



PennState

Didactic Program in Dietetics Student Handbook



Nutritional Sciences Department
Chandlee Laboratory

2016-2017

OUR SCIENCE, YOUR HEALTH
Penn State Nutritional Sciences

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INTRODUCTION

Overview

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

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

Dietetics is a growing field with an opportunity for employment in diverse areas including clinical and community settings, counseling and education, schools, public health and policy, sports nutrition, food industry, long-term care facilities, management, and private practice among others. The demand for Registered Dietitians and nutritionists is expected to grow by 20% between 2010 and 2020, faster than the average for all occupations according to the [Bureau of Labor Statistics](#).

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

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

The Penn State University Nutritional Sciences department has an accredited Didactic Program in Dietetics in its undergraduate program. Graduates of the DP who meet all of the degree requirements will be eligible to apply for a dietetic internship program. Additional information about the DP program and process for earning the Registered Dietitian credential are in this document.

About the Handbook

The student handbook provides important information to help students enrolled in the Penn State University DP program, navigate the requirements for completion of their degree as well as the expectations of student conduct while at Penn State University. The handbook is subject to revision and students will be notified of any changes through electronic communications (e.g., e-mail, website) provided by the Nutritional Sciences department. An electronic version of this document is available on the Nutritional Sciences department website in the Dietetics option section <http://nutrition.hhdev.psu.edu/undergraduate/dietetics>. Please use this handbook as your first step to answering any questions about the DP program.

The DP student handbook is supplemental to the current edition of The Pennsylvania State University undergraduate program handbook and the Student Code of Conduct document. Students can access the University undergraduate handbook on the Division of Undergraduate Studies website at

<http://dus.psu.edu/handbook/> and the Student Code of Conduct document on the Office of Student Conduct website at <http://studentaffairs.psu.edu/conduct/codeofconduct/>. Students are expected to be familiar with the contents of these documents for undergraduate student advisement information and policies in all the above documents.

Contact Information

The Didactic Program in Dietetics is administered by the Nutritional Sciences Department within the College of Health and Human Development.

Nutritional Sciences Departmental Office

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Didactic Program in Dietetics (DP) Director

Mary Dean Coleman-Kelly, PhD, RD
Teaching Associate Professor and DP Director
110 Chandlee Laboratory
University Park, PA 16802
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Nutritional Sciences Department Administrators and Faculty

All offices are located in Chandlee Laboratory unless noted otherwise.

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Nutritional Sciences Staff Assistants

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College of Health and Human Development Administration

Name	Title
Dr. Nan Crouter	Dean
Dr. Dennis Shea	Associate Dean for Undergraduate Studies and Outreach
Douglas Ford	Assistant Dean for Undergraduate Education
Joyce Hopson-King	Director of Diversity Enhancement
Rhonda Spychalski	Assistant to the Dean for Academic and Student Records Management
Margaret Sebastianelli	Director, Student Services Center

The Pennsylvania State University - Mission

The Pennsylvania State University is a multicampus public research university that educates students from Pennsylvania, the nation and the world, and improves the well-being and health of individuals and communities through integrated programs of teaching, research, and service.

Our instructional mission includes undergraduate, graduate, professional, and continuing education offered through both resident instruction and online delivery. Our educational programs are enriched by the cutting edge knowledge, diversity, and creativity of our faculty, students, and staff.

Our research, scholarship, and creative activity promote human and economic development, global understanding, and progress in professional practice through the expansion of knowledge and its applications in the natural and applied sciences, social sciences, arts, humanities, and the professions.

As Pennsylvania's land-grant university, we provide unparalleled access and public service to support the citizens of the Commonwealth. We engage in collaborative activities with industrial, educational, and agricultural partners here and abroad to generate, disseminate, integrate, and apply knowledge that is valuable to society.

The College of Health and Human Development

Mission

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

Departments

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

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

The Nutritional Sciences Department

Undergraduate Program Vision

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

Undergraduate Program Mission

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

Didactic Program in Dietetics Mission

The Pennsylvania State University Didactic Program in Dietetics (DP) will prepare students for entry into supervised practice programs in dietetics by providing a diverse, in-depth education experience with practical applications in nutrition and a strong science component.

PENN STATE UNIVERSITY DIDACTIC PROGRAM IN DIETETICS DESCRIPTION

Overview

The Nutritional Sciences department created the Dietetics option in the Nutritional Sciences major to serve as the DP for students entering the Nutritional Sciences major beginning fall 2012. Prior to this, the Applied Science major served as the Didactic Program in Dietetics. Because of these recent changes, the content in this handbook applies to students who have declared the Applied Science option (prior to fall 2012) and the Dietetics option of the Nutritional Sciences major.

The DP provides a strong foundation in science, foods, and nutrition with a diverse curriculum to meet the national accreditation standards set by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The course work is challenging since it includes a science-based curriculum, social science offerings, as well as management courses. Students share classes with students majoring in pre-medicine, nursing, chemistry, biochemistry, molecular and cell biology, food science, hospitality management, and exercise science. Students are encouraged to use the University resources and advising services to help them succeed in their coursework.

In the next step to earning the RD credential, graduates of the DP must successfully complete an accredited pre-professional program in dietetics, known as a dietetic internship program. Dietetic internship programs include a minimum of 1200 hours of supervised practice experience and generally take 10 to 13 months to complete if the student attends full-time. Dietetic internship programs charge tuition for the supervised practice experience; tuition costs vary between programs. Additional information on dietetic internship programs can be found on the Nutritional Sciences department webpage under the Dietetics option. Graduates of Penn State University's DP have an acceptance rate into dietetic internship programs greater than the national average.

In the final step to earn the RD credential, students must successfully meet the requirements of the dietetic internship program and pass the national registration examination. Graduates of the Penn State University's DP have a first time pass rate on the registration examination greater than the national average.

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

Mission

The Pennsylvania State University Didactic Program in Dietetics (DP) will prepare students for entry into supervised practice programs in dietetics by providing a diverse, in-depth education experience with practical applications in nutrition and a strong science component.

Program Goals and Objectives

Goal 1. To prepare graduates for acceptance into dietetic internship programs, graduate school, or for employment.

1.1. Over a 5 year period, greater than or equal to 85% of DP students identified in their 5th semester will complete the program requirements within 3 years.

- 1.2. Over a 5 year period, greater than or equal to 60% of DP students will apply to dietetic internship programs within 12 months after graduation.
- 1.3. Over a 5 year period, greater than or equal to 65% of DP students who apply to dietetic internship programs will be accepted within 12 months of graduation.
- 1.4. a. Over a 5 year period, the first-time pass rate for DP graduates taking the registration exam will be greater than or equal to 85%.
b. Over a 5 year period, the one-year pass rate for DP graduates taking the registration exam will be greater than or equal to 80%.
- 1.5. Over a 5 year period, 70% of the students who applied to graduate school will be accepted into graduate school within 6 months of graduating from the program.
- 1.6. Over a 5 year period, 70% of the students who sought employment will be employed in a dietetics related field within 12 months of graduating from the program.
- 1.7. Over a 5 year period, 70% of the students will rate their satisfaction with academic advisement as fairly well satisfied (3) or better on a 5 point scale.
- 1.8. Over a 5 year period, 70% of the DP students will rate their satisfaction with the course that assists them with applying to dietetic internships as mostly satisfied (4) or better using a 5 point scale.

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

- 2.1. Over a 5-year period greater than or equal to 80% of DP seniors will rate their preparation for dietetic internship programs as mostly satisfied (4) or better (using a 5 point scale).
- 2.2. Over a 5-year period greater than or equal to 80% of DP alumni will rate their preparation for dietetic internship programs as mostly satisfied (4) or better (using a 5 point scale).
- 2.3. Over a 5-year period, greater than or equal to 80% of supervised practice directors will rate DP graduates as prepared (4) or better (using a 5 point scale) for supervised practice in all areas.
- 2.4. Over a 5 year period, 70% of DP seniors will rate NUTR 495 (Advanced Field Experience in Nutrition) as satisfactory or better (using a 5 point scale) in assisting with applying classroom concepts.
- 2.5. Over a 5 year period, 70% of DP alumni will rate NUTR 495 (Advanced Field Experience in Nutrition) as satisfactory or better (using a 5 point scale) in assisting with applying classroom concepts in the work environment.

Program Outcomes Data

The outcomes data that show how well the DP program is meeting the 5-year pass rate criteria for the Registration Examination for Dietitians and the 5-year acceptance rate criteria of the DP graduates into dietetic internship programs are available on the Nutritional Sciences department website <http://nutrition.hhdev.psu.edu/>. Outcomes data for the rest of the program goals are available upon request. Individuals may request this information from the DP director, Mary Dean Coleman-Kelly PhD, RD (mdc15@psu.edu).

Accreditation Status of the DP program at The Pennsylvania State University

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

The date of the next review is spring 2019.

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

PROSPECTIVE STUDENTS

Admissions Requirements

Please see the Undergraduate Admissions Office <http://admissions.psu.edu/> for information regarding the admissions requirements and other details at The Pennsylvania State University – University Park. Transfer students should visit the Undergraduates Admissions Office to learn about the specific criteria to transfer to Penn State from a branch campus or another academic institution
<http://admissions.psu.edu/info/future/transfer/index.cfm>.

To be accepted into the Nutritional Sciences major, students must have completed 27.1 credit hours and have a minimum of a 2.0 cumulative GPA. To be accepted into the Dietetics option of the major, students must have earned a grade of a C or better in the following courses: BIOL 141, CHEM 110, and NUTR 251 (or equivalent course if transferring from another university).

Individuals who have specific questions about the course requirements for the Dietetics option in the Nutritional Sciences department should contact one of the undergraduate advisers at <http://nutrition.hhdev.psu.edu/undergraduate/advising>. Individuals who have specific questions about which courses are acceptable substitutions for the Nutrition courses required for the Dietetics option should contact Dr. Coleman-Kelly at mdc15@psu.edu.

Emphasis Areas in the Nutritional Sciences Major

Students in the Nutritional Sciences major have the option to select an emphasis area to enhance their Nutritional Science degree. An emphasis is a selection of interdisciplinary courses that focus on a particular area in Nutrition.

Students who complete an emphasis will receive a certificate of completion from the Nutritional Sciences department and are encouraged to list the emphasis on their resume.

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

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

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

Program Expenses

Tuition and Fees: Information about the tuition rates, housing, and other associated fees with Penn State University are available on the Undergraduate Admissions Office website at <http://admissions.psu.edu/costs-aid/tuition/>.

NUTR 495: Advanced Field Experience in Nutrition (3 credits): Students enrolled in NUTR 495 are required to complete a minimum of 300 hours of work in a Dietetics related field. This course is taken in the summer between the student's 6th and 7th semester. Students are expected to set up their own experiences. This process will take place when they enroll in NUTR 391 in the spring of their Junior year. The student will pay the summer tuition rate.

Summer 2016 tuition: \$2241.00 (In-state); \$3,993.00 (Out-of-state)

Lab fees: Additional lab fees are required for some of the courses in the Dietetics option curriculum. These fees include:

- HM 330: \$194.00
- NUTR 320: \$100.00
- NUTR 358: \$10.00

Books, materials and supplies: Required books, dietary analysis and menu software, and printing fees for course materials are estimated to be approximately \$400 to \$700 per semester.

Student organization fees: Dues to join the Student Nutrition Association are \$5 per semester and dues to join the Community Food Security club are \$10 per semester.

Liability insurance: approximately \$25.00

Personal health insurance: Variable

Immunizations: \$50.00 - \$100.00

Academy of Nutrition and Dietetics membership dues: \$50.00

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

Post-baccalaureate Dietetic Internship program application fees:

- Application fees to each Dietetic Internship program: \$40.00-\$150.00 per application
- Online Dietetic Internship Centralized Application System Application (DICAS) fee: \$45.00 to apply to the first DI and \$20.00 for each DI applied to thereafter
- D&D Digital computer matching: \$55.00

Post-baccalaureate Dietetic Internship Tuition and Fees

Students who attend a dietetic internship after graduating from the Didactic Program in Dietetics will be expected to pay tuition and fees as part of the program costs. The tuition and fees vary between programs. They can range from \$5,000 to \$50,000 depending on the type of program, location, and other factors. These cost don't include the additional costs for living, travel, etc.

Academic Calendar

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

Graduation Requirements: Dietetics option

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

General Education

Students must complete a total of 45 credits of general education to obtain a Bachelor's degree from Penn State University. Information regarding the courses needed to fulfill the general education requirements are available on the University Bulletin webpage at http://bulletins.psu.edu/bulletins/bluebook/general_education.cfm?section=generalEd5

Prescribed Nutrition Courses

To fulfill the graduation requirements of the Dietetics option, students must complete NUTR 251, NUTR 358, NUTR 445, NUTR 446, NUTR 451, BIOL 141, CHEM 110, and BMB 211 with a C or better and the remaining courses with a D or better. Students are encouraged to earn a cumulative GPA of 3.0 or better to be competitive for a dietetic internship.

See the Policy and Procedures section for specific requirements to obtain a verification statement needed for the dietetic internship.

Prescribed Nutrition Courses					
Course	Credits	Course	Credits	Course	Credits
*NUTR 251	3	NUTR 386	3	NUTR 452	3
NUTR 320	3	NUTR 391	1	NUTR 453	3
*NUTR 358	2	NUTR 400	1	NUTR 456	3
NUTR 360	3	*NUTR 445	3	NUTR 495	3
NUTR 370	1	*NUTR 446	3	NUTR 490W	3
NUTR 371	1	*NUTR 451	3		
Related Prescribed Courses					
*BIOL 141	3	HM 228	1	MICRB 106/107	4
*BMB 211	3	HM 329	3	PSYCH 100 or HD FS 129	3
*CHEM 110	3	HM 330	2	STAT 200 or 250	3-4
CHEM 202 or 210	3				

* Designates courses that must be completed with a C or better to meet graduation requirements.

Supporting Courses

Students in the Dietetics option must select 16 credits in supporting courses, in consultation with an adviser from University-wide offerings that provide relevance to this option. Students are encouraged to consider courses in the emphasis areas to fulfill their supporting course requirements. An additional program list of recommended courses is available on the Nutritional Sciences webpage. At least 6 credits must be at the 400 level and, of those, no more than 3 credits may be NUTR 496.

Dietetics option check sheet

A check sheet that lists all of the required courses to obtain a BS degree in Nutrition Sciences Dietetics option is available in Appendix B.

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

Graduation Requirements: Management Dietetics option (School of Hospitality Management)

The Management Dietetics option is no longer offered to incoming freshman and will be removed from the HM curriculum as of Spring 2018. Students in the School of Hospitality Management who wish to pursue a dietetics degree have the option of double majoring in Hospitality Management and Nutritional Sciences, Dietetics option. These students are encouraged to visit with their adviser in Hospitality Management to explore this option.

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

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

Program Schedules

Sample 8 semester (4-year) plans for the students who declared the Dietetics option is presented in Appendix C.

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

POLICIES AND PROCEDURES

Academic Integrity

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

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

The University policy on Academic Integrity and Student Code of Conduct is available on the Student Academic Affairs website at: <http://studentaffairs.psu.edu/conduct/conduct/academicintegrity.shtml>. The College of Health and Human development academic integrity policy is available at: <http://www.hhdev.psu.edu/policies/academicintegrity/procedures.html>.

Academic Progress

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

To progress in the Nutritional Sciences Dietetics option the student must:

1. Maintain at least a 2.0 cumulative GPA.
2. Achieve a grade of at least "C" in the following courses: NUTR 251, NUTR 358, NUTR 445, NUTR 446, NUTR 451, BIOL 141, CHEM 110, and BMB 211.

Undergraduate advisers will conduct a semester review of the GPA of their advisees in the Dietetics option at the beginning of their junior year (50 credit hours or greater). Those with less than a 3.0 GPA will be contacted by their adviser for individual advising.

Access to Remedial Instruction

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

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

Access to Student Services

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised

Policy

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

Procedure

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

- Advising Services: <http://nutrition.hhdev.psu.edu/undergraduate/advising>
- Career Services: <http://studentaffairs.psu.edu/career/>

- Counseling and Psychiatric services: <http://studentaffairs.psu.edu/counseling/services/>.
- Education Abroad Program: <http://gpglobalea.gp.psu.edu/>
- Financial Aid: <http://studentaid.psu.edu/>
- Grade Point Average calculations: <http://dus.psu.edu/handbook/grades.html#targetgpa>
- Health Services: <http://studentaffairs.psu.edu/health/services/>
- Legal Services: <http://studentaffairs.psu.edu/legalservices/>
- Pollock Testing Center: <http://testing.psu.edu/Students/>
- Tutoring and Study groups: <http://pennstatelearning.psu.edu/>

Assessment of Student Learning

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

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

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

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

Criminal Background Checks and Drug Screening

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised: 13 Sept 2013

Policy

Any student over 18 years of age engaged by Penn State in any work capacity (paid or unpaid) is required to have a criminal background check. In some circumstances, students who are engaged at a non-Penn State location in a paid or unpaid capacity may be asked to complete a criminal background check and/or drug screening. Students completing NUTR 495: Advanced Field Experiences in Nutrition may be required to complete a background check.

Criminal Background Check Procedure

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

- Follow the instructions for completion of background checks described in [Penn State Information for Completing PA Publicly Available Background Checks](#).

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

Drug Screening Procedure

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

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

Complaints about the Didactic Program in Dietetics

Date Issued: 07 Aug 2012

Date Reviewed: 05 June 2013

Date Revised: 05 June 2013

Policy

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

Procedure

Students who believe there has been a violation of the ACEND accreditation standards should follow these steps:

1. The student should first make an appointment with the DP director, Mary Dean Coleman-Kelly, PhD, RD to speak with her in person or by phone. In the event an appointment cannot be made in person or by phone, then another medium may be used as agreed upon between the student and the DP director.
2. If a resolution cannot be made with the DP director, or if on a rare occasion the student is not comfortable speaking with the DP director in person, the student may request that the person acting as the Undergraduate Professor in Charge of the department be present to act as a mediator.
3. If a resolution cannot be made with the presence of the Undergraduate Professor in Charge, the student may request that the person acting as Head of the academic department be present to act as a mediator.

4. If no resolution is reached after steps 1 through 3, the student may initiate a final request to the Accreditation Council of Education in Nutrition and Dietetics (ACEND) directly. Students should follow the procedures outlined in Appendix D.

Grievance Policy and Procedure

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

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

1. The student should first make an appointment with the instructor of the course to speak with him/her in person, by phone, or another medium that is mutually agreed upon between the student and the instructor.
2. If a resolution cannot be made, or if on a rare occasion the student is not comfortable speaking with the instructor in person, the student may request that the person acting as Undergraduate Professor in Charge of the academic department be present to act as a mediator. If the instructor is the Undergraduate Professor in Charge, the student should follow step #3.
3. If a resolution cannot be made with the presence of the Undergraduate Professor in Charge, the student may request that the person acting as Head of the academic department be present to act as a mediator.
4. If no resolution is reached after steps 1 through 3, the student may initiate a final request to the college Dean to whom the instructor reports by filling out the appropriate documents for the situation (e.g., Freedom of Expression violation or Grade Adjudication Form)

Students are advised to read the University Policy and to read the additional details provided in the manual to ensure they fully understand the procedure prior to addressing their concerns. These policies are available on the Faculty Senate website under the Undergraduate Programs tab. See policies: G10 Grade Mediation and Adjudication Procedure and 20-00 Classroom Problems at <http://www.psu.edu/ufs/policies/>.

Students who feel they have been discriminated against should see the University Undergraduate Program Handbook for the procedure to follow to file a complaint. This information is available at <http://dus.psu.edu/handbook/afirmact.html>.

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

Health Insurance

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

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

Procedure

- Students who are covered by a health insurer other than one of the Penn State student plans should [submit their claims to their insurance company for reimbursement](#).
- Penn State University offers health insurance for students who do not have an existing healthcare provider. These include:
 - The [Penn State Student Accident and Sickness Insurance Plan](#), which is available to undergraduate and graduate students:
 - who have no health insurance coverage;
 - who need supplemental insurance because their current plan does not provide adequate coverage while they are at Penn State.
 - who are international students and must comply with [Penn State's Mandatory Health Insurance Requirement](#)
 - [The Penn State Education Abroad Insurance Plan](#), a plan designed especially for the participants in the Penn State University approved Education Abroad Programs.

Injury or Illness while in a Supervised Practice

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

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

Immunizations

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

Students should visit the University Health Services website

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

Liability Insurance

Date Issued: 07 Aug 2012

Date Reviewed: 9 June 2014

Date Revised: 8 Sept 2014

Policy

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

Procedure

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

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

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

Program Schedule

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

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

Protection of Privacy of Student Information and Accessing Personal Files

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

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

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

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

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

Role of the Student at a Supervised Practice Facility

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

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

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

Scholastic Probation and Suspension

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

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

Termination/Disciplinary Procedure

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

Students who attend Penn State University are expected to follow the [Code of Conduct](#) to guide them through their everyday decision-making both in and out of the classroom. Knowing what is considered acceptable and honorable behavior is often the first step to making that a way of life.

Procedure

Students who violate the Code of Conduct will follow the University disciplinary procedure. The procedure is available at the [Office of Student Conduct](#) and [Code of Conduct procedures document](#). Students should be familiar with this document to be fully aware of their rights and responsibilities in this process.

Transfer Credits

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

- Transferring credits prior to taking the course: Before a student schedules course work at another institution, he/she should read the “[Credit by Transfer from other Institutions](#)” policy in the undergraduate advising handbook to understand the implications of transferring credits. In addition, students should have the credits approved for transfer and should work with an adviser to determine how the credits will apply to his/her academic program.
- Transferring credits after the student has taken the course: If a student has already taken a course at another institution, then he/she should read [General and Specific Credits](#) and follow steps 2-4 in [Student Action for Transferring a Course](#).

Travel and Transportation

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

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

Verification Statement Policy: Dietetics option

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised: 05 June 2013

Policy:

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

Procedure

Students must complete the following to receive a Verification Statement:

1. Meet the degree requirements for the Nutritional Sciences major and Dietetics option.
2. Maintained a “C” or better in all of the Dietetics option prescribed courses.

Prescribed Courses for the Dietetics Option			
Prescribed Nutrition Courses		Prescribed Related Courses	
NUTR 120/320	NUTR 400	BIOL 141	HM 228
NUTR 251	NUTR 445	BMB 211	HM 329
NUTR 358	NUTR 446	CHEM 110	HM 330
NUTR 360	NUTR 451	CHEM 202 or 201 or equivalent	PSYCH 100 or HDFS 129
NUTR 370	NUTR 452	MICRB 106/107	STAT 200 or 250
NUTR 371	NUTR 453	ENGL 015 or equivalent	ENGL 202A-D or ENGL 418
NUTR 386	NUTR 495	CAS 100	
NUTR 456	NUTR 490W		
NUTR 391			

3. Students who are unable to take the prescribed nutrition courses (listed above) offered by the Nutritional Sciences Department at Penn State University or by a branch campus and would like to take another course as a substitute for that course *must* get approval by the DP director to ensure it meets the requirements for the Verification Statement. Students should talk with their undergraduate adviser who will work with the DP director to determine which courses will be approved. It is recommended that the student do this prior to taking the course.
4. An application for ACEND Verification should be filled out by the student and submitted to the DP director. To do this, students should download the ACEND form on the Nutritional Sciences department webpage, fill it out and turn it in to the administrative assistant to the DP director in 110 Chandlee Lab. This form is available at: <http://nutrition.psu.edu/CADE/>.

5. Upon submission, the DP director will review the application and the student's degree audit. The Verification Statement will be issued once the director has determined that the student has met the Nutritional Sciences major degree requirements and has met the requirements of the didactic program in dietetics. (Note: there is generally a 2-3 week waiting period for the University to officially confer the degrees. Verification Statements will not be issued until the degrees have been conferred and the transcripts have been updated to reflect this change in degree status. This is in compliance with the standards for ACEND accreditation).
6. Once the Verification Statement is signed, four copies will be given to the student either in person or they will be mailed to the student's personal mailing address on record with the Department.

One official original copy of your Verification Statement will be kept on record indefinitely; however it is important that you keep an original Verification Statement in your files. Verification Statements may be needed by:

- Dietetic Internship programs
- Academy of Nutrition and Dietetics for membership
- States for licensure
- Potential employers

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

Withdrawal from the University and Refund of Tuition and Fees

Date Issued: 07 Aug 2012

Date Reviewed: 13 Aug 2012

Date Revised:

Policy

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

Procedure

- Students who are considering withdrawing from the University can find the procedures in the University Undergraduate Handbook at <http://dus.psu.edu/handbook/withdraw.html>. If a student has further questions he/she should contact an undergraduate adviser.
- Information regarding refunds of tuition and fees from the University can be found on the Office of the Bursar webpage at <http://www.bursar.psu.edu/refund.cfm>.

APPENDICES

Appendix A: Emphasis Areas Courses

Students are encouraged to select one (or more) of four Emphases: Public Health Nutrition and Policy; Nutrition and Foods in Business; Community Food Security; and Nutrition Education and Communications. There will be no requirements that students complete an Emphasis as part of graduation requirements but must have all select courses approved by an adviser.

Students can opt not to have an Emphasis and just select from any courses listed below.

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

PUBLIC HEALTH NUTRITION AND POLICY

Suggested Courses:

BBH 302 - Diversity and Health
BBH 305 - Introduction to Global Health Issues (3)
BBH 316 - Foundations and Principles of Health Promotion (3)
BBH 407 - Global Health Equity (3)
BBH/HPA 440 - Principles of Epidemiology (3)
IHS 450 - Environmental Health and Safety (3)
GEOG 123 – Geography of the Developing World (3)
HPA 101 - Introduction to Health Services Organization (3)
HPA 301W - Health Services Policy Issues (3)
HPA 410 – Principles of Public Health Administration
NURS/BBH 452 - Women’s Health Issues (3)
NUTR 425 – (IL) Global Nutrition Problems: Health, Science, and Ethics (3))
PL SC 403 - The Legislative Process (3)
PL SC 460 - Science, Technology, and Public Policy (3)
PL SC 490 - Policy Making and Evaluation (3)
SOC 422 - World Population Diversity (3)
SOC 497B – Medical Sociology
SOC 497C – Gender and Health Over the Life Course
SOC 497D – Sociology of Mental Health

NUTRITION AND FOODS IN BUSINESS

Suggested Courses:

AEE 440 - Communication Methods and Media (3)
AEE 450 - Program Design and Delivery (3)
AGBM 101 - (GS) Economic Principles of Agribusiness Decision Making (3)
Ag BM 102 - Economics of the Food System (3)
Ag BM 302 - Food Product Marketing (3)
Ag BM 400 - Food Innovation Management (3)
BA 250 - Small Business Management (3)
FD SC 400 - Food Chemistry (4)
FD SC 404 - Sensory Perception (3)
FD SC 408 - Microbiology (2)
FD SC 497A - Bioactive components in Foods (2)
FIN 100 – Introduction to Finance (3)
MKTG 301 – Principles of Marketing (3)
HRIM 413 - Food Choice and The Consumer: Product Development (3)
HRIM 497D - Managing Continuing Care Retirement Facilities (3)
NUTR 386 - Managing Quality in Food and Nutrition Services (3)

NUTRITION EDUCATION AND COMMUNICATIONS

Suggested Courses:

ADTED 460 - Introduction to Adult Education (3)
AEE 440 - Communication Methods and Media (3)
AEE 465 - Leadership Practices: Power, Influences, and Impact (3)
BBH 316 - Health Promotions I: Basic exposure and skills development in theory and practice in health promotion (3)
BBH 416 - Health Promotion II (3): Planning, Implementation, and Evaluation (3)
COMM 160 - Basic News Writing Skills (1)
COMM 320 - Intro to Advertising (3)
COMM 370 - Public Relations (3)
COMM 420 - Research Methods in Advertising and Public Relations (3)
EDPSY 010 - (GS) Individual Differences and Education (3)
EDPSY 014 - Learning and Instruction (3)
EDTHP 440 – (CI ED 440) Introduction to Philosophy of Education

COMMUNITY NUTRITION AND FOOD SECURITY

Suggested Courses:

AEE 440 - Communication Methods and Media (3)
AEE 450 - Program Design and Delivery (3)
AGBM 101 - (GS) Economic Principles of Agribusiness Decision Making (3)
AG BM 102 - Economics of Food System (3)
AGECO 134 - Sustainable Agriculture Science and Policy (3)
AGECO 144 - Principals and Practices of Organic Agriculture; Kenya practicum (3)

BB H 407 - Global Health Equity (3)
CED 417 - Conflict and Community Decision Making (3)
CED 152 - Community Development Concepts and Practice (3)
CED 230 - Development Issues in a Global Context (3)
CED/WMST 420 - Women in Developing Countries (3)
CED 499A/E/D - Study Abroad program in Kenya, Malawi, or Costa Rica spring break program (1-3)
CEDEV/AG EC 430 - Principles of Community Economic Development (3)
FOR 201 – (GN) Global Change and Ecosystems (3)
GEOG 030 - (GS) Geographic Perspectives on Sustainability and Human-Environment Systems (3)
GEOG 123 - (GS;IL) Geography of Developing World (3)
GEOG 128 (GS; IL) Geography of International Affairs (3)
GEOG 297H Geographies of Sustainability and Food
GEOG 497 - Geographies of Justice: Environment, Society and Development (3)
GEOG 497 - (IL) Biological Diversity in Agriculture and Global Change (3) **H & HD 397A** - Global Leadership Initiative (3)
INTAG 100 - (GS;IL) Introduction to International Agriculture (3)
NUTR 111- (GH; US) American Food System: History, Technology and Culture (3)
NUTR 386 - Managing Quality in Food and Nutrition Services (3)
NUTR 425 – (IL) Global Nutrition Problems: Health, Science, and Ethics (3)

R SOC 327 - Natural Resources, Science, Ethics, and Society (3)
R SOC 425 - Poverty Analysis: People and Programs (3)
SOC 497B – Medical Sociology
SOC 497C – Gender and Health Over the Life Course
SOC 497D – Sociology of Mental Health
SOILS 071 - Environmental Sustainability (3)
SOILS 101 – (GN) Basic Soils (3)

Appendix B: Dietetics Option Check sheet

Pennsylvania State University
DEPARTMENT OF NUTRITIONAL SCIENCES

NUTRITION: DIETETICS OPTION

Degrees require 120 total credit hours.

Degree requirements include University general education requirements and Departmental specific course requirements for each degree option. For course descriptions and prerequisites, see the University's Schedule of Courses

Dietetics Option Nutrition 2016 Checksheet PSU 8-8-16

UNIVERSITY GENERAL EDUCATION REQUIREMENTS

SKILLS - 15 Credits

GWS (Writing/Speaking – 9 credits)

- ___ (ENGL 15 or equivalent fulfills this)
- ___ (ENGL 202 C or equivalent fulfills this)
- ___ (CAS 100 fulfills this)

GQ (Quantification – 6 credits)

- ___ (STAT 200 or 250 fulfills 4 or 3 credits of this)
- ___ _____

KNOWLEDGE DOMAINS – 30 Credits

GHA (Health and Physical Activity – 3 credits)

- ___ (NUTR 251 fulfills this)

GN (Natural Sciences – 9 credits)

- ___ (BIOL 141 fulfills this)
- ___ (CHEM 110 (+111) or other GN fulfills this)
- ___ (MICRB 106 & 107 fulfills this)

GA (Arts – 6 credits)

- ___ _____
- ___ _____

GH (Humanities – 6 credits)

- ___ _____
- ___ _____

GS (Social and Behavioral Sciences – 6 credits)

- ___ (PSYCH 100 or HDFS 129 fulfills this)
- ___ _____

Other General Education Requirements (All areas must be filled. These requirements are usually met from the Knowledge Domain course selections or Degree requirement courses.

Check General Education in the Curriculum book for further information.)

- ___ First-Year Seminar (S,T,X, or PSU designation)
- ___ Writing Across the Curriculum (W, M, X, Y)
(NUTR 490W fulfills this.)
- ___ US cultures (US) (3 credits)
- ___ International cultures (IL) (3 credits)

NOTES:

- A grade of C or better is required for most upper division Department courses. Check the *Undergraduate Degree Program Bulletin* for specific information.
- A grade of C or better is required for all Major Requirements, Related Prescribed Courses, and GWS courses for students to earn the verification statement needed to apply to dietetic internships
- An "*" indicates that the course has a prerequisite. Consult the University Schedule of Courses for this and other information.

DEPARTMENT – MAJOR/OPTIONS REQUIREMENTS

MAJOR REQUIREMENTS = 48 Credit Hours

- ___ (3) NUTR 251 Introductory Principles of Nutrition
- ___ (3)*NUTR 320 Science & Methods of Food Preparation
- ___ (2)*NUTR 358 Assessment of Nutritional Status
- ___ (3)*NUTR 360 Disseminating Nutrition Information
- ___ (1)*NUTR 370 Prof Issues in Nutr and Health Careers
- ___ (1)*NUTR 371 Dietetic Internship Application Dev.
- ___ (3)*NUTR 386 Managing Quality in Food & Nutr Serv
- ___ (1)*NUTR 391 Intro to Professional Nutr Experience
- ___ (1)*NUTR 400 Introduction to Nutrition Counseling
- ___ (3)*NUTR 445 Nutrient Metabolism I
- ___ (3)*NUTR 446 Nutrient Metabolism II
- ___ (3)*NUTR 451 Nutrition throughout the Life Cycle
- ___ (3)*NUTR 452 Nutritional Aspects of Disease
- ___ (3)*NUTR 453 Diet and Disease
- ___ (3)*NUTR 456 Community Nutrition
- ___ (3)*NUTR 490W Nutrition Seminar
- ___ (3)*NUTR 495 Adv Field Experience in Nutrition
- ___ (1)*HM 228 Hospitality Food Safety
- ___ (3)*HM 329 Intro Food Production & Service
- ___ (2)*HM 330 Food Prod Service Mgmt

RELATED PRESCRIBED COURSES = 22-23 Credit hours

- ___ (3) BIOL 141 Physiology
- ___ (3)*CHEM 110 Chemistry Principles
- ___ (3)*CHEM 202 or 210 Organic Chemistry
- ___ (3)*B M B 211 Elementary Biochemistry
- ___ (4-3)*STAT 200 or 250 Elementary Stat or Biostatistics
- ___ (4) MICRB 106/107 Elementary Microbiology
- ___ (3) PSYCH 100 or HDFS129

SUPPORTING COURSES: 16 credits (at least 6 credits must be 400 level and up to 3 of those can be 496) Students are encouraged to complete one (or more) of four Emphases: Public Health Nutrition and Policy; Food and Food Business; Community Nutrition and Food Security; and Nutrition Education and Communication. A minimum of 15 credits is recommended for an Emphasis.

- ___ () _____
- ___ () _____
- ___ () _____
- ___ () _____
- ___ () _____
- ___ () _____
- ___ () _____
- ___ () _____

ELECTIVES: 3-4 credits

- ___ () _____
- ___ () _____

Appendix C: 8 semester (4-year) Program Plans

Recommended Academic Plan for Nutritional Sciences/Dietetic at UP – Effective Fall 2012

Semester 1	Credits	Semester 2	Credits
<i>ENGL 015 or 030 (GWS)</i> Composition/Honors Comp.	3	<i>CAS 100 (GWS)</i> Effective Speech	3
<i>MATH 021 or 022(GQ)</i> College Algebra (if needed or other GQ)	3	NUTR 251 (GHA) Principles of Nutrition	3
Humanities (GH)	3	BIOL 141 (GN) Physiology	3
BI SC 004 or other Natural Sciences (GN)	3	Social Science (GS)	3
<i>PSYCH 100 (GS) or HD FS 129 (GS)</i> Gen. Psychology/Human Development and Family Studies	3	Arts (GA)	3
First-Year Seminar	1	NUTR 170 Careers in Nutrition(suggested supporting class)	1
Total Credits:	16	Total Credits:	16
Semester 3	Credits	Semester 4	Credits
CHEM 110 Chemical Principles I	3	CHEM 202 Organic Chemistry	3
Humanities (GH)	3	<i>STAT 250</i> Biostatistics or <i>STAT 200 (GQ)</i> Elementary Statistics	3-4
NUTR 358 Assessment of Nutritional Status	2	NUTR 360 Disseminating Nutritional Information	3
<i>MICRB 106 and 107 (GN)</i> Elem. Microbiology/Lab	4	Arts (GA)	3
Select 2-3 credits of supporting courses in consultation with academic adviser	2	Select 2-3 credits of supporting courses in consultation with academic adviser	2
Total Credits:	14	Total Credits:	14
Semester 5	Credits	Semester 6	Credits
BMB 211 Elementary Biochemistry	3	NUTR 445 Nutrient Metabolism I	3
NUTR 370 Profession of Dietetics	1	HM 329 Intro. to Food Prod. And Service Mgmt	3
<i>NUTR 456 (US)</i> Community Nutrition	3	HM 228 Safety of Food/Beverage	1
NUTR 320 Science & Methods of Food Preparation	3	<i>ENGL 202C (GWS)</i> Effective Writing: Technical	3
Elective 1-2 credits	2	NUTR 391 Intro to Professional Exp	1
Select 3 credits of supporting courses in consultation with academic adviser	3	Select 2-3 credits of supporting courses in consultation with academic adviser	2
Total Credits:	15	Total Credits:	13
Summer			
NUTR 495 Adv Field Experience in Nutrition	3		
Semester 7	Credits	Semester 8	Credits
NUTR 446 Nutrient Metabolism II	3	NUTR 452 Nutritional Aspects of Disease	3
NUTR 451 Nutrition Through the Life Cycle	3	NUTR 453 Diet in Disease	3
HM 330 Food Production and Service Management	2	<i>NUTR 490W</i> Nutrition Seminar	3
NUTR 371 Professional Development for Dietetics	1	NUTR 386 Managing Quality in Food & Nutr Services	3
Select 3 credits from 400 level supporting courses in consultation with academic adviser	3	Select 3 credits from 400 level supporting courses in consultation with academic adviser	3
NUTR 400 Introduction to Nutrition Counseling	1		
Select 1-2 credits of supporting courses in consultation with academic adviser	1		
Total Credits:	14	Total Credits:	15

- **Bold type** indicates courses requiring a quality grade of C or better.
- *Italics* indicates courses that satisfy both major and General Education requirements.
- **Bold Italics** indicates courses requiring a quality grade of C or better and that satisfy both major and General Education requirements.
- GWS, GHA, GQ, GN, GA, GH, and GS are codes used to identify General Education requirements.
- US, IL, and US;IL are codes used to designate courses that satisfy University United States/International Cultures requirements.

- W is the code used to designate courses that satisfy University Writing Across the Curriculum requirements.
- Scheduling patterns for courses not taught each semester:** Courses taught spring semester only - NUTR 170 (suggested, not required).
- Program Notes:** BI SC 004 (GN) is suggested for students with less than two years of HS biology prior to taking BIOL 141. MATH 022 or FTCAP placement into MATH 110 or MATH 140 is a prerequisite for CHEM 110.

Appendix D: ACEND Procedure for Filing a Complaint against Accredited Programs

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

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

10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation or approval.
12. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation or approval.