STUDENT HANDBOOK
For the UND
Coordinated Program in Dietetics

Academic Year 2012-2013

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Introduction

The Coordinated Program in Dietetics (CP) at the University of North Dakota has been producing outstanding dietetics professionals over more than 35 years. UND has had an approved dietetics curriculum since the 1930s. The CP was granted developmental accreditation to accept its first class in fall semester of 1975. Full accreditation status was granted in 1979 and has been maintained to the present. Many CP graduates now work with current students as preceptors and as mentors. The Coordinated Program at UND has full accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND); the current accrediting period runs through 2021.

The Department of Nutrition and Dietetics is housed within the College of Nursing and Professional Disciplines. Two majors are offered within the department: Community Nutrition and Dietetics. Only graduates of ACEND-accredited programs such as the Coordinated Program in Dietetics are eligible to take the exam to become a Registered Dietitian, and the only route to membership in the Academy of Nutrition and Dietetics and registration eligibility currently offered at UND is the Coordinated Program in Dietetics (CP).

The dietetics major is divided into two phases: pre-professional and professional. Students in the pre-professional phase of the major are identified by the Registrar with a major of pre-dietetics. Once accepted into the program, the Program Director will notify the Registrar, and a major of dietetics is assigned to the individual.

Students in Dietetics (CP) share many classes with students seeking a Community Nutrition (CN) major. CN students and pre-professional dietetic students both complete courses in
communication, psychology, the sciences, primarily chemistry, anatomy and physiology, math courses, various nutrition classes, research and professional exploration. Pre-professional dietetic students complete many of these courses prior to admission to the professional phase of the program. CP required courses include didactic courses such as food science, food service systems production and management, medical nutrition therapy, and other professional courses.

The pre-professional phase of the major may be completed on a part-time or full-time basis. Once in the program, the professional phase is offered only on a full-time basis. While in the professional phase of the CP, majors complete over 1200 hours of supervised practice courses. The professional phase of the program is completed within four semesters and one summer session. Successful completion of the major results in a Bachelor of Science in Dietetics degree and graduates receive a verification statement authorizing them to sit for the registration exam to become a registered dietitian.

**Equal Opportunity**
It is the policy of the University of North Dakota that there shall be no discrimination against persons because of race, religion, age, color, disability, sexual orientation, gender identity, genetic information, national origin, marital status, veteran’s status or political belief or affiliation, and that equal opportunity and access to facilities shall be available to all. Responsibility for coordination of compliance efforts and receipt of inquiries, including Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination Act of 1975, Sections 503 and 504 of the Rehabilitation Act of 1973, the American Disabilities Act of 1991, and the Genetic Information Nondiscrimination Act of 2008 has been delegated to:

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**The Profession of Dietetics** (from [www.eatright.org](http://www.eatright.org))
Public interest in nutrition and wellness is growing rapidly. Consumers are increasingly seeking guidance in applying basic nutrition principles to their own lifestyle. The Registered Dietitian (RD) is uniquely qualified to provide such guidance. RD’s are nutrition experts recognized by the medical profession and the public as credible sources of evidenced-based nutrition information.

RD’s are trained in nutrition and foodservice operation to maintain, improve, or restore health. These services may be provided in a variety of settings including worksite wellness programs, hospitals, nursing homes, schools and community agencies. Opportunities also exist in diverse areas such as research centers, business and industry, private practice, public health, sports medicine, sales, journalism as well as other areas.
Salaries and Job Outlook (from www.eatright.org)
According to the Academy of Nutrition and Dietetics 2009 Dietetics Compensation and Benefits Survey, half of all RD’s in the US who have been working in the field five years or less earn $51,000 to $62,000 per year. Salaries vary by region of the country, employment settings, scope of responsibility, and supply of RD’s. Salaries increase with years of experience, and RD’s in business and management earn incomes of $85,000 - $88,000.

According to the US Bureau of Labor Statistics, employment of dietitians is expected to grow as fast as the average for all occupations through the year 2014 because of the increased emphasis on disease prevention, a growing and aging population and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay. Faster growth is anticipated in nursing homes, residential care facilities and physician clinics.

Requirements to Become a Registered Dietitian
The Academy of Nutrition and Dietetics’ Accreditation Council for Education in Nutrition and Dietetics (ACEND) sets the guidelines for how one becomes an RD. Four steps outlined by ACEND include:

1. A student must complete at least a baccalaureate degree at a US regionally accredited university and course work approved by ACEND. Students completing a major in dietetics at UND are granted a Bachelor of Science degree in dietetics that meets this requirement.
2. Students are required to complete at least 1200 hours of supervised practice experience in an ACEND-accredited program, covering clinical nutrition, community nutrition, and food service production and management. At UND, supervised practice experience is completed in the professional phase of the major at the same time students are completing requirements for their bachelor’s degree.
3. After completion of both the academic and supervised practice components, graduates are ready to sit for the registration examination for dietitians. This national exam is administered by the Academy of Nutrition and Dietetics’ Commission on Dietetic Registration (CDR). Successful completion of this exam allows the individual to use the credential, RD, after his/her name, indicating they are a registered dietitian.
4. Once registered, the RD must complete continuing professional education requirements (75 credits every five years) to maintain registration.

Professional Membership in the Academy of Nutrition and Dietetics
The Academy of Nutrition and Dietetics is the national professional organization for Registered Dietitians (RD’s) and Dietetic Technicians, Registered (DTR’s). It provides a network for professional contacts and keeps members informed of current professional information through its’ annual conference (FNCE), a ‘members only’ section of its website, and a variety of publications, including the Journal of the Academy of Nutrition and Dietetics. The North Dakota Dietetic Association (NDDA) is an affiliate of and link to A.N.D. State meetings provide members with opportunities to network and gain current information. NDDA has district
affiliates, locally the Greater Grand Forks Dietetic Association (GGFDA). The GGFDA offers free membership to UND students in the professional phase of the CP who apply.

One of the goals of the Coordinated Program is to help students develop a positive attitude toward lifelong professional development. To introduce this concept, students are required to become a student member of the Academy of Nutrition and Dietetics and are encouraged to join other professional organizations such as the North Dakota Nutrition Council. All students are encouraged to attend professional meetings such as the Food and Nutrition Conference and Exhibition (FNCE) of the Academy of Nutrition and Dietetics, the North Dakota Dietetic Association annual meeting, the North Dakota Nutrition Council annual meeting, and other organization seminars.

Each member of A.N.D. is expected to comply with the Code of Ethics for the Profession of Dietetics and the Standards of Professional Performance. These documents and their implications will be addressed throughout the professional curriculum.

**Licensure**

At this time, all but four states (Arizona, New Jersey, Colorado and Wyoming) have licensure laws for dietitians. The CP student is encouraged to explore licensure requirements in the state they intend to practice.

Upon graduation, the CP graduate is immediately eligible to apply for a limited license to practice in North Dakota until successful passage of the registration examination has been achieved. After passing the registration exam, the CP graduate is eligible to apply for full licensure as a Licensed Registered Dietitian (LRD) in North Dakota. Information on North Dakota licensure can be found at [www.ndbodp.com/](http://www.ndbodp.com/).

**Pre-Professional Phase**

All dietetic majors complete the required curriculum for a Bachelor of Science degree in dietetics approved by the department and university. To be considered a candidate for the professional phase of the program, the student must have already completed, be currently enrolled in or plan completion through summer school enrollment of all pre-professional courses. Acceptance into the program may be made, contingent on successful completion of all pre-professional courses prior to the first semester of the program.

Service learning is required for all students in the Nutrition and Dietetics department. It is the belief of the faculty within the department that service learning provides important opportunities for students to develop many valuable assets, including career exploration, networking opportunities, leadership/organizational skills, and many other soft skills needed to make the student more marketable in a competitive work force.

Each student is assigned an academic advisor within the Nutrition and Dietetics department. Advisors assist students with course planning and sequencing each semester. It is the student’s
responsibility to arrive at their enrollment appointment with plans in mind and specific questions to ask.

Students are required to meet with their assigned advisor each semester prior to enrollment. Course offerings, semesters offered, and course pre-requisites for each course are included in the university catalog and course schedule. Students should utilize these resources when completing their academic plan with their advisor. Pre-requisites for each course must be met; if they are not, the course instructor reserves the right to administratively remove the student from their course. Under most circumstances concurrent enrollment in a course and its prerequisites is not allowed; the student should check with the instructor of record to see what applies to their course. It is important for students to be aware that some courses are offered only once a year. Because of this it is important to plan the full academic program with their advisor.

Completion of the pre-professional phase of the program has been designed to be completed in two years (four semesters). However, the length depends on student choice to add minors, second majors, or engage in other activities that extend time for completion. Students who elect to drop a course may also run the risk of lengthening the time required to obtain their degree.

**Transferring Courses from Other Schools to UND**

Students who have already taken a required course from another school or who are considering taking a required course from another school should check the UND registrar’s office “Course Equivalencies” at [http://und.edu/academics/registrar/](http://und.edu/academics/registrar/)

1. From the registrar’s home page, click on the pull-down menu: TRANSFER STUDENTS, then COURSE EQUIVALENCIES.
2. On the next page click on TRANSFER EVALUATION SYSTEM
3. Go to the A-Z index found along the top of the page and choose the first letter of the name of the institution where credits were earned.
4. Once the college or university is located, click on the “>” symbol alongside the name, found on the left side of the screen.
5. Click on the “>” symbol found on the left side of the screen again, next to the appropriate institution. Courses from the school being considered are listed on the left of the screen and UND’s courses are on the right side of the screen.

If the school has a course that is equivalent to the UND course, the course will transfer to UND. However, it is also important to determine whether some of the classes that transfer will fulfill UND’s Essential Studies requirements; it is important for students to discuss this with their academic advisor.

Substitutions for courses not pre-approved by UND must be approved by the academic advisor and the N&D Department Chair. The students must provide a course description and a syllabus from the other school for consideration of course transfer.
The student is responsible for verification that all transcripts of college credit from previous institutions are on file at the Registrar’s office by the time they apply for graduation. Failure to do so in a timely manner may delay the student’s graduation date and it will delay the submission of the entire graduating class’ application to take the registration examination to CDR.

**Coordinated Program Description**

**Philosophy**
The ultimate goal of the program is to prepare competent entry-level dietetic practitioners. Toward this end, as students progress through, they build the knowledge and skills necessary to assess an individual’s nutritional status; to diagnose, implement, monitor, and evaluate nutrition services; and to be active contributors and leaders within their practice setting and profession.

Compatible with the mission of the University of North Dakota, the CP promotes the belief that an education at UND aids the student in developing:
- The ability to make informed choices
- The ability to communicate effectively
- Intellectual curiosity and creativity
- A continuing commitment to learning
- A capacity and interest in serving others
- A sense of responsibility both to specific communities and to a culturally pluralistic world
- Greater personal satisfaction through access to the larger social, political, economic, scientific and aesthetic culture.

In such an environment, the dietetics curriculum provides for general and specialized professional education. The curriculum is based on the following beliefs:
- Students need to be educated to be alert and sensitive to an individual’s needs – physical, intellectual, emotional, and social – in order to provide nutritional services.
- The best education provides an integration of theory, knowledge, and an opportunity to acquire skills through supervised practice
- Professional dietetic education must include foodservice systems management, medical nutrition therapy, and community dietetics
- Professional development is a lifelong process

**Mission Statement**
The mission of the Coordinated Program in Dietetics at the University of North Dakota is to prepare entry-level dietetic practitioners, who are committed to lifelong learning. Faculty, students, and graduates serve the public though scholarly and creative endeavors and service activities that especially those living in rural and/or underserved communities.
Program Goals and Outcome Measures
Coordinated program goals and outcomes were revised fall 2010 to meet the CADE 2008 standards. These revised goals and outcome measures were approved by the Program Advisory Committee spring 2011. Outcome measures for these goals were revised based upon the 2011 ACEND site review as part of the accreditation process.

Program Goal #1: Prepare graduates for entry-level practice as competent dietitians, especially in rural settings.
Outcome measures:
1. Over a five-year period, 90% of students beginning the professional phase of the program (fall semester, junior year) will complete the CP within three years (150% of expected CP completion time).
2. Over a five-year period, at least 80% of CP graduates will pass the Registration Examination for Dietitians on the first try.
3. Over a five-year period, 70% or more of CP graduates who sought employment in dietetics will be employed within three months of graduation.
4. Over a five-year period, 80% of CP graduates will be employed in dietetics-related jobs or pursuing advanced education within six months of graduation.
5. Over a five-year period, 90% of employed CP graduates responding to the one-year post-graduation survey will rate themselves as prepared or well prepared for their first position.
6. Over a five-year period, 90% of employers of CP graduates responding to the one-year post-graduation employer survey will rate the graduate as prepared or well prepared for their first position.
7. Over a five-year period, 90% or more of graduates responding to the item on the one-year post-graduation survey will rate themselves as prepared or well prepared for practice in a rural environment.
8. Over a five-year period, 90% or more of employers of CP graduates responding to the item on the one-year post-graduation employer survey will rate the graduate as prepared or well prepared for practice in a rural environment.

Program Goal #2: Instill graduates with a commitment to service to the profession and their communities.
1. Over a five-year period, 80% of CP graduates responding to the one-year post-graduation survey will report membership in at least one professional organization.
2. Over a five-year period, at least 60% of CP graduates responding to the one-year post-graduation survey will report service in their community.

Program Goal #3: Prepare graduates to work effectively with diverse populations
1. Over a five-year period, 80% of graduating dietetic students will demonstrate advancement in cultural competence during the CP based on self-evaluation (evaluated at the beginning of enrollment in N&D 335, at end of junior year in CP, and at completion of CP).
2. Over a five-year period, 80% of CP students in N&D 400 will report at least one service learning experience with underserved or diverse populations.
3. Over a five-year period, 90% of CP students will be evaluated by preceptors as being sensitive to the differences between themselves and others.

4. Over a five-year period, 90% or more of employers responding to the one-year post-graduation employer survey will rate the CP graduate as able to work effectively with diverse populations (gender, age, ethnicity, socioeconomic status, sexual orientation, etc.).

**Program Description – Professional Phase**

The CP at UND provides both the academic and supervised practice requirements necessary for graduates to sit for the CDR registration exam. The very nature of coordinated programs is fast-paced and intense, as it combines the internship (1200 hours of supervised practice) requirements with undergraduate degree requirements. The professional phase of the program at UND is completed in four semesters plus one summer session.

It is important for the CP student to be committed, both in time and effort, to the program. The successful student will be able to demonstrate flexibility and adaptability, and must be able to manage multiple tasks at one time. It is critical for the CP student to realize how important it is to **always** attend supervised practice obligations and to maintain their best professional behavior at all times they are representing UND and the Department of Nutrition and Dietetics.

**Time Expectations**

Because the program is considered a time of intensive, hands-on experience, it is important for students to consider supervised practice and the didactic courses a priority. The program is essentially a full-time job. Students are encouraged **not** to work in an outside paying job while school is in session. If an outside job is held, students should plan to schedule work hours in evenings or weekends only. Since some practicum experiences may entail some evenings and occasionally a weekend as well, students should work closely with their preceptor regarding scheduling issues.

**First Semester (fall semester, junior year):**

In both the pre-dietetics and dietetics phases of the curriculum, learning activities are planned to move from more simple to complex, and it is important for students to retain information from prior classes in order to build on throughout their student career. For this reason, a comprehensive exam is administered within the first two weeks of the semester covering the content of all required courses taken thus far in the curriculum. This exam will give the student a clearer picture of the expectations for what they should already know in order to do well in upcoming classes.

The first semester of the program provides supervised practice experience in two areas: Food Systems Production and Medical Nutrition Therapy-I (MNT-I). These supervised practice days begin shortly after the first month of the semester. Students are at their supervised practice
sites on Tuesdays and Thursdays; they attend class on campus on Monday, Wednesday and Friday.

Food Systems Production supervised practice (N&D 498-FSP) is intended to correlate with N&D 340 and occurs at UND Dining Services. N&D 340 is open to any UND student who has completed pre-requisites; N&D 498-FSP is closed to only CP students. Students work various shifts ranging from approximately 6:00 a.m. – 7:30 p.m., with the exception of one night shift where they spend time at the campus bakery. A foodservice uniform is worn for food production rotations.

MNT – I supervised practice is completed at a long term care facility in Grand Forks. Students are scheduled during daytime business hours, and the dress code is business casual.

Second Semester (spring semester, junior year):
The second semester provides an opportunity for students to practice nutrition counseling skills in a laboratory setting in the department clinic. Students also practice principles of nutrition education by presenting nutrition lessons to various populations within the University and Grand Forks communities. Students are also exposed to various community programs in Grand Forks. In this semester the student will learn self-management skills as they schedule their teaching assignments, counseling appointments and community activities on their own. Time management is critical in the second semester. With a couple of exceptions, Tuesdays and Thursdays are devoted to supervised practice activities; Monday, Wednesday and Friday are class days on campus.

Summer Session
In the summer between the junior and senior year, students spend three weeks completing an online course in food systems management and five weeks in a food service management supervised practice. Supervised practice sites from this point forward are based upon availability. Efforts are made to accommodate students’ preferences based on living arrangements, however students should anticipate being away from Grand Forks for at least part of their supervised practice and plan accordingly. The first consideration in placing students at sites will be to determine which experience is most compatible with the individual’s academic and experiential needs.

If a student has a professional contact they can provide from a facility they would like to work, the Program Director will evaluate the site for appropriateness related to meeting learning needs and, if found appropriate, will pursue an affiliation agreement with that facility. Substantial lead time is required to pursue these requests, and no student can be placed at a facility if no affiliation agreement is in place.

Third Semester (fall semester, senior year):
Students take another comprehensive exam to evaluate their knowledge thus far, similar to what they did in the first semester. This is done within the first two weeks back on campus.
The third semester is spent primarily in advanced MNT, research class and an inter-professional class that is conducted on Tuesday or Thursday evening. Supervised practice sites are located at Altru Health Systems in Grand Forks in addition to several other health care facilities throughout North Dakota and Minnesota. Students are on-campus on Mondays and Fridays; they are at their supervised practice sites every Tuesday, Wednesday and Thursday. Students can expect to be out of town overnight several times in the third semester.

Students move rather quickly through MNT-II rotations, and it is important that the student be able to adapt to new environments frequently.

Some out-of-town practice sites offer free or very-reduced cost housing for students. These options generally offer very basic accommodations, and it is not mandatory for students to take advantage of these amenities if they have other accommodations they would rather use. It is important, however, for the student to let the faculty coordinator know whether they plan to use the accommodations provided by the facility.

**Fourth Semester (spring semester, senior year):**
The final semester provides for two, five-week experiences or one ten-week experience, based on the facility’s preference. Part of this experience must be in MNT. These supervised experience sites have occurred primarily throughout Minnesota and North Dakota but may extend to sites throughout the United States, based on the affiliation agreements that can be established. The other five weeks of the semester is spent on-campus in didactic course work.

This final semester culminates with a mock-RD exam in preparation for the student’s success on the upcoming CDR exam. The mock-RD exam is administered online in Blackboard. The test is designed to be as close of a replication to taking the RD exam as it can be using the resources available on campus. It is the student’s responsibility to review on their own throughout the semester in order to do well on the mock-RD exam upon return to campus.

**Application to the Professional Phase of the Program**

Students seeking to apply to the CP must have completed all pre-professional nutrition and science courses prior to the fall semester they will enter the program.

Application for admission to the Coordinated Program occurs in spring semester. **February 15** is the application deadline. If February 15 falls on a Saturday or a Sunday, the application is due the following Monday. Interviews will be scheduled after the closing date and when all materials have been reviewed. Applicants will be contacted by the department secretary to sign up for their interview times. Interviews are typically one half hour in length. The purpose of the interviews is to ascertain the applicant’s knowledge about and interest in the coordinated program. The interview also helps the interviewers assess communication skills, maturity, poise, human relations skills and understanding of the rigors of the program. The applicant should consider the process for admission to the program as similar to application to a professional position.
The CP is accredited to accept up to 12 students each year; however, the program is not mandated to fill all slots each year. Only students who meet specific qualifications and pass the application process will be considered. The application process for admission to the coordinated program is separate from admission to UND.

Acceptance requires that students agree to abide by the policies and procedures set forth by the program and maintain the minimum GPA of 2.6 for the remainder of the semester prior to and for the duration of the CP program.

All application materials must be received by the due date. If turning in the application to the administrative secretary, the secretary will initial the packet and note the time of submission.

Application materials are kept on file in the Department of Nutrition & Dietetics and with the exception of the portfolio, will not be returned to the student.

The application form and reference form are available on the Nutrition & Dietetics website: http://www.nursing.und.edu/nutrition-dietetics/index.cfm

**Criteria for Admission to the Professional Phase of the Program**

- Minimum GPA of 2.6 at the end of the fall semester in the year of application
- A ‘C’ or better in all nutrition, foods, and science courses
- A demonstrated interest in the field of dietetics
- At least 60 hours of documented service learning activity prior to entering the program

The selection process consists of:

- Completion of the CP application
- References from two individuals who can attest to the student’s potential for success in the program
- Submission of a portfolio prefaced with a resume and personal letter identifying why the student seeks admission to the program
- A personal interview with each selection committee member

The selection committee consists of two registered dietitians who are UND alumni of the Coordinated Program, and the third is a staff psychologist from the UND Counseling Center.

After all applicants have completed the steps in the admission procedure the selection committee meets with department faculty to recommend individuals into the Coordinated Program. Each applicant will be notified by mail of the results of the selection process.
Coordinated Program Curriculum

The five semesters of the professional phase of the program (includes the summer session between the junior and senior years) must be done in sequence and the following paired courses should optimally be taken together. A brief description of the didactic/supervised practice courses unique to the CP follows:

N&D 340/498A-FSP – Foodservice Systems Production (Fall Semester, Junior Year)
These are the first two classes in the area of foodservice systems management. The purpose is to introduce students to the foodservice career path and to provide them with opportunities to learn and develop professional skills in this area. These courses are designed to introduce students to the many facets of a ‘quality’ quantity foodservice department. The supervised practice experience takes place in the UND Dining Services facilities.

N&D350/498A – MNT 1 – Medical Nutrition Therapy 1 (Fall Semester, Junior Year)
The MNT introductory courses provide the opportunity for students to begin building their medical nutrition therapy knowledge base and skills. Utilizing knowledge of nutrition, physiology, and other natural and social sciences, the students assess the nutritional status of individuals with common medical conditions and apply appropriate medical nutrition therapy interventions in caring for these individuals. A local long-term care facility is the setting for this supervised practice experience.

N&D 341/342/498A – CN Community Nutrition (Junior Year; 498A – Spring Semester)
N&D 341/342 is a two-part course taught over two semesters and is required for all students majoring in Community Nutrition and Dietetics. Taken together, N&D 341/342 fulfills the UND Essential Studies requirement for Advanced Communication. The goal of Community Nutrition is to integrate knowledge of nutrition and the social sciences in order to help define the role of the community nutritionist. Initiating the development of interviewing, counseling, and educational skills is emphasized through supervised practice and service learning experiences in local elementary schools, community health agencies, selected community nutrition education facilities, and simulation.

N&D 440/498A – FSM – Foodservice Systems Management (Summer Term)
The foodservice systems management course and its experiential component are a continuation of Foodservice Systems Production and are designed to give the student a thorough understanding of the principles of foodservice systems management. This includes quality management principles, marketing, human resources, and financial and budget considerations. Both courses are taken in the summer. N&D 440 is completed online prior to beginning N&D 498A-FSM. The supervised practice experience is arranged on an individual basis in a variety of settings throughout the region.
N&D 450/498A – MNT 2 – Medical Nutrition Therapy 2 (Fall Semester, Senior Year)
Building on the knowledge and skills gained as juniors in N&D 350/498 1, these senior level courses allow students to broaden their study and application of nutrition intervention principles and medical nutrition therapy to complex medical conditions. The majority of MNT 2 supervised practice experiences are in acute and long-term care medical facilities and take place in a variety of locations throughout North Dakota and Minnesota.

N&D 498B – Senior Practicum in Dietetics (Spring Semester, Senior Year)
The senior practicum in dietetics is the final culmination of theory applied to performance skills. The practicum allows the student to fine-tune the skills necessary for entry into the professional job market. Practicums are scheduled as either two five-week rotations or one ten-week rotation, depending in part on the preference of the preceptors at each facility. At least part of the practicum experience must involve in-depth exposure in MNT, and they have historically occurred primarily at sites throughout North Dakota, South Dakota and Minnesota.

N&D 400 – Professional Issues and N&D 494 – Research in Nutrition and Dietetics
These courses provide the opportunity to develop research writing and reporting skills through research methodology, interpretation of research literature and integration of research principles into evidence based practice. A unique opportunity is available to UND dietetic students because of the location of a USDA Human Nutrition Research Center (HNRC) in Grand Forks. The student receives an orientation to the activities of the HNRC and spends a short time observing/participating in its’ activities.

Regular meetings between the student and the preceptor are important to critique learning activities and identify strengths and areas for improvement. Formal evaluations are completed at minimum at the end of each semester. Final grades are determined by the instructor of record based upon preceptor evaluations and assignment/project scores. Course syllabi provide details about expected levels of performance, evaluation methods and frequency for each supervised practice.

Professionalism Defined

Supervised practice should be considered as career training, much like holding an actual job. This means students are expected to demonstrate professional behavior throughout their experience. Students are expected to:
- Dress, behave, and present themselves as if they were employed at that practice site.
- Purchase and wear an identification badge at supervised practice sites. These will be ordered the first week of fall semester of the junior year. The first badge will be paid for using program fee funds. Lost badges must be replaced. It is the student’s responsibility to make sure one is ordered, using their own personal funds to cover costs.
• Know and abide by the policies and protocols of the supervised practice site where they are assigned.
• Function as part of a multi-disciplinary team of professionals
• Provide appropriate nutritional care to patients/clients in a manner always respectful of the client’s needs and right to privacy
• Obtain advice and direction from supervising preceptors and other professionals when unsure of the correct or most appropriate nutrition care to provide a patient or the most appropriate interaction with an employee of the supervised practice site
• Respect the wants and needs of customers and clients in the supervised practice facility.
• Be able to communicate within the organization, including speaking, writing, and active listening.
• Accept constructive criticism and be able to provide constructive criticism.
• Demonstrate sensitivity to differences between themselves and others.
• Demonstrate appropriate work habits such as: punctuality, efficient use of time, ability to plan and organize work, ability to set priorities and meet deadlines.
• Recognize the importance of keeping scheduled appointments and give proper notice of need to re-schedule. Demonstrate flexibility in work situations and adapt successfully when new situations arise.
• Display a positive attitude; exhibit enthusiasm and optimism with staff and the public.
• Be able to express educational needs to their preceptor and know when to act independently.

Financial Considerations

**JUNIOR YEAR (including summer session)**

<table>
<thead>
<tr>
<th>UND tuition:</th>
<th>$7,092/academic year</th>
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</thead>
<tbody>
<tr>
<td>(in-state tuition, based on Fall and Summer 2011 rates; Minnesota: $7,716; non-resident: $16,767)</td>
<td>$288.92/credit hour</td>
</tr>
<tr>
<td>For more information on tuition rates, see: <a href="http://und.edu/finance-operations/student-account-services/tuition-rates.cfm">http://und.edu/finance-operations/student-account-services/tuition-rates.cfm</a></td>
<td></td>
</tr>
<tr>
<td><strong>Room &amp; Board:</strong></td>
<td>$6,284</td>
</tr>
<tr>
<td>(on campus rate, based on double room, both semesters; prorated for summer, based on Fall semester 2011)</td>
<td></td>
</tr>
<tr>
<td>For more information on housing rates, see: <a href="http://und.edu/student-life/housing/residence-halls/rates.cfm">http://und.edu/student-life/housing/residence-halls/rates.cfm</a></td>
<td></td>
</tr>
<tr>
<td><strong>Other living expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Textbooks and supplies</td>
<td>$1000-1200</td>
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<tr>
<td>Physical exam</td>
<td>50-100</td>
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<tr>
<td>Background study</td>
<td>60</td>
</tr>
<tr>
<td>Insurance*</td>
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</tr>
<tr>
<td>Health</td>
<td>400-600</td>
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<tr>
<td>Automobile</td>
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<tr>
<td>Identification pin</td>
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<tr>
<td>Item</td>
<td>Cost</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Professional clothes</td>
<td>200</td>
</tr>
<tr>
<td>Living expenses for supervised practice experiences**</td>
<td>0-1000</td>
</tr>
<tr>
<td>Membership fees</td>
<td></td>
</tr>
<tr>
<td>AND student member (required)</td>
<td>50</td>
</tr>
<tr>
<td>North Dakota Nutrition Council (optional)</td>
<td>10</td>
</tr>
<tr>
<td>Professional meeting attendance expenses (varies annually)</td>
<td>100-</td>
</tr>
<tr>
<td>Legislative Day in Bismarck</td>
<td>100</td>
</tr>
</tbody>
</table>

*Professional liability insurance and travel/accident are covered by the UND policy.

**This will vary with the selection of sites since some students may stay in Grand Forks, while others may stay at home or with relatives/friends in out-of-town sites. Others may stay in hotels.

### SENIOR YEAR

<table>
<thead>
<tr>
<th>UND tuition</th>
<th>$7,092/academic year</th>
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<tbody>
<tr>
<td>(based on Summer and Fall 2011 rates)</td>
<td>$288.92/credit hour</td>
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<tr>
<td>Room and Board</td>
<td>$6284 (on-campus rate)</td>
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<tr>
<td>based on 2011-2012 academic year</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other living expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks and supplies</td>
<td>$500-700</td>
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<tr>
<td>Physical exam</td>
<td>50-100</td>
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<tr>
<td>Background study</td>
<td>60</td>
</tr>
<tr>
<td>Insurance*</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>400-600</td>
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<td>Automobile</td>
<td>200-500</td>
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<tr>
<td>Professional clothes</td>
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<td>Transportation to supervised practice experiences**</td>
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<td>Living expenses for supervised practice experiences**</td>
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<td>Membership fees</td>
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<tr>
<td>AND student member (required)</td>
<td>50</td>
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<tr>
<td>North Dakota Nutrition Council (optional)</td>
<td>10</td>
</tr>
<tr>
<td>Professional meeting attendance (varies annually with location of meetings)</td>
<td>100-1000</td>
</tr>
</tbody>
</table>

*Professional liability insurance and travel/accident are covered by the UND policy.

**This will vary with the selection of sites since some students may stay in Grand Forks, while others may stay at home or with relatives/friends in out-of-town sites. Others may stay in hotels.
Online course tuition is not covered under UND’s cap for full time students. Regardless of how many credits you take per term, you will pay tuition for each online course credit.

Financial aid information can be found at the following website: http://und.edu/admissions/financial-aid/. You may wish to call the Admissions Office to verify the latest figures at 701-777-3121 or email: SFA@UND.edu.

Program Fees:
Beginning Fall Semester, 2012, incoming juniors will be assessed a program fee of $500 per semester or $45 per credit to help alleviate and consolidate some of the extra expense associated with the coordinated program. Beginning Summer Term, 2013, all students enrolled in the professional phase of the dietetics major will be assessed a program fee.

Professional Program Policies and Procedures

Withdrawal and refund of tuition and fees
Information pertaining to withdrawal from the University is found in the UND Academic Catalog. The tuition refund policy is also stated in the UND Academic Catalog. Refer to the following website for detailed information: http://www.und.edu/academics/registrar/catalog-current-cfm

Program fees will be refunded on the same schedule as tuition. Contact Student Account Services at 701-777-3911 or UND.studentaccounts@email.und.edu with any questions about dates and deadlines.

Vacation, Holiday, and Attendance Policies
Attendance at all professional courses is mandatory to meet UND program requirements. Missed supervised practice hours must be made up at the convenience of the clinical instructor and the preceptor at the facility.

Campus holidays and vacation breaks are published in the academic catalog and at www.und.edu/academics/registrar/calendar-academic-cfm/. With the exception of N&D 498B, students follow the UND academic calendar. During the senior practicum in the final semester, the student follows the holiday arrangement of the facility, however, students and preceptors should work together to ascertain the best schedule for that facility.

Excessive absences, whether for illness, family emergency, or other reasons must be discussed with the program director and all faculty and preceptors involved during that semester. All parties will work together to determine if, when and how time missed will be made up.

Students are expected to know when and where they are scheduled for supervised practice each day and to be on time. The use of a planner, either electronic or paper, is highly encouraged to stay organized. Failure to report to supervised practice on time will have a
cumulative effect that will result in the following disciplinary action: a verbal warning, which will be documented and placed in the student’s program file, will be given for the first offense. The second offense will result in the drop of one letter grade in the supervised practice rotation of the semester the student is enrolled in at the time of the offense. Any further offense will result in the failure of the supervised practice experience and being put on academic probation. This in turn results in the delay of graduation.

Protection of privacy of student information
Information pertaining to student records can be found in the University Catalog at http://www.und.edu/academics/registrar/catalog-current.cfm and in Section 8 of the UND Code of Student Life.

The University practices the policy of maintaining the confidentiality of student records. All information, with the exception of those designated as public directory information, is considered confidential and may not be released without written consent of the student to any individual, agency or organization other than authorized personnel.

Within the Nutrition and Dietetics department, the program director maintains a file on each CP student that includes the application to the program, recommendation letters, required entrance documents and evaluations of student performance in supervised practice rotations. Program files are kept in the department for five years after the date of graduation; verification statements are kept indefinitely. Each student has the right to inspect their own records under the provision of the Federal Educational Rights and Privacy Act (FERPA).

Proof of health insurance
Students must show evidence of medical insurance coverage, either through a family medical plan or an individual medical insurance plan. Students may purchase student health insurance if they are not covered by their family’s insurance plan.

The College currently holds an agreement with CertifiedBackground.com; it is the student’s responsibility to keep their records up to date in this system and to provide access to this record as requested by supervised practice sites. Students are responsible for any medical expenses incurred while in the program.

Professional and general liability insurance
The University of North Dakota provides a professional liability policy that covers dietetic students when enrolled in courses within the professional phase of the program. Each student is covered up to $1,000,000 for any one incident, and up to $1,000,000 as a total of all claims within one calendar year period. Students are not covered by this policy when working for pay or engaging in personal volunteer work. Reasonably priced policies are available and students should consider whether an additional individual policy is needed for their situation. The company recommended by A.N.D. is the Marsh Affinity Group Services, a service a Seabury and Smith. This company also provides professional liability insurance for practicing credentialed
registered dietitians. Information on professional liability insurance may be obtained at www.eatright.org/.

**Liability for safety in travel to or from assigned areas**
Travel and accidents are covered by UND when on field trips or in traveling to and from supervised practice experiences. Students must have reliable transportation to and from any off-campus activities such as supervised practice assignments, field trips and travel to professional meetings as reliable public transportation is not readily available in most instances. Proof of valid automobile insurance must be on file in CertifiedBackground.com.

**Injury or illness while in a facility for supervised practice**
If a student must be absent due to illness during a supervised practice day, it is their responsibility to notify your preceptor immediately and follow up with your faculty coordinator at UND. If you are absent during days you are expected to be on campus, the course instructor must be notified.

Any illness or injury incurred while at a supervised practice site in Grand Forks or the immediate area may be treated at the University Student Health Services. If at a remote site, the community’s health services may be utilized. In either instance, the student is responsible for all expenses incurred.

In the event of a student health or family emergency, the student is encouraged to seek support from the UND Counseling Center (UCC). Walk-ins to the UCC are welcome. Faculty members are also willing to accompany a student to the Counseling Center, communicate to the UCC on behalf of the student if requested to do so, or provide other support as needed during and after the emergency.
Information regarding contact at the Counseling Center is found at: McCannel Hall Room 200; 777-2127; http://und.edu/health-wellness/counseling-center/

Students with long term chronic health concerns that become exacerbated during supervised practice must contact their faculty coordinator, who will communicate the circumstance to the program director. The faculty member and/or program director will coordinate with the preceptor to determine the course of action needed to protect the student’s health and well-being. Students who provide written documentation from their healthcare provider that they are unable to complete the supervised practice can request an incomplete for the semester from the program director. The student will be referred to Student Health Services, Student Counseling Services or their personal health care provider. The student’s health care provider must provide written approval for the student to return to the coordinated program and finish the incomplete coursework. The faculty member assigned to the supervised practice component will coordinate with available supervised practice sites to facilitate completion of the supervised practice experience.

Students suffering a personal crisis are encouraged to call 777-3491. This number will be answered by UND Police Dispatch and they will notify the Dean of Students (DOS). A DOS crisis
team member will respond to the student’s needs and can also do an immediate notice of absence to the student’s instructors. Information on the Dean of Students is found at: 180 McCannel Hall; 777-2664; http://und.edu/student-affairs/dean-of-students/

**Drug testing and criminal background checks**
Many healthcare organizations are requiring students be cleared through a background study prior to placement in their facilities. The Coordinated Program requires all students to submit to a criminal background check. The program director will provide each CP student with instructions on purchasing services from Certifiedbackground.com. The resulting clearances are for one year.

**Educational purpose of supervised practice**
Students are not allowed to replace employees as part of supervised practice; however students are expected to complete staff relief during their senior year. If a student believes their supervised practice time is being spent filling in for staff vacancies, they should contact the program director or their course instructor who will discuss the issue with the supervised practice site preceptor.

**Filing and handling complaints from students and preceptors**
In keeping with the University’s policies, the coordinated programs “commitment to academic quality and integrity, as well as to academic freedom, rest upon honesty and fairness in all aspects of scholarly endeavor. Faculty must test, grade, and review student work in a manner that is fair and reasonable, and students must maintain scholastic honesty beyond reproach.”

In addition, the coordinated program must maintain a positive working relationship with the preceptors and his/her staff at each practicum site while realizing each site must enforce their own policies and protocols.

A dietetic student may file a complaint regarding their preceptor, the supervised practice site to which they were assigned, or course content with the program director; the student must initiate this action within 120 calendar days from the recording of the final grade in that supervised practice experience.

a. After notification of this action by the student, the program director will communicate directly with the student, either by email, phone or in a face-to-face meeting.

b. After gathering information from the student, the program director will arrange a meeting, either by phone or a face-to-face meeting between the student, the preceptor, the course faculty member if applicable, and the program director, to resolve any misunderstanding or miscommunication.

c. The program director will summarize the meeting content in a written document. Copies will be supplied to the preceptor and the student. A third copy will be placed in the student’s program file housed in the Nutrition & Dietetics department.
d. If the student does not feel their concern has been adequately addressed, the student may file a grievance with the University following the steps outlined in Appendix III a-2 of the Code of Student Life.

A preceptor may also hold a meeting directly with a student regarding performance or regarding concerns related to conduct outlined in the practice site’s affiliation agreement. The preceptor will be asked to provide a written summary of that meeting to the program director to be kept in the student’s program file.

A preceptor or administrator may contact the program director or course faculty member directly to file a complaint regarding student performance or conduct. Preceptors are encouraged to contact the program director or course instructor before the problem(s) reaches the level of a grievance. The program director or instructor will gather pertinent information from the preceptor then communicate appropriately with all parties to resolve the issue. A written summary of the communication and plan for resolution will be provided to the student and the preceptor with a third copy retained in the student’s program file housed in the Nutrition & Dietetics department. If the preceptor or administrator does not feel that their concern has been adequately addressed by the program director, s/he may file a complaint with the department chair or the dean’s office at the University.

Every attempt will be made by the program director and/or the course instructor working with the preceptor to resolve any concern arising that might prevent the student from completing a successful supervised practice experience. All student matters will be handled in a private and non-retaliatory manner. Students are assured they may also discuss their concerns with the program director or other faculty members without fear of retaliation.

Credits based on assessment of prior learning
Students may receive UND credit for prior learning that applies to program didactic and supervised practice. Graduates of accredited didactic programs in dietetics or accredited dietetic technician programs may petition to waive part of the requirements in the professional phase of the program. Any didactic class at the junior level may be waived if the dietetic student takes a comprehensive final or other representative exam and earns a ‘C’ or better; this exam needs to be completed prior to the semester that the didactic course is scheduled. Senior level didactic courses will normally not be waived; however, if the student believes they have already successfully completed an equivalent course (such as N&D 440 or N&D 450), they need to present substantial documentation about their completed transfer course, pass a comprehensive final or other representative exam from the UND course with a grade of ‘B’ or better, and audit the UND course. For N&D 400, N&D 494, or any N&D 498 course to be waived or altered in course credit hours, the student needs to submit a portfolio of work representing the experiences covered in that experience, based on criteria provided from the faculty teaching the course.
Formal assessment of student learning
Regular evaluation of student performance in supervised practice is conducted by the preceptor to critique learning activities and identify strengths and areas for improvement in on-the-job knowledge and behavior. Final grades are determined by the instructor of record based upon preceptor evaluations, assignment scores and project scores.

Students in the program must demonstrate competence in both knowledge and performance criterion. Every effort will be made by the preceptors and instructors to provide guidance and assistance to students with problems in any area. However, if improvement is not shown and the student continues to show a lack of commitment or ability, s/he will be counseled out of the program and encouraged to seek other career options.

Program retention and remediation procedures
You will be placed on probation for the following reasons:
   1. Unsatisfactory performance evaluations
   2. Grade point average below 2.6
   3. Grade of less than “C” in any of the courses in the professional phase of the program.
You will be advised of your probation status as soon as the semester grades are available. Dietetic program faculty will meet with you to discuss the probationary status and develop plans to correct the deficiency. All deficiencies must be removed before advancing in the program.

The procedure for reinstatement following the probationary status is:
   1. Present evidence of satisfactory completion of course or supervise practice experience
And/or
   2. Complete an admission application for reacceptance to the program if more than one year has elapsed. Reacceptance into the program will be contingent on space available.

Disciplinary/termination procedures
When an action by a student is perceived as a violation that requires disciplinary action, a conference will be held between the student and the Program Director; other faculty members will be in attendance if applicable. If the offense is minor and adequate evidence of a violation is present, a verbal warning will be issued with documentation placed in the student’s program file to reflect the warning. A second offense will result in a written warning. A third offense will result in program probation. This will delay the student’s progress in the program and they will be re-admitted on a space-available basis only if it is determined by the Program Director that they have met the requirements to do so.

The following are examples of major offenses that will result in immediate dismissal from the program with no opportunity to re-enter, including, but not limited to: theft or embezzlement of or destruction of property to anything belonging to the University, faculty or preceptors, or supervised practice sites; civil offense; possession of firearms; verbal or physical abuse of vulnerable populations served by supervised practice sites; showing up for work under the influence of illegal drugs and/or alcohol.
Graduation and program completion requirements
To graduate from the UND Coordinated Program in Dietetics and receive a verification statement, students must:

- Complete all coursework required for a Bachelor’s degree in dietetics
- Complete a minimum of 1200 hours of supervised practice experience
- Maintain a GPA of at least 2.6 on a 4.0 scale
- Earn a ‘C’ or better in all professional component courses

Students are expected to complete the Coordinated Program in four semesters plus one summer session. A maximum of four years is allowed to complete the program requirements to receive a verification statement. Failure to do so within this specified time frame will result in the need to repeat the application process to be accepted to the program.

Students must apply for their degree within the first four weeks of the semester in which they expect to receive the degree. Blank application forms are available at the Office of the Registrar or online at the Registrar’s website. It is the student’s responsibility to make sure all transfer credits from other institutions are on the UND transcript by the time of application for graduation; failure to do this delays processing of graduation as well as authorization to take the registration exam.

Verification statements
Upon completion of graduation and program requirements, each graduate is issued five copies of a dated verification statement with an original program director signature. Graduates will need verification statements for various purposes such as taking their registration exam, applying for state licensure, etc. The original signed and dated verification statement remains on file in the Nutrition and Dietetics department indefinitely.

Interruption of Professional Education
If a student’s program of study is interrupted for any reason (probation, maternity leave, health/personal reasons, etc.) they must apply for readmission by the application deadline of February 15th to assure space is available and to ascertain whether they have maintained the appropriate level of competency. More than one leave of absence will result in the need to repeat the application process for acceptance into the program.
Student Support Services
Dietetic students have access to and are encouraged to utilize the various support services available on campus. A brief synopsis, taken from the UND Academic Catalog, of ones most common to students is listed below. More detailed information is provided in the Catalog under the heading, “Student Services, Support Programs, and Activities.”
http://www.und.edu/academics/registrar/catalog-current.cfm

Affirmative Action – Equal Opportunity 101 Twamley Hall 701-777-4171
Inquiries as to the equal opportunity, affirmative action, or diversity policies for UND may be directed to the affirmative action officer.

American Indian Student Services 315 Princeton Street 701-777-4291
Designed to promote and foster the academic and personal success of American Indian and other students enrolled at UND. The American Indian Center serves as an academic and social gathering area for American Indian and other students.

Career Services 280 McCannel Hall 701-777-3904
Career Services offer individual and/or group assistance in job search techniques, resume/cover letter writing, and interviewing skills. Students are encouraged to register with Career Services online via the Career Services homepage: www.career.und.edu/. Once registered, students will have access to job openings, become available to employers searching the database, and be able to sign up for on-campus interviews.

Children’s Center 525 Stanford Road 701-777-3947
The Center serves children of UND students and employees as well as the greater Grand Forks community. Children between ages 18 months – 12 years may enroll.

Counseling Center 200 McCannel Hall 701-777-2127
Students may request UCC services by calling or visiting. Initial appointments are typically scheduled within one week. A walk-in one-time appointment is accepted on urgent matters. Most UCC services are covered by student fees; exceptions will be noted ahead of intervention. Specific services include the following: Individual counseling and therapy, testing services, career counseling, group counseling.

Dean of Students 180 McCannel Hall 701-777-2664
The Dean of Students office provides the following services:
- General advisement and campus consultation
- Student disciplinary services
- Coordination of referrals and services for students in crisis or in need
- Assistance in problem solving or identifying appropriate and available services
- Special Circumstance Late Drop/Withdrawal from UND
Students planning on using DSS accommodations must complete a DSS application and submit current documentation of disability.

The Registrar is responsible for monitoring all academic policies and procedures relative to curriculum, registration, and grade processing.

Residence hall students are required to choose an unlimited access or unlimited access plus meal plan. Returning students can purchase a 125 meal or 150 meal block plan. Off-campus students, faculty and staff may pay cash or purchase special meal plans. Students with special dietary needs or food allergies need to self-report those needs to Dining Services staff.

Student living facilities at UND include residence halls, apartment style housing, and apartments for single students and families. Applications are available from the Enrollment Services office, the Housing office, or online at http://und.edu/student-life/housing

The U Card is the official University ID card and can be used at any campus service requiring identification. The U Card allows access to, or services from, the bookstore, library, complex service centers, dining centers and athletic events.

Students are offered financial assistance in various forms, including scholarships, grants, employment, and loan programs.

Student Health Services is a full service medical clinic designed to meet the health needs of all enrolled students. To make an appointment call 777-2605.

The Student Success Center focuses on three areas: advising for the undeclared student population; learning services such as tutoring, study skills assistance and support and study skills courses; and programming such as Getting Started, Staying on Track and adult re-entry programs and services.

Students pay for their membership in their student fees. Faculty and staff are able to purchase a membership.
Writing consultants are available to offer constructive, positive responses to work at any stage of the writing process. To work with a consultant, schedule an appointment online at: http://writingcenter.und.edu

The Registration Exam

The registration exam to become a Registered Dietitian is administered in at designated ACT testing sites throughout the US. There is a cost charged for the exam. The following process is used to establish eligibility:

- The Department Chair audits all graduates’ UND transcripts to verify they are eligible to graduate. The Program Director confirms all program requirements are met.
- The Program Director sends the required paperwork to the Commission on Dietetic Registration (CDR) for students who have met both the academic and supervised practice requirements.
- The CDR will then verify that the students are eligible to take the exam and will forward their names to ACT.
- ACT will contact each student by email with specific information about how to find a testing site and what steps to take to register for the exam.

Graduates have one year to take the exam from the date CDR authorizes them to do so. Failure to do so within that time frame will require them to re-apply.

Each student will be given at least 125 questions but no more than 145; 25 questions are pre-test questions that are not scored. The RD exam is a computerized exam. Test-takers are unable to skip questions or go back to review or change answers.

Further information on the registration process can be found on the Commission on Dietetics Registration website: www.cdrnet.org/.