Didactic Program in Dietetics
Student Handbook

Director: Emma Laing, PhD, RD emonk@uga.edu

Program website: https://www.fcs.uga.edu/fdn/undergraduate-dietetics

Last updated 7.9.18
A welcome message from faculty mentors for the dietetics major

This handbook is designed to help you learn about the Didactic Program in Dietetics (DPD) at the University of Georgia and to serve as a reference for you. This handbook was written by students at the University of Georgia majoring in dietetics and by the Foods and Nutrition faculty. Its purposes are two-fold, namely: 1) to provide students with helpful hints to ease the frustrations of planning multi-year course schedules, and 2) to facilitate the application process for dietetic internships.

The dietetics major at the University of Georgia is a Bachelor’s degree program approved by the Accreditation Council for Education in Nutrition and Dietetics for the Academy of Nutrition and Dietetics. The program is designed to prepare you for a dietetic internship that is needed to become a registered dietitian. Applications to accredited dietetic internships are submitted during or following the final year of your Bachelor’s degree, and this is a competitive process. Dietetic internships are usually nine months to one year in length and are longer if combined with a Master’s or doctoral degree program. After successfully completing the Bachelor’s degree program and a supervised practice experience, you are eligible to take the examination to become a Registered Dietitian Nutritionist (RDN). Some students completing the dietetics major do not aim to become RDNs. There are a number of related professions in the foods and nutrition field that can be considered. On the dietetics website, you will find a list of some of the occupations that students could enter with a Bachelor’s degree in dietetics with or without pursuing the RDN credential.

If you have questions about the DPD at the University of Georgia or need additional information, please contact Emma Laing, PhD, RDN, LD, Program Director, at emonk@uga.edu.

A welcome message from the Student Dietetic Association

The University of Georgia Student Dietetic Association (UGA SDA) would like to welcome you to the dietetics major! We hope that you enjoy your educational experiences at the University of Georgia as a major in the College of Family and Consumer Sciences. We would like to invite you to join UGA SDA. UGA SDA is open to all students interested in the fields of dietetics and nutrition. It gives its members an opportunity to interact socially and intellectually with prospective dietitians and nutritionists. UGA SDA plans many activities throughout the year, such as guest speakers, fundraisers, and helping with campus volunteer activities. Information about the UGA SDA, including meeting places and times, is posted on the SDA website: https://www.fcs.uga.edu/ssac/student-dietetic-association and the SDA Bulletin Board (1st floor of Dawson Hall).

PLEASE TAKE THE TIME TO READ THE ENTIRE HANDBOOK. IT WILL BE VERY HELPFUL AND MAY ANSWER MANY OF YOUR QUESTIONS!
Directory

Dietetics Program Director
Dr. Emma Laing
https://www.fcs.uga.edu/people/bio/emonk

University of Georgia Student Dietetic Association
https://www.fcs.uga.edu/ssac/student-dietetic-association

Academic Advisor for the Department of Foods and Nutrition
Ms. Beverly Hull
https://www.fcs.uga.edu/people/bio/bev

Faculty Mentors for Dietetics Majors:
Dr. Emma Laing
Ms. Tracey Brigman
Dr. Alex Kojo Anderson
Dr. Jung Sun Lee

Faculty bio pages and contact information within the Department of Foods and Nutrition can be found at this site: https://www.fcs.uga.edu/people/dept/9/36
Accreditation Status (9.3.a)
The Didactic Program in Dietetics (DPD) at the University of Georgia is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. You may learn more about ACEND and the standards of education for dietetics education programs or contact a representative of ACEND at the following address: 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995 (Phone: 800-877-1600 ext. 5400 or 312-899-0040). ACEND is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. The DPD at the University of Georgia received its latest accreditation in 2010 and will be under review for accreditation again in 2019. Find standards of education and resources at this site: www.eatright.org/ACEND.

Description of the Program (9.3.b)
The University of Georgia DPD Mission Statement and Goals are found on the program website: https://www.fcs.uga.edu/fdn/mission-and-goals.

Program Outcomes Data (9.3.c)
Program outcomes data are available upon request. Please send a written request to Emma Laing, DPD Director, at emonk@uga.edu.

Pathway to becoming a Registered Dietitian and a Licensed Dietitian (9.3.d)
The DPD of the University of Georgia prepares students for careers in the field of dietetics. Students completing their degree requirements at the University of Georgia receive a Bachelor of Science degree. Upon completion of the DPD, students must complete a supervised practice program, such as an ACEND-accredited dietetic internship, to become eligible to take the registration examination for dietitians to become a registered dietitian nutritionists (RDN). Individuals who have earned the RDN credential have the option of alternatively using RD, for “registered dietitian.” RD and RDN are the same credential. The RDN credential is earned after successfully passing a national examination administered by the Commission on Dietetic Registration (CDR). The CDR passed a motion in April 2013 to change the entry-level registration eligibility (RD exam) requirements for dietitians from a baccalaureate degree to a minimum of a graduate degree beginning in the year 2024. All other entry-level dietitian registration eligibility requirements currently remain the same. The graduate degree may be a master’s degree or doctorate in any discipline. Students who take the RD exam before 2024 will not have to meet the graduate degree requirement. For more information, visit: https://www.cdrnet.org/news/rdncredentialfaq. RDNs must then obtain a valid license issued by the Georgia Board of Examiners of Licensed Dietitians in order to practice dietetics in Georgia (http://sos.ga.gov/index.php/licensing/plb/19). University of Georgia students can find more information, including the Nutrition Dietetic Technician, Registered credential, at: https://www.fcs.uga.edu/fdn/careers-in-dietetics.
Estimated Expenses (9.3.e)

See the University of Georgia’s estimated cost of attendance (this information is subject to change): https://www.fcs.uga.edu/college/costs-financial-aid. There are additional costs associated with the DPD, as estimated below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Explanation</th>
<th>Estimated Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Coat</td>
<td>Students are required to wear and maintain a white, clean, and professional lab coat for laboratory classes.</td>
<td>40.00</td>
</tr>
<tr>
<td><strong>Optional Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academy of Nutrition and Dietetics (AND) Membership</td>
<td>Students are strongly encouraged to join the AND early in their curriculum. Student membership includes free access to educational and training materials, reduced registration fees for professional meetings, and the monthly professional journal. Student membership is required for scholarships sponsored by AND and its affiliates.</td>
<td>58.00 per year for student membership</td>
</tr>
<tr>
<td>Student Dietetic Association</td>
<td>The University of Georgia Student Dietetic Association is an organization run by students in the Department of Foods and Nutrition majoring in Dietetics.</td>
<td>15.00 per year for student membership</td>
</tr>
<tr>
<td>Study Away</td>
<td>Study Away opportunities are optional to the DPD program. Refer to the Study Away website at: <a href="https://www.fcs.uga.edu/ssac/study-away">https://www.fcs.uga.edu/ssac/study-away</a></td>
<td>Variable</td>
</tr>
<tr>
<td>Dietetics Practicum</td>
<td>Dietetics Practicum opportunities are optional to the DPD program. Refer to the Practicum website at: <a href="https://www.fcs.uga.edu/fdn/undergraduate-dietetics-dietetics-practicum">https://www.fcs.uga.edu/fdn/undergraduate-dietetics-dietetics-practicum</a></td>
<td>Variable</td>
</tr>
<tr>
<td>D&amp;D Digital Registration Fee</td>
<td>Dietetic internships select applicants through a computer matching process that is administered by D&amp;D Digital. There are two matching periods per year (Spring and Fall): <a href="https://www.dnddigital.com/ada/">https://www.dnddigital.com/ada/</a></td>
<td>55.00 per each matching period</td>
</tr>
<tr>
<td>DICAS</td>
<td>Dietetic Internship Centralized Applications Services (DICAS) is the centralized application portal for dietetic internships. DICAS charges $45 for the first supervised practice program you apply to and $20 for each additional program: <a href="https://portal.dicas.org">https://portal.dicas.org</a></td>
<td>Variable (depending on number of programs)</td>
</tr>
<tr>
<td>Program Application Fees</td>
<td>Some supervised practice programs charge additional fees when an application is submitted. The program application fee is in addition to the DICAS fee.</td>
<td>Variable</td>
</tr>
<tr>
<td>GRE</td>
<td>Although the many dietetic internships do not require the GRE, seniors are encouraged to take the GRE to expand their choices of supervised practice program opportunities: <a href="http://www.ets.org/gre/revised_general/about/fees">http://www.ets.org/gre/revised_general/about/fees</a></td>
<td>205.00 for standard test administration</td>
</tr>
</tbody>
</table>
Application and Admission Requirements (9.3.f)
The application to apply to the University is linked here: https://www.admissions.uga.edu. Information about entering the dietetics major (i.e., DPD program) is found on the dietetics website: https://www.fcs.uga.edu/ffd/undergraduate-dietetics. Admission to the program is granted with advisor approval and requirements for admission, as outlined in the electronic bulletin: http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorId=55. Completion of Core Areas I-V. Completion of courses in Area VI with a grade of "C" (2.0) or higher, and completion of [(CHEM 1211, CHEM 1211L) or (CHEM 1311H, CHEM 1311L)] and ((BIOL 1107, BIOL 1107L) or (BIOL 2107H, BIOL 2107L)) with a grade of "C" (2.0) or higher is required to graduate with a dietetics major. Additional (general) information about the DPD can be found at: http://www.bulletin.uga.edu/MajorsGeneral.aspx?MajorId=55.

Transfer Credits
Students who have completed two years of college work and are planning to transfer into this major should be aware of the following requirements: preferred courses taken as part of the core include statistics, psychology, fundamentals of speech communication, biology, and general chemistry. Students should complete the equivalent of BIOL 1107, 1107L and CHEM 1211, 1211L with a grade of C (2.0) or better. Entrance to the major requires completion of Area VI core requirements for the dietetics major with a grade of C (2.0) or better in each of the courses. General chemistry courses should be equivalent to CHEM 1211, 1211L and 1212, 1212L and the organic chemistry course should be equivalent to CHEM 2211, 2211L. Also see: https://www.fcs.uga.edu/ssac/academic-resources-transfer-policies.

Post-Baccalaureate Coursework
A description of program requirements can be found at: https://www.fcs.uga.edu/ffd/undergraduate-dietetics-dietetics-post-baccalaureate-courses.

Academic Calendar (9.3.g)
The DPD program follows the academic calendar of the University of Georgia, including vacation and holidays, found at: https://reg.uga.edu/general-information/calendars/.

Graduation and DPD Completion Requirements (9.3.h)
To receive a B.S.F.C.S. in dietetics, a student must have at least a C (2.0) grade in CHEM 1211, 1211L, BIOL 1107, 1107L, in all Area VI courses, and in all major required courses. See dietetics degree requirements: http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorId=55.

Availability of Financial Aid and Scholarships (9.3.i)
The Office of Student Financial Aid (https://osfa.uga.edu) is the gateway for all information related to financial aid. Students may access their financial aid status by logging on to their personal account. Additional information about financial aid and scholarships can be found at: https://www.fcs.uga.edu/ffd/faculty-and-advising and under the ‘Money Matters’ tab at https://www.fcs.uga.edu/ssac/campus-resources.
Dietetic Internship Programs and Computer Matching (9.3.j)

A four-year college degree provides a strong knowledge base in foods, nutrition science, foodservice, and nutrition care management; however, this cannot provide the opportunities of a hospital or other dietetic practice environment. A dietetic internship program allows a post-baccalaureate student to apply their knowledge in a hospital or other health care facility. These programs are typically 9 to 12 months in duration. Many programs offer Master's or doctoral degrees along with the internship and may then vary in length. Internship programs are very competitive, thus, you need to maintain a good GPA, obtain work experience, and be active in extracurricular activities, such as the Student Dietetic Association. Chances of obtaining an internship are greater if you have a GPA of >3.00.

What are dietetic internships?

All programs are accredited by the Academy of Nutrition and Dietetics accrediting body, ACEND. There are approximately 250 accredited programs in the US that you may select from. These are different than the elective “internship” or “practicum” courses that you may enroll in during your undergraduate career. Dietetic internships provide a greater depth of training and experiences and must meet professional standards. Internships provide training in clinical nutrition, community nutrition, and in food and nutrition care service management. These programs require you to be in health care and community nutrition facilities for 40 hours per week during the training period. Therefore, this experience is just like having a full-time job. In programs designed to include work toward a completion of a graduate degree, a research/thesis project may be required. It is up to students to decide which program is most suitable for them. Most programs charge tuition, and do not provide a stipend for room and board.

When should I start to prepare to apply for these programs?

Students apply for internships during or following their final year of study. Most applications are due in February for programs with appointments in April (however, some are due in December-January, particularly if combined with a graduate degree). These programs typically begin in August-September. Applications are due in September for a November appointment date and January start date. Students need to plan early in order to apply for dietetic internships. Information on programs should be gathered at least by the summer before your fourth year, and students should begin preparing applications during the Fall semester.

It is important to allow ample time for application procedures and to prepare financially as well, since this will be another year or more of education you will need to pay for. Most dietetic internships access applications from the Dietetic Internship Centralized Application System (DICAS). Students will submit a standard application form, all transcripts, a resume, cover letters, and reference requests through this system. The standard application form will ask for information on honors, association memberships, extracurricular and volunteer activities, and work experience, which is similar to what will be listed on your resume.
**How do I gather information on these programs?**

Students may obtain information from the Directory of Dietetics Programs and the Applicant Guide to Supervised Practice Experience. The Directory of Dietetics Programs can be found on at [http://www.eatrightacend.org/ACEND/](http://www.eatrightacend.org/ACEND/) (See Accredited Education Programs). The Directory of Dietetics Programs lists all internship programs offered in the U.S. as well as addresses and emails, so students can obtain information about them. Most programs have websites with information on applications and program content. Check the website for a program before you email a program director for information. The Applicant Guide to Supervised Practice Experiences provides more detailed information on the internship programs versus the Academy of Nutrition and Dietetics website. Check the directories by the end of your third year of study so that you can request appropriate information early during the fall of your Fourth year. If possible, visit the internship/graduate school sites you are interested in. Many will have open house events, which are posted online: [https://www.fcs.uga.edu/fdn/applying-to-a-di-program](https://www.fcs.uga.edu/fdn/applying-to-a-di-program). It is to your benefit to meet with the directors for two important reasons: 1) to determine if the program is what you are really interested in and 2) so the internship director will remember you.

**Computer matching**

The final component of the internships appointment process for most programs is computer matching. Information on the process can be obtained from the DPD Director, ACEND, and D&D Digital Computer Systems.

**How does the computer matching process work?**

Read the D&D Digital Computer instructions carefully for detailed information. The basic process is as follows:

1. Applicants to internship programs submit applications through the DICAS before the designated due date in February (Spring Match) or September (Fall Match).
2. Applicants also submit their priorities to D&D Digital online stating the priority of their internship choices. Example:
   a. Augusta Area Dietetic Internship – 1st priority
   b. University of Alabama, Birmingham – 2nd priority
   c. Virginia Tech, Blacksburg – 3rd priority
3. Internship programs review applications and send in their priority list to D&D Digital Computer Systems.
4. The computer matching system is designed to “match” you with one dietetic internship, based on your priorities and acceptance at an internship program. This process is very competitive with just over 50% of applicants that are placed nationally.

**Additional information**

University of Georgia students can view this site for more information and detailed instructions on applying to dietetic internships: [https://www.fcs.uga.edu/fdn/applying-to-a-di-program](https://www.fcs.uga.edu/fdn/applying-to-a-di-program).
Distance Education Components (9.3.k)
The DPD program at the University of Georgia is an onsite program with seated courses (with the exception of one course that is occasionally offered online). The list of DPD courses and descriptions is provided here: http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorId=55.

Experiential Learning (9.3.l)
Experiential learning at the University of Georgia gives students hands-on opportunities to connect their academic foundations to the world beyond the classroom, through creative endeavors, study abroad and field schools, internship and leadership opportunities, faculty-mentored research, and service-learning. All UGA students are required to engage in at least one approved experiential learning activity that enhances learning and position them for success after graduation. Also see: https://www.fcs.uga.edu/ssac/experiential-learning.

Policies and Procedures

Application and Admission Requirements (10.1.a)
The application to apply to the university is here: https://www.admissions.uga.edu. Information about entering the dietetics major (i.e., DPD program) is found on the dietetics website: https://www.fcs.uga.edu/fdn/undergraduate-dietetics. Admission to the program is granted with advisor approval and requirements for admission, as outlined in the electronic bulletin: http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorId=55. Completion of Core Areas I-V. Completion of courses in Area VI with a grade of "C" (2.0) or higher, and completion of [(CHEM 1211, CHEM 1211L) or (CHEM 1311H, CHEM 1311L)] and [(BIOL 1107, BIOL 1107L) or (BIOL 2107H, BIOL 2107L)] with a grade of "C" (2.0) or higher is required to enter the dietetics major and to determine student potential for success in the program. The university policy about grades can be viewed at: https://reg.uga.edu/students/grades/.

Student Performance Monitoring (10.1.b)
All students are assigned to an academic advisor. The student shall meet with their advisor prior to course registration. Each student is responsible for his/her academic progress; however individual student progress is monitored by the advisor and DPD director to provide for the early detection of academic difficulty. The DPD has minimum grades established as degree requirements effective for the current catalog term, as outlined here: http://www.bulletin.uga.edu/MajorsGeneral.aspx?MajorId=55. The DPD enforces the passing of course pre-requisites with a “C” grade or better to enroll in the next required class. Students who receive below a “C” grade in any of the required courses are contacted by the DPD director and are given the option to retake the course to meet graduation requirements or submit the required appeal to waive their grade. Decisions to waive a grade are made on a case-by-case basis. Due to the necessary sequencing to complete the DPD major, receiving below a "C" in a course that is a pre-requisite for a later course may increase the length of time needed to complete the major. Policies for professional and ethical behavior and academic integrity of the student are found at: https://ovpi.uga.edu/academic-honesty.
Student Retention (10.1.c)

All DPD students are encouraged to meet with their academic advisor each semester to review academic progress, goals, and course selection (https://www.fcs.uga.edu/fdn/faculty-and-advising). The university has a vested interest in students’ success and provides the resources students need to succeed academically. All faculty keep office hours, through which students can attend advising sessions. Additional resources include the Student Success and Advising Center (https://www.fcs.uga.edu/ssac), writing center (https://uga.mywconline.com), academic resource center/tutors (http://dae.uga.edu/tutoring/), and student services (https://www.admissions.uga.edu/why-uga/student-life/student-services). Academic advisors direct students to other appropriate resources, such as:

- The University Student Health Center (https://www.uhs.uga.edu) provides medical care through an outpatient facility staffed by licensed physicians, nurse practitioners, and mental health professionals. Services include a general medical clinic, sports medicine clinic, Women’s clinic, urgent care, allergy and immunization, physical therapy, counseling and psychological services, student wellness office, laboratory, and radiology.
- The University Counseling and Psychological Services (CAPS) is a service for students that provides confidential counseling sessions (https://www.uhs.uga.edu/caps/welcome).
- The Office of the Dean of Students will help with the accommodations that are needed for students with disabilities needing scheduling accommodation (http://dos.uga.edu/).

Students receiving one or more course grades below a “C” during their degree term with no plans to repeat the course(s) or to submit the required appeal to waive their course grade(s) will be counseled out of the DPD program and into other career paths that are appropriate for their academic ability.

Experiential Learning (10.2.a-f)

All University of Georgia students are required to engage in at least one approved experiential learning activity that enhances learning and position them for success after graduation. More information about learning opportunities is available at https://el.uga.edu or https://www.fcs.uga.edu/ssac/experiential-learning. Students are not paid compensation as part of the experiential learning programs. The dietetics practicum and study away opportunities are examples of fulfilling the experiential learning requirement, but are not required.

Dietetics practicum

For students choosing to enroll in the dietetics practicum course (a 3-credit-hour elective course that is outside of the requirements for the ACEND-accredited didactic program in dietetics), the insurance requirements, liability for safety in travel to or from assigned areas, injury or illness while in a facility, drug testing, criminal background checks, and the requirement that students engaging in experiential learning must not be used to replace employees, can be found at: https://www.fcs.uga.edu/fdn/undergraduate-dietetics-dietetics-practicum, as applicable.

Study away

The College of Family and Consumer Sciences has specific arrangements with Study Away programs (https://www.fcs.uga.edu/ssac/study-away) that are also elective courses.
Students’ Right of Appeal (10.2.g)
Grades and academic requirements can be appealed per the University of Georgia regulation: https://honesty.uga.edu/Student-Appeals/Process/. A student's first level of appeal for a course grade is the course instructor. The student should appeal a department academic requirement to his or her advisor. If a student is not satisfied with the response at the first level of the appeal, the student may appeal the decision at the next level. Students who have a grievance with the DPD program are encouraged to meet with the DPD Director in an attempt to resolve the issue. If the issue is not resolved, the student may present the grievance to the Department Head without fear of retaliation. A student may initially present his/her grievance to the Head if preferred or submit a complaint via the university site, here: https://studentcomplaints.uga.edu. An unfavorable ruling at one level can be appealed to the successive levels as defined in the guidelines of routing of academic appeals. An instructor decision can be appealed to the department; a department ruling can be appealed to the college in which the instructional unit is located; a college ruling can be appealed to the Educational Affairs Committee; and the Educational Affairs Committee ruling can be appealed to the President of the University.

The DPD program will maintain a record of student complaints for a period of seven years, including the resolution of complaints. A chronological record of all student complaints related to ACEND accreditation standards will be kept in a folder in the DPD director’s office and will be available to ACEND reviewers to inspect during accreditation site visits.

Process for Submission of Written Complaints to ACEND (10.2.h)
If all options listed above with the program and institution have been exhausted without resolve, program noncompliance with ACEND accreditation standard complaints may be directed to:

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza
Suite 2190
Chicago, IL 60606-6995
Tel: (312) 899-0400, ext: 5400
Fax: (312) 899-4817
ACEND@eatright.org

ACEND will review complaints that relate to a program’s compliance with the Standards of Education or with published accreditation policies. ACEND is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individuals, or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students.
Assessment of Prior Learning (10.2.i)
The University of Georgia maintains a transfer equivalency search site at https://www.admissions.uga.edu/transferequiv.html to communicate equivalency for many core courses at the university. If a student wishes to use a foods and nutrition course from a different university to meet dietetics requirements, the student must provide a course description and syllabus to the DPD Program Director. The program director or a designated faculty member will review the course syllabus to verify that the course is equivalent to the University of Georgia course. If student knowledge requirements/learning objectives for the course match a DPD course and the student received a “C” grade or better in the course, then the student will be granted course credit as a substitution and will not be required to repeat the course. The DPD program does not give course credit for prior work or volunteer experience.

Transfer credits
Students who have completed two years of college work and are planning to transfer into this major should be aware of the following requirements: preferred courses taken as part of the core include statistics, psychology, fundamentals of speech communication, biology, and general chemistry. Students should complete the equivalent of BIOL 1107, 1107L and CHEM 1211, 1211L with a grade of C (2.0) or better. Entrance to the major requires completion of Area VI core requirements for the dietetics major with a grade of C (2.0) or better in each of the courses. General chemistry courses should be equivalent to CHEM 1211, 1211L and 1212, 1212L and the organic chemistry course should be equivalent to CHEM 2211, 2211L. Also see: https://www.fcs.uga.edu/ssac/academic-resources-transfer-policies.

Post-Baccalaureate coursework
A description of program requirements can be found at: https://www.fcs.uga.edu/fdn/undergraduate-dietetics-dietetics-post-baccalaureate-courses.

Formal Assessment of Student Learning (10.2.j)
Students receive formal evaluations in each DPD course in the following formats: oral presentations and projects, exams, case studies, simulations, and other scored assignments. Students receive grades for assignments and examinations as indicated in each course syllabus, and students receive a grade for each course. The policy about grades at the university can be viewed here: https://reg.uga.edu/students/grades/. Many opportunities also occur for informal feedback about performance from faculty and advisors. These opportunities should be viewed as positive opportunities to gain insight and adjust performance. Beyond the classroom, students meet with their advisor at least once each semester to review academic progress and goals and to plan the course of study. In addition, all course instructors and professors hold office hours to meet with students. Student learning outcomes assessments are evaluated continuously, as described here: https://provost.uga.edu/oacie/review-assessment/learning-outcomes-assessment/.
Program Retention and Remediation Procedures (10.2.k)

Students who receive below a “C” grade in any of the required courses are identified by the Foods and Nutrition office or their academic advisor and are then referred to the DPD director. Students are presented with the option to retake the course to meet graduation requirements or submit the required appeal to waive their grade. The decision to waive a grade is made on a case-by-case basis. Students who self-identify as requiring services or those who are identified by dietetics faculty to have earned less than a “C” average during the mid-point of the semester in a particular course are referred to their advisor who will provide information to the student about resources on campus that promote academic success. All faculty and teaching assistants keep office hours, through which students can attend advising and/or study sessions. Additional resources include: the Student Success and Advising Center (https://www.fcs.uga.edu/ssac), writing center (https://uga.mywconline.com), academic resource center/tutors (http://dae.uga.edu/tutoring/), student services (https://www.admissions.uga.edu/why-uga/student-life/student-services), the University Student Health Center (https://www.uhs.uga.edu), the Office of the Dean of Students (http://dos.uga.edu/), and CAPS (https://www.uhs.uga.edu/caps/welcome). Students receiving one or more course grades below a “C” during their degree term with no plans to repeat the course(s) or to submit the required appeal to waive their course grade(s) will be counseled out of the DPD program and into other career paths that are appropriate for their academic ability.

Disciplinary/Termination Procedures (10.2.l)
The DPD follows the College’s Probation and Dismissal Procedures, which are described at: https://www.fcs.uga.edu/ssac/academic-resources-probation-and-dismissal. Policies for professional and ethical behavior and academic integrity of the student are found at: https://ovpi.uga.edu/academic-honesty. Students failing to comply with the University of Georgia student code of conduct will be subject to appropriate disciplinary action including, but not limited to, expulsion, suspension, disciplinary probation, reprimand, or warning.

Graduation and DPD Completion Requirements (10.2.m)

DPD students are enrolled as dietetics majors and complete the degree requirements. Minimum grades in specific courses are required to complete the DPD and graduate in this major. The DPD has minimum grades established as degree requirements, as outlined here: http://www.bulletin.uga.edu/MajorsGeneral.aspx?MajorId=55. 120 semester credits are required to obtain a Bachelor of Science degree, as outlined here: http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorId=55. The maximum amount of time allowed for completing program requirements applicable at the time the student enrolls is outlined at: https://osfa.uga.edu/policies/sap1112u/ (when the Total Attempted Hours equal 150% of the number of hours required to complete their undergraduate degree, or once it is apparent they will be unable to complete their undergraduate degree before reaching their applicable Maximum Allowable Total Attempted Hours).
Verification Statement Requirements (10.2.n)
A verification statement indicating that students have met dietetics coursework requirements will be issued following completion of the DPD program/dietetics degree. The signed verification statement is an official document that certifies that an individual has completed the requirements of a dietetics education program accredited by ACEND. Students must complete the required courses or their equivalent (with a minimum of a “C” grade) to receive a verification statement from the DPD program at the University of Georgia. Students have the right to appeal grades below a “C” grade in a major course, and in some cases, a degree in dietetics is granted without the verification statement. The verification statement is required for entering a dietetic internship program to become an RDN or to attempt the registration examination for the NDTR credential.

Students who have completed all degree requirements at the University of Georgia
All students completing the course requirements for a BSFCS with a major in dietetics at the University of Georgia will be issued a verification statement after successful completion of the degree requirements. In some cases, academic advisors may allow a course substitution if the substituted course meets the knowledge and skills requirements for the original course. Students must also have achieved at least a “C” or 2.0 grade in all foods and nutrition courses and in designated supporting sciences to receive a verification statement.

Students who have obtained a Bachelor’s degree in a field other than dietetics at a university accredited by a US regional institutional accrediting body for higher education and will take additional coursework at the University of Georgia as a post-baccalaureate student to meet course requirements for the DPD
Students who are admitted to the program must complete all required courses for the DPD with at least a “C” grade for a verification statement to be issued. Course requirements are: https://www.fcs.uga.edu/fdn/undergraduate-dietetics-dietetics-post-baccalaureate-courses. The student’s transcript will be initially evaluated by the admissions department to determine which courses from other colleges and universities will transfer as equivalent courses at the University of Georgia. If a student disagrees with the decisions of the admissions department, they may appeal those decisions by meeting with an admissions evaluator. The DPD director may allow additional course substitutions for food and nutrition related courses from other universities that contain the same course content as those offered by the Department of Foods and Nutrition. This will only be permitted if the course description and syllabus indicate that the course meets ACEND knowledge requirements and skills covered by the required UGA course. For students who already have a Bachelor’s degree, at least 15 credits of Foods and Nutrition courses must be taken in residence at UGA to receive a verification statement.
**Declaration of intent form**

The Declaration of Intent is necessary for the dietetic internship application process, as it declares the student’s intent to complete the courses prior to the start of the supervised practice program. A declaration of intent form will be submitted by each student applying to a dietetic internship program prior to the completion of their DPD program (at the beginning of their final semester prior to graduation or completion of DPD coursework). Each student who applies to a dietetic internship prior to the completion of their didactic program complete a form (found at: [https://www.fcs.uga.edu/fdn/applying-to-a-di-program](https://www.fcs.uga.edu/fdn/applying-to-a-di-program)) indicating their name; semester that they expect to complete their degree; and a list of courses that need to be completed and the semester that they will be taken. The list of courses for each student will be verified with audit sheets generated from university records. The DPD director will receive the form from each student, and will review and confirm the statement of intent.

**Verification statement request form**

For students earning their baccalaureate degree, a verification statement will be issued only when the student has completed ACEND-accredited DPD requirements and the registrar has cleared the student for graduation, which indicates that all degree requirements have also been completed. Verification statements signed by the DPD director will be issued after a formal request by the student and the official transcript showing degree date is received. The deadline for submitting the request form and official transcript will be published and five original copies of the verification statements will be mailed within one week of this deadline. Any requests or transcripts that arrive after the deadline will be handled as time allows by the DPD director. To access the verification statement request form, visit: [https://www.fcs.uga.edu/fdn/applying-to-a-di-program](https://www.fcs.uga.edu/fdn/applying-to-a-di-program). For students who have previously completed a baccalaureate degree at a US regionally-accredited college/university or foreign equivalent, a verification statement will be given upon completion of all DPD requirements. Students and alumni of the DPD program may request additional original copies.

**Online Exams (10.2.o)**

The program utilizes the services provided by University Testing Services (UTS) for courses using online exams. The UTS verifies the identity of each student by requiring identification in order to sit for the exam: [https://testing.uga.edu/content_page/online-course-exams](https://testing.uga.edu/content_page/online-course-exams).

**Withdrawal and Refund of Tuition and Fees (10.2.p)**

Program Schedule (10.2.q)
The DPD program follows the academic calendar of the University of Georgia, including
vacation and holidays, found at: https://reg.uga.edu/general-information/calendars/.
The program also follows the university’s attendance policy, found at:
https://provost.uga.edu/policies/academic-affairs-policy-manual/4-06-class-attendance/.

Protection of Privacy of Student Information (10.2.r)
The University of Georgia complies with the Family Educational Rights and Privacy Act of 1974
(FERPA), as amended, the federal law that protects the privacy of Education Records of
Students. FERPA information https://apps.reg.uga.edu/FERPA/. The policy regarding Access to
Student Education Records is: https://eits.uga.edu/access_and_security/access_services/.
Nondiscrimination policy statements are listed here: https://eoo.uga.edu/policies.

Student Access to their own Student File (10.2.s)
Students may access their student file through Athena with their private login and password. For
details, visit: https://eits.uga.edu/access_and_security/.

Access to Student Support Services (10.2.t)
The university offers a wide variety of student support services including, but not limited to,
health services, counseling, testing, and financial aid services. For details on the available
services, visit: https://www.admissions.uga.edu/why-uga/student-life/student-services.

Planning Schedules
Long-term planning is the key to developing a successful multi-year course schedule. To begin
the process, choose all the courses you will take to fulfill your graduation requirements, then
schedule them with the assistance of your advisor.

Seven factors important for course planning
1. Use the core requirement list as well as your major course requirements to develop a
multi-year plan. You must achieve at least a "C" in BIOL 1107/L, CHEM 1211/L, CHEM
1212/L, CHEM 2211/L, anatomy and physiology (2 courses), microbiology, biochemistry
and all FDN courses designated as major requirements to graduate with a dietetics
major.
2. FDN courses have designated semesters in which they will be taught. That means that
you must plan other general courses around the designated semesters for these FDNS
courses. Hint: Use the worksheet for developing a 4-year plan and the sample 4-year
plan schedule each FDNS course within its designated semester. Now plan all other
courses around these FDNS courses. Ex: FDNS 4600 is only offered Spring Semester,
thus classes taught every semester are scheduled around FDNS 4600.
3. There are eight (8) science courses required for this major. Begin taking these courses
as early as possible. Biochemistry and anatomy/physiology must be taken before your
fourth year, since these courses are prerequisites or corequisites for the advanced
nutrition courses. If you have to schedule two science courses in one semester, try to
double up such courses such as basic biology and basic chemistry.
4. Do not forget to take your science courses or you will have to take an overload, or take these courses in your fourth year. Any of these situations will make life more difficult--So, stick to your schedule and study hard!

5. Whenever possible, take a less demanding course along with a more difficult course in order to ease your load. *Hint:* You may be able to figure out the relative difficulty of courses by asking fellow students and advisors.

6. Prerequisites for courses: The computer registration system will prevent you from registering for a course if you have not completed the prerequisites. Consider this in your planning. Prerequisites can be found in the UGA Undergraduate Bulletin online by selecting course names: [www.bulletin.uga.edu/MajorSpecific.aspx?MajorID=55](http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorID=55).

7. Consider summer school. Summer may be the best time for you to take a science course or any other needed class. Some students find it easier to graduate on time by taking some summer courses. If you plan to take summer classes at another university, request needed applications early and complete necessary paperwork to make sure the summer courses you take will be transferred to UGA before you take them. Check with your advisor for instructions on transferring summer courses.

8. Consider enrolling in the (elective) practicum course (FDNS 5800 or FDNS 5910). A practicum in a hospital or in another setting provides practical experience within that setting, thereby allowing you to become familiar with its atmosphere and your profession. You can enroll in the course during the academic year or in the summer. Dr. Laing (fall and spring) and Dr. Grossman (summer) arrange the practicums. Please contact them if you are interested in completing a practicum. It is best to complete the practicum prior to applying for internships, so that you will be able to list such experience on the application.

Consider the above factors when you are making your long-term schedule. Make sure all of your required courses are scheduled before deciding on electives. Obtain your advisor’s approval for your long-term schedule, and get some feedback and revise as necessary. When your advisor approves your plan, follow it.

- The degree requirements and courses are listed on this page: [http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorId=55](http://www.bulletin.uga.edu/MajorSpecific.aspx?MajorId=55)

- A sample course plan can be found at: [https://www.fcs.uga.edu/fdn/undergraduate-dietetics-sample-course-plan](https://www.fcs.uga.edu/fdn/undergraduate-dietetics-sample-course-plan)

- A program worksheet for Dietetics can be found at: [https://www.fcs.uga.edu/ssac/academic-resources-program-worksheets](https://www.fcs.uga.edu/ssac/academic-resources-program-worksheets)