

Marshall University
Didactic Program in Dietetics



*Undergraduate Student
Handbook*

Department of Dietetics

Dr. Amy M. Gannon, EdD, RDN, LD
DPD Director/ Assistant Professor

Department of Dietetics
250 Pullman Center
907 3rd Avenue
Huntington, WV 25755
304.696.6641 (office)

Table of Contents

Table of Contents	2
Introduction	4
Accreditation Information	4
College of Health Professions Contact Information.....	5
Marshall University Didactic Program in Dietetics Description	6
Mission Statement	6
Program Goals and Outcome Measures.....	6
Knowledge for the Registered Dietitian Nutritionist.....	7
Admission to the Dietetics Program.....	9
Assessment of Prior Learning and Credit toward Program Requirements	9
Paid Compensation	9
Attendance.....	9
Electronic Device Usage	9
Grading.....	10
Online Testing	10
Distance Learning.....	10
Evaluation of Student Learning.....	10
Student Performance Monitoring	11
Academic Advising	11
DPD Suggested Course Sequence Description.....	12
DPD Retention and Remediation Procedures	12
DPD Policies Related to Advising and Graduation	12
Marshall Core Curriculum.....	12
Graduation Requirements	13
Dietetics' Specific Policies Related to Graduation.....	13
Preparing for Graduation.....	13
Preparing for the Dietetic Internship	13
Declaration of Intent.....	14
Verification Statement.....	14
Program Compliance Complaints to ACEND	14
Grievance.....	15
Injury or Illness in Laboratory and/or Field Experiences	15
Insurance Requirements	15
Liability for Safety in Travel to or from Field Experiences	15
Academic Calendar.....	16
Inclement Weather.....	16

Student Support Services	16
Students with Disabilities	16
Protection of Privacy and Access to Personal Files.....	16
Affirmative Action and Equitable Treatment of Students	17
Academic Dishonesty & Disciplinary Action	17
Registration.....	17
Program Costs	17
Withdraw and Refund of Tuition.....	18
Technology Requirements for Distance Education	18
Suggested Course Sequence- Students Entering Program in Even Year.....	19
Suggested Course Sequence- Students Entering Program in Odd Year	20
Marshall University Didactic Program in Dietetics Course Requirements for Graduation	21

Introduction

The *Handbook for Undergraduate Students in Dietetics* is written for students enrolled in the Didactic Program in Dietetics (DPD) at Marshall University. Upon successful program completion and graduation, students will earn a Bachelor of Science degree in Dietetics. This handbook contains information and policies pertinent to the Department of Dietetics, College of Health Professions, and the DPD. Students are expected to read the *Marshall University Undergraduate Catalog* and the *Marshall University Student Handbook* to become familiar with university-wide policies.

Accreditation Information

Marshall's DPD accreditation is granted by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Initial accreditation was granted June 2001. The last accreditation site visit occurred in January 2017. ACEND is the body of the Academy tasked with creating, monitoring, and enforcing the educational standards for students seeking to pursue careers in nutrition and dietetics.

ACEND exists to serve the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs. Programs meeting those standards are accredited by ACEND. Contact information for ACEND is as follows:

Accreditation Council for Education in Nutrition and Dietetics
The Academy of Nutrition and Dietetics (AND)
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
312.899.0040 ext. 5400
<http://www.eatrightacend.org/ACEND/>

Registration exam requirements are set by the Commission on Dietetic Registration (CDR). The Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition & Dietetics is the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists (RDN) or dietetic technicians, registered (DTR).



College of Health Professions Contact Information

COHP Administration

Dr. Michael Prewitt
Dean
Corbly Hall 107b
304.696.2616
prewittm@marshall.edu

Dr. Gary McIlvain
Associate Dean
Gullickson Hall 112
304.696.2930
mcilvain2@marshall.edu

Dietetics Faculty

Dr. Kelli J. Williams, PhD, RDN, LD
Department Chair/
Professor
250 Pullman Center
williamsk@marshall.edu

Dr. Mary Kathryn Gould, EdD, RDN, LD
Professor
251 Pullman Center
304.696.3364
gouldm@marshall.edu

Dr. Amy Gannon, EdD, RDN, LD
Associate Professor/ DPD Director
249 Pullman Center
304.696.6641
amy.gannon@marshall.edu

Dr. Mallory Mount, EdD, RDN, LD, CDCES
Associate Professor/ DI Director
247 Pullman Center
304.696.2507
evans99@marshall.edu

Dr. Tim Bender, EdD, RDN, LD
Associate Professor/ Distance DI Coordinator
245 Pullman Center
304.696.6431
tim.bender@marshall.edu

COHP Staff

Richard W. Rogers
Program Assistant
230 Pullman Center
304.696.4338
rogers144@marshall.edu

Sharon Peters
COHP Student Services
Corbly Hall 334B
304.696.5270
peters@marshall.edu

Nutrition Education Program

Brandi Sentz, MHA, RDN, LD, CDE
Program Director
230 A Pullman Center
304.696.4829 (o)
hicks28@marshall.edu

Tonya Parker
Administrative Assistant
242 Pullman Center
304.696.4696
parker53@marshall.edu

Marshall University Didactic Program in Dietetics Description

Dietetics is the science and art of applying the principles of food and nutrition to health. It is a vital, growing profession with many career possibilities. The Didactic Program in Dietetics (DPD) at Marshall University leads to a Bachelor of Science degree, which prepares students for a dietetic internship and for entry-level practice in the field of dietetics.

The program provides students with a well-rounded education that includes both classroom and hands-on experience. Classes are small and the faculty are committed to ensuring the success of students. The DPD is approved by the Accreditation Council for Education in Nutrition and Dietetics and meets the academic standards to qualify students for a dietetic internship (DI).

All dietetics students at Marshall University are prepared with the assumption they will pursue a career path in dietetics. Establishing a career as a registered dietitian nutritionist (RDN) involves several steps. First, students must successfully complete the DPD. Students are expected to complete the DPD within six years of starting the program. Following graduation from the DPD, students must complete an accredited supervised practice experience, usually a dietetic internship (DI), with a minimum of 1000 hours supervised practice. Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>.

The CDR provides a pathway for a career as a Dietetic Technician, Registered, should students choose not to pursue a dietetic internship immediately after graduation. Graduates of the DPD are qualified to sit for the DTR examination as soon as their graduation date is conferred. If students are interested in this career path, they should notify Dr. Amy Gannon after graduation.

Mission Statement

The Department of Dietetics strives to deliver the highest quality dietetics education, utilizing all available resources to meet the needs of this rural region for dietetics professionals. The DPD's mission is to provide the depth and breadth of food and nutrition knowledge and skills that prepare students to enter a supervised practice program in dietetics.

Program Goals and Outcome Measures

Program outcome data are available upon request.

Goal 1

1. Graduates will be academically prepared to complete a supervised practice program and successfully pass the registration exam.

Objectives to Support Goal 1

- 1.1: At least 80 % of students complete program requirements within 6 years (150% of planned program length).
- 1.2: At least 70 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- 1.3: Of program graduates who apply to a supervised practice program, at least 80% are admitted within 12 months of graduation.
- 1.4: At least 80% of graduates who enter supervised practice will pass registration exam (CDR credentialing exam) within one year of first attempt.

- 1.5: Supervised practice program directors will rate 80% of DPD graduates *satisfactory or higher* regarding overall academic preparation for supervised practice.
- 1.6: At least 80% of Marshall DPD graduates will respond *strongly agree or agree* that the program prepared them for supervised practice.

Goal 2

2. Graduates will develop the necessary knowledge and critical thinking skills needed for graduate-level coursework.

Objectives to Support Goal 2

- 2.1.: Supervised practice program directors OR graduate program directors will rate 80% of DPD graduates as *satisfactory or higher* regarding overall academic preparation for graduate-level coursework
- 2.2: At least 80 percent of DPD graduates will respond *strongly agree or agree* that the program prepared them for graduate-level education.
- 2.3: At least 80% of DPD graduates will respond *strongly agree or agree* that the program helped them develop the knowledge and critical thinking skills needed for graduate-level education.

Knowledge for the Registered Dietitian Nutritionist

As outlined in the Journal of the Academy of Nutrition and Dietetics (2021), the Academy requires accreditation of undergraduate institutions to ensure that dietetics skillsets are acquired. The DPD requirements are the didactic standards needed in the undergraduate curriculum. The DPD standards are the knowledge requirements for dietetics students (KRDN). The KRDN requirements provide the foundational knowledge a student should possess to be prepared for supervised practice experiences. A list of KRDN requirements is provided below. KRDN standards are also provided on each dietetics syllabi and linked with a specific assessment which measures how students meet the KRDN.

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

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

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.

- KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
- KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

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

- KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
- KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
- KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.
- KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
- KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.
- KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).
- KRDN 5.4 Practice resolving differences or dealing with conflict.
- KRDN 5.5 Promote team involvement and recognize the skills of each member.
- KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Admission to the Dietetics Program

The Department of Dietetics does not require application to the program. Students will enter the program as a dietetics major and will be required to meet all academic requirements outlined in the DPD policy section.

Assessment of Prior Learning and Credit toward Program Requirements

Students who have taken courses or received a degree from other institutions should contact the Program Director, Dr. Amy Gannon, at amy.gannon@marshall.edu, to obtain a transcript evaluation. Credits toward DPD requirements are determined on an individual basis by both the Program Director and the University's Office of Admissions. The DPD does not grant experiential learning credit for any course.

Paid Compensation

No student will be paid compensation for any experience or participation in programming or courses associated with the Marshall University DPD.

Attendance

Regular attendance is expected in all Dietetics courses and laboratory experiences. With repeated absences, knowledge of subject matter will be compromised and may affect the student's ability to be competitive for a supervised practice experience and the ability to successfully pass the RDN examination.

Attendance policies and consequences vary from course to course. Students should consult class syllabi for instructor expectations. Should a student need to take an extended leave of absence from the program, they should notify the Office of Admissions and their academic advisor.

Electronic Device Usage

All cell phones and other electronic devices MUST be muted or turned off during class meetings and examinations.

Grading

A standard grading scale has been adopted for the Department and follows below:

A	90 – 100%
B	80 – 90%
C	70 – 80%
D	60 – 70%
F	Below 60%

Examinations can only be made up in the case of a university excused absence or at the discretion of the instructor. Students will have 72 hours from the original exam date to take the test, if permission to reschedule the exam is granted.

All assignments are expected to be turned in on time. Late assignments (without an excused absence per university policies) will have points deducted from the overall score (10% for each day the assignment is late).

Grammar, spelling, and punctuation are critical components to any assignment and therefore must be correct to avoid deductions for errors. Additionally, all projects and assignments are to be computer processed using 12 point, Times New Roman font, unless indicated by the instructor.

Online Testing

Marshall University meets the minimum qualifications required by the West Virginia Higher Education Policy Commission for verifying the identity of a distance learner. DPD students will be issued a username and password unique to the individual for online testing. For added security, Marshall has adopted Ucard to deliver student identity management at the point of admission. Ucard provides photo identification of all distance learners at the point of admission and provides visual identification for instructors during testing and online assessment via a web camera. Additionally, Proctor U provides the option for live remote proctoring (via webcam), should this service be required.

Distance Learning

One course, DTS 210, is offered virtually only through the learning management platform, Blackboard. All course materials and assignments are posted on BB. Grades are regularly updated and posted for students to review. DPD students will be issued a username and password unique to the individual for online learning and assessment. The University provides IT support, Teams software, Blackboard to students and faculty. Occasionally, distance education is provided through Microsoft Teams for guest lectures and virtual lectures. In this instance, students will be notified in advance. All virtual meetings will occur via Microsoft Teams.

Evaluation of Student Learning

A variety of methods will be used to evaluate student's learning in DPD courses. These methods include, but are not limited to, examinations, quizzes, papers, presentations, group projects, infographic development, video development, menu development, and case studies. At the conclusion of each course, points received throughout the class will be totaled and the final grade will be calculated using the scale noted in the grading policy.

An evaluation of each student's performance and progress in a course is monitored by faculty assigned to the course. Faculty ensure each student meets every knowledge competency for the RDN (KRDN) associated with their course assignment. Faculty report data to the DPD director at the

conclusion of each semester. The steps outlined in the remediation policy will be followed should a student fail to meet a specific KRDN requirement.

All completed courses and grades, course enrollment, courses needed for degree completion, as well as progress toward degree completion are provided in Degree Works, which student can access through MyMU. Additionally, course progress, assignments, and grades are posted in the gradebook section of Blackboard for all Dietetics courses. It is each student's responsibility to monitor grades and course progress and to meet with faculty to discuss concerns as needed.

Student Performance Monitoring

Students in Marshall Dietetics are assigned to faculty advisors upon admission to the program. Faculty members meet with students at least once a semester, prior to the registration period. During advising, academic honesty, professional and ethical behaviors, academic progress, course grades, and plans for the dietetic internship/ graduate education are discussed in detail. This allows for the effective evaluation of student progress and identification of students at risk of not meeting academic requirements. It is the responsibility of each student to review their degree audit regularly through MyMU and Marshall's Degree Works program. All completed courses and grades, course enrollment, courses needed for degree completion, as well as progress toward degree completion are provided in Degree Works. Additionally, course progress, assignments, and grades are posted in the gradebook section of Blackboard for all Dietetics courses. It is each student's responsibility to monitor grades and course progress and to meet with faculty to discuss concerns as needed.

Additional help for students is provided through the Marshall University Undergraduate Advising Hub: <https://www.marshall.edu/advising/>. Here, students may seek additional resources for issues related to academic performance. All faculty across Marshall's campus are encouraged to use resources from the advising hub to flag students who are experiencing issues related to course progress and emotional/social well-being. When the issue is related to course progress, an ad hoc report is generated for the student's academic advisor, which can be discussed as needed.

Academic Advising

All DTS majors have a dietetics faculty advisor. It is important for students to meet with a dietetics faculty advisor early in their academic career. During the first advising session, faculty review program requirements, along with internship, and RDN exam requirements. Students are advised of the competitive nature of the supervised practice experience. General guidelines provided regarding maintaining a competitive application for the internship include:

- 1) Maintain a GPA of 3.0 or above
- 2) Gain work and volunteer experience related to the profession of dietetics
- 3) Receive positive letters of recommendation from faculty and supervisors

Students are to meet with their faculty advisor at least once a semester, prior to the registration period. Advisors provide guidance for scheduling, review current progress toward graduation, and discuss the internship application and graduate education process. Additionally, issues related to academic honesty, professionalism, ethical behavior, as well as academic progress, course grades, and plans for the dietetic internship/graduate education are discussed in detail.

Students with last names beginning A-G will be advised by Dr. Mary Kathryn Gould. Dr. Mallory Mount will advise students with last names beginning H-P. Dr. Amy Gannon will advise students with last names beginning with Q-Z.

DPD Suggested Course Sequence Description

Several DPD and non-dietetic required courses are offered every-other-year; therefore, a suggested course sequence is provided for students entering the program in either even or odd years. In addition, a list of all required courses is provided with information regarding course offerings. Undergraduate advisors will also assist students in identifying courses not offered annually. The suggested course sequence plan is found on the last three pages of this handbook.

DPD Retention and Remediation Procedures

The University offers tutoring for courses thought to be challenging for many students. Students are encouraged to take advantage of this service. To make students aware of their academic standing and to provide the opportunity to increase the course grade, faculty are required to report grades for freshman who have earned a D or F in the course at mid-term. Additionally, students are permitted to repeat courses taken in the first 90 hours of coursework when a D or F grade was earned.

Students who receive poor performance on formative or summative assessments, or on assignments specifically tied to KRDNs, will be required to meet with the course instructor and the DPD director. Remediation may include a variety of approaches designed to assist the student toward success, including remedial testing, additional assignments, and/or experiences. This will be handled on an individual basis.

DPD Policies Related to Advising and Graduation

1. An overall GPA of 2.5 or higher is required for graduation.
2. ALL required courses must be completed with a grade of C or higher. Students who earn a grade of less than a C in a required course must repeat the course.
3. Students who receive a grade of less than a C in a required course may not register for Dietetics courses for which that course is a prerequisite.
4. No required course may be taken on a credit/non-credit basis, excluding UNI 101.
5. The last 60 hours of required Dietetics courses (including all 300 and 400 level DTS courses) and non-dietetic courses must be completed within three years prior to graduation.
6. All 400 level Dietetics courses must be completed at Marshall University.
7. Students must be a Dietetics major prior to taking required 400 level DTS courses.
8. All Dietetics students must maintain a cumulative GPA of at least 2.0. If the GPA falls below 2.0, students will be placed on academic probation and notified in writing of the action. Students have one year to raise their GPA. If the GPA is less than 2.0 at the end of the one-year probation, they will be dismissed from the Dietetics program.
9. Students enrolled in DTS 476 (Senior Seminar in Dietetics) are required to take a series of practice Registration Examinations to better prepare them for national test. Scores on these examinations will reflect 20% of the final course grade. Additionally, students must score a minimum of 80% on the final practice examination to complete the course. Those who do not will be given remedial work until such a time that the desired score is achieved.

Marshall Core Curriculum

The Marshall core curriculum plan for quality undergraduate education is designed to ensure that students who receive a baccalaureate degree will be well prepared for the future. Every student at Marshall must complete the requirements of the core curriculum. Some core curriculum requirements also count toward the major, minor, or college general education requirements. The core curriculum includes:

- MTH 127 or MTH 130
- A 3-hour Writing Intensive course

- A 3-hour Multicultural course
- 6 hours Core II courses (Fine Arts and Humanities)
- Dietetic Capstone Experience (DTS 476: Senior Seminar in Dietetics)

Writing Intensive, Multicultural, and Core II courses are specifically designated in the Schedule of Courses printed each semester. Several of these courses are already a requirement of the major; check with your advisor for more information.

Graduation Requirements

Academic graduation requirements according to the Undergraduate Catalog: A student's college will make the final check of courses required, total earned credits, degree, and GPA requirements, as well as other university-wide requirements. To receive a baccalaureate degree from Marshall University, a student must:

1. Have a minimum of 120 credit hours (some colleges or majors require more);
2. Have an overall Grade Point Average of 2.00 or higher
3. Have a Marshall Grade Point Average of 2.00 or higher
4. Have an overall Grade Point Average of 2.00 or higher in the major area of study
5. Have earned a grade of C or better in English 102 or 201H
6. Have met all major(s) and college requirements
7. Have met the requirements of the Core Curriculum
8. Have met the residence requirements of Marshall University, including 12 hours of 300/400 level coursework in the student's college (see section entitled "Residence Requirements").
9. Be enrolled at Marshall at least one semester of the senior year.
10. Have transferred no more than 72 credit hours from an accredited West Virginia two-year institution of higher education.
11. Colleges and specific programs may have unique requirements that are more stringent than those noted above. Students are responsible for staying informed about and ensuring that they meet the requirements for graduation.

Dietetics' Specific Policies Related to Graduation

1. Students are expected to complete the DPD within 150% of the allotted time for graduation (six years).
2. The last 60 hours of required dietetics courses (including all 300- and 400-level DTS courses) and non-dietetics courses must be completed within three years prior to graduation.
3. All 400-level DTS courses must be completed at Marshall University.
Students will not be permitted to enroll in 400-level DTS courses if their GPA is below 2.5.

Preparing for Graduation

One goal of DTS 476—Senior Seminar is to prepare for graduation and the dietetic internship. Important details regarding graduation are discussed in detail in this course. To prepare for graduation, students need to submit a graduation application through the Registrar's office: <https://www.marshall.edu/registrar/graduation-application/>. Any student participating in graduation is also required to pay a graduation fee through the Bursar's office. This can be completed through MyMU. If graduating in December, please notify Dr. Amy Gannon in August of the senior year. Important deadlines related to graduation are found on the Marshall calendar: <https://www.marshall.edu/academic-calendar>. The graduation application deadline is usually toward the end of October.

Preparing for the Dietetic Internship

DPD students normally apply for the dietetic internship in spring semester of the senior year. Most internship applications are submitted electronically through Dietetic Internship Centralized

Application System (DICAS). More information can be found at <http://dicas.liasoncas.com>. Students should check requirements specific to each program to determine application instructions and start date.

Students will prepare a mock internship application and personal statement in DTS 476, Senior Seminar. Dr. Mallory Mount and Dr. Tim Bender will provide information about Marshall's internships in this course. By the end of this course, students will be prepared to complete the internship application over winter break. All information related to the internship application process will be thoroughly reviewed in Senior Seminar.

Students need three recommendations for the dietetic internship application. It is best practice to request a minimum of two recommendation from DPD faculty. Students should consider asking faculty to provide a recommendation before winter break during the senior year. Never assume faculty will provide the recommendation—always ask. All recommendations are provided in a standardized format through the DICAS website. Students must request a DICAS link for each faculty member to complete the recommendation form.

Declaration of Intent

Students who plan to complete a dietetic internship application and still have courses to complete before graduation must request a Declaration of Intent from the DPD Director, Dr. Amy Gannon. The Declaration of Intent request is found on the DICAS website. To complete the Declaration of Intent, each applicant needs to provide Dr. Gannon with the names and numbers of each course to be completed prior to graduation. This process will be discussed in detail in DTS 476.

Verification Statement

The Bachelor of Science degree in Dietetics consists of 120 college credits. A Verification Statement (VS) will be issued to all students who complete DPD requirements, including awarding of the bachelor's degree. This is an ACEND requirement. VS forms will be processed after the Registrar's office has posted the degree to the student's record, normally within one month following graduation. This is necessary for the post-baccalaureate supervised practice experience. Students are required to provide the program director with information needed to complete the verification statement, including middle and maiden name (when applicable).

A Verification Statement will automatically be sent to the dietetic internship director for any DPD student who is accepted to either Marshall internship. Students who plan to complete a dietetic internship at another institution must provide Dr. Amy Gannon with the contact information for the DI director to whom the VS should be sent. Students will be provided an electronic copy of the Verification Statement after graduation. Marshall Dietetics will maintain a Verification Statement for all DPD graduates on file indefinitely.

Program Compliance Complaints to ACEND

Any student or stakeholder who has a complaint regarding non-compliance of ACEND accreditation standards has the right to file a complaint against the program. The complaint should first be presented to the DPD director, Dr. Amy Gannon and the Dietetics Department Chair, Dr. Kelli Williams. Dr. Gannon and Dr. Williams will address the complaint and seek guidance from the Dean of the COHP, when necessary. If the stakeholder does not feel this adequately resolves the issue, they should contact ACEND directly using the information provided under the accreditation information section of this handbook. The following website provides the procedure for unresolved accreditation compliance complaints: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs>.

Grievance

The undergraduate program follows the grievance procedures set forth by Marshall University. A complete description can be found in the Undergraduate Catalog or Student Handbook listed within University Policies.

Students enrolled as undergraduate students in the DPD program follow the normal University policy for complaints. Students can access this policy in the Undergraduate Catalog and on the following website: <https://www.marshall.edu/disclosures/studentcomplaints/>.

The following procedure is required when a grievance originates against a faculty member. It has been developed to fairly handle the complaint and prevent retaliation against the student or faculty.

- A. A student with a complaint should first discuss the issue with the faculty member against whom the complaint is directed.
- B. If, after conferring with the faculty member, the student feels that a grievance still exists, they should confer with the DPD Director. A discussion between the DPD Director and faculty member should be scheduled to resolve the grievance.
- C. If this activity fails to satisfy the student, a written statement summarizing the course of action should be submitted by the student to the Chair of the Department of Dietetics.
- D. The Chair then forwards the grievance through normal University channels as described in the Undergraduate Catalog.
- E. After all options have been exhausted, students will submit an un-resolved complaint directly to ACEND. The DPD will keep a chronological record of complaints for five years and will provide the record to site reviewers during the on-site ACEND evaluation visits. ACEND has an established process for reviewing complaints against accredited programs to fulfill its public responsibility for assuring the quality and integrity of the educational programs
 - i. Any individual may submit a complaint against any accredited program to ACEND. ACEND 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 following the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

Injury or Illness in Laboratory and/or Field Experiences

Neither the program nor the university will be responsible for any injury or illness to students while in a laboratory or field experience. Students are responsible for their own medical care and insurance.

Insurance Requirements

Undergraduate students are responsible for purchasing their own health, automobile, and accident insurance.

Liability for Safety in Travel to or from Field Experiences

Students are responsible for making their own transportation arrangements to and from all field experience sites. Neither Marshall University nor the program will be responsible for any accidents occurring to or from a field experience site; this should be covered by students' individual insurance plans. Students will not be placed in travel situations in which they are at unusual risk.

University Policies

By enrolling in courses at Marshall University, students agree to adhere to University Policies. The full text of each policy (listed below) can be read by going to [MU Academic Affairs: University Policies](http://www.marshall.edu/academic-affairs/policies/). (URL: <http://www.marshall.edu/academic-affairs/policies/>). Policies include Academic Dishonesty Policy; Academic Dismissal Policy; Academic Forgiveness Policy; Academic Probation and Suspension Policy; Affirmative Action Policy; Dead Week Policy; D/F Repeat Rule; Excused Absence Policy for Undergraduates; Inclement Weather Policy; Sexual Harassment Policy; Students with Disabilities (Policies and Procedures); University Computing Services Acceptable Use Policy.

Academic Calendar

The DPD follows the Marshall academic calendar. Academic calendars are printed each semester in the Marshall University Schedule of Courses and may also be found online at <http://www.marshall.edu/calendar/academic/>. These calendars provide dates for various holidays and deadlines, in addition to advanced registration information.

Inclement Weather

Generally, it is Marshall University's policy to maintain its normal schedule, even when conditions are inclement. However, this is not always possible. In those instances when it is necessary to alter the schedule in response to weather condition, every effort will be made to notify all those affected as expeditiously and as comprehensively as possible. Information on closings or delays can be obtained from local television and radio stations, as well as local newspapers, if time permits. A message will also be posted on the University response number at 304.696.3170.

Student Support Services

Student Health Services, Counseling and Psychological Services, a Speech and Hearing Center, a Higher Education for Learning Problems Center, and financial aid services are available for students use should the need arise. Refer to the Undergraduate Catalog or the Student Handbook for specific information on each.

Students with Disabilities

The Marshall University Office of Disability Services (ODS) provides services to students with learning disabilities, visual impairment, hearing impairment, medical disability, and psychological disability. Students wishing to request services need to schedule an appointment and meet with the ODS Coordinator for initial visit and provide documentation as stated. Students with disabilities are asked to identify themselves to the instructor within the first two weeks of class, enabling the instructor to accommodate the student's needs. Stephanie Ballou, Disability Counselor, can also assist in obtaining any additional resources that are needed (Prichard Hall 119, 3004.696.2467, wyant2@marshall.edu).

Protection of Privacy and Access to Personal Files

Marshall University has adopted a policy in support of the Family and Educational Rights and Privacy Act (FERPA) of 1974. Under this act, students and eligible parents are granted rights as specified in the Undergraduate Catalog. Student information is kept confidential, including all information related to virtual learning and identification of virtual students. The Department of Dietetics follows all policies outlined by Marshall University related to the protection of privacy. Students may access their own academic records by visiting Degree Works through MyMU. For full information on student rights, visit the [Marshall FERPA](#) information page.

Affirmative Action and Equitable Treatment of Students

It is the policy of Marshall University and Marshall Dietetics to provide equal opportunities to all prospective students and current members of the student body, faculty, and staff based on individual qualifications and merit, without regard to race, color, sex, religion, age, disability, national origin, or sexual orientation.

This nondiscrimination policy also applies to all programs and activities covered under Title IX, which prohibits sex discrimination in higher education.

The university ensures equality of opportunity and treatment in all areas related to student admission, instructions, employment, placement, accommodations, financial assistance programs, and other services. Marshall University and the Department of Nutrition and Dietetics neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate based on race, color, sex, religion, age, disability, national origin, or sexual orientation.

Further, the university is committed to the ideals of inclusion for students, faculty, and staff, whenever appropriate, and will take affirmative steps to enhance diversity.

Academic Dishonesty & Disciplinary Action

Academic dismissal from a program or from the University, as well as a failing grade for the course, may be imposed for violation of the University's policy on academic dishonesty. Academic dishonesty is defined as any act of dishonorable nature, which gives the student engaged in it an unfair advantage over others engaged in the same or similar course of study, which if known to the classroom instructor in such course of study, would be prohibited. This shall include but not be limited to the following: securing or giving unfair assistance during examinations or required work of any type; the improper use of books, notes, or other sources of information; submitting as one's own work or creation any oral, graphic, or written material wholly or in part created by another; securing all, or any part of assignments or examinations, in advance of their submission to the class by the instructor; altering of any grade or other academic record; and any other type of misconduct or activity which manifests dishonesty or unfairness in academic work. Any act of academic dishonesty in the Department of Dietetics will result in a failing grade for the course. The Office of Academic Affairs will be notified of the incident and departmental consequence.

Any disciplinary issue will be reported to the Office of Student Affairs and handled in accordance with Marshall University procedures as outlined in policy SA-3: https://www.marshall.edu/student-conduct/files/2300_Student_Disciplinary.pdf.

Registration

Registration dates are based on the student's class rank in the university. Advance registration dates are listed in each semester's Marshall University Schedule of Courses.

Program Costs

The itemized list of potential expenses below is estimated. Additional information about tuition and fees may be found in the Marshall University Undergraduate Catalog or on the following website: <http://www.marshall.edu/bursar>. Online courses carry an additional fee of \$50 per credit hour. More information related to cost of virtual courses can be found on the [Marshall University Tuition and Fees](#) website.

The following itemized list is an estimate of potential expenses. This amount may vary. For the most recent list of tuition and fees, visit:

Tuition and Enrollment Fees: (per semester)

- WV Resident – \$4,581.00
- Metro Resident – \$6,584.00
- Non-Resident – \$10,171.00

Other Expenses:

- Books & Supplies – \$ 400.00
- ID Badge, Upperclassmen – \$ 5.00
- White Laboratory Coat – \$ 30.00

For more information on scholarships and financial aid assistance, visit the Marshall Office of Student Financial Assistance in Old Main 116, calling 304-696-3162 or emailing sfa@marshall.edu.

Withdraw and Refund of Tuition

The dietetics program abides by the same policy as the University which is documented in the Schedule of Courses published three times annually.

Technology Requirements for Distance Education

Technology requirements for students enrolled in DTS 210 and other online courses, or those which use virtual components, will need a desktop or laptop computer, or tablet with reliable Internet access. Electronic devices should include a webcam and microphone for course work. Students will use Blackboard, Marshall's Learning Management System, to complete online courses. Students must be proficient in the use of computers, Internet browsers, Microsoft Office Word, and other common applications. Blackboard support is available 24/7 and the IT service desk is also available to provide technology assistance.

Suggested Course Sequence- Students Entering Program in Even Year

Marshall University
Didactic Program in Dietetics
Suggested Course Sequence- Even Year

Year 1

Fall			Spring		
CHM 211	Principles of Chemistry I	(3 hrs.)	BSC 227	Anatomy	(4hrs.)
CHM 217	Principles of Chemistry Lab I	(2 hrs.)	CHM 212	Principles of Chemistry II	(3 hrs.)
ENG 101	English Composition I	(3 hrs.)	CHM 218	Principles of Chemistry Lab II	(2 hrs.)
MTH 127	College Algebra Expanded	(5 hrs.)	CMM 103	Fund. Speech Communication	(3 hrs.)
	or		SOC 200	Introduction to Sociology	<u>(3 hrs.)</u>
MTH 130	College Algebra	(3 hrs.)			15 hrs.
FYS	First Year Seminar	<u>(3 hrs.)</u>			
		14–16 hrs.			

Year 2

Fall			Spring		
BSC 250	Microbiology & Human Disease	(4 hrs.)	BSC 228	Human Physiology	(4 hrs.)
CLS 105	Medical Terminology	(3 hrs.)	CLS 200	Clinical Biochemistry	(4 hrs.)
DTS 210	Introductory Nutrition	(3 hrs.)	DTS 202	Introductory Foods	(4 hrs.)
ENG 201	English Composition II	(3 hrs.)	DTS 215	Assess & Ed Strategies in DTS	<u>(3 hrs.)</u>
PSY 201	General Psychology	<u>(3 hrs)</u>			15 hrs.
		16 hrs.			

Year 3

Fall			Spring		
CHM 327	Introduction to Organic Chem.	(3 hrs.)	DTS 302	FS Safety & Systems Mngt. II	(4 hrs.)
DTS 301	FS Safety & Systems Mngt. I	(4 hrs.)	DTS 310	Life Span Nutrition	(3 hrs.)
DTS 320	Intermediate Nutrition	(3 hrs.)	DTS 410	Cross Cultural Foods	(3 hrs.)
STA 225	Introductory Statistics	(3 hrs.)	DTS 403	Advanced Nutrition	(3 hrs.)
	Elective	<u>(1 hr.)</u>	CORE	Writing Intensive	<u>(3 hrs.)</u>
		14 hrs.			16 hrs.

Year 4

Fall			Spring		
DTS 409	Community Nutrition	(3 hrs.)	DTS 460	Research in DTS	(3 hrs.)
DTS 468	Chemistry of Food	(3 hrs.)	DTS 470	Medical Nutrition Therapy II	(3 hrs.)
DTS 469	Medical Nutrition Therapy I	(3 hrs.)	ESS 345	Physiology of Exercise	(3 hrs.)
DTS 476	Senior Seminar in DTS	(3 hrs.)	ACC 310	Accounting for Entrepreneurs	(3 hrs.)
CORE II	Fine Arts	<u>(3 hrs.)</u>	CORE II	Humanities	<u>(3 hrs.)</u>
		15 hrs.			15 hrs.

TOTAL HOURS FOR GRADUATION: 120 HOURS

Suggested Course Sequence- Students Entering Program in Odd Year

Marshall University
Didactic Program in Dietetics
Suggested Course Sequence- Odd Year

Year 1

Fall			Spring		
CHM 211	Principles of Chemistry I	(3 hrs.)	BSC 227	Anatomy	(4hrs.)
CHM 217	Principles of Chemistry Lab I	(2 hrs.)	CHM 212	Principles of Chemistry II	(3 hrs.)
ENG 101	English Composition I	(3 hrs.)	CHM 218	Principles of Chemistry Lab II	(2 hrs.)
MTH 127	College Algebra Expanded	(5 hrs.)	CMM 103	Fund. Speech Communication	(3 hrs.)
	or		SOC 200	Introduction to Sociology	<u>(3 hrs.)</u>
MTH 130	College Algebra	(3 hrs.)			15 hrs.
FYS	First Year Seminar	<u>(3 hrs.)</u>			
		14-16 hrs.			

Year 2

Fall			Spring		
BSC 250	Microbiology & Human Disease	(4 hrs.)	BSC 228	Human Physiology	(4 hrs.)
CLS 105	Medical Terminology	(3 hrs.)	CLS 200	Clinical Biochemistry	(4 hrs.)
DTS 210	Introductory Nutrition	(3 hrs.)	DTS 202	Introductory Foods	(4 hrs.)
ENG 201	English Composition II	(3 hrs.)	DTS 310	Life Span Nutrition	<u>(3 hrs.)</u>
PSY 201	General Psychology	<u>(3 hrs.)</u>			15 hrs.
		16 hrs.			

Year 3

Fall			Spring		
CHM 327	Introduction to Organic Chem.	(3 hrs.)	ACC 310	Accounting for Entrepreneurs	(3 hrs.)
DTS 320	Intermediate Nutrition	(3 hrs.)	DTS 215	Assess & Ed Strategies in DTS	(3 hrs.)
DTS 409	Community Nutrition	(3 hrs.)	DTS 403	Advanced Nutrition	(3 hrs.)
STA 225	Introductory Statistics	(3 hrs.)	DTS 460	Research in DTS	(3 hrs.)
	Elective	<u>(1 hr.)</u>	CORE	Writing Intensive	<u>(3 hrs.)</u>
		13 hrs.			15 hrs.

Year 4

Fall			Spring		
DTS 301	FS Safety & Systems Mngt. I	(4 hrs.)	DTS 302	FS Safety & Systems Mngt. II	(4 hrs.)
DTS 468	Chemistry of Food	(3 hrs.)	DTS 410	Cross Cultural Foods	(3 hrs.)
DTS 469	Medical Nutrition Therapy I	(3 hrs.)	DTS 470	Medical Nutrition Therapy II	(3 hrs.)
DTS 476	Senior Seminar in DTS	(3 hrs.)	ESS 345	Physiology of Exercise	(3 hrs.)
CORE II	Fine Arts	<u>(3 hrs.)</u>	CORE II	Humanities	<u>(3 hrs.)</u>
		16 hrs.			16 hrs.

TOTAL HOURS FOR GRADUATION: 120 HOURS

Marshall University Didactic Program in Dietetics Course Requirements for Graduation

DTS Course Requirements

DTS 210	Introductory Nutrition	(Fall or Spring)
DTS 202	Introductory Foods (PR: DTS 201)	(Spring)
DTS 215	Assessment & Education Strategies in DTS (PR: DTS 201)	(Offered Spring of Even Years)
DTS 301	Foodservice Safety & Systems Mgt I (PR: DTS 201; CR: BSC 250)	(Offered Fall of Even Years)
DTS 302	Foodservice Safety & Systems Mgt II (PR: DTS 301)	(Offered Spring of Odd Years)
DTS 310	Life Span Nutrition (PR: DTS 201)	(Offered Spring of Odd Years)
DTS 320	Intermediate Nutrition (PR: DTS 201 & BSC 227 or concurrent)	(Fall)
DTS 403	Advanced Nutrition (PR: DTS 320, BSC 228, and CLS 200 or con)	(Spring)
DTS 409	Community Nutrition (PR: DTS 320 or concurrent)	(Offered Fall of Odd Years)
DTS 410	Cross Cultural Foods	(Spring Odd Years)
DTS 460	Research in Dietetics (PR: Senior standing)	(Spring of Even Years)
DTS 468	Chemistry of Foods (PR: DTS 202 & CLS 200 or concurrent)	(Fall)
DTS 469	Medical Nutrition Therapy I (PR: DTS 320 and BSC 228)	(Fall)
DTS 470	Medical Nutrition Therapy II (PR: DTS 469)	(Spring)(Writing Intensive)
DTS 476	Senior Seminar in Dietetics (PR: Senior standing)	(Fall) (Capstone)

Other Required Courses

ACC 310	Accounting for Entrepreneurs	
BSC 227	Human Anatomy (ACT \geq 19 or 12 hrs college credit with GPA \geq 2.3)	
BSC 228	Human Physiology (PR: BSC 227)	
BSC 250	Microbiology & Human Disease (PR: BSC 227)	(Core II Science)
CHM 211	Principles of Chemistry I (PR or CR: CHM 217; PR: Math ACT \geq 23 or C or CHM 111* or placement exam)	
CHM 212	Principles of Chemistry II (PR or CR: CHM 218; PR: CHM 211)	
CHM 217	Principles of Chemistry Lab I (PR or CR: CHM 211)	(Core II Science)
CHM 218	Principles of Chemistry Lab II (PR or CR: CHM 212)	
CHM 327	Introduction to Organic Chemistry (PR: CHM 212)	(Fall only)
CLS 105	Medical Terminology	(Fall only) (Core I Critical Thinking)
CLS 200	Clinical Biochemistry (PR: CHM 212)	(Spring only)
CMM 103	Fundamentals of Speech Communication	(Core II Communication)
ENG 101	English Composition I (PR: English ACT \geq 18)	(Core II Composition)
ENG 201	English Composition II (PR: ENG 101)	(Core II Composition)
ESS 345	Physiology of Exercise (PR: BSC 228)	
MTH 127	College Algebra Expanded (PR: MTH 099 or Math ACT \geq 19)	(Core II Mathematics)
	or	
MTH 130	College Algebra (PR: Math ACT \geq 21)	
PSY 201	General Psychology	(Core I Critical Thinking)
SOC 200	Introduction to Sociology	(Core I Critical Thinking, Core II Social Science, Multicultural)
STA 225	Introductory Statistics (PR: Math ACT \geq 21 or MTH 121 or higher)	

*Please note: CHM 111 (PR: MTH ACT \geq 21 or C or better in MTH 127 or MTH 130)

Additional Curriculum Requirements

First Year Seminar (CT)	(3 hours)
Core II Fine Arts Elective	(3 hours)
Core II Humanities Elective	(3 hours)
Writing Intensive Elective	(3 hours)
Elective of Choice	(1 hour)