

# 2020-21 Student Handbook for the DPD/Nutrition Program

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## Welcome to our program!

Thank you for choosing us. We offer a challenging science-based program which culminates in a Bachelor of Science (B.S.) degree in Nutrition and Dietetics. We are a Didactic Program in Dietetics (DPD) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 1-800-877-1600, or 312-899-0040, email ACEND@eatright.org.

## The Registered Dietitian (RD) Credential is now also called the Registered Dietitian Nutritionist (RDN) Credential

Completion of the Nutrition and Dietetics Program at UNF can lead to the additional steps required to become a RDN. This is typically a three step process:

1. Completion of an accredited DPD.
2. Completion of an accredited 1200 hour dietetic internship after obtaining the B.S. degree.
3. Obtaining a passing score on the national registered dietitian examination.

Acceptance into an ACEND-accredited dietetic internship is quite competitive, and undergraduate students are not guaranteed placement in an internship program. Nationwide about 50% of the students who apply to internships each year are matched. Most internship programs are traditional programs where interns relocate to the home base of the program to complete the required 1200 hours of supervised practice. There are also accredited distance internship programs and accredited **Individualized Supervised Practice Pathway (ISPP) programs.** You can read more about internships at the Academy’s website:

<http://www.eatrightpro.org/resources/acend/accredited-programs/dietetic-internships>

Students can improve their chances of matching to an internship by earning good grades (A’s and B’s), displaying outstanding character, obtaining relevant work experience, seeking meaningful volunteer experiences, and developing leadership and time management skills. UNF faculty work closely with students and alumni to assist them with the internship application process. Students may apply to internship programs in the spring of their senior year and if accepted they typically start in August or September. Students pay for the tuition and all other expenses associated with their dietetic internship. In the appendix of this handbook you’ll find a helpful checklist for the internship application process.

After completing the accredited dietetic internship and passing the RDN examination, alumni may apply for Florida licensure through the Department of Health, Division of Medical Quality Assurance. Licenses must be renewed every two years to stay active.

## The Profession of Nutrition and Dietetics

A career in nutrition and dietetics holds a lifetime of opportunity for interesting and diverse employment. RDN’s work in hospitals, health departments, wellness centers, nursing homes, school districts, food companies, clinics, home health agencies, substance abuse and eating disorder recovery centers, grocery stores, universities, diabetes centers, cancer centers, dialysis centers, community agencies, mental health centers and more. Many RDN’s have their own private practices and are active on social media, t.v, print, etc. Other RDN’s hold challenging positions in government agencies such as the U.S. Food and Drug Administration and the U.S. Department of Agriculture.

Depending on their place of employment, RDN’s may do the following: assess the nutritional status of diverse individuals and populations and help people implement healthful 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.

Beginning January 1, 2024 a master’s degree will be required to practice nutrition and dietetics for all new students entering academic programs. Undergraduate students entering an accredited dietetic program before 2024 will be exempt from this requirement. About half of all registered dietitians currently have a master’s degree. Program graduates who do not pursue the RDN credential most often seek employment as community nutrition educators, dietary technicians/supervisors, food service managers, or medical salespersons. All graduates of our program are eligible to take the examination to become a dietetic technician (DTR) and certified dietary manager (CDM). Dietetic technicians and CDM’s typically work under the direction of an RD in hospitals, nursing homes, clinics, and wellness centers.

## Program Mission Statement and Goals 2018-2022

*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)*

60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation. *(ACEND- required objective)*

50% of program graduates are admitted to a supervised practice program 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.

### Outcome Measure Results

Outcome data are available upon request.

## University Accreditation

The University of North Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters 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 to the Commission on Colleges about the University of North Florida accreditation status should only occur if there is evidence that appears to support significant noncompliance with a requirement or standard.

## Program Curriculum and Information

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

* Students are expected to complete the prerequisite courses before entering into 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 students (juniors, seniors, post-baccalaureates) must meet with a Brooks College of Health advisor prior to the first registration at UNF. This can be done by phone for students who don’t reside in the area.
* Students may be required to undergo a Level 2 Criminal Background Check in the beginning of the fall semester of their junior year and again at the beginning of the senior year. This is coordinated through the UNF nutrition program. There is a fee for this service.
* Students are required to attend a nutrition program orientation session in the summer or fall semester of their junior year (transfer students) or during the sophomore year (native UNF students).
* To successfully complete the Nutrition and Dietetics Program, earn the B.S. degree, and obtain a Verification Statement (required for application to accredited internships), students are required to complete the program courses shown below with a grade of C or higher in each course and an over-all GPA of 2.0

## Program of Study

### Prerequisites (36 credits)

Must be completed with a grade of "C" or higher

| Course Code | Course Name | Credit Hours |
| --- | --- | --- |
| MAC1105 (GM) | College Algebra | 3 |
| STA2014 (GM) | Elem Statistics-Health/SS | 3 |
| POS2041 | Intro to American Government | 3 |
| FSS1202 | Food Fundamentals | 3 |
| FSS1202L | Food Fundamentals Laboratory | 1 |
| HUN2201 | Basic Prin Human Nutrition | 3 |
| BSC1010C | General Biology I with Lab | 4 |
| BSC2085C | Human Anatomy and Physiology I | 4 |
| BSC2086C | Human Anatomy and Physiology II | 4 |
| CHM 2045 | General Chemistry I | 3 |
| CHM2045L | General Chemistry I Laboratory | 1 |
| MCB2010C | Microbiology with Lab | 4 |

### Major Requirements (57 credits)

Must be completed with a grade of "C" or higher.

Students enrolled in the Didactic Program in Dietetics (DPD) must follow BS/DPD Nutrition Program Sequencing Schedule to avoid delaying graduation.

| **Course Code** | Course Name | Credit Hours |
| --- | --- | --- |
| **BCH3023/L**Prerequisites: CHM2045/L | Survey Org Bio Chem with Lab  | 4 |
| **HUN3230**Prerequisites: HUN2201, CHM2045/L, BSC2085C, BSC2086CCo-requisites: FSS1202, FSS1202L, BCH3023C (all can be taken earlier)  | Advanced Nutrition Science I  | 3 |
| **HUN3800** Prerequisites: HUN2201, STA2014 | Nutrition Sci Research & Ethics | 3 |
| **HUN3403**Prerequisites: HUN2201, CHM2045/L, FSS1202/L | Life Span Nutrition | 3 |
| **HUN3231**Prerequisite: HUN3203  | Advanced Nutrition Science II  | 3 |
| **DIE3310**Prerequisite: HUN2201 | Community Nutrition | 3 |
| **HSC3578** | Food, Health and Society | 3 |
| **FOS4041**Prerequisites: FSS1202/L, CHM2045/LCo-requisites: FOS4041L  | Food Science and Composition | 3 |

| **Course Code** | Course Name | Credit Hours |
| --- | --- | --- |
| **FOS4041L***Prerequisites*: FSS1202/L, CHM2045/L*Co-requisite*: FOS4041L  | Food Science & Composition Lab | 1 |
| **HUN3014**Prerequisite: HUN2201 | Nutrition and Fitness | 3 |
| **HUN4016C***Prerequisites*: HUN2201, HUN3230, HUN3231 | Nutrition Education | 3 |
| **DIE3213***Prerequisites*: HUN2201, BSC2085C, BSC2086C, CHM2045/2045L,FSS1202/1202L, BCH3023/L, HUN3403, HUN3230, HUN3231 | Nutrition Therapy I | 3 |
| **DIE4122***Prerequisites*: HUN2201, FSS1202/1202L, MCB2010c | Management of Food/Nutrition I | 3 |
| **HUN4016C**Prerequisites: HUN2201, HUN3230/3231 | Nutrition Counseling and Communication | 3 |
| **DIE4515**Must be taken in second year of the nutrition curriculum  | Dietetics Capstone | 3 |
| **DIE4125** *Prerequisite*: DIE4122 | Managament of Food/Nutrition II | 3 |
| **HUN4025L***Prequisites*: HUN2201, HUN3230/3231, DIE3213, HUN4016c | Nutrition Assessment and Communication Lab | 3 |
| **FSS4230***Prerequisites*: FSS1202/1202L, CHM2045/2045L, MCB2010c*Corequisite*: FSS4230L | Quantity Food Preparation | 3 |
| **FSS4230L***Prerequisites*: FSS1202/1202L, CHM2045/2045L, MCB2010c*Corequisite*: FSS4230 | Field Experience- Food Qty Preparation | 1 |

**(93 Total Credits)**

## Nutrition Program Sequencing Schedule (students are required to follow this)

### Junior Year

| **Fall Term** | Spring Term | Summer Term |
| --- | --- | --- |
| **HUN3230-Advanced Nutrition Science I (3)*** pre-reqs: HUN 2201, CHM2045/CHM2045L, BSC2085C, BSC2086C
* Co-reqs; FSS1202/FSS1202L, BCH3023c – can be taken earlier)
 | HUN 3231 Advanced Nutrition Science II (3)* pre-req: HUN3230
 | **HUN3014 Nutrition and Fitness (3)**  |
| **BCH 3023C Bioorganic Chemistry (4)*** pre-req: CHM 2045/CHM2045L
 | DIE 3310 Community Nutrition (3)* pre-req: HUN 2201
 | **HUN4601C Nutrition Education (3)*** Offered in summer and fall
* pre-reqs: HUN2201, HUN3230, HUN3231
 |
| **HUN3800 Nutrition Science Research & Ethics (3)*** pre-reqs: STA2014, HUN2201
 | HSC3578 Food, Health, and Society (3) | Free Elective (if Needed) |
| **HUN 3403 Life Span Nutrition (3)*** pre-reqs: HUN 2201, CHM2045/CHM2045L
* co-req: FSS 1202/1202L
 | FOS 4041 Food Science Composition (3)* pre-req’s: FSS 1202/1202L, CHM 2045/CHM2045L, co-req: FOS 4041L

FOS 4041L Food Science Lab (1)* pre-req’s: FSS 1202/1202L, CHM 2045/CHM2045L, co-req: FOS 4041
 | n/a |
| **Total Semester Hours: 13** | **Total Semester Hours: 13** | **Total Semester Hours: 6-9** |

### Senior Year

| **Fall Term** | Spring Term |
| --- | --- |
| **DIE 3213 Nutrition Therapy I (3)*** pre-req’s: HUN 2201, BCH 3023C, BSC 2085C/2086C, CHM 2045/2045L, FSS 1202/1202L, HUN 3403, HUN3230, HUN3231
 | **DIE 3246 Nutrition Therapy II (3)*** pre-req: DIE 3213
 |
| **DIE 4122 Mgmt of Food & Nutr Svc I (3)*** pre-req’s: HUN 2201, MCB 2010C, FSS 1202/1202L
 | **DIE 4125 Mgmt of Food & Nutr Svc II (3)*** pre-req: DIE 4122
 |
| **HUN4016C Nutrition Counseling and Communication (3)*** pre-reqs: HUN2201, HUN3230, HUN3231
 | **HUN4025L Nutrition Assessment and Communication Lab (3)** * pre-reqs: HUN2201, HUN3230, HUN3231, HUN4016c
 |
| **DIE4515 Nutrition & Dietetics Professional Capstone (3)*** *Must be taken in the second year of the nutrition curriculum*
 | **FSS4230 Quantity Food Preparation (3)****FSS4230L Field Experience in Quantity Food Preparation (1)*** Pre-reqs: FSS1202/FSS1202L, CHM2045, CHM2045L, MCB2010C
 |
| **Total Semester Hours: 12-15** | **Total Semester Hours: 13** |

## Curriculum Q&A’s:

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

Classes are typically scheduled during daytime and evening hours Monday through Friday. There are no undergraduate online degree options at this time, although many individual courses may be offered online. Most program courses are offered only once a year, therefore it’s imperative that students follow the proper sequence of coursework.

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

Yes, many community/state colleges offer the required prerequisites. You may contact a Brooks College of Health advisor for additional information regarding course transfers.

**My state college doesn’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 offered 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 the UNF Food Fighters: Student-Powered Hunger Relief Club. Students can become members of the Academy of Nutrition and Dietetics, and the First Coast Academy of Nutrition and Dietetics. In addition, campus and community volunteer opportunities are plentiful.

## Admission 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 not a separate application to the nutrition program. General admission information can be found here:

<http://www.unf.edu/admissions/>

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 for general information regarding the transfer of course credits. A formal transcript evaluation is completed after the student is accepted to UNF. Additional admission information can be found here:

<http://www.unf.edu/admissions/apply/Post-Baccalaureate.aspx>

International students who are not U.S. citizens or are not permanent residents will find admission information here:

http://www.unf.edu/admissions/international/

## Program Costs

Tuition, fees, and textbooks make up most of the costs to students. Detailed information regarding tuition and fees can be found here:

<http://www.unf.edu/tuition/>

The current fee per credit hour for Florida residents is $105.07; for non-Florida residents it is $457.27.

Laboratory fees are as follows: BSC1010C, BSC2085C, BSC2086C, and MCB2010C $51.93, FSS1202L $30.00, CHM2045L $59.00, BCH3023C $59.00, FOS4041L $30.00, and FSS4230L $15.00.

Additional expenses include a Level 2 Criminal Background Check with Fingerprints (approximately $100.00, beginning of junior year), a Level 2 Criminal Background Re-Check (approximately $15.00, beginning of senior year), a solid white laboratory jacket ($25-35, beginning of sophomore or junior year), 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 sites are in Duval County), ServSafe Examination ($70 for the score sheet, senior year), Internship application fees (DICAS $45 first application, $20 each additional application; D&D Digital $55). Recommended but not required: Academy of Nutrition and Dietetics Student Membership ($58; this includes membership in the Florida Academy of Nutrition and Dietetics), First Coast Academy Student Membership ($20).

## Student Progression and Professionalism

We want to help you succeed in the nutrition program and be prepared for your professional life. A plethora of services, opportunities, and activities are available to UNF students. You’ll find descriptions of some of these programs and services at this link:

http://www.unf.edu/ugstudies/

Additional tips for nutrition and dietetic students include:

**Freshmen and Sophomore:** Study hard and make good grades, join clubs, see if you qualify for the UNF Honors Program, meet junior and senior nutrition students, volunteer at the UNF organic garden, visit local farmers markets, learn new recipes, get a part-time job, read popular health/nutrition books.

**Juniors:** Study hard and make 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), become a student member of the Academy of Nutrition and Dietetics and the First Coast Academy of Nutrition and Dietetics (FCAND), meet local RDN’s, obtain volunteer or paid work experience in a local health care facility, research internship programs, read popular health/nutrition books.

**Seniors:** Study hard and make good grades, be involved in research, obtain volunteer or paid work experience in a local health care facility, become a student member of the Academy of Nutrition and Dietetics and FCAND, attend meetings and meet RD’s, shadow an RD, volunteer at FCAND events, lead/supervise an activity or event, study for and take the Graduate Record Examination (GRE), research internship programs and visit your top choices if possible, fine tune your resume, read popular health/nutrition books, sharpen your culinary skills, practice interviewing. If possible, gain experience and develop leadership skills in one of the many clubs or volunteer opportunity that UNF offers.

## Program Policies and Procedures

* **Withdrawal and refund of tuition and fees.** The University of North Florida has academic policies and procedures that address course withdrawals and tuition and fee refunds. Call One Stop Student Services at 904-620-5555 or see the most current UNF Catalog located here:

<https://www.unf.edu/catalog/financial/Admin-Finance/Tuition_and_Fee_Refund/>

* **Scheduling and program calendar.** The Nutrition and Dietetics Program follows the UNF academic calendar which can be viewed here:

<https://www.unf.edu/catalog/academic-calendar/academic_calendar/>

A course schedule search can be done here: <http://www.unf.edu/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 his/her 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. See this link for more information:

<http://www.unf.edu/catalog/policies/release_of_student_information_%28ferpa%29/>

* **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 Ann and David 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.
* **Access to student support services, including health services, counseling and testing and financial aid resources.** UNF has a wide array of student support services, including Academic Advising, Academic Services (including Academic Testing), Campus Involvement, Campus Services, Financial Services (including Financial Aid), Fitness and Health, Multicultural Services, Personal Support Services (including Counseling), Student Enrollment and Records, and Veteran and Military Services.

Student Health Services’ on-campus clinic provides 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. More information can be found here: <http://www.unf.edu/shs/>

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. More information can be found here: [www.unf.edu/counseling-center](http://www.unf.edu/counseling-center)/

Helpful financial aid resources can be found here: <http://www.unf.edu/onestop/finaid/>

* **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 out of or in connection with the student transporting themselves and passenger(s). The University of North Florida does not provide collision insurance or property/liability insurance coverage.
* **Injury or illness while in a facility for service work or field experiences.** The University of North Florida has not engaged medical personnel at community sites. Before site visits begin, course instructors provide an Acknowledgment Form with 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 out of 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 to the DPD/Nutrition Program Director.
* **Drug testing and criminal background checks.** Drug testing is not required. Background checks may be required for volunteer and course work experiences. Detailed instructions are provided to students at that time. Students pay for their own background checks. The initial check also includes fingerprints and therefore is more expensive than the subsequent re-checks.
* **Filing and handling complaints.**

In accordance with 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 does not agree 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 doesn’t agree with the proposed resolution from the departmental chairperson they may appeal to the college dean. If the student does not agree with the dean’s proposed resolution they may appeal to the University Academic Appeals Committee. Detailed instructions regarding grade appeals and other academic appeals can be found in the most recent edition of the UNF Student Handbook, in the Academic Policies and Procedures section. If a student believes the resolution of their complaint was unsatisfactory after following all of the procedures outlined above, she/he 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.

* **Assessment of prior learning and credit toward program requirements.** Student transcripts are reviewed by a Brooks College of Health advisor to evaluate whether transfer credit can be applied toward program requirements. Additional information for transfer students can be found here: <http://www.unf.edu/brooks/advising/> The DPD/Nutrition Program does not accept prior work experience in lieu of required course work.
* **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 unit and final examinations, quizzes, case studies, laboratory reports, research papers, presentations, and projects. The national ServSafe examination is administered each year to senior nutrition students. Student progress is tracked by the Brooks College of Health advisors through the use of academic roadmaps and online degree evaluation tools. In addition, overall program completion times are tracked for all nutrition students.
* **DPD retention and remediation procedures when student performance does not meet criteria for progressing in the program.** Any DPD/nutrition student with both 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, 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 as well.

### Disciplinary/termination procedures. Students must maintain good academic standing, defined as: undergraduate students who possess both a current semester Grade Point Average (GPA) and total institutional GPA of 2.0 or above.

### Academic probation. An undergraduate student who fails to maintain good academic standing after attempting a cumulative total of 12 or more 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. If both 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, then the student will be eligible for suspension.

If suspended, the student will be dropped from any course for which he/she is 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 he or she was 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 re-admission approved by the appropriate advisor, the department chair, or departmental committee of both programs.

* **Graduation and/or DPD completion requirements.** To successfully complete the 120 credit hour DPD/Nutrition Program, earn the B.S. degree, and obtain a Verification Statement, the student is required to complete all program courses with a grade of C or higher in each course and with an overall GPA of 2.0 or higher.
* **Verification statements.** All students who graduate from UNF in the DPD concentration with a B.S. in Nutrition and Dietetics receive a Verification Statement. Six original verification statements are mailed to program graduates approximately four weeks after the date of graduation. Verfication statements may also be sent electronically with a verified digital signature from the program director.
* **Policy on Progression in the DPD/Nutrition Program.** A grade lower than “C” in any of the other required nutrition program courses will prevent progression in the course sequence until the course is taken over and a grade of “C” or better is earned. This could delay graduation by one year or longer.
* **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 insuring adherence to the principle of academic integrity rests with students and faculty. Any infraction which comes to the attention of any person should be brought to the attention of the faculty member 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: The submission of 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: Providing assistance in any form to help another to commit an act of academic dishonesty.
* Instructors may deploy various strategies to verify a students’ 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.**

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 unforgiveable “F” for the course; Referral of the charges to the Dean/ Chairperson/ Director of the academic unit in which the student is enrolled with a recommendation 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.

## Dietetic Internship Application Checklist for UNF Students

* **Where will you apply?**
	+ Start researching programs early.
	+ You can search by program type and state at the following link. If you’re just starting your search, leave all boxes unchecked and choose Florida as the state:
	+ <http://www.eatrightpro.org/resources/acend/accredited-programs/dietetic-internships>
	+ 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 if so try to attend (some are virtual).
	+ Review the *Applicant’s Guide to Supervised Practice* for specific information on how programs rate their applicants, the number of applications received, etc.
* **Get Organized:**
	+ Start a folder for each internship program that interests you.
	+ Make notes about specific program requirements and deadlines.
	+ Almost all programs use the online application portal DICAS. If a program does not, you will need to obtain application instructions from their website or program director.
	+ 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):**
	+ Study for and take the GRE (highly recommended and often required).
	+ When? The summer between the junior and senior year is ideal.
	+ <https://www.ets.org/gre>
* **Dietetic Internship Central Application Service (DICAS):**
	+ Create your account on the online application portal DICAS:

<https://portal.dicas.org>.

* + You’ll use the DICAS portal to complete your application; to upload your resume and personal statement; to enter the names and email addresses of your recommendation letter writers; to enter colleges attended, courses taken, and grades; and to request required documents. There is no limit to the number of programs you can apply to.
	+ You’ll designate the programs you’re applying to and pay the application fee on a different portal, D&D Digital.
* **Experiences and Resume:**
	+ You’ll 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.
	+ Focus mostly on knowledge, skills, and action rather than duties performed. Highlight in detail experiences at health care facilities and those that involve community education, research, or food service management, or show leadership skills.
	+ Your resume and/or portfolio should be concise and grammatically perfect.
* **Reference Letters:**
	+ Who will write a letter for you?
	+ Typically it’s 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 ample time, at least six weeks or longer.
	+ The letters will be submitted online, but you will first provide DICAS with the names and contact information for your letter writers.
* **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 Spring/Summer courses and give it to Dr. Ross.
	+ On the DICAS portal you’ll request either a **Declaration of Intent to Complete Degree** (current students will use this) or a **Verification Statement** (alumni will use this). Be sure you select the correct form.
	+ Enter Dr. Ross’ name and email address (j.ross@unf.edu) on DICAS and she will verify the appropriate form.
* **Transcripts:**
	+ Follow the instructions on DICAS. You will print 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. Get started on this early!
* **Personal Statement:**
	+ Practice writing your essay to sharpen your technique. Read it out loud!
	+ Follow the instructions on DICAS regarding the specific information to include. The suggested length is 1000 words.
	+ You can customize your personal statement for each internship to highlight any special skills or experience you have that would be desirable for that particular program.
* **D&D Digital:**
	+ Each applicant must register for matching with D&D Digital and pay the registration fee.
		- D&D Digital is where you register for the dietetic internship (DI) match. This allows you to create, edit, and verify the priorities for your choices of internships you are applying to.
	+ Register at: <http://www.dnddigital.com/>
	+ When asked, please make your match results available to the UNF DPD director, currently Dr. Jen Ross. We are required to track our students/alumni for five years and it’s critical that this information is available. Thank you!

Don’t forget to proofread everything in your application packet before you submit it. Read all instructions carefully and follow them exactly. This could “make or break” your chances of matching. Good luck!