DPND STUDENT HANDBOOK

2024-2025

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CHAPTER I: WELCOME!

WELCOME FROM THE DPND DIRECTOR

Welcome to the Didactic Program in Nutrition and Dietetics (DPND) at UNLV! Students pursuing the Registered Dietitian Nutritionist credential need to complete the B.S. in Nutrition Sciences and the DPND as the first step, followed by the completion of a dietetic internship (i.e. supervised practice) before sitting for the RD Exam.

Starting January 1st, 2024, students pursuing the Registered Dietitian Nutritionist credential will also need to hold a Master's degree in addition to the requirements above before sitting for the RD Exam.

Students can simultaneously fulfill the Bachelor of Science in Nutrition Sciences and the DPND requirements.

We have an exciting undergraduate DPND program that includes evidence-based practice at the core of our curriculum. More details can be found in CHAPTER VII: Programs and Concentrations.

Our program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and conforms to high educational standards. Our program is designed to prepare you for supervised practice and ultimately as an entry-level Registered Dietitian Nutritionist.

Welcome! We are so thrilled to have you. Please take the time to read this DPND Student Handbook (use the clickable Table of Contents above to help you navigate through this handbook).

Samantha M. Coogan, MS, RDN, LD, FAND
Program Director, Didactic Program in Nutrition and Dietetics/Undergraduate Coordinator

DPND PROGRAM CONTACT INFORMATION

Nutrition Sciences

Main Office

Bigelow Health Sciences Building (BHS), Room 323
4505 Maryland Parkway, Box 453036 Las Vegas, Nevada 89154-3206

Voicemail & Fax
702-895-4328; 702-895-2616

Administrative Staff
Janice Smith
Department of Kinesiology and Nutrition Sciences Administrative Assistant IV
janice.smith@unlv.edu
702-895-4328

Jessica De Jesus
Department of Kinesiology and Nutrition Sciences Administrative Program Coordinator
jessica.dejesus@unlv.edu
702-895-0318

Program Director, Didactic Program in Nutrition and Dietetics
Samantha M. Coogan, MS, RDN, LD, FAND
samantha.coogan@unlv.edu
702-895-4478 or 702-895-4328
Please note that the DPND Director has limited availability over the summer months with slower-than-usual response times.

Program Director, UNLV Dietetic Internship
Laura J. Kruskall, PhD, RDN, CSSD, LD, FACSM, FAND
laura.kruskall@unlv.edu
702-895-4985 or 702-895-4328

CHAPTER II: INFORMATION ABOUT THE UNIVERSITY OF NEVADA, LAS VEGAS

INFORMATION ABOUT THE UNIVERSITY OF NEVADA, LAS VEGAS

Over 30,000 students attend classes at UNLV's 335-acre campus. Most students are Nevada residents; however, a lively mixture of international and out-of-state students add to the cosmopolitan quality of the campus. The Didactic Program in Nutrition and Dietetics (DPND) is housed within the University of Nevada, Las Vegas (UNLV).

UNLV is a member of the **Northwest Commission on Colleges and Universities (NWCCU)**. The NWCCU is recognized by the U.S. Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) to accredit postsecondary institutions.

NWCCU is incorporated as a legally established, private 501(c)(3) non-profit corporation and accredits institutions of higher education in Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington, and British Columbia, along with other domestic and international geographic areas.

NWCCU recognizes higher education institutions for performance, integrity, and quality to merit the confidence of the educational community and the public. NWCCU's accreditation of postsecondary institutions is a voluntary, non-governmental, self-regulatory process of quality assurance and institutional improvement.

Accreditation or preaccreditation by NWCCU also qualifies institutions and enrolled students for access to Title IV federal funds to support teaching, research, and student financial aid.

Find reaffirmation of accreditation letters/status, self-evaluation reports, and the NWCCU's standards on **UNLV's NWCCU accreditation website**.

RESOURCES ON CAMPUS (RE 8.2t)

Library: The Lied Library has 2,500 study spaces, more than half of them with full network connections; an Information Commons with microcomputer workstations; a Graduate Student Commons with study spaces and meeting facilities; a media distribution system and retrieval system capable of storing 1.2 million volumes.

The Lied Library includes a Special Collections section that provides unique materials relating to Las Vegas and southern Nevada history. It also houses the Gaming Research Collection, and the Nevada Women's Archives.

The Library offers access to information resources and databases available in electronic format. Services also include individualized research consultations and traditional reference and information assistance: individualized and classroom instructional sessions on subject-related resources and technologies: interlibrary loan and document delivery.

Book Store: The University Bookstore is conveniently located next to the Student Union. All required textbooks for the courses are available for purchase. Other merchandise available includes supplies required for courses, reference materials, insignia clothing and a variety of sundry items.

IT Help Desk: The IT Help Desk is part of the Office of Information Technology. We provide technology support for UNLV faculty, staff, and currently enrolled students. Contact the help desk when you need assistance with password resets, account issues, wireless, e-mail, WebCampus-Canvas or other computing problems.

WebCampus-Canvas: WebCampus-Canvas is utilized for most courses for distribution of course syllabi, announcements, and may also be used for distribution of course materials, assignments, individual and group communications, group discussion, and other communication and educational activities. All students are expected to use WebCampus-Canvas and access it regularly. The IT Help Desk can assist with any WebCampus-Canvas issues.

Student Union: The Student Union's (SU) primary concern is to cooperate with university groups to promote and coordinate a full range of programs and events which add to the color and life of the campus environment. It also provides the various services, conveniences and amenities the members of the university community need in their daily life on campus.

Serving as the central gathering place for the entire university community, the Student Union houses a cafeteria and delicatessens, coffee bar, game rooms, a spacious ballroom, lounges, meeting and program areas. Student government offices, the Consolidated Students of the University of Nevada (CSUN), are located on the third floor (SU 316).

The UNLV radio station (KUNV-FM) offices have moved from the Student Union and are now located in Greenspun Hall.

CSUN: All undergraduate students enrolled for seven credit hours or more are automatically members of the Consolidated Students of the University of Nevada, Las Vegas (CSUN). Part-time students are eligible to be members upon payment of CSUN fees. The self-governing body is structured to promote the needs and viewpoints of all students through a representative government. CSUN operates under the full recognition of viewpoints of all students through a representative government. CSUN operates under the full recognition of the faculty and the University of Nevada, Board of Regents. Copies of the CSUN Constitution are available to members of the student body. Offices are located in the Student Union.

The Registrar's Office: This office receives the application form for admission to the university. Transcripts from previous education are evaluated and a determination of acceptable credit is made. This office can also answer questions regarding residency requirements. The second function of Admissions and Records is serving as the custodian of student academic records. This office is responsible for the processes of registration, withdrawals and graduation. The staff handles students' questions about their records and provides transcripts and enrollment certification documents.

Career Services: The Career Services Center is designed to educate and assist students in all majors with the career planning and job search process. Services include resume writing, self-assessment resources, and videotaping equipment. Career Services is located in the Student Services Complex (SSC-A) on the 2nd floor (702-895-3495).

Academic Success Center: This Center assists students with understanding of course material in an effort to further retention and collegiate success. Assistance may be offered by peer to peer programs, by professionals, or by Academic Success Staff. The Academic Success Center Office is located in the Academic Success Center – Claude I Howard Building (ASC) directly across from the Student Services Complex (702-895-3177).

The Disability Resource Center: Provides academic accommodations for students with documented disabilities who are otherwise qualified for university programs. To establish services, students will need to provide to the Center appropriate documentation of their disability, from a recognized professional. The center is located in the Student Services Complex (SSC-A), Room 143 (702-895-0866).

The Writing Center: Undergraduate students may access this free service to assist in any part of any writing project. The center is staffed by the English Department and is located in the Central Desert Complex (CDC 3), Room 301. Students must call for an appointment (702-895-3908).

Student Counseling: Student Counseling and Psychological Services (CAPS) offers free professional counseling in the areas of personal, social and emotional concerns. Couples counseling, career development, drug and alcohol use assessment and group counseling are also offered. These services are provided to all currently enrolled students by clinical and counseling psychologists and are located on the first floor of the Student Recreation and Wellness Center (RWC) (702-895-3627).

Student Health Service: The Student Recreation and Wellness Center (SRWC) offers services to registered and enrolled UNLV students. The center is located on campus, and is open Monday - Friday from 6:00 am to 12:00 am, Saturday 8am – 10pm, and Sunday 12:00pm to 12am. During summer sessions, the health center is open 8 am to 5 pm Monday through Friday. The Center staff includes nurse practitioners, physicians, registered nurses and support personnel to provide essential health services. Services offered include health information and advice, treatment for minor illness and first aid, early detection and referral of chronic illnesses, pregnancy testing and contraception, sexually transmitted disease screening and treatment, and evaluation of substance abuse. To obtain a full list of services call (702) 774-7100 or visit the Student Recreation and Wellness Center.

Student Health Insurance: Is available to students taking at least seven credits. This plan provides services beyond those available through the Student Health Center. Optional dependent insurance is also available. Claim form and brochures may be picked up in the Health Services Office or Cashier's Office prior to the beginning of the semester. All newly admitted students are required to complete the Admission Health Report Form prior to registration for classes. For further information contact the Student Health Service at (702) 895-3370 or visit the Recreation and Wellness Center.

Student Recreation: The Student Recreation and Wellness Center (SRWC) offers programs and services that address every aspect of overall health and wellness. The SRWC houses some of the latest recreation and fitness equipment and facilities, as well as a full schedule of classes and programs.

UNLV/CSUN Preschool: Preschool is available for children 6 weeks through 5 years of age. Information related to hours of operation and qualifications for enrollment are available by calling 702-895-3779.

Veteran Services: The Veterans Administration recognizes the University of Nevada, Las Vegas as a fully accredited institution of higher learning where qualified veterans, service persons, certain wives, widows and children may pursue their educational goals under the various

chapters of the Veterans' regulations (VA education benefits, etc.).

The Veteran Services office functions primarily for certification of enrollment status to the Veterans Administration. In addition, the office attempts to help veterans with questions about eligibility, specific problems and education benefits. The office is located in the Student Services Complex (SSC-A), Room 311 (702-895-2290).

Housing and Food Service: Dormitories provide on-campus housing for enrolled single students, or those living away from spouse/or children. (See Catalog for Freshman On-Campus Housing Regulations). The Office of Campus Housing is responsible for the development of a comprehensive housing and food service program. Applications for residency may be acquired by writing to Campus Housing through the UNLV web site or by calling 702-359-0300. Applications are processed as they are received.

The Hazel M. Wilson Dining Commons serves dormitory residents and other university students. Students living off campus may purchase a meal card or may pay in cash for each meal in the Dining Commons.

Student Nutrition and Dietetic Association (UNLV SNDA): All students enrolled in the DPND are eligible for membership in the SNDA. The group plans volunteer experiences & social events, participates in community activities, and provides professional guidance to students. The SNDA email is **UNLVSNDA@unlv.nevada.edu**.

IDENTITY VERIFICATION & PROTECTION IN ONLINE COURSES (RE 7.3j & 8.2o,r)

Per **University policy**, a student must use their own Campus-issued ACE ID and password to log in to WebCampus/Canvas. Any student enrolled in online or hybrid course(s) is expected to read and adhere to the Student Academic Misconduct Policy, which defines, "acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment" as a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute and could result in investigation and sanctions, as outlined in the **Student Academic Misconduct Policy**.

Additionally, any student enrolled in an online course(s) is expected to read and adhere to the Acceptable Use of Computing and Information Technology Resources Policy, which prohibits sharing university accounts with other persons without authorization.

In general, all graded assignments and assessments for University online courses should be hosted in WebCampus-Canvas or another University managed platform that requires ACE login credentials for access. You may find the University's current **Identity Verification in Online Courses Policy** **here**.

Identity Protection (RE 8.2r): Any and all information provided by students to the DPND Program or program faculty, Department (KNS) or departmental faculty, School (SIHS) or school faculty, or University (UNLV) or university faculty is protected from distribution per NSHE code Title 2, **FERPA Privacy Act**, including live class recordings (i.e. may not be distributed beyond the assigned semester in which those current students were enrolled). Class recordings are purely for those students enrolled in the current semester. Any and all prerecorded lecture material (created & developed by the course instructor) may be distributed from semester to semester.

CONTACT INFORMATION FOR OIT

Email: ithelp@unlv.edu
Phone: 702-895-0777
Campus Location: Student Union (SU) 231 or Classroom Building Complex (CBC) B113

GENERAL REGULATIONS & REQUIREMENTS OF THE UNIVERSITY

Students are responsible for *knowing and observing the Rules and Disciplinary Procedures for Members of the University Community*. This code outlines the responsibilities of students, as well as the rules, sanctions and hearing procedures in effect on the campus. Any conflict between this code and this DPND Student Handbook shall be interpreted in favor of the code. Printed copies of the code are available in the Office of the Registrar.

Use of Automobiles: University parking and traffic regulations govern all vehicles operated on campus, and violators are subject to a fine. The regulations are enforceable in the civil courts, as well as through the internal processes of the university. Each student must complete an automobile registration card and obtain a parking permit during registration. Students should obtain a copy of the regulation's booklet at that time. Stickers and information can be obtained from the University Parking Services Office at times other than the registration period as well.

Alcoholic Beverages: Neither the storage, possession nor use of alcoholic beverages is allowed on the university campus or other university property unless prior approval has been obtained in writing from the University President. The President will only grant this authorization upon being satisfied that proper supervision is provided in the dispensing of alcoholic beverages.

Change of Address: Any change of address or other contact information should be reported immediately to the Registrar's Office and to the DPND office. Any correspondence from the university mailed to the last address provided by the student to the Registrar will discharge all university responsibility for notification.

Use of University Facilities: University facilities including campus grounds are provided primarily for the support of the regular educational functions of the university and the activities necessary for the support of these functions. The university's functions take precedence over any other activities in the use of university facilities. Freedom to speak and to hear will be maintained for students, faculty and staff, and university policies procedures will be used to provide a full and frank exchange of ideas. An invitation to speak at the university does not imply that the university endorses the philosophy or ideas presented by the speaker.

Fund Raising: Any fundraising efforts by student organizations off campus must be cleared by the UNLV Dean of Student Services. University facilities may not be used for the purpose of raising monies to aid projects not related to some authorized activity of the university groups, and no efforts at conversion or solicitation by uninvited non-campus groups or individuals will be permitted on campus.

Cheating, Plagiarism and Academic Dishonesty: UNLV is dedicated to learning by all members of its community. In responding to this dedication, the university demands a high level of scholarly behavior and academic honesty on the part of students, faculty, staff and administrators. No form of academic dishonesty is acceptable. While maintenance of an

atmosphere of academic integrity is the responsibility of all, the faculty is principally responsible for enforcement of these principles.

Academic dishonesty includes any act that violates the academic processes of the university. These acts include, but are not limited to, cheating on an examination, stealing examination questions, substituting one person for another at an examination, violating the procedures of a national or state examination, falsifying data, destroying or tampering with or stealing a computer program or file, and plagiarizing (using as one's own ideas or writings of another).

If an instructor suspects that a student has committed academic dishonesty, the student shall be assigned a failing grade for the corresponding segment of the course. The instructor may also assign a failing grade for the entire course. In all cases, the instructor is responsible for recording the circumstances and for giving the student an opportunity to reply. Appeals go to the Dean of the college offering the course, the Faculty Senate Academic Standards Committee, and the provost. If any member of the university community is deemed guilty of academic dishonesty, any other member may bring action under the Rules of Disciplinary Procedures for Members of the University Community.

Student Records: The University of Nevada complies with the Family Educational Rights and Privacy Act of 1974 concerning the privacy of educational records and rights of students to inspect and review those records. More detailed information is under the section of the handbook discussing student's rights.

Equal Opportunity/Title IX: *The University of Nevada, Las Vegas (UNLV) does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13*. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Director and Title IX Coordinator, Michelle Sposito. The Title IX Coordinator can be reached through the **Online Reporting Form**, by phone at (702) 895-4055, by email at **titleixcoordinator@unlv.edu**, or by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062.

The University of Nevada, Las Vegas is dedicated to the equality of educational opportunity and the creation and maintenance of a campus environment free of barriers that discriminate against individuals with disabilities. Equality in access is achieved through reasonable classroom accommodations and reasonable adaptation of examination and evaluation procedures. In the same vein, becoming a registered dietitian nutritionist requires the completion of a professional education program that is both intellectually and physically challenging. The candidate should be able to perform in a reasonably independent manner. Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks.

UNDERGRADUATE FEES, EXPENSES & DISTANCE ED. FEES/REQUIREMENTS (RE 7.3e,j & 8.2p)

Full and complete information on fees, refund policies, consequence of delinquent accounts and procedure for time payments is available in the university Undergraduate Catalog and can be accessed **here**. The **Cashiering and Student Accounts Office** also provides additional

assistance, such as payment plans and refunds.

The DPND Program requires the use of **computers (not Chromebooks), microphones, webcams, and basic-function calculators** (*not graphing or smartphone calculators*) to be successful in any and all DPND courses whether delivered in-person, online or a mixture of the two (i.e. hybrid). UNLV offers several on-campus computer locations at various **computer labs** around campus as well as in the **Lied Library**, which is included as part of your student fees.

A **distance education fee** of $34/credit is assigned to any "**Web-Based**" or "**Hybrid**" course offering in the MyUNLV registration & student file system. "In-Person on Campus" (i.e. meets twice/week) or "**Web-Live Synchronous**" course offerings do not incur the distance education fee. See **UNLV Instruction Mode definitions** for more detail.

FINANCIAL AID (RE 7.3i & 8.2t)

The University of Nevada, Las Vegas offers opportunities for students to apply for scholarships, grants, work study programs and federal student aid assistance (FAFSA) loan programs. The **Financial Aid & Scholarships Office** is readily available to answer questions.

In addition, **UNLV Tuition+ Award Program** covers the cost of tuition, fees, and $1000 towards books annually for Pell Grant eligible Nevada resident students who meet the priority deadline. This award provides Nevada residents, DACA or undocumented Nevada residents, whose Expected Family Contribution (EFC) are Federal Pell Grant eligible, the equivalent of 12 credit hours of tuition and fees each semester, plus another $1000 for books for the school year.

More information on all financial aid opportunities can be accessed **here**.

POLICIES RELATED TO INSURANCE

The **UNLV Office of Risk Management** and safety provides some level of professional liability insurance. However, students may be named in a lawsuit. Students in the DPND should also carry their own professional liability insurance. Student rates are very reasonable.

UNIVERSITY GRADUATION PROCEDURES (RE 8.2m)

Catalog of Graduation: A student may elect to graduate under the degree requirements as stated in the catalog in (1) the year of official matriculation, or (2) the year of graduation, or (3) the year in which the latest change of major is made.

Degree Completion: All course requirements must be completed by the last day of final examinations of the candidate's final semester. All grades, including those for make-up of incomplete or completion of "X" grades, and all transcripts of work attempted at other institutions must be on file in the Registrar's Office by the date that the final semester grades are due, as specified in the class schedule.

No degree, diploma or certificate may be granted to a candidate unless all system, general core, college and department requirements have been fulfilled. If awarded in error or upon fraudulent claims which are discovered later, the degree, diploma or certificate is immediately revoked.

Application for Graduation: Each undergraduate student should file an application for graduation in the MyUNLV system during the semester in which they plan to graduate. Deadlines are March 1, July 1, and October 1 for Spring, Summer and Fall graduation,

respectively. *The Division of Health Sciences Advising Center will process all graduation applications and contact the student regarding any issues*.

Transcript of Credit: Official transcripts are copies of student academic records of all work attempted at UNLV and bear the seal of the university and the signature of the Registrar. Upon written request from eligible students, the Office of the Registrar will issue official UNLV transcripts. Transcripts of work from other institutions will not be issued and will need to be requested from those institutions separately. Transcripts are not issued for any student having a delinquent indebtedness to the university. Work in progress does not appear on the transcript and is not entered until the semester of registration period. Please note that most graduate/professional programs require a copy of an official transcript with the University seal. Unofficial transcripts (downloadable from your own student file in MyUNLV) are typically not accepted.

CHAPTER III: CAREER OPPORTUNITIES IN NUTRITION & DIETETICS

CAREER OPPORTUNITES IN NUTRITION & DIETETICS

A dietitian nutritionist is a health professional who assists people of any age to attain optimal nutrition status. Dietitians are trained not only in foods and nutrition; but also in the areas of social sciences, education, business and management. This background prepares the dietitian to apply the science and art of human nutrition to individuals and groups from diverse cultures, with varying nutrition concerns and needs. There are many different specialties within the field of dietetics, and dietitians often pursue more than one. Some of the major areas include:

- **Business and Industry.** Dietitians may be employed to work in a variety of fields including sales/promotion (marketing), worksite wellness programs, product development, and social media. For example, supermarkets hire dietitians to work in the areas of consumer education & food safety.
- **Clinical Dietetics.** As a member of a health care team, a clinical dietitian assesses nutritional needs, develops individual dietary plans, educates and counsels patients and works with the multidisciplinary team to improve patient health. Clinical dietitians may work in hospitals, nursing homes, or outpatient settings.
- **Community Dietetics.** As a member of the community health team, the community dietitian assesses nutritional needs of population groups. These dietitians plan and coordinate nutritional aspects of programs aimed at improving health and preventing disease in the community.
- **Education.** Dietitians in this field plan, implement, and evaluate educational experiences for dietetic, medical, dental, nursing or other health students as well as nutrition classes for preschool and K-12 students. They are employed by universities, acute care facilities or community programs. Advanced preparation in nutrition and education is generally required
- **Food Service Management.** As part of the management team these dietitians plan, organize, direct and evaluate food service systems. They are actively involved in budgeting, employee training, personnel management, recipe development, establishing and maintaining policies and standards, etc. They may work in schools, senior centers, healthcare facilities, hotels or restaurants.
- **Private Practice/Consultation.** For this field prior experience in dietetic practice in any one of the above areas is often necessary. These entrepreneurial dietitians are usually self-employed and provide advice on services in nutritional care, food service management or consumer education.
- **Research.** This field requires advanced preparation in research techniques and, often, an advanced degree. Typically, a research dietitian would work closely with the other investigators in planning and implementing projects that investigate nutrient needs, functions, interactions, etc. in humans or animals. Research activities may be incorporated in all areas of dietetics.

Dietetics is a rewarding profession with an encouraging future. Salaries range from about $40,000-$55,000/year for a new graduate and can expand beyond $100,000/yr for dietitians with advanced degrees and extensive work experience. Employment opportunities nationwide are

excellent. The current emphasis on nutrition and health, and preventative health, in this country enhances 'marketability' of the registered dietitian and identifies the dietitian as the only health professional whose primary expertise is nutrition. For more information, consult the Academy of Nutrition and Dietetics website at www.eatright.org.

Career opportunities exist immediately upon graduation for students in the Dietetics specialization that do not obtain a dietetic internship or do not wish to become a Registered Dietitian. Examples include:

- Nutrition & Dietetic Technician, Registered (see below)
- Upon receiving a DPND Verification Statement students are eligible to take the NDTR exam (see below)
- This credential allows you to work in healthcare and food service operations
- More information can be found **here**
- Health or food industry sales
- Catering, and restaurant work
- Certified Dietary Manager, foodservice supervisor or management
- Graduate school

REQUIREMENTS FOR BECOMING A REGISTERED DIETITIAN NUTRITIONIST (RDN) & LICENSED DIETITIAN (LD) IN NEVADA (RE 7.3d,f)

- As of 2022, upon satisfactory completion of (1) the academic course work in a DPND program in the Nutrition for Healthcare Concentration at UNLV, (2) a Masters degree in a related field (does not need to be ACEND-accredited), and 3) a post-Baccalaureate program of supervised practice (dietetic internship), the student is eligible to take the national Registration Examination for Dietitians. Upon passage of this exam the credential of Registered Dietitian Nutritionist (RDN) is earned.
  - More information about becoming an RDN and the registration exam can be found **here**.
- **NOTE**: By January 1st, 2024, students will also need to have earned an M.S. degree *(in addition to the traditional requirements to become a registered dietitian nutritionist as outline above)* in order to apply to supervised practice and sit for the National Registration Examination for Dietitians (see below).
- The M.S. Degree in Nutrition Sciences and the Dietetic Internship at UNLV are separate programs, yet work together to help students earn their RDN credential. Successful completion of the UNLV Dietetic Internship will provide students with six elective credits that may be used for the M.S. in Nutrition Sciences. Becoming accepted into the M.S. in Nutrition Sciences does not guarantee a spot in the UNLV Dietetic Internship.
- The UNLV internship program is competitive, like many other programs.
- Graduates of the DPND receive a verification statement indicating they are eligible to apply for a supervised practice programs (i.e. dietetic internships), in which students will receive practical, hands-on training in varied aspects of dietetic practice. Such programs are generally six to twelve months long and provide at least 1000 hours of supervised practice. There are approximately 250 accredited dietetic internship programs available nationwide.
- There is currently a national shortage of dietetic internship positions. Match rates (acceptance) may be as low as 52% nationwide.
- The dietetic internship supervised practice programs require that students be placed at

various hospitals, community, and clinical sites. Students must complete a criminal background check, drug screen, and provide proof of immunizations to be permitted to participate at these sites. Sites also have very strict dress and appearance code that students must abide by (i.e. piercings, tattoos, and clothing). The UNLV School of Integrated Health Sciences, Nutrition Sciences Program (DPND), cannot guarantee that affiliated hospitals, community, and clinical sites will allow the student to participate in patient/client care at these affiliate sites.

- Once the RDN credential is obtained, individuals may apply to become a **Licensed Dietitian (LD) in Nevada**. The UNLV DPND Program prepares program graduates to be eligible for licensure in all currently-licensed states, unless otherwise specified by local & state laws.

LICENSURE IN NEVADA (RE 7.3d)

Students enrolled in the DPND are not Licensed Dietitians. Students in the DPND who are working in a field/clinical experience are under the license of the DPND program faculty. Students must perform according to the **Academy of Nutrition and Dietetics (AND) Code of Ethics** and must always use **Evidence-Based Practice**.

NOTE: All credentialed registered dietitian nutritionists (RDN) in the state of Nevada must possess a dietetic license (LD) in order to practice MNT. *Dietetic Licensure laws vary by state*.

SUGGESTIONS FOR IMPROVING YOUR CHANCES OF BEING MATCHED TO A DIETETIC INTERNSHIP

In light of the competitive nature of dietetic internships, the UNLV DPND Program recommends that students go above and beyond in both academic and extracurricular endeavors.

To become a strong candidate for a dietetic internship it is highly encouraged that you obtain volunteer or work experience in the dietetics field prior to applying to dietetic internship programs. Suggested locations for volunteer or work experiences include, but are not limited to: clinical setting such as a hospital or skilled nursing facility; a community setting such as a public health program or school garden; a large-scale foodservice operation, or in recipe modification or development or a school nutrition program.

As available, information about volunteer opportunities will be provided via email through the UNLV Student Nutrition & Dietetic Association (SNDA).

Further, we suggest that students expand professional involvement by joining, participating and leading in dietetic organizations such as: The Academy of Nutrition and Dietetics (AND), the Nevada Academy of Nutrition and Dietetics (NvAND) and UNLV Student Nutrition and Dietetic Association (SNDA).

Each organization offers leadership roles and ways to get involved with the profession even at the student-level. These also serve as resources for students wishing to shadow dietitians in practice, and increases networking opportunities for program graduates while still in school/training to build your professional network before graduating.

Lastly, summer and part-time work and/or volunteer experiences in the profession are encouraged to help bolster a competitive application for supervised practice.

DIETITIAN NUTRITIONIST EDUCATION (RE 7.3d)

Option 1

Didactic Program in Nutrition and Dietetics (DPND)

- General Education: Required by Institution
  - Courses that meet DPND requirements may be applied to general education requirements, at the discretion of the institution.
- Professional (ACEND-Accredited) Program
  - Courses that incorporate the foundation knowledge and skills **for entry to the Master degree and supervised practice program (i.e. dietetic internship) components (MS-DI) or stand-alone dietetic internships.**

Master's Degree

- As of January 1st, 2024, **ACEND requires the possession of a Master's degree (in addition to DPND coursework) before applying to supervised practice**.
  - The Masters degree does NOT need to come from an ACEND-accredited program if DPND coursework was met at a Bachelor's degree level.
- Various policies apply based on the program being offered. Inquire with each program separately for details for admittance, internship eligibility, etc.
- Visit UNLV's Masters in Nutrition Sciences program website for more information on this pathway. See notes below on page 18 under "Option 3".

Supervised Practice Program (i.e. Dietetic Internship)

- Professional competencies for entry-level dietetics practice.

Option 2

Coordinated Program (CP) in Nutrition and Dietetics

- General Education: Required by Institution
  - Courses that meet CP requirements may be applied to general education requirements, at the discretion of the institution.
- Professional (ACEND-accredited) Undergraduate Program
  - Courses that incorporate the foundation knowledge and skills **for entry to the Master degree and supervised practice program (i.e. dietetic internship) components (MS-DI).**
- Supervised Practice Program Component
  - Professional competencies **for entry-level practice as a registered dietitian nutritionist (RDN).**
- Master's Degree Component
  - See above.
- **NOTE**: UNLV does not offer a CP Program at the undergraduate-level. Option 1 above is the only available undergraduate option at UNLV before applying to an MS-DI program.

Option 3

Graduate Coordinated Program (MS-DI) in Nutrition and Dietetics

- General Education: Required by Institution
    - Courses that meet CP requirements may be applied to general education requirements, at the discretion of the institution
- Professional (ACEND-accredited) Graduate Program
    - Courses that incorporate the foundation knowledge and skills **for entry to the supervised practice program (i.e. dietetic internship) component**
- Supervised Practice Program Component
    - Professional competencies **for entry-level practice as a registered dietitian nutritionist (RDN)**
- **NOTE**: MS-DI Programs may require several DPND courses and/or more CHEM requirements than outlined in this program handbook at the undergraduate level as program prerequisites to be eligible to apply. Most students fulfill this component in our undergraduate program (or any other ACEND-accredited DPND Program with a signed Verification Statement from the DPD Director of that DPND Program). Please research each MS-DI program independently to determine what program prerequisites may be necessary for admittance.
- **NOTE***: UNLV is **not** currently admitting to the Clinical Nutrition & Dietetics Subplan.* If interested in pursuing a Masters in Nutrition Sciences at UNLV, you may choose from the Thesis or Non-Thesis Subplans at this time. Upon completion, you may then apply to UNLV's Dietetic Internship Program.

These processes will be covered extensively throughout your time in the program.

NUTRITION & DIETETIC TECHNICIAN EDUCATION (RE 7.3d)

Nutrition & Dietetic Technician Program

- General Education: Required by Institution
    - Courses that meet NDT requirements may be applied to general education requirements for the Associate degree, at the discretion of the institution
- Professional Program
    - Courses that incorporate the foundation knowledge **for entry to the supervised practice program component**
- Supervised Practice Program Component
    - Competencies **for entry-level practice as a nutrition & dietetic technician, registered (NDTR)**
- NOTE: Successful completion of an ACEND-accredited DPND Program (i.e. signed Verification Statement indicating the program graduate has met all program standards for graduation/supervised practice eligibility) **automatically makes you eligible to sit for the NDTR Exam**. The information provided above is for a traditional NDTR Program, such as Truckee Meadows Community College in Northern Nevada, which does require supervised practice hours IF you have an Associate's Degree **or** do not possess a Bachelor's degree or above from an ACEND-accredited program.
    - If this is a route you're interested in taking, please reach out to the DPND Director approximately 6 weeks after graduation to initiate the NDTR Exam process. ***This process will be covered throughout your time in the program.***

Programs Within Nutrition Sciences

The University and Community College System of Nevada Board of Regents (BOR) approved the Bachelor of Science degree in Nutrition Sciences in the College of Health Sciences at UNLV in June of 1999. The Nutrition Sciences program now resides within the School of Integrated Health Sciences (SIHS) and provides an appropriate environment for the support of a science-based program emphasizing medical nutrition therapy, reflective of a current trend in nutrition programs across the nation with a strong clinical perspective.

As our nation assesses our current medical care, medical reimbursement and welfare reform programs, the time is right for emphasis to be placed on nutrition as prevention and management of chronic disease, employee productivity, and reduced medical expenses for acute and chronic disease.

Nutrition Sciences prepares students for the health care field with an evidence-based approach to nutrition and dietetics. Nutrition Sciences programs are **student-focused** with contact hours provided through lecture-based courses and laboratory courses along with networking opportunities with invited guest speakers, and field experiences supervised by Registered Dietitian Nutritionists, when applicable.

Nutrition and dietetics professionals have a unique knowledge of the science and art of nutrition. The blend of scientific knowledge and social and cultural factors influencing what people eat enables Registered Dietitians Nutritionists to assist individuals in health promotion, disease prevention, and disease management.

The Nutrition Sciences program is housed within the **Department of Kinesiology and Nutrition Sciences** (KNS), which resides in the **School of Integrated Health Sciences** (SIHS). Nutrition Sciences currently offers:

- Didactic Program in Nutrition and Dietetics (DPND)
    - Bachelor of Science degree in Nutrition Sciences (BS)
- Master of Science degree in Nutrition Sciences (MS)
- Dietetic Internship (DI)

At the present time, we are only admitting students to the Dietetics and Pre-Professional (non-RDN Pathway) Concentrations as Pre-Nutrition (PRE-NUTR) majors. **Students apply to the program on a competitive basis each June to become a Nutrition Sciences major (after fulfilling all program prerequisite courses) for admission in Fall of their Junior year**.

Program prerequisite coursework takes approximately **two** (2) years to complete. Once admitted to the program, remaining (required) program coursework (i.e. upper-division) takes approximately **two** (2) years to complete.

*Note that students have up to **three** (3) years to fulfill all remaining (required) program coursework (150% program length)* (RE 8.2m).

The courses within the UNLV DPND Program curriculum are offered in a lock-step, sequential order (i.e. Fall courses serve as the proceeding Spring's courses prereqs; Spring courses serve as the proceeding Fall's courses prereqs).

DIDACTIC PROGRAM IN NUTRITION & DIETETICS (DPND) ACCREDITATION STATUS

The DPND was granted full Accreditation by the Accreditation Council for Education in Nutrition & Dietetics (ACEND) of the Academy of Nutrition & Dietetics (AND) in 2005. The program is accredited through June 30, 2031. ACEND's contact information is listed below:

Address: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995

Phone: (800) 877-1600 or (312) 899-0040 (ext. 5400)

Email: **acend@eatright.org**

Website: **ACEND**

ACADEMY OF NUTRITION AND DIETETICS (AND) STANDARDS OF PRACTICE (SOP) & STANDARDS OF PROFESSIONAL PERFORMANCE (SOPP) SUMMARY

The Academy of Nutrition and Dietetics Scope of Practice (SOP) and Standards of Professional Performance (SOPP) address behaviors related to the expected professional behavior of dietetic practitioners. There are four SOPs and 6 SOPPs to adhere to throughout this program as a student, as a dietetic intern, as a graduate student, as a professional and beyond. By the time students graduate from the UNLV DPND program, they are expected to be ready to practice according to these standards.

Source: *Journal of the Academy of Nutrition and Dietetics*, June 2013 Suppl 2 Volume 113 Number 6, S29-S45. The manual can be accessed here: **IDNT Reference eManual**

SOPs

- **Standard 1**: Nutrition Assessment
- **Standard 2**: Nutrition Diagnosis
- **Standard 3**: Nutrition Intervention
- **Standard 4**: Nutrition Monitoring and Evaluation

SOPPs

- **Standard 1**: Provision of Services
  - Registered dietitian nutritionists (RDNs) provide quality service based on customer expectations and needs.

- **Standard 2**: Application of Research.
  - RDNs apply, participate in, or generate research to enhance practice.
- **Standard 3**: Communication and Application of Knowledge.
  - RDNs effectively apply knowledge and communicate with others.
- **Standard 4**: Utilization and Management of Resources.
  - RDNs use resources effectively and efficiently.
- **Standard 5**: Quality in Practice.
  - RDNs systematically evaluate the quality of services and improve practice based on evaluation results.
- **Standard 6**: Competency and Accountability.
  - RDNs engage in lifelong learning.

ACADEMY OF NUTRITION AND DIETETICS (AND) CODE OF ETHICS (COE) SUMMARY

This is a summary of the 19 Principles of the Code of Ethics of the Academy of Nutrition and Dietetics. Students are expected to abide by these principles while enrolled in the UNLV DPND program. Upon graduation the Code of Ethics applies to all members of the Academy of Nutrition and Dietetics and all registered dietitians or dietetic technicians, registered, whether they are Academy members or not.

Fundamental Principles

- The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
- The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by AND, and its credentialing agency, CDR.

Responsibilities to the Public

- The dietetics practitioner considers the health, safety, and welfare of the public at all times.
- The dietetics practitioner complies with all laws and regulations applicable or related to the professor or to the practitioner's ethical obligations as described in this Code.
- The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
- The dietetics practitioner does not engage in false or misleading practices or communications.
- The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

Responsibilities to Clients

- The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualification and collaborates with others, seeks counsel, or makes referrals as appropriate.
- The dietetics practitioner treats clients and patients with respect and consideration.
- The dietetics practitioner protects confidential information and makes full disclosure about any limitation on his or her ability to guarantee full confidentiality.
- The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).

Responsibilities to the Profession

- The dietetics practitioner practices dietetics based on evidence-based principles and current information.
- The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

- The dietetics practitioner assumers a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
- The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
- The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
- The dietetics practitioner accurately presents professional qualifications and credentials.
- The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Responsibilities to Colleagues and Other Professionals

- The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and to other professionals.

Source: *Journal of the American Dietetic Association*, August 2009 Volume 109 Number 8, 1461-1467. The journal can be accessed here: **AND COE**

CHAPTER IV: DPND MISSION & GOALS

DPND MISSION STATEMENT (RE 7.3b)

The mission of the UNLV DPND is to prepare program graduates for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist. In addition, the mission is to provide program graduates with the skills and knowledge to be comfortable and competent in their dietetic internship and serve as professionals capable of providing excellent entry-level dietetic services in numerous clinical, food service, management, and community-based settings. The program will provide an evidence-based curriculum that is clinical- and communication-focused, provides for a variety of practicum experiences, and promotes life-long learning, problem-solving, and the effectiveness of teamwork.

PROGRAM GOAL #1 (RE 7.3b)

The program will prepare graduates for a dietetics career where they are able to use sound scientific knowledge and make evidence-based decisions in practice.

PROGRAM GOAL #2 (RE 7.3b)

Graduates will demonstrate the ability to effectively educate, treat, and communicate with a diverse population.

PROGRAM OBJECTIVES (RE 7.3b)

- At least 80% of students complete program/degree requirements within 3 years (150% of the program length). (RE 2.1.c.1.a)
- At least 60 percent of graduates apply for admission to a supervised practice program prior to or within 12 months of graduation. (RE 2.1.c.1.b.1)

- Of program graduates who apply to a supervised practice program, at least 50 percent are admitted within 12 months of graduation. (RE 2.1.c.1.b.2)
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (RE 2.1.c.1.c)
- At least 60 percent of graduates will be rated as "satisfactory" by employers and/or preceptors from supervised practice and graduate programs within 12 months of graduation. (RE 2.1.c.1.d)
- At least 40% of graduates will be from a minority ethnic or non-traditional age group (based on UNLV's student database).
- At least 80% of graduates will rate themselves as being at least prepared to work with a culturally/ethnically diverse population.

Program Outcomes Data are available upon request. Please contact samantha.coogan@unlv.edu.

STUDENT LEARNING OUTCOMES & COMPETENCIES

Standard 3: Core Knowledge for the RDN

Standard 3: Curriculum and Learning Activities: Required Elements**.**

Required Element 3.1a: The program's curriculum must be designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist.

- The program's curriculum must include the following required components, including prerequisites:
- Research methodology, interpretation of research literature and integration of research principles into evidence-based practice
- Communication and documentation skills sufficient for entry into professional practice
- Principles and techniques of effective education, counseling and behavior change theories and techniques
- Governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings
- Principles of medical nutrition therapy, the Nutrition Care Process and clinical workflow elements
- Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
- Management theories and business principles required to deliver programs and services
- Continuous quality management of food and nutrition services
- Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice

- Licensure and certification in the practice of nutrition and dietetics
- Individual National Provider Identifier (NPI)
- Health care delivery systems (such as accountable care organizations, managed care, medical homes, local health care agencies)
- Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private payers, fee-for-service and value-based payment systems
- Food science and food systems, food safety and sanitation, environmental sustainability, global nutrition, principles and techniques of food preparation, and development, modification and evaluation of recipes, menus and food products acceptable to diverse populations
- Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition and nutrition across the lifespan
- Cultural humility, self-reflection, and diversity, equity and inclusion
- Human behavior, psychology, sociology or anthropology

Required Element 3.1b: The program's curriculum must prepare students with the following core knowledge (**KRDN** = Knowledge for Registered Dietitian Nutritionist):

Domain 1: *Scientific and Evidence Base of Practice*: Integration of scientific information and translation of research into practice.

KRDN 1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
KRDN 1.2: Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
KRDN 1.3: Apply critical thinking skills.

Tip: Examples of evidence-based guidelines and protocols include the Academy's Evidence Analysis Library (EAL) and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Service, Agency for Healthcare Research and Quality, National Guideline Clearinghouse, World Health Organization, Center for Disease Control websites

RESEARCH KNOWLEDGE/COMPETENCY REQUIREMENTS

Research is broadly defined as an activity that includes all components of the scientific method; i.e., statement of the problem, data collection, analysis and interpretation of results; and decision-making based on results. All students should have core experiences that prepare them to properly interpret research literature and apply it to practice (evidence-based practice), document the value of their services, and participate in adding to the body of scientific knowledge on nutrition, health, and wellness. Activities may include community needs assessment, food science experiments, product development/improvement, continuous-quality improvement activities, or other research projects including master theses and doctoral dissertations.

Comments to Successfully Achieve **KRDN 1.1:**

- Students must be able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical-based practice decisions.
- Students must be able to select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols. (Examples of evidence-based guidelines and protocols include the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare and Quality, National Guideline Clearinghouse, World Health Organization websites.

Domain 2: *Professional Practice Expectations*: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

KRDN 2.1: Demonstrate effective and professional oral and written communication and documentation.
KRDN 2.2: Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
KRDN 2.3: Assess the impact of a public policy position on the nutrition and dietetics profession.
KRDN 2.4: Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
KRDN 2.5: Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
KRDN 2.6: Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
KRDN 2.7: Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
KRDN 2.8: Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
KRDN 2.9: Defend a position on issues impacting the nutrition and dietetics profession.

Comments for Successfully Achieving **KRDN 2.3**:

- Students must be able to apply professional guidelines to a practice scenario.
- Students must be able to identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.

Domain 3: *Clinical and Client Services*: Development and delivery of information, products and services to individuals, groups and populations.

KRDN 3.1: Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develops plans to monitor the effectiveness of these interventions.
KRDN 3.2: Develop an educational session or program/educational strategy for a target population.
KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change and

enhance wellness for diverse individuals and groups.

KRDN 3.4: Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).

KRDN 3.5: Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.

KRDN 3.6: Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

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

KRDN 4.1: Apply management theories to the development of programs or services.

KRDN 4.2: Evaluate a budget/financial management plan and interpret financial data.

KRDN 4.3: Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4: Apply the principles of human resource management to different situations.

KRDN 4.5: Apply safety and sanitation principles related to food, personnel and consumers.

KRDN 4.6: Explain the processes involved in delivering quality food and nutrition services.

KRDN 4.7: Evaluate data be used in decision-making for continuous quality improvement.

Comments for Successfully Achieving **KRDN 4.1:**

- Students must be able to apply management theories to the development of programs or services.
- Students must be able to evaluate a budget/financial management plan and interpret financial data.
- Students must be able to apply the principles of human resource management to different situations.

Comments for Successfully Achieving **KRDN 4.5:**

- Students must be able to apply safety and sanitation principles related to food, personnel and consumers.

Comments for Successfully Achieving **KRDN 4.7:**

- Students must be able to evaluate data to be used in decision-making for continuous quality improvement.

Domain 5: *Leadership and Career Management*: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

KRDN 5.1: Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

KRDN 5.2: Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

KRDN 5.3: Practice how to self-advocate for opportunities in a variety of settings (such as asking for

needed support, presenting an elevator pitch).
KRDN 5.4: Practice resolving differences or dealing with conflict.
KRDN 5.5: Promote team involvement and recognize the skills of each member.
KRDN 5.6: Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Required Element 3.2: A curriculum map must be developed that:

- Identifies didactic courses which occur in various settings or practice areas that students will complete to meet the required curriculum components and core knowledge.
- Sequentially and logically organizes the progression of didactic courses from introductory to more advanced learning activities and builds on previous knowledge or experience to achieve the expected depth and breadth of knowledge by completion of the program.

Required Element 3.3: The program's curriculum must provide learning activities to attain the breadth and depth of the required curriculum components and core knowledge. Syllabi for courses taught within the academic unit must include the KRDNs that will be assessed in the course or rotation and the learning activities that facilitate achievement of the KRDNs.

- Learning activities must prepare students for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.
- Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures.
- Learning activities must address and build competency in diversity, equity and inclusion. The program must ensure that students have the skills to recognize biases in self and others and embrace the diversity of the human experience.
- Learning activities must incorporate a variety of educational approaches necessary for delivery of curriculum content to meet learner needs and to facilitate learning objectives.
    - If any portion of the program is offered through distance education, the program assures regular and substantive interaction between students and faculty.

UNIVERSITY OF NEVADA, LAS VEGAS DPND PROGRAM CURRICULUM MAP & COURSE ROTATIONS

KRDN Curriculum Map (Required Elements 3.1 & 3.2)
Didactic Courses Aligned with Core Knowledge for the RDN (DPND)

Background: The KRDN Curriculum Map is used to identify the courses in which students are being taught ACEND-Required Core Knowledge (KRDN).

Directions: List courses in chronological order organized by term, including course number, course tile and credit hours. Next, using course syllabi, textbooks and assignments, identify what ACEND-Required Core Knowledge occurs in a course and place an 'X' in the appropriate column. Add additional rows as needed.

Courses and Rotations for KRDNs 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 3.1, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6

Table 1

Course	1.1	1.2	1.3	2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9	3.1	3.2	3.3	3.4	3.5	3.6	4.1	4.2	4.3	4.4	4.5	4.6	4.7	5.1	5.2	5.3	5.4	5.5	5.6
Semester 3																															
NUTR 223																															
NUTR 271					x	x		x			x															x	x	x			
Semester 4																															
NUTR 301									x	x																			x		
Semester 5																															
NUTR 370												x		x																x	
Semester 6																															
NUTR 311/L															x	x															
NUTR 326																							x								
Semester 7																															
NUTR 405																															

Course	1.1	1.2	1.3	2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9	3.1	3.2	3.3	3.4	3.5	3.6	4.1	4.2	4.3	4.4	4.5	4.6	4.7	5.1	5.2	5.3	5.4	5.5	5.6
NUTR 426													x					x													
NUTR 451																															
NUTR 470							x							x						x										
Semester 8																															
NUTR 427	x	x	x	x									x		x	x												x			
NUTR 429																			x	x	x	x		x	x				x		
NUTR 431	x	x	x		x																					x					x
NUTR 450																	x														

Course descriptions and specifics start under "Concentrations" on page 41.

CHAPTER V: GETTING STARTED IN THE UNLV DPND PROGRAM

EQUITABLE TREATMENT (RE 8.1d)

The UNLV DPND Program is committed in supporting the diverse needs of students, ensure an inclusive environment and to ensure equitable treatment by program faculty of all students form all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age. *The UNLV DPND Program and **ACEND**® will **not** tolerate any instances of inequity nor discrimination in our nutrition and dietetics education programs*

ADMISSIONS POLICY (RE 7.3f)

Interested students must complete an advising interview with the School of Integrated Health Sciences (SIHS) Advising Center. Students wishing to earn a degree in Nutrition Sciences and become a Registered Dietitian Nutritionist must first be admitted to UNLV as a pre-major (NUTR-PRE). Students will apply to the Nutrition Sciences Didactic Program in Nutrition and Dietetics (DPND) at the end of the sophomore year (**in June**) for entry into the program in Fall of Junior year. The annual application deadline is **June 30th**. The following courses must be completed **with** a grade minimum must be earned for admission consideration into the DPND:

- NUTR 223 (grade of B or higher)
- NUTR 271 (grade of B or higher)
- NUTR 301 (grade of B or higher)
- BIOL 189/L (grade of C or higher)
- BIOL 251/L (grade of C or higher)
- CHEM 121A/L (grade of C or higher)
- MATH 126 (grade of C or higher)

- KIN 223/L (grade of C or higher)
- KIN 224/L (grade of C or higher)

An application for the program is required. This application process will be reviewed with you in NUTR 271. A one-page Letter of Intent (LOI) is a required component of the application process, along with a minimum overall GPA of 2.75 and a minimum pre-requisite GPA of 2.75. All application materials must be submitted in a single Word Doc. or PDF (*photos of applications submitted as JPEGs or PNGs will not be accepted*). Please note that there is no entrance exam to be admitted into the program at this time.

Students **must** then apply to the DPND program for admission once **ALL required courses** are successfully **completed** (see above). *Please note that a Summer take of a prerequisite course will not be accepted towards that year's application, and the student must wait until the following year to apply to the program. In addition, if either GPA does not meet 2.75, the student's application will be automatically denied.*

The program has a cap (50 students) and this number is subject to change. Students are selected based on overall GPA, GPA of prerequisite courses, earning of minimum grades in prereq. courses, and a one-page letter of intent, will be selected for admission into the DPND.

Once admitted into the DPND, students will be considered **Nutrition Sciences majors** and the designation will change from PRE-NUTR to NUTR.

TOEFL IBT EXAM REQUIREMENT FOR NON-NATIVE ENGLISH SPEAKERS

If an applicant is a non-native English speaker, in order to be admitted to the BS Nutrition Sciences and/or DPND, the applicant must provide proof of English language proficiency.

A non-native speaker is an individual whose primary language in the home was a language other than English (or a non-English language) or who received K-12 (or equivalent) education in schools where English was not the medium of instruction.

Prospective students must take the TOEFL iBT (internet) exam and earn a minimum score of 100 to be eligible for this program. No other exam will be accepted.

This is usually a requirement when first applying to the university, and you'll likely have been notified to take this exam prior to admittance to the university. However, if that is not the case and you fall into this category, the TOEFL exam must be completed prior to applying to the major.

TRANSFER CREDITS & ASSESSMENT OF PRIOR LEARNING (RE 7.3l, 8.2i)

The UNLV DPND does not assess prior learning or competence except for the possibility of course transfers as explained below.

Students who have completed DPND work at *another ACEND-accredited institution* and are requesting admission into the UNLV DPND program will be asked to send a **request for a letter of good standing to the Dept. Chair and/or Dean of the program from which they are transferring from, and have that letter emailed to the DPND Director** *(DPND Director contact information available on page 5 of this handbook)*.

NOTE: Program requirements differ from university requirements for graduation. Therefore,

it's possible for a course to be accepted by UNLV for overall credit, but the UNLV DPND Program is not required to accept those transfer credits if they do not meet minimum program accreditation standards, as determined by the DPD Director.

Students requesting admission into the UNLV DPND program from a non-accredited institution will be required to complete all program coursework at UNLV.

Specific courses will be determined on a case-by-case basis by the DPD Director when the program contract is negotiated. Transfer credit for equivalent course work may *possibly* be granted for admission as a pre-major (PRE-NUTR) in MATH, BIOL and CHEM.

Transfer courses will be evaluated based on course content not course title or description. *Specific ACEND foundation knowledge requirements and learning outcomes must be equivalent in order to meet accreditation standards of education and therefore accepted by the UNLV DPND Program*. **There is no guarantee that a transfer course will be accepted into the UNLV DPND Program, even if from another ACEND-accredited program**.

If transferred into UNLV and accepted by the program, the earned grade in the course will count towards the application into the DPND Program, and to the overall graduating GPA.

The application process into the DPND is then the same as specified above despite which courses may or may not transfer to meet program requirements.

From that point, **ALL NUTR-prefix courses must be taken at UNLV** for DPND admission **and** to earn a signed Verification Statement from the DPD Director upon graduation *(unless taken at another ACEND-accredited, NSHE institution per the NSHE code transfer agreement - i.e. University of Nevada Reno (UNR); Truckee Meadows Community College (TMCC))*.

Transfer students will first be admitted to UNLV as a PRE-NUTR major in Nutrition Sciences (PRE-NUTR) *despite how many credits the student currently holds, class-standing at previous institution or completion of another Bachelor's degree*. **All prospective students applying to the UNLV DPND Program must enroll as a PRE-NUTR major first.**

Students **must** then apply to the DPND program for admission once **ALL required courses** are successfully **completed** (see page 30). Please note that a Summer take of a prerequisite course will not be accepted towards that year's application, and the student must wait until the following year to apply to the program. *In addition, if either GPA does not meet 2.75, the student's application will be automatically denied.*

To be considered for transfer after program acceptance (i.e. taking an online food science course elsewhere for financial reasons), *NUTR courses must come from a DPND program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND)*.

Courses older than five years will not be considered for transference into the program (although UNLV may still accept them to add to the student's overall credit load). In addition, **100-level introductory nutrition courses** will not be considered for transference into the program.

English (ENG), Mathematics (MATH) and Chemistry (CHEM) courses may require placement examinations to determine course sequencing. SAT, ACT or department exams may apply- see

catalog for details.

See page 66 of this handbook for more information on Assessment of Prior Learning (RE 8.2i).

CHAPTER VI: SUMMARY OF PROGRAM POLICIES

STARTING & PROGRESSING IN THE DPND (RE 7.3h, 8.1a & 8.2l,p)

Contract Signing: After acceptance into the DPND Program (as a Junior), students are required to sign the last page of this student handbook and submit it to the DPD Director. Instructions will be included in your Welcome Packet/Email.

Incoming Student Orientation: As PRE-NUTR majors, all program applicants will go through a semester-long orientation in NUTR 271. Incoming students are then required to attend a Signing Session through the Division of Health Sciences (DHS) Advising Office (once all program prerequisites have been completed – see page 30) prior to the beginning of the Fall semester. At the Signing Session, information concerning the program will be provided and student data collected.

Registration Information: Registration for courses may be completed online via MyUNLV. All course information in MyUNLV is the most up-to-date information available.

Unit of Credit: The unit of credit is the semester hour. A semester hour is defined as one fifty-minute lecture per week for 15 weeks. Three hours of laboratory/clinical work a week carries the same credit as one lecture hour.

Adding Classes: After registration materials have been filed with the Registrar, a student may add a course or change a section up to the close of the late registration period. After this date, changes may be made only when the university deems the circumstances sufficiently extraordinary to warrant exception.

Student Performance Monitoring (RE 8.1a): The university has an early alert system called *CampusConnect* in which instructors are asked to input student course grade progress & progression towards course completion at various times throughout the semester, including at mid-semester. Students are then notified by the system of their progress based on the information provided by each instructor. This process helps students determine if they may need to consider dropping a course prior to a specific drop date based on their current performance, and serves as part of the university's commitment towards retention, progression, and completion (RPC) efforts.

In addition, program faculty within the DPND Program also carefully monitor student progression throughout the semester via grading rubrics, course grade books, and classroom behavior/academic conduct. This information is then reported to the DPD Director. Program faculty will notify any and all DPND students at risk of not meeting minimum grade, course and/or program standards in writing via Canvas email, RebelMail, and/or as a Canvas submission feedback comment. See page 32-33 for further information on Remediation Plans and Policies.

Dropping Classes (RE 8.2p): Students may drop a course without a grade being recorded until the end of the drop period published in the schedule of classes or the date designated by the

university as the designated drop date. **NOTE**: There are various types of drop dates (i.e. 100% refund w/o W, 50% refund, 0% refund w/ W, etc.), so check the **UNLV Office of the Registrar's Academic Calendar** for further information.

At the end of the drop period, the university does not allow additional drops even with instructor approval and the final grade will be whatever letter grade is in the grade book at the close of the semester. A student who has officially dropped a class and who is no longer registered for credit or an audit is ineligible for further attendance in that class.

If the student is failing a DPND class at the time of withdrawal, from a specific class or from all classes, the Nutrition Sciences B.S. and the DPND considers the class as a non-successful completion, and must be retaken (with an earned letter grade) for consideration for continued progression in the program.

Total Withdrawal: Students wishing to withdraw from all their courses should make an appointment to meet with the DPND Director/Undergraduate Coordinator to discuss any issues leading to this decision prior to withdrawal. Depending on the students' circumstances, there may be instances in which a remediation plan can be enacted to assist the student through program progression.

University/Program Probation (RE 8.2l): A student will be placed on university probation if the cumulative GPA falls below 2.00 (GPB-1 or lower). See **UNLV's Academic Policies** page for more information.

However, a student will be placed on program probation if the cumulative GPA fall below 2.75 (NOTE that university and program requirements differ).

Students cannot, and may not, enroll in NUTR classes while on either type of academic probation. If a student on university and/or probation registers for a NUTR course, they will be administratively dropped until the GPA meets minimum program standards

However, they may take university courses. Probation will be lifted when the GPA balance reaches an acceptable level (2.75 or higher). **Students have one year to improve the GPA**.

If GPA does not meet or exceed 2.75, students will be dropped from the DPND Program and cannot enroll in NUTR courses without reapplying to the DPND Program.

University Suspension (RE 8.2l): If the grade point balance of a student already warned by probation falls to 1.5 or below, the university will suspend the student for a minimum of one calendar year. A suspended student will not be allowed to take any UNLV credit courses. The University will suspend only at the end of a regular fall or spring semester. University suspension automatically suspends the student from the program and college in which they are enrolled. An email sent to the student's official UNLV (RebelMail) email address will discharge all university responsibility for notification. See **UNLV's Academic Policies** page for more information on readmission after suspension.

Academic Distinction: Undergraduate students are eligible for the Dean's Honor List if: (1) at least 12 credits have been completed during the semester with grades on the ABCDF scale, and (2) the semester grade point average is 3.50 or higher. Courses with an Incomplete (I) or grade change completed after the semester will not be eligible to count towards the Dean's

Honors List criteria. See **UNLV's Academic Policies** page for more information.

Grade point average (GPA) is obtained by dividing the total number of points earned by the total number of semester credit hours attempted, excluding non-credit courses and courses in which the marks of "S", "I", "X", and "AD" are recorded. (See University Grading Scale and Symbols.)

Incomplete Grade: An incomplete grade can be granted when a student has satisfactorily completed at least three-fourths of the semester but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course; and the instructor believes that the student can finish the course without repeating it. A student who receives an "I" is responsible for making up whatever work was lacking at the end of the semester. Students cannot enroll in other DPND classes if they have an incomplete in a course which is designated as a prerequisite to that course. If course requirements are not completed with the time indicated, a grade of "F" will be recorded and the Grade Point Average will be re-computed accordingly.

Students who are making up an incomplete do not re-register for the course, but make individual arrangements with the instructor who assigned the "I".

The student and instructor must complete the form "Contract for Completion of Incomplete" and distribute a copy to the student, the instructor and the student's file. The form specifies requirements to be completed and date of required completion.

Once the specified requirements are completed, it is the instructor's responsibility to fill out the Incomplete Removal Form and file the form with the Office of the Registrar.

University Grading Scale and Symbols: Within the university system an instructor has the right to provide final grades utilizing either a 4-point scale (A through F) or a plus and minus system.

ACADEMIC PROGRAM POLICY

- Upon admission to the major, students must maintain a minimum cumulative GPA of 2.75 each semester and have no grades less than a C in all additional, upper-division NUTR, HMD/FAB and KIN courses.
- Students who fail to maintain a GPA of 2.75 will be placed on academic probation, removed from the DPND, and will be required to receive academic advising. Here the student will meet with an academic advisor and decide if they want to improve their GPA and re-apply for the DPND program or choose another major with different GPA expectations.

ACADEMIC INTEGRITY & CODE OF ETHICS PROGRAM POLICY

- Academic integrity and ethical behavior are cornerstones of a high-quality educational environment and the DPND fully embraces the University policy of accepting no form of academic dishonesty. In accordance with this policy the School has adopted a "zero tolerance policy" for any acts of cheating, plagiarism, and other forms of academic dishonesty/misconduct.
- All faculty, staff, and students are required to identify any known acts of academic

dishonesty. For this reason, it is critical that every student have a clear understanding of what is considered academic misconduct.

- The following section provides a listing of examples of academic dishonesty. Although this list is not all-inclusive, it provides additional guidance to students and identifies several major categories of academic misconduct. *Any student that is not clear as to any aspect of our academic standards is responsible for discussing this with their professor prior to the completion of any assignment or examination.*
- **Academic Misconduct at UNLV is defined as any intentional or unintentional occurrence of the following**:
  - Using the words or ideas of another, from the Internet or any source, without proper citation of the source(s), commonly called plagiarism.
  - Receiving unauthorized external assistance during an examination or any academic exercise for credit. This includes, but is not limited to:
  - Providing or receiving aid in connection with any academic assignment;
  - Use or possession of camera telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous classes, commercial research services, notes or other means to copy or photograph materials used or intended for academic evaluation for use during the academic evaluation or assignment;
  - Communication in any manner with another student;
  - Working with others on graded coursework, including in-class, on-line and take-home examinations; or
  - Possessing, reading, buying, selling or using any materials intended for an academic evaluation or assignment in advance of its administration.
  - Turning in the same work in more than one class (or when repeating a class), unless permission is received in advance from the instructor.
  - Falsifying information for inclusion in an assigned paper, project or exercise; including inventing or altering data from a laboratory or field project, or creating fictional citations for a paper.
  - Attempting to influence or change any academic evaluation, assignment or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats and making unauthorized changes to any academic record.
  - Falsifying or misrepresenting attendance, hours, or activities in relationship to any class, internship, externship, field experience, clinical activity or similar activity.
  - Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment.
  - **Violation of Course Rules**: A student must not violate course rules as contained in a course syllabus which are rationally related to the content of the course or to the enhancement of the learning process in the course.
  - Facilitating, permitting or tolerating any of the above-listed items.

ATTENDANCE POLICY

- Class attendance (online or in-person) in the DPND program is expected and required. Students are permitted to miss **up to 1 excused** Live Class Session without a penalty. From the second absence on, it is considered an unexcused absence (if not communicated with the instructor beforehand), and a **minimum 10% deduction** will be taken from your overall grade at the end of the semester. *Exceptions will be made for documented emergencies **and** communication with the instructor*. Each instructor is entitled to instill whatever percentage penalty they deem appropriate and necessary based on the rigor and delivery of coursework.
- Failure to **log in to/attend 2 or more Live Class Sessions (online or in-person)** will result in a minimum 10% deduction from your overall course grade at the end of the semester.
- **NOTE:** Recorded Live Class Sessions will NOT be automatically posted to WebCampus-Canvas, and you will need to communicate with your instructor in order to gain access to the Live Class Session Recordings which will be determined on a case-by-case basis.

ADVISING & MENTORING

- Students **must** meet with an academic advisor in the DHS Advising Office every semester in order to plan coursework for the completion of the degree.
  - **FALL SEMESTERS**: In NUTR 271, 370 and 426, you'll be required to submit a degree worksheet (from DHS Advising) as an assignment as proof of academic advising.
  - **SPRING SEMESTERS**: In NUTR 311 and 427, you'll be required to submit a degree worksheet (from DHS Advising) as an assignment as proof of academic advising.
- While the academic advisors are there to guide the student, it is the student's responsibility to ensure that all requirements for graduation are satisfied.
- A DPND Program Application Signing Session must be completed by **July 1st** in order to apply to the DPND program. **All Signing Sessions occur during the entire month of June. Students are notified of program admission status by the following July**.
- An advising appointment must be completed before permission to enroll is granted.
- In addition to the DHS Advising Office, the UNLV DPND Director and Faculty are also here to serve as an advising resource for you. If you have any questions, concerns or confusion regarding your degree progression, please reach out to the DPND Director for clarification.

ASSESSMENT PROCEDURES FOR STUDENT LEARNING OUTCOMES & COMPETENCIES (RE 8.2j)

- The **UNLV DPND** is a **competency-based program**, meaning that each course is assigned several student learning objectives known as KRDNs, which provide the "core knowledge for the RDN" (KRDN) per ACEND standards.
- In order to successfully graduate from this, or any, DPND program (with a *signed Verification Statement* for dietetic internship/supervised practice eligibility), *all students must meet **minimum KRDN competency standards*** (set forth by ACEND) within each assigned course.
- The KRDNs are clearly displayed on each course syllabi, and specific assignments are assigned in order for each student to fulfill that KRDN.
- Instructor feedback is provided to students approximately 48-72 hours after submission via WebCampus-Canvas using both grading rubrics and feedback submission comments.
- Each KRDN assignment is graded on a 4-point scale (Excellent ≥ 93%; Good 87-92%;

Satisfactory 80-86%; Unsatisfactory <80%), and all students within the UNLV DPND Program must earn a "Satisfactory" at a minimum on all KRDN assignments.

- If you do not earn a minimum of a "Satisfactory" on any given assignment, then a **remediation plan** (see below) will be implemented between the student and instructor until the student meets the minimum competency standard. Therefore, each remediation plan will be unique to the student, instructor and situation presented.

REMEDIATION PLAN POLICY (RE 8.1b, 8.2k)

FOR FAILURE TO MEET MINIMUM KRDN COMPETENCY STANDARD ASSESSMENT

- Based on the discussion between the student and instructor, a remediation plan will be implemented in order for the student to meet minimum competency standards.
- Constructive criticism/feedback should be provided early enough so that students have the opportunity to improve their performance prior to final grades*.
- Examples of remediation might include, but not limited to:
  - Discussing the assignment with the instructor, obtaining verbal and/or written feedback, and resubmitting the entire assignment or a component of the assignment (in a timely manner) to meet standards, but not for a grade improvement.
  - *If at the end of the semester (i.e. major project) or during Finals Week, then an I – Incomplete option will be considered in order to allow the student sufficient time to resubmit any work that does not meet minimum standards. This schedule will be finalized between the student and instructor before proceeding forward.
  - **Note** that each instructor is entitled to implementing a remediation plan of their choosing that fits within their classroom guidelines and procedures.

FOR ACADEMIC MISCONDUCT

- In accordance with this policy the School has adopted a "zero tolerance policy" for any acts of cheating, plagiarism, and other forms of academic dishonesty/misconduct.
- The DPND utilizes a plagiarism checker known as TurnItIn on all written assignments that reports the percent match to other sources (i.e. other students' work, textbooks, databases, internet sources, etc.), and students are shown this percent match value at the time of submission.
- Under this policy any student found to have committed an act that violates our academic standards of performance will automatically be given a zero on the assignment, a grade of "F" for the course in which the act was discovered, and an official report will be made to the Office of Student Conduct for counseling & further remediation. Withdrawing from the class subsequent to the violation will not be allowed in the DPND.
- Students are asked to read, sign, and date a copy of the Academic Honesty and Integrity Policy to ensure that they understand this policy. The student will be required to sign during the DPND Program Orientation as PRE-NUTR majors in NUTR 271, as a full NUTR major in NUTR 370, and/or in individual classes per request of the instructor. Release of grades, materials, or exams may be withheld until a signed copy of the policy is received and available for filing in the student's permanent records.

GRADUATION & ACCREDITATION REQUIREMENTS (RE 7.3f,h & 8.2m)

- A minimum of 120 credit hours is required for graduation with 62 credits earned at a four-

year institution.

- Students must achieve a minimum cumulative GPA of 2.75 and have no grades less than a C in all additional HMD/FAB, KIN and NUTR courses.
- A 2.75 GPA and no grades less than a C in all additional HMD/FAB, KIN, and NUTR courses is required in order to fulfill Didactic Program in Nutrition & Dietetics (DPND) requirements. Students not meeting this requirement will not be eligible to apply for Dietetic Internships and therefore not eligible to become credentialed as a Registered Dietitian/Nutritionist.
- Completion of the DPND does not guarantee placement in an ACEND-approved Dietetic Internship. 2.75 is the minimum GPA to meet accreditation requirements, but may or may not be a competitive GPA for acceptance into Dietetic Internship programs.
- Upon meeting the DPND requirements, students will receive a Verification Statement from the DPND Director. A copy will also be placed in the student's permanent file.

VERIFICATION STATEMENTS (RE 7.3h, 8.2n)

After successful completion of DPND coursework and confirmation of degree by the UNLV Office of the Registrar, a Verification Statement will be signed by the DPND Director and issued to each student individually via contact email provided in student file (please provide an actively used email address).

In order to earn a signed Verification Statement from the UNLV DPND Program, students must:

- Graduate with an overall GPA of 2.75 or higher
- Graduate with a "B" or higher in NUTR 223, NUTR 271 and NUTR 301
- Graduate with a "C" or higher in MATH 126, BIOL 189/L, BIOL 251/L, CHEM 121A/L, CHEM 122A/L, CHEM 241/L, KIN 223/L and KIN 224/L
- Graduate with a grade of "C" or higher in all upper-division NUTR, HMD/FAB, and elective coursework
- Graduate with a grade of "C" or higher in all other general education courses
- All **NUTR**, **KIN**, and **HMD/FAB** courses must be no older than **5 years** upon graduating
- All *BIOL*, *CHEM*, and *MATH* must be no older than *10 years* upon graduating

The DPND Director signature of this form verifies that the individual has successfully completed all DPND requirements and is then eligible to apply for an ACEND-accredited Dietetic Internship (i.e. Supervised Practice) and/or Master's degree programs (MS-DI).

Copies will be emailed to students approximately 6-weeks after graduation or once degrees confer from the Office of the Registrar (whichever comes first), and one electronic copy will remain in the student's permanent file.

An original copy must be given to the Dietetic Internship (DI) Director prior to beginning a DI program, and must be produced prior to applying to take the Nutrition and Dietetic Technician, Registered (NDTR) exam.

It is the student's responsibility to make sure that their address is correct with the UNLV system if

Verification Statements are requested via mail. The mailing address used is the one officially listed in MyUNLV.

It is the student's responsibility to make sure that their email address is correct with the UNLV system if Verification Statements are requested via email. The email address used is the one officially listed in MyUNLV.

Students requesting Verification Statements for other applications must do so a minimum of 14 business days prior to a given deadline. Requests made within that window cannot be guaranteed to be fulfilled.

NON-DEGREE SEEKING STUDENTS (RE 7.3h, 8.2n)

To earn a Verification Statement from UNLV without earning a Bachelor of Science degree, the individual must meet all pre-requisite requirements (see page 28) and apply to the DPND as required for all students. Any courses requested for transfer will be considered under the transfer policy discussed previously (see pages 29-30). Policies of the DPND are the same for both degree-seeking and non-degree seeking DPND students.

POLICIES FOR REQUESTING VERIFICATION STATEMENTS AND LETTERS OF RECOMMENDATION

Verification Statements (VS): Students requesting Verification Statements must do so a minimum of **fourteen** (14) business days prior to a given deadline. Please note that requests made outside of that window cannot be guaranteed to be fulfilled.

Letters of Recommendation (LOR): Students may request letters of recommendation from their faculty members for employment, graduate or professional school, or entry into supervised practice (i.e. Dietetic Internships). Letters are granted at the discretion of the faculty member being asked to write the LOR. Faculty members and program directors are **not** required to write letters of recommendation for you. *Each faculty member will have their own policy regarding the time frame for letter requests*. **Thirty** (30) days' notice is considered professional.

VACATIONS, HOLIDAYS & LEAVES OF ABSENCE (RE 8.2q)

Vacations & Holidays: The UNLV DPND Program adheres to & observes all University-scheduled vacations and holidays, including, but not limited to:

- Spring Break
- Summer Break
- Winter Break
- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day

- Labor Day
- Nevada Day
- Veterans Day
- Thanksgiving Day
- Family Day
- Christmas Day

In addition, the UNLV DPND supports any and all cultural and/or religious holidays that any and all of our DPND students may practice. Should there be an instance when you may need to miss class or a major assignment deadline due to a cultural and/or religious holiday observance/restriction, please communicate these dates with the course instructor(s) within the first two weeks of the semester.

Similarly, if you are a UNLV Student-Athlete who may need to miss class or a major assignment deadline due to team travel (**not** practice schedules), please communicate these dates with the course instructor(s) within the first two weeks of the semester.

Leaves of Absence: Per **University policy**, when necessary, a student may request approval for a leave of absence (LOA) from a degree program. During the leave of absence, the student should remain in contact with the department about their return plans. If a student does not return by the end of their approved LOA, they must apply for an additional LOA using the required approval form or they will be separated from their program. One year is the standard leave period; two (2) years is the maximum allowable leave. Note that all degree requirements must be completed within the maximum time to degree policy as outlined above, regardless of an approved leave of absence.

NOTE: For all medical leaves requests, please contact the Student Wellness Center at 702-895-0136 or visit the Student Wellness Center's **Voluntary Health Withdrawal** page.

CHAPTER VII: PROGRAMS & CONCENTRATIONS

B.S. IN NUTRITION SCIENCES PROGRAM

- Students meeting the requirements established by the department will receive a B.S. in Nutrition Sciences.
- In order to become a Registered Dietitian Nutritionist (RDN) students must:
  - Complete the DPND requirements.
  - Apply for, become accepted into, and complete a Masters degree program in any related field
  - Apply for, become accepted into, and complete an ACEND-accredited Dietetic Internship/Supervised Practice (DI) Program (**or** an ACEND-accredited Masters Degree-Dietetic Internship (MS-DI) Program)
  - Pass the National Registration Examination for Dietitians.
  - NOTE: Once the RDN credential is earned, one may apply for their Dietetics license in Nevada. No additional courses or credentials are required to be eligible for the license

to practice, only an initial fee, biannual renewal fee and good-standing with CDR. In order to practice nutrition, dietetics and medical nutrition therapy in the state of Nevada, RDNs must be licensed otherwise risk losing their credential and good-standing with CDR.

NUTRITION FOR HEALTHCARE CONCENTRATION

This general program allows students to **meet all DPND requirements** as part of the pathway towards becoming a Registered Dietitian Nutritionist. This concentration is one of three components of the RDN pathway, and will earn a signed verification statement upon graduation.

DIDACTIC PROGRAM IN NUTRITION & DIETETICS (DPND) PROGRAM

Students who choose the Nutrition for Healthcare Concentration are automatically enrolled in the DPND Program. The DPND Program was granted Full Accreditation by the Accreditation Council for Education in Nutrition & Dietetics (ACEND) of the Academy of Nutrition & Dietetics (AND) in 2005. The contact information for ACEND is listed here. Address: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; Phone: (312) 899-0040, extension 5400; E-mail: education@eatright.org; website: **http://www.eatright.org/acend**.

SOCIAL AND BEHAVIORAL NUTRITION CONCENTRATION

This general program **does NOT meet all DPND requirements**. *This general program allows students alternative career pathways in nutrition with a* ***focus on the social determinants of health that do not require a dietetics credential.*** *Potential careers from this pathway might include nutrition research, public policy, community nutrition, health/nutrition writing/editing, marketing and sales, healthcare management, etc.* This is a good option for research/graduate school. ***Please see DHS Advising for more information/4-year plan for this concentration. This handbook only contains information relative to the ACEND-accredited DPND program.***

INTERPROFESSIONAL NUTRITION SCIENCES CONCENTRATION

This general program **does NOT meet all DPND requirements**. *This nutrition-focused program helps prepare students to apply to professional schools, such as medical school, physical therapy programs, PA school, pharmacy school, etc.*, and is the best option for those interested in professional schools. This concentration is NOT an RDN pathway, and will NOT will earn a signed verification statement upon graduation. ***Please see DHS Advising for more information/4-year plan for this concentration. This handbook only contains information relative to the ACEND-accredited DPND program.***

PROGRAM SCHEDULE (RE 8.2q)

NUTRITION FOR HEALTHCARE CONCENTRATION REQUIREMENTS

UNIVERSITY CORE REQUIREMENTS (35-45 CREDITS)

See the UNLV General Education Core Worksheet or Undergraduate Catalog for more detail.

Table 2

Course Category	Course Options	Credits
English Composition	ENG 101 and ENG 102	6 credits
English Literature	ENG 231 or ENG 232	3 credits
Mathematics	MATH 126 or higher, but NOT MATH 132	3 credits
US/NV Constitution	Both: HIST 100 or PSC 101 US Only: HIST 101 NV Only: HIST 102, 217, or PSC 100	4-6 credits
Multicultural	May simultaneously fulfill a Fine Arts, Humanities, or Social Science requirement www.unlv.edu/committees/gec/Multicultural.html	3 credits
International	NUTR 301 (satisfies this requirement)	3 credits
Humanities	See UNLV General Education Core Worksheet	6 credits
Fine Arts	See UNLV General Education Core Worksheet	3 credits
Social Science	See UNLV General Education Core Worksheet	9 credits
First Year Experience	HSC 100- Issues in Health Sciences	2 credits

NOTE: Credits from NUTR 301 are counted under required NUTR & HMD/FAB courses.

REQUIRED FOUNDATION COURSES (33 CREDITS)

Table 3

Course Number	Course Title	Credits
BIOL 189A/L	Fundamentals of Life Science **Pre-req**: none	4
BIOL 251A/L	General Microbiology **Pre-req**: BIOL 189A/L, CHEM 108 or CHEM 121A/L	4
CHEM 121A/L	General Chemistry I/General Chemistry I Lab **Pre-req:** A passing score on the Chem. Placement Exam or a grade of C or better in CHEM 103 **Co-req**: MATH 126: Precalculus I	4
CHEM 122A/L	General Chemistry II/General Chemistry II Lab **Pre-req**: CHEM 121A/L; MATH 126	4
CHEM 241/L	Organic Chemistry I/Organic Chemistry I Lab **Pre-req**: CHEM 121A/L (B- or better); CHEM 122A/L	4
KIN 200*	Statistics for the Health Sciences **Pre-req**: MATH 124 or MATH 126 or MATH 127	3
KIN 223/L (same as BIOL 223/L)	Human Anatomy and Physiology I **Pre-req**: BIOL 189A/L	4
KIN 224/L (same as BIOL 224/L)	Human Anatomy and Physiology II **Pre-req**: BIOL 189A/L, KIN 223/L	4
MATH 126	Precalculus I **Pre-req**: MATH Placement Test or minimum grade of C in: MATH 124	3

***KIN 200 or any other health-related Statistics class at the 200-level or higher**
i.e. ***NOT*** *STAT 152* ***NOR*** *ECON 261*
Check the home department for pre-requisite changes.

REQUIRED NUTR and HMD/FAB COURSES (50 CREDITS)
Please note that certain NUTR courses are offered in Fall-only and others are offered in Spring-only (i.e. once per year). Each course below is designated with its semester offering.
See FOUR YEAR PLAN examples starting on page 46.

Table 4

Course Category	Course Options	Credits
HMD 130 (same as FAB 159)	Fundamentals of Food and Beverage Operations **Pre-req**: PRE-NUTR or NUTR major	3
FAB 230	Gastronomy Essentials **Pre-req**: HMD 130	3
NUTR 223 (Fall-only)	Principles of Nutrition **Pre-req**: Minimum grade of C in: MATH 124 or higher (not MATH 132); CHEM 108 or higher; BIOL 189A/L	3
NUTR 271 (Fall-only)	Introduction to Nutrition and Dietetics **Pre-req**: Minimum grade of C in: MATH 124 or higher (not MATH 132); CHEM 108 or higher; BIOL 189A/L	1
NUTR 301 (Fall, Sp., Su.)	Nutrition, Health, and Ethnic Issues **Pre-req**: ENG 101	3
NUTR 311* (Spring-only)	Nutrition Assessment **Pre-req**: Minimum grade of B in: NUTR 223, NUTR 271 & NUTR 370; Minimum grade of C in: MATH 124 or higher (Not 132) **Co-Req**: NUTR 311L	3
NUTR 311/L* (Spring-only)	Nutrition Assessment **Co-Req**: NUTR 311	1
NUTR 326* (Spring-only)	Principles of Food Science **Pre-req**: Minimum grade of B in: NUTR 223; Minimum grade of C in: HMD 130, CHEM 108 or higher	3
NUTR 370* (Fall-only)	Nutrition in the Lifecycle **Pre-req**: Minimum grade of B in: NUTR 223	3
NUTR 405** (Fall-only)	Advanced Sports Nutrition **Pre-req**: NUTR 311/311L	3
NUTR 426** (Fall-only)	Medical Nutrition Therapy I **Pre-req**: NUTR 311/L, KIN 224/L or BIOL 224/L	3
NUTR 427**☑ (Spring-only)	Medical Nutrition Therapy II **Pre-req**: NUTR 426 **Co-req**: NUTR 431, NUTR 450	3
NUTR 429** (Fall-only)	Dietetics, Business, and Management Principles I **Pre-req**: FAB 230, NUTR 326, NUTR 311/L	3

Course Category	Course Options	Credits
NUTR 431**☑ (Spring-only)	Seminar in Nutrition **Pre-req**: NUTR 426 **Co-req**: NUTR 427, NUTR 450	3
NUTR 450**☑ (Spring-only)	Nutritional Pathophysiology **Pre-req**: NUTR 426 **Co-req**: NUTR 427, NUTR 431	3
NUTR 451** (Fall-only)	Nutrition and Metabolism I **Pre-req**: Minimum grade of C in: NUTR 311/L, KIN 224/L, CHEM 108 or higher	3
NUTR 452** (Spring-only)	Nutrition and Metabolism II **Pre-req**: NUTR 426, NUTR 451; NUTR major	3
NUTR 470* (Fall-only)	Community Nutrition **Pre-req**: Minimum grade of B in: NUTR 271, NUTR 301	3

*Must be taken Junior Year
**Must be taken Senior year
☑ Courses MUST be taken together

NUTRITION ELECTIVE OPTIONS (Choose 4 CREDITS)

Table 5

Course Category	Course Options	Credits
KIN 175	Physical Activity and Health	3
KIN 350	Social Psychology of Physical Activity **Pre-req**: KIN 200 **or** NURS 200 **or** PSY 210 **and** SOC 101 **or** PSY 101	3
KIN 391/L	Exercise Physiology **Pre-req**: KIN 224/L and KIN 200 or PSY 210	4
KIN 492	Clinical Exercise Physiology **Pre-req**: KIN 224/L and KIN 391/L	3
KIN 494	Applied Exercise Physiology **Pre-req**: BIOL 189/L, KIN 200, KIN 391/L	
NUTR 315 (Fall-only)	Field Experience in Nutrition **Pre-req**: NUTR 223, NUTR 271; NUTR major	3
NUTR 390 *Repeatable up to 6 credits*	Special Topics in Nutrition **Pre-req**: Minimum grade of C in: NUTR 223 or Permission of Instructor	3
NUTR 407 (Fall-only)	Complementary and Integrative MNT **Pre-req**: NUTR 311/L	3
NUTR 408 (Spring-only)	Nutrition, Food and Policy **Pre-req**: NUTR 370	3
NUTR 475* *Repeatable up to*	Undergraduate Research in Nutrition **Pre-req**: NUTR 311/L; Permission of instructor required	1-3

Course Category	Course Options	Credits
6 credits		
NUTR 491* *Repeatable up to 9 credits*	Independent Study in Clinical Nutrition **Pre-req**: NUTR 311/L; Permission of instructor required	1-3
NUTR 495*	Practicum in Nutrition Education **Pre-req**: NUTR 311/L; Permission of instructor required	1-3
ANTH 466	Nutritional Anthropology **Pre-req**: ANTH 101	3
CHEM 474	Biochemistry I **Pre-req**: CHEM 242/L	3
CHEM 475	Biochemistry II **Pre-req**: CHEM 474	3
PSY 330	Foundations of Developmental Psychology: Infant & Child **Pre-req**: PSY 101	3
PSY 334	Foundations of Developmental Psychology: Adolescence & Adulthood **Pre-req**: PSY 101	3
PSY 360	Foundations of Social Psychology **Pre-req**: PSY 101	3
PSY 421	Behavior Modification **Pre-req**: PSY 210, PSY 240 and PSY 341	3
PSY 470	Health Psychology **Pre-req**: PSY 101, PSY 210 and PSY 240	3

*Application required WITH consent of instructor *prior to enrollment*.

Total Credits Required for the Degree: 120

SUGGESTED FOUR-YEAR PLAN OF STUDY for NUTRITION FOR HEALTHCARE CONCENTRATION

Bolded courses are required for application into the DPND. **All 9 prerequisite courses** must be satisfied in the semesters before or during the Spring semester of the June application cycle in which the applicant is applying.

Freshman Year

Year Total: 33 credits

Table 6

Fall Semester Freshman Year	Credits	Spring Semester Freshman Year	Credits
Social Science	3 credits	Social Science	3 credits
Humanities	3 credits	**KIN 223/L**	4 credits
BIOL 189A/L	4 credits	ENG 102	3 credits
ENG 101	3 credits	**CHEM 121A/L**	4 credits
First Year Seminar (FYS)	2 credits	**MATH 126**	3 credits

Fall Semester Freshman Year	Credits	Spring Semester Freshman Year	Credits
Semester Total Credits	15 credits	Semester Total Credits	17 credits

Sophomore Year

Year Total: 34 credits

Table 7

Fall Semester Sophomore Year	Credits	Spring Semester Sophomore Year	Credits
HMD 130 or Social Science	3 credits	HMD 130 or FAB 230 or Humanities	3 credits
NUTR 223 (Fall only course)	3 credits	**NUTR 301**	3 credits
NUTR 271 (Fall only course)	1 credit	CHEM 241/L*	3 credits
CHEM 122A/L*	4 credits	**BIOL 251/L**	4 credits
Second Year Seminar (SYS)	3 credits	Fine Arts	3 credits
KIN 224/L	4 credits	**APPLY TO THE MAJOR in JUNE**	DHS Advising
Semester Total Credits	18 credits	Semester Total Credits	16 credits

Note: these courses are not required to apply to the major, merely to create balance throughout each semester. If an extra semester or two is needed to fulfill CHEM 122A/L and CHEM 241/L, that is perfectly fine. As long as MATH 126 and CHEM 121A/L are taken no later than the Spring semester before the June application cycle the applicant wishes to apply, that is fine. This is **solely a suggested plan of study and deviations are expected based on each student's circumstance.*

Junior Year

Admittance to Program Required
Year Total: 31 credits

Table 8

Fall Semester Junior Year	Credits	Spring Semester Junior Year	Credits
KIN 200 (NOT STAT 152 *NOR* ECON 261)	3 credits	US/NV Constitution	3 credits
HMD 130 or FAB 230	3 credits	**NUTR 311** (Spring only course)	3 credits
NUTR 370 (Fall only course)	3 credits	**NUTR 311** Lab (Spring only course)	1 credit
NUTR 470 (Fall only course)	3 credits	**NUTR 326** (Spring only course)	3 credits
Multicultural	3 credits	FAB 230 or Social Science	3 credits
		NUTR Elective	3 credits
Semester Total Credits	15 credits	Semester Total Credits	16 credits

Senior Year

Admittance to Program Required
Year Total: 24-30 credits

Table 9

Fall Semester Senior Year	Credits	Spring Semester Senior Year	Credits
NUTR 405 (Fall only course)	3 credits	**NUTR 427** (Spring only course)	3 credits
NUTR 426 (Fall only course)	3 credits	**NUTR 431** (Spring only course)	3 credits
NUTR 429 (Fall only course)	3 credits	**NUTR 450** (Spring only course)	3 credits
NUTR 451 (Fall only course)	3 credits	**NUTR 452** (Spring only course)	3 credits

Fall Semester Senior Year	Credits	Spring Semester Senior Year	Credits
Any unfulfilled Gen. Eds. (if needed)	3 credits	Any unfulfilled Gen. Eds. (if needed)	3 credits
Semester Total Credits	12-15 credits	Semester Total Credits	12-15 credits

NOTE: An additional course may be necessary if you do not fulfill the Multicultural requirement simultaneously with another course. Course load may be reduced by taking courses in the summer.

Note: If Multicultural and International courses are taken under the General Education Domains, then the Total Credits are 120. NUTR 301 fulfills the International requirement.

Credit Requirements: Student must complete a minimum of 120 credits to graduate**.** Student must complete a minimum of 60 credits at a four-year institution**.** Student must complete last 30 credits in residency.
Courses are outlined by departmental preference, faculty availability, prerequisite requirements, and common course rotations.

In the healthcare profession, fingerprinting will be required. This will be required for supervised practice (i.e. dietetic internship), and again once dietetic licensure is obtained after earning the RDN credential.

CHAPTER VIII: POLICIES SPECIFIC TO THE DPND STUDENTS' RIGHTS

POLICIES SPECIFIC TO THE DPND STUDENTS' RIGHTS

Faculty members have identified the following rights that all students have within the University and DPND by virtue of their citizenship in a democratic society:

- To learn without discrimination
- To exercise the liberty to discuss, inquire, and express opinions
- To be evaluated fairly
- To confidentiality
- To have access to channels for grievance or clarification

Right to Learn: Admission is open to all students who are qualified, according to admission standards, without regard to any variable that might indicate differences from the majority of students. All facilities and services utilized to enhance student learning are open to all students.

Right to Exercise Liberty to Discuss, Inquire and Express Opinions: The faculty encourages free discussion, inquiry and expression in the classroom, and/or clinical areas. Discussion should occur in an atmosphere of civility and collegiality. The student's performance must be evaluated on an academic basis and not on personal opinions or conduct unrelated to nutrition and dietetics.

Student membership is actively promoted and students shall have a voice with no voting rights. Students are expected to be active members of the Student Affairs and Academic Affairs Councils and provide faculty with their individual opinions and those of the student body.

Students who have specific concerns about an instructor should discuss these perceptions with the DPND Director, Associate Dean for Academic Affairs or Assistant Dean of Undergraduate Affairs, after discussion with the faculty member.

Right to be Evaluated Fairly: Criteria for evaluation, in the form of course objectives, in the classroom and clinical areas are provided to each student in writing at the beginning of each course.

Student -teacher discussion based on written objectives of the course should occur several times during the semester. Constructive criticism/feedback should be provided early enough so that students have the opportunity to improve their performance prior to final grades. Students are expected and encouraged to identify behavior that supports their self-evaluation.

Formal evaluation of progress in a DPND course is completed at midterm and again at the end of the semester. Grades may be changed only by the instructor of the course and once submitted to the Registrar's Office may not be changed unless due to clerical error.

Students who perceive that an academic grievance has occurred may file an appeal as specified in the Student Grievance Policy. The appeal process must be completed in 6

months.

Right to Confidentiality: Knowledge of the many facets of a student's experience e.g., social, political, values, etc., gained through frequent interactions, is considered confidential. References are written and records are available for employers or other interested persons only if written permission is provided by the student.

Permanent records are locked. Transcripts do not contain any information that is disciplinary or personal-only academic performance. Written knowledge of student's political or social beliefs is not included in any student records. Students may examine the contents of their records by making an appointment to do so. A member of the staff will remain with the individual while the records are reviewed, a note will be made in the file indicating that the student has reviewed the record.

Disclosure of Student Education Records and Directory Information: The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records of both current and former students. Each Nevada System of Higher Education (NSHE) institution is required to comply fully with the law. The Act makes a distinction between a student's education record and information classified as directory information. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer solely to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are defined as "eligible students" in the Act.

Education Records: Institutions must have written permission from the parent or eligible student in order to release any personally identifiable information from the student's education record. However, under certain conditions FERPA allows institutions to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies on behalf of the institution
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena, provided that the institution makes a reasonable attempt to notify the student in advance of compliance
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state laws

Directory Information: Under the provisions of FERPA, institutions may disclose, without consent, directory information to individuals upon request. Each NSHE institution must set a definition for its directory information, which may be more restrictive than that provided by FERPA. Directory information is defined in the Act as information contained in an educational record of a current or former student which would not generally be considered harmful or an

invasion of privacy if disclosed. The Act defines such information as included, but not limited to:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended

Notification Requirements: Each NSHE (Nevada System of Higher Education) institution shall annually disclose its definition of directory information in writing and provide a form on which students may elect to be removed from the directory listing. The annual notification and form must be published within the first 5 pages of the institutional catalog and each class schedule. A common statement about the uses of directory information shall be provided on the form.

Privacy Statement: The following statement must appear in boldface type on the form used by students for requesting non-disclosure of directory information. Additional clarifying language may be added to this statement by the institution.

Sale of Directory Information: Student directory information for current and former students cannot be sold or rented for a fee by a UCCSN institution. Policy established by Board of Regents, March 2002, (NSHE CODE, Title 4, Chapter 1, Section 23).

STATEMENTS ON THE DIRECTORY INFORMATION PROCESS AT UNLV

Directory information about current and former students may be provided to individuals or mailing services outside the institution for a variety of purposes. When requested, this information is provided solely at the discretion of the institution. For example, directory information could be used by the institution to mail notices to all students about changes in policies, fees, or services.

Directory information may also be provided for commercial solicitation, honorary societies, or other purposes at the discretion of the institution.

At UNLV, directory information is defined as “education records”, which are any record, file, document, and/or other materials containing information directly related to a student that are maintained by the institution or a party acting on behalf of the institution”. If you do not wish the institution to release this information about you, please complete this form, and return it to the Office of the Registrar and the Office of DHS Advising by the deadline stated in the academic calendar. This request will apply permanently to your record until or unless you choose to reverse it.

- **Deadline**: Students shall be permitted until the end of the first 6 weeks of the fall or spring semester to submit a written request for non-disclosure of directory information. The deadline shall be published in the academic calendar of each institution.
- **Applicability**: The request for non-disclosure shall apply permanently to the student's record until or unless the student or former student requests in writing to reverse the non-disclosure order.

ABILITIES & TASKS REQUIRED FOR THE DPND PROGRAM

The University of Nevada, Las Vegas is dedicated to the equality & equity of educational opportunity and the creation and maintenance of a campus environment free of barriers which discriminates against individuals with disabilities. Equality & equity of access is achieved through reasonable classroom accommodations and reasonable adaptation of examination and evaluation procedures. In the same vein, becoming an RDN requires the completion of a professional education program that is both intellectually and physically challenging. A student in the DPND program should be able to fully perform the essential functions in each of the following five categories.

- **Observation**: The applicant must be able to observe demonstrations and experiments in basic and applied sciences, as well as in didactic courses in nutrition and dietetics theory and practice. The applicant must be able to accurately observe a patient for the purpose of assessment, intervention, and evaluation. Observation requires the use of judgment as well as the functional use of the senses of vision and hearing, as well as other sensory modalities such as smell and touch.
- **Communication**: An applicant must be able to read, write, speak and understand English at a level consistent with successful course completion. The applicant must be able to communicate effectively and sensitively with patients and all members of the health care team.
- **Motor**: Applicants must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other evaluative procedures. An applicant must possess all skills necessary to carry out diagnostic or therapeutic procedures and be able to interpret appropriate examination and procedures.
- **Intellectual**: The applicant must be able to measure, calculate, reason, analyze, evaluate and synthesize complex information. Problem solving is a critical skill demanded of RDNs and requires all of the aforementioned intellectual abilities. Students must be fully alert and attentive at all times in the clinical setting.
- **Behavioral and Social Attributes**: Applicants must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the assessment, intervention and evaluation of patients and the development of mature sensitive and effective relationships with patients and co-workers. Applicants must be able to tolerate physically-taxing workloads and to function effectively under stress, adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical care of many patients. Compassion, integrity, concern for

others, interpersonal skills interest and motivation are all qualities which each applicant should possess.

- **English Composition Skills:** Students should exhibit professional level composition skills. Faculty are expected to award or delete points on papers (essays, examinations, term papers, summaries on the client assessment forms, etc.) for usage of proper grammar and consistency and conciseness of thought. Students experiencing difficulty with English composition skills are encouraged to seek the assistance of the Writing Center for their assignments.
- **Computer Skills:** Students are expected to have basic computer skills when entering the DPND program. Students will use WebCampus-Canvas throughout their DPND courses. Students must be able to complete activities such as: e-mailing, posting on a discussion board, and using the internet. Formal papers are to be typed using APA or AMA Manual Styling, 11th edition, formats.
- **Computer Accounts**: To use the College Lab Computers it will be necessary for students to set up a computer account. The account is free and attached to your ACE account. Click **here** to activate your ACE account. To qualify for an account the student must be currently enrolled at UNLV.

PROGRAM COMPENSATION & SCHOLARSHIPS POLICY (RE 8.2f)

The UNLV DPND Program does not compensate DPND students as part of the program for any worked performed within, to or for the DPND Program. Any and all work provided within, to or for the DPND Program outside of required program coursework is deemed voluntary, and therefore, ineligible for monetary compensation in any way, shape, or form, including but not limited to: cash, check, gift card, e-gift card, voucher, etc.

The Lisa Sherman Service Award: Deeming candidate pool eligibility, one Senior-level DPND student is selected annually by the DPND Director/Undergraduate Coordinator to receive the **Lisa Sherman Service Award** in the amount of $500 for exceptional volunteer service, leadership & community engagement while enrolled in the DPND Program.

Award funding is provided directly from Lisa Sherman, a locally revered & highly impactful Registered Dietitian Nutritionist, to the UNLV Nutrition Sciences Program annually.

This scholarship is housed through the **UNLV Philanthropy and Alumni Engagement Office**, and award funds are distributed to award recipients in the form of a cashier's check sent & signed by the University.

ELECTRONIC COMMUNICATION

All UNLV students receive a **RebelMail** account (via Gmail) after they have been admitted to the university. **The RebelMail account is one of the primary ways students will receive official university communication**. If students do use this account, they miss out on important information about deadlines, major campus events, and announcements. The DPND will use the students RebelMail accounts to email important information about the program.

Students can have their RebelMail forwarded to their "preferred" email account – this ensures that students will stay in the UNLV campus-wide loop, and students will not have to check

more than one account. Instructions to have one's RebelMail forwarded to one's preferred email address can be found **here**.

Students will be asked to provide their RebelMail addresses to the DPND. This RebelMail addresses will be utilized to advise students of policy changes, scholarship opportunities, announcement of School- or Department-related events, etc. The student will be accountable for information disseminated through RebelMail.

ATTENDANCE & CLASSROOM POLICIES

Attendance in Classes: Class attendance (online or in-person) in the DPND program is expected and required. Students are permitted to miss **up to one (1) unexcused** Live Class Sessions without a penalty *with communication made to the instructor prior to the class meeting*. From the second unexcused absence on, a **minimum 10% deduction** will be taken from your overall grade at the end of the semester. However, exceptions will be made on a case-by-case basis for those who properly communicate with instructor(s) and provide legitimate documentation related to medical or emergency issues that may result in multiple absences.

Absences: Failure to **log in to/attend two (2) or more Live Class Sessions (online or in-person)** will result in a 10% deduction from your overall course grade at the end of the semester. **NOTE**: Recorded Live Class Sessions will NOT be automatically posted to WebCampus-Canvas, and you will need to communicate with your instructor in order to gain access to the Live Class Session Recordings which will be determined on a case-by-case basis.

Tardiness: Arriving any time beyond the expected designated start time. Students arriving late may be asked to leave the classroom.

Professional Behavior in Class: Students will display respect for peers and faculty in speech and action in the classroom, via email or any written communication, via phone or any oral communication, clinical and all forms of social media. Differences of opinion are presented in a professional and appropriate manner. While critical thinking and a spirit of inquiry are strongly encouraged, expressions of anger and aggressiveness which infringe upon the rights of others will not be tolerated. Cell phones should be turned off during class and clinical. Students should not engage in personal conversations while faculty, or peers, are actively teaching or presenting. Students are expected to be on time for class. Any behavioral issues will be directed toward the Office of Student Conduct. Students may be administratively dropped from a course for unprofessional behavior.

Change in Class Schedule: The DPND reserves the right to amend the information published in the Class Schedule. Changes which may occur are day, time, instructor, or location.

Children in Class: Neither students, nor faculty, shall bring babies or small children into the classroom or clinical practice areas. Having babies and children in the classroom is disruptive, even when the visitors are quiet. Faculty do not wish to be placed in a position in which they must deny individual students the opportunity to attend class if they bring babies or children. Thus, students should make prior alternative arrangements for appropriate child care.

Cancellation of Class: The DPND reserves the right to cancel any course in which the

enrollment is insufficient to warrant offering the course.

Employment During the DPND Program: Full-time students are encouraged not to engage in full-time employment while enrolled in the DPND program. Students must maintain their GPA to complete the program and be competitive for Dietetic Internships. Students should be aware that the DPND assumes no responsibility for their activities as an employee of an agency. The student is personally and professionally responsible and liable for any activity he/she participates in while employed. Students may not wear the UNLV logo or UNLV student name tag at their place of employment.

FIELD EXPERIENCE & CLINICAL POLICIES

Field Experience & Clinical Policies: Both voluntary & assigned (i.e. NUTR 315) field and clinical experiences may occur in agencies (sites) outside, yet affiliated with UNLV. Student access to these clinical facilities is regulated by contracts (i.e. Educational Affiliation Agreements) between the University and the agency/site, covering policies such as background checks, immunizations, drug testing, malpractice and health insurance requirements. Students who do not meet agency's requirements will be denied access to that facility.

It should be noted that the student is not considered an employee of the agency/site where the field or clinical experience takes place and has no claim for employee benefits such as sick leave, social security, retirement benefits, worker's compensation or unemployment benefits.

Please note that field and clinical experience are not required components of the DPND Program (*with the exception NUTR 315: Field Experience in Nutrition **).

NUTR 315 is **not a required NUTR course, but serves as a NUTR elective. This would be the only time you'd be required to perform any type of field or clinical experience in a UNLV DPND course if you chose to enroll in this elective course.*

Attire in the Field/Clinical Area: Students within the DPND must comply with the policies of the various field and clinical agencies/sites where field or clinical practice is scheduled. Students should be aware that in addition to the dress code addressed below, additional restrictions and infection control policies may be required in specific departments of the agencies.

Field/Clinical Dress Code that may be required (*please note that these dress code policies do not apply to your DPND courses, only to field or clinical experience agencies/sites outside of UNLV).* NOTE: Agency policy supersedes this program policy:

- Uniforms and Shoes
    - Uniforms and lab coats may be required. Wearing clothing with UNLV Nutrition Sciences or UNLV Nutrition Center is up to the discretion of the agency. Shoe requirements will be determined by the facility/agency. Professional dress is required at all times. A student may be sent home or dismissed from the course with repeated non-compliance.
- Name Tag

- The UNLV student name tag and insignia may be required in the clinical area. These can be purchased from Boulevard Trophy with approval from the Nutrition Sciences Director.

- General Grooming
  - Students are expected to be free of body odor. This includes use of deodorant, daily showering/bathing and oral care. The use of perfumes and/or fragrances is not allowed in the acute care setting due to the possible patient/client sensitivity or allergy to these substances. Students should refrain from smoking while in uniform, as the smoke clings to clothes and is an irritant to patients. Make-up should be subdued.

- Hair
  - Hair should be clean and neatly groomed. Long hair must be worn up or secured back from the face so as not to obstruct visual acuity and/or affect client safety. Hair should be in natural colors. Male student are to be clean shaven or have a neatly trimmed beard.

- Fingernails
  - This policy may be in effect at any of our affiliated agencies. Agency policy supersedes this policy. Due to the risk for spread of infection, students are not permitted to use artificial nails. Artificial nails include, but are not limited to: wraps, acrylics, tips, tapes, any appliqués other than those made of nail polish, and nail piercings. Nails must be trimmed so they are no longer than 1/8 inch past the tip of the finger to prevent puncture of gloves, and injuring patients or other care providers. Polish must be in good repair without cracks or chips. If polish is worn it must be of a neutral color or clear. Attention must be given to cleaning around the base of the nails and cuticles when washing hands.

- Jewelry and Tattoos
  - This policy may be in effect at any of our affiliated agencies. Agency policy supersedes this policy. No jewelry is permitted except for a wedding band and one pair of small pierced earrings without dangles in lobes only. Visible body jewelry must be removed in the clinical area (e.g. tongue, eyebrow or other body piercing). All visible tattoos must be covered.

- Students in Community Dietetics Practicum courses
  - This policy may be in effect at any of our affiliated agencies. Agency policy supersedes this policy. Each student may be required to purchase a polo shirt and/or nametag. Other clothing requirements are at the discretion of the agency/facility. Shoes should be closed toed and should be appropriate to the attire. High heels may not be allowed. Professional dress is required at all times. A student may be sent home or dismissed from the course with repeated non-compliance.

Immunizations and Health Screening: Nevada Administrative Code (NAC) Chapter 441 A.7555 requires that all students, regardless of age, must provide documentation of having received

the Tetanus Diphtheria (Td) immunization within the last 10 years. In addition, students born in or after 1957 must provide proof of immunity for the following: measles, mumps, and rubella. This information is provided to Student Enrollment Services prior admission to the university. Other immunizations and/or health screenings may be required by the agency/facility.

Students may be required to have a physical exam to ensure they are in good health and can perform the duties of the practicum.

Students may be required to show proof of health insurance to the agency/facility. The student is responsible to determine that their health insurance coverage includes provisions for emergency room visits in the event of a needle stick or other high-risk exposure in the clinical setting, as well as the costs of anti-HIV drugs if the physician determines the medications are warranted.

Drug Screening and Background Checks: Agencies/facilities may require a drug screen and criminal background check. If required, students will be instructed on the procedure. Students must complete this with UNLV and with approval of the Director of Nutrition Sciences. Students are responsible for these costs.

Basic Life Support Validation: Students may be required to maintain Health Care Provider Skills (American Heart Association).

Patient Confidentiality: An important part of RDNs code of ethics is maintaining the client's confidentiality. Therefore, written work submitted to the instructor must never contain the client's full name. Client problems must not be discussed with family or friends. If the School ascertains that a client's confidentiality has been violated, the student violating the confidence will be subject to disciplinary action. Use of cameras, video phones, or any form of image recorder in the clinical area is strictly prohibited without specific arrangements and written permission from the school, patient/guardian and clinical agency.

Removal of Student from Field/Clinical Experiences: Faculty members reserve the right to alter the field and clinical experiences of any students to maintain patient/client or public comfort and safety. A student may be denied access to patients/clients or the public for: 1) a single clinical assignment period; 2) the remainder of any course; or 3) all current and remaining courses.

In accordance with the DPND's purposes and field/classroom objectives, examples of unsafe or unprofessional behavior include, but are not limited to: inadequate preparation for safe patient/client or public care; a pattern of lateness; failure to seek appropriate assistance with new or unfamiliar procedures; questionable decisions based on expected knowledge level; lack of insight and understanding of own behaviors and behaviors of others; a requirement for continuous detailed supervision or direction to provide safe patient care; dishonest or unprofessional interactions with patients, families, staff, faculty or peers; engaging in practice when not mentally or physically fit; and/or placing or leaving a patient in a hazardous condition or circumstance.

Removal from a Single Field/Clinical Experience: The student will be informed by the

instructor of his/her unsafe or unprofessional behavior which is the reason for removal, and will be informed of the conditions necessary for the student to return to the clinical experience. The student will immediately and safely leave the field or clinical area. The DPND Director is informed. The Student Unprofessional Behavior will be filled out by the instructor describing the behavior and the conditions for return. This will be printed to allow the student to sign this form before returning to the field/clinical area. The signed copy is placed in the student's record.

Removal from the Clinical Setting for the Remainder of a Course: On the basis of more than one unsafe or unethical incident, a faculty member may determine, in consultation with DPND Director/Undergraduate Coordinator that a student needs to be removed from the field/clinical setting for the remainder of the course. Documentation of relevant incidents and notes regarding conferences with the student will be reviewed, as well as possible conferences with the student, and other faculty who have taught the student in previous clinical courses. If the instructor and DPND and Nutrition Sciences Directors deem that removal is appropriate, A written decision with rationale and with conditions that could allow for reinstatement in the field/clinical setting in subsequent semesters is provided to the student for his/her signature, and a copy is placed in the student's record. If the theory and field/clinical portion of the course are combined, the student will not be allowed to participate in the theory portion of the class until reinstatement occurs. The student has the right to challenge this academic determination under the academic grievance procedures found in the Student Grievance Policy.

Removal from All Field/Clinical Settings (Suspension from the DPND): A faculty member, in consultation with the DPND Director/Undergraduate Coordinator, may determine that a student may need to be removed from all field/clinical settings because of a pattern of unsafe or unethical conduct, or because of a particularly serious incident of unethical or unsafe conduct in a clinical setting. The faculty member reviews the recorded documentation of the relevant incident(s), including any guidance or remediation that has been offered. The faculty member, DPND and Nutrition Sciences Directors and the Associate Dean discuss the observed behaviors, the problems identified, the guidance/teaching strategies employed, including remediation and outcome and the rationale for a recommendation to remove the student from all field/clinical settings. Further information may be obtained from previous clinical instructors who have taught the student. A meeting between the Associate Dean of Academic Affairs and the student occurs to discuss the student's perception. The DPND Director/Undergraduate Coordinator and Associate Dean will decide whether or not to remove the student. The DPND and Nutrition Sciences Directors provide a written decision with rationale and suggestions for assisting the student. The student receives a written removal from all field/clinical experiences and is requested to sign the original. The DPND and Nutrition Sciences Directors inform the student in writing of the consequences of suspension from the DPND. The student may complete courses that do not have a field/clinical component in the semester of removal if desired, and if documented behaviors have no potential risk to classmates and/or faculty. The student has the right to challenge this academic determination under the Student Grievance Policy.

Health Conditions of a Continuing Nature and Clinical: In the event of pregnancy, students may continue clinical in accordance with agency policy. Student health problems of a continuing nature may be referred to the Student Affairs Council for recommendations.

Transportation to Clinical Sites: Students must provide their own transportation to the various agencies for clinical experience.

Student Responsibility: Each student assumes all risks and is solely responsible for any injury or loss sustained while traveling to or participating in the DPND, operated by the University of Nevada, Las Vegas, School of Integrated Health Sciences, at their field/clinical sites and throughout their program unless such injury or loss arises solely out of the site's gross negligence or willful misconduct.

By signing the final page of this DPND Handbook, as a student at UNLV, I agree to accept the responsibilities described above.

Review of Examinations: Students who wish to personally review examinations should ask the instructor to do so within 48 hours of the examination date. After that period of time, the instructor will not make adjustments to the exam grade due to miscalculations (consult individual class outlines for specific information). Some instructors may not allow the review of exams.

GRADING POLICY FOR THE DPND & ACCESS TO STUDENT FILES (RE 8.2s)

The Grading Scale for DPND Courses is as follows:

A	93-100%
A-	90-92.99%
B+	87-89.99%
B	83-86.99%
B-	80-82.99%
C+	77-79.99%
C	73-76.99%
C-	70-72.99%
D+	67-69.99%
D	63-66.99%
D-	60-62.99%
F	0-59.99%

Posting of Grades: Program faculty will post grades on WebCampus-Canvas throughout the semester for students to track their own, individual progress. In addition, important announcements and messages may be posted to inform students of course progression, so be sure to enable all WebCampus-Canvas notifications. Contact **UNLV's OIT** if you're having problems enabling this feature.

Final semester grades are made available to students by the University via MyUNLV at the close of the semester (after program faculty have manually entered grades into MyUNLV). Grades are not given out by telephone nor to any individual not included on any given students' FERPA form. See **UNLV's FERPA Policy** for more information.

Grade Calculation: The numerical value for the final course grade will be determined by each individual instructor. Please not that it is ***not*** a program policy for final grades to be rounded, however, each instructor may choose to round up in special circumstances. See each course syllabus for details.

Passing Grades: A passing grade is a "C" in all additional, upper-division NUTR, KIN, and HMD/FAB courses. A grade of C- or below is considered a "failing grade" in this DPND program and students will not be permitted to progress in the program until the course is successfully passed with the minimum required grade.

A passing grade is a "B" in all PRE-NUTR courses (i.e. NUTR 223, 271 and 301), and a passing grade is a "C" in all program prerequisite courses (i.e. MATH, BIOL, CHEM, KIN 223, KIN 224). A grade of B- or below is considered a "failing grade" in the PRE-NUTR courses, and a grade of C- or below for all other courses, and students will not be admitted to the program until the course is successfully passed with the minimum required grades.

If a student needs to repeat a course, space in not guaranteed. Space will be granted for students in the proper sequence before those repeating a course.
These requirements are in addition to maintenance of an overall GPA of 2.75 or higher.

Access to Student Files (RE 8.2s): All actively enrolled DPND students have consistent access to their own student files via the University's electronic record-keeping system, **MyUNLV**. Within MyUNLV, students can enroll/register for classes, apply for financial aid, view & download unofficial transcripts, request official transcripts, check transfer credit status, and view course & grade history.

Within MyUNLV, program faculty/instructors can check rosters, input grades and communicate class information.

In addition, the DPND Director and the Office of DHS Advising have abilities to grant permission for enrollment (in special, extenuating circumstances).

Upon request, any actively or inactively enrolled DPND student may contact the DPND Director or Office of DHS Advising to gain access to any and all student file information, including but not limited to requests for Verification Statements, Degree Worksheets, copies of DPND applications or DPND Handbook Signature Pages, etc. (see DPND Director contact information on **page 3**).

PROGRAM PROGRESSION, WITHDRAWAL, DISMISSAL, AND REINSTATEMENT (RE 8.2l,m)

Program Completion: From the time of the student's enrollment in the first DPND class (i.e. NUTR 370), the program must be completed within **three (3) calendar years** (i.e. 150% of program length). If completion is not achieved within this time period, the student will have to petition the Student Affairs Council for an extension, and the student may be asked to repeat courses taken prior to the three-year (program) time limit or six-year (degree) time limit (all coursework dates must be within 5 years of the program graduates' graduation

date).

Program Progression: UNLV DPND students must maintain a semester GPA of 2.75: If a student does not achieve a semester GPA of 2.75, the student must meet with the Division of Health Sciences Advising Center and will be placed on academic probation (see pages 48-49).

A passing grade is a "C" or higher in all upper-division NUTR, KIN, and HMD/FAB courses. A grade of C- or below is considered a failing grade and students will **not** be permitted to progress in the program until the course is successfully passed with the minimum required grade. If a student needs to repeat a course, space in not guaranteed. Space will be granted for students in the proper sequence before those repeating a course.

NOTE: At UNLV, if a student retakes a course ONE time, then the highest grade is calculated into the overall GPA. However, after two (2) retakes, the grades are then averaged (i.e. D, D, C) by the Registrar before being added to the overall GPA. Be distinctive and selective in the courses you may choose to retake.

Withdrawal from DPND Courses

Withdrawal When Successful and Passing: If a student has been successful in previous and currently enrolled courses with a NUTR prefix, the student may withdraw from the DPND course(s) provided that the student has a 2.75 grade at the time of withdrawal. The NUTR course(s) are repeated when available. *The student is not considered non-successful for the withdrawn DPND course(s).*

Withdrawal When Failing Present Course, but Successful in Other DPND Courses: If a student withdraws from a DPND course when the student's grade at that point in the course is less than 2.75 (C), the withdrawal will be considered a non-successful completion of the course. If the student has been successful in all other DPND courses, the withdrawal will be considered the student's first non-successful DPND course. The student will be allowed to repeat the DPND course only when available (each NUTR course is only offered once per academic year). *It is not necessary for the student to petition to retake the course.*

Withdrawal when Passing Present Course, & Non-Successful in Other DPND Courses: If a student has been non-successful in a previous DPND course, and withdraws from a current DPND course with a passing grade (C or higher) at the time of withdrawal, the withdrawal will not be considered a non-successful course outcome. The student will be allowed to repeat the course when available (each NUTR course is only offered once per academic year). *It is not necessary for the student to petition to retake the DPND course.*

Withdrawal when Failing Present Course & Non-Successful in Other DPND Courses: If a student has been non-successful in a previous DPND courses, and withdraws from a current DPND course when failing (GPA less than 2.75), the withdrawal will count as the second non-successful course. **The student will be suspended from the DPND**. *The student will be allowed to continue taking the other DPND courses enrolled in for that semester.*

Withdrawal from Two DPND Courses when Failing: If a student withdraws from two DPND

courses when failing (whether in the same semester, or two different semesters) **the student is suspended from the DPND program**. *Withdrawing when failing is considered non-successful, and **two** non-successful DPND courses are criteria for dismissal from the DPND.*

Decisions related to grading will be determined by the program faculty member according to the work the student has made available to the program faculty member at the time of withdrawal. *It is the student's responsibility to obtain written documentation from the course instructor to verify the passing/failing status at the time of withdrawal.*

If a course in which the student was non-successful is a prerequisite or co-requisite (i.e. requiring concurrent enrollment) *to other DPND courses, as identified in the current catalog, the student will not be allowed to progress*. **All prerequisite or co-requisites must be successfully completed prior to progression to any course scheduled in subsequent semesters.**

Dismissal From the DPND

Based on Academic Performance: Unsuccessful completion of two or more DPND courses may result in immediate dismissal from the DPND.

Based on Unsafe or Unprofessional Conduct in Classroom, Lab, or Field/Clinical Setting: In addition to observation of the University regulations on classroom conduct and the statement on Academic Dishonesty, students in the DPND must act in a safe and professional manner. Unsafe or unprofessional behavior in a clinical or classroom area may be grounds for immediate dismissal from a DPND course and/or program, regardless of previous academic or clinical performance. (See pages 48-49, 61-67, and Removal from Field/Clinical Experiences in the Field/Clinical Policies Section.)

Steps in Dismissal Procedure:

1. The instructor will make the initial judgment as to a student's unsafe or unprofessional behavior. After conferring with the student concerning the behavior or incident, the program faculty member has the right to immediately dismiss the student from the instructional area until further judgments regarding progression in the course can be made.
2. Serious cases of misconduct, as defined by the **UNLV Rules and Disciplinary Procedures for Faculty**, will be referred to the administrative officer of the rules for appropriate action. From that referral point, the policies and procedures detailed in Chapter 6 of the NSHE Code will be followed.

Removal of Dismissal: Students may seek readmission to a course in the DPND *after one academic year*. Application for readmission is made to the Student Affairs Council, and must adhere to the following DPND guidelines:

1. Students must present evidence that deficiencies have been corrected.
2. Placement of students readmitted to the DPND shall be determined by the Student

Affairs Council.

3. Students must reapply to the DPND Program through the Office of DHS Advising, pending DPND Director/Undergraduate Coordinator approval.

Reinstatement to the DPND

Reinstatement requires approval of the DPND Director/Undergraduate Coordinator after reapplying to the DPND Program. If reinstatement is recommended, the recommendation may include stipulations. Reinstatement is **not** automatic and is dependent upon the student's total record of performance and room availability. The privilege of reinstatement is **only granted once** at the next opportunity that class space is available.

PETITION, GRIEVANCE, APPEALS & FORMAL COMPLAINTS PROCEDURES (RE 8.2g,h)

DPND Student Grievance Policy: In the event a student of the DPND believes they have been discriminated against on the basis of sex, gender identification, race, religion, age, handicap, ethnic/cultural background or national origin, the student is advised to contact **UNLV's Office of Diversity Initiatives**. Further procedures will be initiated through **UNLV's Office of Equal Employment and Title IX**.

Any situation in which a student alleges that a DPND administrative or academic policy is faulty or its application has resulted in unfair treatment is considered "grievable". *The burden of proof to establish a case for a hearing rests with the student*. All forms for the grievance process are obtained from the Student Affairs Council. The student first follows the Informal Grievance Procedure. The DPND Director/Undergraduate Coordinator may be used for consultation by the student, program faculty, or administrator during any phase of the informal process.

If the grievance is not resolved through the informal procedure, a formal grievance may be filed.

The general chain of command at the university level is: School of Integrated Health Sciences (SIHS) Academic Standards Committee, SIHS Assistant Dean, SIHS Associate Dean, SIHS Dean, University's Academic Standards Committee, University's Faculty Senate Grievance Petition, University's Executive Vice President and Provost, and University's President.

Informal Grievance Procedure

Informal Grievance Procedure: The informal procedure will be instituted within a reasonable time, but no later than the midterm of the semester following the event, **and the student will document all events**. The DPND Director/Undergraduate Coordinator may be consulted by the student, program faculty member(s), or administrator(s) during any phase of the informal process. The student must consult the DPND Director/Undergraduate Coordinator no later than in Step 2 (see below) for grievances involving an administrator(s) or Step 3 (see below) for grievances involving a faculty member(s).

If the complaint involves a **faculty member(s)**:

- **Step 1**: The student will try to arrive at an acceptable resolution of the grievance with the program faculty member(s) in question.

- **Step 2**: If no acceptable resolution is reached in Step 1, the student will meet with both the program faculty member(s) and the DPND Director.
- **Step 3**: If no acceptable resolution is reached in Step 2, the student in consultation with the DPND Director/Undergraduate Coordinator.
- **Step 4**: If no acceptable resolution is reached in Step 3, the student may institute a formal grievance as outlined below (page 66).

If the complaint involves an **administrator(s)**:

- **Step 1**: The student will try to arrive at an acceptable resolution of the grievance with the program faculty administrator(s) in question (DPND Director/Undergraduate Coordinator).
- **Step 2**: If no acceptable resolution is reached in Step 1, the student Faculty Advisor will meet with the administrator(s) and the Chair of the Department of Kinesiology and Nutrition Sciences (KNS).
- **Step 3**: If no acceptable resolution is reached in Step 2, the student and Faculty Advisor will meet with the SIHS Assistant and/or Associate Dean.
- **Step 4**: If no acceptable resolution is reached in Step 3, the student and Faculty Advisor will meet with the SIHS Dean.
- **Step 5**: If no acceptable resolution is reached in Step 4, If no acceptable resolution is reached in Step 3, the student may institute a formal grievance as outlined below.

Formal Grievance Procedure (RE 8.2g)

- **Step 1**: Student will file the appropriate grievance or petition form with the **Faculty Senate Academic Standards Committee**. *Please note that a student may not use this procedure to appeal a grade received as a sanction of academic dishonesty.*
- **Step 2**: When filing the grievance, clearly explain the nature of the grievance (the course, the instructor, the semester involved, and/or the details of the action causing the grievance) and provide documentation to support your claim. Submit **three** (3) copies of your documents to the University's Faculty Senate (faculty.senate@unlv.edu). The Faculty Senate Program Officer will notify the KNS Dept. Chair that a grievance has been filed, and copies of the grievance and supporting documentation will be distributed to the KNS Dept. Chair and DPND Director/Undergraduate Coordinator. The additional copy will be housed in the Faculty Senate Office. Upon receipt of the grievance and documentation, the KNS Chair will obtain input from the DPND Director/Undergraduate Coordinator or appropriate faculty or staff member, make a recommendation, and forward the petition and documentation to the SIHS Dean, Assistant and/or Associate Dean or appropriate committee within the School of Integrated Health Sciences (SIHS). After a recommendation is made at the SIHS-level and the proper signatures are obtained, the petition and all input will be forwarded to the Faculty Senate's Academic Standards Committee for a decision. All parties involved will be notified of the committee's decision. The Department or School is requested to attach a copy of applicable regulations, bylaws, etc., along with exams, assignments, and the syllabus of the

course involved in the allegation.

- **Step 3**: If it is determined that a hearing shall be held, the SIHS Assistant and/or Associate Dean will notify the Chair of the Academic Standards Committee who will notify the student, hereafter known as the complainant, and faculty member(s) or administrator(s) now referred to as respondent(s).
- **Step 4**: The Academic Standards Committee will meet and decide on a meeting time and place for the hearing, and set up time lines for submission of further documentation and supporting evidence including witness lists by both the complainant and respondent(s).
- **Step 5**: The hearing will be held during a business day in the SIHS.
- **Step 6**: The Academic Standards Committee will notify all parties of the hearing; when and where it will be held; deadline for submission of supporting documents and evidence including names of witnesses; a list of Academic Standards Committee members; and when the complainant, respondent(s), and Academic Standards Committee members may obtain copies of all materials.
- **Step 7**: The complainant and the respondent(s) must submit to the Academic Standards Committee all documents and supporting evidence, name of advisor, and names of witnesses **five** (5) business days prior to the hearing.
- **Step 8**: The Academic Standards Committee will have available all materials **three** (3) business days prior to the hearing. All parties are responsible for obtaining all materials from the Academic Standards Committee or their designate.

Hearing Process (RE 8.2g)

The procedure for the hearing process can be obtained from the **Chair of the Academic Standards Committee**. A written report at the conclusion of the hearing is sent to both parties, and the SIHS Assistant and/or Associate Dean. Either party may appeal the decision of the Academic Standards Committee to the SIHS Assistant and/or Associate Dean, or the person acting in that position. An appeal may be initiated by filing a written notice of appeal with the SIHS Assistant and/or Associate Dean, including a memorandum stating that grounds for the appeal(s), not later than **seven** (7) business days after the date of the written findings and decision(s) of the Academic Standards Committee is received.

Failure to Appear: Failure of the Complainant to appear at the hearing implies that the grievance is withdrawn and the hearing will be dismissed. Failure of the Respondent(s) to appear implies that they do not wish to speak and the hearing will continue in their absence.

Record of the Hearing: A record of the vote and one copy of all material, including the Grievance Resolution Forms I and II, will be sealed and kept in the office of the SIHS Assistant and/or Associate Dean for at least **five** (5) years.

Complaints Not Resolved at the University Level (RE 8.2h)

If the complaint relates to accreditation status or the performance of the DPND Program, *and all other options within the program and University have been exhausted*, then students should contact the **Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics**, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, (312) 899-0400 ext. 5400.

Procedure for Complaints Against the DPND Program (RE 8.2h)

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. *However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students*. It acts only upon a signed allegation that the program may not be in-compliance with the accreditation standards or policies. The complaint must be signed by the complainant. **Anonymous complaints are not considered**.

The **Complaint Investigation Form** can be found on the **ACEND website**. The process is as follows:

- ACEND staff forwards all written complaints to the ACEND® chair within **three** (3) weeks of receipt of the complaint. If the complainant, requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
- If the ACEND® chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within **two** (2) weeks of the Chair's review that no further action will be taken.
- If the ACEND® chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
- At the same time as the complainant is notified, the complaint is forwarded to the program director by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND®, receive copies of the correspondence by first class mail.
- The ACEND® chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than **thirty** (30) calendar days from receipt of the notification, as documented by the record of second day delivery.
- The ACEND® chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
- The ACEND® chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND® board at its next scheduled meeting.
- In determining the appropriate action, the ACEND® board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
- The ACEND® board or the ACEND® chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND® board and legal counsel to

identify a plan to address the complaint.

- If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
- If the complaint is substantiated and indicates that the program may not be in-compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND® board determines that the program is not in compliance with the accreditation standards or policies, the ACEND® board may place the program on probation or withdraw accreditation.
- The program director and administration of the sponsoring institution are notified of the ACEND® board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals processes expire.
- The program has the right to request the ACEND® board to reconsider a decision to withdraw accreditation or probationary accreditation.

STATEMENT OF RESPONSIBILITY

Each student assumes all risks and is solely responsible for any injury or loss sustained while traveling to or participating in the UNLV DPND, operated by the University of Nevada, Las Vegas (UNLV), School of Integrated Health Sciences (SIHS), at any volunteer and/or practice site and throughout their program unless such injury or loss arises solely out of the site's gross negligence or willful misconduct. *As a DPND student at UNLV, I agree to accept the responsibilities described above*.

ASSESSMENT OF PRIOR LEARNING (RE 7.3l, 8.2i)

The UNLV DPND does not assess prior learning or competence except for the possibility of course transfers as previously explained on pages 31-32 of this handbook.

ACADEMY OF NUTRITION & DIETETICS (AND) MEMBERSHIP BENEFITS

DPND students are strongly encouraged to be **student members of the Academy of Nutrition and Dietetics (AND)**. This membership provides students access to the Journal of Academy of Nutrition and Dietetics (JAND), the Evidence Analysis Library (EAL), and other member benefits that may be useful in the classroom.

In addition, DPND students are strongly encouraged to become members of the **UNLV Student Nutrition and Dietetics Association (SNDA)**. This membership provides students with networking, volunteer/community service, and leadership opportunities, plus so much more.

HANDBOOK APPROVAL PROCESS

The DPND Student Handbook, which reflects the DPND Program policies, procedures and curriculum planning, will be updated on a yearly basis to reflect changes made in accordance with ACEND, course offerings and any other University-level updates. The handbook will be reviewed by the DPND Director/Undergraduate Coordinator with input from the UNLV DPND Advisory Board, Nutrition Sciences Program Faculty, and the UNLV Office of General Council (as needed).

Last revision: May 2024

CHAPTER IX: STUDENT CONFIRMATION OF UNDERSTANDING SIGNATURE PAGE

I comprehend the information presented in the UNLV DPND Handbook. **I agree to abide by the policies and procedures outlined in this handbook throughout the remainder of my undergraduate studies in the DPND**. I comprehend the information presented regarding the DPND:

- The degree requirements including required courses, minimum 2.75 GPA requirement, and the minimum letter grade of a C for all NUTR, KIN, HMD/FAB, and CHEM courses.
- The additional program fees including course fees, professional liability insurance and possible immunizations, drug, and criminal background checks.
- I have read and understand the attendance (page 36) and assessment (page 37) policies.
- Student membership in the Academy of Nutrition and Dietetics (AND) and the UNLV Student Nutrition and Dietetic Association (SNDA) is strongly encouraged although not required.
- Even with successful completion of the DPND, my placement in a dietetic internship or graduate program is not guaranteed.
- That a Master's degree is required in addition to a Dietetic Internship in the pathway towards becoming a Registered Dietitian Nutritionist (RDN).
- It is recommended that I obtain nutrition-related experiences outside of the classroom to increase my chances of getting into an internship.
- I understand this is a preparatory program for the nutrition and dietetics profession with **high standards for academic integrity and professional behaviors, interactions and attitudes with all program directors, instructors, lab coordinators, supervisors, academic advisors, preceptors and peers**, and if at any point I violate these policies and standards, *I am eligible to be removed from this DPND program*.
- That I have read this entire DPND Student Handbook in its entirety and fully understand and comprehend the program policies as stated.
- *As a DPND student at UNLV, I agree to accept the responsibilities described above.*

Student Name: _____ Date: _____

Student Signature: _____ Date: _____

DPND Director: _____ Date: _____

This signature page will be placed in your permanent student file that is maintained in the Nutrition Sciences Office.

Contact the DPND Director for a signed copy at **samantha.coogan@unlv.edu**.