

University of Pittsburgh
School of Health and Rehabilitation Sciences
Department of Sports Medicine and Nutrition
Nutrition and Dietetics

Didactic Program
Student Handbook 2015-2016

Preface

The faculty and staff of the Nutrition and Dietetics Program join in welcoming you. We are pleased that you have selected the Didactic Program in Dietetics (DPD) at the University of Pittsburgh School of Health and Rehabilitation Sciences (SHRS) to pursue your professional education and training.

This handbook was developed to familiarize you with the program policies and procedures which you are required to follow while you are a student enrolled in the DPD. This handbook is not intended to be all-inclusive, but rather is to be used as a supplement to the [University of Pittsburgh Undergraduate Bulletin](#) and the [School of Health and Rehabilitation Sciences \(SHRS\) Undergraduate Student Handbook](#). All of the SHRS policies and procedures apply to DPD students; however, this handbook delineates specific interpretations as they apply to students enrolled in the DPD. It outlines accepted policy, based on the program's compliance to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Accreditation Standards for Didactic Programs in Nutrition and Dietetics Leading to Supervised Practice and provides the framework within which the Program Director, University faculty and staff, and students can work together effectively.

It is important that you read and become knowledgeable about the information presented in both this and the [SHRS Undergraduate Student Handbook](#). It is also important that you use both handbooks as references while you are enrolled in the DPD.

Nutrition & Dietetics
Didactic Program in Dietetics Student Handbook

Table of Contents

<u>I. Program Administration and Faculty</u>	
A. <u>Program Administration</u>	4
B. <u>Faculty Advisors</u>	4
C. <u>Faculty and Staff Directory</u>	4
D. <u>Office Hours</u>	5
E. <u>Department Announcements and Student Mail</u>	5
F. <u>Telephone and Fax Usage; Photocopying</u>	6
G. <u>Unofficial Requests for Student Telephone Numbers or Addresses</u>	6
<u>II. Student Professional Organizations</u>	
A. <u>The Academy of Nutrition and Dietetics</u>	6
B. <u>Student Dietetic Association</u>	6
C. <u>Pittsburgh Dietetic Association</u>	7
<u>III. Curriculum Overview</u>	
A. <u>Mission of the DPD Program</u>	7
B. <u>Goals and Outcome Measures of the DPD Program</u>	8
C. <u>Program Description</u>	9
D. <u>DPD Curriculum</u>	9
E. <u>Field Experience</u>	10
F. <u>Program Outcome</u>	10
G. <u>Application for Post-Baccalaureate Supervised Practice</u>	10
H. <u>Accreditation Status of the DPD</u>	11
<u>IV. The Student's Financial Responsibilities</u>	
A. <u>Basic Tuition and Fees</u>	11
B. <u>Additional Expenses</u>	11
C. <u>Additional Expenses Associated with Field Experience</u>	11
D. <u>Itemized Additional Expenses</u>	12
E. <u>Explanation of Additional Expenses</u>	14
<u>V. Academic Policies and Procedures for the DPD Students</u>	

A.	<u>Academic Calendar and Schedule</u>	15
B.	<u>Plan of Studies</u>	15
C.	<u>Academic Probation</u>	16
D.	<u>Class Attendance</u>	16
E.	<u>Confidentiality of Student Records</u>	17
F.	<u>Student Access to Personal Files Maintained by the Nutrition & Dietetics Program</u>	17
G.	<u>University of Pittsburgh Nondiscrimination Policy</u>	17
H.	<u>Academic Integrity and Grievance Procedure</u>	17
I.	<u>Dismissal from the DPD</u>	18
J.	<u>Graduation</u>	18
<u>VI. Additional Policies for DPD Students</u>		
A.	<u>Transportation to Field Trip Sites</u>	19
B.	<u>Standards of Appearance/Dress Code</u>	19
<u>VII. Appendices</u>		
A.	<u>ACEND Core Knowledge for the RD</u>	21
B.	<u>Recommended Sequence for DPD Prerequisite Courses</u>	24
C.	<u>Didactic Program in Dietetics Curriculum Plan</u>	25

I. Program Administration and Faculty

A. Program Administration

The Didactic Program in Dietetics (DPD) is an undergraduate program offered by the Nutrition and Dietetics Program in the Department of Sports Medicine and Nutrition (SMN) in the School of Health and Rehabilitation Sciences (SHRS). The DPD is accredited by the Academy of Nutrition and Dietetics (AND) Accreditation Council on Education in Nutrition and Dietetics (ACEND).

Each Nutrition & Dietetics faculty member participates in planning, teaching, and evaluating the DPD program. Students participate in the evaluation of the courses offered and the DPD curriculum. The Didactic Program Director is ultimately responsible for determining that each student has successfully met the knowledge and skills requirements for Entry-Level Education Programs which are delineated in the ACEND Core Knowledge for the RD. ([Appendix A](#)).

B. Faculty Advisors

At the beginning of the Fall Term of the Junior Year, each student enrolled in the DPD will be assigned an advisor who is a member of the Nutrition and Dietetics faculty. The role of the faculty advisor is to provide guidance to the student as they make decisions regarding course registration, changes in their Plan of Studies, academic goals and progress, and career planning and development. Students are encouraged to schedule appointments with their advisors on an "as needed" basis. Faculty advisors will also initiate appointments with their advisees at least once each term. For additional information on advisor assignment, roles, and responsibilities please see the [SHRS Student Undergraduate Handbook](#).

C. Faculty and Staff Directory

The Nutrition and Dietetics faculty and staff offices are located in 4033 Forbes Tower. The name and contact information for individual faculty and staff are presented below and on the following page. A mailbox for each faculty member is located in Room 4033 Forbes Tower.

Kevin Conley, PhD, ATC

Chair, Department of Sports Medicine and Nutrition and Associate Dean for Undergraduate Studies
Room 4032A Phone: (412) 383-6737 kconley@pitt.edu

Lori Cherok, MS, RDN, LDN, CNSC
Instructor, Director of the Didactic Program in Dietetics
Room 4042 Phone: (412) 383-6566 lcherok@pitt.edu

Trisha Cousins, MS, RDN, LDN, CSO
Clinical Coordinator and Instructor
Room 4041 Phone: (412) 383-6532 tcousins@pitt.edu

Judith Dodd, MS, RD, LDN, FADA
Assistant Professor
Room 4039 Phone: (412) 383-6534 jdodd@pitt.edu

Deborah Hutcheson, DCN, RD, LDN, CNSD, CDE
Assistant Professor and Director of the Coordinated Master in Nutrition and Dietetics Program
Room 4036 Phone: (412) 383-6747 dhutches@pitt.edu

Emily Costello
Administrator
Room 4033 Phone: (412) 383-6530 eec27@pitt.edu

D. Office Hours

Department Office Hours

The Sports Medicine and Nutrition Department office (Room 4033) is open from 8:00 am to 4:30 pm on weekdays.

Faculty Office Hours

Students may meet with individual faculty members for a variety of reasons which may require either scheduled or unscheduled appointments. Regardless of the purpose of the meeting, each student has the right to privacy while meeting with the faculty member.

1. Unscheduled Appointments During “Office Hours”

Faculty members may maintain “office hours” related to the course they teach. These “office hours” are either stated on the course outline(s) or are posted outside the faculty member’s office door. Students are not required to schedule appointments to meet with the faculty member during these “office hours”.

2. **Scheduled Appointments**
Appointments with individual faculty members at times other than those identified as “office hours” are arranged by appointment only. These appointments should be scheduled directly with the faculty member.

E. Department Announcements and Student Mail

Bulletin Boards

Official department announcements are posted on the bulletin board located on the wall outside of Room 4033 Forbes Tower. This bulletin board is reserved for official announcements and students must receive approval from a Nutrition and Dietetics faculty member before posting items on the bulletin board.

Student Mailboxes

Each student enrolled in SHRS is assigned a mailbox. The mailboxes for Nutrition and Dietetics students are located on the fourth floor of Forbes Tower near the restrooms. Nutrition and Dietetics Faculty and SHRS staff will be using these mailboxes to provide important information to the students; therefore it is the student’s responsibility to check his/her mailbox daily.

Student Dietetic Association (SDA) Mail

The SDA has a mailbox located with the faculty mailboxes in Room 4033 of Forbes Tower. SDA officers are responsible for picking up SDA mail.

F. Telephone and FAX Usage; Photocopying

Students are advised that the department telephone and fax machine cannot be used for personal or SDA business. There is a photocopying machine available for student use in the Learning Resource Center (room 4011 Forbes Tower). Department faculty and staff should not be asked to make photocopies for students.

G. Unofficial Requests for Student Telephone Numbers or Addresses

Consistent with University policy, unofficial requests for the telephone numbers or mailing addresses of students will not be given out to individuals who request this information. The Department Administrator will take the name and phone number of the individual requesting a student’s phone number or address and relay that information to the student concerned.

II. Student Professional Organizations

Students enrolled in the DPD are eligible for membership in the three dietetic associations that are briefly described below.

A. The Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics (A.N.D.) is the national professional organization of Registered Dietitians. Membership in the Academy is required for all DPD students. There is a \$50.00* annual fee for student membership. Benefits of being an Academy member include a subscription to the *Journal of the Academy of Nutrition and Dietetics*, access to the Evidence Analysis Library, a discounted price for the online Nutrition Care Manual and other resources, discounted registration to the FNCE meeting, and eligibility for Academy and state awards and scholarships. Applications for student membership are available from the Academy website at: <http://www.eatright.org>.

B. Student Dietetic Association

The Student Dietetic Association (SDA) is organized and managed by student members with a member of the Nutrition and Dietetics faculty acting as advisor to the organization. Officers of the SDA are elected from the membership in accordance with the SDA By-Laws. There is a \$10.00* membership fee. Membership in SDA is strongly recommended.

Further details about the SDA and procedures for joining the organization will be presented at the first fall term meeting of the SDA. All incoming Nutrition and Dietetics students are invited to attend the meeting. The date of the meeting will be posted on the department bulletin board outside of Room 4033 Forbes Tower. For additional information, email pittsda@gmail.com.

C. Pittsburgh Academy of Nutrition and Dietetics

The Pittsburgh Academy of Nutrition and Dietetics (PitAND) is a local professional organization for dietitians. Membership in PitAND provides opportunities to network with local dietetics professionals and attend professional seminars at a discounted rate. The student membership fee is \$9.00*. Applications are available from the PitAND website at <http://www.eatrightpittsburgh.org>.

Note: *All fees are subject to change.

III. Curriculum Overview

A. Mission of the Didactic Program in Dietetics (DPD)

The mission of the Didactic Program in Dietetics (DPD) within the Department of Sports Medicine and Nutrition (SMN) is to provide students a strong academic foundation of knowledge and skills to meet the required coursework and experiences to apply to a Dietetic Internship or a Coordinated Master's Program; pursue an advanced degree in science/healthcare related discipline or to function in society as a professional and upon which practitioner competence can be built. The program provides the academic preparation to support continued professional growth to meet personal, professional, community and worldwide evolving healthcare needs.

The mission of the DPD program reflects, in part, both the mission of the University and SHRS. It is part of the mission of the University and SHRS to prepare students for today's practice environment and to instill within the student the quest for lifelong learning,

adaptation and evolution to continue to expand the knowledge, upgrade skills and service opportunities in their professional fields.

Essential and prerequisite to the process of attaining the knowledge and skills inherent in professional dietetics education is the attainment of both broad based general education and knowledge of theory that underlies dietetics practice. The curriculum of the Didactic Program in Dietetics incorporates the Core Knowledge for the RD specified in the ACEND Accreditation Handbook and includes the following: communications, physical and biological sciences, social sciences, research, food, food systems, nutrition, management, behavioral and social sciences, and health care systems. The course work meets core knowledge requirements in each of the three major areas of dietetics practice—clinical dietetics, food service management, and community dietetics.

To successfully achieve the core knowledge requirements, graduates must demonstrate the ability to communicate and collaborate, solve problems, and apply critical thinking skills. Although the primary focus of the DPD curriculum is on didactic instruction, practice-related activities are included as part of the planned course learning experiences to enhance the development of analytical and problem solving skills for application of knowledge in practice. In addition, students have the opportunity for supervised practice experiences through individually planned independent studies.

In fulfilling its mission, the program utilizes the vast resources of the University of Pittsburgh, The School of Health and Rehabilitation Sciences, and the University of Pittsburgh Medical Center. The quality of the program is consistent with the expectations of the citizens of the state and will allow graduates of the program to develop the degree of competence and level of proficiency necessary to provide high quality professional dietetic services.

B. Goals and Outcomes Measures of the Didactic Program in Dietetics (2011-2016)

Program Goal 1: To recruit highly qualified students who demonstrate the ability to successfully enter dietetic internships and/or graduate programs enhanced by nutrition or food expertise.

Program Mission Reference: To provide students a strong academic foundation of knowledge and skills to meet the required coursework and experiences to apply to a Dietetic Internship program, pursue and advanced degree in nutrition, science or health care related discipline or to function in society as a professional and upon which practitioner competence can be built.

Outcome measures:

1. On a yearly basis, 70% of students admitted to the program will complete the program didactic courses/related coursework and receive a Verification Statement.
2. Within two years of graduation, 70% of graduates will obtain employment in a nutrition or nutrition related field; be accepted into a certification program related to their field; be enrolled into a post-graduate education program; or be accepted to a Dietetic Internship.

Program Goal 2: To educate and prepare graduates who can utilize analytical and problem-solving skills in the application of attained requisite knowledge, and who can demonstrate these skills by the successful completion of required supervised practice and by successful performance in taking the National Registration Examination for Dietitians.
Program Mission Reference: To prepare students with the competence and skills to better meet the needs of the complex evolving health care environment of today.

Outcome Measures:

1. Over the course of five years, 100% of graduates from dietetic internship programs will rate their educational preparation for supervised practice at or above average.
2. Sixty percent of students, over a three year period graduating with a Verification Statement, will apply to Dietetic Internship (DI) or Coordinated Programs.
3. Upon successful completion of an accredited supervised practice program, graduates will achieve an 80% pass rate on the National Registration Examination for Dietitians among first-time test takers.

Program Goal 3: To prepare graduates to become competent professionals who will meet the needs of consumers in Western Pennsylvania and other regions of the country.

Program Mission Reference: To provide the academic preparation to support continued professional growth to meet personal, professional, community and worldwide evolving healthcare needs.

Outcome Measures:

1. Of the returned employer/internship director/advisor evaluations, employer/internship directors/advisors will rate the performance of graduates as being at or above that of other entry level dietitians (5 year average).
2. Of graduates who return the graduate survey, graduates will rate the dietetics program as average or above average in preparing them for entry-level professional practice (5 year average).
3. Over a five year period, 50% of graduates will be employed in Western Pennsylvania.

Outcome data measuring achievement of program objectives are available upon request to students, prospective students, and the public.

C. Program Description

The Didactic Program in Dietetics (DPD) at the University of Pittsburgh School of Health and Rehabilitation Sciences is a pre-professional upper division program. Students are admitted to the program in their junior year after having completed a minimum of 60 credits which includes both the general education requirements of the University and the courses prerequisite to the professional curriculum. The prerequisite courses ([Appendix B](#)) are specified by the Nutrition and Dietetics Program in compliance with the Accreditation Standards in the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Accreditation Handbook.

The Didactic Program in Dietetics provides the student with the opportunity to attain ACEND's Core Knowledge for the RD and prepare graduates for a Supervised Practice Program in Nutrition and Dietetics. The curriculum includes a planned sequence

of professional-level courses which focus on the areas of knowledge necessary for the development of core knowledge and proficiency in each of the three functional areas of dietetics practice: clinical dietetics, community dietetics and food service management.

D. DPD Curriculum

The DPD curriculum requires the successful completion of 122 credits. Courses included in the curriculum incorporate the areas of professional knowledge specified in the Core Knowledge for the RD ([Appendix A](#)). The major portion of the DPD curriculum consists of courses that are required and that are offered in a planned sequence. Included are professional level courses that are offered only once during the academic year. Any deviation from completing the courses in the planned sequence may cause a delay in progressing to higher level required courses and ultimately delay the year of graduation. Students may be granted Advanced Standing for courses taken prior to enrolling in SHRS at another accredited college/university if the course is determined to be an appropriate substitute for a DPD curriculum course by the DPD Program Director. Students must have earned a C or better in the course to receive Advanced Standing. The DPD curriculum plan and sequence of courses is presented in [Appendix C](#).

E. Field Experience

Students in the DPD are encouraged to gain experience in the field of dietetics through volunteerism, work experience, independent study, or field experience for course credit. REHSCI 1295: Field Experience is a SHRS course that allows the student to participate in a structured experience working with individuals with health care needs and with agencies and facilities that work with these individuals for course credit. Students are required to identify and contact a facility to arrange the field experience and must develop a proposal for the field experience including objectives and means for meeting the objectives. For detailed information on completing a field experience, please contact the course coordinator, Mary Goldberg, PhD at mgoldberg@pitt.edu. Students interested in completing a field experience should discuss this with their Nutrition and Dietetics Advisor prior to registration.

F. Program Outcome

Upon successful completion of the program requirements, the student will be awarded a Bachelor of Science (B.S.) degree from the University of Pittsburgh and will receive a Verification Statement of having completed an ACEND-accredited Didactic Program in Dietetics.

G. Application for Post-Baccalaureate Supervised Practice

During the senior year, those students who wish to become a registered dietitian must apply and be accepted to either a post-baccalaureate Dietetic Internship or Coordinated Master in Dietetics Program which will provide the supervised practice experience required to complete professional preparation and to establish eligibility to take the Registration Examination for Dietitians.

The Nutrition and Dietetics program will inform the students about the Dietetic Internship application process through multiple opportunities during the program. The students will

have an early opportunity to consider DPD graduate options in NUTR 1600: Introduction to the Profession of Dietetics, taken prior to program admission or during the first term after enrollment with a scheduled lecture from the Didactic Program Director to initiate and support the preparation process. Junior and Senior DPD Program students will have an information session on Dietetic Internships provided by the Didactic Program in Dietetics Director at the beginning of the Fall Term. In addition, during the advising sessions held each term, advisors will discuss DPD graduate supervised practice and other options while assisting students in choosing and preparing for application to programs or other opportunities most suited to meet the student's professional goals. Information on the Dietetic Internship application process is available in the "Career" section of the [Academy of Nutrition and Dietetics](#) website for student members.

H. Accreditation Status of the DPD

The Didactic Program in Dietetics at the University of Pittsburgh School of Health and Rehabilitation Sciences is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) which is recognized by the Commission on Recognition of Postsecondary Accreditation and by the U.S. Department of Education as the official accrediting agency for dietetic education programs.

IV. The Student's Financial Responsibilities

A. Basic Tuition and Fees

After admission to the DPD, the student is responsible for paying tuition and fees as well as other educational expenses including those of the costs of books and supplies. The University tuition rates for the School of Health and Rehabilitation Sciences change on an annual basis. For information regarding tuition, fees, scholarships, and financial aid, the student is referred to the following resources:

1. The "[Financial Issues](#)" section of the [University of Pittsburgh Undergraduate Bulletin](#).
2. [SHRS Undergraduate Student Handbook](#)
3. [The Office of Admissions and Financial Aid](#)

B. Additional Expenses While Enrolled in the DPD

While enrolled in the DPD, the student will incur additional expenses which include mandatory expenses and optional expenses. The mandatory expenses are those that are associated with curriculum requirements. An itemized listing of the additional expenses associated with the DPD is outlined on the next two pages. This is followed by a description of individual additional expense items.

C. Additional Expenses Associated with Field Experience

For those students who elect to complete a field experience for credit, there will be additional expenses associated with these courses. The expenses are associated with the cost of completing clinical preparation requirements such as a physical exam, criminal record background checks, and travel to the site. For detailed information on completing a field experience for credit (REHSCI 1295) please contact the course coordinator, Mary Goldberg, PhD at mgoldberg@pitt.edu.

D. Itemized Additional Expenses While Enrolled in the DPD

JUNIOR YEAR

CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES

Lab Fee (Food Science 1 Lab)	\$75.00*
Lab Coat (Food Science 1 & Lab)	\$35.00*
Academy of Nutrition and Dietetics Student Membership	\$50.00*
Total Mandatory Expenses Junior Year	\$160.00*

OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES

SDA	\$10.00*
Professional Liability Insurance	\$24.00*
PitAND Student Membership	\$9.00*
Total Optional Expenses Junior Year	\$43.00*

TOTAL ADDITIONAL EXPENSES FOR THE JUNIOR YEAR = \$203.00*

**Note: All dollar amounts are subject to change.*

SENIOR YEAR

CURRICULUM RELATED MANDATORY EXPENSES

Stethoscope and Blood Pressure Cuff (NUTR 1603)	\$45.00*
ServSafe Training & Certification (NUTR 1604)	\$100.00*
Academy of Nutrition and Dietetics Student Membership	\$50.00*
Field Trips	\$50.00*
Total Mandatory Expenses Senior Year	\$245.00*

OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES

Application Fee for “Computer Matching” for Placement in a Dietetic Internship	\$50.00*
Applications to Dietetic Internship Programs	<i>Variable</i> \$200.00*
GRE® Test Administration	\$185.00*
SDA	\$10.00*
PitAND Student Membership	\$9.00*
Professional Liability Insurance	\$24.00*
Total Optional Expenses Senior Year	\$478.00*

TOTAL ADDITIONAL EXPENSES FOR THE SENIOR YEAR = \$723.00*

**Note: All dollar amounts are subject to change.*

E. Explanation of Additional Expenses While Enrolled in the DPD

1. Lab Fees

DPD students taking courses with a lab component will be charged a fee associated with the laboratory expenses which will be used to defray the cost of expendable supplies and equipment. The fee will be charged to the student directly each term and will appear on the invoice generated by Student Accounts in addition to tuition and other fees.

2. Lab Coat

Students are required to wear a white lab coat in Food Science Lab 1. Lab coats are available for purchase at numerous uniform stores in the area.

3. Stethoscope and Blood Pressure Cuff

All DPD students must purchase a stethoscope and blood pressure cuff to be used in the physical assessment unit of NUTR 1603 Nutrition Assessment with Lab.

4. Transportation Costs to Field Trips

Students are responsible for arranging their own transportation to and paying the costs associated with field trips (i.e. parking, transportation, registration fees) that are required as part of a course (e.g. NUTR 1604: Food Service Management). If students choose to use their private automobiles, they must have adequate automobile insurance coverage. The student is responsible for making appropriate arrangements for this insurance coverage.

5. ServSafe Training & Certification

As part of the course content for NUTR 1604: Food Service Management, the students will complete a training and certification program in food safety. The details concerning this certification will be provided by the course instructor at the beginning of the course.

6. Application Process for a Dietetic Internship

For those DPD students who are interested in applying for a Dietetic Internship to meet the requirements for Supervised Practice after completion of the DPD, there will be costs involved in this process. There is a fee to participate in the “Computer Matching” process which places the student in a Dietetic Internship. In addition, there will be a separate application fee for every Dietetic Internship program that the student applies to.

7. GRE® Test Administration

Students applying to the Coordinated Master in Nutrition and Dietetics Program at the University of Pittsburgh must take the GRE Examination. Certain Dietetic Internships and other graduate programs may also require GRE scores. Additional information can be found online at: <http://www.ets.org/gre/>.

8. **Professional Liability Insurance**

Professional Liability Insurance protects you against covered claims arising from real or alleged errors or omissions, including negligence, in the course of your professional duties. Students participating in volunteer enrichment activities may choose to consider purchasing Professional Liability Insurance. Student members of the Academy of Nutrition and Dietetics can purchase annual coverage for \$20 or \$24/year, depending on coverage selected. The enrollment form is available online at: http://ebview.com/pdfgenerator/ViewPdf/Acdemy/vcmoore_1037-3143.pdf.

V. Academic Policies and Procedures for DPD Students

In matters pertaining to the academic policies and procedures which apply to the DPD students, the Nutrition and Dietetics Program adheres to University policies and the School of Health and Rehabilitation Sciences' academic policies and procedures which are presented in the [SHRS Undergraduate Student Handbook](#). It is the responsibility of the student to review the [SHRS Undergraduate Student Handbook](#) and to be familiar with all academic policies. The policies below provide specific information for DPD students.

A. Academic Calendar and Schedule

General Information

The academic year at the University of Pittsburgh is divided into three consecutive terms--Fall Term, Spring Term, and Summer Term, each of which is 15 weeks long. In addition, there are "Summer Sessions" of varying duration. All official academic events for the academic year are published in the [University Academic Calendar](#).

The DPD Academic Scheduling Policy

The DPD academic schedules are developed in accord with the [University Academic Calendar](#). During the Junior Year and Senior Year, students enrolled in the DPD are required to take courses during the Fall and Spring Terms. Classes will not be scheduled on official University holidays or semester breaks.

Final Exam Schedule

Final Exams are scheduled for the week following the scheduled last day of class. The dates of the FINAL EXAMINATION PERIOD are identified on the University Academic Calendar. The student will be advised of the date of the Final Exam by the individual course instructor. The Final Exam for most Nutrition and Dietetics courses is held during Finals Week on the same date and time that the class is usually held.

B. Plan of Studies

Purpose

The purpose of the Plan of Studies (POS) is to provide documentation of the courses a student will be required to take in order to fulfill the requirements of the program and graduation requirements as well as documentation of the dates the course will be taken. The POS is used to cross-check with the student's transcript prior to graduation to verify that the

student has satisfactorily completed all course requirements. The SHRS Office of Student Services will not verify graduation if there is a discrepancy between the POS on file and courses indicated on the official transcript.

The majority of students who enter the DPD will take and complete the required courses in the standard sequence presented on the DPD curriculum outline ([see Appendix C](#)). It may be necessary, however, for some students to deviate from this standard sequence of courses. In some cases this may be predictable, such as students who enter the DPD with advanced standing; in other cases it may be the result of unanticipated events such as failing or withdrawing from a required course once the student is enrolled in the DPD.

Policy

Each student enrolled in SHRS is required to complete an individualized Plan of Studies which must be submitted to the SHRS Office of Student Services (4024 Forbes Tower). The POS becomes a part of the student's permanent academic record. No student will be allowed to graduate from SHRS unless a complete and accurate POS, appropriately approved and signed, is on file in the student's permanent academic record.

Procedure

Each student enrolled in the DPD will complete his/her POS with the assistance of his/her faculty advisor. Students must complete and submit a POS during their first term of study in the DPD. The POS must be completed using the SHRS POS Form and must be signed by the student and the student's faculty advisor. The student must submit the original copy of his/her POS to the SHRS Office of Student Services (4024 Forbes Tower). He/she should also submit a copy to their faculty advisor as well as retain a copy for his/her personal files.

Students who experience an interruption in the normal progression through the curriculum are required to revise their original POS to reflect the resultant changes. The POS revision must be initiated by the student and completed with the assistance of the student's faculty advisor, must be signed by the student and the student's faculty advisor, and appropriate copies must be submitted to the Nutrition & Dietetics faculty advisor and the Office of Student Services (4024 Forbes Tower).

C. Academic Probation

The Nutrition and Dietetics Program adheres to the School of Health and Rehabilitation Sciences' academic policies and procedures for academic probation which are presented in the [SHRS Undergraduate Student Handbook](#).

D. Class Attendance

Students should adhere to the class attendance policy of their instructors.

While most learning activities for a course will take place during the normally scheduled class period, some activities must take place outside of the normal class time. Attendance at these learning activities is expected and students must arrange for their own transportation. Students will be notified in advance for any of these activities.

E. Confidentiality of Student Records

In addition to the student records maintained in the SHRS Office of Student Services, the Nutrition and Dietetics Program maintains confidential files/records on each student enrolled in the DPD. Included are files maintained in the Nutrition and Dietetics office used for advising and other routine academic purposes.

It is the policy of the Nutrition and Dietetics Program to maintain the confidentiality of student records/files in accordance with federal legislation. Only ethical and lawful means will be used to gather information from or about the student and to provide appropriate and adequate safeguards to maintain confidentiality. Protection of the confidentiality of student files/records refers to the collection and use of, access to, and dissemination and retention of information maintained in the student record/file. DPD student records/files maintained by the department are secured in locked file drawers. Access to these files is limited to the Nutrition and Dietetics faculty and staff.

F. Student Access to Personal Files Maintained by the Nutrition & Dietetics Program

It is the policy of the Nutrition and Dietetics Program to provide each student enrolled in the DPD with access to their file/record maintained in the SMN Department for their review. The following procedures are to be followed:

1. The DPD student may submit a verbal or written request to their Nutrition and Dietetics faculty advisor for an appointment to review their record.
2. The Nutrition and Dietetics faculty advisor will promptly schedule a mutually convenient time to meet with the student for the purpose of the review.
3. The DPD student's review of the record will take place in the presence of his/her Nutrition and Dietetics faculty advisor.
4. The DPD student may take notes of any of the record contents.
5. The DPD student **may not remove** any material from their personal record; however, they may make a request to correct information or to insert a statement of disagreement in their file by writing to the DPD Program Director. If the student's correction is not accepted, the DPD Program Director will notify the student and include an explanation for the denial of the correction. If the correction is accepted, it will be added to the record with appropriate documentation by the DPD Program Director. The student can request, in writing, that copies of the change be sent, for academic or professional reasons, to individuals designated by the student.

G. University of Pittsburgh Nondiscrimination Policy

The Nutrition and Dietetics Program adheres to the University of Pittsburgh Nondiscrimination Policy which can be viewed at

http://www.bulletins.pitt.edu/undergrad/4gen_academic.htm#affirmation.

H. Academic Integrity and Grievance Procedure

The Nutrition and Dietetics Program adheres to the policies and procedures for academic integrity and the grievance procedure as stated in the [SHRS Guidelines on Academic Integrity](#) available on the SHRS website under “Academic Policies”. Students should submit

complaints directly to ACEND **only** after all other options outlined in the SHRS Guidelines have been exhausted. Contact information for ACEND: 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995, telephone: 1-800-877-1600 x5400, email: ACEND@eatright.org.

I. Dismissal from the DPD

The Nutrition and Dietetics Program reserves the right to dismiss a student from the DPD when deemed necessary by the Nutrition & Dietetics faculty with concurrence of the Dean. The termination of the student from the DPD will be conducted in a manner that is considerate of the student, does not interfere with the student's rights, and fully protects the interests of the Nutrition and Dietetics Program, SHRS, and the University. The procedures for the dismissal of a student from the DPD are presented below.

1. Before action to dismiss a student from the DPD, the reasons for the termination must be documented and presented to the DPD Program Director. Depending on the reason(s) for the intended dismissal, the documentation must include evidence that every action to avoid dismissal of the student has been taken.
2. The DPD Program Director and the Department Chair will thoroughly investigate the reason(s) for the intended dismissal. If, on the basis of the documentation, the decision is made that the student's dismissal is warranted, the Program Director will meet with the student to inform them of the decision followed by written notification to the student of the dismissal.
3. Reasons for dismissal of a student from the DPD include but are not limited to:
 - a. Repeated unsatisfactory academic performance.
 - b. Excessive/blatant absenteeism.
 - c. Excessive and/or blatant violations of University, SHRS, or DPD policies and procedures.

J. Graduation

Please refer to the [SHRS Undergraduate Student Handbook](#) for specific requirements that must be met to graduate from SHRS.

Requirements for Graduation from the DPD

Graduation from the Didactic Program in Dietetics requires completion of 122 credits as a result of:

1. Credit hour requirements for admission to the School of Health and Rehabilitation Sciences and the professional program of study (60 credits).
2. Credit hours necessary to meet the minimum Core Knowledge for the RD specified in the ACEND Accreditation Handbook (total 62 credits).

To qualify for graduation from the DPD, students must have completed all courses and other degree requirements as specified in the curriculum plan for the DPD.

VI. Additional Policies for DPD Students

A. Transportation to the Field Trip Sites Policy

Students are responsible for providing their own transportation to all of the field trip sites required for courses. Students are also responsible for all expenses involved in the transportation and parking. University of Pittsburgh students can ride for free on the city of Pittsburgh's Port Authority of Allegheny County buses using their University ID card. Bus routes and schedules are available in the Pitt Student Union or the student may call PAT Customer Services Office at (412) 442-2000 or visit the PAT website at <http://www.portauthority.org/paac/> for more information.

B. Standards of Appearance/Dress Code Policy

Students in the DPD must adhere to the following standards of appearance/dress code when going to field trip sites, professional meetings, field experience sites, participating in SDA events, or serving as a representative of the University of Pittsburgh Nutrition and Dietetics Program. It is essential that the appearance of the student reflect a professional image when attending field trips, professional meetings, or when completing field experiences.

Standards of Appearance

The student must comply with the standards of appearance outlined below. If a field trip or field experience site maintains additional/stricter standards of appearance, the student must comply with that site's standards.

Attire

Professional, business attire must be worn to field trip sites, professional meetings, and field experience sites. This would include:

- a) **Females:** dresses or skirts (of appropriate length—no shorter than 2 inches above the knee) or dress slacks with blouse/shirt/sweater (no jeans or shorts). Shirts should cover the entire midriff and should not show cleavage. No sleeveless shirts may be worn.
- b) **Males:** dress slacks or trousers with shirt and tie (no jeans or shorts)

Footwear

Clean, comfortable shoes should be worn. No open-toed or open-heeled shoes, clogs, or sandals should be worn. No cloth shoes should be worn in food production/kitchen areas. Shoes should be kept in good condition. Stockings or socks must be worn at all times.

Jewelry

Only wedding bands and earrings (size of earrings may be specified in some institutions) may be worn in food production/kitchen areas. Conservative jewelry may be worn in other areas. Facial piercings are prohibited.

Fingernails

Fingernails must be kept short and clean. Nail polish should not be worn in food production or food service areas. No artificial nails can be worn in the food production or food service areas.

Hair

Hair should be conservative and neatly groomed. Hair, including facial hair, must be covered with a suitable hair restraint when in the food production or service areas.

Tattoos

Any exposed tattoos must be small in size, minimally noticeable, and must not be offensive or potentially offensive to patients, clients, families, or fellow employees. Any large or controversial tattoos must be covered at all times when the student is at a field experience site, field trip site, or a professional meeting.

VII. Appendices

Appendix A

ACEND Core Knowledge and Competencies for the RD

1. **Scientific and Evidence Base of Practice: integration of scientific information and research into practice.**

KRD 1.1 The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence based practice.

- Students are able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions.
- Students are able to use current information technologies to locate and apply evidence based guidelines and protocols, such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.

2. **Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.**

KRD 2.1 The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.

- Students are able to demonstrate effective and professional oral and written communication and documentation and use of current information technologies when communicating with individuals, groups and the public.
- Students are able to demonstrate assertiveness, advocacy and negotiation skills appropriate to the situation.

KRD 2.2 The curriculum must provide principles and techniques of effective counseling methods.

- Students are able to demonstrate counseling techniques to facilitate behavior change.

KRD 2.3 The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.

- Students are able to locate, understand and apply established guidelines to a professional practice scenario.
- Students are able to identify and describe the roles of others with whom the Registered Dietitian collaborates in the delivery of food and nutrition services.

3. **Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations.**

KRD 3.1 The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

- Students are able to use the nutrition care process to make decisions, to identify nutrition related problems and determine and evaluate nutrition interventions, including medical nutrition therapy, disease prevention and health promotion.

KRD 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.

- Students are able to apply knowledge of the role of environment, food and lifestyle choices to develop interventions to affect change and enhance wellness in diverse individuals and groups.

KRD 3.3 The curriculum must include education and behavior change theories and techniques.

- Students are able to develop an educational session or program/ educational strategy for a target population using behavior change theory and technique.

4. **Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.**

KRD 4.1 The curriculum must include management and business theories and principles required to deliver programs and services.

- Students are able to apply management and business theories and principles to the development, marketing and delivery of programs or services.
- Students are able to determine costs of services or operations prepare a budget and interpret financial data.
- Students are able to apply the principles of human resource management to different situations.

KRD 4.2 The curriculum must include content related to quality management of food and nutrition services.

- Students are able to apply safety principles related to food, personnel and consumers.
- Students are able to develop outcome measures, use informatics principles and technology to collect and analyze data for assessment and evaluate data to use in decision-making.

KRD 4.3 The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.

- Students are able to explain the impact of a public policy position on dietetics practice.

KRD 4.4 The curriculum must include content related to health care systems.

- Students are able to explain the impact of health care policy and administration, different health care delivery systems and current reimbursement issues, policies and regulations on food and nutrition services.

KRD 4.5 The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.

- Students are able to explain the impact of health care policy and administration, different health care delivery systems and current reimbursement issues (including coding and billing), policies and regulations on food and nutrition services.

5. **Support Knowledge: knowledge underlying the requirements specified above.**
- KRD 5.1 The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.
- KRD 5.2 The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism and nutrition across the lifespan.
- KRD 5.3 The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.

Appendix B

UNIVERSITY OF PITTSBURGH
School of Health and Rehabilitation Sciences
Nutrition and Dietetics

Recommended Sequence for Didactic Program in Dietetics Prerequisite Courses **(60 credits total required)**

FRESHMAN YEAR

Fall Term

CHEM 0110 and Lab –General Chemistry I	4 cr
Algebra	2-4 cr
ENGCOMP 0200- Seminar in Composition	3 cr
HRS/NUTR 1006 Introduction to Nutrition	3 cr
NUTR 1600 Introduction to the Profession of Dietetics ¹	<u>1 cr</u>
Note: If less than 15 credits, add an elective to total 15 credits	15 cr

Spring Term

CHEM 0120 and Lab- General Chemistry II	4 cr
STAT 0200, 0800 or 1000- Statistics	4 cr
PSY 0010- Introduction to Psychology	3 cr
BIOSC 0150- Foundations of Biology I	3 cr
BIOSC 0050- Biology Lab	<u>1 cr</u>
	15 cr

SOPHOMORE YEAR

Fall Term

SOC 0010- Introduction to Sociology	3 cr
COMMRC 0520- Public Speaking	3 cr
BIOSC 0160- Foundations of Biology 2	3-4 cr
Electives	<u>6 cr</u>
	15 cr

Spring Term

CHEM 0350- Principles of Organic Chemistry ²	3 cr
ECON 0800- Introduction to Economics	3 cr
ENGCOMP- Writing Course (Suggested: ENGCOMP 0450)	3 cr
Electives (Suggestions: Genetics, Anatomy, Intro Counseling) ³	<u>6 cr</u>
	15 cr

¹ Transfer students may take this course following admission to SHRS and the DPD

² Those students who cannot take CHEM 0350 are required to take Organic Chemistry I (CHEM 0310) and II (CHEM 0320).

³ Students entering the DPD in Fall 2016 are required to take a 3-credit Microbiology course as a prerequisite (HRS 1025, BIOSC 1850 or NUR 0031). Prior to that time, students may elect to take the course as a prerequisite to the DPD, or take in Spring of their Junior year.

Appendix C
UNIVERSITY OF PITTSBURGH
School of Health and Rehabilitation Sciences
Nutrition & Dietetics
DIDACTIC PROGRAM IN DIETETICS

<u>JUNIOR YEAR</u>		
<u>Fall Term</u>		<u>Credits</u>
HRS 1000	Introduction to Research	3
HRS 1023	Human Physiology	4
NUTR 1602	Nutrition Assessment 1	3
NUTR 1609	Clinical Biochemistry	3
NUTR 1620	Macronutrient Metabolism	3
	TOTAL	16
<u>Spring Term</u>		
HRS 1025* or BIOSC 1850 or NUR 0031	Introduction to Microbiology	3
NUTR 1610	Food Science 1	3
NUTR 1613	Food Science 1 Laboratory	1
NUTR 1621	Micronutrient Metabolism	3
NUTR 1612	Social and Cultural Determinants of Food Behavior	3
	Elective	3
	TOTAL	16
<u>SENIOR YEAR</u>		
<u>Fall Term</u>		
NUTR 1603	Nutrition Assessment 2 with Lab	3
NUTR1605	Principles of Nutrition Education & Counseling	3
NUTR 1614	Application of Critical Thinking to Nutrition Issues	3
NUTR1630	Nutrition Therapy 1	3
HRS 1009	Organization Theory & Concepts in Health Care Facilities	3
	TOTAL	15
<u>Spring Term</u>		
NUTR 1604	Food Service Management with Lab	3
NUTR 1608	Professional Trends and Issues	3
NUTR1622	Nutrition in the Life Cycle	3
NUTR 1632	Nutrition Therapy 2	3
	Elective	3
	TOTAL	15
TOTAL CREDITS FOR DIDACTIC PROGRAM IN DIETETICS:		62

* BIOSC 1850 and NURS 0031 times may conflict with other required courses, space for DPD students cannot be guaranteed in BIOSC 1850 or NURS 0031. Students entering the DPD in Fall 2016 and later must take a 3-credit microbiology course as a prerequisite. Students will not be allowed to take Microbiology in the DPD program after Spring 2016.
 Revised: 10/05, 6/06, 8/07, 8/08, 8/09, 8/13, 6/14
 Reviewed: 8/12, 6/14, 5/15