifies conferral of degree date, program completion date and final grades from the final transcript with the Registrar's Office
3. The DPD director will prepare the statements using the documents provided to directors on the Registration Eligibility Processing System (REPS).
4. An electronic copy (authenticated digitally signed) will be provided via to the student after conferral of the degree program.
5. The program will retain an electronic copy indefinitely in a secure file in the DPD program director office.

Students with a Bachelor's Degree Seeking a Verification Statement

Students with a Bachelor's Degree in a major outside of dietetics may earn a Verification Statement from the University of Dayton when the following conditions are met (as evaluated and determined by the program director):

1. Hold a 3.0 overall GPA and a 2.6 or higher GPA in sciences if completed at time of entry.
2. Completion of the following science courses: Biochemistry/Organic Chemistry, Microbiology, Anatomy (with lab) and Physiology, Psychology.
3. The following UD dietetic courses contain the KRDNs for accreditation. The course and evidence of successful completion of the KRDNs is required for awarding of the Verification Statement: HSS 439 Professional Seminar, HSS 495 Medical Nutrition Therapy I, HSS 496 Medical Nutrition Therapy II, HSS 302 Community Nutrition, HSS 309 Counseling Technique for Health Related Behavior Change, HSS 303 Foodservice Management, HSS 304 Institutional

Quantity Foods. If a student completed dietetic courses through a DPD program or graduate program, these courses can be evaluated for equivalency.

3. The program director will review transfer credit for dietetics related coursework to determine equivalency to the course **and** ACEND KRDN requirements. While a course may transfer for credit, a student may be required to complete an independent study course to fulfill the KRDN requirements for earning the verification statement.

4. Achieve a minimum GPA of 3.0 in all DPD required professional coursework in accordance with the University of Dayton Verification Statement Policy

Professional Courses Earn a 3.0 or higher in professional courses.	Science Courses Earn a 2.6 or higher in sciences.
HSS 395 Lifecycle Nutrition (course)	
HSS 302 Community Nutrition (KRDN, course)	Biochemistry/Organic Chemistry
HSS 210 Intro to Food Science and Lab (course)	Microbiology
HSS 303 FoodService Management (KRDN, course)	Anatomy and Physiology with Lab
HSS 304 Institutional Quantity Foods (course, KRDN)	Genetics- (requirement fulfilled in MNT with nutrigenomics project)
HSS 309 Counseling for Health Related Behavior Change (course, KRDN)	Psychology
HSS 494 Assessment of Nutritional Status (course, KRDN)	
HSS 495 Medical Nutrition Therapy (course, KRDN)	
HSS 496 Medical Nutrition Therapy II (course, KRDN)	
HSS 439 Professional Seminar (KRDNs)	
HSS 401 Nutritional Biochemistry I (course) (Biochemistry can fulfill)	
HSS 456 Nutritional Biochemistry II	

(Advanced Metabolism) (course)	
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CURRICULUM REQUIREMENTS

All students in the dietetics major are required to establish and maintain an active membership to the Academy of Nutrition and Dietetics. Annual student membership fees (renewed in May at www.eatright.org) are approximately \$60. Membership is required to access professional resources utilized throughout the dietetics curriculum. Student AND members are eligible to apply for AND scholarships every spring.

Students are assessed for knowledge and skills competency through a separate platform from Canvas. There is no cost to students for using this platform.

CURRICULUM PROGRESSION

<u>First Year UG Fall Semester (16)</u> HSS 101 Introduction to Univ (1) HSS 113 Introduction to Dietetics (2) HSS 151 Concepts of Biology 1 (3) CHM 123 General Chemistry (3) CHM 123 L General Chem Lab (1) REL 103 Intro to Religion (3) PHL 103 Intro to Philosophy (3)	<u>First Year UG Spring Semester (16)</u> BIO152 Concepts of Biology 2 (3) CHM 124 General Chemistry (3) CHM 124L General Chem Lab (1) ENG 100 Writing Seminar I (3) HST103 West & World (3) CMM 100 Fundamentals of Oral Communications (3)
<u>Second Year UG Fall Semester (14)</u> CHM 313 Organic Chemistry (3) SSC 200 Social Science (3) HSS 295 Nutrition and Health (3) HSS 201 Medical Terminology (2) PSY 101 Intro to Psychology (3)	<u>Second Year UG Spring Semester (16)</u> HSS 305 Human Anatomy (3) HSS 305L Human Anat Lab (1) MTH 207 Intro to Statistics (3) HSS 395 Lifecycle Nutrition (3) ENG 200 Writing Seminar II (3) Arts elective (3)
<u>Fall Third UG Year (16)</u> HSS 307 Human Physiology (3) HSS 309 Techniques for Health-Related Behavior Change (3) HSS 210 Intro Foods (3) HSS 210L Intro to Foods Lab (1) ULENG/CMM Elective (3) HST (Adv HST) (3)	<u>Spring Third UG Year (15)</u> HSS 302 Community Nutrition (3) HSS 494 Nutrition Assessment (3) BIO 312 Genetics (3) ADV PHL and Faith Traditions (3) PHL311,347,351,352,355,356,360,365 HSS 428 Research Methods (3)
<u>Fall Fourth UG Year (16)</u> HSS 401 Nutritional Biochem I (3) HSS 439 Professional Seminar (2) HSS 495 MNT I (3) BIO 411 Gen Microbiology (3) HSS 303 Food Service Management (2) Practical Ethical Action that counts as ADV REL/ADV PHL (CAP)-3-cr	<u>Spring Fourth UG Year (12)</u> HSS 456 Nutritional Biochem II (3) HSS 496 MNT II (3) HSS 304 Institutional Quantity Foods (3) HSS 356 Organizational Behavior (3)

STUDENT SUCCESS, ACADEMIC STANDING AND REMEDIATION POLICY

Student success is an important component to preparing for the competitive supervised practice/internship matching process.

The Health and Sport Science Department prides itself on its open-door policy and instructor willingness to provide individualized instruction or assistance to students within their courses. In addition to 1:1 instructor assistance within the department, UD students have a wide variety of support services available on campus.

Support Services at the University of Dayton :

- Writing Support ([The Write Place](#)) is offered to undergraduate and graduate students at UD. This service is provided on a walk-in basis or students may submit via the Write Place Isidore site.
- The Learning and Teaching Center (LTC) provides [walk-in tutoring](#) in Marianist Hall for the following dietetics related courses: CHM 123, 124, BIO 151, 152, CHM 313, MTH 207, ACC 200.
- [Supplemental Instruction \(SI\)](#) which is a class-based tutoring is provided to students who are enrolled in a class that offers this type of tutoring. A tutor attends class and creates lesson plans to provide additional opportunity to learn activity. SI is currently offered for CHM 123, CHM 313, MTH 207, BIO 151. These services are offered to undergraduate students.
- [Academic Coaching](#) to support developing skills in time management, studying, note-taking, testing and any other topics related to learning is provided to students through the LTC.
- Students may consult with staff within Learning Support to discuss testing strategies, time management skills, and effective reading strategies. This program is available to undergraduates and graduate students.
- [Accommodations](#) can be requested through the Office of Learning Resources. The the OLR provides learning support, and other services for students with disabilities. This program is available to undergraduates and graduate students. The Office of Learning Resources is located in room 023 in Roesch Library (937-229-2066)
- The [Office of Multi-Ethnic Education and Engagement Center](#) provides special programs to support the academic experience of all students and to support the needs of a diverse community of scholars. This program is available to undergraduates and graduate students. The office is located in Alumni Hall (937-229-3634)
- The [Counseling Center](#) provides a range of counseling services for any UD student to include behavioral health counseling and career testing and counseling. This program is available to undergraduates and graduate students. The Counseling Center is located on the first floor of Gosiger Hall (937-229-3141)
- The [Center of International Programs](#) assists international students and the SEHS's study abroad programs. This program is available to undergraduates and graduate students. The Center of International Programs in located in the Rike Center (937-229-3514)
- [Student Health Center](#) Located in Gosiger Hall, we are staffed by a team of board-certified primary care physicians and registered nurses. All UD students must have medical health insurance; International students must submit proof of insurance via the student portal on an annual basis. (937-229-3131)

Student Performance Monitoring

Student Success Network

Student Success Network is a way for instructors, university- wide, to notify advisors and support offices when they have a concern about a student, enabling students to receive needed assistance in a timely and effective manner. Notifications can relate to behavior, mental wellness, or academic related issues.

- Progress Survey 1 is conducted at the beginning of each semester and is looking for students who have never attended a class session.
- Progress Survey 2 is conducted around week 4 or 5 and is looking for early indicators of academic risk - i.e. attendance issues, missing assignments, low performance on assessments.
- Progress Survey 3 is conducted around week 10 and is looking for post midterm progress. Is the student's performance improving? Is there a recommendation to withdrawal? Is there time to turn things around?
- A fourth and unofficial "progress survey" is conducted by the Office of Learning Resources in a limited number of courses that seeks to identify students who have performed especially well and may make good peer learning facilitators and are encouraged to apply for positions as tutors and/or write place consultants.

Academic advisers are notified of students with academic concerns. Once the academic adviser is notified of the flag they will email the student within five days of receiving the flag to schedule a meeting. The academic adviser and student will meet to discuss the concern and develop a strategy and set goals to improve success.

Post-Semester Progress Review

The program director reviews end of term grades for all students. If a student's GPA falls below a 3.0 or earns a "D" or "F" in a course, they will meet with their assigned dietetics adviser to develop a Student Success Plan (remediation plan). If grades have not improved by the end of the SSP students will work with their adviser to find an alternate career path. A student can also be placed on a SSP if two or more course withdrawals occur within one year.

Student Retention

A cumulative grade point average of at least 3.0 is one verification statement requirement to be eligible to enter the supervised practice.

If the grade point average is below a 3.0 at the conclusion of a semester, the student will be advised to draft a plan for success and will meet with their academic adviser to be placed on a SSP. Students are required to earn a grade of “C-“ or higher in their coursework to earn the verification statement. If a student does not successfully complete the SSP they will meet with their adviser to discuss alternate career paths with a dietetics degree and/or alternate career paths through a major change.

Student Success Plan Policy

- If a student GPA falls below the minimum dietetic program requirement of 3.0 or the “C-“ or higher grade, the student will meet with the advisor or DPD Program Director
- The adviser or director will assist the student in identifying resources for improved success in coursework
- Students will set goals to improve GPA to 3.0 or course grade. Students will have one to two semesters (depending on the circumstances) to show improvement in GPA.
- If a student fails to improve to GPA 3.0 or the grade for the course within the time stated in the SSP program the student will be counseled on eligibility to earn the verification statement, alternate career pathways. The student will be advised to schedule an appointment with career counseling services in order to complete career testing and counseling.

Student Learning Outcome Remediation connected to KRDN

If a student fails to achieve competent (≥ 2.5) on a SLO connected to the KRDN rubric indicators the following process will be followed:

- The instructor/DPD Director will reach out to the student requesting a meeting to discuss the competency
- The assignment will be reviewed with the student to evaluate the deficient knowledge/skills
- The instructor/DPD Director will provide instruction and/or skill building to help the student build knowledge and skills.
- The student will be provided with an opportunity to re-do the competency portion of the assignment that they failed
- The instructor/DPD Director will re-grade that portion of the assignment connected to the SLO to determine if competency is achieved. Only the points associated with the competency can be adjusted.

Student Access to Records

Advising Records: faculty record advising feedback in Isidore and copy this to Degreeworks. Students can access this feedback in Isidore at any time. If this is not accessible on Isidore students can request a copy from Degreeworks from their adviser.

Adjusted Curriculum Plans: These plans are saved as an uploaded file on the student's profile page on the Student Success Network. The student can download these files at any time.

Student Success Plans: These plans are saved and uploaded to the student's profile page on the Student Success Network. These are accessible by the student.

SLO Feedback: feedback and review of SLO projects is provided within Competency AI platform

UNIVERSITY OF DAYTON ACADEMIC STANDING POLICY

(Please see Dietetic Remediation Policy following the University of Dayton Academic Standing Policy to learn about retention requirements for the dietetics major)

The student's academic standing is determined by the cumulative grade-point average at the end of each term.

1. To be in good academic standing, a student must have a cumulative grade-point average of (a) at least 1.7 at the end of the first and second terms, (b) at least 1.8 at the end of the third term, (c) at least 1.9 at the end of the fourth term, and (d) at least 2.0 at the end of the fifth and succeeding terms. For part-time and transfer students, a block of 12 semester hours of credit is considered one term. A cumulative grade-point average of at least 2.0 is required for graduation. A 2.0 grade-point average in a student's major and minor is also required for graduation.
2. A cumulative grade-point average below the one required will place the student on academic probation. The student's academic dean will notify the student of his or her probationary status. A student on probation must follow a restricted academic program not to exceed 15 semester hours.
3. It is the responsibility of any student on academic probation to complete a contract with the dean for the purpose of determining the nature and limitations of the student's future academic and extracurricular activities.

4. Students whose academic performance has seriously impaired their ability to succeed academically at the University of Dayton are subject to dismissal. A student who is subject to academic dismissal can be dismissed only by his or her academic dean, who authorizes the dismissal and notifies the student of his or her status. Students who are subject to dismissal include (a) those who fail to achieve good standing at the end of a term on probation and (b) those who have a term point average of less than 1.0, regardless of cumulative grade-point average.

5. The Registrar will post "Academic Dismissal" on the permanent record of any student who is dismissed

GRADING OPTIONS

The dietetics program follows the [grading options established in the undergraduate student handbook](#). Final grades are submitted at the end of the term, and these are made part of a student's permanent record. A progress report of every student in their first year at the University for each registered class is submitted to the Registrar by every instructor at the middle of each term.

Undergraduate students are permitted a selection from two alternative grading options. The course grading options are as follows:

- Option 1: A, A-, B+, B, B-, C+, C, C-, D, F
- Option 2: S (Satisfactory grade C- or higher) / NC (No Credit grade D,F).

In addition to those courses which must be taken under Option 2, a student may take a maximum of fifteen semester hours under Option 2 within the hours required for graduation in the degree program. A student may take any course beyond the minimum hours required for graduation in the degree program under Option 2. All courses that are used to fulfill the Common Academic Program must be taken under Option 1. The college/school or department may place further restrictions on the use of Option 2. Exceptions to this policy may be made by the dean (or the dean's designee) of the college/school in which a student is enrolled. NOTE: Studies have shown that Satisfactory/No Credit grades (Option 2) on one's academic record may be a negative factor in the evaluation of application for transfer to some undergraduate schools, for admission to most professional schools (law, medicine, etc.) and many graduate schools, and for employment in some fields. Courses taken under Option 2 may not be retaken for a letter grade.

The University of Dayton Dietetics program adheres to the [University of Dayton Standards of Behavior Policy](#) and [Involuntary Withdrawal Process](#) and the [University Academic Honor Code](#)

ADVISING POLICY

Advising is a key element to the personal and professional development of the dietetics student. Faculty and advisers are available to discuss academic, career, and supervised practice preparation related topics. Merely attending classes and meeting course requirements will not adequately prepare students to enter the demanding and competitive dietetic supervised practice, graduate school, and the profession. To support you in your success, you will meet with your assigned adviser each semester to review your progress and to set goals for academic, professional and personal development.

Each faculty member establishes his or her own office hours; however, if a faculty member's door is open and a student has a question, we encourage you to stop in and ask. If the faculty member isn't available to fully address the question, we may ask you to schedule a time to meet to be fully present to address your needs. We encourage you to get to know the faculty in the program, especially your faculty mentor. This provides us an opportunity to get to know your interests so we can connect you with opportunities that fit your interests. In addition, many of the faculty will be writing your letters of recommendation, thus it is always good to get to know your faculty so we can write personalized and strong letters of support on your behalf. Advising is mandatory two times per year. Each semester, students are required to meet with their advisers to review and approve their curriculum progression for the next semester, review their professional development plan, and to receive the registration code. Students will not be provided the registration code until they have met with their adviser for this mandatory session.

Adviser-Role and Responsibilities

1. The role of the adviser in the Dietetics major is to serve as a mentor during your time of study at UD.
2. Full-time faculty are assigned as advisers.
3. Advisers will send out an email to schedule mandatory advising sessions at least 2 weeks prior to the start of advising.
4. Advisers will offer advising sessions at least one week prior to the start of the student's registration window.
5. Dietetics advisers will discuss curriculum progression for the next semester and the professional development plan (nutrition related work experience, active membership in SDA, and leadership experiences with dietetic students to prepare students for competitive selection to a supervised practice program) submitted by the student prior to the meeting.
6. Advisers will make a record of any official contacts with advisees and assure that such records are noted in Degreeworks under the "Notes" section. The files are always available to advisers and should be used whenever possible when counseling students.
7. When an assigned adviser is not available, the DPD Program Director will substitute for the adviser.

Student Role and Responsibilities

1. You are required to meet with your assigned adviser (noted on Degreeworks). If you have concerns regarding your assigned adviser, schedule a meeting with the Dietetics Program Director to discuss these concerns. If your adviser is the Dietetics Program Director, schedule an appointment with the HSS Department Chair to discuss these concerns.
2. You will schedule an appointment for mandatory advising via the preferred method of your adviser. The adviser will notify you via email on how to schedule advising.
3. Access the “Dietetics” page on Isidore to complete and submit the required advising paperwork 24-hours prior to meeting with your adviser for semester advising. Advising appointments will be rescheduled if this document is not submitted prior to the advising meeting.
4. You are responsible for registering for your courses. First year students will walk through the registration process with their senior mentor during HSS 113. If you are having difficulty registering for a course, first check to see if the prerequisites for a course are met, next check to see if the course is restricted to a special group (any concern or question related to a course outside of HSS needs to be addressed directly with that department). Next check with the registrar to determine if any holds are on the account (typically noted on Degreeworks). If you have a hold on your account this will need to be resolved prior to registering for the course.
5. Minors: please let your adviser know if you would like to pursue a minor. Once your adviser has put through the request, check Degreeworks to make sure it appears on your worksheet.
6. Study Abroad: if you are interested in study abroad, go to the Study Abroad office prior to meeting with your dietetics adviser. Bring information on the courses and location you are interested in so your adviser can integrate this information into your progression.
7. You are welcome to schedule as many meetings as desired with your assigned adviser.

Advising Template

The template provided below is available as a Word document on the “Dietetics” Isidore page available to all dietetics majors. To access this template, visit the Isidore Dietetics page, click on the “Advising” header and complete the Advising Google form. Your response will be available to your adviser.

PRIOR LEARNING CREDIT

Transfer of Credits/Courses

Transfer credit evaluation occurs at the university level for non-HSS related courses and by the dietetics program director for professional dietetics courses (HSS) for courses completed with a C- or higher. Courses taken in the U.S. must be completed at a regionally accredited institution. Courses taken in a foreign country must be completed at an institution recognized by the foreign country's minister/head of education. Official transcripts must be sent directly to UD from the university and must contain an official seal of the university's office of academic affairs.

Transfer of Professional Dietetics Coursework: The DPD program director will review professional dietetic courses from other institutions to determine if the coursework is comparable to the knowledge and accreditation project requirements in the dietetics program. A course syllabus and official transcript are required for review of professional dietetic courses completed at another institution. While a course may be granted equivalency to a course at UD, a student may need to complete an independent student to complete projects associated with accreditation related outcomes (KRDNs) associated with those courses. The following courses with accreditation based competencies include:

- HSS 302 Community Nutrition (3-cr)
- HSS 303 Food Service Management (2-cr)
- HSS 304 Institutional Quantity Foods (3-cr)
- HSS 309 Counseling Techniques for Health-Related Behavior Change (3-cr)
- HSS 439 Professional Seminar (2-cr)
- HSS 494 Assessment of Nutritional Status 93-cr)
- HSS 495 Medical Nutrition Therapy I (3)
- HSS 496 Medical Nutrition Therapy II (3)

Transient Coursework as a UD Student:

Credit for transient courses will not be granted when a student fails to receive prior written approval from the dean's office or fails to provide official transcripts sent to UD directly from the approved university. The [SEHS Transient Request](#) form must be completed electronically, submitted to the SEHS Assistant Dean, and approved the semester prior to completing the course. A “C-“ or better must be earned in order to satisfy the course requirement at UD.

Procedures:

- Access the SEHS Transient Request form via the link provided
- Examine catalog of other university
- Compare the course description and credit hours to the description and credits hours in the [UD course catalog](#)
- Complete the Transient form electronically
- Scan or copy (Snipping Tool, photo) the course name, number, credits and description of the course
- If approved and signed by appropriate personnel, the student may register at other university
- Student takes class

- Student requests transcript be sent to the University of Dayton within 6-weeks of completing their course at the transient university.

DIETETIC LEARNING COMMUNITY STANDARDS

Standards and Expectations for Commitment to Our Marianist Communities

The University of Dayton's Catholic and Marianist mission calls us to develop our character and integrity as leaders committed to building community in our world.

As members of the University of Dayton community, we accept this challenge and make the following pledge:

- We commit ourselves to learn in and through community.
- We commit ourselves to respect the dignity of every person in thought, word, and action.
- We commit ourselves to practice solidarity to promote the common good.

Respect: Demonstrate respect towards others. Showing sensitivity to others' beliefs, opinions, and values encompassing all aspects of diversity. Demonstrates empathy towards faculty and peers.

Preparedness: Arrives prepared for tasks, submits assignments on-time. Reviews materials/required or optional reading/notes in advance of class. Actively engages in classroom discussion (in-person, discussion boards) demonstrating high level of preparedness. Demonstrates and engages in curiosity and wonder in class discussion on topics not clear. Students are expected to prepare for class. The general rule for time outside of class in preparation is 3 hours for every 1 credit hour course in a 15 week semester. For example, if you are taking a 3-credit course, 9 hours should be planned for preparing for class, completing homework, and study for exams.

Time: Arrives on time, stays for the entire class period. Written products are clear, concise, with well-expressed thoughts, following proper grammar and devoid of spelling errors. Assignments are developed according to project requirements and submitted on the scheduled due date.. *It is the student's responsibility and the expectation of the program, for the student to notify the instructor and the program director if they will miss a class.* Share the [UD academic calendar](#) with your family to plan vacations or time away from campus when campus is closed or classes are not scheduled.

- First-year students Attendance Expectations:
- For students in their first year at the University of Dayton, there is a [Class Attendance Policy](#) of compulsory attendance. First-year students will be permitted only a limited number of absences. This number is equal to twice the number of class meetings per week; i.e., six absences for a class meeting three times a week. A student exceeding this number will not be permitted to continue in the class unless presenting justifiable reasons for the absences to the Attendance Appeals Committee. Any student who has not accrued 30 semester hours of credit is considered a first-year student.

Verbal and non-verbal communication: Speaks clearly and at an appropriate volume. Demonstrates appropriate conversational and interpersonal skills. Demonstrates self-awareness and awareness of emotional situations and responds appropriately.

Self-awareness- Demonstrates an accurate awareness of personal strengths and areas for growth. Appropriately confident, asks for help when necessary.

Teamwork: Attends to social cues and team dynamics. Makes obvious and significant contributions on projects that involve others and completes work in a timely manner; works effectively with others, advocates for the needs of the project and the common good.

Technology

All electronic devices, including cell phones, must be turned off and should not be visible at any time during class unless specifically directed by the instructor. The instructor may permit electronics to be used in class for taking notes and specified in-class activities, not for instant messaging, email or other distractions unless otherwise instructed. Picture taking, audio recording, and video recording are not permitted in the classroom without written permission from the instructor.

Classroom Breaks

Students are expected to arrive at class prepared to remain in the class for the scheduled class time. If you need to leave class for a bathroom break or to get a drink of water please wait to leave the classroom during an appropriate pause or transition in instruction. Students may not leave the classroom during an exam however if an urgent need arises please notify the instructor before leaving.

Addressing Faculty

Faculty are addressed by “Professor” or “Dr.” An instructor with master’s level preparation is addressed as “Professor (Last Name)”. An instructor with EdD, PhD, or DCN is addressed as “Dr. (Last name)” or “Professor (Last Name)”. Refrain from use of first name or last name when addressing/engaging with your instructors or advisers.

Email Correspondence

All email messages will be sent to you via your UD Mail (Google) Account, so be in the habit of checking that account every day or you should ensure that Google Apps forwards messages to another account of your choice. To verify your email address, visit <http://porches.udayton.edu>. Dietetics faculty will answer emails within 24-48 hours of receiving an email that was sent Monday – Thursday. Emails sent Friday through Sunday will be responded to within 72 hours. Emails are checked during normal business hours 8am-5pm Monday through Friday. If you have not received a response to an email within this time frame, please send a reminder email. Unprofessional and discourteous emails are not appropriate or tolerated. When requesting information or assistance from the instructor, address the instructor appropriately in the salutations, provide adequate information on the concern or topic for discussion and dates and times you are available to meet in the initial email, and include your name in the signature space of the email. Avoid using texting acronyms, the use of bold font or use of all caps when drafting the email. Refrain from using first names or starting emails with “Hey

Makeup / Late Work Policy

I recognize life happens. If for any reason you are unable to complete and submit an assignment on time, please contact me at least 24 hours prior to the due date to discuss an extension. If an assignment is submitted within 24 hours of the due date without contacting me, the assignment will be accepted with a 10-point deduction. Any assignment submitted beyond 24 hours without contacting me will result in no awarded points. Please note that all assignments tied to student learning outcomes (KRDN's) must be completed and passed to successfully complete the course. If a situation does arise where you are not going to meet the deadline, reach out to your instructor immediately to discuss.

Academic Honesty

I encourage you to talk with each other about the readings and ideas brought up in class. But in all assignments to be graded as individual work you are expected to do your own written work with thoughts and ideas derived from your critical reflection and analysis of the case/problem. In the case of group work, all members of a group will be held responsible for the content of work turned in to satisfy group assignments. The instructor will keep a healthy eye out for possible plagiarism when reading your work. Here is some advice to help you avoid plagiarizing:

It is best to express the ideas you use in your own words. In the case of both individual and group work, words or ideas that come from someplace or someone else must be cited: “A good rule of thumb is this: Whenever you consciously borrow any important element from someone else, any sentence, any colorful phrase or original term, any plan or idea—say so, either in a footnote, bibliography, or parenthesis” (from “Academic Honesty in the Writing of Essays and Other Papers,” Carleton College, 1990).

Open AI (Chat GPT4): utilizing Chat GPT to complete assignments in full is considered plagiarism as these are not original thoughts, they are ‘borrowed’ thoughts generated electronically. Chat GPT is a great resource to get your thoughts started - if you are having difficulty doing so. If you choose to utilize Chat GPT in this course, please cite this as one of your sources. As a reminder, generating your own thoughts and stimulating your mind is part of the learning process. Chat GPT will not be available at the bedside to assist you in caring for patients. I encourage you to avoid this resource and use your own creative mind to complete assignments.

For specific University policies concerning academic honesty, see the [University’s Academic Honor Code](#) in the Academic Catalog.

Exams:

Examinations and quizzes are to be taken during the times designated on the syllabus unless the student has documentation for completing exams in the testing center. The student is to notify the instructor if they plan to use the testing center at least one week prior to the exam. Approval for re-scheduling of exams due to emergency is arranged through the SEHS Associate Dean’s office.

- During exams, students may not wear a watch or hat. Book bags should be left against the wall in the back of the room and phones must be placed in the book bag along with water bottles.
- During exams, students are not permitted to leave the room for any reason. If the student has an emergency and needs to leave, he or she must speak with the instructor before doing so.

- Students are expected to complete the exam within the allotted class time unless documentation of extended testing time is provided to the instructor in advance of the exam.
- Online Exams: When online exams are used, proctoring will occur via a video monitoring system by the instructor to confirm student identity.

Dress Code:

Dietetic students are required to present themselves in professional dress to class on the following occasions: Guest Speakers, Attending Conferences, Student Presentations, Presentations within the community or when required by the instructor.

Professional dress is as follows:

- Skirts must be no more than two inches above the knee
- Blouses/button down shirts should modestly cover the chest (wear a camisole/tee-shirt if the shirt does not button to a modest level) and shoulders (no sleeveless shirts/tanks for professional attire unless a jacket or sweater is worn), no crop tops or short tops that expose the belly when the arms are raised
- Slacks or khakis can be worn as professional dress or business casual. Jeans of any color are prohibited for professional dress, shorts or stretchy pants are not considered professional wear.
- Clean athletic shoes may be worn with professional dress; flip flops or beach sandals may not be worn as professional dress.
- Avoid wearing ballcaps when professionally dressed
- Tattoos that could be offensive to others should be covered for professional dress
- Hair should be neatly kept.

COURSE SYLLABI

Students will know the first day of class what the objectives are for a course, what assignments are due, etc. Consequently, the School of Education and Health Sciences and ACEND Standards require each professor to provide students with a syllabus which indicates:

- Title and course number
- The catalogue description
- Credit hour
- Instructor
- Clock hours and Schedule
- Course prerequisites
- The course objectives--identified according to Core Knowledge Requirements outlined by ACEND accreditation standards (KRDN).
- Outline content
- Description of teaching methods, learning experiences
- Student evaluation criteria (indicating how grades will be determined)
- The clinical experiences associated with the class
- The field-based experiences associated with the class
- The text to be used with the class and required or recommended readings

If this information is not available, or if the student wishes clarification, he or she should speak with the professor. It is best to have these matters clarified by the end of the first week of class so that the student and faculty member understand what is to occur during the semester.

Special Assistance

Any student requiring additional support services or academic assistance should contact the Office of Disability Services, 023 Roesch Library, LTC (937/229-2066). If you have a self-identification form from the Office of Disability Services indicating that you have a disability that requires accommodation, present it to the professor so accommodations can be made.

Evaluation Of Courses, Professors, And Programs

The Department of Health and Sport Science recognizes that it is important for students to responsibly evaluate courses and teachers. The evaluations provide useful information which can be used to improve courses, policies, and practices. Accordingly, course evaluations shall be a mandatory part of all classes in the Department. At the end of each course, each student will complete an on-line evaluation for each course. All responses will be anonymous, and results will be shared with each instructor.

The University administration requires that the Department evaluate itself and set up objectives every year. These evaluations are used in a variety of ways, depending on their purpose and level. On the one hand, it may be a professor reviewing a course evaluation with a colleague or the Department Chair to identify ways to improve a course. On the other hand, it may be the entire Department reviewing evaluations to make policy or program changes. Whatever the level, evaluation needs to be continuous and systematic. The DPD Program is evaluated every seven years by the Accreditation Council on Education in Nutrition and Dietetics.

TECHNOLOGY FOR THE PROGRAM

All undergraduate UD students are required to have a portable (laptop or notebook) computer. Hardware and OS requirements vary depending on your major. When you're selecting your computer, know that UD students are licensed to download some academic software at no additional cost, including Microsoft Office and several other course-specific programs that may be required for your degree program. As a UD student, you also have access to many other tools and services, including tech support from our IT Service Center and fee-based network printing. Please visit the [UD Student Technology](https://udayton.edu/udit/start/student-computer-requirement.php) page to learn more about technology support and requirements. (<https://udayton.edu/udit/start/student-computer-requirement.php>)

DISTANCE EDUCATION

Distance education may occur throughout the dietetics curriculum. Distance education can occur in many different formats (synchronous, asynchronous, and hybrid). An entire course may be designated as a synchronous or hybrid distance education course or may contain a short period of time (one or two weeks for example) of distance education. Students will be informed (via syllabus) on the use of technology that captures, shares and/or stores audio or video of students during any assessment, or software that restricts the ordinary operation of a student's electronic device. Students are required to have their camera when attending distance education Zoom sessions, this includes when taking an exam. Student identity for distance instruction will be confirmed through any of the following strategies:

Authentication via University Credentials: All students are required to utilize their university credentials, bolstered by 2-factor authentication, for accessing their courses and fulfilling assessment requirements via the campus learning management system.

Proctoring Services with ProctorTrack: The university has an established partnership with ProctorTrack, offering online assessment proctoring options.

Professor-Led Proctoring: In addition to automated proctoring, some professors oversee assessments through live Zoom sessions or by reviewing recordings submitted by test-takers. This ensures further vigilance and integrity during assessments.

PROTECTION OF PRIVACY OF STUDENT INFORMATION, INCLUDING INFORMATION USED FOR IDENTIFYING STUDENTS IN DISTANCE LEARNING.

Identifying Students in Distance Learning

The university ensures the safeguarding of all student and course data through robust security protocols and servers. Access to student information is limited exclusively to course instructors and system administrators. To access grade details and manage course registration, students are required to log in to the university's Learning Management System (LMS) and campus Enterprise Resource Planning (ERP) using their university credentials, which include 2-factor authentication.

FERPA <https://udayton.edu/policies/enrollment/ferpa/index.php>

The *Family Educational Rights and Privacy Act of 1974 (FERPA)* is a federal law that sets forth certain rights students have regarding their education records.

In accordance with the Act, the University of Dayton will notify students of their FERPA rights annually. The annual notification will include procedures for students to inspect and review their education records; how to request an amendment to certain education records; how the University defines "school officials" and "legitimate educational interests" and what the University designates as directory information.

The records most frequently requested by students, and the corresponding records custodians, are listed in Appendix A. This policy is organized with Section A addressing students' rights (including under what circumstances the University generally releases records without first obtaining student consent, as well as those circumstances where the University generally requires student consent), and Section B addressing University officials' access to records maintained by a University gatekeeper.

POLICIES ON LIABILITY, BACKGROUND AND DRUG TESTING, AND INJURY OR ILLNESS

Insurance Requirements for Professional Liability

The university provides liability insurance to all undergraduate students in Health and Sport Science and Dietetics who are volunteering for student organization events, course-related service-learning or non-course related programs.

Safety in Travel to or from Assigned Areas.

Liability for safety in travel to or from assigned areas for course-sanctioned requirements is provided by UD. Students and faculty are required to complete the yearly Driver's Certification training through Risk Management. Completion of this requirement is coordinated and verified with the course instructor and Mrs. Powers (HSS Administrative Assistant).

Injury or illness while in a facility for supervised practice/experiential learning

University of Dayton provides liability coverage to students engaged in service learning requirements for a course. The Dietetics program do not have required experiential learning or supervised practice requirements for the program.

Drug testing and criminal background testing.

The Dietetics Program adheres to the university policies of working with minors for on-campus activities <https://udayton.edu/policies/legalaffairs/minors-policy/index.php>

Working with Minors

The Dietetics program adheres to the [University of Dayton's Children on Campus and Working with Minors Policy](#). All adults helping with minors program or event is to be trained about the Minors Policy. The Community Coordinator for the Dietetics program will coordinate this training for the students in the dietetics program.

ACADEMIC HONESTY POLICY

I. Introduction

The Academic Honor Code

As a Marianist, Catholic university committed to the education of the whole person, The University of Dayton expects all members of the academic community to strive for excellence in scholarship and in character. As stated in the University's Student Handbook, "The University of Dayton expects its faculty and administration to be instrumental in creating an environment in which its students can develop personal integrity."

To uphold this tradition, the University community has established an academic honor code for all of its students, except Law students who are governed by The University of Dayton School of Law Honor Code. Students are expected to be aware of and abide by the honor codes.

II. The Honor Pledge

The University of Dayton Academic Honor Code: A Commitment to Academic Integrity

I understand that as a student of the University of Dayton, I am a member of our academic and social community,

I recognize the importance of my education and the value of experiencing life in such an integrated community,

I believe that the value of my education and degree is critically dependent upon the academic integrity of the University community, and so

In order to maintain our academic integrity, I pledge to: ^{[[SEP]]} Complete all assignments and examinations according to the guidelines provided to me by my instructors, I

- Avoid plagiarism and any other form of misrepresenting someone else's work as my own, ^{[[SEP]]} Adhere to the Standards of Conduct as outlined in the Academic Honor Code. ^{[[SEP]]} In doing this, I hold myself and my community to a higher standard of excellence, and set an example for my peers to follow.

Instructors shall make known, within the course syllabus, the expectations for completing assignments and examinations at the beginning of each semester. Instructors shall discuss these expectations with students in a manner appropriate for each course.

1. The term instructor may refer to any faculty or staff member

III. Standards of Conduct

Regardless of motive, student conduct that is academically dishonest, evidences lack of academic integrity or trustworthiness, or unfairly impinges upon the intellectual rights and privileges of others is prohibited. A non-exhaustive list of prohibited conduct includes:

A. Cheating on Exams or Other Assignments

Cheating on examinations consists of willfully copying or attempting to consult a notebook, textbook, or any other source of information not authorized by the instructor; willfully aiding, receiving aid, or attempting to aid or receive aid from another student during an examination; obtaining or attempting to obtain copies of any part of an examination (without permission of the instructor) before it is given; having another person take the exam; or any act which violates or attempts to violate the stated conditions of an examination. Cheating on an assignment consists of willfully copying or attempting to copy all or part of another student's assignment or having someone else complete the assignment when class assignments are such that students are expected to complete the assignment on their own. It is the responsibility of the student to consult with the instructor concerning what constitutes permissible collaboration and what materials are allowed to be consulted.

B. Committing Plagiarism or Using False Citations

Plagiarism consists of quoting or copying directly from any source of material without appropriately citing the source and identifying the quoted material; knowingly citing an incorrect or fabricated source; or using ideas (i.e. material other than information that is common knowledge) from any source of material without citing the source and identifying the borrowed material. Students are responsible for educating themselves as to the proper mode of attributing credit in any course or field. Instructors may use various methods to assess the originality of students' work, such as plagiarism detection software.

C. Submitting Work for Multiple Purposes

Students are not permitted to submit their own or other's work (in identical or similar form) for multiple purposes without the prior and explicit approval in writing of all instructors to whom the work will be submitted. This includes work first produced in connection with classes at the University of Dayton as well as other institutions attended by the student or at places of employment.

D. Submitting False Data or Deceptive Information

The submission of false data is a form of academic fraud. False data is that which has been fabricated, altered, or contrived in such a way as to be deliberately misleading or to fit expected results. Deception is defined as any dishonest attempt to avoid taking examinations or submitting assignments at the scheduled times by means such as a forged medical certification of absence. Deception also includes falsifying class attendance records or failing to reveal that someone falsified your attendance. Extenuating circumstances such as a personal illness, death in the family, etc. must be negotiated with the instructor.

E. Falsifying Academic Documentation or Grade Alteration

Any attempt to forge or alter academic documentation (including transcripts, letters of recommendation, certificates of enrollment or good standing, and registration forms) concerning oneself or others also constitutes academic fraud. Grade alteration consists of an act which dishonestly modifies a grade obtained for a class assignment, examination, or for the course itself.

F. Abuse of Library Privileges or Shared Electronic Media

All attempts to deprive others of equal access to any library materials constitute a violation of academic integrity. This includes the sequestering of library materials for the use of an individual or group; a willful or repeated failure to respond to recall

notices; and the removal or attempt to remove library materials from any University library without authorization. Defacing, theft, or destruction of books, articles or any other library materials that serve to deprive others of equal access to these materials also constitute a violation of academic integrity.

Malicious actions that deprive others of equal access to shared electronic media used for academic purposes constitute a violation of the Honor Code. This includes efforts that result in the damage or sabotage of campus computer systems.

G. Encouragement or Tolerance of Academic Dishonesty

The quality of campus and community life is dependent upon the commitment of each member of the University to a shared set of behavioral standards and values. Adhering to the Academic Honor Code is not limited to direct actions, but also includes any behavior that supports, encourages, or tolerates academic dishonesty.

IV. Student Status with Respect to the Academic Honor Code

A. All University of Dayton students, except for Law students who are governed by The University of Dayton School of Law Honor Code, are subject to the Standards of Conduct and procedures of the Academic Honor Code

B. Normally, the maximum penalty for a single proven case of academic dishonesty is an F in the course. No provision can then be made for the student to receive a W. Under some circumstances, such as repeated offenses, theft, intimidation, or breaking and entering, additional penalties may be imposed by the University. These penalties may include dismissal from the major, dismissal from the school or college, removal from the University Honors Program, or dismissal from the University.

C. All honor code violations, as determined by the instructor after consultation with the student, require that the chair of the department or program director in which the incident occurred be notified of the violation by the instructor. If a student accepts the instructor's accusation and/or penalty, the case will be considered resolved and no further action shall be required. The instructor shall send an Academic Dishonesty Incident Report form to the dean(s) of the student's academic unit(s) – possible double major. If a student does not admit the violation or accept the proposed penalty, the student may contact the chair or program director in which the incident occurred and initiate an appeal process as outlined in Section V. If the appeal is decided in favor of the student, no report will be placed in the student's file. If during the appeal process the student is found responsible, the report will be placed in the dean(s)' offices of the

student's academic unit(s) – possible double major. If the student transfers between academic units, all reports will be transferred to the new dean's office.

D. If a possible violation is reported after the grade for a course has been submitted, the case will be adjudicated only if the Office of the Provost determines that the alleged offense is of sufficient gravity to warrant consideration. Only matters that could reasonably result in sanctions reflected in a student's permanent record will ordinarily meet the "sufficient gravity" test in this context. The Office of the Provost shall decide on the process of adjudication

E. If a student with a possible violation withdraws, transfers, or is, for any reason, not currently enrolled at the University the University may maintain a continuing interest in, and complete the adjudication of the matter, if, in the judgment of the Office of the Provost, the matter is of sufficient gravity to warrant resolution. The Office of the Provost shall have the discretion to determine whether the adjudication will occur before or after the student's re-enrollment, and the process of adjudication.

F. A student may not graduate with an unresolved Academic Honor Code violation which, in the judgment of the Office of the Provost, is of sufficient gravity to warrant resolution. Certification for the degree will be withheld pending a final resolution of the Academic Honor Code matter. The Office of the Provost shall decide on the process of adjudication

G. If a violation is reported after a student has graduated, transferred, or otherwise terminated his or her enrollment at the University, the case will be adjudicated only if the Office of the Provost determines that the case is of sufficient gravity to warrant consideration. The Office of the Provost shall decide on the process of adjudication. In a case involving a student who has already received a degree, sanctions up to and including the revocation of a degree or certificate are possible. The Office of the Provost has the final authority to revise and implement any sanctions.

V. Appeal Procedure

A student who believes an accusation of academic honor code violation or penalty is not valid may appeal in the sequential manner listed below. If the student does not appeal the decision of the instructor, or accepts the accusation and penalty at any time during the appeal process, the Academic Dishonesty Incident Report form shall be sent to the student's dean(s) by the instructor.

A. If no resolution occurs in the private conversation with the instructor, the student may appeal to the department chair or program director in which the incident occurred. The student must submit a written account, including a detailed explanation of their actions, along with any circumstances concerning the incident. This appeal must be made within ten business days after meeting with the instructor. The chair may use reasonable means, including meeting with the instructor and student, to reach a determination on the accusation and/or penalty within thirty business days.

B. If no resolution occurs with the department chair or program director, the student has ten business days to file a written appeal to a review committee formed by the department chair or program director in which the incident occurred. The review committee shall be composed of at least two tenured faculty and one student. The review committee will first select a chair, and then meet with the student and instructor involved on separate occasions and gather any additional evidence or information related to this appeal. The student has the right to see and hear the evidence, to question any witnesses against the student, and to present evidence and witnesses on the student's behalf. Both the student and the instructor must cooperate with the review committee. The review committee shall make known its recommendations and the reasons for its recommendations in writing to the department chair or program director, the student, and the instructor within thirty business days.

C. If the student or faculty member disagrees with the review committee's decision, either may then make an appeal to the dean of the unit in which the incident occurred within 10 business days. The dean must make known his or her decision, and reason(s), in writing to the student, the instructor, chair or program director, and department review committee within thirty business days.

D. A final appeal may be made to the Provost within ten business days after the dean's decision. The Provost must make known his or her decision, and reason(s), in writing to the student, the faculty member, chair or program director, dean, and review committee within thirty business days. The final authority rests with the Provost.

GRIEVANCE PROCEDURE POLICY

All students should refer to the UD [Student Handbook](#) for the detailed explanation on Student Rights, Responsibilities, and Freedoms.

https://udayton.edu/studev/dean/student_handbook.php

If a student has a grievance in the Department of Health and Sport Science, he or she should first talk to the faculty member involved. If the problem is not settled or the student is not comfortable discussing the concern with the faculty member, the student would schedule a meeting with the Chair of the Department, Dean of the School of Education and Health Sciences, Provost of the University, and, finally, the President.

The grievance should be in writing and should be submitted within two weeks after the problem occurred.

Grievance Related to the ACEND Accreditation Standards

If a student has a grievance related to the ACEND accreditation standards students should first provide a written statement detailing the grievance to the Director of the Didactic Program in Dietetics (DPD). Next, the student will schedule an appointment to discuss the grievance with the Director of the Didactic Program in Dietetics. If the student's grievance is not settled with the DPD Director, the written grievance will be forwarded to the Department Chair. If the grievance is not settled within the department, the remaining step would be to forward the grievance to the Dean of the School of Education and Allied Professions, Provost of the University, and finally the President. If the grievance is not settled at the University level, students should submit complaints to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) at (www.eatright.org/ACEND/)120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600. The process for submitting a complaint against accredited programs with ACEND is detailed below.

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 complainant must sign the complaint. 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.

- I. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint.
- II. 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.
- III. 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.
- IV. 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.

V. 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.

VI. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.

VII. 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.

VIII. 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.

IX. 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.

X. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.

XI. 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.

XII. 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.

XIII. 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.

