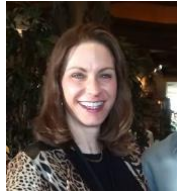




DPND STUDENT HANDBOOK

2021-2022



WELCOME FROM THE COORDINATOR OF NUTRITION SCIENCES

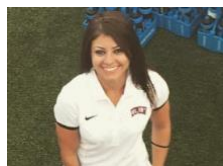
I wish to welcome you to the Bachelor of Science in Nutrition Sciences and Didactic Program in Dietetics (DPND) at UNLV. Nutrition Sciences prepares students for the health care field with an evidence-based approach to nutrition and dietetics and medical nutrition therapy.

Nutrition Sciences programs are student-focused with contact hours provided through lecture-based courses, laboratory courses, and field experiences supervised by Registered Dietitians/Nutritionists. Summer and part-time work, or volunteer experiences in the profession, are encouraged to help bolster a competitive application for the dietetic internship.

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.

Welcome! You have worked hard to become part of this program. Please take time to read this DPND Student Handbook.

Laura J. Kruskall, PhD, RDN, CSSD, LD, FACSM, FAND
Coordinator, UNLV Nutrition Sciences



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

We have an exciting undergraduate DPND that includes evidence-based practice at the core of our curriculum. Our program is accredited by the Accreditation Council for Education in Nutrition and Dietetics and conforms to high education standards. Our program is designed to prepare you for supervised practice and ultimately as an entry-level Registered Dietitian Nutritionist.

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

DPND PROGRAM CONTACT INFORMATION

NUTRITION SCIENCES

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4505 Maryland Parkway, Box 453036 Las Vegas, Nevada 89154-3206

VOICEMAIL

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CHAPTER I

INFORMATION ABOUT THE UNIVERSITY OF NEVADA, LAS VEGAS

Over 28,000 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.

UNLV is a member of the Northwest Commission on Colleges and Universities (NWCCU). The NWCCU is an independent, non-profit membership organization recognized by the U.S. Department of Education as the regional authority on educational quality and institutional effectiveness of higher education institutions.

Regional accreditation is a voluntary, self-regulatory process of quality assurance and institutional improvement. It recognizes higher education institutions for performance, integrity, and quality to merit the confidence of the educational community and the public. Accreditation by a regional accrediting agency qualifies institutions and enrolled students for access to federal funds to support teaching, research, and student financial aid.

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

RESOURCES ON CAMPUS

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. UNLV Libraries online catalog links to other libraries as well as to various electronic journal indices, selected full-text items and the World Wide Web. 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 campus newspaper "The Rebel Yell" is also in the Union

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 (G.I. Bill, 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.

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 AND 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 the DPND 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 Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the [**Online Reporting Form**](#), by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

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 nurse 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.

CHAPTER II

CAREER OPPORTUNITIES IN NUTRITION & DIETETICS

A dietitian 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:

- Dietetic Technician, Registered
- Upon receiving a DPND Verification Statement students are eligible to take the DTR exam
- 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

- Upon satisfactory completion of (1) the academic course work in a DPND program, such as the Dietetics or Sports Nutrition Specialization at UNLV and (2) 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.
- Graduates of the DPND receive a verification statement indicating they are eligible to apply for a supervised practice program (Dietetic Internship), in which students will receive practical training in varied aspects of dietetic practice. Such programs are generally nine to twelve months long and provide at least 1,200 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 DPND and Nutrition Sciences Directors provides assistance in the application process for supervised practice programs however, completion of the DPND does not guarantee placement in a supervised practice program.
- The Dietetic Internship, supervised practice program requires 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.
- Upon successful completion of the dietetic internship students are eligible to take the Registration Examination for Dietitians. More information about becoming an RDN and the

registration exam can be found [here](#).

- **NOTE:** By January 1st, 2024, students will need to have earned the M.S. degree (*in addition to the traditional requirements to become a registered dietitian nutritionist*) in order to sit for the National Registration Examination for Dietitians.
- At this point, 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. The internship can be completed before the start or at the end of the M.S program. Becoming accepted into the M.S. in Nutrition Sciences does not guarantee a spot in the UNLV Dietetic Internship. The internship program is competitive.
- Once the RDN credential is obtained, individuals may apply to become a [Licensed Dietitian \(LD\) in Nevada](#).

SUGGESTIONS TO IMPROVE YOUR CHANCES IN BEING SELECTED FOR 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.

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. These also serve as resources for students wishing to shadow dietitians in practice.

DIETITIAN EDUCATION

OPTION 1 - DIDACTIC PROGRAM IN NUTRITION AND DIETETICS

- General Education: Required by Institution
 - Courses that meet DPND requirements may be applied to general education requirements, at the discretion of the institution
- Professional Program
 - Courses that incorporate the foundation knowledge and skills for entry to the supervised practice component

OPTION 1 - DIETETIC INTERNSHIP PROGRAM

- Professional competencies for entry-level dietetics practice
- Emphasis or Concentration: One or more **in addition** to the basic competencies

OPTION 2 - COORDINATED PROGRAM 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 Program
 - Courses that incorporate the foundation knowledge and skills for entry fo the supervised practice component
- Supervised Practice Component
 - Professional competencies for entry-level practice as a dietitian
 - Emphasis or Concentration: One or more in addition to the basic competencies

DIETETIC TECHNICIAN EDUCATION

DIETETIC TECHNICIAN PROGRAM

- General Education: Required by Institution
 - Courses that meet DT 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 component
- Supervised Practice Component
 - Competencies for entry-level practice as a dietetic technician

DPND MISSION & GOALS

DESCRIPTION OF THE PROGRAMS WITHIN NUTRITION SCIENCES

The University and Community College System of Nevada Board of Regents 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. 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. A nutrition degree program within SIHS affords a perfect opportunity to include medical nutrition therapy in the education of future health care providers and provide a nutrition degree program with a strong clinical perspective.

The Nutrition Sciences program is housed within the Department of Kinesiology and Nutrition Sciences. Nutrition Sciences currently offers: a Bachelor of Science degree in Nutrition Sciences, a Didactic Program in Nutrition and Dietetics (DPND), and a Dietetic Internship. At the present time, we are admitting students to only the Dietetics and Sports Nutrition concentrations as pre-nutrition majors. Students apply to the program on a competitive basis to become a Nutrition Sciences major for admission in fall of their junior year.

Nutrition Sciences prepares students for the health care field with an evidence-based approach to nutrition and dietetics and medical nutrition therapy. Nutrition Sciences programs are

student-focused with contact hours provided through lecture-based courses, laboratory courses, and field experiences supervised by Registered Dietitians/Nutritionists. Summer and part-time work, or volunteer experiences in the profession, are encouraged to help bolster a competitive application for the dietetic internship. 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.

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, 2024. ACEND's contact information is listed below:

Address: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995

Phone: 312-899-0040, extension 5400

Email: education@eatright.org

Website: ACEND

DPND MISSION STATEMENT

The mission of the UNLV DPND is to prepare students 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

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 OBJECTIVES FOR GOAL #1:

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%.

At least 80% of DPND graduates will rate that they were at least satisfied with the overall knowledge gained during the DPND (Rating Scale: "highly satisfied", "satisfied", or "dissatisfied").

At least 80% of DPND graduates will be employed (or have attempted employment) in a nutrition or dietetics-related field, enrolled in a dietetic internship program, or enrolled in graduate/professional school following graduation from our DPND program.

At least 80% of graduates will rate themselves as being prepared for their dietetic internship or their first dietetics or nutrition-related job (Rating scale: Well-prepared, not well prepared).

50% percent of program graduates are admitted to a supervised practice program within 12 months of graduation.

NEW At least 80% of the time employer/preceptor rankings of graduates' entry level knowledge will be "satisfactory" or above.

NEW At least 80% of graduates will report community involvement or professional leadership responsibilities within 5 years of graduation.

At least 80% of program students complete program/degree requirements within 6 years (150% of the program length).

60% percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

PROGRAM GOAL #2

Graduates will demonstrate ability to operate as an effective team member within a diverse population.

PROGRAM OBJECTIVES FOR GOAL #2:

- At least 25% of the 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
- At least 80% of graduates will earn a mean rating of "satisfactory or higher" from the supervised practice program director in regards to preparation for supervised practice.

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

STUDENT LEARNING OUTCOMES & COMPETENCIES

CORE KNOWLEDGE FOR THE RDN

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

KRDN 1.1: The curriculum must demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2: Use 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 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 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 use 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 Clearing house Web sites.

Domain 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist 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 Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3: Assess the impact of a public policy position on nutrition and dietetics practice.

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 in the delivery of food and nutrition services.

KRDN 2.6: Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7: Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8: Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

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 roles of others with whom the registered dietitian collaborates in the delivery of food and nutrition services.

Domain 3: Clinical and Customer Services: Development and delivery of information, products and

services to individuals, groups and populations.

KRDN 3.1: Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition 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: Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5: Describe basic concepts of nutritional genomics.

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 and interpret financial data.

KRDN 4.3: Describe 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: Describe safety principles related to food, personnel and consumers.

KRDN 4.6: Analyze data for assessment and evaluate data to 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 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 principles related to the food, personnel and consumers.

Comments for Successfully Achieving **KRDN 4.6:**

- Students must be able to analyze data for assessment and evaluate data to use in decision-making.

Standard 5: *Curriculum and Learning Activities:* Required Elements.

Required Element 5.1: A curriculum map must be developed that:

- Identifies didactic courses and supervised practice experiences, which occur in various settings or practice areas that students will complete to meet the required curriculum components, core knowledge and competencies and program-defined concentration competencies.

- Sequentially and logically organizes the progression of didactic courses and supervised practice experiences from introductory to more advanced learning activities and builds on previous knowledge or experience to achieve the expected depth and breadth of knowledge and competency by completion of the program.
- Culminates in experiences to demonstrate entry-level competence.

Required Element 5.2: The program's curriculum must be designed to ensure the breadth and depth of requisite knowledge and skills needed for entry-level practice as 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 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 Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings
- Principles of medical nutrition therapy and the Nutrition Care Process
- 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
- Health care delivery systems (such as accountable care organizations, managed care, medical homes)
- 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, environmental sustainability, techniques of food preparation and development and 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 competence and human diversity; human behavior, psychology, sociology or anthropology

Required Element 5.3: The program's curriculum must provide learning activities to attain the breadth and depth of the required curriculum components, core knowledge and competencies and program-defined concentration competencies. Syllabi for courses taught within the academic unit and supervised practice rotation descriptions must include these learning activities with the associated KRDN/CRDN.

- 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, including infants, children, adolescents, adults, pregnant/lactating females and older adults.
- Learning activities must use a variety of educational approaches necessary.

UNIVERSITY OF NEVADA, LAS VEGAS DPD PROGRAM

KRDN CURRICULUM MAP (REQUIRED ELEMENT 5.1/5.2) DIDACTIC COURSES ALIGNED WITH CORE KNOWLEDGE FOR THE RDN (DPD)

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 title 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, 3.1, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6

Table 1

Courses	1.1	1.2	1.3	2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	3.1	3.2	3.3	3.4	3.5	4.1	4.2	4.3	4.4	4.5	4.6
Semester 1																						
CHEM 108			X																			
BIOL 189/L		X																				
Semester 2																						
BIOL 251/L		X																				
Semester 3																						
HMD 130		X	X																		X	
NUTR 223	X		X																			
NUTR 271						X												X				
KIN 223/L		X																				
Semester 4																						
KIN 224/L		X																				
NUTR 301									X													
Semester 5																						
FAB 230		X	X																			X
KIN 200		X	X																			
NUTR 370				X						X			X									
Semester 6																						

Courses	1.1	1.2	1.3	2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	3.1	3.2	3.3	3.4	3.5	4.1	4.2	4.3	4.4	4.5	4.6
NUTR 311/L									X					X								
NUTR 326															X							
Semester 7																						
NUTR 405	X	X	X																			
NUTR 426					X			X				X										
NUTR 451	X																					
NUTR 470				X		X	X						X						X			
Semester 8																						
NUTR 427	X	X	X	X	X			X				X										
NUTR 429																	X	X	X	X	X	X
NUTR 431	X	X	X	X					X		X			X								
NUTR 450	X	X	X	X												X						

Course descriptions and specifics start under Concentrations on page 28

ACADEMY OF NUTRITION AND DIETETICS STANDARDS OF PRACTICE- STANDARDS OF PROFESSIONAL PERFORMANCE 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 dietitians (RDs) provide quality service based on customer expectations and needs.
- **Standard 2:** Application of Research.
 - RDs 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 STANDARDS CODE OF ETHICS 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 profession 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 assumes 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 III

GETTING STARTED IN THE DPND PROGRAM

ADMISSIONS POLICY

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 for entry into the program in Fall of junior year. The following courses must be completed and a grade minimum must be earned for admission consideration into the DPND:

- MATH 124 (grade of C or higher)
- BIOL 189/L (grade of C or higher)
- KIN 223/L (grade of C or higher)
- KIN 224/L (grade of C or higher)
- BIOL 251/L (grade of C or higher)
- CHEM 108 (grade of C or higher)
- NUTR 223 (grade of B or higher)
- NUTR 271 (grade of B or higher)
- NUTR 301 (grade of B or higher)
- A grade of C or higher is required for all other general education courses.

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. Please note that there is no entrance exam to be admitted into the program at this time.

The program has a cap (50 students) and this number is subject to change. Top ranked students, based on GPA 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

Students who have completed DPND work at another ACEND accredited institution and are requesting admission into the UNLV program will be asked to send a request form for a letter of good standing to the Chair/Dean of the program from which they are transferring. The application process into the DPND is the same as specified above.

Specific courses will be determined on an individual basis when the program contract is negotiated. Transfer credit for equivalent course work may be granted for admission as a pre-major (NUTR-PRE) in MATH, BIOL and CHEM. Course work is evaluated based on curriculum content, not course title or credit equivalency. If transferred into UNLV and accepted by the program, the earned grade in the course will count for the application into the DPND. NUTR courses must be taken at UNLV for DPND admission.

Students transferring from another institution into the DPND program will be handled on a case by case basis. Transfer students will first be admitted to UNLV as a pre-major in Nutrition Sciences (NUTR-PRE). Students must apply to the DPND program for admission once all required courses are successfully completed. To be considered for transfer after program acceptance, NUTR courses must come from a DPND accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). 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 for our DPND. Courses older than five years will not be considered.

English, Mathematics and Chemistry courses may require placement examinations to determine course sequencing. SAT, ACT or department exams may apply- see catalog for details.

SUMMARY OF PROGRAM POLICIES

ACADEMIC POLICIES

- 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 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.

GRADUATION AND ACCREDITATION REQUIREMENTS

- 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.

ADVISING

- Students should meet with an academic advisor in the SIHS advising center each semester in order to plan coursework for the completion of the degree. 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.

PROGRAMS AND CONCENTRATIONS

B.S. IN NUTRITION SCIENCES

- 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 an ACEND-Accredited Dietetic Internship/Supervised Practice 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.

DIDACTIC PROGRAM IN NUTRITION & DIETETICS (DPND)

- 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 contact information for ACEND is listed here. Address: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995; Phone: (312) 899-0040, extension 5400; E-mail: education@eatright.org; Web Site: <http://www.eatright.org/acend>.

CONCENTRATIONS

DIETETICS

This general program allows students to **meet all DPND requirements**. This concentration allows students to choose Nutrition Sciences elective courses.

SPORTS NUTRITION

This sports concentration allows students to **meet all DPND requirements** while taking specialized courses in sports nutrition and exercise physiology.

DIETETICS CONCENTRATION

UNIVERSITY CORE REQUIREMENTS (36-37 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 124 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 (23 CREDITS)

Table 3

Course Number	Course Title	Credits
KIN 200	Statistics for the Health Sciences	3
BIOL 189/L	Fundamentals of Life Science	4
KIN 223/L	Human Anatomy and Physiology I Pre-req: BIOL 189/L	4
KIN 224/L	Human Anatomy and Physiology II Pre-req: BIOL 189/L, KIN 223/L	4
BIOL 251/L	General Microbiology Pre-req: BIOL 189/L, CHEM 108	4
CHEM 108	Chemistry for the Health Sciences	4

Check the home department for pre-requisite changes.

REQUIRED NUTR and HMD/FAB COURSES (47 CREDITS)

Table 4

Course Category	Course Options	Credits
HMD 130	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	Principles of Nutrition Pre-req: MATH 124 or higher (not MATH 132); CHEM 108; BIOL 189/L; PRE-NUTR major Co-req: NUTR 271	3
NUTR 271	Introduction to Nutrition and Dietetics Pre-req: MATH 124 or higher (not MATH 132); CHEM 108; BIOL 189/L; PRE-NUTR major Co-req: NUTR 223	1
NUTR 301	Nutrition, Health, and Ethnic Issues Pre-req: ENG 101; PRE-NUTR major	3
NUTR 311*	Nutrition Assessment Pre-req: NUTR 223, 271, 370, & MATH 124 or higher (Not 132); NUTR major Co-Req: NUTR 311L	3
NUTR 311/L*	Nutrition Assessment Lab Pre-req: NUTR 223, 271, 370, & MATH 124 or higher (Not 132); NUTR major Co-Req: NUTR 311	1
NUTR 326	Principles of Food Science Pre-req: HMD 130, CHEM 108, NUTR 223; NUTR major	3
NUTR 370	Nutrition in the Lifecycle Pre-req: NUTR 223 & NUTR 271; NUTR major	3
NUTR 405	Advanced Sports Nutrition Pre-req: BIOL 224/224L, NUTR 311/311L; NUTR major	3
NUTR 426**	Medical Nutrition Therapy I Pre-req: NUTR 311/L, KIN 224/L; NUTR major	3

Course Category	Course Options	Credits
NUTR 427**☑	Medical Nutrition Therapy II Pre-req: NUTR 426; Co-req: NUTR 431, NUTR 450; NUTR major	3
NUTR 429**	Dietetics, Business, and Management Principles I Pre-req: FAB 230, NUTR 326, NUTR 311/L; NUTR major	3
NUTR 431**☑	Seminar in Nutrition Pre-req: Senior Standing in Nutrition, NUTR 426 Co-req: NUTR 427, NUTR 450; NUTR major	3
NUTR 450**☑	Nutritional Pathophysiology Pre-req: Senior Standing in Nutrition, NUTR 426 Co-req: NUTR 427, NUTR 431; NUTR major	3
NUTR 451*	Nutrition and Metabolism I Pre-req: NUTR 311/L, KIN 224/L, CHEM 108; NUTR major	3
NUTR 470**	Community Nutrition Pre-req: NUTR 271, NUTR 370, NUTR 311/L; NUTR major	3

* Taken Junior Year

**Taken senior year

☑ Courses MUST be taken together

NUTRITION ELECTIVE OPTIONS (Choose 14 CREDITS)

Table 5

Course Category	Course Options	Credits
NUTR 315	Field Experience in Nutrition Pre-req: NUTR 223, NUTR 271; NUTR major	3
NUTR 407	Complementary and Integrative MNT Pre-req: NUTR 311/L; NUTR major	3
NUTR 408	Nutrition, Food and Policy Pre-req: NUTR 223, NUTR 370; NUTR major	3
NUTR 430	Dietetics, Business, and Management Principles II Pre-req: NUTR 429; NUTR major	3
NUTR 452	Nutrition and Metabolism II Pre-req: NUTR 426, NUTR 451; NUTR major	3

Course Category	Course Options	Credits
NUTR 466	Nutritional Anthropology Pre-req: NUTR 223; NUTR major	3
NUTR 475*	Undergraduate Research in Nutrition Permission of instructor required Repeatable up to 6 credits Pre-req: NUTR 311/L; NUTR major	1-3
NUTR 490*	Special Topics in Nutrition Permission of instructor required; NUTR major Repeatable up to 6 credits Pre-req: NUTR 311/L	1-3
NUTR 491*	Independent Study in Clinical Nutrition Permission of instructor required Repeatable up to 9 credits Pre-req: NUTR 311/L; NUTR major	1-3
NUTR 495*	Practicum in Nutrition Education Permission of instructor required Repeatable up to 6 credits Pre-req: NUTR 311/L; NUTR major	1-3
KIN 391/L	Exercise Physiology Pre-req: KIN 224/L	4
KIN 350	Social Psychology of Physical Activity Pre-req: Minimum grade of C in each of the following courses (2 pre-reqs total): <ul style="list-style-type: none"> • KIN 200 or NURS 200 or PSY 210 • SOC 101 or PSY 101 Permission of instructor required	3

*NOTE: This is **not an exhaustive list** of NUTR elective options. With prior approval from the DPD Director BEFORE enrolling in the course, any 300- or 400-level, related course may be a possible elective option (i.e. KIN 492 or 493, PSY 303 or PBH 360).*

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

Total Credits Required for the Degree: 120

NUTRITION SCIENCES - DIETETICS CONCENTRATION SUGGESTED FOUR-YEAR PLAN OF STUDY

Courses with an * 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 May 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
MATH 124*	3 credits	KIN 223/L*	4 credits
BIOL 189/L*	4 credits	ENG 102	3 credits
ENG 101	3 credits	CHEM 108*	4 credits
First Year Seminar (FYS)	2 credits	Humanities	3 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	Humanities	3 credits
NUTR 223 (Fall only course) *	3 credits	NUTR 301 *	3 credits
NUTR 271 (Fall only course) *	1 credit	Social Science	3 credits
US/NV Constitution	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 MAY	DHS Advising
Semester Total Credits	18 credits	Semester Total Credits	16 credits

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 or ECON 261)	3 credits	FAB 230 or Social Science	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 Elective	3 credits	NUTR 326 (Spring only course)	3 credits
Multicultural	3 credits	NUTR Elective	3 credits
		NUTR Elective	3 credits
Semester Total Credits	15 credits	Semester Total Credits	16 credits

SENIOR YEAR

Admittance to Program Required
Year Total: 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 470 (Fall only course)	3 credits	NUTR 429 (Spring only course)	3 credits
NUTR 451 (Fall only course)	3 credits	NUTR 470 (Spring only course)	3 credits
NUTR Elective	3 credits	NUTR Elective	3 credits
Semester Total Credits	15 credits	Semester Total Credits	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.

In the healthcare profession, fingerprinting will be required

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.

Updated 7/16/2021

SPORTS NUTRITION CONCENTRATION

UNIVERSITY CORE REQUIREMENTS (36-37 CREDITS)

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

Table 10

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 124 or higher, but NOT MATH 132	3 credits
US/NV Constitution	Both: HIST 100 or PSC 101 US Only: HIST 101	4-6 credits

Course Category	Course Options	Credits
	NV Only: HIST 102, 217, or PSC 100	
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 (23 CREDITS)

Table 11

Course Number	Course Title	Credits
KIN 200	Statistics for the Health Sciences	3
BIOL 189/L	Fundamentals of Life Science	4
KIN 223/L	Human Anatomy and Physiology I Pre-req: BIOL 189/L	4
KIN 224/L	Human Anatomy and Physiology II Pre-req: BIOL 189/L, KIN 223/L	4
BIOL 251/L	General Microbiology Pre-req: BIOL 189/L, CHEM 108	4
CHEM 108	Chemistry for the Health Sciences	4

Check the home department for pre-requisite changes.

REQUIRED NUTR and HMD/FAB COURSES (47 CREDITS)

Table 12

Course Category	Course Options	Credits
HMD 130	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	Principles of Nutrition Pre-req: MATH 124 or higher (not MATH 132); CHEM 108; BIOL 189/L; PRE-NUTR major Co-req: NUTR 271	3

Course Category	Course Options	Credits
NUTR 271	Introduction to Nutrition and Dietetics Pre-req: MATH 124 or higher (not MATH 132); CHEM 108; BIOL 189/L; PRE-NUTR major Co-req: NUTR 223	1
NUTR 301	Nutrition, Health, and Ethnic Issues Pre-req: ENG 101; PRE-NUTR major	3
NUTR 311*	Nutrition Assessment Pre-req: NUTR 223, 271, 370, & MATH 124 or higher (Not 132); NUTR major Co-Req: NUTR 311L	3
NUTR 311/L*	Nutrition Assessment Lab Pre-req: NUTR 223, 271, 370, & MATH 124 or higher (Not 132); NUTR major Co-Req: NUTR 311	1
NUTR 326	Principles of Food Science Pre-req: HMD 130, CHEM 108, NUTR 223; NUTR major	3
NUTR 370	Nutrition in the Lifecycle Pre-req: NUTR 223 & NUTR 271; NUTR major	3
NUTR 405	Advanced Sports Nutrition Pre-req: BIOL 224/224L, NUTR 311/311L; NUTR major	3
NUTR 426**	Medical Nutrition Therapy I Pre-req: NUTR 311/L, KIN 224/L; NUTR major	3
NUTR 427** <input checked="" type="checkbox"/>	Medical Nutrition Therapy II Pre-req: NUTR 426; Co-req: NUTR 431, NUTR 450; NUTR major	3
NUTR 429**	Dietetics, Business, and Management Principles I Pre-req: FAB 230, NUTR 326, NUTR 311/L; NUTR major	3
NUTR 431** <input checked="" type="checkbox"/>	Seminar in Nutrition Pre-req: Senior Standing in Nutrition, NUTR 426 Co-req: NUTR 427, NUTR 450; NUTR major	3
NUTR 450** <input checked="" type="checkbox"/>	Nutritional Pathophysiology	3

Course Category	Course Options	Credits
	Pre-req: Senior Standing in Nutrition, NUTR 426 Co-req: NUTR 427, NUTR 431; NUTR major	
NUTR 451*	Nutrition and Metabolism I Pre-req: NUTR 311/L, KIN 224/L, CHEM 108; NUTR major	3
NUTR 470**	Community Nutrition Pre-req: NUTR 271, NUTR 370, NUTR 311/L; NUTR major	3

* Taken Junior Year

**Taken Senior year

☒ Courses MUST be taken together

NUTRITION ELECTIVE OPTIONS (Choose 14 CREDITS)

For this concentration, 7 credits elective options are required from KIN 391/L and either KIN 492 or 493 (depending on pre-reqs and course availability).

Choose remaining 7 credits from NUTR 315 down.

Table 13

Course Category	Course Options	Credits
KIN 391/L (REQUIRED)	Exercise Physiology Pre-req: KIN 224/L	4 (REQUIRED)
KIN 492 or 493 (REQUIRED)	Clinical Exercise Physiology Pre-req: KIN 224/L and KIN 391/L Applied Exercise Physiology Pre-req: BIOL 189/L, KIN 200, KIN 391	3 (REQUIRED)
NUTR 315	Field Experience in Nutrition Pre-req: NUTR 223, NUTR 271; NUTR major	3
NUTR 407	Complementary and Integrative MNT Pre-req: NUTR 311/L; NUTR major	3
NUTR 408	Nutrition, Food and Policy Pre-req: NUTR 223, NUTR 370; NUTR major	3
NUTR 430	Dietetics, Business, and Management Principles II Pre-req: NUTR 429; NUTR major	3
NUTR 452	Nutrition and Metabolism II Pre-req: NUTR 426, NUTR 451; NUTR major	3

Course Category	Course Options	Credits
NUTR 466	Nutritional Anthropology Pre-req: NUTR 223; NUTR major	3
NUTR 475*	Undergraduate Research in Nutrition Permission of instructor required Repeatable up to 6 credits Pre-req: NUTR 311/L; NUTR major	1-3
NUTR 490*	Special Topics in Nutrition Permission of instructor required; NUTR major Repeatable up to 6 credits Pre-req: NUTR 311/L	1-3
NUTR 491*	Independent Study in Clinical Nutrition Permission of instructor required Repeatable up to 9 credits Pre-req: NUTR 311/L; NUTR major	1-3
NUTR 495*	Practicum in Nutrition Education Permission of instructor required Repeatable up to 6 credits Pre-req: NUTR 311/L; NUTR major	1-3
KIN 350	Social Psychology of Physical Activity Pre-req: Minimum grade of C in each of the following courses (2 pre-reqs total): <ul style="list-style-type: none"> • KIN 200 or NURS 200 or PSY 210 • SOC 101 or PSY 101 Permission of instructor required	3

*NOTE: This is **not an exhaustive list** of NUTR elective options. With prior approval from the DPD Director BEFORE enrolling in the course, any 300- or 400-level, related course may be a possible elective option (i.e. KIN 492 or 493, PSY 303 or PBH 360).*

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

Total Credits Required for the Degree: 120

NUTRITION SCIENCES - DIETETICS CONCENTRATION

SUGGESTED FOUR-YEAR PLAN OF STUDY

Courses with an * 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 May application cycle in

which the applicant is applying.

FRESHMAN YEAR

Year Total: 33 credits

Table 14

Fall Semester Freshman Year	Credits	Spring Semester Freshman Year	Credits
Social Science	3 credits	Social Science	3 credits
MATH 124	3 credits	KIN 223/L	4 credits
BIOL 189/L	4 credits	ENG 102	3 credits
ENG 101	3 credits	CHEM 108	4 credits
First Year Seminar (FYS)	2 credits	Humanities	3 credits
Semester Total Credits	15 credits	Semester Total Credits	17 credits

SOPHOMORE YEAR

Year Total: 34 credits

Table 15

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

JUNIOR YEAR

Admittance to Program Required

Year Total: 32 credits

Table 16

Fall Semester Junior Year	Credits	Spring Semester Junior Year	Credits
KIN 200 (NOT STAT 152 or ECON 261)	3 credits	FAB 230 or Social Science	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
Multicultural	3 credits	NUTR 326 (Spring only course)	3 credits
KIN 391/L	4 credits	KIN 492 or 493	3 credits
		NUTR Elective	3 credits
Semester Total Credits	16 credits	Semester Total Credits	16 credits

SENIOR YEAR

Admittance to Program Required
Year Total: 30 credits

Table 17

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 429 (Spring only course)	3 credits
NUTR 470 (Fall only course)	3 credits	NUTR 431 (Spring only course)	3 credits
NUTR 451 (Fall only course)	3 credits	NUTR 450 (Spring only course)	3 credits
NUTR Elective	3 credits	NUTR Elective	3 credits
Semester Total Credits	15 credits	Semester Total Credits	15 credits

*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.

In the healthcare profession, fingerprinting will be required

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, prerequisite requirements, and common course rotations.

Updated 7/16/2021

VERIFICATION STATEMENTS

After successful completion of the DPND coursework and confirmation of degree by the UNLV Office of the Registrar, a Verification Statement will be issued. The DPND Director signature of this form verifies that the individual has successfully completed the DPND requirements and is then eligible for the ACEND accredited Dietetic Internship. Copies will be given to students and one will remain the student's permanent file. An original copy must be given to the Dietetic Internship Director prior to beginning a Dietetic Internship program and must be produced prior to applying to take the Dietetic Technician, Registered (DTR) 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.

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-NUTRITION SCIENCES DEGREE STUDENTS

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

STARTING & PROGRESSING IN THE DPND

Contract Signing: After acceptance into the DPND, students are required to attend a contract signing and information session.

Incoming Student Orientation: Incoming students are required to attend an orientation for DPND students prior to the beginning of the Fall semester. At the orientation session, information concerning the program will be provided and student data collected.

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

Dropping Classes: 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 as the DPND drop date. At the end of the drop period, the university does not allow additional drops even with instructor approval. 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 BS and the DPND considers the class as A NON- SUCCESSFUL COMPLETION in consideration of progression in the program.

Total Withdrawal: Students wishing to withdraw from all their courses should make an appointment to meet with the DPND & Nutrition Sciences Directors to discuss any issues leading to this decision prior to withdrawal.

University/Program Probation: A student will be placed on university probation if the cumulative GPA falls below 2.75. Students cannot enroll in NUTR classes while on probation. However, they may take university courses. Probation will be lifted when the GPA balance reaches an acceptable level. Students have one year to improve the GPA. If GPA does not meet or exceed 2.75 students will be dropped from the DPND and cannot enroll in NUTR courses.

University Suspension: 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. University suspension automatically suspends the student from the program and college in which he or she is enrolled. An email sent to the student's official UNLV (Rebel) email address will discharge all university responsibility for notification.

Academic Distinction: Undergraduate students are eligible for the Dean's Honor List if (1) at

least 15 credits have been completed during the semester, (2) the semester grade point average is or higher, and (3) at least 12 credits earned must have been graded on the A,B,C,D, and F scale.

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.

CHAPTER IV

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 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 AND TASKS REQUIRED FOR THE DPND PROGRAM

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 which discriminates against individuals with disabilities. Equality 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.

ACADEMIC INTEGRITY AND HONESTY

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. Under this policy any student found to have committed an act that violates our academic standards of performance will automatically be given a grade of “F” for the course in which the act was discovered and be referred to the Office of Student Conduct for counseling. Withdrawing from the class subsequent to the violation will not be allowed in the DPND. 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.

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 may be asked to sign during the DPND Program Orientation, 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.

ACADEMIC MISCONDUCT INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING:

- **Cheating:** A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, including, but not

limited to, the following:

- A student must not use external assistance on any “in-class” or “take-home” examination unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, and illicitly obtained copies of previous exams.
- A student must not use another person as a substitute in the taking of an examination or quiz.
- A student must not obtain examinations or other course materials by illegitimate means, such as stealing.
- A student must not allow others to conduct research or to prepare work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.
- A student must not collaborate with other persons on a particular project and submit a copy of a written report which is represented explicitly or implicitly as the student’s individual work.
- A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on field work.
- A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.
- A student must not alter a grade or score in any way.
- **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.
- **Plagiarism:** A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:
 - Quotes another person’s actual words, either oral or written
 - Paraphrases another person’s words, either oral or written
 - Uses another person’s idea, opinion, or theory; or
 - Borrows facts, statistics, or other illustrative material, unless the information is common knowledge
- **Interference:** A student must not steal, change, destroy, or impede another student’s work.
 - Impeding another student’s work includes but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
 - A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.
- **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 Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.
- **Letters of Reference:** Students requesting letters of reference/recommendation must make the request in writing or have signed the release of information form of the agency requesting the information.

ADVISORS AND MENTORING

All academic advising is completed in the Division of Health Sciences advising semester. DPND students are expected to meet with an advisor each semester. An advising appointment must be completed before permission to enroll is granted.

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 AND CLASS POLICIES

- **Attendance in Classes:** Individual instructors have the authority to set attendance requirements for classes. Requirements will be published in the course syllabus. It is the student’s responsibility to notify the instructor of absences in accordance with the stated policy. Attendance is mandatory in all courses with a clinical component. Missed clinical days will be made up at the discretion of the instructor dependent on faculty availability, site availability, and/or appropriateness of situation for student to attend. Two clinical absences result in failure of the course.
- **Tardiness:** arriving any time beyond the expected designated start time. Students arriving late may be asked to leave the classroom.
- **Absence:** any missed class day. Attendance may be part of a course grade at the discretion of the instructor.

- **Professional Behavior in Class:** Students will display respect for peers and faculty in speech and action in the classroom, 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 area. 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 and clinical experiences may occur in agencies outside, yet affiliated with UNLV. Student access to these clinical facilities is regulated by contracts between the University and the agency, 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 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.

Attire in the Field or Clinical Area: Students within the DPND must comply with the policies of the various field and clinical agencies 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 and Clinical Dress Code that May be required. NOTE: Agency policy supersedes this 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 students 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 and 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 and Nutrition Sciences Directors 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 and Nutrition Sciences Director, 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, Nutrition Sciences 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 two weeks of the examination date. After that period of time, the instructor will not make adjustments in 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

The Grading Scale for DPND Courses is as follows:

A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%

D	63-66%
D-	60-62%
F	0-59%

Posting of Grades: Faculty most frequently will post grades on WebCampus/Canvas. Final grades are made available to students by the University. Grades are not given out by telephone.

Grade Calculation - No Rounding up of Final Grade: The numerical value for the final course grade will not be carried out to two decimal places. The point value will not be increased to the next highest number for the final course grade. For example, 74.99 may not be rounded up to become 75.

Passing Grades: A passing grade is a “C” in all 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. If a student needs to repeat a course, space is not guaranteed. Space will be granted for students in the proper sequence before those repeating a course.

PROGRAM PROGRESSION, WITHDRAWAL, DISMISSAL, AND REINSTATEMENT

Program Completion: From the time of the student’s enrollment in the first DPND class, the program must be completed in three calendar years. 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 six-year time limit.

Progression: Student Must Maintain 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. A passing grade is a “C” in all 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 is not guaranteed. Space will be granted for students in the proper sequence before those repeating a course.

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 2.0 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 2.0 (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. 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 (2.0) 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. 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 (grade average less than 2.0), 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.
- **Decisions related to grading** will be determined by the faculty member according to the work the student has made available to the 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 (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 classes 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 class, regardless of previous academic or clinical performance. (See 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 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 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 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.

REINSTATEMENT TO THE DPND

Reinstatement requires approval of the DPND and Nutrition Sciences Directors. 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 AND APPEAL DIRECTIVES

DPND Student Grievance Policy: In the event a student of the DPND believes he or she has been discriminated against on the basis of sex, race, religion, age, handicap, or national origin, the student is advised to contact the University Office of Diversity Initiatives. Further procedures will be initiated through the University Affirmative Action Office.

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 and Nutrition Sciences Director may be used for consultation by the student, 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 Academic Standards Committee, Associate Dean, School of Integrated Health Sciences, Dean of the School of Integrated Health Sciences, University Academic Standards Committee, Faculty Senate Grievance Petition, Executive Vice President and Provost, President.

INFORMAL GRIEVANCE PROCEDURE

Informal 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 and Nutrition Sciences Director may be consulted by the student, faculty

member(s), or administrator(s) during any phase of the informal process. The student must consult DPND and Nutrition Sciences Director no later than Step 2 for grievances involving an administrator(s) or Step 3 for grievances involving a faculty member(s).

If the complaint involves a faculty member(s):

- 1) **Step 1:** The student will try to arrive at an acceptable resolution of the grievance with the faculty member(s) in question.
- 2) **Step 2:** If no acceptable resolution is reached in Step 1, the student will meet with both the faculty member(s) and the DPND Director.
- 3) **Step 3:** If no acceptable resolution is reached in Step 2, the student in consultation with the DPND Director and Nutrition Sciences Director.
- 4) **Step 4:** If no acceptable resolution is reached in Step 3, the student may institute a formal grievance as outlined below.

If the complaint involves an administrator(s):

- 1) **Step 1:** The student will try to arrive at an acceptable resolution of the grievance with the faculty administrator(s) in question (Nutrition Sciences Director).
- 2) **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.
- 3) **Step 3:** If no acceptable resolution is reached in Step 2, the student and Faculty Advisor will meet with the Associate Dean of Integrated Health Sciences.
- 4) **Step 4:** If no acceptable resolution is reached in Step 3, the student and Faculty Advisor will meet with the Dean of Integrated Health Sciences.
- 5) **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

- 1) Step 1: Student will file the appropriate grievance or petition form with the **Faculty Senate Academic Standards Committee**.
- 2) **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 copies of your documents to the Faculty Senate. The Faculty Senate Program Officer will notify the Chair of Kinesiology & Nutrition Sciences that a grievance has been filed, and copies of the grievance and supporting documentation will be distributed to the Chair of Kinesiology & Nutrition Sciences and Nutrition Sciences Director. The additional copy will be housed in the Faculty Senate Office. Upon receipt of the grievance and documentation, the Chair of Kinesiology & Nutrition Sciences will obtain input from the Nutrition Sciences Director or appropriate faculty or staff member, make a recommendation, and forward the petition and documentation to the Dean or Associate Dean of Integrated Health Sciences or appropriate committee within the School of Integrated Health Sciences. After a recommendation is made at the School of Integrated Health Sciences 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.

- 3) **Step 3:** If it is determined that a hearing shall be held, the Associate Dean of Integrated Health Sciences 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).
- 4) **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).
- 5) **Step 5:** The hearing will be held during a school day in the SIHS.
- 6) **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.
- 7) **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) school days prior to the hearing.
- 8) **Step 8:** The Academic Standards Committee will have available all materials three (3) school days prior to the hearing. All parties are responsible for obtaining all materials from the Academic Standards Committee or their designate.

HEARING PROCESS

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 Associate Dean of The School Integrated Health Sciences (SIHS). Either party may appeal the decision of the Academic Standards Committee to the Associate Dean of SIHS, or the person acting in that position. An appeal may be initiated by filing a written notice of appeal with the Associate Dean of SIHS, including a memorandum stating that grounds for the appeal(s), not later than seven school 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 he/she does not wish to speak and the hearing will continue in his/her 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 Associate Dean of SIHS for at least five years.

COMPLAINTS NOT RESOLVED AT THE UNIVERSITY LEVEL

If the complaint relates to accreditation status or the performance of the DPND, *and all other options with the program and UNLV 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 2000, Chicago, IL 60606, (312) 899-0400 ext. 5400.

PROCEDURE FOR COMPLAINTS AGAINST THE DPND PROGRAM

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 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 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 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 expires.
- The program has the right to request the ACEND® board to reconsider a decision to withdraw accreditation or probationary accreditation.

UNDERGRADUATE FEES AND EXPENSES

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](#).

FINANCIAL AID

Information on financial aid can be accessed [here](#).

UNIVERSITY GRADUATION PROCEDURES

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 on the MyUNLV system the semester in which they plan to graduate. Deadlines are March 1, July 1, and October 1. 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. 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 officially ends.

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.

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, School of Integrated Health Sciences, at any volunteer and/or practice site and throughout their program unless such injury or loss arises solely out of the sites gross negligence or willful misconduct. As a DPND student at UNLV, I agree to accept the responsibilities described above.

CREDIT FOR PRIOR LEARNING

The UNLV DPND does not assess prior learning or competence except for the possibility of course transfers as previously explained on pages 27-28.

LICENSURE IN NEVADA

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 faculty. Students must perform according to the Academy of Nutrition and Dietetics Code of Ethics and must always use Evidence-Based Practice.

MEMBERSHIP IN THE ACADEMY OF NUTRITION AND DIETETICS

DPND students are strongly encouraged to be student members of the Academy of Nutrition and Dietetics. This membership gives students' access to the Journal of Academy of Nutrition and Dietetics, the Evidence Analysis Library, and other member benefits that may be useful in

the classroom.

HANDBOOK APPROVAL PROCESS

The DPND handbook, which reflects the DPND policies, procedures and curriculum planning, will be updated on a yearly basis to reflect changes made in accordance with ACEND and course offerings. The handbook will be reviewed by the DPND and Nutrition Sciences Directors with input from the advisory board and UNLV Office of General Council as needed.

POLICIES FOR REQUESTING LETTERS OF RECOMMENDATION AND VERIFICATION STATEMENTS

Students may request letters of recommendation from their faculty members for employment, graduate or professional school, or Dietetic Internships. Letters are granted at the discretion of the faculty member being asked to write. 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 would be considered professional. Students requesting Verification Statements 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.

Last revision: August 2021

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 the required courses, GPA requirement, and the minimum letter grade of a C for all NUTR, KIN and HMD/FAB courses.
- The additional program fees including course fees, professional liability insurance and possible immunizations, drug, and criminal background checks.
- Student membership in the Academy of Nutrition and Dietetics.
- The national shortage of dietetic internships, which is a required step in the pathway to becoming a Registered Dietitian Nutritionist, thus even with successful completion of the DPND my placement in a dietetic internship or graduate program is not guaranteed.
- 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 pre-professional program with high standards for academic integrity and professional behaviors, interactions and attitudes with all 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.

Student Name: _____

Date: _____

Student Signature: _____

Date: _____

DPND Director: _____

Date: _____

Nutrition Sciences Coordinator: _____

Date: _____

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