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# DIDACTIC PROGRAM IN DIETETICS

## Program Handbook

The purpose of the Didactic Program in Dietetics (DPD) Handbook is to serve as supplement to the University of North Florida Undergraduate Catalog.

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# Welcome from the UNF DPD Director

Welcome to the University of North Florida's Didactic Program in Dietetics (DPD)! We are delighted to have you join our community of aspiring nutrition professionals. Your decision to pursue a Bachelor of Science and a Master of Science degree in Nutrition and Dietetics marks the beginning of an exciting journey toward becoming a Registered Dietitian Nutritionist (RDN).

Our ACEND-accredited program is designed to provide you with a rigorous, science-based education that integrates foundational knowledge with practical skills. Through comprehensive coursework and experiential learning opportunities, you will be prepared to apply for supervised practice programs, pursue graduate studies, and ultimately, contribute meaningfully to the field of nutrition and dietetics.

At UNF, we are committed to fostering an inclusive and supportive learning environment. Our faculty and staff are dedicated to your academic and professional success, offering guidance and mentorship as you navigate your educational path. We encourage you to engage actively in your studies, participate in research and community outreach, and take advantage of the resources available to you.

This handbook serves as a valuable resource throughout your time in the program. It outlines important policies, procedures, and requirements that will help you stay on track and make the most of your educational experience. Please review it carefully and refer to it often.

We are excited to support you on this journey and look forward to celebrating your achievements along the way. Welcome to the UNF Nutrition and Dietetics family!

Warmest regards,



Dr. Casey Colin, DCN, RDN, LDN, FAND  
Director, Undergraduate Programs  
UNF Department of Nutrition and Dietetics



# Department Mission and Vision

**Mission:** The University of North Florida's Nutrition and Dietetics undergraduate and graduate programs are committed to transforming students into valued professionals through the pursuit and acquisition of knowledge, skills, attitudes, and behaviors essential for lifelong learning.

**Vision:** The University of North Florida Nutrition and Dietetics Department engages and transforms students and faculty into valued nutrition and health professionals who make significant contributions to their communities through the discovery of new knowledge and commitment to service.

## University Accreditation Statement

The University of North Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA, 30033- 4097, or call (404) 679-4500 for questions about the accreditation of the University of North Florida. Individual contact with the Commission on Colleges about the University of North Florida's accreditation status should only occur if evidence appears to support significant noncompliance with a requirement or standard.



# Program Mission Statement and Goals

**Mission:** The Department of Nutrition and Dietetics provides a high-quality Didactic Program in Dietetics (DPD) and an experiential learning environment that prepares graduates for professional employment, further education, and supervised dietetic practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist.

**Goal #1:** The Didactic Program in Dietetics will maximize the potential for graduates to transition to entry-level practice as registered dietitians.

## Objectives

- At least 80% of program students complete program/degree requirements within 6 years (150% of the program length). (ACEND-required objective)
- At least 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation. (ACEND- required objective)
- Of program graduates who apply to a supervised practice program, at least 50% are admitted within 12 months of graduation. (ACEND- required objective)
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (ACEND-required objective)
- At least 90% of supervised practice program directors who return surveys will rate the program graduate's overall preparation at a median score of four or higher on a 5-point scale. (ACEND-required objective)
- At least 75% of senior students in the DPD who complete the Graduate Exit Survey will rate their DPD experience at a median score of four or higher on a 5-point scale.

**Goal #2:** Program graduates will pursue professional opportunities in addition to employment.

## Objective

- At least 50% of program graduates will pursue higher education, advanced credentials, and/or leadership roles.



# Profession of Nutrition and Dietetics

A career in nutrition and dietetics holds a lifetime of opportunity for exciting and diverse employment. RDNs work in:

- hospitals
- health departments
- wellness centers
- long-term care school districts private practice food companies research
- clinics
- home health agencies substance abuse
- eating disorder recovery centers grocery stores
- universities diabetes centers cancer centers dialysis centers
- community agencies mental health centers

Many RDNs have their own private practices and are active on social media, television, print, etc. Other RDNs hold challenging positions in government agencies such as the US Food and Drug Administration and the US Department of Agriculture.

Depending on their place of employment, RDNs may do the following: assess the nutritional status of diverse individuals and populations and help people implement beneficial lifestyle changes; manage health/nutrition programs and supervise staff; manage and direct food service operations; conduct research; teach; direct university nutrition/dietetic programs; develop and market food and supplement products; oversee school food service operations; author books and articles, and more.

According to the Academy's 2024 Dietetics Compensation and Benefits Survey, the median hourly wage amongst practicing Registered Dietitians and Registered Dietitian Nutritionists (in all positions) was \$37.98 per hour, while the median average salary is about \$80,400 per year. Compensation varies based on the type of position, length of employment, and geographic location. Typically, compensation ranges from approximately \$60,000 (10th percentile; 10% earn less) to \$124,900 (90th percentile; 90% earn less).



# Notice of Master's Degree Requirement

Beginning January 1, 2024, a master's degree is now required to practice nutrition and dietetics for all new students entering academic programs. Completing the Didactic Program in Dietetics is only the first step in becoming a registered dietitian nutritionist. The second step is to complete ACEND-accredited dietetic internship program and graduate (master's or doctoral) degree, as the Commission on Dietetic Registration requires students have a master's degree (any subject) to be eligible to complete the National Registration Examination for Dietitians.

Most previously stand-alone internships (as opposed to MS/DI combined programs) now partner with a university, so students will complete the supervised practice and master's program simultaneously. However, some programs require the student to earn their master's degree before entering the dietetic internship. Each program may structure its schedules differently, so check the website and attend an open house of the program(s) you are interested in for details.

Program graduates who do not pursue the RDN credential often seek employment as community nutrition educators, dietary technicians/supervisors, food service managers, or medical salespersons. All graduates of the DPD program are eligible to take the examination to become a dietetic technician (DTR) and Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®). Dietetic technicians and CDMs typically work under the direction of an RDN in hospitals, nursing homes, clinics, and wellness centers.



# Program Curriculum

The program of study and mandatory course sequencing schedule is outlined below. Important program information is as follows:

- Students are expected to complete the prerequisite courses before entering the sequencing schedule in the fall semester of the junior year. Exception: Transfer students may take FSS1202 Food Fundamentals and FSS1202L Food Fundamentals Laboratory in the summer before or fall of the junior year since these courses are not offered at some community/state colleges.
- Newly admitted upper-level DPD students (juniors, post-baccalaureates) must meet with a Brooks College of Health advisor to adjust their degree plan with the graduate coursework. This meeting can be done over Zoom for students who do not reside in the area.
- To complete the Nutrition and Dietetics DPD Program and earn the BS degree, requirements are as follows:
  - Complete all program courses with a grade of “C” or higher in each course
  - Maintain a minimum cumulative GPA of 2.0
  - Satisfactorily demonstrate all ACEND DPD competencies (KRDNs)
  - Maintain continuous enrollment in the program unless an approved leave of absence is granted.

# DPD Program of Study

**94 Total Credit Hours. See UNF Course Catalog for full details.**  
*Students must demonstrate competency in all KRDNs and complete all concentration-required courses with a grade of "C" or higher.*

## Prerequisite Coursework (38 Credits)

Course Number	Course Name	Credit Hours
MAC1105(GM)	College Algebra	3
STA2023	Elem. Statistics (Non-Business)	3
POS2041	Intro to American Government	3
FSS1202	Food Fundamentals	3
FSS1202L	Food Fundamentals Lab	3
HUN2201	Basic Principles of Human Nutrition	3
BSC1010C	General Biology I with Lab	4
BSC2085C	Human Anatomy and Physiology I	4
BSC2086C	Human Anatomy and Physiology II	4
CHM2045	General Chemistry I	3
CHM2045L	General Chemistry I Lab	1
MCB2010C	Microbiology with Lab	3

## Requisite Coursework (4 Credits)

Course Number	Course Name	Credit Hours
BCH3023	Survey of Organic Biochem	3
BCH3023L	Survey of Organic Biochem Lab	1

## Concentration Requirements (52 Credits)

Course Number	Course Name	Credit Hours
HUN3800	Nutrition Science, Research, and Ethics	3
HUN3403	Lifespan Nutrition	3
HUN3230	Metabolism of Macronutrients	3
DIE3310	Community Nutrition	3
HSC3578	Food, Health, and Society	3
FOS4041	Food Science and Composition	3
FOS4041L	Food Science and Composition Lab	3
HUN3014	Nutrition and Fitness	3
HUN4601C	Nutrition Education	3
HUN3231	Metabolism of Micronutrients	3
DIE4122	Management of Food and Nutrition I	3
DIE3213	Nutrition Therapy I	4
DIE4515	Dietetics Capstone	2
DIE4931	Management of Food and Nutrition II	3
DIE3246	Nutrition Therapy II	4
HUN4016C	Nutrition Counseling and Communication	3

# DPD Course Sequence

**94 Total Credit Hours. See UNF Course Catalog for full details.**

*Students must demonstrate competency in all KRDNs and complete all concentration-required courses with a grade of "C or higher.*

## Junior Year

Summer Term Prior to Sequence	Fall Term, Junior	Spring Term, Junior
FSS1202 (3CR)* FSS1202L (3CR)*	FSS1202 (3CR)* FSS1202L (3CR)* BCH3023/L (4CR) HUN3800 (3CR) HUN3403 (3CR)	HUN3230 (3CR) HSC3578 (3CR) DIE3310 (3CR) FOS4041 (3CR) FOS4041L (3CR)
Total Semester Credit Hours: 6	Total Semester Credit Hours: 16	Total Semester Credit Hours: 15

\*Can be taken either Summer or Fall of Junior Year

## Senior Year

Summer Term, Senior	Fall Term, Senior	Spring Term, Senior
HUN3014 (3CR) HUN4601C (3CR)	HUN3231 (3CR) DIE3213 (4CR) DIE4122 (3CR) DIE4515 (2CR)	DIE4931 (3CR) DIE3246 (4CR) DIE4125 (3CR) HUN4601C (3CR)
Total Semester Credit Hours: 6	Total Semester Credit Hours: 12	Total Semester Credit Hours: 13



**How are nutrition program classes scheduled at UNF?**

Classes are typically scheduled during daytime and evening hours, Monday through Friday. In addition, most program courses are offered only once a year. Therefore, students must follow the proper sequence of coursework.

**Is there an online DPD option?**

Yes, all DPD upper-level courses are now offered online. Please note the following:

- Students choosing the online option for all DPD courses must request the online DPD concentration at Brooks College of Health Advising office in person or through UNF email.
- Online sections of DPD courses are restricted to the online concentration students only except for a few DPD courses that are only taught online.
- DPD students have one chance to change from the in-person concentration to the online concentration or vice versa.

**Can I take program prerequisites at a community/state college?**

Yes, many community/state colleges offer the required prerequisites, and articulation agreements exist with many local and regional institutions to simplify the transfer process. You may contact a Brooks College of Health advisor for additional information regarding course transfers.

**My transfer college didn't offer one of the prerequisites, FSS1202 and FSS1202L Food Fundamentals and the Laboratory. What should I do?**

We know that many state colleges don't offer this course. You can take it in the fall semester of your junior year. It's also been provided during the summer term for the past few years, and we will continue this if funds permit.

**In addition to completing the required program courses, will I participate in other activities?**

We hope so! We encourage students to participate in the campus community and to become active and engaged citizens. There are opportunities for membership and leadership positions within the UNF Student Nutrition and Dietetic Association (SNDA), Nutrition and Dietetics Leadership Association (NDLA), the UNF Nutrition Journal Club, and Meals on Wings. Students can become members of the Academy of Nutrition and Dietetics, the Florida Academy of Nutrition and Dietetics, and the North Florida Academy of Nutrition and Dietetics. In addition, campus and community volunteer opportunities are plentiful.

# Admissions Requirements

We value a diverse student body at the University of North Florida. Prospective nutrition students will apply for admission to the University. There is no separate application to the nutrition program. General admission information can be found on the [UNF Admissions](#) website.

Post-baccalaureate students should apply for undergraduate admission to seek a second bachelor's degree in nutrition and dietetics. Prospective post-baccalaureate students can contact a Brooks College of Health advisor or visit the [UNF Admissions](#) website for general information regarding the transfer of course credits.

If transferring credits, coursework completed more than ten years prior to matriculation may not be used to satisfy program requirements; any exception to this policy is at the program director's discretion. A formal transcript evaluation is completed *after* the student is accepted to UNF. Additional admission information can be found on the UNF Admissions website.

International students who are not U.S. citizens or permanent residents can find admission information on the [UNF Admissions](#) website.

## Program Costs

Tuition, fees, and textbooks make up most of the costs to students. Detailed information regarding tuition and fees can be found on the [UNF Tuition & Fees website](#).

Additional expenses may include:

- Oil-resistant non-skid shoes (\$25-40, senior year)
- Travel to and from off-campus sites for field experiences and service work (costs vary, most places are in Duval County)
- ServSafe Examination (\$70 for the score sheet, senior year)

Financial aid is regulated by a variety of institutional, state, and federal regulations, all of which vary depending on a student's need, enrollment, course level, and program level. It is therefore required that students consult with Financial Aid before applying.



# Scholarship Opportunities

## UNF Scholarships

- Application dates vary
- Must be admitted to UNF
- Available on the [UNF Scholarships website](#)

## Brooks College of Health Scholarships

- Application dates vary
- Must be admitted to a BCH major
- Available on the [BCH Scholarships website](#)

## The Academy of Nutrition and Dietetics Foundation Scholarships

- Applications generally due in the spring
- Must be a member of the Academy
- Available on the [Academy Foundation website](#)

## Florida Academy of Nutrition and Dietetics (FAND)

- Application dates vary
- Must be a member of FAND
- Available on the [FAND website](#)

## North Florida Frozen and Refrigerated Foods Association (NFFRFA)

### Doug Milne Scholarship

- Applications are generally due in late Fall (Nov/Dec)
- Must be a junior or senior with a BS in Nutrition and Dietetics major
- Available on the [NFFRFA website](#)

Please also consider pursuing scholarship options outside of UNF.  
[Here are some additional resources.](#)



# Program Policies and Procedures

**Non-Discrimination and Equal Opportunity:** The University of North Florida is committed to providing an inclusive and welcoming environment for all who interact in our community. In building this environment, we strive to attract interns, faculty, and staff from a variety of cultures, backgrounds, and life experiences. While embracing these concepts, including our obligations under federal, state, and local law, UNF is equally committed to ensuring that educational and employment decisions, including but not limited to recruitment, admission, hiring, compensation, and promotion, are based on the qualifications, skills and abilities of those desiring to work, study, and participate in our community. To accomplish this intent, UNF shall not commit, or permit discrimination or harassment based on genetic information, race, color, religion, age, sex, disability, gender identity/expression, sexual orientation, marital status, national origin, or veteran status in any educational, employment, social or recreational program or activity it offers. Similarly, UNF will not commit or permit retaliation against an individual who complains of discrimination or harassment or an individual who cooperates in an investigation of an alleged violation of University Regulation. In exercising these standards, the University will not abridge either free speech or academic freedom based on its context.

**Withdrawal and Refund of Tuition and Fees.** The University of North Florida has academic policies and procedures addressing course withdrawals, tuition, and fee refunds. Call One Stop Student Services at 904-620-5555 or see the most current UNF Catalog.

**Scheduling and Program Calendar.** The Nutrition and Dietetics Program follows the UNF Academic Calendar. A course schedule search can be done through the UNF Catalog. Courses can be searched by subject, by department, and within the distance learning schedule.

**Protection of Privacy of Student Information.** The Family Educational Rights and Privacy Act (FERPA), commonly known as the Buckley Amendment, is intended to protect the accuracy and privacy of student educational records. UNF adheres to the policy that a student's academic record is confidential and cannot be released without their written consent. Exceptions to the written consent rule include but are not limited to, other post-secondary educational institutions; certain federal, state, local, and independent agencies; University officials who have a legitimate educational interest in the information, such as members of the University Appeals Committee and academic advisors and may be released to parents of dependent students; and as the dissemination of Directory Information.

**Access to Personal Files.** Students' rights to access, release and correct academic records under the Buckley Amendment are more specifically explained in the Student Records brochure, which is available in One Stop Student Services, located at Hicks Hall, Bldg. 53, Suite 1700. Picture identification is required when picking up copies of information related to student files. If someone other than the student is picking up requested information, written authorization from the student and picture identification is required. Students who decide to release information to a parent can provide parent access to a limited amount of student information.

# Program Policies and Procedures *(continued)*

**Access to Student Support Services, Including Health Services, Counseling, and Financial Aid Resources.** UNF has a wide array of student support services, including Accessibility and Accommodations, Academic Advising, Academic Services (including Academic Testing), Campus Involvement, Campus Services, Financial Services (including Financial Aid), Fitness and Health, Multicultural Services, Career Services, Personal Support Services (including Counseling), Student Enrollment and Records, and Veteran and Military Services.

- Student Health Services provides on-campus primary care services for the student population at UNF, and its medical compliance team monitors health requirements and risks. Acute and chronic medical concerns are evaluated and treated. Risk factors for future health problems are addressed, and individualized counseling is provided to promote optimal long-term health.
- At the UNF Counseling Center, professional mental health counselors provide individual and group counseling to students experiencing personal problems or concerns. Counseling services are voluntary, confidential, and free of charge to all currently enrolled students.
- Helpful financial aid resources can be found at UNF Financial Aid.

**Insurance Requirements.** There are no specific insurance requirements for students enrolled in the undergraduate DPD/Nutrition program. However, automobile insurance must be purchased if a student owns a vehicle registered in Florida. See the website of the Florida Highway Safety and Motor Vehicles for required coverage.

**Liability for Safety in Travel.** The student assumes responsibility for safe travel to and from community service sites and field experiences. The University of North Florida Board of Trustees and the State of Florida assume no responsibility for any injury or damage arising from or in connection with the student transporting themselves and passenger(s). The University of North Florida does not provide collision or property/liability insurance coverage.

**Injury or Illness While in a Facility for Service Work or Field Experiences.** The University of North Florida does not employ engaged medical personnel at community sites. Before site visits begin, course instructors provide an Acknowledgment Form with the general release for emergency medical treatment. Students will have the opportunity to grant permission to site representatives to authorize emergency medical treatment. The University of North Florida Board of Trustees and the State of Florida assume no responsibility for any injury or damage arising from or in connection with such emergency medical treatment. The student is responsible for the cost of any such emergency medical treatment. On-site injuries should immediately be reported to a site supervisor and the DPD Program Director.

**Drug Testing and Criminal Background Checks.** Drug testing is not required. However, background checks may be required for volunteer and coursework experiences. Detailed instructions are provided to students at that time. Students pay for their background checks. The initial check includes fingerprints and is more expensive than the subsequent re-checks.

# Program Policies and Procedures *(continued)*

**Filing and Handling Complaints.** By UNF policy, if a student has a grade appeal or other academic appeal, they should first appeal to the appropriate faculty member. If the student disagrees with the proposed resolution, they may appeal to the departmental chairperson. If a student has a program-related complaint regarding the accreditation standards, they may appeal directly to the departmental chairperson. If the student disagrees with the proposed resolution from the departmental chairperson, they may appeal to the college dean. If the student disagrees with the dean's proposed resolution, they may appeal to the University Academic Appeals Committee. In the Academic Policies and Procedures section, detailed instructions regarding grade appeals and other academic appeals can be found in the most recent edition of the UNF Student Handbook. Suppose a student believes the resolution of their complaint was unsatisfactory after following the procedures outlined above. In that case, they may file a complaint with the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 1-800-877-1600, ext. 5400.

**Formal Assessment of Student Learning and Reports of Performance and Progress.** A variety of assessment methods are used to gauge student learning. Assessment methods are clearly outlined in the syllabus of each program course and include the unit and final examinations, quizzes, case studies, laboratory reports, research papers, presentations, and projects. In addition, the national ServSafe test is administered each year to senior nutrition students. The Brooks College of Health advisors tracks student progress through academic roadmaps and online degree evaluation tools. In addition, overall program completion times are tracked for all nutrition students.

**Academic Probation.** Any DPD Program student with a semester GPA and cumulative GPA under 2.0 is placed on a probation contract. The contract outlines obstacles the student has faced, possible solutions, and resources and requires the student to meet with their academic advisor several times during the semester. The contracted student is typically referred to the nutrition program director for a meeting. An undergraduate student who fails to maintain good academic standing after attempting a cumulative total of 12 or more undergraduate credit hours will be placed on academic probation and referred to an academic advisor. Academic probation is a warning. Transcripts will reflect probations.

**Academic Suspension and Dismissal.** Suppose the current semester and total institutional GPA fall below 2.0 at the end of a semester in which a student is on academic probation. In that case, the student will be eligible for suspension. If suspended, the student will be dropped from any course for which they are currently registered and denied the opportunity to re-enroll. A suspended student who desires to be re-admitted to the same major field as when last enrolled may do so upon the written recommendation of the advisor, the department chair, and/or departmental committee designated by the department and college in which the student was last enrolled at the time they were suspended. The dean may deny a student's continued registration in the department. A student who is suspended from a degree program at UNF who wishes to be re-admitted into another UNF degree program must have the readmission approved by the appropriate advisor, the department chair, or the departmental committee of both programs.

# Program Policies and Procedures *(continued)*

**Student Accountability and Code of Conduct.** Students are expected to adhere to the [UNF Student Code of Conduct](#), which outlines university policies designed to maintain a safe, respectful, and professional learning environment. Violations include, but are not limited to:

- Sexual misconduct
- Endangerment
- Harassment (of fellow students or faculty)
- Possession of a weapon on university property
- Hazing
- Fire or safety violations
- Unauthorized possession of pets or interaction with wildlife
- Possession of illegal drugs or misuse of medication
- Prohibited use of alcohol
- Smoking and tobacco use
- Misuse of technology
- Improper use of vehicles or transportation devices
- Disruptive behavior, such as:
  - Classroom disturbances
  - Disrespectful verbal or email correspondence with students or faculty
- Unauthorized collaboration
- Misuse of academic materials
- Plagiarism
- Falsification of identity or records
- Vandalism or theft
- Invasion of privacy
- Failure to follow directives and obstruction of the university conduct system
- Complicity in misconduct (bystander participation)
- Discrimination
- Retaliation
- Violations of UNF regulations, policies, or guidelines
- Violations of criminal law

Refer to the full [UNF Student Code of Conduct](#) for a comprehensive description of each policy.

## **Progressive Disciplinary Process for all BS in Nutrition and Dietetics Programs**

**Level 1:** Meeting with the program director, course instructor, and student

**Level 2:** Meeting with the department chair, program director, course instructor, and student

**Level 3:** Official report of the violation(s) to the appropriate office(s):

- Dean of Students (for all violations)
- University Police Department (for criminal violations)
- Title IX Coordinator (for sexual misconduct)

# Program Policies and Procedures *(continued)*

**Disciplinary Actions and Termination Procedures.** A student may face disciplinary action, including potential termination from the program, for reasons such as unsatisfactory academic performance; inappropriate, disruptive, and/or criminal behavior (e.g., academic dishonesty, plagiarism, harassment, etc.). For further details regarding the Dean of Students Misconduct Process, visit the [Dean of Students Office website](#). If a student's violations escalate to Level 3 of the Progressive Disciplinary Process, they may be considered for dismissal from the program. This decision will be based on the severity and recurrence of the violations, in accordance with university policies and due process procedures. Dismissal determinations will be made by the department chair, program director, and appropriate university offices.

## **Assessment of prior learning and credit toward program**

**requirements.** Student transcripts are evaluated by the UNF Enrollment Services and then reviewed by a Brooks College of Health advisor to determine whether transfer credit can be applied toward program requirements. If transferring credits, coursework completed more than ten years before matriculation may not be used to satisfy program requirements. In addition, transfer courses may not be used towards the major/concentration requirements; any exception to this policy is at the program director's discretion. The BS in Nutrition and Dietetics DPD Program does not accept prior work experience in lieu of required coursework.

**Graduation and DPD Completion Requirements.** To complete the 120-credit hour BS in Nutrition and Dietetics, DPD Program concentration and earn the BS degree, the student must complete all DPD program courses with a grade of C or higher in each class and maintain overall GPA of 2.0 or higher.

**Verification Statements.** To receive the DPD Verification Statement, students must meet the graduation/DPD completion requirements above **AND** achieve all ACEND-required knowledge requirements (KRDNs). The KRDNs are listed in the associated DPD classes where they are met. A DPD Verification Statement is typically required to continue the pathway toward becoming credentialed as an RDN. Students elect to receive their verification statement through email or postal mail. If email is chosen, one original verification statement with a verified digital signature from the program director is emailed to both the student's chosen personal email address and their UNF email address. If postal mail is chosen, six original verification statements are mailed to program graduates approximately four weeks after graduation.



# Program Policies and Procedures *(continued)*

**Academic Integrity Code.** Students are expected to honor the Academic Integrity Code. Academic misconduct shall consist of any attempt to misrepresent one's performance on any exercise submitted for evaluation. The primary responsibility for ensuring adherence to the principle of academic integrity rests with students and faculty. Therefore, any infraction that comes to the attention of any person should be brought to the faculty member's attention to whose course it pertains. Violations of the code include, but are not limited to:

- Cheating: Intentionally using, providing, obtaining, or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.
- Fabrication and falsification: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in an academic exercise.
- Multiple submissions: Submitting any portion of the same academic work for credit more than once without authorization.
- Plagiarism: Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge.
- Abuse of academic materials: Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource materials.
- Complicity in academic dishonesty: Assisting in any form to help another to commit an act of academic dishonesty.
- Instructors may deploy various strategies to verify a student's identity during online testing. These strategies may include a proctored exam, the use of a webcam, or the use of an online proctoring system such as Honorlock. Information regarding these strategies can be found in the respective course syllabus.

**Possible Faculty Actions in Cases of Academic Misconduct.** Academic misconduct actions can include from the course instructor: referral to the appropriate support service; assignment of a grade reduction on an academic exercise; assignment of a final letter grade/reduction for the course; assignment of an unforgivable "F" for the class; and/or referral of the charges to the Dean/Chairperson/Director of the academic unit in which the student is enrolled. Department/College/University leadership may recommend the student for one or more of the following: temporary or permanent loss or use of a university facility, suspension from a College, Department, or program, expulsion from the University; or referral to Student Affairs for a violation of the Student Conduct Code.

# Tips for Success

We want to help you succeed in the nutrition program and be prepared for your professional life. Many services, opportunities, and activities are available to UNF students, such as professional development, mock interviews, resume assistance, and more. You will find descriptions of some of these programs and services with UNF Student Success.

## **Juniors:**

Study hard and earn good grades form a study group with other nutrition students, join one or more clubs and be active, consider running for an officer position (spring of junior year), obtain volunteer or paid work experience in a local nutrition-related facility, research internship programs, read popular health/nutrition books. Please get to know your professors; before you know it, you'll ask for recommendation letters and/or employment references!

## **Seniors:**

Study hard and make earn grades, be involved in research, obtain volunteer or paid work experience in a local nutrition-related facility, research graduate programs (if interested) and visit your top choices if possible, study for and take the Graduate Record Examination (GRE) if required by the graduate program you are applying to (if applicable), fine-tune your resume, read popular health/nutrition books, sharpen your culinary skills, and practice interviewing. If possible, gain experience and develop leadership skills in one of the many clubs or volunteer opportunities UNF offers.

To strengthen your knowledge of nutrition and your application to a graduate program or job, consider work or volunteer experience in nutrition and dietetics-related activities.

These can include paid and unpaid experiences such as:

- Shadowing local dietitians or similar professionals
- Joining or holding leadership positions with the Student Nutrition and Dietetics Association, Nutrition and Dietetics Leadership Association, Nutrition Journal Club, or *NutriNews*
- Volunteering with Meals on Wings
- Volunteering with local food bank or community garden
- Working in the food service industry
- Explore research opportunities

We recommend seeking out a variety of experiences to strengthen your application or job search and learn what area of the field you are the most interested in. In addition, keep a log of these experiences for your application.



# Professionalism

Professionalism is a critical component of your academic and career success. Throughout your courses, you are continuously observed—not only for your academic performance but also for your work ethic, punctuality, communication skills, and overall conduct. These behaviors form the foundation of your *professional reputation*.

Faculty often serve as references for dietetic internships and employment. Their evaluations are based not only on your grades but also on how reliably and respectfully you engage in class, meet deadlines, contribute to group work, and communicate both verbally and in writing.

Demonstrating professionalism means:

- Arriving on time and being prepared for all classes, labs, and assignments.
- Communicating clearly, respectfully, and professionally in all formats.
- Taking responsibility for your learning and behavior.
- Upholding ethical standards and academic integrity.
- Seeking and applying feedback to grow as a future professional.

Your daily actions shape how others perceive your readiness for the responsibilities of a healthcare professional. Treat every interaction as an opportunity to build trust and demonstrate your commitment to excellence.

## How to Compose a Professional Email

**SUBJECT LINE:** Always include a course number if that is the purpose of your email; otherwise specify a very brief, specific topic of your email in the subject line

**SALUTATION:** [Dear/Good morning, etc.] + Appropriate honorific (Dr., Professor, Mr./Ms.) + recipient's last name. Double-check the correct spelling of their name! Attention to detail matters.

**BODY:** Concisely tell /ask whatever you may need to communicate, ensuring you are clear with any requests for action. Proofread for punctuation and grammar. Separate large blocks of text into paragraphs (however, if your email is concise, no large blocks of text should be necessary).

**CLOSING:** [Sincerely/Best regards, etc.], Your first and last name

*Example:* From: Student <n12345678@unf.edu>  
To: Colin, Casey <casey.colin@unf.edu>  
Subject: DIE3246 Questions

Hi Dr. Colin,

I am having some trouble understanding the Module 2 content, and I couldn't attend office hours. Could we please schedule a Zoom meeting?

Sincerely,  
Student  
N#12345678

# Dietetic Internship Application Checklist

## Where will you apply?

- Start researching programs early. You can search by program type and state on the [ACEND Program Directory](#). If you're starting your search, leave all boxes unchecked and choose Florida as the state. Next, consider admission requirements, cost, location, program length, etc.
- For more detailed information, visit the website of each program. See if they hold an open house and try to attend.
- Review the *Applicant's Guide to Supervised Practice* for specific information on how programs rate their applicants, the number of applications received, etc. This guide is typically available mid-fall semester and is posted on the DPD Canvas course.

## Get Organized:

- Start a folder for each internship program that interests you. Make notes about specific program requirements and deadlines.
- All programs are now required to use the [online application portal, DICAS](#). If the internship is combined with a graduate degree, check if there are separate application instructions and earlier deadlines for the grad school.
- Be sure to check the internship program's minimum requirements to see if you meet them.

## Graduate Record Examination (GRE):

- Check the programs you are interested in to see if they require the GRE.
- Study for and take the GRE if required for programs you are interested in. When? The summer between junior and senior year is ideal.
- **Note:** the UNF MS Online which is connected to the DPD Program does not require the GRE.

## Dietetic Internship Central Application Service (DICAS):

- Create your account on the [online application portal, DICAS](#).
- You will use the DICAS portal to complete your application; upload your resume and personal statement; enter the names and email addresses of your recommendation letter writers; enter colleges attended, courses taken, and grades; and request required documents. There is no limit to the number of programs you can apply to, but there are fees associated with each application.

## Experiences and Resume:

- You will need a well-written resume to upload on DICAS as part of the application packet and to give to the people who write your recommendation letters. During fall of your senior year, you will be given guidance and support for resume writing. You can seek additional assistance from UNF Career Services
- Focus mainly on knowledge, skills, and action rather than duties performed. Highlight in detail experiences at healthcare facilities and those involving community education, research, food service management, or leadership skills.
- Your resume and/or portfolio should be concise and grammatically perfect.

# Dietetic Internship Application Checklist

*(continued)*

## Reference Letters:

- Who will write a letter for you? Typically, you will need a letter from two faculty members and one work supervisor but follow the instructions on DICAS. Choose people who know you well enough to write a favorable letter.
- Meet with your top choices early in the semester to ask if they will write a letter and, if so, what materials they need from you.
- **Allow the letter writers at least six weeks or longer.**
- The letters will be submitted online, but you will first provide DICAS with your letter writers' names and contact information.

## Declaration of Intent to Complete Degree Form or Verification Form:

- If you are a current student, you will complete a Declaration of Intent Form listing your upcoming Spring/Summer courses and give it to the program director. This form will be provided to you.
- On the DICAS portal, you'll request either a Declaration of Intent to Complete Degree (current students will use this) or a Verification Statement (alums will use this). Be sure you select the correct form.
- Enter the program director's name and email address on DICAS, and they will verify the appropriate form.

## Transcripts:

- Follow the instructions on DICAS. You will need a Transcript Request Form for each college attended.
- You will request an **official** transcript for each college/university attended to be sent directly to DICAS along with the Transcript Request Form. Transcript requests can usually be done online through the UNF Transcript Requests website.
- Get started on this early!



# Registration Exam and Licensure

## **National Registration Examination for Registered Dietitians.**

After successfully completing the graduate program with supervised practice, you will be eligible to take the Registration Examination for Dietitians. The exam costs approximately \$225. This exam is a computer-adaptive test with at least 125 questions and a maximum of 145 questions that takes approximately 3 hours taken at a Pearson VUE testing center. This includes questions on food and nutrition, nutrition services (community and clinical), education and research, foodservice systems, and management. Upon passing this exam, the Commission on Dietetic Registration (CDR) will notify you that you are officially a Registered Dietitian Nutritionist (RDN).

## **State Licensure**

To practice, RDNs are required to have a state license. Each state has different laws and procedures regarding licensure, so students need to check on the requirements of the state they are seeking licensure.

Florida has a licensure requirement for dietitians. In Florida to apply for licensure by endorsement, you must complete an accredited DPD, dietetic internship (or supervised practice hours), graduate degree, and pass the national Registration Examination for Dietitians.



# Important Contacts

## BS in Nutrition and Dietetics Faculty Advisor

Dr. Casey Colin, DPD Program Director  
email: [casey.colin@unf.edu](mailto:casey.colin@unf.edu)

## Support

[UNF One Stop Student Services](#)  
[UNF Student Success](#)

## Other Contacts

For additional UNF Nutrition and Dietetics faculty, who may be helpful in obtaining research opportunities, see the UNF Faculty Directory.

## Undergraduate Advising

Students will receive guidance from the Undergraduate Program Director and the [BCH undergraduate advising team](#) throughout their undergraduate coursework to ensure they meet requirements and are on track to complete the DPD program.

