

University of Pittsburgh

School of Health and Rehabilitation Sciences

Department of Sports Medicine and Nutrition

Nutrition and Dietetics

Didactic Program in Dietetics

Student Handbook 2018-2019

Notice to Students: Closure of the Didactic Program in Dietetics

The Didactic Program in Dietetics (DPD) will be voluntarily closing effective May 31, 2020.

The rationale for voluntarily closing the DPD is to align with recommendations from the Academy of Nutrition and Dietetics on the future model for dietetics education for the preparation of Registered Dietitian Nutritionists (RDNs) and with the decision by the Commission on Dietetic Registration (CDR) to change the degree requirement for dietitian registration eligibility from a baccalaureate to a master's degree effective January 1, 2024. Students admitted to the DPD to begin as juniors in Fall 2018 are the last students who will be admitted to the DPD. The DPD will maintain its ACEND accreditation status through May 31, 2020.

Due to the closure of the DPD effective May 31, 2020, all students must successfully complete all courses specified in the DPD curriculum and must follow the required sequence of courses. The usual time to completion for the DPD is 2 years; and therefore, students who begin the Junior Year in Fall 2018 will graduate in April 2020. Courses in the DPD are taught only once a year; and therefore, a student who did not pass a course or withdrew from a course would not be able to complete the program in the required two years. Note: To be considered a graduate of an ACEND-accredited DPD program, the student must complete all DPD requirements by May 31, 2020. **Students who cannot complete all DPD course requirements by May 31, 2020, will need to pursue other academic options (e.g. transfer to a different major).**

DPD students who graduate in April 2020 will be eligible to apply to the 2-year Coordinated MS Program in Nutrition and Dietetics at the University of Pittsburgh or can apply for a Dietetic Internship to obtain the required supervised practice to be eligible to take the Registration Examination for RDNs.

Preface

The faculty and staff of the Nutrition and Dietetics Program join in welcoming you. We are pleased that you have selected the Didactic Program in Dietetics (DPD) at the University of Pittsburgh School of Health and Rehabilitation Sciences (SHRS) to pursue your professional education and training.

This handbook was developed to familiarize you with the program policies and procedures which you are required to follow while you are a student enrolled in the DPD. This handbook is not intended to be all-inclusive, but rather is to be used as a supplement to the [University of Pittsburgh Undergraduate Catalog](#) and the [School of Health and Rehabilitation Sciences \(SHRS\) Undergraduate Catalog](#). All of the SHRS policies and procedures apply to DPD students; however, this handbook delineates specific interpretations as they apply to students enrolled in the DPD. It outlines accepted policy, based on the program's compliance to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Accreditation Standards for Nutrition and Dietetics Didactic Programs and provides the framework within which the Program Director, University faculty and staff, and students can work together effectively.

It is important that you read and become knowledgeable about the information presented in both this and the [SHRS Undergraduate Catalog](#). It is also important that you use both handbooks as references while enrolled in the DPD.

Nutrition & Dietetics
Didactic Program in Dietetics Student Handbook

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I. Program Administration and Faculty

A. Program Administration

The Didactic Program in Dietetics (DPD) is an undergraduate program offered by the Nutrition and Dietetics Program in the Department of Sports Medicine and Nutrition (SMN) in the School of Health and Rehabilitation Sciences (SHRS). The DPD is accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND).

Each Nutrition & Dietetics faculty member participates in planning, teaching, and evaluating the DPD program. Students participate in the evaluation of the courses offered and the DPD curriculum. The DPD Program Director is ultimately responsible for determining that each student has successfully met the knowledge and skill requirements for Nutrition and Dietetics Didactic Programs which are delineated in the ACEND Core Knowledge for the RDN ([Appendix A](#)).

B. Faculty Advisors

At the beginning of the Fall Term of the Junior Year, each student enrolled in the DPD will be assigned an advisor who is a member of the Nutrition and Dietetics faculty. The role of the faculty advisor is to provide guidance to the student as she/he makes decisions regarding course registration, changes in their Plan of Studies, academic goals and progress, and career planning and development. Faculty advisors will initiate appointments with their advisees at least once each term. Students are also encouraged to schedule appointments with their advisors on an "as needed" basis. For additional information on advising, please see the [SHRS Undergraduate Catalog](#).

C. Faculty and Staff Directory

The Nutrition and Dietetics faculty and staff offices are located in 4033 Forbes Tower. The name and contact information for primary faculty and staff are presented below. A mailbox for each faculty member is located in Room 4033 Forbes Tower.

Kevin Conley, PhD, ATC
Chair and Associate Professor, Department of Sports Medicine and Nutrition
SHRS Associate Dean for Undergraduate Studies
4032A Forbes Tower Phone: (412) 383-6737 kconley@pitt.edu

Lori Cherok, PhD, RDN, LDN
Director, Didactic Program in Dietetics
4042 Forbes Tower Phone: (412) 383-6566 lcherok@pitt.edu

Trisha Cousins, MS, RDN, LDN, CSO
Clinical Coordinator and Instructor
4041 Forbes Tower Phone: (412) 383-6532 tcousins@pitt.edu

Judith Dodd, MS, RD, LDN, FAND
Assistant Professor
4039 Forbes Tower Phone: (412) 383-6534 jdodd@pitt.edu

Deborah Hutcheson, DCN, RDN, LDN
Director, Coordinated MS Program in Nutrition and Dietetics
Assistant Professor and Vice Chair of the Department of Sports Medicine and Nutrition
4036 Forbes Tower Phone: (412) 383-6747 dhutches@pitt.edu

Samara Joy Nielsen, PhD, MDiv
Assistant Professor and Director of the BS in Nutrition Science Program
4035 Forbes Tower Phone: (412) 383-9980 snielsen@pitt.edu

Corey Flynn
Department Administrator
4033 Forbes Tower Phone: (412) 383-6530 coreyflynn@pitt.edu

D. Office Hours

Department Office Hours

The Sports Medicine and Nutrition Department office (Room 4033) is open from 8:00 am to 4:30 pm on weekdays.

Faculty Office Hours

Students may meet with individual faculty members for a variety of reasons that may require either scheduled or unscheduled appointments. Regardless of the purpose of the meeting, each student has the right to privacy while meeting with the faculty member.

1. Unscheduled Appointments During “Office Hours”

Faculty members may maintain “office hours” related to the course they teach. These “office hours” are either stated on the course outline(s) or are posted outside the faculty member’s office door. Students are not required to schedule appointments to meet with the faculty member during these “office hours”.

2. Scheduled Appointments

Appointments with individual faculty members at times other than those identified as “office hours” are arranged by appointment only. These appointments should be scheduled directly with the faculty member.

E. Department Announcements and Student Mail

Bulletin Boards

Official department announcements are posted on the bulletin board located on the wall outside of Room 4033 Forbes Tower. This bulletin board is reserved for official announcements and students must receive approval from a Nutrition and Dietetics faculty member before posting items on the bulletin board.

Student Mailboxes

Each student enrolled in SHRS has an assigned mailbox. The mailboxes for Nutrition and Dietetics students are located on the fourth floor of Forbes Tower near the restrooms. Nutrition and Dietetics Faculty and SHRS staff will use these mailboxes to provide

important information to the students; therefore, it is the student's responsibility to check her/his mailbox daily.

F. Telephone and FAX Usage; Photocopying

Students are advised that the department telephone, fax machine, and photocopying machine cannot be used for individual student or Student Dietetic Association business. There is a photocopying machine available for student use in the Learning Resource Center (room 4011 Forbes Tower). Department faculty and staff should not be asked to make photocopies for students.

G. Unofficial Requests for Student Telephone Numbers or Addresses

Consistent with University policy, unofficial requests for the telephone numbers or mailing addresses of students will not be given out to individuals who request this information. The Department Administrator will take the name and phone number of the individual requesting a student's phone number or address and relay that information to the student concerned.

II. Student Professional Organizations

Students enrolled in the DPD are eligible for membership in the three dietetic associations that are briefly described below.

A. The Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics (AND) is the national professional organization of Registered Dietitian Nutritionists. Membership in the Academy is required for all DPD students. There is a \$58.00* annual fee for student membership. Benefits of being an Academy member include a subscription to the *Journal of the Academy of Nutrition and Dietetics*, access to the Evidence Analysis Library, a discounted price for the online Nutrition Care Manual and other resources, discounted registration to the FNCE meeting, and eligibility for Academy and state awards and scholarships. In addition, numerous courses in the curriculum have required resources that can only be accessed by AND members. Applications for student membership are available from the Academy website at: <http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>. All students must provide proof of AND student membership (a photocopy of membership card) to the SMN Department Administrator by September 30th in both years of the DPD.

B. Student Dietetic Association

The Student Dietetic Association (SDA) is organized and managed by student members with a member of the Nutrition and Dietetics faculty serving as an advisor to the organization. Officers of the SDA are elected from the membership in accordance with the SDA bylaws. There is a \$12.00* membership fee. Membership in SDA is strongly recommended. Further details about the SDA and procedures for joining the organization will be presented at the first fall term meeting of the SDA. All incoming Nutrition and Dietetics students are invited to attend the meeting. The date of the meeting will be posted

on the department bulletin board outside of Room 4033 Forbes Tower. For additional information, email pittsda@gmail.com.

C. Pittsburgh Academy of Nutrition and Dietetics

The Pittsburgh Academy of Nutrition and Dietetics (PitAND) is a local professional organization for dietitians. Membership in PitAND provides opportunities to network with local dietetics professionals and attend professional seminars at a discounted rate. The student membership fee is \$10.00*. Applications are available from the PitAND website at <http://www.eatrightpittsburgh.org>.

Note: *All fees are subject to change.

III. Curriculum Overview

A. Mission of the Didactic Program in Dietetics (DPD)

The mission of the Didactic Program in Dietetics (DPD) within the Department of Sports Medicine and Nutrition (SMN) is to provide students a strong academic foundation of knowledge and skills in nutrition and dietetics to meet the required coursework and experiences to apply to a Dietetic Internship or a Coordinated Master's Program as required to become a Registered Dietitian Nutritionist (RDN), pursue an advanced degree in science/healthcare-related discipline, or to function in society as a professional and upon which practitioner competence can be built. The program provides the academic preparation to support continued professional growth to meet personal, professional, community, and worldwide evolving healthcare needs.

The mission of the DPD program reflects both the mission of the University and SHRS. The mission of SHRS is "to advance health, rehabilitation and reintegration service delivery through teaching, research and professional service." The University's mission is to: 1) Offer superior educational programs, 2) Advance the frontiers of knowledge and creative endeavor, and 3) Share expertise with private, community, and public partners. It is part of the mission of the University and SHRS to prepare students for today's practice environment and to instill within the student the quest for lifelong learning, adaptation, and evolution to continue to expand knowledge, upgrade skills and service opportunities in their professional fields.

Essential and prerequisite to the process of attaining the knowledge and skills inherent in professional dietetics education is the attainment of both broad-based general education and knowledge of theory that underlies dietetics practice. The DPD curriculum incorporates the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Core Knowledge for the RDN and includes the following: communications, physical and biological sciences, research, management, behavioral and social sciences, food, food systems, and nutrition. The course work meets core knowledge requirements in each of the three major areas of dietetics practice—clinical dietetics, food service management, and community dietetics.

To successfully achieve the core knowledge requirements, graduates must demonstrate the ability to communicate and collaborate, solve problems, and apply critical thinking skills. Although the primary focus of the DPD curriculum is on didactic instruction, practice-related activities are included as part of the planned course learning experiences to enhance the development of analytical and problem-solving skills for application of knowledge in practice.

B. Goals and Objectives of the Didactic Program in Dietetics (2017-2020)

Program Goal 1: To recruit highly qualified students who demonstrate the ability to successfully enter dietetic internships and/or graduate programs enhanced by nutrition or food expertise.

Program Mission Reference: To provide students a strong academic foundation of knowledge and skills to meet the required coursework and experiences to apply to a Dietetic Internship or a Coordinated Master's Program, pursue an advanced degree in science/healthcare-related discipline, or to function in society as a professional and upon which practitioner competence can be built.

Program Objectives Related to Program Goal 1:

1. 80% of students admitted to the program will complete the program/degree requirements within three years, which is 150% of the two-year program length.
2. 70% of students will apply to supervised practice programs within 12 months of graduation.
3. 70% of those students who apply to supervised practice programs will be admitted within 12 months of graduation.

Program Goal 2: To educate and prepare graduates who can utilize analytical and problem-solving skills in the application of attained requisite knowledge, and who can demonstrate these skills by the successful completion of required supervised practice and by successful performance in taking the National Registration Examination for Dietitians.

Program Mission Reference: To provide students a strong academic foundation of knowledge and skills to meet the required coursework and experiences to apply to a Dietetic Internship or a Coordinated Master's Program.

Program Objectives Related to Program Goal 2:

1. Over the course of five years, 100% of graduates from supervised practice programs will rate their educational preparation for supervised practice at or above average.
2. After successful completion of an accredited supervised practice program, 80% of program graduates over a five-year period will pass the National Registration Examination for Dietitians within one year following the first attempt.
3. At least 80% of supervised practice program directors who respond to a survey, will rate the problem-solving skills of graduates as being at or above that of other didactic program graduates participating in the supervised practice program.

Outcome data measuring achievement of program objectives are available upon request to students, prospective students, and the public.

C. Program Description

The Didactic Program in Dietetics (DPD) at the University of Pittsburgh School of Health and Rehabilitation Sciences is a pre-professional upper division program. Students are admitted to the program in their junior year after having completed a minimum of 60 credits that includes both the general education requirements of the University and the courses prerequisite to the professional curriculum. The prerequisite courses ([Appendix B](#)) are specified by the DPD in compliance with the ACEND Accreditation Standards.

The DPD provides the student with the opportunity to attain ACEND's Core Knowledge for the RDN and prepares graduates for a supervised practice program in nutrition and dietetics. The curriculum includes a planned sequence of courses which focus on the areas of knowledge necessary for the development of core knowledge and proficiency in each of the three functional areas of dietetics practice: clinical dietetics, community dietetics, and food service management.

D. DPD Curriculum

The DPD curriculum requires the successful completion of 122 credits. Courses included in the curriculum incorporate the areas of professional knowledge specified in ACEND's Core Knowledge for the RDN ([Appendix A](#)). The major portion of the DPD curriculum consists of required courses offered in a planned sequence. Included are courses that are offered only once during the academic year. Any deviation from completing the courses in the planned sequence may cause a delay in progressing to higher-level required courses. Due to the closure of the DPD effective May 31, 2020, all students must successfully complete all courses specified in the DPD curriculum and must follow the required sequence of courses. The DPD curriculum plan and sequence of courses is presented in [Appendix C](#). Note: To be considered a graduate of an ACEND accredited DPD program, the student must complete all DPD requirements by May 31, 2020. Students who cannot complete all DPD course requirements by May 31, 2020, will need to pursue other academic options (e.g. transfer to a different major).

Students may be granted Advanced Standing for courses taken prior to enrolling in SHRS at another accredited college/university if the course is determined to be an appropriate substitute for a DPD curriculum course by the DPD Director. Students must have earned a C or better in the course to receive Advanced Standing.

E. Field Experience

Students in the DPD are encouraged to gain experience in the field of dietetics through volunteerism, work experience, independent study, or field experience. REHSCI 1295: Field Experience is a SHRS course that allows the student to participate in a structured experience working with individuals with disabilities or other health care needs and with agencies and facilities that work with these individuals for course credit. Students are required to identify and contact a facility to arrange the field experience and must develop a proposal for the field experience including objectives and means for meeting the objectives. For information on completing a field experience, please contact the course coordinator, Dr. Sondra Balouris, Director and Assistant Professor, Undergraduate

Program in Rehabilitation Science at sab992@pitt.edu. Students interested in completing a field experience should also discuss this with their Nutrition and Dietetics Advisor prior to registration.

F. Program Outcome

Upon successful completion of the program requirements, the student will be awarded a Bachelor of Science degree from the University of Pittsburgh and will receive a Verification Statement of having completed an ACEND-accredited Didactic Program in Dietetics.

G. Application for Post-Baccalaureate Supervised Practice

During the senior year, those students who wish to become a registered dietitian nutritionist (RDN) must apply and be accepted to either a post-baccalaureate Dietetic Internship or a Coordinated Master in Dietetics program which will provide the supervised practice experience required to complete professional preparation and to establish eligibility to take the Registration Examination for Dietitians.

The Nutrition and Dietetics program will inform the students about the post-baccalaureate supervised practice application process through multiple opportunities during the program. The students will have an early opportunity to consider supervised practice options in NUTR 1600: Introduction to the Profession of Dietetics, taken prior to program admission or during the first term after enrollment. Senior DPD students will have an information session on supervised practice options and the application process provided by the DPD Director at the beginning of the Fall Term. In addition, during the advising sessions held each term, advisors will discuss post-baccalaureate supervised practice options and the application process. Information on supervised practice options (Dietetic Internship and graduate-level Coordinated Programs) is available in the “About Accredited Programs” section of the [Academy of Nutrition and Dietetics](#) website.

Please note: The Commission on Dietetic Registration (CDR) will require a Master’s degree for dietitian registration eligibility beginning in 1/1/2024.

H. Accreditation Status of the DPD

The Didactic Program in Dietetics at the University of Pittsburgh School of Health and Rehabilitation Sciences is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) which is recognized by the Commission on Recognition of Postsecondary Accreditation and by the U.S. Department of Education as the official accrediting agency for dietetic education programs. The DPD will maintain its ACEND accreditation status through May 31, 2020.

IV. The Student's Financial Responsibilities

A. Basic Tuition and Fees

After admission to the DPD, the student is responsible for paying tuition and fees as well as other educational expenses including those of the costs of books and supplies. The University tuition rates for the School of Health and Rehabilitation Sciences change on an annual basis. For information regarding tuition, fees, scholarships, and financial aid, refer to the following resources:

1. The "Financial Information" section of the [SHRS Undergraduate Catalog](#)
2. The SHRS website: <https://www.shrs.pitt.edu/current-students/scholarships-funding>
3. [The University of Pittsburgh Office of Admissions and Financial Aid](#)

B. Additional Expenses While Enrolled in the DPD

While enrolled in the DPD, the student will incur additional expenses that include mandatory expenses and optional expenses. The mandatory expenses are those that are associated with curriculum requirements. An itemized listing of the additional expenses associated with the DPD is outlined on the next two pages. This is followed by a description of individual additional expense items.

C. **Itemized Additional Expenses While Enrolled in the DPD**

JUNIOR YEAR

MANDATORY CURRICULUM-RELATED EXPENSES:

Lab Fee (NUTR 1613)	\$75.00*
Food Science Lab apron (NUTR 1613)	\$15.00*
Academy of Nutrition and Dietetics Student Membership	\$58.00*
ServSafe Training & Certification (NUTR 1613)	\$161.00*
Total Mandatory Expenses Junior Year	\$309.00*

OPTIONAL EXPENSES:

Student Dietetic Association Membership	\$12.00*
PitAND Student Membership	\$10.00*
Professional Liability Insurance	\$24.00*
Costs associated with a Field Experience for credit (REHSCI 1295)	<i>Variable</i>
Total Optional Expenses Junior Year	\$46.00*

TOTAL ADDITIONAL EXPENSES FOR THE JUNIOR YEAR = \$355.00*

**Note: All dollar amounts are subject to change.*

SENIOR YEAR

MANDATORY CURRICULUM-RELATED EXPENSES:

Lab Fee (NUTR 1603)	\$50.00*
Lab Fee (NUTR 1605)	\$20.00*
Criminal and Child Abuse Clearances (NUTR 1605, NUTR 1604)	\$23.00*
Academy of Nutrition and Dietetics Student Membership	\$58.00*
Transportation costs associated with Field Trips (NUTR 1604)	\$60.00*
Total Mandatory Expenses Senior Year	\$211.00*

OPTIONAL EXPENSES:

Student Dietetic Association Membership	\$12.00*
PitAND Student Membership	\$10.00*
Professional Liability Insurance	\$24.00*
Application Fee for "Computer Matching" for Placement in a Dietetic Internship	\$55.00*
Applications to Dietetic Internship Programs	<i>Variable</i> \$250.00*
GRE® Test Administration	\$205.00*
Total Optional Expenses Senior Year	\$556.00*

TOTAL ADDITIONAL EXPENSES FOR THE SENIOR YEAR = \$767.00*

**Note: All dollar amounts are subject to change.*

D. Explanation of Additional Expenses While Enrolled in the DPD

1. Lab Fees

DPD students taking courses with a lab component will be charged a fee associated with the laboratory expenses that will be used to defray the cost of expendable supplies and equipment. The fee will be charged to the student directly each term and will appear on the invoice generated by Student Accounts in addition to tuition and other fees.

2. Food Science Lab Apron

Students are required to wear an apron in NUTR 1613: Food Science Lab 1. Purchasing details will be provided by the course instructor prior to the beginning of the Spring Term, Junior Year.

3. ServSafe Training & Certification

As part of the course requirements for NUTR 1610: Food Science 1 and the DPD, all students must complete an online training program (\$125.00*) and proctored certification examination (\$36.00*) in food safety. The details concerning this training and certification are provided in [Section VI: Additional Policies for DPD Students](#).

4. Professional Liability Insurance

Professional Liability Insurance protects you against covered claims arising from real or alleged errors or omissions, including negligence, in the course of your professional duties. Students participating in volunteer enrichment activities may choose to consider purchasing Professional Liability Insurance. Student members of the Academy of Nutrition and Dietetics can purchase annual coverage for \$24* per year, depending on coverage selected. The enrollment form is available online at: <http://www.academypersonalinsurance.com/BusinessInsurance/ProfessionalLiabilityInsurance.aspx>.

5. Additional Expenses Associated with a Field Experience for Credit

For those students who elect to complete a field experience for credit (REHSCI 1295), there will be additional expenses associated with this course. The expenses are associated with the cost of completing clinical preparation requirements such as a physical exam, criminal background checks, travel to the site, and parking.

6. Criminal and Child Abuse Clearances

All seniors are required to obtain criminal and child abuse clearances by the beginning of the fall term. This requirement is necessary for students to be able to participate in activities at schools and child care facilities that are included in the following courses: NUTR 1605: Nutrition Education and Counseling (fall term) and NUTR 1604: Food Service Management (spring term). The following three clearances must be completed: 1. FBI Criminal History Report (~\$23.00*), 2. Pennsylvania Criminal Record Check (no current fee for volunteers*), and 3. Pennsylvania Child Abuse History Clearance (no current fee for volunteers – first clearance only*). Details

concerning these clearances is provided in [Section VI: Additional Policies for DPD Students](#).

7. **Transportation Costs to Field Trips**
Students are responsible for transportation and parking costs associated with field trips that are required as part of a course (e.g. NUTR 1610: Food Science 1 and NUTR 1604: Food Service Management).
8. **Application Process for a Dietetic Internship**
For those DPD students who are applying for a Dietetic Internship to meet the requirements for Supervised Practice after completion of the DPD, there will be costs involved in this process. There is a fee to participate in the “Computer Matching” process that places the student in a Dietetic Internship. In addition, there are application fees for the process and for each internship.
9. **GRE® Test Administration**
Students applying to the Coordinated Master in Nutrition and Dietetics program at the University of Pittsburgh must take the GRE Examination. Certain Dietetic Internships and other graduate programs also require GRE scores. Information about the GRE Test can be found at: <http://www.ets.org/gre/>.

**Note: All dollar amounts are subject to change.*

V. Academic Policies and Procedures for DPD Students

In matters pertaining to the academic policies and procedures, the Didactic Program in Dietetics (DPD) adheres to University policies as presented in the [University of Pittsburgh Undergraduate Catalog](#) and SHRS academic policies as presented in the [SHRS Undergraduate Catalog](#). It is the responsibility of the student to review and be familiar with all academic policies as presented in both catalogs. The policies below provide specific information for DPD students.

A. Academic Calendar and Schedule

General Information

The academic year at the University of Pittsburgh is divided into three consecutive terms: Fall Term, Spring Term, and Summer Term, each of which is 15 weeks long. In addition, there are "Summer Sessions" of varying duration. All official academic events for the academic year are published in the [University Academic Calendar](#).

The DPD Academic Scheduling Policy

The DPD academic schedules are developed in accord with the [University Academic Calendar](#). During the Junior Year and Senior Year, students enrolled in the DPD are required to take courses during the Fall and Spring Terms. Classes will not be scheduled on official University holidays or semester breaks.

Final Exam Schedule

Final Exams are scheduled for the week following the scheduled last day of class. The dates of the FINAL EXAMINATION PERIOD are identified on the [University Academic Calendar](#). The student will be advised of the date of the Final Exam by the individual course instructor. The Final Exam for most Nutrition and Dietetics courses is held during Finals Week on the same day and time that the class is usually held.

B. Plan of Studies

Purpose

The purpose of the Plan of Studies (POS) is to provide documentation of the courses a student is required to take in order to fulfill the requirements of the program and graduation requirements as well as documentation of the term in which each course must be taken. The POS is used to crosscheck with the student's transcript prior to graduation to verify that the student has satisfactorily completed all course requirements. The SHRS Office of Student Services will not verify graduation if there is a discrepancy between the POS on file and courses indicated on the official transcript.

The required sequence of courses is presented in the DPD curriculum outline ([Appendix C](#)). Due to the closure of the DPD effective May 31, 2020, all students must successfully complete all courses specified in the DPD curriculum and must follow the required sequence of courses. The only exception would be for a student who enters the DPD with advanced standing for a course (with prior DPD Director approval). Note: To be considered a graduate of an ACEND accredited DPD program, the student must complete all DPD requirements by May 31, 2020. Students who cannot complete all DPD course requirements by May 31, 2020, will need to pursue other academic options (e.g. transfer to a different major).

Policy

Each student enrolled in SHRS is required to complete an individualized POS, which must be submitted to the SHRS Office of Student Services (4019 Forbes Tower). The POS becomes a part of the student's permanent academic record. No student will be permitted to graduate from SHRS unless a complete and accurate POS, appropriately approved and signed, is on file in the student's permanent academic record.

Procedure

Each student enrolled in the DPD will complete her/his POS with the assistance of her/his faculty advisor. Students must complete and submit a POS during their first term of study in the DPD. The POS must be completed using the SHRS POS Form and must be signed by the student and the student's faculty advisor. The student must submit the original copy of his/her POS to the SHRS Office of Student Services (4019 Forbes Tower). The student should also submit a copy to their faculty advisor as well as retain a copy for her/his personal files.

Students who experience an interruption in the normal progression through the curriculum are required to revise their original POS to reflect the resultant changes. The POS revision must be initiated by the student and completed with the assistance of the student's faculty advisor. The revised POS must be signed by the student and the student's faculty advisor, and

appropriate copies must be submitted to the Nutrition & Dietetics faculty advisor and the Office of Student Services (4019 Forbes Tower).

C. Minimum Academic Standard

The DPD adheres to the SHRS policy for minimum academic standard as presented in the [SHRS Undergraduate Catalog](#) including the following standards:

- All required and prerequisite coursework must be taken for a grade, when letter grade option is available.
- Students must receive a C- or better in each required course and SHRS elective course to earn credit.
- For non-SHRS, non-required coursework, students must earn a grade of D or better (C required for transfer credits).

D. Academic Probation

The DPD adheres to the SHRS policy for academic probation as presented in the [SHRS Undergraduate Catalog](#).

E. Class Attendance

Students should adhere to the class attendance policy for each individual course. Many courses in the DPD require mandatory attendance.

While most learning activities for a course will take place during the normally scheduled class period, some activities must take place outside of the normal class time. Attendance at these learning activities is expected and students must arrange for their own transportation. Students will be notified in advance for any of these activities.

F. Confidentiality of Student Records

In addition to the student records maintained in the SHRS Office of Student Services, the DPD maintains confidential files/records on all enrolled students. Included are files maintained in the Department of Sports Medicine and Nutrition used for advising and other routine academic purposes.

It is the policy of the DPD to maintain the confidentiality of student records/files in accordance with federal legislation. Only ethical and lawful means will be used to gather information from or about the student and to provide appropriate and adequate safeguards to maintain confidentiality. Protection of the confidentiality of student files/records refers to the collection and use of, access to, and dissemination and retention of information maintained in the student record/file. DPD student records/files maintained by the department are secured in locked file drawers. Access to these files is limited to the DPD faculty and staff.

G. Student Access to Personal Files Maintained by the Didactic Program in Dietetics

It is the policy of the DPD to provide each student enrolled in the program with access to their file/record maintained in the SMN Department for their review. The following procedures are to be followed:

1. The DPD student may submit a verbal or written request to their DPD faculty advisor for an appointment to review their record.

2. The DPD faculty advisor will promptly schedule a mutually convenient time to meet with the student for the purpose of the review.
3. The student's review of the record will take place in the presence of his/her DPD faculty advisor.
4. The DPD student may take notes of any of the record contents.
5. The DPD student **may not remove** any material from their personal record; however, they may make a request to correct information or to insert a statement of disagreement in their file by writing to the DPD Director. If the student's correction is not accepted, the DPD Director will notify the student and include an explanation for the denial of the correction. If the correction is accepted, it will be added to the record with appropriate documentation by the DPD Director. The student can request, in writing, that copies of the change be sent, for academic or professional reasons, to individuals designated by the student.

H. University of Pittsburgh Nondiscrimination Policy

The DPD adheres to the University of Pittsburgh Nondiscrimination Policy, which can be viewed at: <https://catalog.upp.pitt.edu/content.php?catoid=72&navoid=6223#student-rights-and-responsibilities>.

I. Academic Integrity and Grievance Procedure

The DPD adheres to the policies and procedures for academic integrity and the grievance procedure as stated in the [SHRS Guidelines on Academic Integrity](#) available on the SHRS website under “Academic Policies”. As a requirement of the DPD, students must complete the University of Pittsburgh’s online tutorial “[Understanding and Avoiding Plagiarism](#)” at the beginning of the Fall Term, Junior Year.

Students may submit unresolved complaints directly to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) **only** after all other options for grievances outlined in the “SHRS Guidelines on Academic Integrity” have been exhausted. The contact information for ACEND is 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995, telephone: 1-800-877-1600 x5400, email: ACEND@eatright.org.

J. Dismissal from the DPD

The DPD reserves the right to dismiss a student from the program when deemed necessary by the DPD faculty with concurrence of the Dean. The termination of the student from the DPD will be conducted in a manner that is considerate of the student, does not interfere with the student's rights, and fully protects the interests of the DPD, SHRS, and the University. The procedures for the dismissal of a student from the DPD are presented below.

1. Before action to dismiss a student from the DPD, the reasons for the termination must be documented and presented to the DPD Director. Depending on the reason(s) for the intended dismissal, the documentation must include evidence that every action to avoid dismissal of the student has been taken.
2. The DPD Director and the Department Chair will thoroughly investigate the reason(s) for the intended dismissal. If, on the basis of the documentation, the decision is made that the student’s dismissal is warranted, the DPD Director will meet with the student to inform them of the decision followed by written notification to the student of the dismissal.

3. Reasons for dismissal of a student from the DPD include but are not limited to:
 - a. Repeated unsatisfactory academic performance.
 - b. Excessive/blatant absenteeism.
 - c. Excessive and/or blatant violations of University, SHRS, or DPD policies and procedures.

K. Graduation

Requirements for Graduation from the DPD

To qualify for graduation from the DPD, students must have completed all courses and other degree requirements as specified in the curriculum plan for the DPD. Graduation from the DPD requires completion of 122 credits as a result of:

1. Credit hour requirements for admission to the SHRS and the DPD (60 credits).
2. Credit hours necessary to meet the program requirements and ACEND Core Knowledge for the RDN (total 62 credits).

Requirements for Graduation from SHRS

Graduation requirements for a bachelor's degree from SHRS are as follows:

- Satisfactory completion of a minimum of 120 approved credits (including advanced standing.) Some degrees require more than 120 credits to graduate. Check with your department.
- Minimum of 30 SHRS credits taken once admitted and enrolled in SHRS department or program.
- Minimum cumulative GPA 2.000. The GPA will be calculated as a composite of all courses taken at the University of Pittsburgh and counting toward completion of the degree.
- Completion of all requirements for the program in which student has enrolled
- No outstanding D, F or G grades in a required course.
- Updated and approved Plan of Study on file in Student Services, 4019 Forbes Tower.
- Student must be considered an "active student" at time of graduation; s/he must have been registered for at least one credit at the University of Pittsburgh within the last three terms or sessions.
- Students may not enroll in courses outside the University of Pittsburgh in the semester they are graduating.
- An application for graduation must be filed in the SHRS Office of Student Services, based on the deadlines determined for that term. Email notification of these deadlines will be sent to students in the prior term and will be posted on the [SHRS Graduation website](#).
- A student with outstanding financial obligations to the University is not eligible to receive the diploma, official academic transcripts, or any certification of completion of the academic program.

VI. Additional Policies for DPD Students

A. Transportation to the Field Trip Sites Policy

Students are responsible for providing their own transportation to all of the field trip sites required for courses (e.g. NUTR 1610: Food Science 1, NUTR 1604: Food Service Management). Students are also responsible for all expenses involved in the transportation and parking. If students choose to use their private automobiles, they must have adequate automobile insurance coverage. The student is responsible for making appropriate arrangements for this insurance coverage. Some of the field trip sites may be accessible by Pittsburgh's Port Authority of Allegheny County buses. University of Pittsburgh students can ride for free on the city of Pittsburgh's Port Authority of Allegheny County buses using their University ID card. Bus routes and schedules are available on the Port Authority website at <http://www.portauthority.org/paac/>.

B. Standards of Appearance/Dress Code Policy

Students in the DPD must adhere to the following standards of appearance/dress code when going to field trip sites, field experience or independent study sites, professional meetings, participating in SDA events, or serving as a representative of the University of Pittsburgh Didactic Program in Dietetics. It is essential that the appearance of the student reflect a professional image when representing the DPD program.

Standards of Appearance

The student must comply with the standards of appearance outlined below. If a field trip or field experience/independent study site maintains additional/stricter standards of appearance, the student must comply with that site's standards.

Attire

Professional, business attire must be worn to field trip sites, professional meetings, field experience/independent study sites, and SDA events. This would include: dresses or skirts (of appropriate length—no shorter than 2 inches above the knee) or dress slacks or trousers (no jeans or shorts) with blouse/shirt/sweater or shirt and tie. Shirts should cover the entire midriff and should not show cleavage. No sleeveless shirts may be worn.

Footwear

Clean, professional shoes should be worn. No open-toed or open-heeled shoes, clogs, or sandals should be worn. No athletic shoes should be worn. No cloth shoes should be worn in food production/kitchen areas. Shoes should be kept in good condition. Socks or stockings must be worn at all times.

Jewelry

Only wedding bands and earrings (size of earrings may be specified in some institutions) may be worn in food production/kitchen areas. Conservative jewelry may be worn in other areas. Facial piercings are prohibited.

Fingernails

Fingernails must be kept short and clean. Nail polish should not be worn in food production or food service areas. No artificial nails can be worn in the food production or food service areas.

Hair

Hair should be conservative and neatly groomed. Hair, including facial hair, must be covered with a suitable hair restraint when in the food production or service areas.

Tattoos

Any exposed tattoos must be small in size, minimally noticeable, and must not be offensive or potentially offensive to patients, clients, families, or fellow employees. Any large or controversial tattoos must be covered at all times when the student is at a field experience site, field trip/independent study site, or a professional meeting.

C. **ServSafe Training and Certification**

Policy

All DPD students must complete the National Restaurant Association's ServSafe Manager Training and successfully pass the certification examination. The purpose of this training is to provide all students with knowledge and expertise in food safety and safe food handling practices. The training is required for students to be properly prepared to participate in course learning activities for NUTR 1613: Food Science 1 Lab and NUTR 1604: Food Service Management. The student is responsible for the cost of the online training and proctored certification examination.

Procedure

All DPD students must complete the National Restaurant Association's online ServSafe Manager Training program by the beginning of the Spring Term, Junior Year. The online training will take approximately 16 hours. All students will then take a proctored certification examination at the beginning of the Spring Term, Junior Year in NUTR 1610: Food Science 1. The DPD Director will provide detailed information about this requirement to all juniors at the DPD Student Orientation prior to the start of the Fall Term.

D. **Criminal and Child Abuse Clearances**

Policy

All DPD students must obtain criminal and child abuse clearances by the beginning of the Fall Term, Senior Year. This requirement is necessary for students to be able to participate in activities at schools and child care facilities that are included in the following courses: NUTR 1605: Nutrition Education and Counseling (fall term) and NUTR 1604: Food Service Management (spring term). The purpose of this requirement is to protect children from harm or abuse.

Procedure

The following three clearances must be completed by all students in the summer prior to the Fall Term, Senior Year:

1. FBI Criminal History Report
2. Pennsylvania Criminal Record Check

3. Pennsylvania Child Abuse History Clearance

The DPD Program Director will provide detailed information about the process for obtaining these clearances via an email sent to all seniors in June prior to the Fall Term, Senior Year.

VII. Appendices

Appendix A

ACEND Core Knowledge for the RDN

1. Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.
Upon completion of the program, graduates are able to:
 - KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
 - KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
 - KRDN 1.3 Apply critical thinking skills.

2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.
Upon completion of the program, graduates are able to:
 - KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
 - KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
 - KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
 - KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
 - KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
 - KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
 - KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
 - KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

3. Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.
Upon completion of the program, graduates are able to:
 - KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
 - KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
 - KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
 - KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics.

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

Upon completion of the program, graduates are able to:

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

The program's curriculum must provide learning activities to attain the breadth and depth of the required curriculum components and core knowledge. Syllabi for courses taught within the academic unit must include these learning activities with the associated KRDNs.

- a. Learning activities must prepare students for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.
- b. Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females and older adults.
- c. Learning activities must use a variety of educational approaches necessary for delivery of curriculum content, to meet learner needs and to facilitate learning objectives.

Appendix B

UNIVERSITY OF PITTSBURGH
School of Health and Rehabilitation Sciences
Nutrition and Dietetics

Recommended Sequence for Didactic Program in Dietetics Prerequisite Courses **(60 credits total required)**

FRESHMAN YEAR

Fall Term

CHEM 0110 – General Chemistry 1 with Lab	4 cr
BIOSC 0150 - Foundations of Biology 1	3 cr
MATH 0031 - Algebra or Higher Math	2-4 cr
ENGCOMP 0200 - Seminar in Composition	3 cr
NUTR 1600 Introduction to Dietetics ¹	<u>1 cr</u>
Note: If less than 15 credits, add an elective to total 15 credits	15 cr

Spring Term

CHEM 0120 - General Chemistry 2 with Lab	4 cr
BIOSC 0160- Foundations of Biology 2	3 cr
BIOSC 0050 - Biology Lab	1 cr
STAT 0200 or 1000 - Statistics	4 cr
PSY 0010 - Introduction to Psychology	<u>3 cr</u>
	15 cr

SOPHOMORE YEAR

Fall Term

NUTR/HRS 1006 - Introduction to Human Nutrition	3 cr
SOC 0010 - Introduction to Sociology	3 cr
COMMRC 0520 - Public Speaking	3 cr
Intensive Writing (W) Course (Suggested: ENGCOMP 0450)	3 cr
Electives	<u>3 cr</u>
	15 cr

Spring Term

CHEM 0350 - Principles of Organic Chemistry ²	3 cr
HRS 1025 or BIOSC 1850 – Introduction to Microbiology	3 cr
ECON 0800 - Introduction to Economics	3 cr
Electives	<u>6 cr</u>
	15 cr

¹ Transfer students may take this course during the Fall Term, Junior Year following admission to SHRS and the DPD.

² Those students who cannot take CHEM 0350 are required to take Organic Chemistry 1 (CHEM 0310) and 2 (CHEM 0320).

Appendix C

UNIVERSITY OF PITTSBURGH
School of Health and Rehabilitation Sciences
Nutrition & Dietetics

DIDACTIC PROGRAM IN DIETETICS – Juniors Class of 2020

<u>JUNIOR YEAR</u>		
<u>Fall Term</u>		<u>Credits</u>
HRS 1000	Introduction to Research	3
HRS 1023	Human Physiology	4
NUTR 1602	Nutrition Assessment 1	3
NUTR 1609	Clinical Biochemistry	3
NUTR 1620	Macronutrient Metabolism	<u>3</u>
	TOTAL	16
<u>Spring Term</u>		
NUTR 1610	Food Science 1	3
NUTR 1613	Food Science 1 Laboratory	1
NUTR 1621	Micronutrient Metabolism	3
NUTR 1612	Food and Culture	3
	Electives	<u>6</u>
	TOTAL	16
<u>SENIOR YEAR</u>		
<u>Fall Term</u>		
NUTR 1603	Nutrition Assessment 2 with Lab	3
NUTR 1605	Principles of Nutrition Education & Counseling	3
NUTR 1622	Life Cycle Nutrition	3
NUTR 1630	Nutrition Therapy 1	3
HRS 1009	Organizational Theory & Behavior	<u>3</u>
	TOTAL	15
<u>Spring Term</u>		
NUTR 1604	Food Service Management	3
NUTR 1608	Professional Trends and Issues	3
NUTR 1614	Nutrition Critical Thinking	3
NUTR 1632	Nutrition Therapy 2	3
	Elective	<u>3</u>
	TOTAL	15
TOTAL CREDITS FOR DIDACTIC PROGRAM IN DIETETICS:		62

Revised: 10/05, 6/06, 8/07, 8/08, 8/09, 8/13, 6/14, 8/16, 7/18
Reviewed: 8/12, 6/14, 5/15, 8/17