



**COLLEGE OF HEALTH AND HUMAN SCIENCES  
SCHOOL OF HEALTH SCIENCES  
NUTRITION AND DIETETICS – DIDACTIC PROGRAM IN DIETETICS  
STUDENT HANDBOOK**

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INTRODUCTION .....	5
PROGRAM OVERVIEW .....	6
Accreditation.....	6
Mission Statement.....	6
Program Goals & Objectives .....	7
School of Health Sciences .....	8
ACADEMIC PROGRAM .....	9
Admission .....	9
Full Acceptance .....	9
Provisional Acceptance.....	9
Deferral of Admission.....	9
Retention.....	9
Assessment of Progress.....	9
Probation and Remediation.....	10
Graduation.....	10
DPD Completion.....	10
Assessment for Prior Learning.....	10
Recency of Education .....	11
Major Coursework .....	11
Verification Statement .....	11
Tuition and Fees.....	11
ND-                    pe..... S..	

Classroom Professionalism.....	14
Dress Code.....	14
Illness/Injury Policy.....	15
Health Insurance.....	15
Professional Liability Insurance.....	16
Personal Automobile Insurance.....	16
Student Replacement of Employees.....	16
LABS AND FACILITIES.....	17
ND Foods Lab.....	17
STUDENT ORGANIZATIONS.....	18
Student Association of Nutrition and Dietetics Club.....	18
UNIVERSITY POLICIES AND PROCEDURES.....	19
Academic Integrity.....	19
<i>Undergraduate Academic Integrity Policy/EMC/ Span &lt;22&gt;</i> .....	19
...nd ...10w...4on ...nd j(..e Tc 0 ( C)-)6L.71 6.....0..	17

Employment Opportunities for Registered Dietitians..... 25

The handbook for the Nutrition & Dietetics – Didactic Program in Dietetics (ND-DPD) at Western Carolina University is a reference tool designed to assist students who are enrolled in the undergraduate Nutrition and Dietetics major. The handbook is a compilation of information provided to the undergraduate for establishing a clear understanding of educational requirements and student responsibilities to be successful in the program. The handbook addresses frequently asked questions about the ND-DPD program and goals, education requirements and procedures, and student responsibilities with policies. Each student will receive access to the handbook for use as a reference. Each student will be required to read this handbook and sign a statement of understanding concerning the requirements.

The ND-DPD program at WCU was granted continued accreditation on August 9, 2019, by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), which is a specialized accreditation body recognized by the United States Department of Education (USDE). The ND-DPD Program at Western Carolina University is designed to fulfill all knowledge requirements for entry-level dietitians as stated in the ACEND Eligibility Requirements and Accreditation Standards for DPD Programs. Outcomes data and reports related to accreditation are available upon request from the ND-DPD Program Director or School of Health Sciences Director.

Additional information may be obtained from ACEND:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)  
American Dietetic Association  
120 South Riverside Plaza, Suite 2190  
Chicago, Illinois 60606-6995  
Phone: 800/877-1600, ext. 5400  
Email: [acend@eatright.org](mailto:acend@eatright.org)  
Website: <https://www.eatrightpro.org/acend>

The undergraduate ND-DPD program is accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. ACEND serves the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs. Programs meeting these standards are accredited by ACEND.

To become an RDN, five steps are required:

1. Complete a bachelor's degree and receive a verification statement from an ACEND-accredited program ([Didactic Program in Dietetics](#))

2. [Get matched](#) to an ACEND-accredited supervised practice [dietetic internship program](#) (some dietetic internships are combined with a master's degree, which is optional\*). For students who do not match to an internship, applying to an [Individual Supervised Practice Pathway](#) is an option.
3. Pass the Commission on Dietetic Registration's dietetic [registration exam](#).
4. Gain [licensure](#) in your state of practice, if applicable.

\*

<https://www.cdrnet.org/graduatedegree>

Western Carolina University has both an accredited undergraduate program in dietetics (ND-DPD) and an accredited graduate dietetic internship (ND-DI).

- Graduates who successfully complete the ACEND-accredited ND-DPD program at Western Carolina University (step 1) are eligible to apply to an ACEND-accredited

Objective 1.2: 65% of program graduates apply for admission to a supervised practice program



Students who have applied and been admitted to the ND-DPD will receive full or provisional acceptance.

All admission criteria have been fully met or are in progress. Students must demonstrate successful completion of in progress work outlined in the admission requirements by May 15 in order to remain in full standing in the program. Students who do not demonstrate successful completion of all in progress work will have their acceptance modified to provisional acceptance. Depending on the situation, a student may become ineligible to enroll in the ND-DPD major courses.

Student assessment is conducted periodically in each course through assignments, quizzes, exams, term papers, projects, or reports. At minimum, a mid-term and end-of-term evaluation is made available to the student. Students are responsible for using individual course evaluation for self-assessment of success in the program and dietetics profession. Students are encouraged to meet with course instructors to discuss specific strategies to maintain and improve academic performance throughout their studies. In keeping with the Academic Progress Reporting policy of WCU, ND instructors will post grades on MyWCU for all required ND-DPD students at the 5<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> weeks of the semester. Program faculty members are encouraged to review student performance in their classes on a periodic basis and counsel students accordingly.

If a student is placed on probation for any reason, remediation may be required. Remediation will be developed for students on a case-by-case basis guided by the area that needs remediation. Remediation may include, but is not limited to, additional readings, assignments, or professional development activities. The ND-DPD Program Director will notify students who are placed on probation. The faculty will determine the method of remediation, which will be communicated to the student by the ND-DPD Program Director. Once the student successfully completes remediation requirements, the ND-DPD Program Director will remove the probationary status and notify the student.

Students must have a 3.00 GPA in the major, successfully complete all ND courses with a “C” or better, complete all Liberal Studies course requirements, and clear all degree audit requirements to graduate.

All students who successfully complete the ACEND required courses will receive an ACEND DPD verification of completion statement. This verification statement entitles the student to take the Registration Examination for Nutrition and Dietetic Technicians, Registered (NDTR). The verification statement qualifies graduates to pursue further training in ACEND-accredited dietetic internships. Admission to a dietetic internship is very competitive. Having a verification statement does not guarantee acceptance into an internship. Both the NDTR and RDN exams are administered through the Commission on Dietetic Registration (CDR) (<https://www.cdrnet.org/>).

The official articulation of transfer credit will be evaluated upon admission to Western Carolina University. Agreements in place for transfer credit are published on the WCU Undergraduate Admissions website at: <https://www.wcu.edu/apply/undergraduate-admissions/transfer-students/agreements-with>

WCU's ND-DPD Program has equivalency and recency of education requirements for pre-requisites to ND coursework and ND-DPD major courses.

To be considered for equivalency and recency, all ND-DPD major coursework needs to be successfully completed from a program accredited by the ACEND within the last five (5) years. To ensure equivalency, you may be asked to submit syllabi for previous coursework to allow for assessment of ACEND's Knowledge Requirements for the Dietitian Nutritionist (KRDNs). This ensures a strong, current foundation in the areas pertinent to nutrition and dietetics education.

#### Pre-requisite Coursework

All pre-requisite courses required for acceptance into WCU's ND-DPD program must have been successfully completed with a "B" or better in ND 239 and ND 330 and a "C" or better in all other pre-requisite courses (MATH 170, PSY 150, CHEM 139 and 140, BIOL 291, 292, and 313) within 10 years of application into the ND-DPD program. An official transcript documenting successful completion of required courses must be provided.

To receive a verification statement, students must graduate within five (5) years of completing DPD course requirements.

Estimated minimum expenses for a full-time undergraduate for the academic year are published each year on the WCU Admissions website: <https://www.wcu.edu/apply/tuition-and-fees/index.aspx>

Housing and meals are included in usual residential student fees. Books at WCU are rented and the fee is included in the registration fees.

Additional costs for the ND-DPD program include:

- Selected supplemental texts or workbooks required for specific courses. It is also recommended to purchase many of the nutrition textbooks for future reference.
- Student membership in the Academy of Nutrition and Dietetics (<https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>) is required once accepted into the ND-DPD program cohort. Membership in the Academy affords the student access to the Evidence Analysis Library, a required resource for assignments in many of the required courses.
- Dietetics program academic fees = \$125/semester

Various financial sources, such as grants, loans, scholarships and student employment are available to qualified undergraduate students. To become eligible, an application for financial

assistance can be obtained by contacting the [WCU Financial Aid Office](#). Financial aid recipients are expected to comply with the guidelines established by each specific granting or loaning agency.

There are three scholarships available specifically for ND students in the DPD program: the Wilma Coper Scholarship, the Dr. Barbara Coper Scholarship, and the Leland and Francile Keith Waters Scholarship. The general scholarship application is required for consideration for these scholarships. Application opens during the Fall semester, and the deadline for submitting the scholarship application online at: <https://www.wcu.edu/apply/scholarships/wcu-scholarships.aspx> is in early Spring semester. Students also must submit the Free Application for Federal Student Aid (FAFSA) by January 1 each year in order to be considered for need-based scholarships.

Criteria for the Wilma Coper Scholarship include:

- NC resident for at least three years
- A current resident of NC
- Graduate of a North Carolina high school
-

understanding of course content, meet genuine community needs, develop career-related skills, and become responsible citizens. The Nutrition and Dietetics program embraces the definition of SL through coursework and service-learning designated classes throughout the curriculum. Typically, community engagement is incorporated into a course or series of courses by way of an assignment or project that has both learning and community action goals in applied settings. Academic learning, civic learning, and personal growth are melded categories of service-learning that are embedded in various forms with community partners, faculty, and students. Students are expected to act responsibly and professionally while engaging through service-learning. Additional materials will be provided by instructors in each course where service-learning activities take place.

The Center for Community Engagement and Service Learning staff are available Monday-Friday from 8:00 am – 5:00 pm. Location: Belk Building Room 273. Phone: 828-227-7184. Website: [servicelearning.wcu.edu](http://servicelearning.wcu.edu).

Official course descriptions for all WCU ND-DPD courses can be found in the current undergraduate catalog: <http://catalog.wcu.edu/>



Other elements of professional appearance include accessories, cleanliness, and personal hygiene. The following is expected of dietetics students in service learning and community engagement experiences:

- Jewelry can be worn, but avoid wearing excessive jewelry
- Maintain well-trimmed, well-groomed hair that is business-like in appearance
- Practice general cleanliness and good dental hygiene
- Avoid artificial nails
- Avoid use of body fragrances (perfume, cologne, etc.) that may not be tolerated by others.
- Students should not bring purses or pocketbooks into community events and on field trips.

A student enrolled in the ND-DPD program who becomes ill or injured while on Western Carolina University's campus should seek medical attention through WCU Health Services. A student who becomes ill or injured when WCU Health Services is closed or while away from Western Carolina University's campus (more than 30 miles) may be required to seek urgent care through an alternative facility.

Students who are injured during a classroom or laboratory related activity are responsible for all incurred medical costs. If an injury does occur, the student must notify the instructor of record immediately who will inform the ND-DPD Program Director. The ND-DPD Program Director will notify the Director of the School of Health Sciences and complete the college's incident/accident report form.

Students enrolled in the ND-DPD





A Western Carolina Student Association of Nutrition and Dietetic (S.A.N.D.) Club offers undergraduate pre-ND-DPD or ND-DPD students opportunities and experiences to complement their academic study. Membership in the club is highly recommended. The club has a nominal membership fee. There are many advantages to being a member beyond the usual: fellowship with classmates and faculty and an item to include on a resume. S.A.N.D. involvement helps with advancing nutrition and dietetics professionalism, leadership, and community engagements. Student involvement is highly desirable on internship and scholarship applications. Fundraisers help those students that

Students, faculty, staff, and administrators of Western Carolina University (WCU) strive to achieve the highest standards of scholarship and integrity. Any violation of the Academic Integrity Policy is a serious offense because it threatens the quality of scholarship and undermines the integrity of the community. While academic in scope, any violation of this policy is by nature, a violation of the Code of Student Conduct (Code) and will follow the same conduct process. If the charge occurs close to the end of an academic semester/term or in the event of the reasonable need of either party for additional time to gather information, timelines may be

Western Carolina University's Withdrawal/Drop Refund Policy are followed when students withdraw from DPD courses, the DPD program, and the university. Western Carolina University's Withdrawal Policy is available through the Student Accounts Office, Campus Operations and Finance at: <https://www.wcu.edu/discover/campus-services-and-operations/student-accounts-office/student-accounts-policies/withdrawal-drop-refund-policy.aspx> . Students should take note of withdrawal dates and related reduction of tuition and fee changes on the posted schedules.

Western Carolina University's Academic Calendar is followed for De a -10 (co)-40ab(s)-oh And

at: [http://catalog.wcu.edu/content.php?catoid=41&navoid=1481&hl=grievance&returnto=search#Academic Action Appeal Policy and Procedures Overview](http://catalog.wcu.edu/content.php?catoid=41&navoid=1481&hl=grievance&returnto=search#Academic%20Action%20Appeal%20Policy%20and%20Procedures%20Overview)

If the complaint is against the dietetics program, specifically as it relates to ACEND® accreditation standards, policies, or procedures, the student should discuss the complaint with the ND-DPD Program Director. If the complaint directly involves the ND-DPD Program Director or satisfactory resolution is unable to be sought through the ND-DPD Program Director, the student should discuss the complaint with the School of Health Sciences Director. A written complaint should be completed for purposes of documentation. The written complaint should include:

- Student name and contact information (address, phone number, email address).
- The ACEND® standard, policies, or procedures being violated by the issue.
- The steps already taken to address the issue, including individuals involved.
- A succinct description of the complaint, including individuals involved.
- A succinct description of the outcome(s) desired in resolution.
- Signature of the complainant.

In the event that a student is unable to obtain grievance resolution through the above policies and procedures and the complaint relates to ACEND® accreditation standards, policies, or



The mission of Western Carolina University Health

Access to the Western Carolina University's network use is denied without a user ID. User IDs and all files associated with that ID are deleted after each semester. It is the student's responsibility to back up their files.

ND-DPD program courses will utilize the university Learning Management System (LMS). Students may be expected to utilize the LMS to access course announcements & information, submit assignments, complete assessments, and participate in class discussion. The university LMS is also the preferred platform for offering a limited number of courses.



The Academy of Nutrition and Dietetics (Academy) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 1, 2018, by the Academy Board of Directors and the Commission on Dietetic Registration.

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice. Many work