



Foods & Nutrition

College of Family and Consumer Sciences

UNIVERSITY OF GEORGIA

Didactic Program in Dietetics Student Handbook

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Program website: <https://www.fcs.uga.edu/fdn/undergraduate-dietetics>

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A welcome message from the University of Georgia DPD Director

This handbook is designed to help you learn about the Didactic Program in Dietetics (DPD) at the University of Georgia and to serve as a reference for you. This handbook was written by students at the University of Georgia majoring in dietetics and by the Foods and Nutrition faculty. Its purposes are two-fold, namely: 1) to provide students with helpful hints to ease the frustrations of planning multi-year course schedules, and 2) to facilitate the application process for supervised practice experiences, such as dietetic internships.

The dietetics major at the University of Georgia is a Bachelor's degree program approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for the Academy of Nutrition and Dietetics. For post-baccalaureate students enrolled in DPD coursework for the purpose of obtaining a verification statement, their degree must be from a U.S. regionally accredited institution or foreign equivalent. Upon completion of the DPD or post-baccalaureate program, students must complete an ACEND-accredited supervised practice program, such as a dietetic internship, to become eligible to take the registration examination for dietitians to become a registered dietitian nutritionist (RDN). The program is designed to prepare you for success in a supervised practice experience that is needed in order for you to become a registered dietitian. Applications to accredited supervised practice programs are submitted during or following the final year of your program of study, and this is a competitive process. These programs are usually nine months to one year in length and are longer if combined with a Master's or doctoral degree program. After obtaining your verification statement from UGA and then your supervised practice experience, you will be eligible to take the examination to become an RDN. Some students completing the dietetics major do not aim to become RDNs. There are a number of related professions in the foods and nutrition field that can be considered. On our website, you will find a list of some of the occupations that students could enter with a Bachelor's degree in dietetics with or without pursuing the RDN credential.

If you have questions about the DPD at the University of Georgia or need additional information, please contact Emma Laing, PhD, RDN, LD, Program Director, at emonk@uga.edu.

A welcome message from the Student Dietetic Association

The University of Georgia Student Dietetic Association (SDA) would like to welcome you to the didactic program in dietetics! We hope that you enjoy your educational experiences at the University of Georgia as a student within the College of Family and Consumer Sciences. We would like to invite you to join the SDA. SDA is open to all students interested in the fields of dietetics and nutrition. It gives its members an opportunity to interact socially and intellectually with prospective dietitians and nutrition professionals. SDA plans many activities throughout the year, such as guest speakers, fundraisers, and helping with campus volunteer activities. Information about our organization, including meeting places and times, is posted on the SDA website: <https://www.fcs.uga.edu/ssac/student-dietetic-association> and the SDA Bulletin Board (1st floor of Dawson Hall).

Directory

Dietetics Program Director
Dr. Emma Laing
<https://www.fcs.uga.edu/people/bio/emonk>

University of Georgia Student Dietetic Association
<https://www.fcs.uga.edu/ssac/student-dietetic-association>

Academic Advisor for the Department of Foods and Nutrition
Ms. Beverly Hull
<https://www.fcs.uga.edu/people/bio/bev>

Faculty bio pages and contact information within the Department of Foods and Nutrition can be found at this site: <https://www.fcs.uga.edu/people/dept/9/36>

PLEASE TAKE THE TIME TO READ THE ENTIRE HANDBOOK. IT WILL BE VERY HELPFUL AND MAY ANSWER MANY OF YOUR QUESTIONS!

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Accreditation Status (9.3.a)

The Didactic Program in Dietetics (DPD) at the University of Georgia is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. You may learn more about ACEND and the standards of education for dietetics education programs or contact a representative of ACEND at the following address: 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995 (Phone: 800-877-1600 ext. 5400 or 312-899-0040). ACEND is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. The DPD at the University of Georgia received its latest accreditation in 2010 and will be under review for accreditation again in 2019. Find standards of education and resources at this site: www.eatright.org/ACEND.

Description of the Program (9.3.b)

The University of Georgia DPD Mission Statement and Goals are found on the program website: <https://www.fcs.uga.edu/fdn/mission-and-goals>.

Program Outcomes Data (9.3.c)

Program outcomes data are available upon request. Please send a written request to Emma Laing, DPD director, at emonk@uga.edu.

Pathway to becoming a Registered Dietitian and a Licensed Dietitian (9.3.d)

The DPD of the University of Georgia prepares students for supervised practice experiences and careers in the field of dietetics. Students completing their degree requirements at the University of Georgia receive a Bachelor of Science degree. For post-baccalaureate students enrolled in DPD coursework for the purpose of obtaining a verification statement, their degree must be from a U.S. regionally accredited institution or foreign equivalent. Upon completion of the DPD or post-baccalaureate program, students must complete an ACEND-accredited supervised practice program, such as a dietetic internship, to become eligible to take the registration examination for dietitians to become a registered dietitian nutritionist (RDN). Individuals who have earned the RDN credential have the option of alternatively using RD, for “registered dietitian.” RD and RDN are the same credential. The RDN credential is earned after successfully passing a national examination administered by the Commission on Dietetic Registration (CDR). The CDR passed a motion in April 2013 to change the entry-level registration eligibility (RD exam) requirements for dietitians from a baccalaureate degree to a minimum of a graduate degree **beginning in the year 2024**. All other entry-level dietitian registration eligibility requirements currently remain the same. The graduate degree may be a master’s degree or doctorate in any discipline. Students who take the RD exam before 2024 will not have to meet the graduate degree requirement. For more information, visit: <https://www.cdrnet.org/news/rdncredentialfaq>. RDNs must then obtain a valid license issued by the Georgia Board of Examiners of Licensed Dietitians in order to practice dietetics in Georgia (<http://sos.ga.gov/index.php/licensing/plb/19>). University of Georgia students can find more information, including the Nutrition Dietetic Technician, Registered credential, at: <https://www.fcs.uga.edu/fdn/careers-in-dietetics>.

Estimated Expenses (9.3.e)

See the University of Georgia's estimated cost of attendance (this information is subject to change): <https://www.fcs.uga.edu/college/costs-financial-aid>. There are additional costs associated with the DPD, as estimated below:

Item	Explanation	Estimated Cost (\$)
<i>Required Fees</i>		
Lab Coat, Shoes, Name Tag, and Hat	For laboratory classes, students are required to wear and maintain a white, clean, and professional lab coat- \$40; wear closed-top shoes with non-slip soles- \$30; have on a name tag with entire name engraved- \$10; and wear a UGA hat- \$20.	100.00
Lab Fees for FDNS courses	FDNS 3600- \$60; FDNS 3610- \$60; FDNS 4630- \$10; FDNS 4645- \$15; FDNS 4647- \$60; FDNS 4650- \$60; FDNS 4660S- \$15	280.00
Academy of Nutrition and Dietetics (AND) Membership	Students are strongly encouraged to join the AND early in their curriculum, but membership will become mandatory their senior year. Student membership includes free access to educational and training materials that will be used in upper level clinical nutrition courses, reduced registration fees for professional meetings, and the monthly professional journal. Student membership is also required for scholarships sponsored by AND and its affiliates. Refer to the AND website at: https://www.eatrightpro.org/membership/join-renew	58.00 per year for student membership
<i>Optional Fees</i>		
Student Dietetic Association	The Student Dietetic Association is an organization run by students in the Department of Foods and Nutrition majoring in Dietetics.	15.00 per year for student membership
Study Away	Study Away opportunities are optional to the DPD. Refer to the Study Away website at: https://www.fcs.uga.edu/ssac/study-away	Variable
Dietetics Practicum	Dietetics Practicum opportunities are optional to the DPD: https://www.fcs.uga.edu/fdn/undergraduate-dietetics-dietetics-practicum	Variable
D&D Digital Registration Fee	Supervised practice programs, such as dietetic internships, select applicants through a computer matching process that is administered by D&D Digital: https://www.dnddigital.com/ada/	55.00 per each matching period
DICAS	Dietetic Internship Centralized Applications Services (DICAS) is the centralized application portal for dietetic internships. DICAS charges \$45 for the first supervised practice program you apply to and \$20 for each additional program: https://portal.dicas.org	Variable (depending on number of programs)
Program Application Fees	Some supervised practice programs charge additional fees (in addition to the DICAS fee) when an application is submitted.	Variable
GRE	Though many supervised practice programs do not require the GRE, seniors are encouraged to take the GRE to expand their choices of supervised practice program opportunities: http://www.ets.org/gre/revised_general/about/fees	205.00 for standard test administration

Application and Admission Requirements (9.3.f)

The application to apply to the University is linked here: <https://www.admissions.uga.edu>. Admission to the dietetics major (i.e., DPD) is granted with advisor approval once requirements for admission have been met, as outlined in the electronic bulletin:

<http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorId=55>. Applicants to the University of Georgia may select “Intended – Dietetics” as a specified major. Enrolled students may also select “Intended – Dietetics” during the major change process in Athena. To change their major, students may also view: <https://www.fcs.uga.edu/ssac/academic-resources-changing-majors-minors>. In order to receive approval to change the major from “Intended – Dietetics” to “Dietetics,” a student must meet the following requirements:

- Completion of Core Areas I-V
- Completion of courses in Area VI with a grade of "C" (2.0) or higher, and
- Completion of courses with a grade of “C” or better
 - (CHEM 1211-CHEM 1211L) or (CHEM 1311H-CHEM 1311L) and
 - (BIOL 1107-BIOL 1107L) or (BIOL 2107H-BIOL 2107L)

Once the requirements have been met, the student will be prompted by their Academic Advisor to initiate the major change process in Athena and to select the addition of the “Dietetics” major. Once this process is complete, the request to add the major is approved and the student’s degree audit is updated with the new major and program of study information.

Transfer credits

Students who have completed two years of college work and are planning to transfer into this major should be aware of the following requirements: preferred courses taken as part of the core include statistics, psychology, fundamentals of speech communication, biology, and general chemistry. Students should complete the equivalent of BIOL 1107, 1107L and CHEM 1211, 1211L with a grade of C (2.0) or better. Entrance to the major requires completion of Area VI core requirements for the dietetics major with a grade of C (2.0) or better in each of the courses. General chemistry courses should be equivalent to CHEM 1211, 1211L and 1212, 1212L and the organic chemistry course should be equivalent to CHEM 2211, 2211L. Also see: <https://www.fcs.uga.edu/ssac/academic-resources-transfer-policies>.

Post-baccalaureate coursework

A description of program requirements can be found in sections **10.2.a** and **10.2.n** and also: <https://www.fcs.uga.edu/fdn/undergraduate-dietetics-dietetics-post-baccalaureate-courses>.

Academic Calendar (9.3.g)

The DPD follows the academic calendar of the University of Georgia, including vacation and holidays, found at: <https://reg.uga.edu/general-information/calendars/>.

Graduation and DPD Completion Requirements (9.3.h)

To receive a B.S.F.C.S. in dietetics, a student must have at least a C (2.0) grade in CHEM 1211, 1211L, BIOL 1107, 1107L, in all Area VI courses, and in all major required courses. See dietetics degree requirements: <http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorId=55>.

Availability of Financial Aid and Scholarships (9.3.i)

The Office of Student Financial Aid (<https://osfa.uga.edu>) is the gateway for all information related to financial aid. Students may access their financial aid status by logging on to their personal account. Additional information about financial aid and scholarships can be found at: <https://www.fcs.uga.edu/fdn/faculty-and-advising> and under the 'Money Matters' tab at <https://www.fcs.uga.edu/ssac/campus-resources>.

Supervised Practice Programs and Computer Matching (9.3.j)

A four-year college degree provides a strong knowledge base in foods, nutrition science, foodservice, and nutrition care management; however, this cannot provide the opportunities of a hospital or other dietetic practice environment. A supervised practice program (such as a dietetic internship) allows a post-baccalaureate student to apply their knowledge in a hospital or other health care facility. These programs are typically 9 to 12 months in duration. Many programs offer Master's or doctoral degrees along with the supervised practice experience and may then vary in length. Supervised practice programs are very competitive, thus, you need to maintain a good GPA, obtain work experience, and be active in extracurricular activities, such as the Student Dietetic Association. Chances of obtaining or being matched to a supervised practice experience are greater if you have a GPA of >3.00.

What are supervised practice programs or dietetic internships?

All post-baccalaureate supervised programs are accredited by the Academy of Nutrition and Dietetics accrediting body, ACEND. There are approximately 250 accredited programs in the US that you may select from. These are different than the elective "practicum" courses that you may enroll in during your undergraduate degree program. Supervised practice experiences provide a greater depth of training and must meet professional standards. These programs provide training in clinical nutrition, community nutrition, and in food and nutrition care service management. You can be expected to obtain experiences in health care, foodservice, and community nutrition facilities for approximately 40 hours per week during the training period. Therefore, this experience is just like having a full-time job. In programs designed to include work toward completion of a graduate degree, a research/thesis project may be required. It is up to students to decide which program is most suitable for them. Most programs charge tuition, and do not provide a stipend for living expenses, such as room and board.

When should I start to prepare to apply for these programs?

Students apply for supervised practice programs during or following their final year of study. Most applications are due in February for programs with appointments in April (however, some are due in December-January, particularly if combined with a graduate degree). These programs typically begin in August-September. Applications are due in September for a November appointment date and January start date. Students need to plan early in order to apply for supervised practice programs. Information on programs should be gathered at least by the summer before your fourth year, and students should begin preparing applications during the Fall semester. See the DPD director for access to the Dietetics Forms and Resources page that has step-by-step instructions for applying to programs.

It is important to allow ample time for application procedures and to prepare financially as well, since this will be another year or more of education you will likely need to pay for. Most supervised practice programs will accept applications from the Dietetic Internship Centralized Application System (DICAS). Students will submit a standard application form, all transcripts, a resume, cover letters, and reference requests through this system. The standard application form will ask for information on honors, association memberships, extracurricular and volunteer activities, and work experience, which is similar to what will be listed on your resume.

How do I gather information on these programs?

Students may obtain information from the Directory of Dietetics Programs and the Applicant Guide to Supervised Practice Experience. The Directory of Dietetics Programs can be found on at <http://www.eatrightacend.org/ACEND/> (See Accredited Education Programs). The Directory of Dietetics Programs lists all supervised practice programs offered in the U.S. as well as addresses and emails, so students can obtain information about them. Most programs have websites with information on applications and program content. The Applicant Guide to Supervised Practice Experiences provides more detailed information on these programs versus the Academy of Nutrition and Dietetics website. Start reviewing programs by the end of your third year of study. If possible, visit the internship/graduate school sites you are interested in. Many will have open house events, which are posted on the Foods and Nutrition website: <https://www.fcs.uga.edu/fdn/applying-to-a-di-program>.

Computer matching

The final component of the supervised practice appointment process for most programs is computer matching. Information on the process can be obtained from your DPD director, ACEND, and D&D Digital Computer Systems.

How does the computer matching process work?

Read the D&D Digital Computer instructions carefully for detailed information. The basic process is as follows:

1. Applicants to supervised practice programs submit applications through the DICAS before the designated due date in February (Spring Match) or September (Fall Match).
2. Applicants also submit their priorities to D&D Digital online stating the priority of their internship choices. Example:
 - a. Augusta Area Dietetic Internship – 1st priority
 - b. University of Alabama, Birmingham – 2nd priority
 - c. Virginia Tech, Blacksburg – 3rd priority
3. Supervised practice programs review applications and send in their priority list to D&D Digital Computer Systems.
4. The computer matching system is designed to “match” you with one supervised practice program, based on your priorities. This process is very competitive with approximately 60% of applicants that are placed nationally.

Additional information

UGA students can view this site for more information and detailed instructions on applying to supervised practice programs: <https://www.fcs.uga.edu/fdn/applying-to-a-di-program>.

Distance Education Components (9.3.k)

The DPD at the University of Georgia is an onsite program with seated courses (with the exception of one course that is occasionally offered online). The list of DPD courses and descriptions is provided here: <http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorId=55>.

Experiential Learning (9.3.l)

Experiential learning at the University of Georgia gives students hands-on opportunities to connect their academic foundations to the world beyond the classroom, through creative endeavors, study abroad and field schools, internship and leadership opportunities, faculty-mentored research, and service-learning. All UGA students are required to engage in at least one approved experiential learning activity that enhances learning and position them for success after graduation. Also see: <https://www.fcs.uga.edu/ssac/experiential-learning>.

Application and Admission Requirements (10.1.a)

The application to apply to the University is linked here: <https://www.admissions.uga.edu>. Information about the dietetics major (i.e., DPD) is found on the dietetics website: <https://www.fcs.uga.edu/fdn/undergraduate-dietetics>. Admission to the DPD is granted with advisor approval once requirements for admission have been met, as outlined in the electronic bulletin: <http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorId=55>. Applicants to the University of Georgia may select “Intended – Dietetics” as a specified major. Enrolled students may also select “Intended – Dietetics” during the major change process in Athena. To change their major, students may also view: <https://www.fcs.uga.edu/ssac/academic-resources-changing-majors-minors>. In order to receive approval to change the major from “Intended – Dietetics” to “Dietetics,” a student must meet the following requirements:

- Completion of Core Areas I-V
- Completion of courses in Area VI with a grade of "C" (2.0) or higher, and
- Completion of courses with a grade of “C” or better
 - (CHEM 1211-CHEM 1211L) or (CHEM 1311H-CHEM 1311L) and
 - (BIOL 1107-BIOL 1107L) or (BIOL 2107H-BIOL 2107L)

Once the requirements have been met, the student will be prompted by their Academic Advisor to initiate the major change process in Athena and to select the addition of the “Dietetics” major. Once this process is complete, the request to add the major is approved and the student’s degree audit is updated with the new major and program of study information. The university policy about grades can be viewed at: <https://reg.uga.edu/students/grades/>.

Post-baccalaureate coursework

A description of program requirements can be found in section **10.2.n** and also: <https://www.fcs.uga.edu/fdn/undergraduate-dietetics-dietetics-post-baccalaureate-courses>.

Student Performance Monitoring (10.1.b)

All students are assigned to an academic advisor. The student shall meet with their advisor prior to course registration. Each student is responsible for his/her academic progress; however individual student progress is monitored officially by the Foods and Nutrition office (i.e., the departmental office), the student's advisor, and the DPD director to provide for the early detection of academic difficulty. The DPD has minimum grades established as degree requirements effective for the current catalog term:

<http://www.bulletin.uga.edu/MajorsGeneral.aspx?MajorId=55>. The DPD enforces the passing of course pre-requisites with a "C" grade or better to enroll in the next required class. Students who receive below a "C" grade in any of the required courses are identified by the Foods and Nutrition office immediately following that semester, and then are contacted individually via email by the DPD director the next semester. Students are encouraged to meet with their advisor to coordinate a plan to retake the course to meet graduation requirements or submit the required appeal to waive their grade. Decisions to waive a grade are made on a case-by-case basis by the DPD director and are only allowable in an extenuating circumstance. Due to the necessary sequencing to complete the DPD major, receiving below a "C" in a course that is a pre-requisite for a later course may increase the length of time needed to complete the major.

Policies for professional and ethical behavior and academic integrity

The DPD follows UGA policies related to attendance, academic integrity, and academic dishonesty as linked below. Policies for professional and ethical behavior and academic integrity of the student are found at: <https://honesty.uga.edu/>. Students are expected to abide by the Code of Conduct: https://conduct.uga.edu/content_page/code-of-conduct. Students should also refer to section **10.2.I** for information on disciplinary/termination procedures.

- Attendance: <https://provost.uga.edu/policies/academic-affairs-policy-manual/4-06-class-attendance/>
- Academic Honesty: <https://honesty.uga.edu/Academic-Honesty-Policy/>
- Prohibited Conduct: https://honesty.uga.edu/Academic-Honesty-Policy/Prohibited_Conduct/
- Relationship to Non-Academic Misconduct: https://honesty.uga.edu/Academic-Honesty-Policy/Relationship_to_Non-Academic_Misconduct_Policy/
- Code of Conduct: https://conduct.uga.edu/content_page/code-of-conduct
- Conduct Process Flow Chart: https://conduct.uga.edu/content_page/conduct-process-content-page
- College's Probation and Dismissal Procedures: <https://www.fcs.uga.edu/ssac/academic-resources-probation-and-dismissal>

Code of Ethics for the Profession of Dietetics

All student members of the Academy of Nutrition and Dietetics agree to abide by the Code of Ethics for the Profession of Dietetics upon applying for student membership. The Code of Ethics for the Profession of Dietetics is found at: <https://www.eatrightpro.org/practice#code-of-ethics>. UGA DPD students are required to join the Academy of Nutrition and Dietetics as student members as part of the course requirements for FDNS 4500 and FDNS 4520, but are encouraged to join sooner.

Student Retention (10.1.c)

All DPD students are encouraged to meet with their academic advisor each semester to review academic progress, goals, and course selection (<https://www.fcs.uga.edu/fdn/faculty-and-advising>). The university has a vested interest in students' success and provides the resources students need to succeed academically. All faculty keep office hours, through which students can attend advising sessions. Additional resources include the Student Success and Advising Center (<https://www.fcs.uga.edu/ssac>), writing center (<https://uga.mywconline.com>), academic resource center/tutors (<https://dae.uga.edu>), and student services (<https://www.admissions.uga.edu/why-uga/student-life/student-services>).

Academic advisors direct students to other appropriate resources, such as:

- The University Student Health Center (<https://www.uhs.uga.edu>) provides medical care through an outpatient facility staffed by licensed physicians, nurse practitioners, and mental health professionals. Services include a general medical clinic, sports medicine clinic, Women's clinic, urgent care, allergy and immunization, physical therapy, counseling and psychological services, student wellness office, laboratory, and radiology.
- The University Counseling and Psychological Services (CAPS) is a service for students that provides confidential counseling sessions (<https://www.uhs.uga.edu/caps/welcome>).
- The Office of the Dean of Students will help with the accommodations that are needed for students with disabilities needing scheduling accommodation (<http://dos.uga.edu/>).

Students receiving one or more course grades below a "C" during their degree term with no plans to repeat the course(s) or to submit the required appeal to waive their course grade(s) will be counseled out of the DPD major by the DPD director and/or their academic advisor and into other career paths that are more appropriate for their academic ability. At this time, students will also be referred to a career consultant at the UGA Career Center, advising professional at the UGA Exploratory Center, and/or Student Care and Outreach through Student Affairs.

Experiential Learning (10.2.a-f)

All University of Georgia students are required to engage in at least one approved experiential learning (EL) activity that enhances learning and positions them for success after graduation. Students are not paid compensation as part of the EL programs. For students enrolled in the DPD, the course FDNS 4660S - Food and Nutrition Education Methods, is designated as service-learning and fulfills the EL requirement. The dietetics practicum and study away opportunities are other examples of fulfilling the EL requirement, but are elective courses and not required in the DPD. More information about each of these opportunities is below and is also available at: <https://el.uga.edu> or <https://www.fcs.uga.edu/ssac/experiential-learning>.

FDNS 4660S – Food and Nutrition Education Methods

All policies, as applicable and as outlined below, apply to students enrolled in this course.

Study Away

Each department in the College of Family and Consumer Sciences offers study away programs established by faculty in the department under the policies and guidelines implemented by the Office of Global Engagement, University of Georgia. The program proposals are reviewed and

approved by each department, the college, and then a faculty committee at the university level. Programs must follow all policies established by the University of Georgia. Study Away programs in FACS can be found at <https://www.fcs.uga.edu/ssac/study-away>. Programs offer students 3 – 9 hours of credit depending on the length of the program.

Dietetics Practicum

For students choosing to enroll in the dietetics practicum course (a 3-credit-hour elective course that is outside of the requirements for the ACEND-accredited DPD), the insurance requirements, liability for safety in travel to or from assigned areas, injury or illness while in a facility, drug testing, criminal background checks, and the requirement that students engaging in experiential learning must not be used to replace employees, can be found at: <https://www.fcs.uga.edu/fdn/undergraduate-dietetics-dietetics-practicum>, as applicable.

Policy and procedure for maintaining written agreements

All sites used for EL are required to have an up-to-date written agreement or Memorandum of Understanding (MOU), except those that are part of the University of Georgia, such as the UGA Dining Commons, UGA Athletic Department, or UGA Cooperative Extension. The DPD director maintains these agreements, and every December, they are reviewed to determine which ones need renewing. In January of each year, renewal letters are sent to those facilities that will be expiring in the upcoming summer, and the DPD director follows up to make sure all signatures are in place by April 1 of each year. If there are questions, staff at UGA Legal Affairs (<https://legal.uga.edu/>) are contacted. For new facilities, the DPD director initiates the MOU with the facility by November 1 of each year. Occasionally the facility makes edits and returns the MOU to the DPD director. The DPD director then emails the edits to UGA Legal Affairs for review and comment. When an agreed-upon MOU is finalized, the DPD director sends the MOU to the facility for signature, and when returned, the DPD director acquires the signatures at UGA, and sends a signed copy to the facility for their files. More information can be viewed at: <https://servicelearning.uga.edu/community-engagement/MOU>.

Insurance Requirements, Including Those for Professional Liability (10.2.a)

All students are expected to have health/medical insurance coverage to cover illness and injury when participating in EL activities. The student is responsible for the cost of medical/health insurance, including professional liability, if applicable.

Liability for Safety in Travel to and from EL Sites (10.2.b)

Students are responsible for providing their own transportation to and from EL sites. When a student uses his/her own vehicle, the student assumes liability for travel. Students are responsible for obtaining and paying for their own automobile insurance, or for receiving transportation from other insured drivers, or public transportation. The students are to follow the specific EL sites' rules and regulations for traveling in inclement weather. International insurance for students participating in an approved EL study away program is provided through the study away program fee and supplied by the UGA Office of Global Engagement.

Injury/Illness While Visiting an EL Site (10.2.c)

Students are expected to obtain prompt medical care to treat any accident, illness or injury that occurs during the DPD, on campus and at any EL sites. The University of Georgia is not responsible for injuries or illness occurring to students during their visits to EL sites. If the illness or injury is due to negligence on the part of the facility, the student may file a personal injury claim against the facility. Alternatively, the student may be treated at the UGA student health center. Expedient emergency care should be obtained as needed. Students are responsible for all costs incurred for emergency care, treatment of an illness or injury, and any follow up care.

Drug Testing and Criminal Background Checks (10.2.d)

Some EL sites may require a criminal background check and a drug test of students to function at their facilities. Students must follow the facility requirement(s). Students are responsible for any costs associated with drug testing or criminal background checks.

Non-Employee Status While Visiting an EL Site (10.2.e)

Students are not considered employees while visiting their EL site. As stated in a typical Memorandum of Understanding (MOU) with our facilities: "student participants are not employees of the Regents, University, or the Facility by reason of such participation, and that they assume no responsibilities as to the student participants that may be imposed upon an employer under any law, regulation or ordinance. Student participants shall in no way hold themselves out as employees of the Regents, University, or the Facility".

EL Visits and Compensation (10.2.f)

Students completing EL activities related to the DPD do not receive monetary compensation.

Students' Right of Appeal (10.2.g)

Grades and academic requirements can be appealed per the University of Georgia regulation: <https://honesty.uga.edu/Student-Appeals/Process/>. A student's first level of appeal for a course grade is the course instructor. The student should appeal a department academic requirement to his or her advisor. If a student is not satisfied with the response at the first level of the appeal, the student may appeal the decision at the next level. Students who have a grievance with the DPD are encouraged to meet with the DPD director in an attempt to resolve the issue. If the issue is not resolved, the student may present the grievance to the Department Head without fear of retaliation. A student may initially present his/her grievance to the Head, if preferred, or submit a complaint via the university site, here: <https://studentcomplaints.uga.edu>. An unfavorable ruling at one level can be appealed to the successive levels as defined in the guidelines of routing of academic appeals. An instructor decision can be appealed to the department; a department ruling can be appealed to the college in which the instructional unit is located; a college ruling can be appealed to the Educational Affairs Committee; and the Educational Affairs Committee ruling can be appealed to the President of the University. The College of FACS and the University of Georgia Appeals processes can be found in more detail, at this site: <https://www.fcs.uga.edu/ssac/academic-resources-appeals>. The DPD will maintain a record of student complaints for a period of seven years, including the resolution of complaints. A chronological record of all student complaints related to ACEND accreditation standards will

be kept in a folder in the DPD director's office and will be available to ACEND reviewers to inspect during accreditation site visits.

Process for Submission of Written Complaints to ACEND (10.2.h)

If all options listed above with the program and institution have been exhausted without resolve, program noncompliance with ACEND accreditation standard complaints may be directed to:

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Phone: 800-877-1600, ext: 5400
Email: ACEND@eatright.org

ACEND will review complaints that relate to a program's compliance with the Standards of Education or with published accreditation policies. ACEND is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individuals, or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students.

Assessment of Prior Learning (10.2.i)

The University of Georgia maintains a transfer equivalency search site at https://www1.admissions.uga.edu/transfer_equiv/TransferEquiv/Index to communicate equivalency for many core courses at the university. If a student wishes to use a foods and nutrition course from a different university to meet dietetics requirements, the student must provide a course description and syllabus to the DPD director. The program director or a designated faculty member will review the course syllabus to verify that the course is equivalent to the UGA course. If student knowledge requirements/learning objectives for the course match a DPD course and the student received a "C" grade or better in the course, then the student will be granted course credit as a substitution and will not be required to repeat the course. If the course is largely equivalent in content, but does not cover all learning outcomes, a one-credit independent study course may be used to assure that the student completes all learning outcomes. The DPD does not give course credit for prior work or volunteer experience.

Transfer credits

Students who have completed two years of college work and are planning to transfer into this major should be aware of the following requirements: preferred courses taken as part of the core include statistics, psychology, fundamentals of speech communication, biology, and general chemistry. Students should complete the equivalent of BIOL 1107, 1107L and CHEM 1211, 1211L with a grade of C (2.0) or better. Entrance to the major requires completion of Area VI core requirements for the dietetics major with a grade of C (2.0) or better in each of the courses. General chemistry courses should be equivalent to CHEM 1211, 1211L and 1212, 1212L and the organic chemistry course should be equivalent to CHEM 2211, 2211L. Also see: <https://www.fcs.uga.edu/ssac/academic-resources-transfer-policies>.

Post-baccalaureate coursework

A description of program requirements can be found in section **10.2.n** and also at: <https://www.fcs.uga.edu/fdn/undergraduate-dietetics-dietetics-post-baccalaureate-courses>.

Formal Assessment of Student Learning (10.2.j)

Students receive formal evaluations in each DPD course in the following formats: oral presentations and projects, exams, case studies, simulations, and other scored assignments. Students receive grades for assignments and examinations as indicated in each course syllabus, and students receive a grade for each course. The policy about grades at the university can be viewed here: <https://reg.uga.edu/students/grades/>. Many opportunities also occur for informal feedback about performance from faculty and advisors. These opportunities should be viewed as positive opportunities to gain insight and adjust performance. Beyond the classroom, students meet with their academic advisor at least once each semester to review academic progress and goals and to plan the course of study. In addition, all course instructors and professors hold office hours to meet with students. Student learning outcomes assessments are evaluated continuously, as described here: <https://provost.uga.edu/oaie/review-assessment/learning-outcomes-assessment/>.

Program Retention and Remediation Procedures (10.2.k)

Each student is responsible for his/her academic progress; however individual student progress is officially monitored by the Foods and Nutrition office (i.e., the departmental office), the student's advisor, and the DPD director to provide for the early detection of academic difficulty. See section **Student Performance Monitoring (10.1.b)** for more information. Students who self-identify as requiring services or those who are identified by dietetics faculty to have earned lower than a "C" average during the mid-point of the semester in a particular course are referred to their advisor who will provide information to the student about resources on campus that promote academic success. All faculty and teaching assistants keep office hours, through which students can attend advising and/or study sessions.

Additional resources on campus include: the Student Success and Advising Center (<https://www.fcs.uga.edu/ssac>), writing center (<https://uga.mywconline.com>), academic resource center/tutors (<https://dae.uga.edu>), student services (<https://www.admissions.uga.edu/why-uga/student-life/student-services>), the University Student Health Center (<https://www.uhs.uga.edu>), the Office of the Dean of Students (<http://dos.uga.edu/>), and CAPS (<https://www.uhs.uga.edu/caps/welcome>). Students receiving one or more course grades below a "C" during their degree term with no plans to repeat the course(s) or to submit the required appeal to waive their course grade(s) will be counseled out of the DPD major by the DPD director and/or their advisor and into other career paths that are more appropriate for their academic ability.

Disciplinary/Termination Procedures (10.2.l)

The DPD follows the College of Family and Consumer Science's Probation and Dismissal Procedures, which are described at: <https://www.fcs.uga.edu/ssac/academic-resources-probation-and-dismissal>. The DPD also follows all policies for professional and ethical behavior and academic integrity of the student, which are found at: <https://honesty.uga.edu>. Students failing to comply with the University of Georgia student code of conduct will be subject to appropriate disciplinary action including, but not limited to, expulsion, suspension, disciplinary probation, reprimand, or warning (see: https://conduct.uga.edu/content_page/code-of-conduct).

Incidents of harassment and discrimination will also be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University of Georgia (see: <https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>).

Graduation and DPD Completion Requirements (10.2.m)

DPD students are enrolled as dietetics majors and complete the degree requirements. Minimum grades in specific courses are required to complete the DPD and graduate in this major. The DPD has minimum grades established as degree requirements, as outlined here:

<http://www.bulletin.uga.edu/MajorsGeneral.aspx?MajorId=55>. 120 semester credits are required to obtain a Bachelor of Science degree, as outlined here:

<http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorId=55>. The maximum amount of time allowed for completing program requirements applicable at the time the student enrolls is outlined at: <https://osfa.uga.edu/policies/sap1112u/> (when the Total Attempted Hours equal 150% of the number of hours required to complete their undergraduate degree, or once it is apparent they will be unable to complete their undergraduate degree before reaching their applicable Maximum Allowable Total Attempted Hours).

Verification Statement Requirements (10.2.n)

A verification statement indicating that students have met dietetics coursework requirements will be issued following completion of the DPD/dietetics degree. The signed verification statement is an official document that certifies that an individual has completed the requirements of a dietetics education program accredited by ACEND. Students must complete the required courses or their equivalent (with a minimum of a “C” grade) to receive a verification statement from the DPD at the University of Georgia. Students have the right to appeal grades below a “C” grade in a major course, and in some cases regarding student appeals, a degree in dietetics is granted without the verification statement. The verification statement is required for entering an accredited supervised practice program, such as a dietetic internship, to become an RDN or to attempt the registration examination for the NDTR credential.

Students who have completed all degree requirements at the University of Georgia:

All students completing the course requirements for a BSFCS with a major in dietetics at the University of Georgia will be issued a verification statement after successful completion of the degree requirements. In some cases, the DPD director may allow a course substitution if the substituted course meets the knowledge requirements for the original course. Students must also have achieved at least a “C” or 2.0 grade in all Foods and Nutrition courses and in designated supporting sciences to receive a verification statement. Students who receive below a “C” grade in any of the required courses are identified by the Foods and Nutrition office immediately following that semester, and then are contacted individually via email by the DPD director the next semester. The DPD director will present options to the student at this time, which may include: retaking the course, submitting the required appeal to waive their grade, or changing majors (see sections **10.2.b** and **10.2.k**).

Students who have obtained a Bachelor's degree in a field other than dietetics at a university accredited by a US regional institutional accrediting body for higher education, or foreign equivalent, and will take additional coursework at the University of Georgia as a post-baccalaureate student to meet course requirements for the DPD:

For post-baccalaureate students enrolled in DPD coursework for the purpose of obtaining a verification statement, their degree must be from a U.S. regionally accredited institution or foreign equivalent. Students who are admitted to the program must complete all required courses for the DPD with at least a "C" grade for a verification statement to be issued. Course requirements are: <https://www.fcs.uga.edu/fdn/undergraduate-dietetics-dietetics-post-baccalaureate-courses>. The student's transcript will be initially evaluated by the admissions department to determine which courses from other colleges and universities will transfer as equivalent courses at the University of Georgia. If a student disagrees with the decisions of the admissions department, they may appeal those decisions by meeting with an admissions evaluator. The DPD director may allow additional course substitutions for food and nutrition related courses from other universities that contain the same course content as those offered by the Department of Foods and Nutrition. This will only be permitted if the course description and syllabus indicate that the course meets ACEND knowledge requirements and skills covered by the required UGA course. For students who already have a Bachelor's degree, at least 15 credits of Foods and Nutrition courses must be taken in residence at UGA to receive a verification statement.

Declaration of intent form

The Declaration of Intent is necessary for the supervised practice application process, as it declares the student's intent to complete the courses prior to the start of the supervised practice program. A declaration of intent form will be submitted by each student applying to a supervised practice program prior to the completion of their DPD (at the beginning of their final semester prior to the completion of DPD coursework). Each student who applies to a supervised practice program prior to the completion of their DPD completes a form (found at: <https://www.fcs.uga.edu/fdn/applying-to-a-di-program>) indicating their name; semester that they expect to complete their degree; and a list of courses that need to be completed and the semester that they will be taken. The list of courses for each student will be verified with audit sheets generated from university records. The DPD director will receive the form from each student, and will review and confirm the statement of intent.

Verification statement request form

For students earning their baccalaureate degree, a verification statement will be issued only when the student has completed ACEND-accredited DPD requirements and the registrar has cleared the student for graduation, which indicates that all degree requirements have also been completed. Verification statements signed by the DPD director will be issued after a formal request by the student and the official transcript showing when the degree date is received. The deadline for submitting the request form and official transcript will be published and six original copies of the verification statements will be mailed to the address provided by the student. Any requests or transcripts that arrive after the deadline will be handled as time allows by the DPD director. To access the verification statement request form, visit:

<https://www.fcs.uga.edu/fdn/applying-to-a-di-program>. For students who have previously completed a baccalaureate degree at a US regionally-accredited college/university or foreign equivalent, a verification statement will be given upon completion of all DPD requirements. Students and alumni of the DPD may request additional original copies.

Online Exams (10.2.o)

The program utilizes the services provided by University Testing Services (UTS) for courses using online exams. The UTS verifies the identity of each student by requiring identification in order to sit for the exam: https://testing.uga.edu/content_page/online-course-exams.

Withdrawal and Refund of Tuition and Fees (10.2.p)

The DPD follows the University of Georgia withdrawal policy (<https://reg.uga.edu/general-information/policies/withdrawals/>) and refund policy: (<http://policies.uga.edu/Finance/Payment-of-Student-Accounts-Tuition-Fees-Housing-F/Refund-Policy/>). Information on return of Federal Title IV Funds can be found at: <http://policies.uga.edu/Finance/Financial-Aid-Disbursement/Refund-Policy/>. The Drop/Add process and Incomplete course information, respectively, are found at: osfa.uga.edu/policies/enrollment-and-financial-aid/dropping-courses-vs-withdrawing/ and osfa.uga.edu/policies/enrollment-and-financial-aid/grade-changes-and-incomplete-i-grades/.

Program Schedule (10.2.q)

The DPD follows the academic calendar of the University of Georgia, including vacation and holidays, found at: <https://reg.uga.edu/general-information/calendars/>.

The program also follows the university's attendance policy, found at: <https://provost.uga.edu/policies/academic-affairs-policy-manual/4-06-class-attendance/>.

Protection of Privacy of Student Information (10.2.r)

The University of Georgia complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, the federal law that protects the privacy of Education Records of Students. FERPA information is: <https://apps.reg.uga.edu/FERPA/>. The policy regarding Access to Student Education Records is: https://eits.uga.edu/access_and_security/access_services/. Nondiscrimination policy statements are listed at: <https://eoo.uga.edu/policies>.

Student Access to their own Student File (10.2.s)

Students may access their student file through Athena with their private login and password. For details, visit: https://eits.uga.edu/access_and_security/. Student records, other than limited categories of Directory Information, are exempt from release under the Open Records Act in accordance with § O.C.G.A. 50-18-72(a)(1) and (37), and the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Any student requesting information about himself/herself has specific rights under FERPA (see section **10.2.r**). Students are instructed to contact the college or department where the information is housed. See the University of Georgia Open Records webpage for more information: <https://news.uga.edu/open-records/>.

Access to Student Support Services (10.2.t)

The university offers a wide variety of student support services including, but not limited to, health services, counseling, testing, and financial aid services. For details on the available services, visit: <https://www.admissions.uga.edu/why-uga/student-life/student-services>.

Planning Schedules

Long-term planning is the key to developing a successful multi-year course schedule. To begin the process, work with your advisor to choose all the courses you will take to fulfill your graduation requirements, then schedule them with the assistance of your advisor.

Seven factors important for course planning

1. Use the core requirement list as well as your major course requirements to develop a multi-year plan. You must achieve at least a "C" in BIOL 1107/L, CHEM 1211/L, CHEM 1212/L, CHEM 2211/L, anatomy and physiology (2 courses), microbiology, biochemistry and all FDN courses designated as major requirements to graduate with a BSFCS degree in dietetics.
2. FDN courses have designated semesters in which they will be taught. That means that you must plan other general courses around the designated semesters for these FDNS courses. *Hint:* Use the worksheet for developing a 4-year plan and the sample 4-year plan schedule each FDNS course within its designated semester. Now plan all other courses around these FDNS courses. For example, FDNS 4600 is only offered Spring Semester, thus classes taught every semester are scheduled around FDNS 4600.
 - The degree requirements and courses are listed on this page: <http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorId=55>
 - A sample course plan can be found at: <https://www.fcs.uga.edu/fdn/undergraduate-dietetics-sample-course-plan>
 - A program worksheet for Dietetics can be found at: <https://www.fcs.uga.edu/ssac/academic-resources-program-worksheets>
3. There are eight (8) science courses required for this major. Begin taking these courses as early as possible. Biochemistry and anatomy/physiology must be taken before your fourth year, since these courses are prerequisites or corequisites for the advanced nutrition courses. If you have to schedule two science courses in one semester, try to double up such courses such as basic biology and basic chemistry.
4. Do not forget to take your science courses or you will have to take an overload, or take these courses in your fourth year. Any of these situations will make life more difficult-- So, stick to your schedule and study hard!
5. Whenever possible, take a less demanding course along with a more difficult course in order to ease your load. *Hint:* You may be able to figure out the relative difficulty of courses by asking fellow students and advisors.
6. Prerequisites for courses: The computer registration system will prevent you from registering for a course if you have not completed the prerequisites. Consider this in your planning. Prerequisites can be found in the UGA Undergraduate Bulletin online by selecting course names: www.bulletin.uga.edu/MajorSpecific.aspx?MajorID=55.

7. Consider summer school. Summer may be the best time for you to take a science course or any other needed class. Some students find it easier to graduate on time by taking some summer courses. If you plan to take summer classes at another university, request needed applications early and complete necessary paperwork to make sure the summer courses you take will be transferred to UGA before you take them. Check with your advisor for instructions on transferring summer courses.
8. Consider enrolling in the (elective) practicum course (FDNS 5800 or FDNS 5910). A practicum in a hospital or in another setting provides practical experience within that setting, thereby allowing you to become familiar with its atmosphere and your profession. You can enroll in the course during the academic year or in the summer. Please visit this site if you are interested in completing a practicum: <https://www.fcs.uga.edu/fdn/undergraduate-dietetics-dietetics-practicum>. It is best to complete the practicum prior to applying for supervised practice experiences (such as dietetic internships), so that you will be able to list such experience on your application.

Consider the above factors when you are making your long-term schedule. Make sure all of your required courses are scheduled before deciding on electives. Obtain your advisor's approval for your long-term schedule, and get some feedback and revise as necessary. When your advisor approves your plan, follow it.