Ohio University Didactic Program in Dietetics (DPD) Program Handbook

Division of Food and Nutrition Sciences
School of Applied Health Sciences and Wellness
College of Health Sciences and Professions
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Introduction

The School of Applied Health Sciences and Wellness offers undergraduate and graduate programs. The programs include undergraduate majors in Athletic Training, Exercise Physiology, Applied Nutrition, and Nutrition, as well as a minor in Applied Nutrition. Graduate programs are offered in Athletic Training, Food and Nutrition Sciences, and Physiology of Exercise. This program handbook summarizes the policies and procedures for Ohio University’s Didactic Program in Dietetics (DPD).

The Ohio University Undergraduate Catalog is your official source for University policies and procedures. Many of those are summarized in this handbook. You are responsible for knowing and following current University-wide, college, and departmental/school requirements and procedures. The Office of Community Standards and Student Responsibility is responsible for enforcing the rules of Ohio University (Student Code of Conduct). Students are responsible for upholding these standards from the time of application to Ohio University, until graduation. For more information, visit http://www.ohio.edu/communitystandards/.

University Policies and Procedures

Withdrawal and Refund of Tuition and Fees
According to university policy students can withdraw from classes as needed. More information about this and its policy regarding a refund of tuition and fees can be found at http://www.ohio.edu/policy/12-050.html.

Scheduling and Program Calendar
The university has an academic calendar for students on the main campus and those on regional campuses. This calendar includes important tuition and fee dates, important class dates, and vacation and holidays. To view the academic calendar, visit http://www.ohio.edu/registrar/calendar.cfm and choose the appropriate academic year.

[Notation: Students can also click on the calendar icon in their student center next to each class on their schedule to get all drop dates for courses. This is actually the best place to find this information for flexibly scheduled classes that do not run the full semester. This info is not found on the academic calendar for classes that do not last an entire semester.]

Protection of privacy of student information
Students have the right to the privacy of their academic information and can choose who can see it. For more information about this policy, also known as the Family Educational Rights Privacy Act (FERPA), visit http://www.ohio.edu/registrar/ferpa.cfm.

Access to personal files
Students can receive access to their academic progress report [Degree Audit Reporting System (DARS) Report] by entering their Ohio ID and password at http://www.ohio.edu/registrar/darsonline.cfm. For additional personal academic information and records, students should go to the Student Services Office in the College of Health Sciences and Professions (Third Floor of Grover Center, 740-593-9336).
Access to student support services

- **Health Services**
  Information about physical and mental health services offered can be found at [http://www.oucom.ohiou.edu/campuscare/](http://www.oucom.ohiou.edu/campuscare/).

- **Psychological Counseling**
  In addition to mental health services available through Campus Care (see above, Health Services), information about counseling and psychological services offered can be found at [http://www.ohio.edu/counseling/](http://www.ohio.edu/counseling/).

- **Academic Counseling**
  Students are assigned an academic adviser who provides academic and career guidance for progression through a program of study. The academic adviser is noted on the Degree Audit Reporting System (DARS) report of the student.

- **Academic Accommodations and Services (including testing)**
  Academic accommodations and services are provided by Student Accessibility Services. For more information, visit [http://www.ohio.edu/disabilities/](http://www.ohio.edu/disabilities/). An accommodation summary can be found at [http://www.ohio.edu/disabilities/current/ServicesandAccommodations.cfm](http://www.ohio.edu/disabilities/current/ServicesandAccommodations.cfm).

- **Financial Aid Resources**
  Information regarding student financial aid can be found at [http://www.ohio.edu/financialaid/](http://www.ohio.edu/financialaid/).

- **Other Services**
  Below are the websites for many other services offered at Ohio University:

  Alden Library: [www.library.ohiou.edu](http://www.library.ohiou.edu)

  Allen Student Advising Center: [https://www.ohio.edu/helpcenter/](https://www.ohio.edu/helpcenter/)

  Career and Leadership Development Center: [http://www.ohio.edu/careerandleadership/](http://www.ohio.edu/careerandleadership/)

  Commuter Student Services: [http://www.ohio.edu/univcollege/cass/](http://www.ohio.edu/univcollege/cass/)

  Education Abroad (Study Abroad): [http://www.ohio.edu/educationabroad/](http://www.ohio.edu/educationabroad/)

  International Student and Faculty Services (ISFS): [http://www.ohio.edu/isfs/](http://www.ohio.edu/isfs/)

  LGBT Center: [http://www.ohio.edu/lgbt/](http://www.ohio.edu/lgbt/)

  Military and Veteran Programs: [http://www.ohio.edu/military/](http://www.ohio.edu/military/)

  Multicultural Programs and Center: [http://www.ohio.edu/culturalcenter/students/](http://www.ohio.edu/culturalcenter/students/)

  Office of University Ombudsman: [www.ohio.edu/ombuds](http://www.ohio.edu/ombuds)

  Ohio University Police Department: [http://www.ohio.edu/police/services/](http://www.ohio.edu/police/services/)

  Ohio University Survivor Advocacy Program (OUSAP): [http://www.ohio.edu/womenscenter/advocacy/about.cfm](http://www.ohio.edu/womenscenter/advocacy/about.cfm)

  Psychology and Social Work Clinic (PSWC): [http://www.ohioupsychology.com/Clinic.html](http://www.ohioupsychology.com/Clinic.html)
Didactic Program in Dietetics (DPD) Policies and Procedures

Health and Professional Liability Insurance
Health insurance is required for all university students. Insurance requirements for all students can be found at [http://www.ohio.edu/finance/bursar/studenthealth.cfm](http://www.ohio.edu/finance/bursar/studenthealth.cfm). More specific coverage on student health insurance can be found at [https://www.uhcsr.com/Ohio](https://www.uhcsr.com/Ohio) in the summary brochure.

During your field experience (NUTR 3910), Ohio University’s liability insurance covers you. Additional professional liability insurance may be required for NUTR 3910. The instructor will advise you regarding this matter. Information regarding professional liability insurance can be found at [http://www.ohio.edu/riskandsafety/docs/newsletters/2013_april_safetygram.pdf](http://www.ohio.edu/riskandsafety/docs/newsletters/2013_april_safetygram.pdf).

Liability for safety in travel
The following document provides information regarding safety while travelling on University business either through a rental company or personal vehicle: [http://www.ohio.edu/riskandsafety/riskmanagement/docs/vehicle_rentalfaq.pdf](http://www.ohio.edu/riskandsafety/riskmanagement/docs/vehicle_rentalfaq.pdf).

Injury or illness while in a facility for supervised practice (field experience)
If you have an injury or become ill while in a facility for supervised practice, follow the policies and procedures of the facility. It is a good idea to know what these are in advance. In addition, the student health insurance offered by Ohio University may provide coverage for care of such injuries. Please see the summary brochure at [https://www.uhcsr.com/Ohio](https://www.uhcsr.com/Ohio) to learn more about student health insurance coverage at Ohio University.

Drug testing and criminal background checks
Drug testing and criminal background checks is required for participation at certain supervised facilities, such as hospitals and other health care facilities, for the NUTR 3910 field experience course. It is necessary to have these finished before the start date at the facility. Information on how to obtain a background check can be found at [http://www.ohio.edu/police/services/](http://www.ohio.edu/police/services/).

Educational purpose of supervised practice (field experience)
The purpose of supervised practice during NUTR 3910 is to allow students to obtain educational experience. Students will not be used to replace working employees. This course allows students to use information used in prior courses, as well as to gain experience working in an interdisciplinary team.

Filing and handling complaints
If a student has a complaint or is unsure of how to handle a situation, they can use the Office of the University Ombudsman. This office is a neutral, informal, and confidential service open to all students, faculty and staff. Academic and non-academic concerns are both welcome. More information on this service can be found at [www.ohio.edu/ombuds](http://www.ohio.edu/ombuds).
If a student wants to appeal a grade received for any course, they must first speak with the instructor. Further information on how to appeal a grade can be found at http://www.ohio.edu/ombuds/upload/how_to-appeal_a_grade.pdf.

After attempting to solve the matter within the Ohio University, if a student wishes to file a complaint against the DPD program, they may contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). More information about this process can be found at http://www.eatright.org/ACEND/content.aspx?id=7975.

Prior learning and competence
The Ohio University DPD program may grant credit or supervised practice hours for prior learning and competence on a case-by-case basis. To learn more about this process or to have previous work evaluated, the Undergraduate Admissions Office may be contacted at 740-593-4100. More information can be found at http://www.ohio.edu/admissions/transcredits/. For a list of course credit available by examination, please visit http://www.ohio.edu/ecampus/print/course_list.htm. The course UC 2030 is also available to students who wish to earn course credit from experience by creating a portfolio. For more information on this, please see the course information in Appendix A, as well as the following website: http://www.ohio.edu/ecampus/print/portfolio.htm.

Formal assessment of student learning and regular reports of performance
Formal assessments of student learning do not typically take place other than the grades the student receives. However, the requirements of the program can be found at http://www.catalogs.ohio.edu/preview_program.php?catoid=42&poid=10291&returnto=2775 and can be used to determine if one is achieving all requirements. In addition, students can see a record of all academic coursework taken thus far in their academic career through the Degree Audit Reporting System (DARS). This can be found at http://www.ohio.edu/registrar/darsonline.cfm. Finally, the grading scale used at Ohio University can be found at http://www.ohio.edu/policy/12-040.html. If more information is desired, students can contact their academic advisors to set up an individual meeting.

Program retention and remediation procedures
If a student does not meet the criteria for progressing in the program, they are eligible to retake courses. However, courses can only be retaken a maximum of up to two times after the first time the course is taken. In addition, while all of the grades received remain on the student’s transcript, only the last graded attempt is used to calculate the student’s GPA—even if the grade received was lower. Some courses may have specific retake information in regard to number of times a retake is allowed and how grades are calculated. See the course catalog at http://www.ohio.edu/catalog/ for specific information. If a student consistently does not meet the program grade requirements, they may be placed on probation. For more information see http://www.catalogs.ohio.edu/content.php?catoid=42&navoid=2715.

Disciplinary/Termination procedures
More information on program retention, grades, probation, and other related situations can be found at http://www.catalogs.ohio.edu/content.php?catoid=42&navoid=2715.

Graduation requirements
University-wide requirements for graduation can be found at http://www.catalogs.ohio.edu/content.php?catoid=42&navoid=2766. More specific requirements for the DPD program can be found at
There is no maximum time allotted for completing program requirements.

**Verification statement procedures**

Verification statements will be reviewed and awarded by the DPD program director. The director will also submit your completed paperwork to CDR for eligibility for the NDTR examination, should you elect to take that examination. [The DPD student exit packet/information on NDTR Pathway III can be found at: http://www.cdrnet.org/program-director/grad-info-dpd-pathway-iii]

Verification statements for DPD students will be awarded after conferral of the Applied Nutrition (Dietetics concentration) degree (Bachelor of Science in Food and Nutrition Sciences). Conferral of the degree typically takes approximately one month. (Notation: For non-degree seeking students who already have an undergraduate degree, the verification statement will be awarded after completion of your last course in the program. See program director.)

To locate the program director and contact person, see programmatic website or the undergraduate nutrition catalog:
Appendices
Appendix A

Available for Enrollment

UC 2030: Credit for Work Experience: Portfolio Development

The UC 2030 course, revised for semesters and updated, is designed to teach students how to develop a portfolio for review by an Ohio University faculty member. The portfolio will contain all of the information and documentation necessary to allow the OU faculty member who teaches the course(s) listed in the portfolio to review the portfolio. The review will determine whether or not the student’s work/life experiential learning as shown in the portfolio is equal to or greater than that of the student taking the course in a classroom and earning at least a C grade. If so, the student will receive CR credit for the course.

This review is necessary because the Ohio University experiential learning credit earned through portfolio review is based upon a Course Match system. This system requires a match between the student’s experiential learning and an available course from the Ohio University catalog. The faculty member who teaches the course that the student feels matches the experience listed in the portfolio is contacted to review the portfolio and to determine whether or not there is a match.

If the determination is favorable, credit for the course will be awarded to the student, listed as CR on the transcript. If the faculty member feels that the portfolio contains insufficient evidence of experiential learning for a match to the course, the faculty member may require the student to update the portfolio by completing one or more learning tasks in order to resubmit the portfolio for additional review. A maximum of 30 hours of experiential learning credit may be earned and applied towards graduation with a Bachelor’s degree or 15 hours to be applied towards an Associate’s degree.

Enrollment in the course is by permission of the instructor, only. Currently, interested students must send a comprehensive resume to: Jane Penwell, penwell@ohio.edu, with the student’s PID, for evaluation. Permission to enroll will be granted if the following conditions have been met:

- The student’s experience is a probable match to one or more Ohio University courses.
- The student is able to document the learning.
- The credit from these courses will count towards the degree that the student is earning.

Whether or not a portfolio developed through the completion of the course is submitted for evaluation, the student who successfully completes UC 2030 will receive 3 hours of Ohio University credit for the course, which will be listed on the student’s transcript.

The UC 2030 class is available through eCampus and can be found on the eCampus website, http://www.ohio.edu/ecampus/. (See also: http://www.ohio.edu/ecampus/print/portfolio.htm)

Once permission to enroll is granted, actual enrollment requires that the student complete an eCampus Course Enrollment form, available at www.ohio.edu/ecampus/pdf/e2001_PBC_CCE_registration.pdf

Students who are enrolled in the UC 2030 course and then decide that they do not want to complete the course must follow the Drop procedures listed on the Registrar’s website to officially drop the course.

Contact Jane Penwell for additional information. penwell@ohio.edu or 593-4769