



Dietetics & Nutrition  
UNIVERSITY *of* ALASKA ANCHORAGE

# **UAA Didactic Program In Dietetics (DPD)**

## **Policy and Procedure Student Handbook**

This handbook is provided for informational purposes only and should not be construed as the basis of a contract between a student and the University of Alaska Anchorage. Although every effort is made to ensure its correctness, regulations of the university and this program's requirements change from time to time during the period any student is attending the University of Alaska Anchorage; to the extent there is a conflict between this handbook and university policies, regulations, rules, or procedures, the university policies, regulations, rules, or procedures will control.

### **Notice of Nondiscrimination:**

The University of Alaska is an affirmative action/equal opportunity employer, educational institution and provider. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).

The University of Alaska DPD program supports and practices the Academy's position on inclusion, diversity, equity and access (IDEA) by striving to recognize, respect and include differences in ability, age, creed, culture, ethnicity, gender, gender identity, political affiliation, race, religion, sexual orientation, size, and socioeconomic characteristics in the nutrition and dietetics profession.

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## **Credential Process to Become a Nutrition and Dietetic Technician, Registered (NDTR)**

The Nutrition and Dietetic Technician, Registered (NDTR) is a credentialed professional who typically works to support the RDN. Individuals who have completed an accredited Didactic Program in Dietetics (DPD) and have a minimum of a bachelor's degree are eligible to take the NDTR exam. At UAA, that means completion of the B.S. in Dietetics meets the exam eligibility requirements.

## **Credential Process to Become a Registered Dietitian Nutritionist (RDN)**

In order to practice as a Registered Dietitian Nutritionist in Alaska the following steps are required:

1. Complete an Accreditation Council for Education in Nutrition and Dietetics (ACEND)-accredited Didactic Program in Dietetics (DPD) with a minimum of a Bachelor's degree; Beginning January 1, 2024 any individual taking the Commission on Dietetics Registration (CDR) Registered Dietitian Nutritionist (RDN) credentialing exam must have a minimum of a Master's degree. Students must plan accordingly to ensure completion of the appropriate requirements by the time they will take the exam. A Dietetics and Nutrition faculty advisor can answer questions regarding your plan.
2. Complete ACEND-accredited supervised practice, such as a Dietetic Internship or coordinated Master's degree that includes supervised practice.
3. Pass the Commission on Dietetics Registration (CDR) Registered Dietitian Nutritionist (RDN) exam. You will only be eligible to sit for the exam following completion of the above requirements.
4. Apply for licensure: See the [State of Alaska Department of Commerce, Community, and Economic Development](#) for more information.

Additional information regarding state requirements for licensure can be found on the [CDR's website](#).

*Acceptance and completion of the UAA BS in Dietetics DPD program does not guarantee admission to the UAA Dietetics and Nutrition Graduate Program.*

## **UAA DPD Mission Statement**

To guide the future of dietetics and nutrition in Alaska by preparing graduates for success in academic or professional pursuits.

## **UAA DPD Goals and Objectives**

The DPD program goals and objectives are:

1. Program graduates will be prepared for successful application and admittance to post baccalaureate programs.
  - a. At least 80% of students complete program requirements within 3 years (150% of planned program length)
  - b. At least 60 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation
  - c. Of program graduates who apply to a supervised practice program, at least 80 percent are admitted within 12 months of graduation
2. Program graduates will be prepared to become competent entry-level Registered Dietitian Nutritionists (RDNs) or Nutrition and Dietetic Technicians Registered (NDTRs)
  - a. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian

- nutritionists is at least 80%
- b. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietetic technicians is at least 80%
  - c. At least 75% of DI or Graduate program directors of UAA DPD alumni will rate alumni with a knowledge base of at least "satisfactory" on follow-up surveys

Upon completion of this program, the graduate will be able to:

- Integrate scientific information and the translation of research into practice.
- Demonstrate beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.
- Develop and deliver nutrition-related information, products and services to individuals, groups, and populations.
- Apply principles of management and systems in the provision of nutrition-related services to individuals and organizations.

Program outcomes data are available upon request.

### **Program Costs**

Costs for the UAA DPD include:

- UAA undergraduate tuition and fees: [UAA student and financial aid](#)
- Academy of Nutrition and Dietetics student membership (approximately \$50; visit [www.eatright.org](http://www.eatright.org) for current pricing)
- Required computer equipment is estimated to cost approximately \$3,000 over the course of the program
- Some DN courses have expenses the student will need to pay to cover materials such as food and equipment. See the course schedule for an estimate of the current additional expense for these courses at the UAA Website, Office of the Registrar.

[UAA Course Catalog BS Dietetics](#)

### **Accreditation Status**

The University of Alaska Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800-877-1600 ext. 5400. Email: [ACEND@eatright.org](mailto:ACEND@eatright.org); website: [www.eatrightpro.org/ACEND](http://www.eatrightpro.org/ACEND).

### **UAA Didactic Program in Dietetics (DPD) Description**

The UAA DPD, accredited by ACEND, offers the required coursework to complete a Bachelor's degree in Dietetics and meet the eligibility requirements for entry into an ACEND-accredited Dietetic Internship, ACEND-accredited Graduate Program and/or eligibility to take the CDR Nutrition and Dietetic Technician, Registered (NDTR) exam. Students will receive an ACEND Verification Statement when they graduate with a B.S. in Dietetics and meet all program and Verification Statement requirements, which includes documenting achievement of ACEND Knowledge Requirements through an ePortfolio process. Graduates will be eligible to apply to the UAA Dietetics and Nutrition Graduate Program, which requires a separate application. Completion of the UAA DPD program does not guarantee admission to the UAA Dietetics and Nutrition Graduate Program.

Students should talk to their advisor about that process.

Graduates will also meet eligibility requirements to apply to other ACEND-accredited supervised practice programs (Dietetic internships or Graduate Programs in Dietetics). Currently UAA has the only accredited program in Alaska.

### **UAA DPD Admission Requirements**

Admission to the UAA DPD requires a departmental application and admissions process. Students may declare the pre-dietetics major while they complete program prerequisites. Applicants must review the UAA DPD website for admissions criteria for the year they wish to apply. Applicants transferring credit from another institution should apply to UAA no later than November 1 prior to spring application to the DPD to allow sufficient time for application processing and transcript evaluation by the application deadline. Spring enrollment in another institution may postpone transcript evaluation and therefore affect program acceptance.

International students must contact the Office of Admissions regarding equivalency evaluation of transcripts.

The following are required to be eligible to apply the UAA DPD:

(Completion of the admission requirements does not guarantee admission to the DPD)

1. Admission to the UAA pre-dietetics major (exceptions may be made to this on an individual basis; please contact the DPD Director with questions).
2. UAA transcript (through UAOnline) documenting successful completion of the following courses with a minimum grade of C and an overall GPA of 3.0\*. BIOL, CHEM, and DN courses (or a higher level course in similar subject matter as approved by the DPD Director) must have been completed within the past 10 years:
  - a. BIOL A111 Human Anatomy and Physiology I (4)
  - b. BIOL A112 Human Anatomy and Physiology II (4)
  - c. CHEM A105/105L General Chemistry I with Laboratory (4)
  - d. CHEM A106/106L General Chemistry II with Laboratory (4)
  - e. DN A100 The Profession of Dietetics (1)
  - f. DN A203 Nutrition for Health Sciences (3)
  - g. DN A151 Nutrition Through the Lifecycle (3)
  - h. Humanities GER (6)
  - i. MATH A151 College Algebra (3-6) or higher level math course or ALEKS score  $\geq 65$
  - j. Oral Communications GER (3)
  - k. PSY A111 General Psychology OR SOC A101 Introduction to Sociology (3)
  - l. Written Communications GER (6)

\*Conditional acceptance to the program may be granted if students are in progress of taking any of the prerequisite courses during the semester in which they apply. Students will need to provide official proof of course completion with a minimum grade of C by the end of the semester of application to be fully accepted to the program.

If students do not meet the minimum 3.0 overall GPA requirement, they may submit a Special Considerations letter with their application. The letter should explain factors that led to the lower GPA previously and what the student is doing to maintain the required GPA. Please be advised that the actual GPA will still be evaluated in the application review process; this just provides an opportunity for the applicant to explain circumstances that may have contributed to the substandard GPA.

3. The application will be submitted in an ePortfolio format. The template for the application, including all requirements, may be found at the UAA Website, Dietetics and Nutrition: [UAA DPD Application Instructions](#)
4. Students must meet with a Dietetics and Nutrition program advisor prior to applying.
5. Factors considered in the review process include:
  - a. Overall GPA
  - b. Science GPA
  - c. Dietetics & Nutrition GPA
  - d. Work and/or volunteer experience and/or extracurricular activities.
  - e. Online interview assessment
6. All applicants will be notified of their status by early April.

### **Progression in UAA DPD**

To remain in the dietetics program, students must maintain the academic standing outlined for the Bachelor of Science in Dietetics in the UAA Catalog. Students are expected to schedule an appointment with their academic advisor at least annually to review their plan and progression toward graduation. It is the responsibility of the student to schedule such appointments and notify their advisor if significant changes to their projected plan occur.

### **Be Advised of Additional Requirements for the UAA Dietetics and Nutrition Graduate Program**

Although this application process is for the DPD only, if a student intends to apply to the UAA Dietetics and Nutrition Graduate Program to finish the requirements to take the Registered Dietitian Nutritionist exam, they should be aware of separate requirements for that program. The UAA Dietetics and Nutrition website provides information on the graduate program format and requirements.

The supervised practice portion of the graduate program will require students to pass background checks allowing placement in health care and public health facilities. Additional requirements include, but are not limited to, providing current immunizations and meeting any requirements necessary to work in the internship rotation facilities. If a potential student has any concerns about meeting any of these requirements, he or she should contact the UAA Graduate Program Director.

If students are interested in accredited supervised practice programs outside of Alaska, it is recommended they visit the [Accreditation Council for Education in Nutrition and Dietetics](#) website for information on accredited programs (dietetic internships or coordinated graduate programs). Students should work with their faculty advisor early in their program to discuss these options.

### **Withdrawal and Refund of Tuition and Fees**

A student may withdraw from the UAA DPD at any time. Once a student withdraws from the program, their space in the program is closed and no longer available to them. If a student wants to re-enter the program, he/she must apply as a new student following the same procedures as all other students. There is NO guarantee that the student will be readmitted to the program. Please see the following policies in the current [UAA Catalog](#):

- [Refund Policy](#)
- [Student-Initiated Drop or Withdrawal](#)

### **Program Schedule/Vacation/Holidays**

The UAA DPD follows the UAA academic calendar. Student holidays and vacation will be those observed by UAA. See [UAA calendars](#) for more information.

## **Leave of Absence Policy**

In the event a student requests a leave of absence from the program, with intent of returning at a later date, an absence will be granted in accordance with the guidelines of the Family Medical Leave Act. For requests not covered by the Family Medical Leave Act, the program director will consider requests on an individual basis, with considerations not limited to, but including student progress and performance with completion of program requirements. If approved, the student may take up to one year (12 months) of leave. If a student requires more than 12 months of leave, the student is required to reapply to the DPD program.

## **Protection of Privacy of Student Information**

Please see the [UAA catalog](#) regarding UAA student educational records and the Family Educational Rights and Privacy Act (FERPA).

## **Access to Personal Files**

Students may request an appointment with the program director to review their personal files located in the director's office.

## **Access to Student Support Services**

Please see the following categories in the current [UAA catalog](#) and the [student help and support website](#).

- Information and Technology Services
- Student Health Center
- Student Financial Aid
- Disability Support Services
- Labs and Tutors
- Advising and Testing Center
- Library
- IT Call Center: 907-786-4646

## **Grievance Procedures**

If a student has a complaint or grievance, they may follow the [UAA student complaint and dispute procedures](#). UAA's complaint and dispute resolution processes will be followed to address the complaint.

If there is a complaint regarding the University or program's noncompliance with ACEND standards and all University processes have been exhausted, the student may submit a written complaint to ACEND at:

Accreditation Council for Education in Nutrition and Dietetics  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
800/877-1600 ext. 5400  
E-mail: [ACEND@eatright.org](mailto:ACEND@eatright.org)  
Web site: <http://www.eatrightpro.org/ACEND>



## **Assessment of Prior Learning and Credit toward Program Requirements**

The UAA DPD does not grant credit towards graduation requirements for prior work experience and/or didactic experience. Transfer credits will be evaluated through transcript evaluation at the Office of the Registrar.

## **Formal Assessment of Student Learning**

Student learning is formally assessed in each course, each semester, using a variety of assessment methods including exams, case studies, projects, presentations and research papers. Final grades are available through the student's login to UAOnline within 10 days of course completion.

## **DPD Retention and Remediation**

The program director and DPD faculty make every effort to support student success. The evaluation process allows for ongoing feedback by the faculty to each student. Students receive formal feedback for course work following each assignment and at the end of each course in the form of grades. At the end of each semester, students meet with their academic advisor to evaluate their overall progress with meeting ACEND competencies.

If evaluations show that a student is not progressing academically, the program director, academic advisor and the student will meet to write an action plan, including a plan for remedial instruction such as tutorial support, for such students for their success. To support the successful completion of each ACEND competency, the student may be required to repeat assignments or seek out approved extra-curricular activities to ensure the competency has been met; this includes when a KRDN assessment grade is below a "C".

Students with minimal chances of success in the program will be counseled by the program director and an action plan with timelines will be developed. As appropriate, the student will be counseled into career paths that are appropriate to their ability. The student will have access to the UAA Career Exploration and Services, Student Health and Counseling Services and Disability Support Services.

## **Disciplinary and Dismissal Procedure**

Students must adhere to all DPD policies and procedures at all times. The UAA DPD program director will issue a written warning to any student who fails to comply with stated policies and procedures of the program. These written warnings will be retained in the student's academic file.

DPD students are required to complete program requirements within 36 months of admission.

The following are examples (not an exclusive list) of serious infractions of student performance that will warrant immediate disciplinary action, up to and including dismissal from the Dietetics program:

- Violation of the [Academy of Nutrition and Dietetics Code of Ethics](#)
- Misrepresentation of their role as a dietetic student (i.e. providing services as a "dietitian" while a student at UAA)
- Being under the influence of alcohol and/or drugs while on duty at any facility
- Violation of patient/client confidentiality
- Occurrence of academic dishonesty or other violation of the UAA policies related to student conduct.

If the UAA Student Code of Conduct is violated, [UAA's Student Conduct Review Procedures](#) will be followed.

## **Graduation Requirements**

Students must receive a minimum grade of C in all coursework required to complete the DPD, including prerequisites, and have an average GPA of at least 3.0 in all required coursework. Failure to satisfactorily complete any portion of the curriculum will result in non-completion of the DPD.

**The maximum amount of time allowed to complete the UAA DPD requirements is 36 months from formal admission to the BS in Dietetics (this does not include time as a pre-dietetics major).**

## **Verification Statement Procedures**

Upon successful completion of all required DPD courses, UAA baccalaureate degree requirements (see the UAA catalog), and documentation of success in meeting ACEND Knowledge Requirements through an ePortfolio, students will be given an ACEND Verification Statement from the program director showing completion of the DPD. The program director will email the Verification Statement to all graduates after the Registrar's Office verifies degree completion following graduation. The Verification Statement is required for admission to an ACEND-accredited dietetic internship.

## **Didactic Program in Dietetics (DPD) Verification Statement Only Option**

Students who have completed a Bachelor's degree that is not accredited by ACEND and would like to complete the didactic requirements to earn a DPD Verification Statement (allowing them to apply to ACEND-accredited supervised practice programs) may apply to the DPD Verification Statement option. This is a non-transcripted option (no UAA degree or certificate is awarded). Students may take required coursework as a non-degree seeking student. Note, this is an unusual option and will not fit the needs of most students and therefore should be discussed with the DPD Director prior to pursuing this option. This option will be granted on a space-available basis if students meet the following requirements.

### **Requirements for a DPD Verification Statement:**

- Have earned a baccalaureate degree from a regionally-accredited institution.
- Have completed coursework determined to be nearly equivalent to the Bachelor of Science in Dietetics at UAA. Equivalency will be evaluated by UAA transfer credit evaluation procedures and subsequent evaluation by the DPD Director for any courses which did not directly transfer but are felt to meet program needs according to standard undergraduate petition criteria.
- Take a minimum of 18 credits from the Dietetics & Nutrition program at UAA.
- Have completed coursework in Medical Nutrition Therapy within the past 5 years and community nutrition and foodservice systems within the past 7 years.
- All coursework used to meet the above requirements must meet the academic/grade standards described in the UAA catalog for the year the Verification Statement option for an individual student is approved. This includes minimum course grade requirements and overall GPA requirements.

### **Application Process for Verification Statement Only:**

- Apply to UAA (may be as non-degree seeking)
- If degree was not completed at UAA, have transcripts sent to Registrar for evaluation
- Contact DPD Director to set up a meeting for transfer credit evaluation and course planning for remaining requirements
- Upon approval, DPD Director will issue student a letter of acceptance into Verification Statement Only option and individual requirements that need to be met including the time frame. Students **MUST** have this approval letter to earn a Verification Statement.

**Distance Education**

All Dietetics and Nutrition courses for the UAA DPD are offered online (most are exclusively online) through UAA. Online DPD courses can be asynchronous, synchronous or hybrid in format. Some courses require set online meeting times. These courses are typically offered during the daytime, Monday-Friday. The class schedule found on UAOnline will provide information on required class meeting times. The UAA Faculty Development and Instructional Support office has specifications for technology and hardware requirements for all UAA eLearning Courses. Please see those on the [UAA student resources page](#).

Additionally, completion of DPD online courses will require the following:

- Access to a digital camera
- Access to a video camera and ability to upload video and audio files
- Speakers and microphone (such as a basic headset)
- Word processing software (Microsoft Office)

**Identity Verification for Distance Education**

UAA provides students with individual user ID and password for the authentication of their identity; they are inherently secured by the user.

UAA utilizes Remote Proctor Now (RPNOW) for online testing. You will be required to show photo ID prior to testing to verify your identification.

**Student Acknowledgement**

Student Acknowledgement of Receipt and Understanding of UAA DPD Policy and Procedure Student Handbook:

By signing below I acknowledge that I have received a copy of the UAA DPD Policy and Procedure Student Handbook, have reviewed them and have asked questions as needed to ensure I understand them.

**Student Signature:**

**Date:**

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**UAA BS Dietetics: Suggested 4-Year/Full Time Plan  
DPD AY 2022/2023**

	Fall	Spring	Summer	
<b>Year 1</b>	BIOL A111 Hum Anatomy/Physiology I (4) WRTG A111 Methods of Written Communication* (3) HLTH A151 Breaking Trail on Your Social Services & Health Career (3) DN A151 Nutrition Through the Lifecycle <b>(Total 13)</b>	BIOL A112 Hum Anatomy/Physiology II (4) Oral Communication GER (3) DN A203 Nutrition for Health Sciences (3) WRTG A212 Technical Writing or WRTG A213 (3) Humanities GER (3) <b>(Total 16)</b>	MATH A151 College Algebra (4) or Aleks score of 65 or greater	<b>PRE-DIETETICS</b>
<b>Year 2</b>	CHEM A105/105L General Chemistry I/Lab* (4) DN A270 Culinary Nutrition (3) DN A100 The Profession of Dietetics (1) Humanities GER (3) Social Sciences (3) <b>(Total 14)</b>	CHEM A106/106L General Chemistry II/Lab (4) BIOL A108 Principles & Methods in Biology (6) PSY A111 Gen Psychology (or SOC A101) (3) DN A275 Introduction to Culinary Medicine (3) <b>(Total 16)</b>		
<b>Year 3</b>	CHEM A321 Organic Chemistry I (3) BIOL A240 Intro Microbiology for Health Sciences (4) DN A301 Nutrition Assessment (3) DN A325 Food and Nutrition in Modern Alaska (3) DN A312 Nutrition Communications & Counseling (3) <b>(Total 16)</b>	DN A355 Weight Management & Eating Disorders (3) STAT A200 Elementary Statistics (3) DN A350 Foodservice Systems & Quantity Foods (4) Elective (3) Fine Arts GER (3) <b>(Total 16)</b>		<b>DIETETICS</b>
<b>Year 4</b>	CHEM A441 Principles of Biochemistry I (3) DN A401 MNT I (3) DN A430 Research Methods in Nutrition & Dietetics (3) DN A360 Sports Nutrition (3) DN A492 Senior Seminar in Dietetics (1) <b>(Total 13)</b>	DN A415 Community Nutrition (3) DN A402 MNT II (4) DN A492 Senior Seminar in Dietetics (1) DN A450 Dietetic Management (3) DN A475 Advanced Nutrition (3) <b>(Total 14)</b>		

Speak to an academic advisor about the requirements.

\* 2 additional credits are required if testing out of MATH A151

Check course schedules for courses offered in the summer