



Didactic Program in Dietetics

STUDENT HANDBOOK

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

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Welcome to the Department of Diagnostic Health Professions!

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:

The administrative leadership and faculty in the Department of Biomedical, Health and Nutrition Science is as follows:

DPD Director & Assistant Professor	Laura Feldman MS RDN, CDN, CDCES Phone: 516-299-4152 Email: Laura.feldman@liu.edu
Director, Graduate Programs & Assistant Professor	Deborah Salvatore, DCN, RDN, CDN Phone: 516-299-3224 Email: Deborah.salvatore@liu.edu
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Mission of the Department of Diagnostic Health Professions

The Department of Diagnostic Health Professions 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 to offer an extensive study in nutrition and dietetics, as well as a broad liberal arts and science education that provides students with a strong foundation to develop intellectual awareness and social responsibility.

**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: At least 80% of program students complete program/degree requirements within 3 years (150% of the program length).
 - Objective 2: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
 - Objective 3: At least 60% of the DPD graduates will apply for admission to a supervised practice program within 12 months of graduation
 - Objective 4: At least 80% of the DPD graduates applying to supervised practice programs will be accepted within 12 months of graduation.
 - Objective 5: DI program directors who respond to the survey will report an average of 3 on a 4-point scale that LIU Post DPD graduates are well prepared for supervised practice in all subject areas.

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: At least 80% of 1-year alumni respondents who complete the survey, will report that evidence-based research, guidelines, and recommendations were incorporated effectively (at least 3- on a 5-point scale) in the curriculum.
- Objective 2: At least 85% of 1-year alumni respondents who complete the survey, will report that the program prepared them to function effectively (at least 3- on a 5-point scale) in an interprofessional setting
- Objective 3: At least 80% of 1-year alumni respondents who complete the survey, will report that the program prepared them for practice in culturally diverse settings (at least 3- on a 5-point scale).

Program information and outcome achievement data are available from the department, 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 to LIU Post.

Incoming freshman must have a solid B average (3.0 or 82-85 grade point average) and an average SAT score of 1000 (Critical reading and Math Combined) or ACT Composite of 20 or above. High school chemistry and biological sciences are strongly recommended.

Transfer students A minimum Grade Point Average (GPA) of 3.0 is required for application review. If students have completed fewer than 4 college credits, they must also submit high school transcripts and SAT/ACT scores. Students who have a baccalaureate degree in another field may obtain a second undergraduate degree, the B.S. in Nutrition and Dietetics. Applicants who have completed a previous baccalaureate degree should have a GPA of at least 3.0

Academic Advisement / Success Coaches (Element 8.2t)

All LIU students are assigned a Success Coach within the Center for Student Success & Coaching. Students may work with their Success Coach to review their academic requirements, get assistance with financial aid, and discuss academic and career goals. The student is responsible for enrolling in courses each semester. Students should review their academic requirements via the myLIU portal and meet with their Success Coach to discuss course registration. Students enroll in courses via the myLIU portal. Course schedules are available via the myLIU portal or at: <https://webapps.liu.edu/courseschedules/schedules.aspx?campus=P>.

Incoming students who have not yet been assigned a Success Coach may contact the Office of Admissions to schedule an appointment to register for their first semester at (516)-299-1000 or Post-Enroll@liu.edu.

Please visit the Center for Student Success & Coaching website to learn more: <https://liu.edu/student-success/center-for-student-success-and-coaching>. The Center for Student Success & Coaching can be contacted at (516)-299-3456 or Post-StudentSuccess@liu.edu.

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 (Element 8.2k, 8.2t)

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 to setup 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
- <https://liu.edu/student-success/learning-center/disability-support-services>
- 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, email Post-learningcenter@liu.edu or visit the B. Schwartz Memorial Library, First Floor. Information about the Academic Resource Program can be found at <https://liu.edu/student-success/learning-center/>
- 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 at
- <https://liu.edu/post/center-for-healthy-living>

Assessment of Prior Learning and Credit Towards Program Requirements (Element 8.2h)

- Students who wish to request assessment of courses completed at another institution are required to contact the DPD Director, 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 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. All upper-level division nutrition courses should be taken at an accredited DPD to be accepted for transfer.

Recency Policy

Students who wish to use credit from prior learning must prove recency of education in courses where coursework is more likely to change beyond foundational knowledge. The Medical Nutrition Therapy lectures and laboratory courses (NTR 251, NTR 252, and NTR 252L) or equivalents need to be repeated after three (3) years. Courses that must be repeated after five (5) years include:

- NTR 208, Introduction to Nutrition and Dietetics
- NTR 210, Nutrition in the Community
- NTR 204, Advanced Concepts in Nutrition
- NTR 221, Food in Contemporary Society

Department Policies for Students

Students Retention and Termination Procedures (Element 8.1b, 8.2k, 8.2l)

Program Retention Policy

- DPD students are required to acknowledge the following terms and conditions to earn a verification statement, and therefore be eligible for ACEND accredited programs.
- By the time of graduation, the student must obtain an overall GPA of 3.0, and a major (NTR) GPA of 3.3

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.

Maximum Time for Completion (Element 8.2m)

Full-time undergraduate students are expected to complete their degree requirements within three (3) years from the start of the junior year. The DPD program has a recency policy that outlines how old courses within the DPD may be to receive the verification statement. Please see the recency policy on page 6.

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 <https://liu.edu/enrollment-services/registration/academic-calendar> for the deadline.) To apply for graduation, a student must complete the Degree Application Form at file:///Users/lfeldman/Downloads/LIU_AppDegree.pdf and submit it to the Registrar's Office 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.

Program Schedule (Element 8.2q)

The DPD program follows the LIU Post academic calendar located at <https://liu.edu/enrollment-services/registration/academic-calendar>. Vacation and holidays are listed in the calendar and updated each semester. Students are advised to check the calendar at the start of each semester for important dates. Under the NYS Education Law, Section 224, a student may be excused from a class due to religious observance. It is the responsibility of the faculty to make available for the student who is absent, an equivalent opportunity to make up the work. Students who anticipate being absent because of religious observance should, whenever possible, notify the faculty in advance.

Leave of Absence Policy (Element 8.2q)

LIU Post permits students to interrupt their undergraduate studies for a temporary period. The student may maintain their degree status and ensure that his/her degree requirements remain the same by taking a leave of absence for a maximum of 180 days in any 12-month

period. The student does not need to be readmitted into the institution upon returning to the program. To take a leave of absence, students must meet the following criteria:

- Be a degree seeking undergraduate or graduate student
- Be registered for the semester immediately prior to beginning the leave of absence
- Be in good academic standing, on probation, or on continuing probation
- Have no holds which would restrict registration
- Submit a formal written and signed leave of absence application form, which specifies the reason for the student's leave.

Leave of absences must be submitted prior to the start of the semester. More information about the LIU Post leave of absence policy can be found here <https://liu.edu/content/policy/sr/SA-Leave-of-Absence-Policy.pdf>

Becoming a Registered Dietitian Nutritionist (RDN)

How to become a Registered Dietitian Nutritionist

1. Complete a baccalaureate degree from a college or university.
2. Complete an ACEND accredited [Didactic Program in Dietetics](#) and obtain a DPD Verification Statement or complete program specific prerequisites.
3. Apply to an ACEND accredited supervised practice program such as a [Dietetic Internship](#) (DI) or a [Future Graduate Model program](#).
4. After completion of an ACEND accredited program, the candidate successfully completes the national credentialing examination for Registered Dietitian Nutritionist (RDN).

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). In most states, graduates also must obtain licensure or certification to practice. Graduates who successfully complete the ACEND-accredited MS/RDN Professional Program at Long Island University are eligible to apply to take the CDR credentialing exam to become an RDN.

For more information on process of becoming an RDN visit

<https://www.eatright.org/become-an-rdn>

The Supervised Practice Application

LIU Post MS/RDN program 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 supervised practice 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 DICAS application can be found at <https://dicas.cas.myliaison.com/applicant-ux/#/login>

Academic Performance for Supervised Practice Application

The Graduate 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 Supervised Practice program.

Employment Experience for the Supervised Practice Application

Work experience, either volunteer or paid, is recommended to demonstrate to the supervised Practice 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 Supervised Practice 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 supervised practice 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 Supervised Practice Application

References are an integral part of the supervised practice application process. For the MS/RDN program at LIU Post two (2) letters of recommendation are required for each application. At least one must be from a science faculty.

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 supervised practice 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

Supervised Practice Application Informational Sessions

Every Fall semester, the Nutrition Department organizes at least one 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 supervised practice program are strongly encouraged to attend these meetings. Topics discussed include: (1) how to find an accredited supervised practice program; (2) how to obtain and complete the supervised practice 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 supervised practice program 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 supervised practice informational session, which is held during the Fall semester. This will be used to verify the student's application via DICAS

Program Completion: Verification Statement (Element 8.2n)

Upon successful completion of the DPD and clearance to graduate by the Office of the Registrar, students will receive by email a digitally signed copy of 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 supervised practice, he/she must submit a Verification Statement to the DI Director. If the student is attending the MS/RDN Program at Post, the DPD Director will give the Verification Statement directly to the 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.).

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 graduate program 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.

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, <https://www.eatrightpro.org/member-types-and-benefits>. The current cost of an annual student membership is \$58.

Greater New York/Long Island Academy of Nutrition and Dietetics (GNYLLand)

GNYLLand 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 GNYLLand because it is also a great way to stay current and up to date in the field. For more information about GNYLLand membership, visit their website at

https://linktr.ee/greaternylongislandacademy?utm_source=linktree_profile_share&tsid=cebcbf365-d8d4-46f9-a9f5-7684a57036bd

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

<https://www.eatrightfoundation.org/apply-for-funding/scholarships>. 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 <https://liu.edu/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:

<https://liu.edu/about/university-policies/student-handbooks>

Tuition and Fees (Element 8.2p)

A schedule of tuition and fees for undergraduate students at LIU Post can be found at <https://liu.edu/enrollment-services/tuition-fees>. 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 and refund information can be found at <https://liu.edu/content/policy/sr/SA-Withdrawal-from-Courses-Policy.pdf>

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 have 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. Find more information at: <https://liu.edu/registration-and-financial-aid/tuition-fees/student-health-insurance>

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. 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: <https://liu.edu/content/policy/sa/SA-Student-Code-of-Conduct-Policy.pdf> 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. 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 (Element 8.2g)

The School of Health Professions (SHP) 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 and antiretaliation can be found on the website:

- <https://liu.edu/content/policy/bo/OP-University-Grievance-Policy.pdf>
- <https://liu.edu/content/policy/dei/LIU-PROCEDURES.pdf>

If you have complaints about the Nutrition and Dietetics program at LIU Post and comply to ACEND standards 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 <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-or-violation>

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 year. If the work is not completed by the end of the following full year, 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 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

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Students are responsible for their major and cumulative averages to ensure that they are meeting their requirements for graduation, as well as the requirements for satisfactory academic progress.

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 (516) 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

:
