

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

TABLE OF CONTENTS

Policy/Procedure	Page Number
Introduction	3
University Policies and Procedures	3
Withdrawal and Refund of Tuition and Fees	3
Scheduling and Program Calendar, including vacation and holidays	3
Protection of privacy of student information	3
Access to personal files	4
Access to student support services (e.g., health services, counseling/ testing, and financial aid resources)	4
DPD Program Policies and Procedures	6
Insurance Requirements, including those for professional liability	6
Liability for safety in travel to or from assigned areas	6
Injury or illness while in a facility for supervised practice	6
Drug testing and criminal background checks	6
Educational purpose of supervised	6
Assessment of prior learning	6
Formal assessment of student learning	6
Program retention and remediation procedures	6
Disciplinary/termination procedures	6
Graduation and/or program completion requirements	6
Verification statement procedures	6

Introduction

The School of Applied Health Sciences and Wellness offers undergraduate and graduate programs. The programs include undergraduate majors in Athletic Training, Nutrition and Applied Nutrition, and Exercise Physiology, and a minor in Applied Nutrition. Graduate programs are offered in Athletic Training, Food and Nutrition Science, 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 <https://www.ohio.edu/graduate/prospective-students/tuition>

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.

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 personal academic information and records by entering their Ohio ID and password at <http://www.ohio.edu/registrar/darsonline.cfm>.

Access to student support services

- **Health Services**

Information about physical and mental health services offered can be found at <https://www.ohio.edu/medicine/community-health/Campus-Care/>

- **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 <https://www.ohio.edu/student-affairs/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.

Students are appointed an academic advisor through our CHSP Student Services office during the freshman or first transfer years. Contact information about academic advising is below.

Student Services Academic Advisor Katie Thomson thomsonc@ohio.edu

Students holding sophomore- senior status will be assigned a nutrition faculty academic advisor who will work closely with the student to provide support and guidance throughout the course of study.

Undergraduate Program Coordinator: Deborah Murray murrayd1@ohio.edu

- **Academic Accommodations and Services (including testing)**

Academic accommodations and services are provided by Student Accessibility Services. For more information, visit <https://www.ohio.edu/uc/sas>. Further information about accommodations and services can be found at: <https://www.ohio.edu/uc/sas/accommodations-services>

- **Financial Aid Resources**

Information regarding student financial aid can be found at <https://www.ohio.edu/financial-aid>

- **Other Services**

Below are the websites for many other services offered at Ohio University.

Alden Library: www.library.ohiou.edu.

You are encouraged to contact Hanna Schmillen, our Subject Librarian for Health Sciences for research assistance. <https://www.library.ohio.edu/staff/schmille/>

Academic Advancement Center provides Math tutoring, Science tutoring, writing assistance, peer tutoring, study skill acquisition and coaching and supplemental instruction. <https://www.ohio.edu/uc/aac>

Allen Student Help Center: <https://www.ohio.edu/uc/advising-center>

Career and Leadership Development Center: <http://www.ohio.edu/careerandleadership/>

Commuter Student Services <https://www.ohio.edu/uc/commuter-students>

Education Abroad (Study Abroad): <https://www.ohio.edu/global/goglobal/study-abroad.cfm>

CHSP Global Health Office: <https://www.ohio.edu/global-health/>

International Student and Faculty Services (ISFS): <https://www.ohio.edu/global/isfs/>

LGBT Center: <http://www.ohio.edu/lgbt/>

Veterans and Military Student Services Center: <https://www.ohio.edu/veteranscenter/>

Multicultural Programs and Center: <https://www.ohio.edu/admissions/about-ohio/multicultural-resources>

Office of Equity and Civil Rights Compliance: <https://www.ohio.edu/equity-civil-rights/general-faqs.cfm>

Ohio University Police Department: <https://www.ohio.edu/police>

Ohio University Survivor Advocacy Program (OUSAP):
<https://www.ohio.edu/survivor/>

Psychology and Social Work Clinic (PSWC): <http://www.ohiopsychology.com/Clinic.html>

Student Review and Consultation Committee:
<http://www.ohio.edu/deanofstudents/reporting.cfm>

Women's Center: <http://www.ohio.edu/womenscenter/>

Didactic Program in Dietetics (DPD) Policies and Procedures

Insurance Requirements including those for professional liability

Insurance requirements for all students can be found at <http://www.ohio.edu/finance/bursar/studenthealth.cfm>. Further insurance information such as insurance for professional liability can be found at <https://www.ohio.edu/riskandsafety/rmi/certificate.htm>

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:

https://www.ohio.edu/riskandsafety/docs/Vehicle_RentalFAQ.pdf

Injury or illness while in a facility for supervised practice –I TOOK THIS FROM THE MS/DI HANDBOOK

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 at <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 may be required for participation at certain supervised facilities. Background checks can be completed at Bobcat Depot on the Athens Campus:

<https://bobcatdepot.ohio.edu/ePOS?form=cat.html&store=635&cat=54>

Educational purpose of supervised practice

The purpose of supervised practice is to allow students to obtain educational experience without using students to replace employees. Students the complete supervised practice hours are able to apply concepts and principles learned in didactic courses and integrate theoretical constructs into practice. Students also gain valuable mentoring experiences and participate as members of the 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

Prior learning and competence

The Ohio University DPD program does not grant credit or supervised practice hours from prior learning or competence. Dietetic directed practice hours from the associate degree Diet Tech programs can serve as supervised practicum credit.

Formal assessment of student learning, regular reports of performance

Formal assessments of student learning do not typically take place. However, the requirements of the program can be found at https://catalogs.ohio.edu/preview_program.php?catoid=57&poid=15606&hl=%22nutrition%22&returnto=search and can be used to determine if one is achieving all requirements. Please be mindful of the Catalog year, as updates may be made periodically. Readers should be aware that this document provides a direct link to the OHIO University Undergraduate Catalog 2018-19. 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>. If more information is desired, students can contact their academic advisors to set up an individual meeting.

Program retention and remediation procedures

If students fail to earn grade C or better in required courses, they are required to retake the course. Courses can be retaken a maximum of 2 times. 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. If a student proceeds forward in the course sequence, all previous grades earned in the course will be calculated into their GPA. Refer to the Ohio University policy on grading: <https://www.ohio.edu/policy/12-040.html>

Disciplinary/Termination procedures

More information on program retention, grades, probation, and other related situations can be found at <https://catalogs.ohio.edu/content.php?catoid=57&navoid=4344>

Graduation requirements

University-wide requirements for graduation can be found at <https://catalogs.ohio.edu/content.php?catoid=57&navoid=4428>

More specific requirements for the DPD program can be found at https://catalogs.ohio.edu/preview_program.php?catoid=57&poid=15606&hl=%22nutrition%22&returnto=search

There is no maximum time allowed for completing program requirements.

Verification statement procedures

Verification statements will be reviewed and awarded by the program director. The director will also submit the statement to CDR for eligibility for the RD examination. To locate the program director and contact person, see the undergraduate nutrition catalog:

https://catalogs.ohio.edu/preview_program.php?catoid=57&poid=15606&hl=%22nutrition%22&returnto=search.