



Didactic Program in Dietetics

STUDENT HANDBOOK

Disclaimer: This student handbook serves as a guide for DPD undergraduate students in the Department of Nutrition. Official University publications take precedence over the information contained in this handbook.

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Welcome to the Department of Nutrition at LIU Post. This handbook provides information about our Didactic Program in Dietetics (DPD) undergraduate program. It will help you make informed decisions about your undergraduate education.

LIU Post has many resources for information at the University, School and Department levels. It is necessary that students seek out other relevant sites and not rely solely on the material contained in this handbook. Additional information about the Department of Nutrition can be found on our website at:

<http://www.liu.edu/CWPost/Academics/~link.aspx?id=8489A1B796734E59A6DF1273077A17C4&z=z>.

The administrative leadership in the Department of Nutrition is as follows:

Acting Chair	Kathy Isoldi, PhD, RD, CDN Telephone No: 516-299-3077 E-mail address: kathy.isoldi@liu.edu
DPD Director	Jodi Wright, PhD, RD, CDN Telephone No: 516-299-4152 E-mail address: jodi.wright@liu.edu
DI Director	Cynthia Pierce, MS, RDN, CDN Telephone No.: 516-299-3224 E-mail address: cynthia.pierce@liu.edu
Department Secretary	Ms. Louise Miller, MA Telephone number: 516-299-2762 Fax number: 516-299-3106 E-mail address: nutrition@cwpost.liu.edu

The faculty of the Department of Nutrition is as follows:

Dr. Jerrilynn Burrowes, Professor, jerrilynn.burrowes@liu.edu
Dr. Kathy Isoldi, Associate Professor, kathy.isoldi@liu.edu
Ms. Cindy Pierce, Assistant Professor, cynthia.pierce@liu.edu
Dr. Barbara Shorter, Professor, bshorter@liu.edu
Dr. Jodi Wright, Assistant Professor, jodi.wright@liu.edu

Mission of the Department of Nutrition

The mission of the Department of Nutrition parallels that of LIU Post and the SHPN, which is dedicated to educating students from diverse backgrounds to address the health and nutrition needs of individuals, families, communities and societies. The Department of Nutrition is committed to creating a supportive environment for students to reach their full potential in developing skills founded on scientific evidence-based research, knowledge and practice, humanistic values and interprofessional collaboration. Through the integration of a variety of learning experiences, and by utilizing current technologies, the department empowers students to gain a thorough understanding of theory, practice and research.

Mission of the Didactic Program in Dietetics

The mission of the DPD is in line with the mission of the Department of Nutrition that meets the Standards set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The DPD includes an extensive study in nutrition and dietetics, as well as a broad liberal arts and science education that provides a strong foundation for students to develop intellectual awareness, cultural appreciation and social responsibility. The program also provides innovative academic opportunities to assist students in developing critical thinking and effective communication skills. The program's goals aim to prepare students for supervised practice, ultimately leading to eligibility for the CDR credentialing exam to become registered dietitian nutritionists. In addition, emphasis is placed on life-long learning as a means for dietetics professionals to remain informed and knowledgeable in an evolving profession.

**The DPD refers to an academic program designed to meet the foundation knowledge for dietetics practice. This program must be located in a U.S. regionally accredited college or university and requires completion of a degree. The DPD may be designed at the baccalaureate or advanced degree level. Courses for the DPD must be part of the university requirements for whichever degree will be granted. The DPD does not have a supervised practice component for registration eligibility. However, completion of a DPD enables the individual to apply to a supervised practice program leading to eligibility for the registration examination for dietitians. (This information was adapted from <http://www.eatright.org/ACEND/>.)*

Program Goals and Objectives:

The DPD has goals that reflect the program's mission and are accomplished through activities conducted by the faculty and graduates.

- Program Goal 1: The program will prepare graduates who will have a broad educational background in communication, the physical and biological sciences, the social sciences, research, food, nutrition and resource management that will lead to careers in foods, nutrition and dietetics.
 - Objective 1: Over a 3-year period, 85% of junior students are expected to complete the program within 150% (3 years) of the time planned for completion (expected completion is 2 years). If a student is attending part-time, students are expected to complete the program within 150% (6 years) of the time planned for completion (expected completion is 4 years).
 - Objective 2: Over a 3-year period, the pass rate for DPD graduates taking the registration examination for dietitians within one year following first attempt will be a least 80%.
 - Objective 3: Sixty percent of the DPD graduates will apply for admission to a supervised practice program within 12 months of graduation.
 - Objective 4: Eighty percent of the DPD graduates applying to supervised practice programs will be accepted within 12 months of graduation.

- Objective 5: Over a 3-year period, DI program directors will report an average of 3 on a 4-point scale that LIU Post DPD graduates are well prepared for the DI in all subject areas.
- Objective 6: Over a 3-year period, 1-year alumni respondents who are currently in a DI and who complete the will report that they were academically “very well prepared” (score = 5) or “well prepared” (score = 4) for the DI.
- Program Goal 2: Prepare graduates to incorporate evidenced-based research, guidelines, and recommendations through life-long learning to function effectively in an interprofessional setting for the practice of nutrition and dietetics while exhibiting social responsibility and cultural appreciation.
 - Objective 1: Over a 3-year period, 85% of 1-year alumni respondents who complete the survey, will report that evidence-based research, guidelines, and recommendations were incorporated in the curriculum.
 - Objective 2: Over a 3-year period, 85% of 1-year alumni respondents who complete the survey, will report that the program prepared them to function effectively (at least 4- on a 5-point scale) in an interprofessional setting.
 - Objective 3: Over a 3-year period, 50% of respondents who completed the survey will apply and be accepted to graduate school.
 - Objective 4: Over a 3-year period, 85% of 1-year alumni respondents who complete the survey, will report that the program prepared them to practice social responsibility (at least 4- on a 5-point scale).
 - Objective 5: Over a 3-year period, 85% of 1-year alumni respondents who complete the survey, will report that the program prepared them for practice in culturally diverse settings (at least 4- on a 5-point scale).

Program information and outcome achievement data are available from the Program Director, Dr. Jodi Wright, upon request.

Program Status

The DPD at LIU Post is currently granted full accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, 312/899-5400, www.eatrightpro.org/acend.

Program Application and Admission Requirements

Applicants interested in the DPD, B.S. in Nutrition and Dietetics, must first apply and be accepted into the B.S. in Food, Nutrition, and Wellness Program. Upon admission to the university and satisfaction of prerequisites, applicants may request a secondary application for acceptance into the B.S. in Nutrition and Dietetics program by filling out the online application at: <https://apply.liu.edu/nutrition/> or by contacting the Nutrition Department at 516-299-2762 or via email at post-nutrition@liu.edu.

The secondary application asks for:

- A personal statement that includes the applicant’s goals and how he/she became interested in the field;
- A cumulative GPA of 3.0 or better;

- A grade of B+ or better in the following courses or equivalents:
 - NTR 100, Concepts in Nutrition
 - NTR 101, Contemporary Nutritional Strategies
- A B+ (or higher) in two (2) of the following three (3) courses or equivalents:
 - NTR 16, Cultural and Social Aspects of Food
 - NTR 21, Introductory Food Science
 - NTR 23, Introduction to Food Hospitality

Students who apply in the semester prior to their junior year and are accepted based on meeting other criteria, except for courses in progress, will be accepted conditionally, pending grades. If the student earns a 'B+' or higher in the courses in progress, he/she will be fully accepted. If the student earns a 'B', he/she will be accepted on probation and monitored to ensure that he/she will be able to maintain the benchmarks of the program. Students who earn a 'B-' or lower will be counseled based on the grade; for instance, they may be asked to retake the class and reapply or consider another program (e.g., B.S. in Food, Nutrition & Wellness).

Once accepted into the DPD, applicants interested in the dual degree program who have completed a previous baccalaureate degree with a minimum cumulative GPA of 3.0 will be considered for acceptance to the B.S./M.S. program in Nutrition and Dietetics. Students without a previous baccalaureate degree with a minimum cumulative GPA of 3.5 will also be considered for acceptance into the dual degree program.

Academic Advisors/ LIU Promise Success Coaches

All freshman and transfer students with 29 credits or less will be assigned an LIU Promise Success Coach. An academic advisor is assigned to all other students. The student is responsible for planning his/her course schedule in consultation with the academic advisor/ Success Coach for the first year of the program. After that time, online registration is required. Course schedules are available at:

<https://webapps.liu.edu/courseschedules/schedules.aspx?campus=P>. If the student has been assigned a Success Coach, he/she may contact the coaches at telephone no.: 516-299-3737; E-mail address: liupromise@liu.edu.

Please visit the LIU Promise website to learn more about the Promise Program:

<http://www.liu.edu/CWPost/StudentLife/LIU-Promise>. For all other students, advisors are available through Enrollment Services. For appointments students may contact telephone no.: 516-299-2582; E-mail address: post-enrollmentservices@liu.edu. Please visit the following website for more information about academic advising: <http://liu.edu/Post/Enrollment-Services>.

All students are able to track their progress towards completion of their degree requirements and academic plan of study through the Advising Module of MyLIU. Students are encouraged to review their degree audit each semester. These degree audits will clearly show a student's progress toward completion of his/her degree by including not only completed courses, but courses currently registered for, major and cumulative GPA and the application of any transfer credits.

Student Support Services

Learning support services are available to the student to help obtain personal academic goals. Services and resources that are available include:

- Peer tutoring service: an effective academic resource that enables students to strengthen knowledge and comprehension of a subject. This service is offered by appointment through the Nutrition Department for certain nutrition courses. Discuss with the subject professor to set up a tutor as needed.
- Writing Center: students can improve their writing through feedback. Call the Writing Center at 516-299-2732 or e-mail Post-WC@liu.edu, Humanities Hall, Room 202 to set up an appointment.
- Disability Support Services (DSS) collaborates with students with disabilities to ensure equal access to programs, services, and facilities. Contact the DSS at 516-299-3057, Post Hall, Lower Level, East Wing. Details about Disability Support Services can be found at <http://liu.edu/CWPost/StudentLife/Services/Learning-Support-Center/Disability-Support-Services-DSS>.
- Academic Resource Program: a comprehensive, fee-for-service support program is designed for students evaluated with a learning disability or Attention Deficit/Hyperactivity Disorder (AD/HD). To set up an appointment call 516-299-3057 or visit Post Hall, Lower Level, East Wing. Information about the Academic Resource Program can be found at <http://liu.edu/CWPost/StudentLife/Services/Learning-Support-Center/Academic-Resource-Program>.
- The Center for Healthy Living: a center that offers individual counseling for anxiety, depression, stress, self-esteem, nutrition, crisis management, LGBTQ support and advocacy, and adjustment to college life. The center also has a nurse on staff. The Center is open Monday through Friday from 9 a.m to 5 p.m. To set up an appointment call 516-299-2345. Information about the Center for Healthy Living can be found on page 42 in the *2018-2019 Undergraduate University Bulletin* (found at <http://liu.edu/Post/Campus-Life>, click academic bulletins link on right side navigation).

Assessment of Prior Learning and Credit Towards Program Requirements

Students who wish to request assessment of courses completed at another institution are required to contact the DPD Director, Dr. Jodi Wright, for evaluation. Required documentation may include any or all of the following: academic transcripts, course descriptions, course syllabi, assignments and projects, and any other materials that will sufficiently establish that DPD competencies for a specific course or courses have been fully met. If it is determined that such competencies have been met, a course waiver will be completed as needed and sent to Academic Standing in accordance with university policy. Copies of documentation will be retained in the Nutrition Department and by the student to substantiate eligibility for issuance of the DPD Verification Statement at program completion.

Students who attend LIU Post (matriculated or non-matriculated) for the purpose of receiving a Verification Statement to meet the requirements for completion of the DPD must take a minimum of twenty (20) credits at LIU Post and receive a grade of “B” or better in the courses in order to receive a Verification Statement. The minimum cumulative GPA to receive a Verification Statement is 3.0. The courses that will be accepted in transfer will be based on transcript and course review by the DPD Director, who will consider each case on an individual

basis. Most courses should be completed within the last five (5) years with the exception of NTR 211, NTR 212, and NTR 212L (Medical Nutrition Therapy lectures and laboratory) or equivalents, which must be completed within the last three (3) years. All upper-level division nutrition courses should be taken at an accredited DPD to be accepted for transfer. Domestic students who are non-graduates of LIU Post or those not currently enrolled at the university will be charged \$100 for transcript evaluations and international students will be charged \$300. Checks must be made payable to Long Island University.

Department Policies for Students after Fall 2017

The following Program Retention Policy, Termination Policy, and Program Completion Requirements apply to all students who enter the program in Fall 2017 and subsequent semesters.

Program Retention Policy

A minimum major (NTR) GPA of 3.3 and/or cumulative GPA of 3.0 are required to be in good standing in the DPD. Additionally, a grade of B or higher must be obtained in all required NTR courses.

Formal Assessment of Student Learning in the DPD

Credit is granted for courses completed with a grade of A, A-, B+, B, B-, C+, C, C-, or D. All students are monitored for success through an Academic Early Alert System. Faculty report on student's attendance, assignments, participation, and midterm progress.

A grade of B- or lower in a NTR course signifies that the course may need to be repeated and a grade of B or better be obtained unless their major GPA exceeds minimum requirements (see page 21 for the University's policy on formal assessment of student learning). A NTR course can only be repeated once. Students with B- grades but with a major GPA of 3.3 or higher are monitored by the DPD Director for continued performance through the program.

Termination Procedure

At the end of the Fall and Spring semesters, students with a major (NTR) GPA of less than 3.3 and/or cumulative GPA of less than 3.0 are automatically placed on academic probation by the Academic Standing Committee. If after the next semester a student is unable to increase the major GPA to 3.3 or higher and/or cumulative GPA to 3.0 or higher, the student is placed on academic suspension (see page 22 of the *2018-2019 Undergraduate University Bulletin* for the University's policy on academic probation, suspension, and dismissal). The DPD Director may refer a student for probation or suspension based on grades or GPA deficiency. Students who request permission to remain in the DPD will only be granted readmission into a Food, Nutrition, and Wellness concentration.

Program Completion Requirements

The Academic Standing Committee is the final arbiter of all matters of academic standing, such as waivers and substitutions to meet program requirements.

Minimum Requirements for Graduation from the Nutrition and Dietetics Program

A minimum of 120 credits is required for graduation, with the final 30 credits earned in academic residence (i.e., at LIU Post). Nine (9) of these 30 credits must be in nutrition (NTR) courses. A minimum of nine (9) credits of the requirements for a minor must be completed at LIU Post. Full-time undergraduate students are expected to complete their degree requirements within three (3) years from the start of the junior year.

Minimum GPA for graduation:

Cumulative average:	3.0
Nutrition (NTR) courses:	3.3

If a student does not maintain a GPA of 3.3 in NTR courses in his/her final semester, the student cannot graduate. Courses must be repeated until the NTR GPA is at least 3.3; however, NTR courses may only be repeated once. In addition, the cumulative GPA must be at least a 3.0.

For students enrolled in the dual BS/MS Nutrition and Dietetics program at LIU Post, continued enrollment is contingent upon:

- Maintaining a minimum GPA of 3.0 in nutrition courses
- Earning a “B” or better in graduate courses.

Any BS/MS student who receives grades below “B” in two (2) graduate courses is considered to have an academic deficiency. A student who earns a third grade below “B” in a graduate course may lose his/her matriculation status or be dismissed from the graduate program.

Maximum Time for Completion

There are no defined maximum time limits for program completion. However, many of the courses within the DPD may not be older than five (5) years and NTR 211, NTR 212, and NTR 212L (Medical Nutrition Therapy lectures and laboratory) may not be older than three (3) years.

Department Policies for Students Admitted Prior to Fall 2017

The following Program Retention Policy, Termination Policy, and Program Completion Requirements apply to all students who entered the program between Fall 2010 and Summer 2017.

Program Retention Policy

Students who receive a grade of “C-” or below in a required NTR course must repeat that course and receive a grade of “C” or better.

Formal Assessment of Student Learning in the DPD

Credit is granted for courses completed with a grade of A, A-, B+, B, B-, C+, C, C-, or D. All students are monitored for success through an Academic Early Alert System. Faculty report on student’s attendance, assignments, participation, and midterm progress.

Termination Procedure

Continuing students must maintain a GPA of 2.8 in nutrition (NTR) courses to remain in the program and to successfully complete the program.

Program Completion Requirements

The Academic Standing Committee is the final arbiter of all matters of academic standing, such as waivers and substitutions to meet program requirements.

Minimum Requirements for Graduation from the Nutrition and Dietetics Program

A minimum of 129 credits is required for graduation. As of the Fall 2017 semester, the requirements were reduced to 120 credits. Continuing students may opt to follow the new Fall 2017 requirements by sending an email to registrar@liu.edu from their LIU email account requesting to follow the Fall 2017 bulletin; they should include their ID number in the email. Additionally, students must complete the final 32 credits earned in academic residence (i.e., at LIU Post). Nine (9) of the 32 credits must be in nutrition (NTR) courses. A minimum of nine (9) credits of the requirements for a minor must be completed at LIU Post. (If a student opts to follow the 120 credit requirement the LIU residency requirements drop from 32 to 30 in the final year). Full-time undergraduate students are expected to complete their degree requirements within three (3) years from the start of the junior year.

Minimum GPA for graduation:

Cumulative average:	2.5
Nutrition (NTR) courses:	2.8

If a student does not maintain a GPA of 2.8 in NTR courses in his/her final semester, the student cannot graduate. Courses must be repeated until the NTR GPA is at least 2.8. In addition, the cumulative GPA must be at least a 2.5.

For students enrolled in the dual BS/MS Nutrition and Dietetics program at LIU Post, continued enrollment is contingent upon:

- Maintaining a minimum GPA of 3.0 in nutrition courses
- Earning a “B” or better in graduate courses.

Any BS/MS student who receives grades below “B” in two (2) graduate courses is considered to have an academic deficiency. A student who earns a third grade below “B” in a graduate course may lose his/her matriculation status or be dismissed from the graduate program.

Maximum Time for Completion

There are no defined maximum time limits for program completion. However, many of the courses within the DPD may not be older than five (5) years and NTR 211, NTR 212, and NTR 212L (Medical Nutrition Therapy lectures and laboratory) may not be older than three (3) years.

Eligibility Requirements for Graduation

Diplomas are dated three times a year: September, January and May. Commencement exercises in May are open to students who completed their degree requirements in September (of the previous year) and January, and those who are graduating in May. Students who are candidates for graduation must file an application at least three months prior to graduation. (This date changes each year; therefore, students are responsible for checking the Academic Calendar at <http://www.liu.edu/CWPost/About/Offices/Registrar/Academic-Calendar> for the deadline.) To apply for graduation, a student must complete the Degree Application Form at <http://www.liu.edu/CWPost/Enrollment-Services/Registration/Apply-for-Graduation-Degree> and

submit it to the Registrar's Office in Kumble Hall on or before the deadline. If a student files an application after the deadline, the degree will automatically be awarded at the next conferral date (regardless of the date of completion or requirements) and the student's name **will not** appear in the May commencement program. In addition, students are strongly encouraged to utilize the degree audit system to ensure that their academic degree requirements have been fulfilled. Furthermore, all outstanding financial commitments (e.g., library debts, security fines, etc.) must be met. Check the "HOLDS" link on your MyLIU account to view holds, if any, on your student record.

Graduation with Honors

Summa cum laude requires a cumulative GPA of 3.9 or higher; magna cum laude 3.7 to 3.89; and cum laude 3.5 to 3.69. For the student to qualify for honors, at least 56 credits (not including courses taken on a pass/fail basis or Life Experience credits) must be earned in academic residence at LIU Post. For the student to qualify for honors who are following the 120 credit requirement, at least 54 credits (not including courses taken on a pass/fail basis or Life Experience credits) must be earned in academic residence at LIU Post.

Lateness and Absenteeism

All students must adhere to the Academic Calendar for LIU as listed in the Schedule of Classes. Regulations concerning attendance in a particular course are at the discretion of the instructor; however, class attendance is expected if students are to meet the objectives of the course. Therefore, it is in the student's best interest to attend class regularly and to arrive on time. Responsibility for class attendance and punctuality rests with the student.

Lateness and absence from NTR classes and/or laboratories may affect the student's final grade. Three (3) latenesses may result in a 2% grade reduction and three (3) unexcused absences may result in a 3% reduction. Implementation of this policy is at the discretion of the instructor. Ordinarily, work missed through absences must be made up. However, permission to complete such work is not automatic, and it is given at the discretion of the instructor. In the event a student is absent during an exam, there will be no make-up given unless the student provides **written evidence** of a documented illness or emergency situation. The information listed on the course syllabi supersedes this policy, if present.

Online Testing Policy

Courses that include online testing use Respondus Monitor® to verify that the student who is registered for the course is sitting for the exam by using the student's webcam to video tape the exam session. The software is integrated into the Blackboard. Suspicious behavior, such as the student leaving the computer or a different person entering the video frame, is automatically flagged for the professor. Only the instructor can review the video recordings or data from the exam session, assuring privacy.

Becoming a Registered Dietitian Nutritionist (RDN)

Entering the profession of dietetics as a RDN requires successful completion of the following:

- ACEND accredited DPD coursework
- ACEND accredited Dietetic Internship (DI) or Coordinated Program (CP). (NOTE: LIU Post does not have a CP.)

- Pass a national examination administered by the Commission on Dietetic Registration (CDR)--the Registration Examination for Dietitians.

Accredited DI programs are available across the U.S. Each program must adhere to the ACEND requirements for an accredited DI; however, the concentration of each program may be different (e.g., clinical nutrition, research, community, etc.). Applicants are encouraged to research the various programs and apply to the ones that best meet their interests and needs. The DI at LIU Post is an accredited post-baccalaureate 1200-hour program. Acceptance to the DI is made on a competitive basis through a computer matching process that occurs in April of each year.

Currently, there are more applicants for DIs than positions available in the U.S. Acceptance to a DI is highly competitive. The national acceptance rate is about 50%. Therefore, it is essential that students prepare for the DI application process early in their academic career and develop a strong record of academic achievement, obtain work and volunteer experience in areas relating to foods and nutrition, and develop faculty and professional relationships for letters of recommendation.

Although DI programs have varying selection criteria, successful applicants usually have an overall GPA greater than 3.0 (based on a 4.0 scale), employment and volunteer experience (preferably in the food/nutrition field), and strong letters of recommendations from faculty, academic advisors and employers. Some DI programs require students to take the Graduate Record Examination (GRE). However, the DI program at LIU Post does not require the GRE.

The Dietetic Internship Application

LIU Post participates in the Dietetic Internship Centralized Application Service (DICAS). The DICAS Online offers applicants a convenient, state-of-the-art, web-based application service that will allow them to apply to any number of participating DI programs by completing a single online application. The DICAS Online was specifically designed by DICAS to simplify and streamline the application process while providing considerable flexibility, electronic submission of applications, ongoing communication with applicants, and excellent customer support. The DI application can be retrieved online at <http://portal.dicas.org>.

Academic Performance for the DI Application

The DI Selection Committee evaluates the student's overall GPA in NTR courses to assess academic performance. It is highly recommended that students obtain a grade of "B" or better in all nutrition (NTR) courses. Students who do not meet these academic recommendations are encouraged to repeat the course, if they want to improve their chances of acceptance into a DI.

Employment Experience for the DI Application

Work experience, either volunteer or paid, is recommended to demonstrate to the DI Selection Committee that the student is motivated, productive, and reliable. It is recommended that this work experience be obtained in a foodservice, clinical or community environment.

Organizational Involvement for the DI Application

Students are advised to participate in university, professional and community activities. Participation in these activities with identified leadership involvement is recommended for

preparation to a DI program and for a career in the profession of dietetics. Students who are involved and who take on leadership roles on campus and in professional and community organizations display a commitment to the dietetic profession.

References for the DI Application

References are an integral part of the DI application process. For the LIU Post DI, three (3) letters of recommendation are required for each application. Letters of recommendation may be requested from no more than two (2) faculty members in the Department of Nutrition. Professors, academic advisors and employers are desired references for most applications. Students are encouraged to ask for letters of recommendation before the end of the Fall semester so that sufficient time is given to write the letter(s). This request should be made in person, not by e-mail or text. The letters of recommendation will be completed during the early part of the spring semester, unless a program has an application deadline before mid-February. The student must inform the individual writing the letter of recommendation of the earlier deadline(s).

If a faculty member agrees to write a letter of recommendation, the student must complete the departmental Student Information Form, which is distributed at the DI informational workshop. (Copies of this form are also available in the Nutrition Department.) Include the NTR courses you completed with the instructor who will write the letter of recommendation and the grades you received. The student should also attach a copy of an updated resume.

Dietetic Internship Informational Sessions

Every Fall semester, the Nutrition Department organizes two DI informational application workshops for interested students in their senior year. (Dates and times of these workshops will be announced in class several weeks in advance and posted throughout the department.) All students who are interested in applying to a DI are strongly encouraged to attend these meetings. Topics discussed include: (1) how to find an accredited DI program; (2) how to obtain and complete the DI application; (3) how to write a personal statement; (4) how to request letters of recommendation; (5) how to order college transcripts; and (6) how to list the DPD courses, etc. The workshops will also include a discussion on computer matching, requesting a Declaration of Intent to Complete Degree Form, a Verification Statement Form, and application deadlines.

Declaration of Intent to Complete Degree Form

Students who are applying to a DI and have not yet completed the DPD coursework must request a Declaration of Intent from the DPD Director. The deadline for submission of this form to the DPD Director will be provided during the DI informational session, which is held during the Fall semester. Submission of this form after the due date will incur a \$25 late fee, payable to Long Island University. This form lists the courses to be completed, the date the courses will be completed, and the date the degree will be granted. Once these courses are listed and confirmed, the DPD Director will submit the form online. The DPD Director will share the completed form with the student electronically and the student has to approve the form with an electronic signature.

Program Completion Verification Statement

Upon successful completion of the DPD and clearance to graduate by the Office of the Registrar, students will receive, by postal mail, six (6) signed copies of the Verification Statement from the

DPD Director. This form is needed to prove that the DPD requirements have been met. If the student is planning to attend a DI, he/she must submit a Verification Statement to the DI Director. If the student is attending the DI at Post, the DPD Director will give the Verification Statement directly to the DI Director. The other copies of the Verification Statement should be kept in a safe place for future use (e.g., application to take the RD exam, application for State Certification or licensure, Academy of Nutrition and Dietetics membership, etc.). The Verification Statement requires an original signature in blue ink; copies are not acceptable.

For students enrolled in the BS/MS program in Nutrition and Dietetics at LIU Post, the B.S. degree is earned en route when the DPD requirements are completed. The Verification Statement will be issued at this time. Additionally, if a student has a previous degree, the name and location of the college or university where the student received his/her undergraduate degree and the year of graduation may be provided to the DPD Director along with the date the DPD requirements were met. The student will be issued an ACEND Verification Statement upon completion of appropriate coursework. A student may then apply to the DI. Graduate credits from the DI are applied to the BS/MS degree.

Acceptance to the DI

When a student is accepted to the DI at LIU Post, he/she receives personal matching results from D&D Digital Systems in mid-April. The student is required to confirm acceptance to the program by signature on the D&D Matching Form. The agreement between D&D Digital and the Academy of Nutrition and Dietetics is as follows: “Matched applicants must contact the Dietetic Internship program by telephone, FAX, or e-mail on or before 6:00 PM, Monday the next day after the match, to confirm acceptance of the MATCH. After this time, the program is under no obligation to hold the opening for the match applicant.”

If a person declines a place in the internship and then re-applies to the program at a later date, the DI Selection Committee will review and determine the merit of the application. Because of the competitive nature of the application process, it is unlikely that re-application by a candidate will result in acceptance to the LIU Post DI in the future, unless there were extenuating circumstances (e.g., illness).

Organizations and Activities

Student participation in university and community activities is strongly encouraged. Participation in a variety of activities and a clear, identified leadership role in one or more groups is an essential part of your preparation as a professional in the field of nutrition. Involvement in organizations such as the ones listed below will enhance your opportunities for placement in supervised practice in food service, community and clinical settings, for acceptance into a DI and for future employment.

Nutrition Club

The LIU Post Nutrition Club is an organization made up of students who would like to use their knowledge and experience to serve the community. The Club organizes many events throughout the academic year including networking opportunities with peers, professionals in the field and community service programs. The Club also runs food drives, raises funds for worthy causes

and promotes social interactions. At the beginning of every school year, the Club hosts a Fall Open House—a welcome gathering for all students and faculty of the Nutrition Department.

The Club has an executive board elected every year by fellow students. Elections are held in the Spring semester for the upcoming academic year. Meetings are held twice a month during common hour. Meeting dates are posted on the bulletin board in front of the Nutrition Department, LS 338. A schedule of activities and minutes from all meetings are also posted on the bulletin board.

Academy Student Membership

Nutrition students are encouraged to become student members of the Academy of Nutrition and Dietetics. Application forms and membership information are available on the bulletin board outside the Nutrition Department, LS 338 and from the Academy's website, <http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8141-.UCvVQmh4UeE>. The current cost of an annual student membership is \$58.

Long Island Academy of Nutrition and Dietetics (LIand)

LIand is always looking for students to become involved in the activities of the organization. It is a valuable venue to network, make professional contacts, and make new friends. Students are encouraged to join and become active with the LIand because it is also a great way to stay current and up to date in the field. For more information about LIand membership, visit their website at <http://www.eatrightli.org/students.html>.

Scholarships

The Academy of Nutrition and Dietetics' Foundation awards scholarships to students enrolled in undergraduate nutrition programs who are student members of the Academy. Eligibility information is also available on the Academy's website. The annual deadline for submitting applications is in mid-February and scholarships are awarded for the following academic year.

LIU Post Policies

LIU Post has an extensive system of services described on its website (www.liu.edu). Students are strongly encouraged to learn of the many services available and to ask questions of their academic advisors, professors and the university's support staff in seeking out information and appropriate solutions to problems, if they arise. Students should evaluate their rights to privacy under the Family Educational Rights and Privacy Act (FERPA) found on the website (<http://liu.edu/CWPost/Enrollment-Services/Registration/FERPA>). Students are also encouraged to review the LIU Student Handbook, which contains various policies and procedures of Long Island University and information about the Office of Student Affairs, student life on campus, solving academic and non-academic disputes, etc. This handbook is available on the website at: <http://www.liu.edu/CWPost/~media/985C2A7F5BA04205B8F9DA072C03B957.ashx>.

Tuition and Fees

A schedule of tuition and fees for undergraduate students at LIU Post can be found at <http://liu.edu/CWPost/Enrollment-Services/Tuition>. Non-attendance and/or non-payment do not constitute official withdrawal from the University. To officially withdraw from the University, students must follow the correct procedures. Withdrawal information can be found at <http://liu.edu/CWPost/Enrollment-Services/Registration/Enrollment-Policies#withdrawal> and refund information can be found at <http://liu.edu/CWPost/Enrollment-Services/Tuition/Policies#tuition-liability>.

Contact the Office of Enrollment Services for assistance with financial aid. Information about financial aid and necessary forms can be found at <http://liu.edu/CWPost/Enrollment-Services/Financial-Aid>.

If there are additional costs for students, they will be identified in the course syllabi and students will be informed on the first day of classes. For example, there may be expenses for field trips, additional books, or supplies.

Student Health Insurance

LIU Post provides students with a cost-effective and robust medical coverage. The plan through a partnership with Gallagher Student Health & Special Risk is fully compliant with Federal Health Care Reform and offers students access to a network of doctors, hospitals, and pharmacies. All international students, clinical students, residential students, LIU Global students and intercollegiate athletes are automatically enrolled in the Plan but can waive participation online at www.gallagherstudent.com/liu if they comparable coverage under a family plan or other policy. Students who enter during the spring or summer terms can also participate in the plan with shorter coverage period, reduced rates, and specific enrollment/waiver/deadlines. Important waiver dates and rates are available in the student bulletin (see the *2018-2019 Undergraduate University Bulletin*, page 35).

Academic Appeals Policy

Students may appeal a final grade, evaluation or another incident through the following Grievance Procedure:

1. The student must first make an effort to resolve the matter with the instructor. If there is no resolution with the instructor, the student must file a formal grievance with the DPD Director within ten (10) days from meeting the instructor.
2. The DPD Director will schedule a meeting with the student to make an attempt to resolve the matter. The DPD Director will then consult with the instructor to discuss the matter and attempt to resolve the issue. (The DPD Director does not have authority to change a grade.) If no resolution is accomplished, the student must make an appointment with the Department Chair within ten (10) days of meeting with the DPD Director. Prior to the meeting with the Chair, the student must submit a written request to the Chair that details the nature of the complaint and all methods that have been attempted to resolve the issue.
3. If there is no resolution of the matter after the student meets with the Department Chair, the student must make an appointment with the Dean of the School of Health Professions and Nursing. The student must make an appointment with the Dean within ten (10) days of meeting with the Chair. Prior to meeting with the Dean, the student must submit a written request to the Office of the Dean that details the nature of the complaint and all methods that have been attempted to resolve the issue.
4. The student will discuss the issue with the Dean. If no resolution of the problem is achieved, a meeting of the Dean's Academic Standing Committee may be convened. The committee will review the situation and will make a decision within three (3) weeks.
5. If no decision is made or if the decision is unsatisfactory to the student, he/she may petition the Campus Academic Standing Committee.
6. The final recourse rests with the Vice President for Academic Affairs.

Disciplinary/Termination Procedures

Academic Conduct

All LIU Post students are expected to conduct themselves within the bounds of accepted social behavior. Misbehavior that interferes with educational efficiency of a class is not tolerated and will be considered sufficient cause for suspension of a student from class, temporarily or permanently. In cases of classroom misconduct, a student may also be charged with a violation of the LIU Post Code of Conduct, as described at the following website:

<http://www.liu.edu/cwpost/academicconduct>. In such cases, the Student Judicial Officer may also handle the matter.

Academic dishonesty is unacceptable and condemned in the strongest possible terms. It undermines the bonds of trust and honesty between members of the community and defrauds those who may eventually depend upon our knowledge and integrity. Such dishonesty consists of any of the following:

- Cheating – using or attempting to use unauthorized materials, information, or study aids in any academic activity.
- Fabrication – unauthorized falsification or invention of any information or citation in an academic activity.
- Plagiarism – representing the words or ideas of another as one's own in any academic activity.
- Facilitating academic dishonesty – helping or attempting to help another to cheat, fabricate, or plagiarize.

Academic dishonesty may be punishable by a range of penalties, including failure in the course and expulsion from the University (see the *2018-2019 Undergraduate University Bulletin*, page 23-24). In the Nutrition Department, if a student is found cheating, fabricating, plagiarizing or facilitating in academic dishonesty, it will result in a grade of zero for that assignment (and may lead to an "F" for the entire course). If a student is suspected of dishonesty, the issue will be brought to the attention of the nutrition faculty where it will be discussed and consequences decided.

Student Grievance Policy

The School of Health Professions and Nursing (SHPN) faculty members are committed to assist students with any academic difficulties. A student who wishes to submit a grievance has the right to do so by utilizing the procedures outlined by the University. Information about the grievance policy can be found on the website:

<http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Appeals>.

If you have complaints about the Nutrition and Dietetics program at LIU Post you may contact the Academy of Nutrition and Dietetics' Accreditation Council for Education in Nutrition and Dietetics (ACEND) after all other options within the program and institution have been exhausted. Information about submitting a complaint about the program to ACEND can be found at <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390>.

Formal Assessment of Student Learning at LIU Post

Credit is granted for courses completed with a grade of A, A-, B+, B, B-, C+, C, C-, D, or P. A grade of "F" signifies failure. A grade of incomplete (INC) indicates that some of the course requirements have not been completed. "W" indicates a student-initiated withdrawal from a course after the change of program period through the last day of grade change options (as noted in each semester's Academic Calendar). "UW" indicates an unauthorized withdrawal. Students who receive grades of W, UW, INC, or Pass/Fail in the Fall or Spring semester are not eligible for inclusion on the Dean's or Honor's List for that academic year.

Effective Fall 2014, a student who earns an "INC" in a course must complete the course requirements in one full semester. If the work is not completed by the end of the following full semester, the student will receive a grade of "F" for the course. UPON COMPLETION OF THE COURSEWORK, the grade "I" is printed on the transcript along with the final earned grade (e.g., IA-) and the date the work was completed.

Students with an excessive number of unexcused absences for a class (as defined by the instructor) may receive a grade of "F" or "UW" for the semester. Except as noted below, any grade may be removed from the student's cumulative average by repeating the course at LIU Post.

Students have the option to repeat any course. Credit will be earned only once, and although the original grade remains on the student's permanent record, the second grade (whether higher or lower) will be used in computing the GPA. No student who has taken a course and received a passing grade in it may repeat that course for credit after he or she has taken a related course containing content of a higher level. To be considered for graduation with honors, the student's

average shall include only the grade given to that student the first time he or she has taken any specific course.

Grades of “P” will not be computed into the student’s overall GPA and major averages, but will count towards graduation credits. A grade of “F” will be computed in the student’s overall GPA and major averages. Grades for courses taken at another college or university do not enter the computation of cumulative or major average. All Long Island University courses taken at any branch campus will be computed into a student’s cumulative and major averages. The average grade in the major field is computed from all of the courses the student has taken in the major. Required courses in which a grade of “F” was earned must be repeated within one year. Students are encouraged to repeat such courses, provided they are offered, during the subsequent semester; this applies particularly to those students who are on academic probation. The Academic Standing Committee will evaluate the status for any student who fails the same required course twice.

Students are responsible for monitoring their major and cumulative averages to ensure that they are meeting their requirements for graduation, as well as the requirements for satisfactory academic progress (see the *2018-2019 Undergraduate University Bulletin*, page 21).

Liability for Field Trips

LIU is not liable for any safety or travel-related matters. Students are responsible for their own transportation and car insurance.

School Closings

In the event of inclement weather, power outages and other emergencies, students should call (216) 299-EMER (3637) for information about class or event cancellations. You may also sign up for emergency text alerts from LIU to keep you informed in the event of severe weather or other emergency situations that require campus closures at <https://webapps.liu.edu/EmergencyContact/Login.aspx>. You may also visit www.weatherclosings.com or tune in to a popular radio station for closing information.

I acknowledge by my signature that I have read, understand, and agree to all policies and procedures in the Didactic Program in Dietetics' Student Handbook. Further, I understand that continued participation in the program is contingent on my adherence to these policies and guidelines. I understand that I may be placed on probationary status or may be released from the program.

Print Name:

Sign Name:

Student ID:

Date:
