

University of Central Arkansas

Department of Nutrition and Family Sciences

Didactic Program in Dietetics (DPD)

Student Handbook

Revised: 1/17/2023

TABLE OF CONTENTS

Topic	Page
Bachelor of Science in Nutrition.....	3
Credentialing Process.....	3
Mission.....	3
Program Goals.....	3
Program Outcome Measures.....	4
Admission to UCA / Student Rights.....	5
Degree Awarded.....	5
Courses Offered in DPD (NUTR).....	6
Tuition and Fees.....	8
Anticipated Costs.....	8
Financial Aid, Scholarships, and Title IV Funds.....	8
Academic Advising.....	9
Academic Calendar.....	9
Student Dietetic Association at UCA.....	10
Student Membership in the Academy of Nutrition and Dietetics.....	10
Student Support Services at UCA.....	10
Field-Related Work Experience.....	10
Policies & Procedures.....	11
Code of Professional Conduct.....	11
Behavioral Contract.....	12
Student Privacy.....	12
Access to Personal Files.....	13
Filing and Handling Complaints / Grievances.....	13
Assessment of Prior Learning Credit.....	14
Assessment of Transfer Credits.....	14
Formal Assessment of Student Learning.....	14
DPD Retention and Remediation.....	15
Disciplinary / Termination Procedures.....	15
Graduation and DPD Completion Requirements.....	15
Verification / Intent to Complete Statement Procedures.....	16
Confirmation of Receipt of DPD Student Handbook.....	17
Post-Graduation Options.....	17
ACEND-Accredited Supervised Practice Programs.....	17
Dietetics & Nutrition Therapy Graduate Program at UCA.....	17
Dietetics & Nutrition Therapy Graduate Program Application Checklist.....	18
Dietetic Technician, Registered Exam Information.....	22
Dietetic Technician, Registered Exam Checklist.....	22
Graduate Studies at UCA.....	23
UCA Graduate School Admission Procedures.....	23
Related Employment.....	24
Helpful Websites.....	24

BACHELOR OF SCIENCE IN NUTRITION PROGRAM

(ACEND Accredited Didactic Programs in Dietetics)

The University of Central Arkansas Didactic Program in Dietetics is currently accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND) of the Academy of Nutrition & Dietetics (A.N.D.), 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995 (Phone: 800/877-1600), ext 5400. Upon completion of the Bachelor of Science in Nutrition degree, also called the Didactic Program in Dietetics (DPD), students are eligible to apply for entry into a supervised practice program which will make them eligible to take the Registration Examination for dietitians. At the undergraduate level, this degree emphasizes the knowledge and skills essential for competent entry-level dietetics practice.

CREDENTIALING PROCESS

Supervised practice programs are available across the United States. Completion of one of these programs is required to become eligible to take the Registration Examination for Dietitians. To become a Registered Dietitian Nutritionist (RDN), students must:

- Earn a Bachelor of Science degree in Nutrition, or related discipline, which includes a Didactic Program in Dietetics. At that time, students are provided with a verification statement that allows them to apply for entry into a supervised practice program.
- Successfully complete an ACEND accredited supervised practice program (dietetic supervised practice program).
- Pass the Registration Exam for Dietitians.
- Apply for state licensure (process varies by state)

Students may not apply for entry into a dietetic supervised practice program until the Didactic Program in Dietetics has been successfully completed. Likewise, students are not eligible to sit for the registration exam until they have successfully completed their supervised practice program.

MISSION

The mission of the Didactic Program in Dietetics / Nutrition (DPD) at the University of Central Arkansas (UCA) is to prepare graduates who have the academic preparation necessary for success in an internship/supervised practice in dietetics /nutrition. This mission is accomplished by providing students with the concepts of the interdependence of human nutrition and food in the health and behavior of individuals and with a general foundation of food service systems management. This preparation will allow for students to be eligible for a dietetic internship, leading to eligibility for the CDR credentialing exam to become a Registered Dietitian Nutritionist.

Program Goals

Program goals were developed by the DPD Faculty during Nutrition Faculty meetings. Every constituency participated in the process to develop goals including all DPD faculty members, NFS Department Chair, Dean of the College of Health and Behavioral Sciences, and the DPD

Advisory Board.

The program will:

1. Prepare graduates will be competent for entry into supervised practice or other post- graduate programs through high-quality educational offerings.
2. Program graduates will prepare graduates who are equipped to improve the nutrition status of individuals, families, and communities.

Program Outcome Measures

Program outcome measures determined by ACEND and by the nutrition faculty and administration are identified below. Students and the public may request a copy of the program outcome data by contacting the DPD Director, Dr. JoAnna Cupp at jcupp@uca.edu or 501-450-5953.

Program Completion

1. “At least 80% of students complete program requirements within three years (150% of the program length)”.

Graduate Application and Acceptance into Supervised Practice

1. “At least 80 % of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation”.
2. “Of program graduate who apply to a supervised practice program, at least 70 percent are admitted within 12 months of graduation”.

Graduate Performance

1. “The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.”

Satisfaction with Graduate Performance

Other objectives for graduate and program performance appropriate to assess the full intent of the program mission and goals include:

1. Supervised Practice Program Directors will rate the preparedness of individual students for the DI as “Satisfactory” or above at a rate of at least 80%.
2. Each fall and spring semester, senior nutrition majors will score an average of 80% or higher on the DPD program competency exam.
3. Each academic year, 80% of DPD students will agree to the statement, “Overall, I rank my education experience in the Nutrition & Family Sciences Department at UCA as excellent.”
4. Each calendar year, DPD program graduates will rate their confidence with the following statement, “The UCA DPD Program equipped me to improve the nutrition status of individuals, families, and communities.”

ADMISSION TO UCA / STUDENT'S RIGHTS

Applicants may be considered for admission to an undergraduate program on the basis of graduation from an accredited high school, as college transfer students, by entrance examination, or through a combination of these criteria. DPD policies, procedures and practices related to student recruitment and admission comply with state and federal laws and regulations to ensure nondiscrimination and equal opportunity. The following statement appears on the undergraduate bulletin website <https://uca.edu/academicbulletins/notice-of-non-discrimination/> which reflects the position of the university:

“The University of Central Arkansas is an affirmative action/equal opportunity institution. In keeping with its non-discrimination policy in employment, admissions and other functions and programs, the university considers employees and students on the basis of individual merit without regard to sex, race or color, religion, national origin, age, disability, or other factors irrelevant to participation in its programs.”

Applications for admission to the University of Central Arkansas may be obtained by contacting:

Office of Admissions

201 Donaghey Ave.
Bernard Hall, Suite 103
Conway, AR 72035
Phone: 1.501.450.3128
Fax: 1.501.450.5228

Student Performance Monitoring Students will receive feedback and continuous monitoring of their performance in order to detect academic difficulty early in the program. This is done by frequent NUTR faculty meetings where student progress can be discussed, as well as through monitoring of SLOs by the NUTR faculty and DPD PD. Their professional and ethical behaviors and academic integrity will be taken into account as well.

Student Retention The process for application and acceptance into the program is discussed beginning in the student's freshman year during NUTR 1100 Introduction to the Dietetics profession. A very robust academic advising staff as well as NUTR faculty counsel students that have minimal chances of success in the program and are counseled into other degree paths that are more appropriate to their ability. The two most common degrees for these students are the BS in Nutrition and Family Sciences and the BS in Community Nutrition.

Degree Awarded

Students will earn a Bachelor of Science in Dietetics degree upon completion of the 120-credit hour nutrition major.

Students will also need to pass a competency exam given in NUTR 4335 Nutrition Senior Seminar with a grade of 80% or higher in order to earn a Verification Statement.

Courses Offered in DPD (NUTR)

A course checklist, dietetic course prerequisites and a program completion plan is available at <https://uca.edu/nfs/programs/nutrition/>

Courses offered in **nutrition** include:

1100 INTRODUCTION TO THE DIETETICS PROFESSION: A required course for the dietetics/nutrition major. The course introduces students to the dietetics profession, professional skills development, the Code of Ethics for the profession, career options, and professional organizations and resources. Prerequisite: Major in Dietetics/Nutrition.

1300 FOUNDATIONS OF NUTRITION: A required course for the dietetic/nutrition and general FACS major, nursing, and other health-related majors. The course includes a study of principles and application of nutritional information for personal living and relevant information for the health professional. Lecture/discussion.

2311 MEAL MANAGEMENT: A required course for the dietetic/nutrition and general FACS major. The course focus is the planning, buying, preparing, and serving family meals, food for special occasions, and entertaining. Lecture/discussion and laboratory. Fall, spring Prerequisite: C or better in NUTR 1300

3310 FOOD SCIENCE: A required course for the dietetic/nutrition and general FACS major. The course includes basic scientific principles applied to food preparation and an analysis of nutritional value, cost, and service of food. Lecture/discussion and laboratory. Fall, spring. Prerequisite: C or better in NUTR 1300, NUTR 2311

3350 COMMUNITY NUTRITION: A required course for the dietetic/nutrition major. A study of cultural and scientific aspects of food and nutrition as applied to the individual and community. Lecture/discussion. Prerequisite: C or better in NUTR 1300.

3370 LIFECYCLE NUTRITION I: A required course for the dietetic major. A study of nutritive needs of the individual with emphasis on the roles of nutrients in the body. Family nutrition and the periods of pregnancy and lactation, infancy, childhood, adolescence, and adulthood are included. Lecture/discussion. Prerequisite: C or better in NUTR 1300, CHEM 1402 (C or better

3371 NUTRITION COUNSELING: This course is designed to provide an in-depth focus on strategies for nutritional counseling for a variety of populations, including information on behavior change frameworks, nutrition care plan and interviewing techniques. It also allows students to strengthen their communication skills and ability to interpret professional literature. Prerequisites: Declared major in Dietetics, Nutrition Science, or Community Nutrition; and a C or better in NUTR 1300.

3375 LIFECYCLE NUTRITION II: A required course for the dietetics, nutrition sciences, and community nutrition major. This course follows the clinical aspects of caring for the nutritional needs of adulthood into geriatric care including end-of-life care. Prerequisite: Declared major in Dietetics, Nutrition Science, or Community Nutrition; and NUTR 3370 with a grade of C or higher.

3380 FOOD ECONOMICS: A required course for the dietetic/nutrition major. A study of problems confronting the dietitian in regard to quantity, quality, processing methods, intended use, and cost of food production. Attention is given to methods of food preservation, preparing food in quantity, organization, and evaluation. Lecture/discussion workshop. Prerequisite: NUTR 3310.

3390 NUTRITION AND METABOLISM: A required course for the dietetic/nutrition major. This course includes a study of the principles and application of macronutrient and micronutrient metabolism, focus on the major metabolic diseases, and relevant information for the health professional. Lecture/discussion. Prerequisite: NUTR 3370 C or better and CHEM 2450 (C or better).

4301 RESEARCH IN NUTRITION AND FAMILY SCIENCES/NUTRITION: A required course for the dietetic/nutrition major. The course includes a study of techniques for problem design, analysis, and evaluation in one of the specialization areas of Nutrition and Family Sciences. Prerequisite NUTR 1300 C or better: Senior Standing.

4315 SPORTS NUTRITION: A required course for the dietetic major and KPED athletic training program and a recommended elective for the FACS major. The course examines the nutritional needs of exercising individuals with a focus on wellness. Lecture/discussion. Prerequisite: NUTR 1300 C or better, Junior or Senior Standing.

4321 NUTRITIONAL SERVICES ADMINISTRATION: A required course for the dietetic major. The course focus is on food service operations relating to management principles, methods of control, sanitation, and safety and training of food service personnel. Lecture. Prerequisite: NUTR 3380 C or better.

4325 MEDICAL NUTRITION THERAPY I: A required course for the dietetic major. A study of nutrition as a medical specialty from the perspective of disease prevention and treatment, including nutritional assessment, patient interviewing strategies, medical terminology, and charting techniques. Lecture and laboratory. Prerequisite: NUTR 3370 C or better and BIOL 3406 B or better.

4335 NUTRITION SENIOR SEMINAR: A required course for nutrition majors. This course is designed to provide a comprehensive review of the nutrition curriculum including the nutrition care process, management and business theories, quality management of food/nutrition services, governance of the dietetics practice, fundamentals of public policy relevant to the dietetics profession and content related to health care systems. The course will provide opportunities for students to strengthen communication skills and improve ability to interpret professional literature. Lecture/discussion. Prerequisite: Senior standing,

4351 EXPERIMENTAL FOOD SCIENCE: A required course for the dietetic major. The course includes a study of physical and sensory evaluation and experimentation with properties of fats, carbohydrate mixtures, protein foods, and food additives. Lecture and laboratory. Prerequisite: NUTR 3310, 3370 and 4301, CHEM 2450

4374 MEDICAL NUTRITION THERAPY II: A required course for dietetic major. Continued study of nutrition in therapeutic dietary treatment of nutritional problems in disease states. Includes in-depth case studies. Lecture/discussion. Prerequisite: NUTR 4325 C or better.

4395 NUTRITION: CONTEMPORARY ISSUES: A required course for nutrition majors and an elective course for FACS majors and other health-related majors. The course includes a study of the principles and application of sound weight-management programs; focus on the popular weight control diets, supplements/meal replacements, and programs and other relevant information for the health professional. Lecture and discussion. Prerequisite: NUTR 1300 C or better, Junior or Senior Standing.

Additional courses in FACS, BIOL, CHEM, and a Statistics course are required to apply for supervised practice.

Tuition and Fees

The most current tuition and fee rates are available on the Student Financial Services Web site (<http://uca.edu/studentaccounts/tuition-fees/>). Schedules of charges reflect tuition as determined by residence status, curriculum of choice, and number of hours taken. Students should be aware that other fees, such as laboratory fees, course fees, parking decals, etc., are not included on the schedule of charges. The university reserves the right to change tuition and other charges without notice as necessitated by university or legislative action. Withdrawal or refund of tuition and fees is determined by the Student Accounts Department, <https://uca.edu/studentaccounts/refund/>.

Anticipated Costs

DPD students should anticipate the following costs of enrollment and participation in various professional development activities.		
	Semester	Year
Tuition and Fees	\$4594.15	\$9188.30
Room, Board, and PO Box*	\$1974	\$3948
Books and Supplies	\$600.00	\$1200.00
AND Student Membership		\$ 58.00
SDA Membership	\$5.00	\$ 10.00
ArAND Annual Meeting**		\$ 50.00 (student rate, 2 days)
FNCE Annual Conference**		\$410.00 (student registration + hotel, travel, and meals)
TOTALS	\$7,173.15	\$ 14,864.30+ travel to FNCE

*In-state estimated tuition costs for 2022-2023 academic year. Out of state pay an additional \$231.66 per credit hour.

**Attendance at ArAND and FNCE are not required, but strongly encouraged as individual student budgets allow.

***Based on the Residence Hall DOUBLE Occupancy Room Rates, others will be more expensive

Financial Aid, Scholarships, and Title IV Funds

Financial aid information is available at <http://www.uca.edu/financialaid/>. The Department of Nutrition and Family Sciences Alumni Association provides several scholarships each year to deserving students. Scholarship criteria and application information is available at

<http://www.uca.edu/nfs/scholarships/>. The UCA DPD Program is housed in a US college or university and accredited in good standing by a US regional institutional accrediting body for higher education and is therefore approved to administer the following Title IV funds: Federal Stafford loans including Grad and Parent Plus, Perkins loans, Pell Grants, Supplemental Educational Opportunity Grants, ACG and SMART Grants and are administered through the Financial Aid Department at <http://www.uca.edu/financialaid/>.

Academic Advising

Academic advising is every student's best source of information about academic programs, procedures and sequence of taking courses at the University of Central Arkansas. Academic advising services are a vital aspect of the university's active commitment to student's academic success. Thus, the university expects all students to participate in the academic advising process throughout their careers at the University of Central Arkansas.

Nutrition faculty academic advisors include:

Khandra Faulkner, MS, RDN, kfaulkner@uca.edu

Alicia Landry, PhD, RDN, LDN: alandry@uca.edu

JJ Mayo, PhD, RDN: jmayo@uca.edu

Laura Meek, MS, RDN: lmeek@uca.edu

JoAnna Cupp, DHSc, RDN, LD, FAND: jcupp@uca.edu

Academic Calendar

The academic calendar is available on the Registrar's website at <http://www.uca.edu/registrar/academiccalendar.php>. This will provide information each semester on withdrawal and refund of tuition and fees dates. The DPD program adheres to the UCA academic calendar in regards to all course offerings, vacation and holidays.

STUDENT DIETETIC ASSOCIATION AT UCA

The Student Dietetic Association (SDA) at the University of Central Arkansas (UCA) was established in November, 1998. Since it was founded, the organization has been involved in several campus and community-wide activities. In addition, SDA at UCA disseminates information on careers in dietetics across the state. The Student Dietetic Association at UCA meets monthly and a guest speaker is featured at each meeting. Speakers have included supervised practice program directors, current graduate program students/interns, and a representative from UCA's Career Services office to share information on resume writing and job hunting. SDA also maintains a bulletin board and a Facebook page to showcase current nutrition topics and activities. The goals of SDA include providing nutrition information to the public and community service activities. The organization is meant to serve as a support system for dietetic students.

The Student Dietetic Association at The University of Central Arkansas is for any undergraduate or graduate student who is a major in Nutrition or minor in Nutrition and Family Sciences with an emphasis in Nutrition. Also, any student who has not declared a major and has an interest in Nutrition is welcome to attend. Dues are \$10 per year (\$5 per semester). Students may join at any time during the semester by attending one of the scheduled meetings, or contact one of the SDA officers or the faculty advisor.

Faculty Advisor – Dr. JoAnna Cupp

jcupp@uca.edu

office: 450-5953

Meeting Dates

SDA meets the first Tuesday of each month during the academic year at X period (1:40-2:30) in McAlister Hall Room 210.

STUDENT MEMBERSHIP IN THE ACADEMY OF NUTRITION & DIETETICS

Students enrolled in an ACEND accredited/approved dietetics program may join as a student member of the Academy of Nutrition & Dietetics. The annual fee is \$58.00. The online application is available at [Academy Student Membership](#). Benefits of student membership in AND include networking, leadership opportunities, free state dietetic association membership, monthly *Journal of the Academy of Nutrition and Dietetics*, student publications, scholarships, and reduced rates on products and conferences.

STUDENT SUPPORT SERVICES AT UCA

The office of Student Services is open from 8:00 a.m. to 4:30 p.m. weekdays to assist individual students and student groups in pertinent matters including health, counseling, testing, and financial aid resources. Information for the services is available at <http://www.uca.edu/student/>. Before a student at UCA is awarded financial aid, he/she must complete an Entrance Interview and Financial Literacy counseling. Contact information for Financial Aid is located at <http://www.uca.edu/financialaid/>.

FIELD-RELATED WORK EXPERIENCE

Students enrolled in the DPD program are encouraged to seek field-related work experience under the direction of a Registered Dietitian at times that do not distract from course work (e.g., summers, winter break). Examples of field-related work experience sites include:

- Hospitals
- Nursing homes
- Health Department clinics
- Foodservice operations
- Wellness Centers
- Food Companies
- Community Education (ex. Cooperative Extension)

POLICIES AND PROCEDURES

The following policies and procedures were developed collaboratively by the Chair of the NFS Department, DPD Director, FACS nutrition faculty, and the UCA Registrar.

Code of Professional Conduct

Student roles and responsibilities change as the student progresses through the Bachelor of Science in Nutrition program. Each year of education brings the student closer to becoming a practitioner, and therefore each year brings added responsibilities. The student's education is not just about learning content, it also includes values, skills and attitudes including the importance of becoming a self-directed learner who is responsible for his/her own education. Faculty will review this code in all nutrition classes at the beginning of each term and set a professional example in their conduct and work performance.

- All students must comply with the university standards of academic integrity as well as the Code of Ethics for the Profession of Dietetics by the Academy of Nutrition and Dietetics, at www.eatrightpro.org - code of ethics
- Students present themselves professionally when representing the department or the university in the community.
- Students present themselves professionally in their use of social media.
- Students refrain from use of phones and other electronic devices when in the classroom or on field assignments.
- Students demonstrate good moral character traits including honesty, integrity, kindness, and work ethic.
- Students adhere to “Dress for Success” guidelines when representing the department or the university in the community and when conducting oral presentations (closed-toe, low heeled shoes; skirts and dresses at least bottom of knee length; shirts tucked in with a belt when appropriate; no sleeveless shirts; no jeans unless trouser / dress jeans with shirt tucked in; no low-cut shirts or screen print shirts; well-fitting clothes—no skin tight and no saggy pants/jeans, no visible piercings or tattoos, no sunglasses in the classroom, no hats or caps on quiz/test/assessment days).
- Acts of unprofessional conduct will not be tolerated, including but not limited to disruption of the learning environment, falsifying reports, scholarship applications, internship/supervised practice program or graduate school applications, or resumes; plagiarism; illegal use of alcohol or controlled substances; sexual misconduct; and immodest speech or dress.
- Any infringement of this code will be handled according to the policies of the university.

Behavioral Contract

In the event that a student's conduct violates any UCA, NFS or DPD policy including the Code of Professional Conduct, a behavioral contract should be enacted. This contract is provided in writing to the NFS Department Chair and the student. If student actions are sexual in nature, a referral must be made to the UCA Title IX Coordinator (<http://uca.edu/titleix/title-ix-coordinator/>). A sample behavioral contract is below:

Behavioral Contract for: (student's name)

Date:

Time:

Please be advised that your actions are disruptive to the learning environment (or other UCA, NFS, DPD policy—specify here) and will not be tolerated.

If you wish to remain in NUTR XXXX, I need you to do the following:

- ____ 1. Not talk while others are talking.
- ____ 2. Not make jokes about other students, faculty, or graduate assistants.

If these actions continue the following steps will be taken:

- ____ 1. You will be removed from the class for ____ days or ____ permanently. If return to the classroom is allowed on _____ (date), you will comply with the above behaviors.
- ____ 2. You can be removed from the class indefinitely with a grade of _____.

Should you wish to appeal this behavioral contract, please make an appointment with the NFS Department Chair, in McAlister Hall room 100. The line of authority is Department Chair (McAlister Hall) Dean of the College of Health and Behavioral Sciences (Burdick Hall) Provost (Wingo Hall).

Student Signature

Date

Faculty Signature

Date

Student Privacy

All UCA students, including all DPD students, are protected under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Students are asked to give their consent to authorized representatives of UCA for the release of academic records and any personally identifiable information. All nutrition faculty are required to comply with FERPA regulations.

DPD students may be asked to consent to research studies on campus by signing a written consent form. All research conducted at UCA must first obtain approval from the Instructional Review Board.

Access to Personal Files

Students are allowed access to their advising file upon request from the NFS Department Chair, Administrative Assistant, Academic Advisor, or instructor.

Filing and Handling Complaints / Grievances (per UCA Student Handbook online at <https://uca.edu/student/student-handbook/>)

A student who wishes to appeal the final grade in a course should first seek a resolution of the issue informally with the faculty member. If an informal resolution cannot be reached, the student may appeal the grade formally, beginning with the faculty member and, if necessary, proceeding, at the request of the student or of the faculty member, through the levels of appeal listed below. If the student feels the instructor has acted in a way that suggests retaliation, the student should bring this to the attention of the Department chair and proceed with the chain of command as outlined below. At each stage of the appeal, the student must provide a written justification for the appeal and an explanation of the desired resolution; reviewers at any stage of the appeal may request appropriate additional documentation from any party to the appeal. Within the general framework of this policy, a department or college may establish its own procedures for reviewing such appeals. Any appeal concerning an assigned grade must be made within one calendar year of the time the grade was awarded.

1. Faculty member
2. Department chair
3. Dean of the college
4. Provost

This policy includes recourse to an administrator other than the DPD director and prevents retaliation.

If a student has an accreditation-related complaint, they have a right to file a complaint with the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Written complaints may be sent to ACEND, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995. The phone number is 1-800-877-1600, ext. 5400. The email address is ACEND@eatright.org

Assessment of Prior Learning Credit

No credit will be given for certifications which do not include course work. All course credits considered for transfer credit will be evaluated by the UCA Registrar and NFS faculty.

International students must provide official transcripts in English to the DPD Director and to the UCA Registrar for evaluation on an individual basis. A third-party professional credentials evaluation service report is required.

Assessment of Transfer Credit

Students transferring to UCA from another college or university in the United States will provide official transcripts to the university (Registrar's Office) and/or to the DPD Director for review.

International students must provide official transcripts translated into English and notarized. This may be completed by an organization such as the World Education Service, www.wes.org the International Education Research Foundation, www.ierf.org or by www.cedevaluations.com.

This evaluation should include:

- a. **U.S. degree equivalence** – Is the foreign degree(s) equivalent to a B.S. degree in the U.S.? Please make sure the evaluation report states the degree equivalence from a “regionally accredited” institution in the US.
- b. **Semester units received for each course taken.**
- c. **Translation of grades** (e.g. %, etc.) received to letter grades (A,B,C,D,F,P, etc.)

This process may take 1-2 months depending on the information provided to the agency.

Formal Assessment of Student Learning

Formal assessment of student learning is made during each course of the DPD program. Grades on individual assignments, quizzes or exams, and end of course letter grade provide an assessment of the student's mastery of the material in each course.

A competency exam covering all content areas of the DPD curriculum is given in the NUTR 4335 Nutrition Senior Seminar Course. This competency exam is used to assess student learning in the students' final year before graduation and to identify content areas for review in the NUTR 4335 Nutrition Senior Seminar course. This competency exam provides valuable feedback for the DPD curriculum to use in program evaluation in regard to coverage of ACEND's Foundation Knowledge and Competencies. The expectation is that students will score an average of $\geq 80\%$ on the exit exam. Results of the student's scores on the competency exam are used to guide content in the NUTR 4335 Nutrition Senior Seminar course.

Protection of students online

Some courses in the BS in Dietetics program will be offered online through the Learning Management System Blackboard. In order to verify the identity of the students, all online exams

will require students to use the recording feature via webcam that Blackboard has available. This includes verifying the identity of the student by requiring the student to show their student ID before beginning the exam. This information is private and will not be shared in any capacity.

DPD Retention and Remediation

In order for students to remain in the DPD program, the student must continue to be enrolled in courses as outlined for the BS in Dietetics Degree or be a post-Baccalaureate student (see <https://uca.edu/nfs/programs/nutrition/>) with

- a minimum of a 2.0 grade point average,
- a minimum of 15 credit hours in their major at UCA,
- of the last 30 semester hours offered for graduation, at least 24 must be completed in residence at the university, and
- post- Baccalaureate students must complete a minimum of 15 credit hours at UCA.

Students may be required to take remedial course work by the university upon admission based on the student's ACT score. Undergraduate students may repeat up to four classes for grade forgiveness or for the purpose of grade point average calculations. This does not apply to post-Baccalaureate or graduate students.

Tutoring for general education, science and math courses are available through the tutoring center found at <https://uca.edu/success/>

Disciplinary / Termination Procedures

Students may face disciplinary or termination procedures for violating the policies as outlined in the Student Handbook (<https://uca.edu/student/student-handbook/>) including academic and/or personal misconduct.

Graduation In order to receive the BS Degree in Dietetics the following graduation requirements must be met:

1. Completion of all courses required for BS in Dietetics degree, including general education courses, with no incomplete (X) grades (see current degree requirements online at <https://uca.edu/nfs/programs/nutrition/>)
2. Completion of at least 120 semester hours of unduplicated credit (excluding UNIV credit), of which at least 60 semester hours must be credit from four-year baccalaureate degree granting institutions and at least 30 semester hours must be credit from UCA, and at least 15 semester hours in the major must be from UCA. Of the last 30 semester credit hours required for the degree, at least 24 semester hours must be UCA credit.
3. Completion of at least 40 semester hours of upper division credit (3000 and 4000 level), including at least 12 semester hours of upper division work in the major field.
4. Completion of special degree requirements stipulated for the baccalaureate degree (B.S.).
5. Completion of a minimum of 2.0 grade point average in the Major and cumulatively.
6. Student must pay all fees owed to the university.
7. Student must complete all graduation-related paperwork including graduation application.

8. The University of Central Arkansas does not impose a time limit on completion of a Bachelor of Science Degree. However, if a student does not take courses for a calendar year, he/she will come back in under the current catalog requirements.

DPD Completion Requirements

1. In addition to the above requirements, students wishing to earn a Verification Statement must also make an 80% or higher on their competency exam given in NUTR 4335, Nutrition Senior Seminar.

Verification / Intent to Complete Statement Procedures

The following criteria must be met before a statement of verification of completion of the DPD program will be provided:

1. Student must complete all degree requirements for the B.S. in Dietetics degree with an overall GPA of 2.0 or for post-Baccalaureate students, completion of DPD requirements with a minimum of 15 credit hours in nutrition / FACS courses completed at UCA and a GPA of 2.0.
2. Student must return any borrowed departmental materials.
3. Students must request verification (or intent to complete statement for a degree in progress) at least three weeks prior to the D & D Digital deadline and/or graduation and must provide the DPD Director with a permanent mailing address (see below). Students may contact JoAnna Cupp, DHSc, RDN, LD, FAND by e-mail at jcupp@uca.edu, by phone at 501-450-5953, or by regular mail at 201 Donaghey Avenue, McAlister Hall 100, Conway, AR 72035.
4. The date on the verification statement will reflect the date the DPD requirements were completed, i.e. as of month/day/year requirements were completed.
5. For post-Baccalaureate students, the date of completion of all DPD requirements will be recorded, as well as the date of the original degree.
6. For DPD verification statements more than five years old, the following courses may be required: Nutrition in the Lifecycle, Medical Nutrition Therapy I and II, Nutrition and Metabolism, Community Nutrition, and Nutrition Services Administration if taken more than five years prior to the date for which student is requesting the verification statement.
7. Specific Dietetic Internships/Supervised Practice Programs may have requirements for the recency of verification statements, specifically in upper division Nutrition courses or sciences.

Upon completion of above criteria and verification of degree awarded (typically within one month of graduation), the DPD Director provide the student five written and signed verification statements. The student's verification statements will be mailed to the student at the mailing address provided to the DPD Director within 30 days of confirmation of degree awarded or DPD requirements completed. All students who complete the B. S. in Dietetics degree requirements will receive by mail the written verification statements in a timely manner, not just those applying to Dietetic Internships/Supervised Practice Programs.

Confirmation of Receipt of DPD Student Handbook

The following form must be completed by all DPD students each academic year. Students who transfer to the program during an academic year will be asked by their nutrition faculty advisor to complete the online form during their academic advising session. The forms will be kept in the DPD Director's office. During each advising session, the nutrition faculty advisor should confirm with the nutrition major that they have completed this form and if not, ask the student to complete the online form and notify the DPD Director.

By completing the online form https://uca.edu/web/forms/manage_form.php?id=444 students confirm that they have received and agree to abide by all policies as set forth in the UCA Student Handbook.

POST-GRADUATION OPTIONS

Several options are available to graduates with the Bachelor of Science in Nutrition degree including:

- Dietetic Internship/Supervised Practice Program
- Dietetic Technician, Registered Exam
- Graduate School
- Related Employment

DPD students should discuss their individual goals and options with their academic advisor. The following pages provide checklists and additional information regarding each option.

ACEND-Accredited Supervised Practice Programs

Information regarding all dietetic internships/supervised practice programs in the United States can be found at <https://www.eatrightpro.org/acend/accredited-programs/dietetic-internships>. For information on graduate programs at other universities, students should contact those universities directly.

Dietetics & Nutrition Therapy Graduate Program at UCA

Accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND), the program meets competencies for eligibility to write the A. N. D. Registration Exam to become a Registered Dietitian Nutritionist (RDN). Program information is available at <https://uca.edu/nfs/programs/dietetics-and-nutrition-therapy/prospective-students/>

This 15-month program begins in June and concludes mid-August of the following year. It is comprised of ~1040 hours of supervised experiential learning completed over two summers with additional learning during the fall and spring semesters. Graduate academic courses are integrated to support the experiential experiences as part of the Master of Science in Nutrition degree which is completed concurrently.

Other assignments will serve to compliment the learning outcomes. By utilizing twelve weeks each summer with the remaining hours spread over two semesters, students/interns are able to achieve positive outcomes with progressive learning, thereby completing competencies and successfully completing the program. Upon completion of all requirements, interns will be granted a verification statement for eligibility to write the Registration exam to become a Registered Dietitian Nutritionist (RDN).

Planned learning experiences will include, but are not limited to, public and university school settings, community hospitals, local health departments, specialty clinics, wellness facilities, retirement and extended care facilities, and cooperative extension service.

A wide variety of experiences in a community setting will serve to enhance learning and is in keeping with the mission statement of the internship/supervised practice program. A pool of approximately 40 facilities with qualified preceptors is available for rotation experiences in the area.

DIETETICS & NUTRITION THERAPY GRADUATE PROGRAM APPLICATION CHECKLIST AY 2022-2023

The **deadlines** to submit your online application through the Dietetic Internship Centralized Application System (DICAS) are detailed below:

***The DICAS application cycle opens: October 4, 2022.**

***The last date you can create an account, request recommendations, or submit your application is July 14, 2023 at 4 pm (Central Time).**

***The DICAS application cycle closes: July 21, 2023 at 11:59 pm (Central Time).**

Please note that UCA participates in a spring match; however, you can submit your application early. Applications will be accepted to the program on an ongoing basis until the cohort is full. The preferred deadline is usually in January and students will be notified in February.

Individual program's deadline may differ from the application's cycle dates. Students should check with each program individually to review deadlines for application.

COMPLETED	PREPARATION
	1. Review current directory of Dietetic Internships available online at www.eatright.org under Students tab.
	2. Obtain current application materials from chosen internship/supervised practice programs AS SOON AS POSSIBLE. Review and follow ALL instructions carefully.
	3. Register for and take the Graduate Record Exam (GRE) for admission at http://www.ets.org/gre/ . The GRE exam should be taken as soon as possible because it takes some time to get your scores which must be included on your application.
	TRANSCRIPTS
	4. Applicants must have a DICAS account: Register with DICAS at https://dicas.liasoncas.com/applicant-ux/ . Select Computer Matching, and then programs participating in DICAS. Internship/Supervised Practice Program priorities should be selected carefully. No changes will be accepted after you click submit. There is a \$40.00 fee for the first school and a \$20.00 fee for

	each additional school.
	5. Applicants must input the schools attended on DICAS (grades don't have to be input in order to request the transcript).
	6. Applicants must print out the school-specific and applicant-specific transcript request form (this contains the bar code which is scanned with the transcript and how each transcript is "linked" to the correct DICAS applicant account).
	7. Applicants must request original transcripts from their registrar and include the DICAS transcript request form with the bar code. Request OFFICIAL transcripts from ALL colleges/universities you have attended to be sent to the program(s) for which you are applying. With DICAS, the transcripts are sent to DICAS
	8. Enter your courses* taken at each college/university exactly as it is on your transcript (prefix, number). If you are a grad/post-bac student taking (or have taken) any undergraduate course for the DPD, you will note those courses as well as any graduate courses completed as part of the GPA calculation for DICAS.
	9. If you apply to a program that does not participate in DICAS, you still must register with DICAS in case you do not get accepted and wish to apply to another program in the clearing house (formerly called "second round") that does participate in DICAS.
	DICAS APPLICATION: GRADES
	10. A MINIMUM OF 3.0 GPA IS REQUIRED FOR ADMISSION INTO MOST POST- GRADUATE DIETETIC INTERNSHIP/SUPERVISED PRACTICE PROGRAMS. Check the requirements of each DI to which you wish to apply. GPA Calculator: http://uca.edu/advising/gpa-calculator/
	DICAS APPLICATION: INTENT TO COMPLETE OR VERIFICATION STATEMENT
	11. Request the "Declaration of Intent to Complete" form or the "Verification Statement" from your DPD Director at least 1 month prior to the deadline for your match (see above dates).
	DICAS APPLICATION: REFERENCES
	12. Request references from advisor/faculty/employers at least 1 month prior to the deadline for your match (see above dates).
	13. References will be completed online through DICAS, but you must ask the person ahead of time and obtain the email address they wish to use to complete the reference.
	14. You may only select three references for each DI , but these can be different for each DI. The applicant will not see the references after completed but will be able to check the application to see if the references have been submitted.
	15. Provide your updated resume for each person you ask to complete your references. Include information concerning your GPA, work experience, school activities, honors received, courses you took with them and which year/semester, etc.
	DICAS APPLICATION: PERSONAL STATEMENT
	16. Compose your personal statement in Word, proofread, and spell check. Cut and paste this statement into the online application. You should have a different personal statement for each program application. Each program may have different requirements!
	GENERAL INSTRUCTIONS

	<p>17. Complete the remaining sections of the DICAS application: upload the following:</p> <ul style="list-style-type: none"> ● Resume (in professional format) ● Honors and Awards (Phi Upsilon Omicron, scholarships, Dean's/President's lists, recognitions or awards) ● Sports and Extracurricular Activities (student athlete / intramural athletics, SDA, AAFCS, AND) ● Certifications (Serve Safe, other) ● Work Experience (paid experience) ● Volunteer Experience (non-paid experience, job shadowing)
	<p>18. Carefully proof all materials you upload. You can go in and out of the DICAS application program as often as you want until you click Submit. Once you click "Submit" it is submitted and CANNOT be retrieved. It is recommended you submit well before your midnight deadline. Computer glitches happen at the most inopportune times!</p>
	D & D DIGITAL MATCHING
	<p>19. Register with D&D Digital at www.dnddigital.com. This requires a \$55.00 fee.</p>
	<p>20. Matching Results: D & D Digital Systems will notify you by posting your matching results on their web site at 6:00 pm on match date.</p>
	ACCEPTANCE!
	<p>21. Notify the Internship/Supervised Practice Director of the school to which you matched of your agreement to accept the Dietetic Internship/Supervised Practice appointment within 24 hours of notification.</p>
	<p>22. After you complete all requirements for the verification statement (B. S. in Nutrition or for the post-Baccalaureate student, the DPD requirements), you are required to send an original signed copy of your verification statement directly to the Director of your Dietetic Internship/Supervised Practice.</p>
	<p>23. After selection and acceptance of an internship/supervised practice position, the intern will request original transcripts to be sent to that institution.</p>
	NO MATCH
	<p>19. If you do not receive a match, contact your DPD Director the Monday after your notification day for a "waiting" list of openings at other internships/supervised practices. These lists will be available two days after the notification day for each match. If you wish to apply in the clearing house you must proceed quickly to be considered and you must already be registered with DICAS.</p>
	<p>Always have a "Plan B" ready in the event you do not receive an internship/supervised practice appointment on the first try. Graduate school and work experience are beneficial for the next opportunity to apply to an internship/supervised practice. DO NOT be discouraged—think positively and know your advisors are willing to assist you!</p>

***The following classes are entered into the DICAS application for your GPA calculation for UCA DPD applicants:**

Professional Courses

FACS 2341 Lifespan Development
 FACS 3311 Resource Management
 FACS 3372 Personal & Family Finance
 NUTR 1100 Intro to the Dietetics Profession
 NUTR 1300 Foundations of Nutrition
 NUTR 2311 Meal Management
 NUTR 3310 Food Science

Science Courses

BIOL 1400 Biology
 BIOL 3406 Structure / Function -Human Body 1
 BIOL 3407 Structure / Function- Human Body 2
 BIOL 2411 Microbiology
 CHEM 1402 Chemistry for Health Sciences
 CHEM 2450 Intro Organic & Biochemistry

NUTR 3350 Community Nutrition
NUTR 3370 Lifecycle Nutrition 1
NUTR 3371 Nutrition Counseling
NUTR 3375 Lifecycle Nutrition 2
NUTR 3380 Food Economics
NUTR 3390 Nutrition / Metabolism
NUTR 4301 Research in FACS
NUTR 4315 Sports Nutrition
NUTR 4321 Nutrition Services Administration
NUTR 4325 Medical Nutrition Therapy I
NUTR 4335 Nutrition Senior Seminar
NUR 4351 Experimental Food Science
NUTR 4374 Medical Nutrition Therapy II
NUTR 4395 Nutrition: Contemporary Issues
FACS 3356 Methods
PSYC 2330, SOC 2321 or MATH 2311 Statistics

(Revised 3/05/2020)

Dietetic Technician, Registered (DTR) Exam Information

The following information has been summarized for you from the Commission on Dietetic Registration's website. Please visit www.cdrnet.org to find additional information as well as exam study materials.

What is a DTR?

A DTR is an individual trained in food and nutrition and is an integral part of the health-care and foodservice management teams. They work independently or in teams with registered dietitians in a variety of employment settings, including health care, business and industry, community/public health, foodservice and research. Many work environments require that an individual be credentialed as a DTR.

What career opportunities are available for DTRs?

DTRs work in the following areas:

- Hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities helping to treat and prevent disease and administering medical nutrition therapy as an important part of health-care teams.
- Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals, managing employees, purchasing and food preparation and preparing budgets within foodservice operations.
- WIC programs, public health agencies, Meals on Wheels and community health programs, developing and teaching nutrition classes for the public.
- Health clubs, weight management clinics and community wellness centers, helping to educate clients about the connection between food, fitness and health.
- Food companies, contract food management companies or food vending and distributing operations developing menus, overseeing foodservice sanitation and food safety and preparing food labeling information and nutrient analysis.

DIETETIC TECHNICIAN, REGISTERED (DTR) EXAM CHECKLIST

Students who have completed the DPD program since 1991 may sit for the DTR Exam.

Please follow the directions below to establish eligibility to take the registration examination for dietetic technicians.

1. Request an original transcript be sent to Dr. Cupp at jcupp@uca.edu online.
2. Notify Dr. Cupp of your intent by emailing her at jcupp@uca.edu.
3. You will receive an email requesting additional information from both Dr. Cupp and CDR. Once both of those are completed, CDR will notify you that you are eligible to take the exam.

Graduate Studies at UCA

The graduate program in Nutrition and Family Sciences leads to the Master of Science degree. The program is designed to serve the needs of qualified students preparing for Nutrition and Family Sciences careers in business, education, hospitals, industry, government, community agencies, and for entering a doctoral program in Nutrition and Family Sciences or in a related discipline. Specific information is available at <https://uca.edu/nfs/programs/ms/>.

UCA Graduate School Admission Procedures

To be granted regular admission to graduate school, students must have:

1. Obtained a baccalaureate degree from an accredited institution;
2. Achieved a minimum cumulative undergraduate GPA of 2.70 on a scale of 4.00 or at least a 3.00 in the last 60 hours of undergraduate study;
3. Achieved a minimum 3.00 GPA on any graduate course work previously taken at another accredited institution;
4. Submitted required test scores (GMAT, GRE, Praxis I) or a valid educator license for College of Education applicants; and
5. Met any additional program admission requirements (e.g. minimum test scores, interview, statement of purpose) specified by the department/program.

Admission to the M.S. degree in Nutrition and Family Sciences requires the student to have a baccalaureate degree in Nutrition and Family Sciences or an allied area and meet entrance requirements for graduate school. In addition to entrance requirements for the graduate school, satisfactory scores on the General Section of the Graduate Record Examinations (GRE) must be submitted. For students wishing to pursue a specific graduate program, the admission process involves a mutual decision between the Graduate Dean and the appropriate department. Application materials may be obtained by contacting the Graduate School and requesting copies of the form Application for Admission to Graduate Study; application forms are also available on the web at <http://uca.edu/graduateschool/admission-process/>

Transmission of these forms, the required application fee, official transcripts of all undergraduate and graduate work, and required test scores (GRE) to the Graduate Office normally will complete an application for admission. Application materials are shared with the department for a recommendation about whether to admit a student to graduate studies and under which type of admission.

Applications are retained on students who are admitted but do not enroll for three years. After three years, these credentials are discarded, making it necessary to reapply for admission and furnish all credentials again for evaluation. The credentials of applicants who were denied admission are also retained for three years.

Graduate School Office

201 Donaghey Ave.
Torreyson West, Room 328
Conway, AR 72035
Phone: 1.501.450.3124
Fax: 1.501.450.5678

Related Employment

Graduates with the B. S. degree in nutrition who do not choose to pursue the Dietetic Internship/Supervised Practice have career opportunities available including:

- State Department of Health providing education, resources and educational materials in the area of nutrition to other health professionals, organizations, programs and the general public.
- Cooperative Extension Service providing educational programs and research-based information to the people of Arkansas (or other states) including agricultural programs, family financial management and youth education.
- Hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities helping to treat and prevent disease and administering medical nutrition therapy as an important part of health-care teams
- Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals, managing employees, purchasing and food preparation and preparing budgets within foodservice operations.
- WIC programs, public health agencies, Meals on Wheels and community health programs, developing and teaching nutrition classes for the public.
- Health clubs, weight management clinics and community wellness centers, helping to educate clients about the connection between food, fitness and health.
- Food companies, contract food management companies or food vending and distributing operations developing menus, overseeing foodservice sanitation and food safety and preparing food labeling information and nutrient analysis.

Helpful Websites

Academy of Dietetics & Nutrition: www.eatright.org

Accreditation Council for Education in Nutrition & Dietetics:

<https://www.eatrightpro.org/acend>

Graduate Record Exam: <http://www.ets.org/gre/>

University of Central Arkansas (UCA): www.uca.edu

UCA nutrition page: www.uca.edu/nfs

UCA undergraduate catalog: <http://www.uca.edu/ubulletin/>

UCA academic calendar: <http://www.uca.edu/registrar/academiccalendar.php>