

UAA Didactic Program in Dietetics (DPD)

**Policy and Procedure
Student Handbook**

Notice of Nondiscrimination:

The University of Alaska is an affirmative action/equal opportunity employer and educational institution. 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.

TABLE OF CONTENTS

Credential Process to Become a Registered Dietitian Nutritionist (RDN)	3
UAA DPD Mission Statement.....	3
UAA DPD Goals and Objectives	3
Program Costs	4
Accreditation Status	4
UAA Didactic Program in Dietetics (DPD) Description.....	4
UAA DPD Admission Requirements	4
Application Process and Selection Criteria for the UAA DPD	6
Progression in UAA DPD	6
Withdrawal and Refund of Tuition and Fees	6
Program Calendar.....	7
Protection of Privacy of Student Information	7
Access to Personal Files.....	7
Access to Student Support Services.....	7
Grievance Procedures	7
Assessment of Prior Learning and Credit toward Program Requirements.....	8
Formal Assessment of Student Learning	8
DPD Retention, Remediation, Disciplinary and Dismissal Procedure	8
Graduation Requirements.....	8
Verification Statement Procedures.....	8
Online Courses	9
UAA BS Dietetics Suggested Plan of Study.....	10

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 & Nutrition faculty advisor can answer questions regarding your plan.
2. Complete an ACEND-accredited supervised practice, such as a Dietetic Internship or coordinated Master's degree that includes supervised practice (1200 hours of supervised practice in either option).
3. Pass the Commission on Dietetics Registration (CDR) Registered Dietitian Nutritionist (RDN) exam. You will only be eligible for this following completion of the above requirements.
4. Apply for licensure with the State of Alaska (See <http://www.commerce.state.ak.us/occ/pdtn.htm> for more information)

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.

UAA DPD Mission Statement

The mission of the UAA DPD is to *"guide the future of dietetics in Alaska by preparing students for supervised practice."*

UAA DPD Goals and Objectives

The DPD program goals and objectives are:

1. Prepare UAA DPD graduates to successfully complete a supervised practice program.
 - a. 80% of students enrolled in the professional courses in the third year of the UAA DPD will complete program/degree requirements within 150% of the time planned for completion (36 months).
 - b. Over a three-year period, 60% of DPD graduates will apply to supervised practice programs prior to or within 12 months of graduation.
 - c. Over a three-year period, 80% of those applying to supervised practice programs will be accepted within 12 months of graduation.
 - d. At least 75% of DI program directors of UAA DPD alumni will rate alumni with a knowledge base of at least "average" on follow-up surveys.
2. Prepare UAA DPD graduates to become competent entry-level dietitians.
 - 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. 100% of UAA DPD alumni will indicate they felt prepared for their practice as a RDN.

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 (see the UAA Website for current information on estimated Cost of Attendance <https://www.uaa.alaska.edu/financialaid/cost-of-attendance.cfm>)
- Academy of Nutrition and Dietetics student membership (approximately \$50; visit 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 (e.g. DN A255 Concepts of Healthy Food, DN A260 Food Science). See the course schedule for an estimate of the current additional expense for these courses (<http://www.uaa.alaska.edu/records/catalogs/schedules.cfm>)

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 2000, Chicago, IL 60606-6995, 312-899-0040 ext 5400. Email: ACEND@eatright.org; website: www.eatright.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 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 the 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 Master of Science in Dietetics & Nutrition, combined M.S./internship track. That requires a separate application. 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 combined M.S./supervised practice). Currently UAA has the only accredited program in Alaska.

UAA DPD Admission Requirements

Admission to the UAA DPD is competitive with a departmental application and admissions process. Openings are limited to ten students each year. Students may declare the pre-dietetics major while

they complete program prerequisites. Applicants must review the UAA DPD website for the selection 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 University of Alaska Anchorage 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. Humanities GER (6)
 - h. MATH A151 College Algebra (3-6) or higher level math course
 - i. Oral Communications GER (3)
 - j. PSY A111 General Psychology OR SOC A101 Introduction to Sociology (3)
 - k. Written Communications GER (6)
 - l. At least 6 additional credits of Dietetics and Nutrition (DN) coursework in residence at UAA (not transfer credits).

*Conditional acceptance to the program can 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. For such a letter to be considered, the student must have completed at least the past two consecutive semesters with a GPA of 3.0 or above. 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. Prior work or volunteer experience is strongly recommended (preferably food and nutrition or health care related).

Application Process and Selection Criteria for the UAA DPD

Students will be selected annually in the spring semester for admission the following fall. The application deadline is February 15 annually.

1. The application will be submitted in an ePortfolio format. The template for the application, including all requirements, may be found at:
https://alaska.digication.com/didactic_program_in_dietetics_application_template/Home/published
Students must meet with a Dietetics and Nutrition program advisor prior to applying.
2. Factors considered in the review process include:
 - a. Overall GPA
 - b. Science GPA
 - c. Dietetics & Nutrition GPA
 - d. Letters of recommendation
 - e. Work and/or volunteer experience and/or extracurricular activities.
 - f. Video recorded presentation addressing questions specified in the UAA DPD application
4. 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 Dietetic Internship

Although this application process is for the DPD only, if a student intends to apply to the M.S. in Dietetics & Nutrition, combined M.S./internship track 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 M.S. program format and requirements. The internship portion of the M.S. 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 that they visit the Academy of Nutrition and Dietetics website (www.eatright.org) 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 Calendar

The UAA DPD follows the UAA academic calendar. See <https://www.uaa.alaska.edu/calendars/> for more information.

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:

- 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 UAA's Student Complaint and Dispute procedures to file that complaint. Those can be found at:

<https://www.uaa.alaska.edu/students/dean-of-students/student-complaint-dispute/>

UAA's Complaint and Dispute Resolution Processes will be followed to address the complaint. Those processes are located at:

<https://www.uaa.alaska.edu/students/dean-of-students/student-complaint-dispute/academic-dispute-resolution-processes.cshtml>

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
312/899-0040 ext. 5400
Fax: 312/899-4817
E-mail: ACEND@eatright.org
Web site: <http://www.eatright.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, Remediation, Disciplinary and Dismissal Procedure

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 has been violated, UAA's Student Conduct Review Procedures will be followed:

<https://catalog.uaa.alaska.edu/handbook/complaint-procedures-uaa/student-misconduct-and-academic-dishonesty/student-conduct-review-procedures/>

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 mail 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-transcribed 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 so 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.

Online Courses

All Dietetics and Nutrition courses for the UAA DPD are offered online (most are exclusively online) through UAA. Some courses require set online meeting times. These courses are typically offered during the daytime, Monday-Friday. The schedule of classes will provide information on required class meeting times. The UAA Academic Innovations and eLearning department has specifications for technology and hardware requirements for all UAA eLearning Courses. Please see those on the UAA eLearning website at: <http://www.uaa.alaska.edu/elearning>.

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)

UAA BS Dietetics Suggested Plan of Study

Year	Fall	Spring	Summer
Year 1	CHEM A105/105L General Chemistry I/Lab* (4) MATH A151 College Algebra* (4) WRTG A111 Methods of Written Communication* (3) Humanities GER (3) (Total 14)	CHEM A106/106L General Chemistry II/Lab (4) Oral Communication GER (3) DN A151 Nutrition Through the Life Cycle (3) WRTG A212 Technical Writing or WRTG A213 (3) Humanities GER (3) (Total 16)	
Year 2	BIOL A111 Hum Anatomy/Physiology I (4) DN A203 Nutrition for Health Sciences (3) DN A100 The Profession of Dietetics (1) BA A151 Business Foundations (3) Fine Arts GER (3) (Total 14)	BIOL A112 Hum Anatomy/Physiology II (4) BIOL A108 Principles & Methods in Biology (6) PSY A111 Gen Psychology (or SOC A101) (3) Elective** (3) (Total 16)	Elective (3) (Total 3)
Year 3	CHEM A321 Organic Chemistry I (3) BIOL A240 Intro Microbiology for Health Sciences (4) DN A301 Nutrition Assessment (3) DN A255 Concepts of Healthy Food (3) (Total 13)	DN A350 Foodservice Systems & Quantity Foods (3) DN A260 Food Science (3) STAT A252 Elementary Statistics (3) DN A355 Weight Management & Eating Disorders (3) Elective (3) (Total 15)	DN A325 Food and Nutrition in Modern Alaska (3) (Total 3)
Year 4	CHEM A441 Principles of Biochemistry I (3) DN A401 MNT I (3) DN A430 Research Methods in Nutrition & Dietetics (3) DN A312 Nutrition Communications & Counseling (3) DN A492 Senior Seminar in Dietetics (1) (Total 13)	DN A475 Advanced Nutrition (3) DN A415 Community Nutrition (3) DN A402 MNT II (3) DN A492 Senior Seminar in Dietetics (1) PHIL A302 Biomedical Ethics (3) (Total 13)	

* These courses require pre-requisites or placement testing. Please speak to an academic advisor about the requirements.

** at least 1 credits of elective or self-select courses must be at the 300 or 400 level to meet the minimum 42 upper division credits required for graduation

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: _____