STUDENT HANDBOOK

For the UND

Coordinated Program in Dietetics

Academic Year 2016-2017

Department of Nutrition and Dietetics
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The Coordinated Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 1-800-877-1600, ext. 4872. ACEND has established Standards of Education which accredited programs must meet that include knowledge and competency requirements.

The Accreditation Council for Education in Nutrition and Dietetics will review complaints that relate to a program’s compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the accreditation standards and or ACEND’s policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy for Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600, ext. 4872.

Written complaints should be mailed to: Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.
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Introduction

The Coordinated Program in Dietetics (CP) at the University of North Dakota has been producing outstanding dietetics professionals for nearly 40 years. UND has had an approved dietetics curriculum since the 1930s. The CP was granted developmental accreditation to accept its first class in fall semester of 1975. Full accreditation status was granted in 1979 and has been maintained to the present. Many CP graduates now work with current students as preceptors and as mentors. The Coordinated Program at UND has full accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND); the current accrediting period runs through 2021.

The Department of Nutrition and Dietetics is housed within the College of Nursing and Professional Disciplines. Students may complete curriculum requirements leading to a Master of Science in Nutrition, a Bachelor of Science in Community Nutrition or a Bachelor of Science in Dietetics.

Only students who have completed an ACEND-accredited program such as the Coordinated Program in Dietetics are eligible to take the exam to become a Registered Dietitian Nutritionist, and the only route to membership in the Academy of Nutrition and Dietetics and registration eligibility currently offered at UND is the B.S. in Dietetics (Coordinated Program).
The dietetics major is divided into two phases: pre-professional and professional. Students in the pre-professional phase of the major are identified by the Registrar with a major of pre-dietetics. Once accepted into the program, the program director will notify the Registrar, and a major of dietetics is assigned to the individual.

Students in Dietetics (CP) share many classes with students seeking a Community Nutrition (CN) major. CN students and pre-professional dietetic students both complete courses in communication, psychology, the sciences, primarily chemistry, anatomy and physiology, math courses, various nutrition classes, research and professional exploration. CP required courses include didactic courses such as food science, food service systems production and food service systems management, medical nutrition therapy, community nutrition and other professional courses.

**Equal Opportunity**

It is the policy of the University of North Dakota that there shall be no discrimination against persons because of race, religion, age, color, disability, sexual orientation, gender identity, genetic information, national origin, marital status, veteran’s status or political belief or affiliation, and that equal opportunity and access to facilities shall be available to all. Responsibility for coordination of compliance efforts and receipt of inquiries, including Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination Act of 1975, Sections 503 and 504 of the Rehabilitation Act of 1973, the American Disabilities Act of 1991, and the Genetic Information Nondiscrimination Act of 2008 has been delegated to:

Donna Smith, J.D.
Director, Equal Employment Opportunity/Affirmative Action, Title IX
Coordinator, Section 504 Coordinator
401 Twamley Hall
264 Centennial Drive Stop 7097
Grand Forks, ND 58202-7097
701-777-4171
und.affirmativeaction.office@und.edu

**Job Outlook**

**The Profession of Dietetics** (from www.eatright.org)

Public interest in nutrition and wellness is growing rapidly. Consumers are increasingly seeking guidance in applying basic nutrition principles to their own lifestyle. The Registered Dietitian Nutritionist (RDN) is uniquely qualified to provide such guidance. RDN’s are nutrition experts recognized by the medical profession and the public as a credible source of evidence-based nutrition information.

RDN’s are trained in nutrition and foodservice operation to maintain, improve, or restore health. These services may be provided in a variety of settings including worksite wellness programs, hospitals, nursing homes, schools and community agencies. Opportunities also exist in diverse areas such as research centers, business and industry, private practice, public health, sports medicine, sales, journalism as well as other areas.

The US Bureau of Labor Statistics predicts that the number of jobs for registered dietitians and nutritionists will increase by 9% between 2008 and 2018; however the Academy believes even more will be needed. Reasons include ongoing developments in the delivery of health care; the nation’s obesity
epidemic, coupled with increases in avoidable diseases and conditions such as hypertension, cardiovascular disease and diabetes; and consumer’s ever-increasing interest in taking charge of their own health (www.eatright.org).

According to the Academy of Nutrition and Dietetics 2013 Dietetics Compensation and Benefits Survey, the median annual income of all RDs or RDNs in the U.S. who have been working in the field for four years or less was about $54,000. Positions showing the greatest median hourly wage gains in percentage terms from 2011 to 2013 include research dietitians, outpatient dietitians specializing in weight management and WIC nutritionists. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility, and supply of RDNs. Salaries increase with years of experience, and many RDNs, particularly those in management, business, education and research earn incomes above $90,000.

**UND Pathway to the RDN Credential**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND), which is a branch of the Academy, works in conjunction with another branch of the Academy, the Commission on Dietetic Registration (CDR), to set the guidelines for how one becomes an RDN. Four steps on the path to obtaining and maintaining RDN status include:

1. A student must complete at least a baccalaureate degree at a US regionally accredited university and course work approved by ACEND. Students completing a major in dietetics at UND are granted a Bachelor of Science degree in dietetics that meets this requirement.
2. Students are required to complete a minimum of 1200 hours of supervised practice experience in an ACEND-accredited program, covering medical nutrition therapy, community nutrition, and food service production and management. At UND, supervised practice experience is completed in the professional phase of the major at the same time students are completing requirements for their bachelor’s degree. All courses at UND with N&D 498 listed before them are the supervised practice experience that correlate with related didactic courses.
3. After successful completion of both the academic and supervised practice components, graduates are issued a verification statement, making them eligible to sit for the registration examination for dietitians. This national exam is administered by the Commission on Dietetic Registration (CDR). Successful completion of this exam allows the individual to use the credential, RD or RDN, after his/her name, indicating they are a Registered Dietitian Nutritionist.
4. Once registered, the RDN must complete continuing professional education requirements (75 credits every five years) to maintain registration.

**Licensure**

Forty-six states currently have licensure and/or certification laws for dietitians, (exceptions: Arizona, New Jersey, Colorado and Michigan). Licensing dietitians and nutritionists assures the public that individuals disseminating nutrition advice have the appropriate education and experience. The CP student is encouraged to explore licensure requirements in the state they intend to practice. Information on licensure requirements of each state is found at www.eatrightpro.org/.

Upon graduation, the dietetic graduate is immediately eligible to apply for a limited license to practice in North Dakota until successful passage of the registration examination has been achieved. After passing
the registration exam, the CP graduate is eligible to apply for full licensure as a Licensed Registered Dietitian (LRD) in North Dakota. Information on North Dakota licensure can be found at www.ndbodp.com/.

**Professional Membership in the Academy of Nutrition and Dietetics**
The Academy of Nutrition and Dietetics is the national professional organization for Registered Dietitian Nutritionists (RDN’s) and Dietetic Technicians, Registered (DTR’s). It provides a network for professional contacts and keeps members informed of current professional information through its’ annual conference (FNCE), a ‘members only’ section of its website, and a variety of publications and resources, including the Journal of the Academy of Nutrition and Dietetics and the Evidence Analysis Library. The North Dakota Academy of Nutrition and Dietetics (NDAND) is an affiliate of and link to the Academy. State meetings provide members with opportunities to network and gain current information. NDAND has district affiliates, locally the Grand Forks District of the NDAND. The Grand Forks District offers free membership to UND students in the professional phase of the CP.

One of the goals of the Coordinated Program is to help students develop a positive attitude toward lifelong professional development. To introduce this concept, students in the UND program are required to become a student member of the Academy of Nutrition and Dietetics and are encouraged to join other professional organizations such as the North Dakota Nutrition Council. All students are encouraged to attend professional meetings such as the Food and Nutrition Conference and Exhibition (FNCE) of the Academy of Nutrition and Dietetics, the North Dakota Academy of Nutrition and Dietetics annual meeting, the North Dakota Nutrition Council annual meeting, and other organization seminars. Many of these organizations offer a generous student discount to attend their meetings, and attending professional meetings is highly encouraged. Attendance at some professional meetings is required. Students in the program are given the assignment to develop a model of a professional development portfolio like RDN’s do, and the accumulation of fifteen continuing education units by the completion of the program is required to complete the assignment. Participation in professional organizations such as that described here are prime opportunities for students to gather mock CEU’s for their Professional Development Portfolio assignment.

Each member of the Academy, including both student and professional members, is expected to comply with the Code of Ethics for the Profession of Dietetics and the Standards of Practice and Professional Performance. The Code of Ethics is printed in this handbook (p 24-26). The Code, the SOP and the SOPP will be introduced upon entering the program and addressed throughout the professional curriculum.

**Pre-Dietetics**
All dietetics majors complete the required curriculum for a Bachelor of Science degree in dietetics approved by the department and university. To be considered a candidate for the professional phase of the program, the student must have already completed, be currently enrolled in or plan completion through summer school enrollment of all pre-professional courses. Acceptance into the program is made, contingent on successful completion of all pre-professional science and nutrition courses prior to the first semester of the program.

The pre-professional phase of the major may be completed on a part-time or full-time basis. Once in the program, the professional phase is offered only on a full-time basis. While in the professional phase of the CP, students complete over 1200 hours of supervised practice courses. The professional phase of the program is completed in four semesters and one summer session. Successful completion of the major
results in a Bachelor of Science in Dietetics degree from UND and graduates are issued a verification statement authorizing them to sit for the registration exam to become a Registered Dietitian Nutritionist.

Completion of the pre-professional phase of the program has been designed to be completed in two years (four semesters). However the amount of time required depends on student choice to add minors, second majors, or engage in other activities that extend time for completion. Students who elect to drop a course or who do not meet the minimum grade required for the course may also run the risk of lengthening the time required to obtain their degree.

**BACHELOR OF SCIENCE IN DIETETICS, PRE-DIETETICS CURRICULUM**

<table>
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<tr>
<th>Course Number</th>
<th>Course Name</th>
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<th>Lab</th>
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<td>General Chemistry</td>
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<tr>
<td>Engl 130</td>
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<td>General Chemistry II Lab</td>
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<td>X</td>
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<td>Fundamentals of Public Speaking</td>
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<td>Total Credits:</td>
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<td>N&amp;D 260</td>
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<td>Survey of Organic Chemistry</td>
<td>X</td>
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<td>4</td>
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<tr>
<td>Chem 340L</td>
<td>Survey of Organic Chemistry Lab</td>
<td>X</td>
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<td>Foodservice Safety and Sanitation</td>
<td>X</td>
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Service Learning
Service learning is required for all students in the Nutrition and Dietetics department. It is the belief of the faculty within the department that service learning provides important opportunities for students to develop many valuable assets, including career exploration, networking opportunities, leadership & organizational skills, and many other soft skills needed to make the student more marketable in a competitive work force. Service learning provides a prime opportunity for each student to pave their own career path with individualized experiences that build on courses required in the CP curriculum in order to help each student to achieve their individual career goals. Sixty hours of service learning is required prior to admission into the Coordinated Program and ten hours per year while in the program is expected. Find more information about service learning, including criteria and forms, on the Nutrition & Dietetics website: http://www.nursing.und.edu/nutrition-dietetics/.

Academic Advising
Each student is assigned an academic advisor within the Department of Nutrition and Dietetics, and students are required to meet with their assigned advisor each semester prior to enrollment for assistance with course planning and sequencing. It is the student’s responsibility to arrive at their enrollment appointment with plans in mind and specific questions to ask.

It is important for students to be aware that some courses are offered only once a year. Because of this it is important to plan the full academic program with their advisor. Course offerings, semesters offered, and course pre-requisites for each course are included in the university catalog and the course schedule found online in Campus Connection. Students should utilize these resources when completing their academic plan with their advisor.

Pre-requisites for each course must be met, and in most cases this prevents students from being allowed to register in a course before they have met the pre-requisite. If a student enrolls in a course without the required pre-requisite, the course instructor reserves the right to administratively remove the student from their course. Under most circumstances concurrent enrollment in a course and its’ prerequisites is not allowed; however the student should check with the instructor of record to see what applies to their course.

Transferring Courses from Other Schools to UND
Students who have already completed a required course from another school or who are considering taking a required course from another school should check the UND registrar’s office “Course Equivalencies” at http://und.edu/academics/registrar/.

1. From the registrar’s home page, click on the pull-down menu: TRANSFER STUDENTS, then COURSE EQUIVALENCIES.
2. On the next page click on TRANSFER EVALUATION SYSTEM
3. Go to the A-Z index found along the top of the page and choose the first letter of the name of the institution where credits were earned.
4. Once the college or university is located, click on the link to see which classes have already been approved as a course transfer equivalent.
5. Courses from the school being considered are listed on the left of the screen and UND’s courses are on the right side of the screen. Click on the “VIEW” symbol found on the left side of each course to read the course description comparing the UND course with the course from the transferring school.
If the school has a course listed that is equivalent to the UND course, it has already been established that the course will transfer to UND. However, it is also important to determine whether some of the classes that transfer will fulfill UND’s Essential Studies requirements; it is important for students to discuss this with their academic advisor.

Substitutions for courses not pre-approved by UND must be approved by the academic advisor and the N&D Department Chair. The students must provide a course description and a syllabus from the other school for consideration of course transfer.

The student is responsible for verification that all transcripts of college credit from previous institutions are on file at the Registrar’s office by the time they apply for graduation. Failure to request transcripts in a timely manner may delay the student's graduation date. Submission of names of successful candidates to the CDR is made the day after final grades are due. Any student with an unaccounted-for gap on their transcript will not be issued a verification statement and will be omitted from the submission of candidates ready to take the registration exam for dietitians.

**Student Petitions – Essential Studies**
Students occasionally have reason to ask for an exception to the University's requirements for Essential Studies, and they may submit a petition to the Essential Studies committee to make their request. Information on filing a student petition to Essential Studies can be found at: [http://und.edu/academics/essential-studies/student-petitions.cfm/](http://und.edu/academics/essential-studies/student-petitions.cfm/). It is advisable to seek guidance from your academic advisor on how to best prepare this request.

**Student Petitions – Last 30 credits**
UND’s policy is that students must complete their last 30 credits toward their degree at UND. Any deviation from that policy must be petitioned by the student and supported by their academic advisor and signed by the department chair. The petition form can be accessed at: [http://und.edu/academics/registrar/forms.cfm](http://und.edu/academics/registrar/forms.cfm); (found under Printable Forms – Last 30 Petition). It is important to work with your academic advisor for proper submission of this request.
Application to the Professional Phase of the Program

The application process to the Coordinated Program is separate from admission to UND.

Students seeking to apply to the CP must have completed all pre-professional nutrition and science courses prior to the fall semester they will enter the program.

Application for admission to the Coordinated Program occurs in spring semester. February 15 is the application deadline. All application materials must be received by the application deadline.

Interviews will be scheduled after the closing date and when all materials have been reviewed. Applicants will be contacted by the department administrative secretary to arrange for their interview times. Interviews are typically one half hour in length and applicants interview with two professionals in two separate appointments. The purpose of the interviews is to ascertain the applicant’s knowledge about and interest in the coordinated program. The interview also helps the interviewers assess communication skills, maturity, poise, human relations skills and understanding of the rigors of the program. The successful student is able to demonstrate flexibility and adaptability and must be able to manage multiple tasks at one time. The applicant should consider the process for admission to the program as similar to application to a professional position.

The application and reference letters are submitted electronically. The request for references is triggered by the submission of the application form, therefore it is important for the applicant to begin the process with adequate lead time to allow references to submit their letters by the February 15th deadline. It is prudent for the applicant to confirm receipt of reference letters with the N&D administrative secretary.

Application materials are kept on file in the Department of Nutrition & Dietetics and with the exception of the portfolio, will not be returned to the student.

The application form and reference form are available on the Nutrition & Dietetics website: http://www.nursing.und.edu/nutrition-dietetics/index.cfm

Criteria for Admission to the Professional Phase of the Program

- Minimum GPA of 2.6 at the end of the fall semester in the year of application; however it is important to note the average GPA of those accepted is closer to 3.4.
- A ‘C’ or better in all nutrition, foods, and science courses
- A demonstrated interest in the field of dietetics
- At least 60 hours of documented service learning activity prior to entering the program
The selection process consists of:

- Completion of the online CP application
- Two letters of reference; one academic and one employment related, from individuals who can attest to the student’s potential for success in the program
- Submission of a portfolio prefaced with a resume and personal letter identifying why the student seeks admission to the program
- Two personal interviews with selection committee members (two individual 1:1 interviews)

* * Although it is not required for students seeking admission into the Coordinated Program, feedback from preceptors and program graduates indicate that those who have worked as a diet aide in a foodservice department are at a strong advantage to be successful in the program. Students are encouraged to consider such employment to strengthen their portfolio and their performance in the program.

After all applicants have completed the steps in the admission procedure the selection committee meets with department faculty to recommend individuals into the Coordinated Program. Each applicant will be notified by mail of the results of the selection process. Notification will occur shortly after spring break.

The CP is accredited to accept up to 12 students each year; however, the program is not mandated to fill all slots each year. Only students who meet specific qualifications and pass the application process will be considered. The application process for admission to the coordinated program is separate from admission to UND.

Students accepted into the program are expected to abide by the policies and procedures set forth by the program and maintain the minimum GPA of 2.6 for the remainder of the semester prior to and for the duration of the CP program. The inability to maintain a GPA of at least 2.6 will result in the student being placed on probation.

**Coordinated Program Description**

**Time Expectations**
The CP at UND provides both the academic and supervised practice requirements necessary for graduates to sit for the CDR registration exam. The condensed nature of coordinated programs is fast-paced and intense, as it combines the internship (minimum 1200 hours of supervised practice) requirements with undergraduate degree requirements. The professional phase of the program at UND is completed in five semesters, (four semesters plus one summer session).

It is important for the CP student to be committed, both in time and effort, to the program. It is critical for the CP student to realize how important it is to always attend supervised practice obligations and to maintain their best professional behavior at all times they are representing UND and the Department of Nutrition and Dietetics.

Because the program is considered a time of intensive, hands-on experience, it is important for students to consider supervised practice and the didactic courses a priority. The program is essentially a full-time job. Students are encouraged not to work in an outside paying job while school is in session, and CP
program expectations cannot be altered to accommodate work schedules. If an outside job is held, students should plan to schedule work hours in evenings or weekends only. Since practicum experiences may entail some evenings and occasionally a weekend, students choosing to hold an outside job should work closely with their preceptor and faculty members regarding scheduling issues.

**Mission Statement**

The Coordinated Program in Dietetics will prepare entry-level dietetic practitioners to use evidence-based guidelines to provide food and nutrition programs and services to meet the needs of citizens in North Dakota and beyond. Our mission includes service especially to those living in rural and/or underserved communities.

**Program Goals and Outcome Measures**

Coordinated program goals and outcomes were revised spring 2012 to meet the ACEND 2012 standards. Outcome measures for these goals were revised based upon the 2012 ACEND standards as part of the accreditation process.

**Program Goal #1:** Prepare graduates for entry-level practice as competent dietitians, especially in rural communities.

Outcome measures:

1. Over a five-year period, 90% of students beginning the professional phase of the program (fall semester, junior year) will complete the CP within three years (150% of expected CP completion time).
2. Over a five-year period, at least 80% of CP graduates will pass the Registration Examination for Dietitians on their first attempt.
3. Over a five-year period, 80% of CP graduates whose whereabouts are known will be employed in dietetics-related fields or pursuing advanced education within twelve months of graduation.
4. Over a five-year period, 90% or more of graduates responding to the one-year post-graduation survey will rate themselves as prepared or well prepared for their first position.
5. Over a five-year period, 90% or more of employed CP graduates responding to item on the one-year post-graduation survey will rate themselves as prepared or well prepared for practice in a rural environment.
6. Over a five-year period, 90% of graduating seniors will rate their overall preparation for an entry-level dietetics position as either prepared (good) or well-prepared (excellent).

**Program Goal #2:** Instill graduates with the desire, knowledge and skills for professional growth and success.

1. Over a five-year period, at least 80% of CP graduates responding to the one-year post-graduation survey will report membership in at least one professional organization.
2. Over a five-year period, at least 60% of CP graduates responding to the one-year post-graduation survey will report service in their community.
CORE COMPETENCIES FOR ENTRY-LEVEL REGISTERED DIETITIANS

The Bachelor of Science in Dietetics, Coordinated Program curriculum is described by core knowledge and competencies required for dietetic practice established by the Academy’s accrediting body, the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The most recent set of standards were released in 2012 and include four competency areas:

1. Scientific and evidence base of practice
2. Professional practice expectations
3. Clinical and customer services
4. Practice management and use of resources

In addition, each competency area is supported by knowledge requirements, and these three areas of knowledge underlying competency requirements must be evident in the curriculum:

- Food and food systems
- Physical and biological sciences
- Behavioral and social sciences

ACEND’s competencies for registered dietitians (CRDs) specify what every dietitian should be able to do at the beginning of his/her professional career. These competencies assume that students have acquired the foundation knowledge requirements (KRDs). The coordinated program curriculum translates the knowledge requirements and competencies into a sequence of pre-dietetics courses, program didactic (classroom/lecture) courses and supervised practice (hands-on experience) courses occurring at professional practice sites. The coordinated program incorporates ACEND’s CRDs and KRDs into all didactic and supervised practice content to ensure that program graduates meet the Academy’s requirements for dietetic practice. Below you will find the 2012 ACEND Standards for coordinated programs in dietetics.

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

KRD 1.1: Scientific basis of the profession: research methodology, interpretation of research literature, integration of research principles into evidence-based practice.

CRD 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.

CRD 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy’s Evidence Analysis Library and Evidence based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, national Guideline Clearinghouse Websites) in the nutrition care process and model and other areas of dietetics practice.

CRD 1.3: Justify programs, products, services and care using appropriate evidence or data.

CRD 1.4: Evaluate emerging research for application in dietetics practice.

CRD 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.
2. Professional Practice Expectations: Beliefs, values, attitudes, behaviors for professional dietitian level of practice

**KRD 2.1**: Opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.

**KRD 2.2**: Principles and techniques of effective counseling methods

**KRD 2.3**: Opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.

**CRD 2.1**: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics.

**CRD 2.2**: Demonstrate professional writing skills in preparing professional communications.

**CRD 2.3**: Design, implement and evaluate presentations to a target audience.

**CRD 2.4**: Use effective education and counseling skills to facilitate behavior change.

**CRD 2.5**: Demonstrate active participation, teamwork and contributions in group settings.

**CRD 2.6**: Assign patient care activities to DTRs and/or support personnel as appropriate.

**CRD 2.7**: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

**CRD 2.8**: Apply leadership skills to achieve desired outcomes

**CRD 2.9**: Participate in professional and community organizations

**CRD 2.10**: Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services.

**CRD 2.11**: Demonstrate professional attributes within various organizational cultures.

**CRD 2.12**: Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration.

**CRD 2.13**: Demonstrate negotiation skills.
3. **Clinical and Customer Services: Development/delivery of information, products/services to individuals, groups and populations.**

**KRD 3.1:** The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

**KRD 3.2:** The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.

**KRD 3.3:** The curriculum must include education and behavior change theories and techniques.

**CRD 3.1:** Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
   a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.
   b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements.
   c. Plan and implement nutrition interventions to include prioritizing and nutrition diagnosis.
   d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis.
   e. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.

**CRD 3.2:** Demonstrate effective communications skills for clinical and customer services in a variety of formats.

**CRD 3.3:** Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

**CRD 3.4:** Deliver respectful, science-based answers to consumer questions concerning emerging trends.

**CRD 3.5:** Coordinate procurement, production, distribution and service of goods and services.

**CRD 3.6:** Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodates the cultural diversity and health needs of various populations, groups and individuals.

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

**KRD 4.1:** The curriculum must include management and business theories and principles required to deliver programs and services.

**KRD 4.2:** The curriculum must include content related to quality management of food and nutrition services.

**KRD 4.3:** The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.
KRD 4.4: The curriculum must include content related to health care systems.

KRD 4.5: The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.

CRD 4.1: Participate in management of human resources.

CRD 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRD 4.3: Participate in public policy activities, including both legislative and regulatory initiatives.

CRD 4.4: Conduct clinical and customer service quality management activities.

CRD 4.5: Use current informatics technology to develop, store, retrieve and disseminate information and data.

CRD 4.6: Analyze quality, financial or productivity data and develop a plan for intervention.

CRD 4.7: Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment.

CRD 4.8: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRD 4.9: Analyze financial data to assess utilization of resources.

CRD 4.10: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRD 4.11: Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.

5. Support Knowledge: Knowledge underlying the requirements specified above.

KRD 5.1: The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

KRD 5.2: The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism and nutrition across the lifespan.

KRD 5.3: The behavioral and social science foundation of the dietetic profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.
Coordinated Program Curriculum

Bachelor of Science in Dietetics – Coordinated Program Curriculum

<table>
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<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Lecture</th>
<th>Lab</th>
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In both the pre-dietetics and dietetics phases of the curriculum, learning activities are planned to move from more simple to complex, and it is important for students to retain information from prior classes to build on throughout their student career. For this reason, a comprehensive exam is administered within the first two weeks of the junior semester covering the content of all required courses taken thus far in the curriculum. This exam will give the student a clearer picture of the expectations for what they should already know in order to do well in upcoming classes. The exam is administered in Blackboard, and the format is modeled after the RD credentialing exam (one question at a time with no back-tracking). A
minimum score of 70% must be achieved on this exam in order to proceed to supervised practice. Students may repeat the exam until the minimum score is achieved.

The N&D classes in the five semesters of the professional phase of the program (includes four semesters plus a summer session between the junior and senior years) must be done in sequence and the paired courses described within this section, below, should optimally be taken together.

**First Semester** (fall semester, junior year):
The first semester of the program provides supervised practice experience in two areas: Food Systems Production and Medical Nutrition Therapy (MNT-I). Supervised practice days are on Tuesdays and Thursdays, and students attend didactic classes on campus on Monday, Wednesday and Friday. Some preliminary work such as participation in role plays or completion of case studies is conducted on campus prior to placement at the supervised practice sites.

N&D 340/498A-FSP – Foodservice Systems Production
Food Systems Production supervised practice (N&D 498-FSP) is intended to correlate with N&D 340 and occurs at UND Dining Services. N&D 340 is open to any UND student who has completed prerequisite courses; N&D 498-FSP is open to only CP students.

These are the first two classes in the area of foodservice systems production. The purpose is to introduce students to the foodservice career path and to provide them with opportunities to learn and to develop professional skills in this area. These courses are designed to introduce students to the many facets of a ‘quality’ quantity foodservice department.

Students work various shifts ranging from approximately 6:00 a.m. – 7:30 p.m. with the exception of one night shift where students spend time at the campus bakery. A foodservice uniform is worn on food production supervised practice days, and a total of 10 days is spent in food production rotations.

N&D350/498A – MNT 1 – Medical Nutrition Therapy 1
The MNT introductory courses provide the opportunity for students to begin building their medical nutrition therapy knowledge base and skills. Through utilizing knowledge of nutrition, physiology, and other natural and social sciences, the students assess the nutritional status of individuals with common medical conditions and apply appropriate medical nutrition therapy interventions in caring for these individuals.

N&D 498A-MNT I supervised practice is completed at a long term care facility in Grand Forks. Students are scheduled during daytime business hours, and the dress code is business casual. A total of nine days is spent at the health care facility with several additional hours spent on-campus completing learning activities in preparation for supervised practice at the facility.

N&D 341 – Community Nutrition
N&D 341 is the first of a two-part didactic course. Refer to spring semester in the following section for a comprehensive overview of community nutrition courses.
Second Semester (spring semester, junior year):
In this semester time management becomes critically important as the student learns increased self-management skills necessary for balancing classroom expectations with supervised practice activities.

N&D 341/342/498A – CN Community Nutrition
N&D 341/342 is a two-part course taught over two semesters and is required for all students majoring in Community Nutrition and Dietetics. Taken together, N&D 341/342 fulfills the UND Essential Studies requirement for Advanced Communication. The goal of Community Nutrition is to integrate knowledge of nutrition and the social sciences in order to help define the role of the community nutritionist.

In supervised practice students are exposed to various community programs and health promotion activities within the university and the greater Grand Forks community. Initiating the development of interviewing, counseling, and education skills is emphasized through supervised practice along with service learning experiences at the university and in local elementary schools, community health agencies, selected community nutrition education facilities, and with simulation.

With a couple of exceptions, Tuesdays and Thursdays are devoted to supervised practice activities; Monday, Wednesday and Friday are class days on campus.

Summer Session
N&D 440/498A – FSM – Foodservice Systems Management
The foodservice systems management course and its experiential component are a continuation of Foodservice Systems Production and are designed to give the student a thorough understanding of the principles of foodservice systems management. This includes quality management principles, marketing, human resources, and financial and budget considerations. Both courses are taken in the summer. N&D 440 is a three-week didactic course completed online prior to beginning the five-week N&D 498A-FSM rotation.

From this point and going forward, students are placed at several sites outside of the Grand Forks area. Efforts are made to accommodate students’ preferences based on living arrangements, however students should anticipate being away from Grand Forks for at least part of their supervised practice from this point forward and plan accordingly. The first consideration in placing students at sites will be to determine which experience is most compatible with the individual’s academic and experiential needs.

In most cases students will be placed at a practice site where the department already has an affiliation agreement established; however if a student is able to provide a professional contact from a facility where they would like to work, the program director will evaluate the site for appropriateness related to meeting learning needs, visit with the contact person to assess their willingness to precept the student and, if found appropriate, will pursue an affiliation agreement with that facility. Substantial lead time is required to pursue these requests, and no student can be placed at a facility if no affiliation agreement is in place or no qualified professional is available and willing to serve as a preceptor.

Third Semester (fall semester, senior year):
The third semester is spent primarily in advanced MNT, research class and an inter-professional class that is conducted on Tuesday evening for half of the semester. Students complete a second comprehensive exam to evaluate their knowledge thus far, similar to what was done in the first semester of the
professional program. This exam is done some time in the first couple of weeks of the semester. A minimum score of 70% is required to begin supervised practice for the semester and students will continue to attempt the exam until the minimum score is achieved.

N&D 450/498A – MNT 2 – Medical Nutrition Therapy 2
Building on the knowledge and skills gained as juniors in N&D 350/498 1, these senior level courses allow students to broaden their study and application of nutrition intervention principles and medical nutrition therapy to complex medical conditions. Supervised practice sites are located at Altru Health Systems in Grand Forks in addition to several other acute and long term health care facilities throughout North Dakota and Minnesota. A unique opportunity is available to UND dietetic students due to the proximity of the USDA Human Nutrition Research Center (HNRC) on campus. Students are given the opportunity to receive an orientation to the activities of the HNRC and spend a short time observing/participating in its’ activities.

Students should expect to be out of town overnight several times in the third semester. Students move rather quickly through numerous MNT-II rotations, and it is important that the student be able to adapt to new environments frequently.

Some out-of-town practice sites offer free or very-reduced cost housing for students. These options generally offer very basic accommodations, and it is not mandatory for students to take advantage of these amenities if they have other accommodations they would rather use. It is important, however, for the student to let the faculty coordinator know whether they plan to use the accommodations provided by the facility.

N&D 494 – Research in Nutrition and Dietetics
Research in N&D provides the opportunity to develop research writing and reporting skills through research methodology, interpretation of research literature and integration of research principles into evidence based practice.

Fourth Semester (spring semester, senior year):
The final semester provides a 12-week in-depth supervised practice experience, in most cases, at one facility. These supervised experience sites have occurred primarily throughout Minnesota and North Dakota but may extend to sites throughout the United States, based on the affiliation agreements and professional contacts that can be established. The remaining portion of the semester is used in career-preparation activity.

This final semester culminates with a mock-RD exam in preparation for the student’s success on the upcoming CDR registration exam. The mock-RD exam is administered online in Blackboard. The test is designed to be as close of a replication to taking the RD exam as it can be using the resources available on campus. It is the student’s responsibility to review on their own throughout the semester in order to do well on the mock-RD exam upon return to campus. The exam is taken one time and the score will be incorporated into the senior practicum final grade.
CODE OF STUDENT LIFE, PROFESSIONALISM AND ETHICS

As a student in the UND Coordinated Program, students are expected to exhibit professional behavior as well as be familiar with and abide by all University, Program, and ACEND policies. In general, students in the professional program should conduct themselves with behavior expected of a professional registered dietitian.

- As a University of North Dakota student you are bound by the Code of Student Life which outlines the rights and responsibilities of students, faculty and staff who make up our University community. The purpose of the information contained in the Code is to promote and maintain a learning environment appropriate for an institution of higher education and to serve as a basic guide to help prevent abuse of the rights of others.

- Students in the Coordinated Program must follow regulations set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule. Protected health information and clinical activities must remain confidential. Patient information may only be discussed with members of the healthcare team for treatment, follow-up and continuing services. It is unlawful to discuss patient information for any other reasons. Care should be taken to discuss patient information with preceptors only in private areas, and never in elevators, dining areas, hallways or other public areas. Discussions and counseling should be carried out in a low voice, unless otherwise required by the patient’s hearing limitations. Patient information and documentation must never leave the healthcare facility where students are practicing. Rotation sites may ask students to sign a confidentiality agreement to assure that they are aware of these requirements. Students must show the utmost respect for their preceptors and must not disagree with them nor interrupt them while they are counseling a patient or conversing with other healthcare professionals.

- If a student has issues with site preceptors, physicians, other health professionals or any other staff, these issues should be discussed with the program director immediately. If issues arise, discussions should take place as privately as possible. Discussing classmates, dietitians, employees, patients, doctors and others is considered unprofessional and may lead to disciplinary action.

ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS

Preamble: The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetics practitioner to client, society, self, and the profession.

The Ethics Code applies in its entirety to members of the Academy of Nutrition and Dietetics who are Registered Dietitians (RDNs) or Dietetic Technicians, Registered (DTRs). Except for aspects solely dealing with membership, the Code applies to all RDNs and DTRs who are not members of the Academy of Nutrition and Dietetics. All of the aforementioned are referred to in the Code as “dietetics practitioners.” By accepting membership in the Academy of Nutrition and Dietetics and/or accepting and maintaining
Commission on Dietetic Registration credentials, members of the Academy of Nutrition and Dietetics and the Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

**Principles:**

1. The dietetics practitioner conducts himself/herself with honesty, integrity and fairness.

2. The dietetics practitioner practices dietetics based on scientific principles and current information.

3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.

5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referees when appropriate.

6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.

7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.

8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.

9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.

10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.

12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetic practitioner provides full disclosure when a real or potential conflict of interest exists.
13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.

14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.

15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.

16. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials (RD or RDN/Registered Dietitian or Registered Dietitian Nutritionist); DTR or Dietetic Technician, Registered; CSP or Certified Specialist in Pediatric Nutrition; CSR or Certified Specialist in Renal Nutrition; and FAND or Fellow of the Academy of Nutrition and Dietetics only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials form the Commission on Dietetic Registration.
   b. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.

17. The dietetics practitioner withdraws from professional practice under the following circumstances:
   a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice.
   b. The dietetics practitioner has been adjudicated by a court to be mentally incompetent.
   c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.

18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
   a. The dietetics practitioner has been convicted of a crime under the laws of the United States, which is a felony or misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
   b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
   c. The dietetics practitioner has committed an act of misfeasance or malfeasance, which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of the Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration.
Financial Considerations

### JUNIOR YEAR (including summer session)

<table>
<thead>
<tr>
<th><strong>UND tuition and fees:</strong></th>
<th><strong>$8,137/academic year</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(in-state tuition, based on 2016-2017 Academic Year; Minnesota: $8,938; special agreements tuition: $11,476; non-resident: $19,291)</td>
<td>For more information on tuition rates, see: <a href="http://und.edu/finance-operations/student-account-services/tuition-rates.cfm">http://und.edu/finance-operations/student-account-services/tuition-rates.cfm</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Room &amp; Board:</strong></th>
<th><strong>$7,630/academic year, (Unlimited Access Plus plan), variable according to contract chosen</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(on campus rate, based on double room, both semesters; prorated for summer, based on 2016-2017 costs)</td>
<td>For more information on housing rates, see: <a href="http://und.edu/student-life/housing/residence-halls/rates.cfm">http://und.edu/student-life/housing/residence-halls/rates.cfm</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Program Fee:</strong></th>
<th><strong>$500/semester or $45/credit</strong></th>
</tr>
</thead>
</table>

### Other living expenses

<table>
<thead>
<tr>
<th><strong>Textbooks and supplies</strong></th>
<th><strong>$1000-1200</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical exam</strong></td>
<td><strong>50-100</strong></td>
</tr>
</tbody>
</table>

**Insurance***

<table>
<thead>
<tr>
<th><strong>Health</strong></th>
<th><strong>400-600</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Automobile</strong></td>
<td><strong>200-500</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Professional clothes</strong></th>
<th><strong>200</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Living expenses for supervised practice experiences (summer)</strong>**</td>
<td><strong>0-1000</strong></td>
</tr>
<tr>
<td><strong>Membership fees</strong></td>
<td><strong>50</strong></td>
</tr>
<tr>
<td>AND student member (required)</td>
<td><strong>10</strong></td>
</tr>
<tr>
<td>North Dakota Nutrition Council (optional but highly encouraged)</td>
<td><strong>100-1000</strong></td>
</tr>
<tr>
<td>Professional meeting attendance expenses (varies annually)</td>
<td><strong>100</strong></td>
</tr>
<tr>
<td>Legislative Day (occurs once, either in junior or senior year)</td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

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*Professional liability insurance and travel/accident are covered by the UND policy.*

**This will vary with the selection of sites since some students may stay in Grand Forks, while others may stay at home or with relatives/friends in out-of-town sites. Others may stay in hotels.*
## SENIOR YEAR

### UND tuition and fees
(based on 2016-2017 Academic Year)

<table>
<thead>
<tr>
<th></th>
<th>$8,137/academic year, ND resident</th>
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</table>

### Room and Board
based on 2016-2017 academic year

<table>
<thead>
<tr>
<th></th>
<th>$7,630 (on-campus rate)</th>
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</thead>
</table>

### Program Fee

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<tr>
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<th>$500/semester or $45/credit</th>
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### Other living expenses

<p>| | |</p>
<table>
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</table>

- **Textbooks and supplies**: $500-700
- **Physical exam**: 50-100
- **Insurance**
  - Health: 400-600
  - Automobile: 200-500
  - Professional clothes: 200-500
  - Transportation to supervised practice experiences**: 250-500
- **Living expenses for supervised practice experiences****: 500-3000
- **Membership fees**
  - AND student member (required): 50
  - North Dakota Nutrition Council (optional): 10
- **Professional meeting attendance (varies annually with location of meetings)**: 100-1000

*Professional liability insurance and travel/accident are covered by the UND policy.

**This will vary with the selection of sites since some students may stay in Grand Forks, while others may stay at home or with relatives/friends in out-of-town sites. Others may stay in hotels.

Online course tuition is **not** covered under UND’s cap for full time students. Regardless of how many credits you take per term, you will **pay tuition for each online course credit**.

Financial aid information can be found at the following website: [http://und.edu/admissions/financial-aid/](http://und.edu/admissions/financial-aid/). You may wish to call the Admissions Office to verify the latest figures at 701-777-3121 or email: SFA@UND.edu.
Professional Program Policies and Procedures

Withdrawal and refund of tuition and fees
Information pertaining to withdrawal from the University is found in the UND Academic Catalog. The tuition refund policy is also stated in the UND Academic Catalog. Refer to the following website for detailed information: http://www.und.edu/academics/registrar/catalog-current-cfm

Program fees will be refunded on the same schedule as tuition. Contact Student Account Services at 701-777-3911 or UND.studentaccounts@.und.edu with any questions about dates and deadlines.

Vacation, Holiday, and Attendance Policies
Students must be in attendance in class-supervised practice on the first day of the semester. Each day students are expected to be a) in the classroom or work area on time; b) prepared to begin class or work; and c) wearing the appropriate attire by the designated starting time for that scheduled class period. Any student absence due to unexpected situations require prompt communication to the appropriate instructor or preceptor to explain the situation.

Attendance at all supervised practice is mandatory. Rotations and schedules vary for each student, depending on the schedules of the sites where the students are assigned. Students work with a designated preceptor at each site to plan their work to meet competencies. Although preceptors should be aware what must be accomplished, it is the student’s responsibility to monitor their own progress toward completion of all required activities.

Excused absence is generally granted only in case of emergency or illness, and all missed supervised practice hours must be made up at the convenience and discretion of the preceptor and course instructor. With rare exception scheduling personal vacation time within supervised practice time frames is not permitted.

North Dakota winters are unpredictable at best. Students are encouraged to monitor weather forecasts when scheduled to be travelling. Students are to use their own judgement regarding the advisability of travelling during adverse weather conditions. Any hours missed must be made up.

In case of absence the student must communicate first with his/her preceptor, preferably before their expected start time for the day, then follow up with communication to the course instructor. If the student is absent due to illness, he/she must consider the nature of the illness prior to returning to work. If the nature of the illness is thought to endanger either the student or clients, physician’s documentation may be required to verify that the student is able to safely return to the clinical practice area.

Campus holidays and vacation breaks are published in the academic catalog and at www.und.edu/academics/registrar/calendar-academic-cfm/. In the first two semesters students follow the UND academic calendar for scheduled holiday breaks. Beginning with summer session the student follows the holiday arrangement of the facility they are assigned. Students and preceptors should work together to ascertain the best schedule for that facility while keeping in mind that hours missed due to a holiday must be made up.
Excessive absences, whether for illness, family emergency, or other reasons must be discussed with the program director and all faculty and preceptors involved during that semester. All parties will work together to determine if, when and how time missed will be made up.

Students are expected to abide by the schedule assigned by the faculty and preceptors. They should arrive early to be prepared to begin on time, and they should not ask to leave early. If their own work is done ahead of schedule, students should ask to assist others or prepare for the next day. The use of a planner, either electronic or paper, is highly encouraged to stay organized.

The repeated inability to report to supervised practice on time without a valid explanation will have a cumulative effect across semesters that will result in the following disciplinary action:

- A verbal warning, which will be documented and placed in the student’s program file, will be given for the first offense.
- The second offense will result in the drop of one letter grade in the supervised practice rotation of the semester the student is enrolled in at the time of the offense.
- Any further offense will result in the failure of the supervised practice experience and being put on program probation. This will delay the student’s progress in the program and they will be re-admitted on a space-available basis only if it is determined by the program director that they have met the requirements to do so.

**Protection of privacy of student information**

Information pertaining to student records can be found in the University Catalog at [http://www.und.edu/academics/registrar/catalog-current.cfm](http://www.und.edu/academics/registrar/catalog-current.cfm) and in Section 8 of the UND Code of Student Life.

The University abides by FERPA laws pertaining to maintaining the confidentiality of student records. All information, with the exception of that designated as public directory information, is considered confidential and may not be released without written consent of the student to any individual, agency or organization other than authorized personnel.

Within the Nutrition and Dietetics department, the program director maintains a file on each CP student that includes the application to the program, recommendation letters, required entrance documents and evaluations of student performance in supervised practice rotations. Program files are kept in the department for five years after the date of graduation or for the duration of the accreditation period, whichever is longer; verification statements are kept indefinitely. Each student has the right to inspect their own records under the provision of the Federal Educational Rights and Privacy Act (FERPA).

**Proof of health insurance**

Students must show evidence of medical insurance coverage, either through a family medical plan or an individual medical insurance plan. Students may purchase student health insurance if they are not covered by their family’s insurance plan.

The College currently holds an agreement with verifiedcredentials.com; it is the student’s responsibility to keep their records up to date in this system and to provide access to this record as requested by supervised practice sites. Students are responsible for any medical expenses incurred while in the program.
**Professional and general liability insurance**
The University of North Dakota provides a professional liability policy that covers dietetic students when enrolled in supervised practice courses within the professional phase of the program. Each student is covered up to $1,000,000 for any one incident, and up to $1,000,000 as a total of all claims within one calendar year period. Students are not covered by this policy when working for pay or engaging in personal volunteer work. Reasonably priced professional liability policies are available and students should consider whether an additional individual policy is needed for their situation. The company recommended by the Academy is the Marsh Affinity Group Services, a service of Seabury and Smith. This company also provides professional liability insurance for practicing credentialed Registered Dietitian Nutritionists. Information on professional liability insurance may be obtained at [www.eatrightpro.org/](http://www.eatrightpro.org/).

**Liability for safety in travel to or from assigned areas**
Travel and accidents are covered by UND when on field trips or in traveling to and from supervised practice experiences. Students must have reliable transportation to and from any off-campus activities such as supervised practice assignments, field trips and travel to professional meetings as reliable public transportation is not readily available in most instances. Proof of valid automobile insurance must be on file in verifiedcredentials.com

**Injury or illness while in a facility for supervised practice**
If a student must be absent due to illness during a supervised practice day, it is their responsibility to notify their preceptor immediately and follow up with their faculty instructor at UND. If they are absent during days they are expected to be on campus, the course instructor must be notified.

Any illness or injury incurred while at a supervised practice site in Grand Forks or the immediate area may be treated at the University Student Health Services. If at a remote site, the community’s health services may be utilized. In either instance, the student is responsible for all expenses incurred.

In the event of a student health or family emergency, the student is encouraged to seek support from the UND Counseling Center (UCC). Walk-ins to the UCC are welcome. Faculty members are also willing to accompany a student to the Counseling Center, communicate to the UCC on behalf of the student if requested to do so, or provide other support as needed during and after the emergency. Information regarding contact at the Counseling Center is found at: McCannel Hall Room 200; 777-2127; [http://und.edu/health-wellness/counseling-center/](http://und.edu/health-wellness/counseling-center/)

Students with long term chronic health concerns that become exacerbated during supervised practice must contact their campus instructor, who will communicate the circumstance to the program director. The faculty member and/or program director will coordinate with the preceptor to determine the course of action needed to protect the student’s health and well-being. Students who provide written documentation from their healthcare provider that they are unable to complete the supervised practice can request an incomplete for the semester from the program director. The student will be referred to Student Health Services, Student Counseling Services or their personal health care provider. The student’s health care provider must provide written approval for the student to return to the coordinated program and finish the incomplete coursework. The faculty member assigned to the supervised practice component will coordinate with available supervised practice sites to facilitate completion of the supervised practice experience.
Students suffering a personal crisis are encouraged to call 777-3491. This number will be answered by UND Police Dispatch and they will notify the Dean of Students (DOS). A DOS crisis team member will respond to the student’s needs and can also do an immediate notice of absence to the student’s instructors.

Information on the Dean of Students is found at: 180 McCannel Hall; 777-2664; http://und.edu/student-affairs/dean-of-students/

**Drug testing and criminal background checks**

Many healthcare organizations are requiring students be cleared through a background study prior to placement in their facilities. The Coordinated Program requires all students to submit to a criminal background check. The program director will provide each CP student with instructions on purchasing services from verifiedcredentials.com. The resulting clearances are for one year. Students must be willing to undergo a drug test at a facility’s request.

**Educational purpose of supervised practice**

During the final senior supervised practice rotation students are expected to provide staff relief as outlined in the curriculum; however students are not to replace staff on a regular basis as this violates minimum wage laws. If you believe you are regularly spending your supervised practice time covering staff vacancies, you should contact the program director or your course instructor who will discuss the issue with your supervised practice site preceptor.

**Filing and handling complaints from students and preceptors**

In keeping with the University’s policies, the coordinated programs “commitment to academic quality and integrity, as well as to academic freedom, rest upon honesty and fairness in all aspects of scholarly endeavor. Faculty must test, grade, and review student work in a manner that is fair and reasonable, and students must maintain scholastic honesty beyond reproach.”


In addition, the coordinated program must maintain a positive working relationship with the preceptors and their staff at each practicum site. Students are expected to give their utmost respect to preceptors and abide by the policies and protocols of the facility they are placed at. It is important to remember that rotation sites operate for the purpose of their primary work and not to accommodate dietetic programs. Preceptors have volunteered to work with our program, and students are expected to be professional and considerate in working with them.

If a student feels they have been treated unjustly by a preceptor or practice site, they may file a complaint regarding their preceptor, the supervised practice site to which they were assigned, or course content with the program director; the student must initiate this action within 120 calendar days from the recording of the final grade in that supervised practice experience.

a. After notification of this action by the student, the program director will communicate directly with the student, either by email, phone or in a face-to-face meeting.

b. After gathering information from the student, the program director will arrange a meeting, either by phone or a face-to-face meeting between the student, the preceptor, the course faculty member if applicable, and the program director, to resolve any misunderstanding or miscommunication.
c. The program director will summarize the meeting content in a written document. Copies will be supplied to the preceptor and the student. A third copy will be placed in the student’s program file housed in the Nutrition & Dietetics department.

d. If the student does not feel their concern has been adequately addressed, the student may file a grievance with the University following the steps outlined in Appendix III a-2 of the Code of Student Life.

A preceptor may also hold a meeting directly with a student regarding performance or regarding concerns related to conduct outlined in the practice site’s affiliation agreement. The preceptor will be asked to provide a written summary of that meeting to the program director to be kept in the student’s program file.

A preceptor or administrator may contact the program director or course faculty member directly to file a complaint regarding student performance or conduct. Preceptors are encouraged to contact the program director or course instructor before the problem(s) reaches the level of a grievance. The program director or instructor will gather pertinent information from the preceptor then communicate appropriately with all parties to resolve the issue. A written summary of the communication and plan for resolution will be provided to the student and the preceptor with a third copy retained in the student’s program file housed in the Nutrition & Dietetics department. If the preceptor or administrator does not feel that their concern has been adequately addressed by the program director, s/he may file a complaint with the department chair or the dean’s office at the University.

Every attempt will be made by the program director and/or the course instructor working with the preceptor to resolve any concern arising that might prevent the student from completing a successful supervised practice experience. Students are assured that all student matters will be handled in a private manner without fear of retaliation.

**Credits based on assessment of prior learning**

Students may receive UND credit for prior learning that applies to program didactic and supervised practice. Graduates of accredited didactic programs in dietetics or accredited dietetic technician programs may petition to waive part of the requirements in the professional phase of the program. Any didactic class at the junior level may be waived if the dietetic student takes a comprehensive final or other representative exam and earns a ‘C’ or better; this exam needs to be completed prior to the semester that the didactic course is scheduled. Senior level didactic courses will normally not be waived; however, if the student believes they have already successfully completed an equivalent course (such as N&D 440 or N&D 450), they need to present substantial documentation about their completed transfer course, pass a comprehensive final or other representative exam from the UND course with a grade of ‘B’ or better. The senior-level courses may be required to be audited at the program director and course instructor’s discretion. For N&D 494, or any N&D 498 course to be waived or altered in course credit hours, the student needs to submit a portfolio of work representing the experiences covered in that experience, based on criteria provided from the faculty teaching the course.

**Formal assessment of student learning**

Regular meetings between the student and preceptor, and the student and faculty member are important to critique learning activities and identify strengths and areas for improvement. Formal evaluations of supervised practice are completed at minimum at the end of supervised practice each semester. Final grades are determined by the instructor of record based upon preceptor evaluations in supervised
practice experiences and assignment/project scores. Course syllabi provide details about expected levels of performance, evaluation methods and frequency of evaluation for each supervised practice.

Students in the program must demonstrate competence in both knowledge and performance criterion. Every effort will be made by the preceptors and instructors to provide guidance and assistance to students with problems in any area. However, if improvement is not shown and the student continues to show a lack of commitment or ability, s/he will be counseled out of the program and encouraged to seek other career options.

**Program retention and remediation procedures**

Students will be placed on probation for the following reasons:

1. Unsatisfactory performance evaluations
2. Cumulative grade point average below 2.6
3. Grade of less than “C” in any of the courses in the professional phase of the program.

Students will be advised of their probationary status as soon as the semester grades are available. Dietetic program faculty will meet with the student to discuss the probationary status and develop plans to correct the deficiency. All deficiencies must be removed before advancing in the program.

The procedure for reinstatement following the probationary status is:

1. Present evidence of satisfactory completion of course or supervised practice experience

**And-Or**

2. Complete an admission application for reacceptance to the program if more than one year has elapsed. Reacceptance into the program will be contingent on space available.

**Disciplinary/termination procedures**

When an action by a student is perceived as a violation that requires disciplinary action, a conference will be held between the student and the program director; other faculty members will be in attendance if applicable. If the offense is minor and adequate evidence of a violation is present, a verbal warning will be issued with documentation placed in the student’s program file to reflect the warning. A second offense will result in a written warning. A third offense will result in program probation. This will delay the student’s progress in the program and they will be re-admitted on a space-available basis only if it is determined by the Program Director that they have met the requirements to do so.

The following are examples of major offenses that will result in immediate dismissal from the program with no opportunity to re-enter, including, but not limited to: theft or embezzlement of or destruction of property to anything belonging to the University, faculty or preceptors, or supervised practice sites; civil offense; possession of firearms; verbal or physical abuse of vulnerable populations served by supervised practice sites; showing up for work under the influence of illegal drugs and/or alcohol.

**Graduation and program completion requirements**

To graduate from the UND Coordinated Program in Dietetics and receive a verification statement, students must:

- Complete all coursework required for a Bachelor’s degree in dietetics
- Complete a minimum of 1200 hours of supervised practice experience
- Maintain a GPA of at least 2.6 on a 4.0 scale
- Earn a ‘C’ or better in all professional component courses
Students are expected to complete the Coordinated Program in four semesters plus one summer session. A maximum of four years is allowed to complete the program requirements (professional phase) to receive a verification statement. Failure to do so within this specified time frame will result in the need to repeat the application process to be accepted to the program.

Students must apply for their degree within the first four weeks of the semester in which they expect to receive the degree. Blank application forms are available at the Office of the Registrar or online at the Registrar’s website. It is the student’s responsibility to make sure all transfer credits from other institutions are on the UND transcript by the time of application for graduation; failure to do this delays processing of graduation as well as delayed authorization to take the registration exam.

**Verification statements**
Upon completion of graduation and program requirements, each graduate is issued five copies of a dated verification statement with an original program director signature. Graduates will need verification statements for various purposes such as taking their registration exam, applying for state licensure, etc. The original signed and dated verification statement remains on file in the Nutrition and Dietetics department indefinitely.

**Interruption of Professional Education**
If a student’s program of study is interrupted for any reason (probation, maternity leave, health/personal reasons, etc.) they must send a letter of intent for readmission to the program director by the application deadline of February 15th to assure space is available and to ascertain whether they have maintained the appropriate level of competency. More than one leave of absence will result in the need to repeat the application process for re-acceptance into the program.
Student Support Services

Dietetic students have access to and are encouraged to utilize the various support services available on campus. A brief synopsis, taken from the UND Academic Catalog, of ones most common to students is listed below. More detailed information is provided in the Catalog under the heading, “Student Services, Support Programs, and Activities.”  

http://www.und.edu/academics/registrar/catalog-current.cfm

Affirmative Action – Equal Opportunity  101 Twamley Hall  701-777-4171
Inquiries as to the equal opportunity, affirmative action, or diversity policies for UND may be directed to the affirmative action officer.

American Indian Student Services  315 Princeton Street  701-777-4291
Designed to promote and foster the academic and personal success of American Indian and other students enrolled at UND. The American Indian Center serves as an academic and social gathering area for American Indian and other students.

Career Services  280 McCannel Hall  701-777-3904
Career Services offer individual and/or group assistance in job search techniques, resume/cover letter writing, and interviewing skills. Students are encouraged to register with Career Services online via the Career Services homepage:  www.career.und.edu/. Once registered, students will have access to job openings, become available to employers searching the database, and be able to sign up for on-campus interviews.

Children’s Center  525 Stanford Road  701-777-3947
The Center serves children of UND students and employees as well as the greater Grand Forks community. Children between ages 18 months – 12 years may enroll.

Counseling Center  200 McCannel Hall  701-777-2127
Students may request UCC services by calling or visiting. Initial appointments are typically scheduled within one week. A walk-in one-time appointment is accepted on urgent matters. Most UCC services are covered by student fees; exceptions will be noted ahead of intervention. Specific services include the following: Individual counseling and therapy, testing services, career counseling, group counseling.

Dean of Students  190 McCannel Hall  701-777-2664
The Dean of Students office provides the following services:

- General advisement and campus consultation
- Student disciplinary services
- Coordination of referrals and services for students in crisis or in need
- Assistance in problem solving or identifying appropriate and available services
- Special Circumstance Late Drop/Withdrawal from UND

Disability Services for Students  180 McCannel Hall  701-777-3425
Students planning on using DSS accommodations must complete a DSS application and submit current documentation of disability.

Registrar  201 Twamley Hall  701-777-2711
The Registrar is responsible for monitoring all academic policies and procedures relative to curriculum, registration, and grade processing.
Dining Services  3625 Campus Road  701-777-3823
Residence hall students are required to choose an unlimited access or unlimited access plus meal plan. Returning students can purchase a 125 meal or 150 meal block plan. Off-campus students, faculty and staff may pay cash or purchase special meal plans. Students with special dietary needs or food allergies need to self-report those needs to Dining Services staff.

Housing  525 Stanford Road  701-777-4251
Student living facilities at UND include residence halls, apartment style housing, and apartments for single students and families. Applications are available from the Enrollment Services office, the Housing office, or online at http://und.edu/student-life/housing

U Card  Room 3 Lower Level Memorial Union, Room 3  701-777-2071
The U Card is the official University ID card and can be used at any campus service requiring identification. The U Card allows access to, or services from, the bookstore, library, complex service centers, dining centers and athletic events.

Student Financial Aid Office  216 Twamley Hall 701-777-3121
Students are offered financial assistance in various forms, including scholarships, grants, employment, and loan programs.

Student Health Services  100 McCannel Hall 701-777-4500
Student Health Services is a full service medical clinic designed to meet the health needs of all enrolled students. To make an appointment call 777-2605.

Student Success Center  Memorial Union 2nd Floor  701-777-2117
The Student Success Center focuses on three areas: advising for the undeclared student population; learning services such as tutoring, study skills assistance and support and study skills courses; and programming such as Getting Started, Staying on Track and adult re-entry programs and services.

Wellness Center  801 Princeton Street  701-777-9355
Students pay for their membership in their student fees. Faculty and staff are able to purchase a membership.

Writing Center  12 Merrifield Hall  701-777-2795
Writing consultants are available to offer constructive, positive responses to work at any stage of the writing process. To work with a consultant, schedule an appointment online at: http://writingcenter.und.edu
Senior Exit

Students will receive a link to a brief online exit survey in their UND email within the last two weeks of their final semester. The anonymous survey gives the program director important feedback to use for program improvement. A group discussion with graduating seniors and the faculty members from senior practicum will be scheduled at the end of the program, and each graduating student is also welcome to make an individual appointment with the program director to offer more in-depth feedback if they wish. The online survey and group meeting are mandatory; the individual appointment is optional.

The Registration Exam

The registration exam to become a Registered Dietitian Nutritionist is administered at designated Pearson VUE testing sites throughout the US. There is a cost charged for the exam. The following process is used to establish eligibility:

- The Department Chair audits all graduates’ UND transcripts to verify they are eligible to graduate. The Program Director confirms all program requirements are met.
- The Program Director sends the required information to the Commission on Dietetic Registration (CDR) for students who have met both the academic and supervised practice requirements.
- The CDR will then verify that the students are eligible to take the exam and will forward their names to Pearson VUE.
- Pearson VUE will contact each student by email with specific information about how to find a testing site and what steps to take to register for the exam.

Graduates have one year to take the exam from the date CDR authorizes them to do so. Failure to do so within that time frame will require them to re-apply.

Each candidate will be given at least 125 questions but no more than 145; 25 questions are pre-test questions that are not scored. The RD exam is a computerized exam. Test-takers are unable to skip questions or go back to review or change answers.

Further information on the registration process can be found on the Commission on Dietetics Registration website: [www.cdrnet.org/](http://www.cdrnet.org/).

RD Exam Study Resources

This is only a partial list for your reference. The department does not endorse one resource over another.

Jean Inman RD exam review course
This 2-day course has been offered in May at NDSU, and any student is welcome to pay the fee and attend. It is not mandatory, but faculty members at UND free up the dates to allow anyone who wants to enroll to do so. Students may also opt to purchase the learning DVDs to study on their own instead of participating in the face to face course. More information can be found at: [http://www.inmanassoc.com/review.htm](http://www.inmanassoc.com/review.htm)
Christine Carlson’s DietitianExam.com
This is an online review course offering numerous quizzes that simulate a computerized exam environment. One thing students can do even without purchasing the course is sign up to receive a question of the week to be sent to their email. They will receive a weekly multiple choice question with explanations of the reason why the answer given was the best choice. Find more information at: www.DietitianExam.com

RD In A Flash
This study aid provides over 600 flash cards to prepare individuals for the RD exam. Visit www.rdinaflash.com for more information and for ordering information.

9th Edition Study Guide for the Registration Examination for Dietitians
This study guide can be ordered through the Commission on Dietetic Registration. The N&D department has one copy of the guide, and it is stored in the resource room in the department. Each purchase of a study guide comes with three online codes to allow the user three practice exams. Study guides may be ordered through www.cdrnet.org.

Membership in Professional Organizations

Academy of Nutrition & Dietetics
Student membership in the Academy is required for all UND students in the coordinated program. Graduates are encouraged to maintain active membership as a professional. Online application can be found at: www.eatrightpro.org → Join the Academy

North Dakota Nutrition Council
As a student, membership in other professional organizations is optional. Membership in the NDNC is highly encouraged for students and for graduates who remain in North Dakota after completing their degree. Student membership provides opportunities to apply for their student scholarship, gives access to job postings and social networking, and provides reduced conference rates and leadership opportunities. Find their online application at: www.ag.ndsu.edu/ndnc/students → become a member.
The Job Hunt

It is important throughout your student career to begin building your professional network. The pay-off comes when it is time begin your job hunt. The program director will share any job leads she receives with you as well. Here are several food contract company contacts and some websites that may lead you to employment:

A’viands, Roseville, MN 651-631-0940 www.aviands.com
ARAMARK Healthcare Management Services 215-238-5943 www.aramark.com
Philadelphia, PA
Genesis HealthCare Corp. 636-527-4461 www.genesishcc.com
Kennett Square, PA
Morrison Management Specialists 314-694-1000 www.jammorrison.com
Loxahatchee, FL
Sodexo USA 1-800-sodexho www.sodexhousa.com
Gaithersburg, MD

www.jobsindietetics.com
www.ADAcareerLink.org or www.healthecareers.com
www.nutritionjobs.com
www.harperjobs.com
www.AllHealthJobs.com
www.monster.com

National Center for Health Fitness
www.american.edu/academic.depts/cas/health/nchf/index.html
Dress Requirements for Student Dietitian Supervised Practice
N&D 498 FSP - Food Service Production

Dress requirements are established for safety and sanitation reasons and to promote customer satisfaction. Your appearance affects how you may be perceived as a professional.

<table>
<thead>
<tr>
<th>Uniform</th>
<th>Black or white cotton slacks – some students like scrubs. White plain shirt – no logos (cotton T-shirt is fine)</th>
<th>Favorite local Walmart, Target, or other clothing store. You may want to check with the students in the year ahead of you; you may find someone willing to sell or to loan you their uniform.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White, leather, non-skid soled shoes (no open toe, heels, tennis shoes in poor condition)</td>
<td>Local clothing or sporting goods store</td>
</tr>
<tr>
<td></td>
<td>White chef coat, apron</td>
<td>Provided by Dining Services</td>
</tr>
<tr>
<td>Uniform</td>
<td>Uniforms shall be clean and pressed at the beginning of each shift.</td>
<td></td>
</tr>
<tr>
<td>Fingernail Maintenance</td>
<td>Fingernails shall be trimmed, filed, free of nail polish, and maintained so the edges and surfaces are cleanable and not rough</td>
<td></td>
</tr>
<tr>
<td>Jewelry</td>
<td>Follow Serv Safe guidelines: While working in food production areas, students shall not wear jewelry on the arms and hands except for a wedding band or plain ring. For safety reasons, no chain type jewelry or dangling earrings are to be worn.</td>
<td></td>
</tr>
<tr>
<td>Hair Restraints</td>
<td>Hair must be tied back if longer than shoulder length and kept above the collar of the uniform. Hairnets covering all the hair (including bangs) must be worn when in food preparation and service areas. UND Dining Services will allow hair to be pulled into a ponytail with a cap (baseball type cap).</td>
<td></td>
</tr>
<tr>
<td>Facial Hair</td>
<td>Facial hair must be well trimmed; beard nets must be worn if you have a beard.</td>
<td></td>
</tr>
</tbody>
</table>

Eating, Drinking, or using Tobacco

Student dietitians shall eat, drink, or use tobacco only in designated areas as permitted by the site managers.

Use of cell phones

The use of cell phones while on duty is prohibited with the exception of extenuating circumstance. In this case, the student must discuss the need to have their phone in their possession with their preceptor.

Personal Hygiene, Makeup, Perfume

Student dietitians are expected to come to the facility dressed in the manner befitting of a professional. Personal hygiene will be beyond reproach; excess makeup shall not be worn, and no perfumes or scent lotions will be used that may adversely affect patients or co-workers.

You won’t need this uniform until several weeks into the semester, so you will have time to buy any needed items upon arrival back to campus.

Your cooperation with these requirements will be reflected in the professionalism category for evaluation of clinical grading.
Professionalism Defined
Supervised practice should be considered as career training, much like holding an actual job. This means students are expected to demonstrate professional behavior throughout their experience. Students are expected to:

- Dress, behave, and present themselves as if they were employed at that practice site. The use of cell phones/smart phones for personal use is prohibited while on duty at a supervised practice site.
- Purchase and wear an identification badge at supervised practice sites. These will be ordered the first week of fall semester of the junior year. The first badge will be paid for using program fee funds. It is the student’s responsibility to order and pay for any replacement identification badge; they should ask the administrative secretary for assistance in ordering one if needed.
- Know and abide by the policies and protocols of the supervised practice site where they are assigned.
- Function as part of a multi-disciplinary team of professionals
- Provide appropriate nutritional care to patients/clients in a manner always respectful of the client’s needs and right to privacy. Sharing information must be limited to those persons who have a professional need to know. Evidence of professional/ethical violation of confidentiality will result in instant dismissal from the supervised practice.
- Obtain advice and direction from supervising preceptors and other professionals when unsure of the correct or most appropriate nutrition care to provide a patient or the most appropriate interaction with an employee at the supervised practice site.
- Respect the wants and needs of customers and clients in the supervised practice facility.
- Be able to communicate within the organization, including speaking, writing, and active listening.
- Accept constructive criticism and be able to provide constructive criticism.
- Demonstrate sensitivity to differences between themselves and others.
- Demonstrate appropriate work habits such as: punctuality, efficient use of time, ability to plan and organize work, ability to set priorities and meet deadlines.
- Recognize the importance of keeping scheduled appointments and give proper notice of need to re-schedule. Demonstrate flexibility in work situations and adapt successfully when new situations arise.
- Display a positive attitude; exhibit enthusiasm and optimism with staff and the public.
- Be able to express educational needs to their preceptor and know when to act independently.
- Remember to say, “thank you”. The program director has a supply of thank you note cards if you would like to use them to send a note of thanks to your preceptor.