

**HANDBOOK: 2017-2019**  
**Dietetics Programs at Utah State University**



**DEPARTMENT OF NUTRITION, DIETETICS  
AND FOOD SCIENCES**  
**COLLEGE OF AGRICULTURE & APPLIED SCIENCES**  
**UTAH STATE UNIVERSITY**

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Welcome to the Utah State University Dietetics Programs! The Dietetics Programs at Utah State University are part of the Department of Nutrition, Dietetics, and Food Sciences (NDFS) in the College of Agriculture and Applied Sciences. Students in this major prepare to become Registered Dietitians (RDs) and receive excellent instruction and experience in clinical nutrition, community nutrition, and food service management. This handbook provides an overview of the dietetics profession and detailed information about the dietetics programs at Utah State University including programmatic information, policies, and procedures.

## **Dietetics Profession Overview**

Registered Dietitians (RD), also referred to as Registered Dietitian Nutritionists (RDN), are the experts in food and nutrition. Dietitians advocate for healthy eating among a variety of demographic and socioeconomic groups to help prevent and treat diseases that are impacted by diet. Registered dietitians are employed in a variety of settings including inpatient, outpatient, extended care, community health, government agencies, and private practice. Dietitians also work in areas of research, public policy, business, and education. In addition, dietitians have the option to specialize in specific areas of nutrition including pediatrics, sports, oncology, renal, gerontology, and more. The field of dietetics is incredibly diverse and the opportunities for dietitians are endless! Many dietitians are finding themselves in unique positions, providing programming, education, and resources to individuals in a variety of settings, depending on the community needs. In rural areas, dietitians often have responsibilities in more than one area of dietetics.

The three key areas of dietetics include:

**Clinical:** Clinical dietitians are health care professionals who typically work in hospitals, clinics, or nursing homes. Dietitians in clinical settings follow the nutrition care process to identify, assess, diagnose and treat patients at risk of malnutrition. They provide personally tailored nutrition education and counseling. Clinical dietitians work closely with an interdisciplinary team of medical professionals to ensure that patients receive adequate treatment.

**Community:** Community dietitians focus on disease prevention by educating individuals and groups about the importance of diet for reducing the risk for chronic diseases. Oftentimes, dietitians working in a community setting will assist with programming to help change nutrition-related behaviors of certain populations. It is increasingly popular for dietitians to work in health clubs or clinics to provide individual or group education to improve diet or for disease management. There are abundant opportunities in this area that vary between communities depending on the specific needs and interests of community members in diet and nutrition.

**Food Service:** Food service dietitians manage and supervise the preparation and delivery of food in health care facilities, schools, correctional facilities, cafeterias, and restaurants. They develop appropriate therapeutic diets for individuals with specific nutritional needs, provide kitchen safety training, and directly supervise kitchen staff.

## **Education**

Registered Dietitians must complete multiple layers of training and education that meet the requirements of the Academy of Nutrition and Dietetics (AND). The requirements to become an RD include:

1. **Coursework:** Complete a minimum of a bachelor's degree at an accredited university approved by the Academy of Nutrition and Dietetics.
2. **Supervised Practice:** Complete 1200 hours of supervised practice in the three key areas of dietetics by working with preceptors who have significant experience in the professional field. .
3. **National Registration Exam:** Pass a national examination administered by the Commission on Dietetic Registration (CDR). For more information, refer to CDR's website at <http://www.cdrnet.org>.
4. **Continuing Education:** Complete continuing professional educational requirements to maintain certification throughout professional career as a dietitian

## Education Pathways to Become a Dietitian (DPD and CPD)

### DIETITIAN EDUCATION

#### OPTION 1

##### DIDACTIC PROGRAM IN DIETETICS

- General Education: Required by Institution
  - Courses that meet DPD requirements may be applied to general education requirements, at the discretion of the Institution
- Professional Program
  - Courses that incorporate the foundation knowledge and skills for entry to supervised practice component

##### DIETETIC INTERNSHIP PROGRAM

- Core professional competencies for entry –level dietetics practice
- Emphasis: One or more in addition to the core professional competencies

Nutrition  
Therapy

Community

Foodservice Systems  
Management

Business/  
Entrepreneur

General

Program  
Designed

#### OPTION 2

##### COORDINATED PROGRAM IN DIETETICS

- General Education: Required by Institution
  - Courses that meet CP requirements may be applied to general education requirements, at the discretion of the Institution
- Professional Program
  - Courses that incorporate the foundation knowledge and skills for entry to supervised practice component
- Supervised Practice Component
  - Core professional competencies for entry-level practice as a dietitian
  - Emphasis: One or more in addition to the core professional competencies

Nutrition  
Therapy

Community

Foodservice Systems  
Management

Business/  
Entrepreneur

General

Program  
Designed

### Registration Examination for Dietitians

Individuals completing academic and supervised practice requirements must successfully complete a computer-based, variable length examination. The Registration Examination for Dietitians is designed to evaluate a dietitian's ability to perform at entry-level.

### State Certification and Licensure

Forty-six states have enacted legislation regulating the practice of dietetics. State licensure and state certification are entirely separate and distinct from registration or certification by the Commission on Dietetic Registration. Information on state licensure and certification is provided at the website below as a service to licensed dietetics professionals and state licensure boards.

<http://cdrnet.org/state-licensure>

## Employment

Current salary information can be found at <https://www.bls.gov/oes/current/oes291031.htm>. Wage increases for dietitians are strongly associated with years of experience, education level, supervisory responsibility, and budget responsibility. (Source: Academy of Nutrition and Dietetics).

Employment of dietitians in general is expected to grow as fast as the average for all occupations due to increased emphasis on disease prevention, a growing and aging population, and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay. Faster growth, however, is anticipated in nursing homes, residential care facilities, and physician clinics.

RDs have the option of acquiring additional certifications in specialized areas of practice. These include pediatric nutrition, renal nutrition, nutrition support, diabetes education, and several others. Most certifications require a specific number of hours working with that specific population and an exam, among a variety of other requirements. The Academy of Nutrition and Dietetics is the professional organization for dietitians. More information is available at [www.eatright.org](http://www.eatright.org).

## Ethical Behavior in the Profession of Dietetics

As a professional accredited program, The Code of Ethics established by the Academy of Nutrition and Dietetics (AND) and the Commission on Dietetic Registration (CDR) is required to be upheld by all members.

“The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration (CDR), 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 this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the *public, clients, the profession, colleagues and other professionals.*”

The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Director, House of Delegates, and the Commission on Dietetic Registration and can be found at: <http://www.eatright.org/codeofethics/>

## Utah State University Dietetics Programs

USU offers three programs in Dietetics: 1) the Didactic Program in Dietetics (DPD), 2) the Coordinated Program in Dietetics (CPD), and 3) the Dietetic Internship (DI). The College of Agriculture and Applied Sciences administers the USU Department of Nutrition, Dietetics and Food Sciences.

All programs have been granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040. ACEND sets the knowledge and competency standards used for provision of dietetics programs. The standards can be viewed at: <http://www.eatright.org/ACEND/>.

## Application Process

Admission into either the CPD or DPD requires a formal application process during spring semester of the sophomore year (or after all prerequisite course requirements have been met). Admission is determined through a formal application and interview process. Information on the application process can be found at: <http://ndfs.usu.edu/degrees/>

Dietetics students accepted into the CPD and DPD are expected to complete dietetics courses beginning the following fall semester and continue, uninterrupted, for the next two years in unison with their classmates. Up to 12 students are accepted into the CPD each year and complete the dietetics coursework and 1200 hours of required supervised practice during their junior and senior years. Up to 18 students are accepted into the DPD and complete all dietetics coursework during junior and senior years, then will complete the required supervised practice in a Dietetics Internship (DI) following graduation.

### **Program Evaluation Outcome Highlights**

On average in the past five years, the DPD first time pass rate has been 93% with a one-year pass rate of 98%. The USU CPD has maintained registration exam pass rates above 90%. The academic rigor and quality supervised practice facilities results in graduates who are well-prepared for career and advanced education. Additionally, 100% of DPD students completed the DPD in less than the 150% of the program length. Over the past four years, 79% of USU DPD students received placement in supervised practice programs. Of the USU DPD graduates surveyed, 67% report being employed within three months after internship completion. Out of those employed, 100% of graduates report working full time in the field of dietetics, specifically in the areas of Medical Nutrition Therapy (MNT) and food service. DPD graduates report being somewhat to very satisfied with how the DPD improved their skills in teamwork, communication, research, education, and professionalism. Of the individuals employed in dietetics, 67% indicated they felt their education through the USU DPD prepared them for a career in dietetics. Based on the five-year follow-up survey, 75% of USU dietetics students (DPD and CPD) are employed in dietetics or a dietetics-related field primarily in community nutrition (35%), health/wellness (29%), MNT (15%) and food service (15%).

Additional program outcomes data are available upon request. Department assessment data can be seen at: <https://ndfs.usu.edu/assessment>

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**Utah State University**  
**ESTIMATED PROGRAM COSTS: DPD and CPD**

Information on financial aid and scholarships may be found by visiting the Financial Aid office on campus or on the website at: <http://www.usu.edu/finaid/>

**DPD ESTIMATED COSTS**

<b>JUNIOR YEAR</b>					
<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>		
	<b>Resident</b>	<b>Non-Resident</b>		<b>Resident</b>	<b>Non-Resident</b>
Tuition and fees	\$3587	\$9828	Tuition and fees	\$3587	\$9828
Housing	\$1300	\$1300	Housing	\$1300	\$1300
Books	\$1135	\$1135	Books	\$100	\$100
Course fees	\$330	\$330	Course fees	\$390	\$390
Supplies	\$100	\$100	Supplies	\$100	\$100
AND Membership	\$50	\$50			
<b>TOTAL</b>	<b>\$6502</b>	<b>\$12,743</b>	<b>TOTAL</b>	<b>\$5477</b>	<b>\$11,718</b>

<b>SENIOR YEAR</b>					
<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>		
	<b>Resident</b>	<b>Non-Resident</b>		<b>Resident</b>	<b>Non-Resident</b>
Tuition and fees	\$3587	\$9828	Tuition and fees	\$3192	\$9828
Housing	\$1300	\$1300	Housing	\$1300	\$1300
Books	\$125	\$125	Books	\$185	\$185
Supplies	\$100	\$100	Supplies	\$100	\$100
Course fees	\$125	\$125	Course fees	\$100	\$100
AND Membership	\$50	\$50			
<b>TOTAL</b>	<b>\$5287</b>	<b>\$11,528</b>	<b>TOTAL</b>	<b>\$4877</b>	<b>\$11,513</b>

**Estimated Cost of Dietetic Internship Following Graduation:**

Costs vary per internship. Most are in the \$9000+ range, plus application fees.

## CPD ESTIMATED COSTS

<b>JUNIOR YEAR</b>					
<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>		
	<b>Resident</b>	<b>Non-Resident</b>		<b>Resident</b>	<b>Non-Resident</b>
Tuition and fees	\$3587	\$9828	Tuition and fees	\$3587	\$9828
Housing	\$1300	\$1300	Housing	\$1300	\$1300
Books	\$1395	\$1395	Books	\$ 100	\$ 100
Course fees	\$1745	\$1745	Course fees	\$1990	\$1990
Supplies	\$ 100	\$ 100	Supplies	\$ 100	\$ 100
Travel	\$ 35	\$ 35	Travel	\$ 115	\$ 115
Clothing for rotations/labs	\$ 250	\$ 250			
AND Membership	\$ 50	\$ 50			
<b>TOTAL</b>	<b>\$8462</b>	<b>\$14,703</b>	<b>TOTAL</b>	<b>\$7192</b>	<b>\$13,433</b>

<b>SENIOR YEAR</b>					
<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>		
	<b>Resident</b>	<b>Non-Resident</b>		<b>Resident</b>	<b>Non-Resident</b>
Tuition and fees	\$3587	\$9828	Tuition and fees	\$3587	\$9828
Housing*	\$1300	\$1300	Housing	\$1300	\$1300
Books	0	0	Books	\$ 135	\$ 135
Transportation	\$ 200.	\$ 200	Transportation	\$ 300	\$ 300
Course fees	\$1800	\$1800	Course fees	\$ 775	\$ 775
Supplies	\$ 100	\$ 100	Supplies	\$ 100	\$ 100
AND Membership	\$ 50	\$ 50			
<b>TOTAL</b>	<b>\$7037</b>	<b>\$13,278</b>	<b>TOTAL</b>	<b>\$6197</b>	<b>\$12,438</b>

\*Students must make their own housing/transportation arrangements for the Salt Lake City rotations

Note: At initiation of program, students will be required to undergo background check, drug testing and vaccination verification. Verification of these items is done through Certified Background and cost approximately \$110. Health insurance costs will vary and are the responsibility of the student.

## **Didactic Program in Dietetics (DPD) at Utah State University**

The USU Didactic Program in Dietetics is fully accredited through 2023.

### **Program Organization and Administration**

Students who complete the DPD earn a Bachelor of Science (BS) degree and graduate from the College of Agriculture and Applied Sciences. In addition, they are given a verification statement permitting them to apply to a Dietetic Internship. Additional information about the NDFS Department and DPD can be found at: <http://www.usu.edu/dietetics/>

### **Missions of the University, Department, and Program**

#### **University Mission:**

The mission of Utah State University is to be one of the nation's premier student-centered land-grant and space-grant universities by fostering the principle that academics come first, by cultivating diversity of thought and culture, and by serving the public through learning, discovery, and engagement.

#### **Department of Nutrition Dietetics and Food Sciences Mission:**

The mission of the Department of Nutrition, Dietetics and Food Sciences (NDFS) is to enhance the quality of life and wellbeing of our constituents in Utah, the nation, and internationally through our programs in education, research, and extension.

#### **DPD Program Mission:**

To graduate students with a Bachelor of Science degree who are prepared to perform effectively in a dietetic internship or ISPP and to ultimately become entry-level registered dietitian nutritionists.

### **DPD Goals/Objectives**

**Program Goal 1:** Prepare graduates for completion of a dietetic internship or ISPP through provision of current knowledge and skill development.

#### **Objectives for Goal 1:**

- 100% of enrolled students will complete program requirements in less than three years.
- 90% of students will apply to a Dietetic Internship within 12 months of graduation.
- Within 3 years of graduation, 75% of enrolled students will receive placement in Dietetic Internships.
- 90% of graduates will pass the Registration Examination for Dietitians on their first attempt.
- 75% of DI Directors will rank students “above average” or better in all performance categories in the post-internship survey.

**Program Goal 2:** Prepare graduates for entry-level employment in dietetics or a related field as a registered dietitian nutritionist.

#### **Objective for Goal 2:**

- 50% of graduates will obtain employment in dietetics or a related field within one year of internship completion.

### **USU DPD CURRICULUM**

[http://catalog.usu.edu/preview\\_program.php?catoid=12&poid=10326&returnto=3800](http://catalog.usu.edu/preview_program.php?catoid=12&poid=10326&returnto=3800)

## **Credit for Prior Learning or Competence**

A dietetics student with significant experience in an area of dietetics prior to beginning the DPD program may be given credits or supervised practice hours toward program completion. Competence will be evaluated individually based on the student's prior education or experience.

## **Verification Statements**

When the Director of a Didactic Program in Dietetics signs a verification statement, she/he is verifying that the individual has completed at least a baccalaureate degree from a U.S. regionally accredited college/university or foreign equivalent. Additional information on verification statements can be found at: <http://www.eatrightpro.org/resource/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>

## **Required Documentation by Student**

Criminal Background Check, Drug Screen and Immunization Records are not required for DPD students, but will be required for acceptance into a Dietetics Internship following graduation. Students are required to be Certified Food Safety Managers throughout the program.

## **Dietetic Internships (DI)**

To apply to a DI, individuals must complete at least a bachelor's degree and ACEND-accredited coursework requirements (DPD). Currently all DIs must provide at least 1200 hours of supervised practice. This is usually completed in 8-24 months depending on the availability of a part-time schedule or requirement of graduate credit. Costs vary per internship. Most are in the \$8000+ range. Students completing the program who are verified by the program director are eligible to take the CDR registration examination for dietitians. For a listing of Dietetic Internships: <http://www.eatrightpro.org/resources/acend/accredited-programs/dietetic-internships>

## **Suggestions to Improve Chances at Getting an Internship Position**

Competition for Dietetic Internships is extremely fierce, so if you are an existing student or are considering applying to a dietetics program to become a Registered Dietitian, try to get as much information as possible to improve your chances at getting the internship experiences required to sit for the RD exam: <http://www.eatrightpro.org/resource/acend/students-and-advancing-education/dietetic-internship-match-students/suggestions-to-improve-your-chances-at-getting-a-dietetic-internship-position>

## **USU Dietetic Internship:**

The Pre-Select application is available only to USU DPD students. The application is due early in January (about six weeks prior to the computer-matching process). All Pre-Select applicants are selected and notified before the spring computer-matching application process.

<http://dietetic.internship.usu.edu/>

(click on "Prospective interns" then "Application process" then "Pre-Select application").

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## **Coordinated Program in Dietetics (CPD) at Utah State University**

The USU Coordinated Program in Dietetics is fully accredited through 2023.

### **Program Organization and Administration**

Students who complete the CPD earn a Bachelor of Science (BS) degree and graduate from the College of Agriculture and Applied Sciences. In addition, they are given a verification statement permitting the student to take the registration exam for dietetics. Additional information about the NDFS Department and CPD can be found at: <https://ndfs.usu.edu>

### **Missions of the University, Department, and Program**

#### **University Mission:**

The mission of Utah State University is to be one of the nation's premier student-centered land-grant and space-grant universities by fostering the principle that academics come first, by cultivating diversity of thought and culture, and by serving the public through learning, discovery, and engagement.

#### **Department of Nutrition Dietetics and Food Sciences Mission:**

The mission of the Department of Nutrition, Dietetics and Food Sciences (NDFS) is to enhance the quality of life and wellbeing of our constituents in Utah, the nation, and internationally through our programs in education, research, and extension.

**CPD Program Mission:** The mission of the Coordinated Program in Dietetics is to graduate students who are prepared to perform effectively in and to make meaningful contributions to the dietetics profession in Utah, the nation and internationally.

### **CPD Goals/Objectives**

**Program Goal 1:** The USU CPD will graduate students who are exam-ready and able to enter the dietetics work force or advanced study.

#### **Objectives for Goal 1:**

- 90% of graduates will pass the Registration Examination for Dietitians within 1 year on their first attempt.
- 90% of graduates will complete program requirements in less than three years.

**Program Goal 2:** The USU CPD will produce professionals who are independent, capable, and prepared to function in entry-level dietetics practice.

#### **Objectives for Goal 2:**

- 70% of students will be employed in dietetics or a related field within 1 year of program completion.
- 30% of graduates will be enrolled in graduate schools within 5 years of program completion.
- 70% of graduates will be rated as 'above average' on employer surveys
- 80% of graduates will report being 'well prepared' for entry level employment on 1-year alumni surveys

**Program Goal 3:** The USU CPD will produce professionals that are leaders in nutrition care across the lifespan.

#### **Objectives for Goal 3:**

- 30% of graduates will work in pediatrics, geriatrics, or maternal nutrition.
- 50% of graduates will hold leadership positions in dietetics-related organizations and/or management positions.

## **USU CPD CURRICULUM**

Complete course requirements can be found at:

[http://catalog.usu.edu/preview\\_program.php?catoid=12&poid=10325&returnto=3800](http://catalog.usu.edu/preview_program.php?catoid=12&poid=10325&returnto=3800).

The program follows the traditional academic calendar as seen at: <https://www.usu.edu/calendar/academic/>. Students are discouraged from completing coursework outside the CPD requirements during the two years of the program.

Please note: During fall of the senior year, rotations are based on facility requirements and may require that a student begin the term a few weeks early or extend into December. These requirements are provided to the student well in advance of the term. The facility may or may not choose to honor the USU schedule for holidays and breaks.

### **Required Documentation by Student**

CPD students must submit to a full background check, criminal history, sexual predatory registry verification, 5-panel drug screen and physical examination. In addition, students are required to have full vaccination coverage as recommended by the Centers for Disease Control (see <http://www.cdc.gov/vaccines/schedules/hcp/index.html> for full schedule) and to complete all relevant paperwork needed for placement in supervised practice facilities. Students must be Certified Food Safety Managers throughout the program, and have a legal driver's license, documentation of legal right to work or study in the United States, and health insurance. Verification of requirements is completed by Castlebranch (<https://www.castlebranch.com/>) and must be completed by August 1<sup>st</sup> of junior year. Failure to complete all necessary documentation is grounds for dismissal from the program.

### **Supervised Practice**

Students will complete a minimum of 1200 hours of supervised practice. Students must maintain a log of all supervised practice hours for review prior to graduation.

Supervised practice occurs in a variety of educational settings, including (but not limited to) hospitals, childcare centers, foodservice kitchens, dining facilities, and community health entities. Supervised practice rotations may be scheduled anytime between 5 am and 7 pm on Monday through Friday. Rotations do not conflict with class schedules for the program.

Students may not be used to replace employees and are not paid for service during the program. FTE offsets are provided to some facilities to assist with student training.

### **Employment During the Program**

Employment during the program is highly discouraged and must not interfere with rotations in any way. Students may not request a rescheduling of supervised practice based on work schedule or request to leave a laboratory experience before the scheduled end time due to work conflicts. Failure to attend supervised practice as scheduled may result in dismissal from the program.

Students are encouraged to enroll in the AmeriCorps program and may receive an educational award for participation. Information on this can be found at: <http://utahcompact.org/ameriCorps/>

### **Supervised Practice Site and Preceptor Selection**

Supervised practice sites and preceptors are based on competencies as defined by ACEND. Contracts between the university and individual sites are evaluated on an annual basis with formal review done as needed or recommended by USU risk management services. For contact information and details on contract and agreement management at USU, see <https://purchasing.usu.edu/contracts/index>

Preceptors are screened to ensure they meet minimum qualifications for student training, including demonstrated credentials and knowledge in the preceptor's field of dietetics. Not all preceptors will be dietitians, but all preceptors have been selected based on demonstrated ability to mentor a student in the applicable ACEND competency. Preceptor credentials and continuing education are verified annually as part of the site affiliation agreement process.

### **Co-signing/Privacy/Health Insurance Portability and Accountability Act (HIPAA)**

Patient charts are legal documents and are subject to HIPAA standards as well as the facility's privacy policies. USU Dietetic students will treat all patient medical and personal information with the utmost respect. All policies regarding patient privacy will be obeyed. Patient information is not to be discussed in hallways, elevators, work rooms, or any public area. It is the responsibility of the student to ensure that all chart notes are reviewed and co-signed by a facility's Registered Dietitian before, or shortly after, being entered into the patient's medical record. Any copies of chart notes removed from the hospital facility should have all patient identifying information such as name and SSN removed completely. Materials containing patient information must be shredded or destroyed.

### **Injury or Illness While in the Facility for Supervised Practice**

Facilities may provide medical care in the case of an emergency. Students are required to carry medical insurance at all times. Costs related to medical care are the responsibility of the student.

### **Sick and Bereavement Leave**

Due to program intensity, students can miss minimal hours at rotations sites without jeopardizing their ability to complete the program. In general, arrangements must be made to be in attendance at every assigned rotation. If a student is ill or has an unplanned life event, the program director must be contacted immediately to arrange for alternate hours. If a student has absences equivalent to or greater than 40 hours of supervised practice, the student may be required to withdraw from the program. The program director will work with the student to find alternate degrees or pathways for graduation.

### **Verification Statements**

The completion of the USU CPD requirements provides a Bachelor's of Science (B.S.) degree and completion of all requirements prerequisite to sitting for the RD registration exam. At the successful conclusion of the CPD program, the program director will issue a verification statement. Additional information on verification statements can be found at: <http://www.eatrightpro.org/resource/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>

## **CPD/DPD Shared Policies and Procedures**

### **Academic Calendar**

USU Dietetics Programs will observe all regularly scheduled holidays and vacations as outlined on the University calendar. Scheduled holidays and vacations may be found in a current USU academic calendar, available at <http://www.usu.edu/calendar/academic.cfm>

### **Attendance**

Attendance and punctual participation are required at all class and supervised practice experiences. Instructors and/or program directors should be informed of any planned or unexpected absence.

### **Transportation**

Many courses will involve travel to and from professional work sites. Students are expected to arrange their own transportation. The university assumes no liability during personal transportation to and from a non-campus work site.

In limited circumstances, the student may be asked to travel greater than 30 miles from campus. On those occasions, the university will provide transportation. Drivers of university vehicles must complete driver training. For details, see <https://parking.usu.edu/htm/parking-information/drivers-representation-form>. The full text of the motor vehicle use policy can be found at: <http://www.motorpool.usu.edu/htm/vehicle-use-policy>.

### **General Liability**

The university carries general liability insurance that covers students when performing class-related activities both on and off campus. For information on coverage, limitations, and exclusions, see <http://www.usu.edu/riskmgt/other/liability.cfm>. For CPD students, additional liability is provided by the dietetics program to cover supervised practice in healthcare facilities. The certificate of liability can be requested from the program director.

### **Managing Home & Family**

Please do not bring children and infants to classes or supervised practice. Accommodations necessary for breastfeeding should be discussed with faculty.

### **Student Performance**

Student performance is evaluated on a per semester basis via coursework, preceptor evaluations, and faculty observation. If a student is found to be deficient, the following policy will be in effect:

- Students who earn less than 80% on one exam or significant assignment need to correct missed questions.
- Students who earn less than 80% on more than one exam or significant assignment need to correct missed questions *and* are required to make an appointment with USU Academic Support Services ASAP and report to their respective director about their strategies.
- Students who earn less than a B- in any course are put on probation.
- Students who earn less than a B- in more than one course are advised by the program director to consider another major.
- Students will not be given a verification statement or permitted to graduate with core coursework final grades less than B-.

### **Student Dismissal**

Action may be taken to dismiss the student from the DPD/CPD in the event of:

- Violations of student code as outlined at: <http://www.usu.edu/studentervices/studentcode/>

- Violations of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as described at: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/>
- Failure to maintain a 3.0 GPA or achieve a B- or better in coursework post-admission
- Failure to complete supervised practice hours (CPD only)

## **Program Completion**

All students accepted into the USU DPD/CPD who have completed all required courses and receive a Bachelor of Science degree will successfully complete the program. Students are expected to complete all program requirements within two years unless approval is granted by the Program Director based on unforeseen circumstances. The CPD program must be completed in the 2-year timeframe, including reparations for any time missed due to illness or unexpected circumstance. A student may not exit and re-enter the CPD program without re-application due to limitations in availability of supervised practice.

USU's policy for taking a Leave of Absence can be found at <https://www.usu.edu/sots/loa>

Common reasons that students take leaves include: serving a humanitarian or religious mission, medical problems, financial and employment related issues, military service, or family responsibilities. However, due to caps on enrollment in the dietetics programs and the sequential scheduling of courses and supervised practice, a commitment for completing the junior/senior coursework in two years is required at the time of acceptance. Extended illness or other unexpected difficulties will be accommodated whenever possible, but may result in delayed graduation.

## **Evaluation of Foreign Student/Transfer Student Transcripts** (Revised Sept.12, 2017) **Student Guidelines: Please complete each step prior to moving on to the next step.**

### 1) Complete USU Admissions and Registration Process

### 2) Have transcript evaluated:

#### **Students with coursework from US:**

Contact: Brandy Reeves, Program Coordinator – Articulation  
435-797-1081  
[brandy.reeves@usu.edu](mailto:brandy.reeves@usu.edu)

#### **Students with university or college coursework from outside the US**

Email: [intlcredittrans@usu.edu](mailto:intlcredittrans@usu.edu)  
Please provide your name, A-number and date of birth  
435-797-112

An international admissions coordinator will contact you about the steps to have courses evaluated for possible transfer to Utah State University.

Note: It will be helpful to read this information prior to your request:

<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8095#.ULVn8WfleSo>

### 3) Make appointment with Debbie Waite [debbie.waite@usu.edu](mailto:debbie.waite@usu.edu) to discuss possible course of study and recommended timelines.

### 4) Apply to USU Dietetics Programs. Applications are done annually in March. For more information, visit <https://ndfs.usu.edu/degrees/dietetics-application>

### 5) Acceptance into USU Dietetics Program and completion of coursework are required for student to receive Verification Statement necessary for application to Dietetic Internships.

## **Dress Code Policy**

The dress code is enforced to help students transition into professional settings. Your appearance should not distract from the message you are delivering or give a negative impression of the program you are representing. Details regarding dress code policy will be provided at orientation but are summarized below.

**On Campus Classes:** There are no dress code requirements. However, if a guest lecturer is expected in class, please dress conservatively. You never know – the speaker may be a future employer.

### **Community Experiences:**

These are general guidelines for a professional appearance. Similar guidelines are generally required during internships.

- Conservative hairstyles and makeup
- Tattoos covered
- Trimmed facial hair (men)
- No perfume in healthcare settings
- Fingernails clean and trimmed without polish or artificial nails
- No gum chewing
- Conservative jewelry
- Pierced body parts covered or jewelry removed
- Underwear not exposed when sitting or reaching
- Conservative shoes, closed-toed with low heel height

### **Foodservice/Food Demonstration Experiences**

- Hair restrained from face with bands or clips
- No jewelry
- Closed-toed shoes with good tread to prevent slipping
- Clean USU apron and/or navy t-shirt
- Name tag on the top left side of apron or shirt
- For Foodservice Labs: dark pants, white polo shirt with short sleeves and collar), closed-toed shoes, hairnet, apron, name tag

NOTE: See individual course syllabi for more specific guidelines

## **University Policies and Procedures**

### **Statement of Equal Rights**

Utah State University is committed to providing equal education and employment opportunity regardless of gender, marital or parental status, color, religion, age, handicap or national origin.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits Utah State University from releasing certain personally identifiable information from a student's record to a third party (e.g. parent, spouse, etc.) without the student's explicit consent.

### **Grievance Procedures and Due Process Policy**

The purpose of due process is to afford students all rights guaranteed to citizens by the constitution and laws of the United States as well as rules and regulations of Utah State University and the recognized standards of the program and profession for which they are training. Problems between a student and the department generally are in the areas of academics or misconduct. Students are encouraged to consult with their instructors when they feel they are having problems meeting program goals, objectives or academic requirements. If the student is not able to resolve the problem, refer to USU Academic Policies and Procedures at

<http://catalog.usu.edu/content.php?catoid=8&navoid=1571>

Students should submit complaints directly to ACEND only after all other options with the program and institution have been exhausted. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. For additional information, refer to the ACEND Policy and Procedure Handbook at [www.eatright.org/ACEND/](http://www.eatright.org/ACEND/)

## **USU Student Campus Services**

USU is more than just a place to learn and have fun. It's also a place to work, shop, heal, and expand horizons. USU provides both the everyday necessities and the vital services students need to make their college experiences as smooth as possible. For more information about Student Health Services, IT Service Desk, Public Safety, Bookstore, Student Employment, Counseling Services, Access & Diversity Center, Taggart Student Center, and Academic Support, see [www.usu.edu/student-life/services/](http://www.usu.edu/student-life/services/)

## **Disability Resource Center**

Students with ADA-documented physical, sensory, emotional or medical impairments may be eligible for reasonable accommodations. Veterans may also be eligible for services. All accommodations are coordinated through the Disability Resource Center (DRC) in Room 101 of the University Inn, (435)797-2444. Please contact the DRC as early in the semester as possible. Alternate format materials (Braille, large print, digital, or audio) are available with advance notice.