UNF

UNIVERSITY of NORTH FLORIDA

COMMUNITY NUTRITION AND FOOD

Program Handbook

The purpose of the Community Nutrition and Food (CNF) Handbook is to serve as supplement to the University of North Florida Undergraduate Catalog by providing information, policies, and procedures specific to this program.

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Welcome from the UNF CNF Director

Welcome to the University of North Florida's Community Nutrition and Food (CNF) program! We are thrilled to have you join our community of learners, leaders, and future professionals in the field of nutrition and dietetics.

The CNF program is designed to challenge and support you as you grow into competent, compassionate, and evidence-informed leaders. Throughout your time here, you'll engage in rigorous academic work, hands-on experiences, and interdisciplinary learning that reflect the dynamic, real- world environments where you'll one day practice.

Whether your goal is a career in nutrition education, food service leadership, community engagement, or research, you are entering a program that values both professional excellence and human connection. As faculty and staff, we are committed to your success. We believe in fostering a learning environment that is inclusive, supportive, and responsive to your needs as adult learners. Your voice matters here, and your journey matters to us.

This handbook will serve as a helpful guide throughout your time in the program. Please read it carefully, refer to it often, and don't hesitate to reach out with questions.

We are so excited to see the unique perspective and energy you'll bring to this next chapter of your journey. 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

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Department Mission and Vision

Mission: The mission of the UNF Department of Nutrition and Dietetics is to educate and inspire students of every level through leadership, scholarly pursuits, and community engagement.

Vision: The vision of the UNF Department of Nutrition and Dietetics is to be at the forefront of nutrition and dietetics by transforming students into valued nutrition and healthcare leaders who contribute to communities around the world.

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.

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Profession of Nutrition and Dietetics

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

- Community Nutrition
- Healthcare
- Nutrition Educators through WIC
- Food Service Directors
- Food Sustainability Managers
- Recipe Developers
- Food Writers
- Nutrition Social Media Developers
- Sales (pharmaceutical, food, equipment)
- Product development
- Public Policy or Advocacy

Many CNF graduates may also seek advanced academic degrees and certifications. Graduates in this concentration will have a broad range of career path options which include nutrition education, food sustainability, and wellness. Graduates will also be equipped to enter the food industry and are eligible to take the examination to become a Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®), a lucrative credential in today's food service industry.

Students who are pursuing other health-related careers may also pursue this concentration as a pathway toward their goal. Students should check with their advisor to see what other prerequisites may be required for admission into their program of interest.

According to the Bureau of Labor Statistics, the median average wage for nutrition health coaches is $62,860. The median average wage for food service managers is $63,060. For a food sustainability manager, the median average wage was $78,980. Depending on the direction graduates go in their careers, there are a wide range of salaries available.

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Verification Statement Notice

This concentration will not culminate in a Verification Statement which is required for students who wish to pursue a Dietetic Internship to become a Registered Dietitian Nutritionist. Students who wish to become a Registered Dietitian Nutritionist or Registered Dietetic Technician should pursue the Didactic Program in Dietetics (DPD) concentration instead.

Beginning January 1, 2024, a master's degree is now required to practice nutrition and dietetics for all new students entering academic programs wishing to become Registered Dietitian. 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.

The CNF program is specifically tailored for students who do not wish to become registered dietitians or pursue a dietetic internship/graduate program in dietetics.

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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. 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 CNF 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 CNF 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
    - Maintain continuous enrollment in the program unless an approved leave of absence is granted.

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CNF Program of Study

86 Total Credit Hours. See UNF Course Catalog for full details.
Students must 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

Concentration Requirements (48 Credits)

Course Number	Course Name	Credit Hours
SPC2608	Fundamentals of Speech	3
HUN3800	Nutrition Science, Research, and Ethics	3
HUN3403	Lifespan Nutrition	3
HSC3578	Food, Health, and Society	3
DIE3310	Community Nutrition	3
FSS3800	Seminar in Food Systems and Sustainability	3
FOS4041	Food Science and Composition	3
FOS4041L	Food Science and Composition Lab	3
HUN3014	Nutrition and Fitness	3
HUN4601C	Nutrition Education	3
DIE4122	Management of Food and Nutrition I	3
HUN4614	Nutrition Communication	3
DIE4125	Management of Food and Nutrition II	3
HUN3534	Food as Medicine	4
FSS4945	Community Nutrition Capstone	2
DIE4931	Nutrition Trends/Leadership	3
3000/4000 Level	Electives	9

CNF Program Course Sequence

86 Total Credit Hours. See UNF Course Catalog for full details.
Students must 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)*	SPC2608 (3CR) HUN3800 (3CR) HUN3403 (3CR) HSC3578 (3CR)	FSS3800 (3CR) DIE3310 (3CR) FOS4041 (3CR) FOS4041L (3CR)
Total Semester Credit Hours: 6	Total Semester Credit Hours: 12	Total Semester Credit Hours: 12

*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)	HUN4614 (3CR) DIE4122 (3CR) *3000/4000 Level Elective (3CR) *3000/4000 Level Elective (3CR)	DIE4931 (3CR) DIE4125 (3CR) HUN3534 (3CR) FSS4945 (3CR)
Total Semester Credit Hours: 6	Total Semester Credit Hours: 12	Total Semester Credit Hours: 12

*If needed for 120 total credit hours

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Minors

Minor in Food Systems and Sustainability

Students in the CNF program may earn a Minor in Food Systems and Sustainability by taking only one additional course: DIE4940 Nutrition and Dietetic Field Experience or an Approved Study Abroad course.

This minor includes 15 credits total, of which the CNF major already includes 12 credits. The Minor in Food Systems and Sustainability requirements include:

- FSS1202 Food Fundamentals (3CR)
- HUN2201 Basic Prin Human Nutrition (3CR)
- HSC3578 Food, Health and Society (3CR)
- FSS3800 Seminar Food Sys & Sustain (3CR)

The only additional course required outside of the CNF major is:

- DIE4940 Nutrition and Dietetic Field Experience (3CR)

- OR -

- Approved Study Abroad course (3CR)

Minor in Sports Nutrition

Students in the CNF program may earn a Minor in Sports Nutrition. This minor includes 12 credits total, of which the CNF major already includes 6 credits. The remaining 6 credits could be considered as electives. The Minor in Sports Nutrition requirements include:

- HUN2201 Basic Principles of Nutrition (3CR)
- HUN3014 Nutrition and Fitness (3CR)
- HUN4273 Advanced Performance Nutrition (3CR)
- HSC4612 Exercise Physiology for Health Science (3CR)

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FAQs

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 CNF option?

No, the CNF program is not considered an online program. However, many of the prerequisite and concentration-required courses are offered online.

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.

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.

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.

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.

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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

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.

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Program Policies and Procedures

Non-Discrimination and Equal Opportunity. UNF 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 CNF 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. 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 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 CNF/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 UNF 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 CNF 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.

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 department chair. If a student has a program-related complaint regarding the accreditation standards, they may appeal directly to the department chair. If the student disagrees with the proposed resolution from the department chair, 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.

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 CNF 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 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 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.

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.

Artificial Intelligence (AI) Policy. Students are not permitted to use generative AI to produce work for your classes unless your instructor specifies that AI use is allowed. You will be permitted to use generative AI tools, including Microsoft Copilot, for designated assignments only, provided appropriate attribution is given. It is essential to acknowledge the contributions and ideas of others in all academic work. Each assignment will include specific guidelines for using AI tools, and students must clearly indicate any writing text, or media generated by AI when submitting their work.

When submitting work for grading, students must indicate how AI tools were used throughout the content development process, including verifying AI-generated citations.

Students must also take responsibility for the accuracy of any generated content. You may NOT use AI-generated content for writing essay assignments. Failure to properly acknowledge AI-generated contributions will be regarded as academic misconduct and may result in penalties such as reduced grade, a formal academic integrity report, or further disciplinary action in accordance with university policy.

To properly acknowledge AI-generated contributions, include an AI statement before the reference page of each assignment where the use of AI is permitted. The AI statement should include the following:

- Name the specific AI tool(s) used.
- Describe the purpose (e.g., brainstorming, summarizing).
- Clarify your own role and responsibility.
- State that you reviewed and edited the AI output.

Example:

> **AI Statement**
>
> **Copilot (Microsoft, 2025) was used to improve clarity, spelling, grammar, citations, and to strengthen arguments in this assignment. All AI-generated suggestions were critically reviewed and edited by the author to ensure accuracy and relevance to the course objectives. The final analysis and interpretation were completed by the author, who takes full responsibility for the content.**

Please refer to the table below for guidance on what you can or cannot use AI for.

Acceptable AI Use

AI Use: DO	AI Use: DON'T
Brainstorm ideas or organize outlines	Submit AI-generated work as your own
Get feedback on drafts or clarity	Use AI when prohibited by instructions
Check spelling, grammar, citations	Plagiarize or fail to cite AI use
Analyze data or create visualizations (if allowed)	Share confidential or private data with AI
Use AI for study guides or practice questions	Create deepfakes or harmful content
Use AI to help break down a concept	Over-rely on AI, neglecting your own learning

Academic Integrity. Students are expected to honor the Academic Integrity standards. 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, AI, 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. Knowingly or unknowingly using a fake reference citation resulting from an AI hallucination may be considered fabrication or falsification.
- 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. Unauthorized use of AI may be considered plagiarism.
- Abuse of academic materials: Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource materials. Uploading copyrighted materials, recorded lectures, slide decks, or any other course materials to Open AI sources without explicit permission from the instructor may be considered an abuse of academic 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 or LockDown Browser. Information regarding these strategies can be found in the respective course syllabus.

BS in Nutrition and Dietetics Progressive Disciplinary Process for Student Code of Conduct Violations. The following levels describe one possible framework for addressing conduct concerns at the program level. Not all cases will proceed through each level, and some concerns may warrant immediate referral through university processes. The program director maintains records of reported concerns to identify patterns of behavior and ensure consistent application of program policies.

Level 1: Initial Review and Documentation

Trigger

- A first concern regarding professional, academic, or ethical conduct.

- Suspected academic misconduct, including (but not limited to) unauthorized use of artificial intelligence (AI).
- A pattern of concerning behavior that does not warrant immediate university referral.

Actions

- The instructor gathers and preserves relevant documentation.
- The instructor notifies the program director of the concern and provides supporting documentation.
- A meeting is held between the instructor and student. The program director may participate as appropriate.
- The concern is discussed, expectations are clarified, and relevant guidance or resources are provided.
- Academic or course-related consequences may be imposed by the instructor consistent with university policies and course expectations.
- A verbal and/or written warning may be issued.
- Documentation of the incident and outcome is maintained in program records.

Level 2: Formal Reporting and Program Review

Trigger

- A subsequent documented violation.
- Repeated or escalating conduct concerns.
- Failure to comply with expectations established during a Level 1 intervention.
- A serious violation warranting immediate university review.
- Academic misconduct that may warrant referral under university policies.

Actions

- The instructor notifies the program director and provides supporting documentation.
- An official report is submitted to the appropriate university office(s), which may include:
    - Dean of Students
    - University Police Department, when applicable
    - Title IX Coordinator, when applicable
    - Other university offices as appropriate
- Program-level actions may occur in conjunction with institutional processes, as permitted by university policy.
- Students found responsible for multiple academic misconduct violations may be subject to dismissal from the program in accordance with program policies.

**Serious violations may include, but are not limited to, conduct that threatens safety, endangers others, constitutes harassment or discrimination, involves criminal behavior, or violates university policies related to sexual misconduct.*

Possible Faculty Actions in Cases of Academic Misconduct. Allegations or suspicions of academic misconduct may be addressed through one or more actions permitted under university policy. Actions initiated by the course instructor may include, but are not limited to, referral to appropriate support services; assignment of a grade reduction on an academic assessment; assignment of a reduced final course grade; assignment of an unforgivable "F" for the course; referral of the matter to the program

director, department chair, college dean, and/or referral of the matter to the Dean of Students for formal review.

The BS in Nutrition and Dietetics Progressive Disciplinary Process is an internal, program-level framework intended to promote early identification, education, and corrective intervention when appropriate. Use of this process is not mandatory, not sequentially required, and does not limit the authority of the course instructor or the university to take action as permitted by institutional policy. At the discretion of the course instructor, concerns related to academic misconduct may be reported directly and immediately to the Dean of Students without prior use of the progressive disciplinary process, particularly when the instructor determines that the nature, severity, timing, or context of the concern warrants institutional review or formal adjudication.

No provision of this handbook shall be interpreted as guaranteeing a student the use of the progressive disciplinary process prior to referral to the Dean of Students. Final determination of responsibility and imposition of institutional sanctions rests solely with appropriate university officials in accordance with the Student Code of Conduct and applicable university policies.

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.). Students who are found responsible for multiple incidents of academic misconduct may be dismissed from the program. The program reserves the right to refer any suspected academic misconduct to the appropriate university offices and to impose program-level consequences consistent with university policy. For further details regarding the Dean of Students Misconduct Process, visit the Dean of Students Office website. 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.

Appeal Process. Students may appeal a Level 1 warning or a Level 2 referral, or a dismissal from the program.

Step 1: Submit a Written Appeal

The student must submit a written appeal to the program director within 5 business days of receiving written notification of the disciplinary action. The appeal must include:

- The specific decision being appealed.
- The reason(s) for the appeal.
- Any supporting documentation.

Step 2: Grounds for Appeal

Appeals will be considered only on one or more of the following grounds:

- Procedural Error: A department policy or procedure was not followed, and the error may have affected the outcome.

- New Evidence: Relevant information that was not available at the time of the original decision has become available.
- Disproportionate Action: The disciplinary action imposed is significantly disproportionate to the violation.

Step 3: Program Review

The appeal will be reviewed by the program director, department chair, and/or relevant faculty members who were not directly involved in the incident when possible. Following review of the appeal, the department may:

- Uphold the original decision.
- Modify the disciplinary action.
- Reverse the disciplinary action.

The review will typically be completed within 10 business days of receipt of the appeal.

Step 4: Notification of Decision

The student will receive written notification of the appeal decision and the rationale for that decision. The decision made on the appeal is final within the Department of Nutrition and Dietetics. Students who remain dissatisfied may pursue additional grievance or appeal procedures available through the Dean of Students Office or other applicable university policies.

Verification Statements. This concentration will not culminate in a Verification Statement which is required for students who wish to pursue a Dietetic Internship to become a Registered Dietitian Nutritionist. Students who wish to become a Registered Dietitian Nutritionist or Registered Dietetic Technician should pursue the Didactic Program in Dietetics (DPD) concentration instead. The CNF program is specifically tailored for students who do not wish to become registered dietitians or pursue an dietetic internship/graduate program in dietetics.

Professionalism Expectations and Tips for Success

The CNF program is committed to supporting student success and preparing graduates for entry into professional practice. This preparation extends beyond academic performance and includes the development of professional behaviors, communication skills, and personal accountability expected of future healthcare professionals.

UNF provides many services to support this growth, including professional development programming, mock interviews, résumé assistance, academic support, and student success resources. Information about these opportunities is available through UNF Career Services and UNF Student Success. Students are expected to take initiative in identifying and using these resources as part of their professional development.

Professional Growth and Engagement

As students advance through the CNF, expectations increase regarding independence,

initiative, and professional conduct. Students are expected to actively engage with faculty, challenge themselves beyond their comfort zone, and demonstrate maturity, accountability, and professionalism consistent with preparation for supervised practice and professional employment.

Faculty continuously observe student performance, not only in terms of academic achievement but also with respect to work ethic, punctuality, communication, responsiveness, and overall conduct. These behaviors form the foundation of a student's professional reputation. Faculty frequently serve as references for dietetic internships, graduate programs, and employment, and their evaluations reflect both academic competence and professional behavior.

Career Preparation

To strengthen professional readiness and applications for internships, graduate programs, or employment, students are encouraged to pursue a variety of nutrition and dietetics-related experiences, including both paid and unpaid opportunities. These may include:

- Shadowing registered dietitians or related professionals
- Holding leadership or committee positions in nutrition-related student organizations
- Volunteering with community nutrition, food access, or public health programs
- Working in the food service industry
- Participating in faculty-mentored research projects

Students are encouraged to seek diverse experiences to better understand areas of the profession that align with their interests and goals. Students should also maintain a detailed log of relevant experiences for future applications.

Academic, Technical, and Communication Expectations

Students are expected to enter and progress through the CNF curriculum with foundational academic and professional skills. These skills include the ability to:

- Accurately paraphrase information from reputable, evidence-based sources
- Cite sources correctly using AMA 11th edition citation style
- Demonstrate basic proficiency in Microsoft Word and PowerPoint
- Use instructional technologies, including recording and submitting video assignments using Canvas Studio
- Describe fundamental research methodologies and apply problem-solving strategies
- Communicate clearly and professionally in written, verbal, and recorded formats

Students are expected to be ***actively engaged*** in their coursework, which includes, at minimum:

- Reviewing assigned readings and lectures
- Attending and participating in required class sessions and synchronous activities

- Communicating proactively with faculty through office hours, scheduled meetings, or designated communication channels

These competencies are considered essential and are required for success in advanced coursework, supervised practice, and professional employment.

Professional Behavior and Conduct

Demonstrating professionalism is an essential component of preparation for the nutrition and dietetics profession. Professional behavior is expected in all academic, clinical, experiential, and communication settings. Professionalism includes, but is not limited to:

- Arriving on time and being prepared for classes, labs, meetings, and assignments
- Communicating clearly, respectfully, and professionally in all formats
- Taking responsibility for learning, behavior, and academic performance
- Upholding ethical standards and academic integrity
- Seeking feedback and applying it constructively to support growth

Daily actions and interactions shape how others perceive a student's readiness for the responsibilities of a healthcare professional. Students are expected to approach each interaction with faculty, peers, and external partners as an opportunity to build trust and demonstrate commitment to professional standards and excellence.

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Nutrition and Dietetics

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: HUN4601C 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

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Nutrition and Dietetics

Graduate School Application Checklist

Graduate school is another path to explore when planning your post-BS in Nutrition and Dietetics future. Numerous master's and doctorate degree programs are available in fields such as nutrition, health science education, business, exercise and sports science, and communication.

Where will you apply?

- Start researching programs **early**.
- Consider admission requirements, cost, location, program length, etc.
- Check what prerequisites are required and ensure you plan those into your degree.
- For more detailed information, visit the website of each program. See if they hold an open house and try to attend.
- Review each program for how programs rate their applicants, the number of applications received, etc.

Get Organized:

- Start a folder for each program that interests you.
- Make notes about specific program requirements and deadlines.
- Be sure to check the program's minimum requirements to see if you meet them.

Graduate Record Examination (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.
- Check the programs you are interested in to see if they require the GRE.

Experiences and Resume:

- You'll need a well-written resume to upload as part of the application packet and to give to the people who write your recommendation letters.
- 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.

Reference Letters:

- Who will write a letter for you?
- Typically, you will need a letter from two faculty members and one work supervisor. 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 generally be submitted online, but you might be asked to provide your letter writers' names and contact information.

Transcripts:

- Follow the instructions on application. You will print a Transcript Request Form for each college attended.
- You may request an official transcript for each college/university attended to be sent directly to program along with the Transcript Request Form.

Job Search Checklist

A career in community nutrition and food holds a lifetime of opportunity for exciting and diverse employment. The search for the right job can be challenging so read the following tips for help.

Where will you apply?

- Start researching career paths early.
- This degree opens a lot of opportunities, so identify your strengths, interests, and skills.
- Next, consider potential earnings, growth opportunities, work-life balance, educational requirements, location, etc.
- Once you know what field you would like to pursue, research companies, organizations, or government agencies with which you'd like to work.

Get Organized:

- Start a folder with a target list of employers you'd like to work with. Make notes about industry trends and desired qualifications.
- Be sure to check the job's minimum requirements to see if you meet them.

Experiences and Resume:

- You'll need a well-written resume for job applications and networking opportunities.
- Focus mainly on knowledge, skills, and action rather than duties performed. Highlight experiences using keywords and phrases from job descriptions, focusing on achievements (not just duties), using action words, and tailoring your resume to each specific job you are applying for.
- Your resume and/or portfolio should be concise and grammatically perfect.

Reference Letters:

- Who will write a letter for you? Consider a letter from both faculty members and work supervisors. 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 generally be submitted online, but you might be asked to provide your letter writers' names and contact information.

Networking:

- Create a LinkedIn profile to connect with professionals you've worked with and other relevant contacts to build your network.
- Manage your social media profiles, including making them private or removing anything you would not like future employers to see.
- Attend career fairs to meet recruiters.
- Join professional organizations and be active to connect with your industry leaders.

Interview Skills

- Prepare for interview questions and have examples ready to demonstrate your points. Practice answering common questions to gain confidence.
- Bring a copy of your resume, dress professionally, arrive early, and come prepared with questions for the interviewer.
- Send a thank you note after the interview, if appropriate.

BS in Nutrition and Dietetics Faculty Advisor

Dr. Casey Colin, CNF Program Director
email: 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 CNF program.

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