

TO: Prospective Students

FROM: Denise Pickett-Bernard, PhD, RDN, LDN, Assistant Dean of Nutrition,
Interim DP Director

RE: Didactic Programs in Nutrition and Dietetics (DP) at Life University

Thank you for your interest in the Life University Didactic Programs in Nutrition and Dietetics. This program will prepare you for career opportunities in the field of Nutrition/Dietetics. Below you will find a list of reasons of why you should choose Life University Dietetic Programs versus others:

1. Experienced, and caring faculty who will guide you through your program of study.
2. Small classes with a low ratio of student to faculty, which provides more hands-on experience.
3. Versatile curricula, which will expose you to a variety of topics in the field of Nutrition and Dietetics.
4. Ability to take full load of courses during the Summer, which allows you to complete your program of study earlier.
5. A beautiful campus that is conveniently located in the Marietta area near nature trails and shopping.
6. The only accredited Didactic Program in the metro Atlanta area.
7. The Nutrition Program at Life University is ranked one of the top 50 programs in the US according to Public Health Online
8. Most faculty have doctoral degrees and licensed practitioners with Registered Dietitian (RD) credentials with the Academy of Nutrition and Dietetics
9. Easy, affordable parking.
10. Accelerated sciences (5 week courses) to meet graduation schedules.
11. Academic calendar that uses the quarter system.

You will find the answers to most of your questions in the attached Student Handbook. If you have any other questions, please contact us at (770) 426-2736:

Denise Pickett-Bernard, PhD, RDN, LDN
Assistant Dean of Nutrition, Interim DP Director
Denise.pickett-bernard@life.edu

We are looking forward to hearing from you.



Department of Nutrition

Student Hand Book for Didactic Programs in Nutrition and Dietetics

The Didactic Programs in Nutrition and Dietetics (DP) at Life University has been granted initial accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 1-800-877-1600 ext. 5400.

**Life University
College of Graduate and Undergraduate Studies
Department of Nutrition
1269 Barclay Circle
Marietta, GA 30060
(770) 426-2736**

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THE MISSION OF LIFE UNIVERSITY

The mission of Life University is to empower each student with the education, skills and values needed for career success and life fulfillment based on a vitalistic philosophy. The University's undergraduate, graduate and professional programs - each one committed to excellence in teaching, learning, research and the overall student experience - offer a vision and the promise for a meaningful life, the proficiencies necessary to achieve optimum personal performance and the wisdom to become transformational leaders in an increasingly diverse, global and dynamic world.

PROGRAM PHILOSOPHY

The Didactic Programs in Nutrition and Dietetics is designed to share knowledge and provide sound training to dietetics professionals in order to meet the increasing demand for nutrition experts. Students of the Didactic Program will receive a variety of experiences in foodservice, food science and community nutrition. The program is four years in duration and will include instructional, laboratory and work related experiences. Upon completion of the program, the student will have been exposed to the entire scope of practice in dietetics and will have a working knowledge of clinical, community, foodservice and administrative dietetics.

MISSION STATEMENT OF THE DIDACTIC PROGRAMS IN NUTRITION AND DIETETICS

The mission of the Didactic Program in Nutrition and Dietetics at Life University is to provide diverse didactic courses in biological, nutrition, and dietetics science as well as, to facilitate practical experience for students, so that the program graduates attain required knowledge and competencies for a variety of careers within the field of nutrition and dietetics.

Program Goals

Goal #1

To prepare graduates of the DP with a broad educational knowledge and skills for successful entry and completion of the supervised dietetic internship program.

Objectives for Goal 1

- Objective 1: Over a seven-year period, 80% of students entering junior year will complete the DP within 3 years.
- Objective 2: Over a seven-year period, 80% of DP graduates will apply to a supervised practice program within the academic year that they complete the DP program.
- Objective 3: Over a seven-year period, 60% of DP graduates who apply for dietetic internships within the academic year they complete the DP will be accepted.
- Objective 4: Over a seven-year period, 80% of those graduates not accepted or not applied to a dietetic internship within the academic year they completed the DP will seek further training or obtain employment.
- Objective 5: Over a seven-year period, 80% of the IP Directors will feel the graduates of the Life University DP are prepared for the IP.

Goal #2

To prepare graduates of the DP to effectively perform job responsibilities of any entry level position in the field nutrition and dietetics and or pursuing an advanced degree

Objectives for Goal 2

- Objective 1: Over a seven-year period, 80% of DP graduates will pass the national exam for registered dietitians on the first attempt.
- Objective 2: Over a seven-year period, 80% of DP graduates who desire employment will obtain a position in their field of study within 12 months of graduation.
- Objective 3: Over a seven-year period, 90% of employers of the DP graduates who take positions in the field of Nutrition and Dietetics feel Life University graduates are well prepared for their position.
- Objective 4: Over a seven-year period, 10% of DP graduates will apply to an advanced degree program within 3 years of graduation.

Note:

Program Outcome Data are available on request. Please contact the Interim DP Program Director, Denise Pickett-Bernard, PhD, RDN, LDN at denise.pickett-bernard@life.edu.

Career Opportunities

Job opportunities for graduates with Registered Dietitian credential are endless and include settings such as hospitals, public health nutrition programs, and long-term care facilities. Dietitians also work in child nutrition and school lunch programs, community wellness centers, health clubs, nutrition programs for the elderly, food companies and in food service management settings. Their responsibilities are as varied as the settings in which they work. Dietitians also work with physicians providing individual and group therapy. Another possibility for Dietitians is to work for pharmaceutical companies with lines of Nutritional Products. The salary for a graduate with a Bachelor Degree is between \$30-40K, however, graduates with RD credentials have the potential to earn more money and the job opportunities are greater. According to the Bureau of Labor Statistics, the job outlook for Dietetics in the future is very promising. According to the Bureau of Labor Statistics, the job outlook for Dietetics in the future is very promising.

Job Comparison Table

Career Opportunities	Dietitian with R.D. credential	Nutritionist without R.D. credential
Hospitals	*	Food Serv. Supervisor or Director
Public health nutrition programs	*	*
Long-term care facilities	*	Food Serv. Supervisor or Director
Child nutrition	*	*
School lunch programs	*	*
Community wellness centers	*	*
Health clubs	*	*
Nutrition programs for the elderly	*	*
Food industries	*	
Physician's offices providing individual and group therapy	*	
Pharmaceutical companies with nutritional product lines	*	*
Provide Consulting	*	*
Research Assistant	*	*
Life Coaching	*	*
WHO, UN, NASA, FAO	*	*

COST TO STUDENT

1. The tuition fee for the program is \$226 per credit hour.
2. Students are responsible for providing their own housing, meals, and transportation. Cost varies based upon preferences. Information regarding housing can be obtained through the Life University Office of Student Affairs at 770-426-2700.
3. Textbook(s) for class will average \$250.00 per course for didactic component.

4. White lab coats, stethoscope, sphygmomanometer, and penlight or flashlight are required. These items are available through the Life University Bookstore at an approximate cost of \$100.00
5. The University application fee is \$50.00.
6. AND student membership is \$50.00 annually
7. Health insurance and liability insurance can be obtained through the Academy of Nutrition and Dietetics at a cost of approximately \$75.00 for liability and \$350.00 for health.
8. Students may be required to pay for a drug screening, if required by the field experience rotation site. The approximate cost is between \$50-100.

CREDENTIALING PROCESS FOR DIETETICS PRACTITIONERS:

Students are required to go through a sequential three-step process to become a Registered Dietitian. Those steps are:

1. Completion of didactic component of an ACEND Accredited program in dietetics.
2. Completion of an ACEND Accredited dietetic internship program.
3. Pass the National Registered Dietitian examination administered by the Commission on Dietetic Registration

The completion of this program fulfills the first step in the process. It also gives the student the competence and eligibility to complete the Internship Programs in Nutrition and Dietetics.

ACCREDITATION STATUS

The Didactic Programs in Nutrition and Dietetics (DP) at Life University has been granted initial accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

**Accreditation Council for Education in Nutrition and Dietetics (ACEND)
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
1-800-877-1600 ext. 5400**

ADMISSION REQUIREMENTS

1. A 2.0 GPA from high school or a passing GED scores.
2. A minimum SAT score of at least 860 or a minimum ACT score of 18. SAT/ACT must be retaken if students have been out of school at least five years.
3. Students with less than 20-quarter (14 semester) hours of transferable college credits must meet freshman admission standards and must have forwarded official transcripts from all accredited colleges attended.
4. All incoming students are subject to placement testing

International Student Rules, Regulations & Procedures

It is the responsibility of the international student to maintain lawful immigration status. The student is responsible for fully and properly complying with all laws and regulations of the United States, the State of Georgia and local governments.

In order to maintain lawful F-1 status, please adhere to the following policies:

- **Current Address:** International Students MUST NOTIFY the Enrollment Office and the Registrar's Office within 10 days of your move. **Failure to report address change within 10 days, will result in failure to maintain status.**
- **Documents:** Maintain a valid I-20. To determine validity, look in section 5, where it says "complete studies no later than (date)." The date must not expire. It is the students' responsibility to ensure that their I-20s are valid at all times while studying in the United States. I-20's needed to be signed annually. Keep passport valid at all times. To renew passports that will expire while in the United States, visa-holders should contact their embassy or consulate in the U.S. for instructions. This process can take several months - start applying for a renewal six months before it expires. Students are also required to have visa and I-94 card.
- **Financial Statement:** Proof of finances to cover the cost of one year of studies. A financial statement must be valid for each program in which the student is enrolled.
- **Maintain full-time, degree seeking status:** DC and undergraduate students must take at least 12 credit hours each quarter. Master degree students must be enrolled in 9 credit hours each quarter. Dc and undergraduate students must maintain a 2.0 GPA and Master students must maintain a 3.0 GPA in order to be in status.
- **Distance learning and Transient Studies:** These courses are limited for F-1 students. They may only count a maximum of 1 course of Distance Learning toward their full course requirement. Audited courses do NOT count towards a full course requirement. International students who would like to engage in transient studies need prior approval by the International Enrollment Specialist.
- **Annual Vacation:** Eligible students may take **an annual vacation break after 3 consecutive quarters of study.** There is ONLY 1 excused break per year. Students must maintain full time status and a 2.0 GPA in order to be eligible for this vacation. Students must consult with the International Enrollment Specialist for approval of annual vacation break. Students admitted to begin a program in the summer MUST enroll full-time during the summer of admission.
- **Program Extensions:** These must be approved by your Academic Advisor and the International Enrollment Specialist.
- **Exceptions to full course of study:** A reduced course load must first be approved by the International Enrollment Specialist. Only the following reasons are acceptable by the US Government:
 1. Must cancel or withdraw due to improper course level placement
(supporting letter from academic advisor required. One quarter only)

2. Initial difficulty with the English language and/or with reading requirements (**supporting memo from academic advisor required. First quarter only**)
 3. Unfamiliarity with U.S. teaching methods or reading requirements (**supporting letter from academic advisor required. First quarter only**)
- Medical Conditions (a letter must be received by a US doctor. RCL may not exceed 12 months)
 - Student is in the final term of study.
 - **Employment:**
 - F-1 students are **ONLY** eligible for part time, **20 hours or less** of **ON CAMPUS** employment.
 - While on annual vacation break, F-1 students can work more than 20 hours per week, but must be approved by Life University's HR department.
 - Social Security numbers are only obtained after a job is found on campus. For forms and additional information, please visit: www.ssa.gov.
 - All students must contact the International Enrollment Specialist and Human Resources to receive work authorization before accepting employment. It is illegal to work without proper authorization.
 - F-1 students cannot work OFF CAMPUS.

COMPLETION REQUIREMENTS

1. All students receiving either the Bachelor of Science in Nutrition or Bachelor of Science in Dietetics degree must complete the following course of study for a total of 188* credit hours of instruction for the BS Nutrition and 191* for the BS Dietetics.
2. NTR 210 – Nutrition Seminar & Future Trends (0 cr.) is a requirement for graduation for all nutrition degrees (there is no charge for this class). Students will need to obtain credit for 12 sessions and give a presentation. All Dietetic students must attend two mandatory 4-hour sessions on a Saturday that covers the following topics:

Fall of each year:

1. Applying to internships and computer matching
2. Managing your professional development
3. Participation in Academy of Nutrition and Dietetics, Georgia Dietetic Association, Greater Atlanta Dietetic Association and lobbying
4. Dietetics only career opportunities
5. Academy of Nutrition and Dietetics Code of Ethics

Spring of each year:

1. Career opportunities for non-RDs
2. Resume writing and interviewing skills
3. Ethical issues
4. Accrediting agencies

Dietetics Majors attending both sessions will receive 8 hours toward seminar and will

still need to attend 4 more regularly scheduled sessions during the quarter and give a presentation. Regularly scheduled sessions will be offered 3 times per quarter.

There will be no make-ups allowed for the mandatory sessions. You must make plans to attend. If you miss a mandatory session, or come late or leave early, you must wait until it is offered the following year to make up the requirement. Attendance will be taken at the end of each session.

3. Satisfactory completion of all required courses (Nutrition and non-Nutrition), with a minimum overall cumulative **GPA of 3.0** is required for a **B.S. in Dietetics**. **If, upon completion, the student's GPA falls below a 3.0, the student becomes ineligible to graduate from the DP program. If the student has a GPA below 3.0, he or she can be awarded a Bachelor of Science in Nutrition instead.**

Effective Fall 2016, students enrolled in Fall 2016 and thereafter, the recommended GPA requirements are as follows:

- **Overall GPA 3.0**
- **All Nutrition Courses GPA 3.25**
- **All Science Courses GPA 3.0**

A minimum **GPA of 3.0** is required for a verification statement that accompanies the application to the Internship Programs in Nutrition and Dietetics; however, nearly 80% of those accepted into internships have an average **GPA above 3.0**. All Nutrition courses must be completed with a grade of "B" or better.

During the orientation, students will receive a handbook from the department head and during their advisement from their advisor, which outlines the steps to become a practitioner in regards to the completion of the required courses work for the BS Degree, completion of the IP Program and requirements for taking the National Registration Exam (please refer to the BS in dietetics Handbook pages 7-23). Also the information is provided in a 4 hours seminar annually for new students.

The students' GPA are monitored by advisor quarterly and at least once a year the DP Director talk to students with low GPA. The university provides a tutoring lab for most of the general core courses and science courses; in addition the department also established a nutrition-tutoring lab, which employs the senior nutrition students. This lab provides tutoring and mentoring for all students for all nutrition courses to improve their chance to successfully complete their program of study.

Full time students must complete their education within 3 -6 years. Part time students may be allowed to complete their degree for longer period of time based on their individual situation.

4. To receive a Bachelor of Science degree in Dietetics from Life University, a student must earn a minimum of the last 40 credits in residence at Life University, 30 of which are to be in Nutrition, and all Field Experience courses must be taken through Life University. Residency is defined as being enrolled (matriculated) either as an on-campus student or via independent, study, and has earned the minimum requirements as outlined above.

5. Students must provide the DP Director with their birthdate, mother's maiden name and permanent address during their last quarter at Life University, so that a Verification Statement can be mailed to them upon completing the degree requirements.

Admission, Transfer and Financial Information for Bachelor of Science Degree Students

1. All newly accepted Nutrition students must come to the Department of Nutrition for orientation and advisement.
2. Transfer students to the Dietetics program will need a minimum cumulative **GPA of 3.0** to apply to the program. Nutrition classes for transfer to the DP program must be from a Regionally/Nationally Accredited institution and must be a grade of "B" or better.
3. Foreign students who would like to transfer credits from other accredited universities in their country must have translation of their transcripts by the following institution:

Global Education Group, Inc.

1650 Alton Road

Miami Beach, FL 33139 USA

Phone: (305) 534-974

Fax: (305) 534-3487

www.globaledu.com/evaluation_apply_for_evaluation.html

OR

Josef Silny & Associates

International Education Consultants

7101 SW 102nd Avenue

Miami, FL 33173

305/273-1616

Fax: 305/273-1338 or 273-1984

info@jsilny.com

www.jsilny.com

OR

World Education Services, Inc. (WES)

Bowling Green Station

PO Box 5087

New York, NY 10274-8057

212/966-6311

Fax: 212/966-6100

info@wes.org

Please double check on the link below to assure the agency you choose is still acceptable. Here is the link for all CDR approved Foreign Degree Equivalency Validation Agencies:

<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=9725>

4. Transfer of any nutrition or science course that has been previously taken that is comparable or equivalent to a course offered by Life University, with a grade of “B” or better, may be accepted. However, since the following courses are the foundation for various aspects of the curriculum, they must have been taken within the last seven (7) years:

- NTR 306 – Advanced Nutrition
- NTR 309 – Assessment, Interviewing, & Counseling (clinical)
- NTR 401 – Nutrition Therapy I (clinical)
- BIO 201 – Anatomy & Physiology I*
- CHM 112 – General Chemistry II*

*Exception: Time limitation for CHM 112 and BIO 201 can be waived if the student has been working in a healthcare field.

5. ***In order to qualify for financial aid***, a full-time undergraduate student must enroll in a minimum of twelve (12) and maximum of twenty (20) credit hours per quarter. A part-time undergraduate student carries between six (6) and eleven (11) credit hours per quarter. For more information regarding financial aid, please refer to the Life University Financial Aid Website at www.life.edu.

6. If a student is obtaining a dual degree in conjunction with the College of Chiropractic, ***to qualify for financial aid***, the full-time student must enroll in a minimum of twenty-one (21) and a maximum of twenty-five (25) credit hours per quarter in the Doctor of Chiropractic (D.C.) program. A part-time D.C. student must take between eleven (11) and twenty (20) credit hours per quarter. Students who take a full course load in the D.C. program may take up to six (6) credit hours of Nutrition courses per quarter. Any D.C. student taking a part-time D.C. course load 6 to 13 credit hours may take 15 – 8 (respectively) credit hours in the Department of Nutrition (not to exceed 21 credit hours).

EXPECTED COMPETENCE TO BE ATTAINED BY GRADUATE:

Upon completion of the program Graduates will be:

- A. Prepared for entry-level positions in clinical, management and community settings for dietetic position.
- B. Eligible to enter a Dietetic Internship Program.
- C. Knowledgeable in topics covered on the Registration Examination for Dietitians.
- D. Competent in the following:
 1. Know principles of effective oral and written communication and documentation.
 2. Know fundamentals of human relations and group dynamics.
 3. Know techniques of interviewing and counseling.
 4. Know principles of education and effective methods of teaching.
 5. Know use of computers for data processing and information management in dietetics.
 6. Know basic concepts of research methodology and statistical analysis.
 7. Know fundamentals of quality assurance.

8. Know laws, regulations, and standards affecting dietetic practice.
9. Know principles of behavioral and social sciences.
10. Know the physiological, biochemical and behavioral bases for nutrition intervention in health and disease.
11. Know the influence of socioeconomic, cultural, and psychological factors on food and nutrition behavior.
12. Know energy and nutrient needs for various stages of the life cycle.
13. Know principles of food science and techniques of food preparation.
14. Know nutrient composition of food and appropriate sources of data.
15. Know principles of menu planning of optimal nutrition of individuals and groups in health and disease.
16. Know principles of nutrition screening, assessment, planning, intervention, evaluation and documentation.
17. Know resources of delivery of nutrition care in community programs.
18. Know the principles of procurement, food production, distribution and service.
19. Know fundamentals and techniques of financial management.
20. Know principles of organization and management.
21. Know principles and techniques of human resource management.
22. Know fundamentals of marketing.
23. Know fundamentals of the political and legislative process.

D. Specific Performance

1. Utilizes effective oral and written communication skills in the practice of dietetics.
2. Promotes effective professional relationships in the practice of dietetics.
3. Provides education to consumers, clients, and other professionals, and support personnel.
4. Utilizes computer and other technologies in the practice of dietetics.
5. Applies current research information in the practice of dietetics.
6. Participates in Quality Assurance programs.
7. Utilizes knowledge of political, legislative, and economic factors that affect dietetic practice.
8. Complies with the code of ethics and standards of practice for the profession of dietetics.
9. Assist in provides nutrition care for individuals and groups through systematic screening assessment, planning, intervention, evaluation, and documentation.
10. Provides nutrition counseling and education to individuals and groups for health promotion, maintenance, treatment, and rehabilitation.
11. Participates in the management of cost-effective nutrition care systems.
12. Utilizes food, nutrition, and social service resources in city programs.
13. Assures that food service operations meet the food and nutrition needs of target markets.
14. Utilizes menus as focal points for control of the food service system.
15. Participates in the management of food service systems, including procurement, food production, distribution and service.

16. Participates in the management of human, financial, material, physical, and operational resources.
17. Integrates Nutrition in the practice setting.
18. Participates in activities that promote improved nutrition status of consumers and market the profession of dietetics.

POLICIES & OTHER REQUIREMENTS - LIFE UNIVERSITY NON-DISCRIMINATION

POLICIES: Life University believes in non-discrimination policy for all, without regard to race, color, creed, sex, national origin, age, or physical or mental handicap. Admission requirements and procedures shall protect student's civil rights and comply with institutional equal opportunity policy.

Eight Core Life Proficiencies

Your education at Life University exposes you to the eight core proficiencies, which enables you to inquire and broaden your knowledge base and practice excellence in your field of study. In this class you will practice the following competencies:

Core Life Proficiencies

Your education at Life University exposes you to the eight core proficiencies, which enables you to inquire and broaden your knowledge base and practice excellence in your field of study. In this class you will practice the following competencies:

Integrity and Citizenship

Integrity and citizenship is the bases for completing any nutrition courses within the nutrition/dietetics curricula as students must exhibit personal integrity and function as valued members/citizens within their team and their classroom as they complete their assignments and course requirements.

Leadership and Entrepreneurship

Through all the nutrition courses and specifically with the management and field experience courses, students will gain the knowledge and skills to be a competent leader as they lead their patients to a healthier life style or as a leader of a health care team in the hospital or any other settings.

Learning Theory / Critical Thinking

Through course assignments, oral and written presentations, role playing and seeing clients, nutrition students utilize learning theory and critical thinking skills. Students also have to vigorously evaluate quality research papers for completion of their projects or recommendation of proper medical nutrition therapy to their clients. Additionally, the field experience courses as they work with the clients and real situations allow the students to apply learning theory and critical thinking to practice.

Philosophy of Human Existence and Health Care Policy

Nutritional problems in the communities range from obesity to food insecurity from families to governments. The causes of poor nutrition are multiple and complex, involving biological, economic, social, cultural, and policy issues. Through most of the nutrition courses as well as field experience courses, students will receive in-depth discussion of the contemporary nutritional issues as relates to the *Health Care Policy*.

Communication and Relationship Theory / Skills

Through all the nutrition courses students are expected to utilize advanced communication strategies, for academic success as well as utilization of all the levels of Bloom's Taxonomy specifically as it relates to analysis, synthesis, and evaluation

Belief Systems and Performance

Through all the nutrition courses students are exposed to a range of contemporary intellectual approaches and technologies that will help them reach higher levels of

performance and success. Students will learn criteria by which to judge the usefulness of certain technologies and their applicability to their learning styles.

Integrative Change

Because of the fact that all of the fields of nutrition are constantly changing, nutrition students are given the knowledge and skills to evaluate, integrate, and accept new philosophies and skills for communicating new concepts of future health care environments.

QUALIFICATIONS FOR ADMISSION TO THE DIETETICS PROGRAM:

- Must graduate from high school
- Minimum GPA of 2.0
- SAT Score Range between 900-990 (based on sub scores of Critical Reading and Math).

Students entering the Master's Programs on campus, must have a 3.0 GPA, GRE Score, 3 letters of recommendation, interest letter.

Note: The admission GPA requirement to the BS in Dietetics Program is under revision and will be increased to 2.8 in the future.

PATIENT/CLIENT CONFIDENTIALITY AND ACCESS TO INFORMATION: The information contained in the health record belongs to the patient, and the patient is entitled to the protected right of information. All information concerning patients, their health and personal affairs is confidential. Dietetic Technicians are authorized to have access to all patient information in order to assess the patients' nutritional needs accurately.

INSURANCE: Students are responsible for their safety to and from the University and rotation sites, and must take all precautionary measures to assure safety. Students are liable for all medical or health care (emergency or otherwise) while at Life University or at rotation sites. Students must obtain insurance coverage prior to starting the field experience courses. Liability insurance can be obtained through the Academy of Nutrition and Dietetics at a cost of approximately \$75.00 for liability and \$350 for health insurance.

PROTECTION OF PRIVACY OF INFORMATION: The student has the right to privacy. Information concerning the student's progress will only be made available, if the Program Director deems necessary, to those involved in the actual training process.

PERSONAL FILES: Personal records are kept strictly confidential. They are released to authorized persons within the hospital for official use only. Other than to verify the dates that the student participated in the dietetic internship program, outside parties or agencies are not provided any information contained in personnel records, except as specifically authorized in writing or as required by law. The information in the student's file is available for their review by appointment with the program director in advance.

GRIEVANCE PROCEDURES: At any time, if a student has any complaint related to the program, the student must bring it to attention of the Dietetics Program Director, the Dietetics Program Director in consultation with the Assistant Dean of Nutrition will make every effort to address and resolve the issue. If there is no resolution, the student is

directed to confer with the Dean of the College of Undergraduate and Graduate studies for resolution. If the matter remains unresolved, the student will be advised that she/he may then complaint to ACEND for final resolution of the matter.

Guideline 21.1

- a. Students must be advised to submit complaints directly to ACEND only after all other options with the program and institution have been exhausted.
- b. The program or sponsoring institution must provide information about the complaint policy to students upon entry into the program.
- c. The program or sponsoring institution must maintain chronological record of student complaints related to the ACEND accreditation standards, including the resolution of complaints for a period of five years.
- d. The program or sponsoring institution must allow inspection of complaint records during on-site evaluation visits by ACEND.

The name and address where the complaint should be filed is given below:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2000

Chicago, IL 60606-6995

800/877-1600 ext. 5400”

Life University Honor Code & Standards of Conduct: The DP follows the university’s disciplinary and termination procedures, which is titled “Life University Honor Code & Standards of Conduct” retrievable from the following link.

<http://www.life.edu/wp-content/uploads/2014/08/LU-HonorCode1.pdf#page=4>

This document is very detailed and covers all aspects of student conduct and outlines complete procedures and policies regarding disciplinary and dismissal actions for violations of the honor code and expected standards of conduct.

DRESS CODE: Life University requires all students enrolled in NTR 309, NTR 417 and NTR 436 Clinical Field Experience to wear clothes that are neat, clean and appropriate in style for their job duties. Very casual attire or clothes of extreme style are not allowed. Hose or socks must be worn at all times. Lab coats with the Department of Nutrition logo are required. (logos can be purchased from the Nutrition Club)

Hair, including facial hair, should be neatly groomed and maintained. Shoes of appropriate color and style should be worn and should provide adequate protection for the tasks being performed.

All students are required to wear a Life University identification badge while on the premises.

Life University requires all dietetic students enrolled in NTR 209, 304, and 415, to wear a clean apron, appropriate head wear to cover all hair, and appropriate shoes (no open toes during lab).

Educational Purpose of Field Experience Courses

The purpose of field experience course is to provide students with practical experiences, so students can apply knowledge gain in a classroom setting to the real word situation. Students can't be used as employee during their field experience rotations.

Contract for Field Experience Courses

Life University has adapted a standard contract that has been approved by the Life University Law Office to delineate responsibilities of the university and the rotation sites prior to start of the student's field experience courses. The contracts are renewed every 3-5 years based on the agreement between the university and rotation sites.

Prior Learning or Competence Experience

The DP at Life University does not grant any transfer credits or supervised practice hours for prior learning or competence achieved via work history or ginning certificate. Transfer credit or supervised practice hours may be consider only if students have transcripts from accredited college or university indicating credit hours earned for the course or supervised practice.

Technical Standards for a BS Degree in Nutrition/ Dietetics, Internship program in Dietetics and the Master's Degree in Clinical Nutrition

Life University complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended and the ADAA of 2008. These laws provide a framework for qualified individuals with documented disabilities to request reasonable accommodations needed to participate in a program. Reasonable accommodations are defined as adjustments or modifications that enable a qualified individual with a documented disability to participate as fully as possible in an educational program. An adjustment or modification must be reasonable and may not be provided if it would alter essential academic or technical requirements or result in undue financial or administrative burdens.

Qualified candidates with documented disabilities who wish to request accommodations under the American with Disabilities Act or the Rehabilitation Act must follow the University's procedure for requesting an accommodation. This procedure requires the submission to the Student Success Center of a written request for accommodations, along with supporting documentation from a licensed professional demonstrating the existing of a disability, the functional limitations resulting from the disability, and the need for specific accommodations. Documentation must meet specific Guidelines, which are set forth in the Student Handbook.

Technical Standards for Admission

In addition to the general requirements for admission and continued enrollment, all applicants to Life University must be able to meet and maintain the University's technical standards for the specific program for which they are applying or enrolled. Technical standards are those physical, behavioral, emotional, and cognitive criteria that an applicant must meet at the time of application to and during enrollment in that specific program at the University. These standards are essential requirements needed to participate fully and satisfactorily complete the entire spectrum of study, training and

experiences within an educational program offered by the University.

Applicants should review the technical standards that apply to the specific educational program in which they intend to enroll to ensure that they are able to meet and maintain the standards of that program with or without a reasonable accommodation. This information is provided in order to help every applicant be aware of the required performance and expectations established and required by different educational programs that the University offers. All official clinical and academic communications will be in English.

Technical Standards for a BS Degree in Nutrition/ Dietetics, Internship program in Dietetics and the Master's Degree in Clinical Nutrition

The study of nutrition and dietetics involves the integration and application of principles from a broad area of study including food science, nutrition, management, communication, and biological, physiological, behavioral and social sciences. Therefore, individuals receiving a BS Degree in Nutrition, certificate of Dietetic Internship Completion or a Master's Degree in Nutrition must meet all academic and clinical course requirements. To matriculate, students seeking a BS Degree in Nutrition, certificate of Dietetic Internship Completion or a Master's Degree in Clinical Nutrition must have the following abilities and skills in order to meet the full requirements of the program's curriculum:

- 1. Sensory/Observation:** A student must have sufficient sensory capacity to observe and participate in demonstrations and experiments in the basic and applied sciences including, but not limited to, demonstrations on human cadavers, animals, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A student must be able to utilize all assessment parameters in order to assess the nutritional status of the clients and implement a nutritional care plan to achieve optimal nutritional status (i.e., obtaining the client's history, performing physical assessments, anthropometric measurements and analysis of laboratory data). In addition, a student must have sufficient vision to observe physical changes such as in skin and eye color or changes in other areas of the body.
- 2. Communication:** A student must be able to communicate effectively with patients and their family members, in order to elicit information, describe changes in affect, mood, activity, and posture and to perceive nonverbal communications. A student must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but also reading and writing. The student must be able to communicate effectively and efficiently in oral and written form. A student must have verbal and written communication skills sufficient to conduct patient interviews and record clinical histories, communicate results of diagnostic findings, and make assessments and plans known to patients, their family members, and members of the health care team.

A graduate student is expected to analyze, conceptualize and summarize complex relationships as ascertained from patient records, research studies and other written reports and be able to communicate that information effectively.

3. **Motor/Strength/Coordination:** A student must have sufficient dexterity and motor function to elicit information from clients by palpation, auscultation, percussion and to perform diagnostic procedures including, but not limited to obtaining the client's history, performing physical assessments, anthropometric measurements and analysis of laboratory data.

4. **Conceptual, Integrative and Quantitative Abilities:** A student must have sufficient conceptual, integrative and quantitative abilities. These abilities include but are not limited to measurement, calculations, reasoning, analysis, and synthesis. Additionally, a student must be able to understand the spatial relationships of the nutritional status, nutrient intake and any special conditions. Problem solving in group, individual, and collaborative settings requires all of these intellectual abilities. Testing and evaluation of these abilities in the Department of Nutrition employ examinations as an essential component of the curriculum. Successful completion of these examinations is required of all candidates as a condition for continued progress through the curriculum. Examples of these assessments include but are not limited to essay, oral and/or extended multiple choice tests, compositions, oral presentations, and lab practical designed to assess a variety of cognitive and non-cognitive skills in a simulated or supervised clinical settings. All written or word processed information must be in a comprehensible format. A student must be able to critically analyze, synthesize and evaluate/interpret psychosocial research and be able to utilize available data to conduct evidence- based studies in the field of nutrition and dietetics.

5. **Behavioral and Social Attributes:** A student must possess the emotional health required for utilization of his/her intellectual abilities. Students must be able to exercise good judgment in the prompt completion of all academic and clinical responsibilities. Students must be able to develop mature, sensitive, ethical and effective relationships. Stressors may include but are not limited to environmental, chemical, physical or psychological. Students must also be able to adapt to change, display poise and flexibility in the face of uncertainties and stressful situations, and to independently demonstrate empathy, integrity, compassion, motivation, and commitment commensurate with the habits and mannerisms of professional training to become a nutritionist or dietitian. Students must portray attributes of professionalism that include but are not limited to honesty, caring, respect, trustworthiness, competence, and responsibility to and for their colleagues and patients.

Applicants who will or are applying for a BS Degree in Nutrition/ Dietetics, Internship program in Dietetics and a Master's Degree in Clinical Nutrition are subject to the Technical Standards Policy as presented above and in the Life University Catalog.

FOOD TASTING POLICY:

As part of being a student in the Department of Nutrition, students will be taking courses that include tasting various food products. It is the policy of the Department that all students are required to taste food that is presented to them.

Some of the reasons why tasting food is important include:

- a nutrition/dietetics professional must be familiar with food as part of the profession
- it is necessary to be able to describe to patients/clients how food tastes, its flavor and texture in order to best advise them about appropriate food choices
- one must understand food quality in order to work in a food service operation

The Department recognizes that there are certain conditions that may preclude a student from tasting some food in class. Student's religion, cultural and health issues are greatly respected. The following policies apply to students who may have special circumstances with regard to tasting food:

Students with religious preferences (for example Kosher practice); special dietary choices (for example, vegetarian); dietary intolerances and allergies (for example, gluten); or special circumstances (for example, colon cleansing or fasting); should discuss their personal food restrictions with their instructor during the first week of the quarter.

ATTENDANCE:

- Attendance is required for each lecture session.
- Roll will be taken throughout the quarter and attendance will be checked frequently during each session.
- Amount of time to the nearest ½ hour will be deducted from class time for late arrival or leaving early. University policy will be enforced.
- Class cuts are defined as follows:
- 10% and 15% of the total number hours that class meets in a quarter.

EXAMPLE: Nutrition & Physical Performance has 3 hours of lecture. Three credit hours each week multiplied times 10 weeks equals 30 hours of instruction.

10% cut is 3.0 hours. This constitutes loss of one letter grade; or

(a) acceptable excuse.

- 15% cut is 4.5 hours. This constitutes Failure (F grade in the course), regardless of excuse.

- Penalty for Missed Lab Sessions
 - Missing up to 25% of scheduled labs will result in 25% reduction in overall lab grade.
 - Missing 26 – 50% of scheduled labs will result in 50% reduction in overall lab grade.
 - Missing more than 50% of the scheduled labs will result in 100% reduction in overall lab grade. If lab is missed with legitimate excuse and appropriate documentation, the instructor may allow the student to make up the lab or missed exams with acceptable excuse
- Acceptable excuses include death of family member, personal sickness, and imminent death of immediate family member.
 - Excuses for class cuts due to health related problems must be signed and documented with letterhead, address, and phone number of the licensed health care provider, and must contain the following statement: "The

patient was confined to his house or admitted to the hospital from (time) on (date) through (time) on (date) for sickness or injury.” Confinement is defined as the inability to leave the house except to obtain health care or engage in prescribed activities which are primarily therapeutic and not social, recreational, business, or educational in nature.

- Excuses for class cuts due to death of an immediate family member must be signed and documented with letterhead, address, and telephone number of clergyman or with obituary.
- Such documentation **MUST** be presented to the instructor(s) within the first week upon return to class(es), with an information copy furnished to the Dean of the respective College. Failure to do this within the specified time will result in the student’s absence being charged as an unexcused absence and may result in the assignment of a failing grade for excessive cutting.

GRADING POLICY/GRADUATION REQUIREMENTS: Students will receive course grades at the end of each academic quarter, field experience course can be completed in Two or 3 quarters, but at the end of each quarter students receive grades for section that they have completed and overall an IP grade for the course. The letter grade of A, B, Or C is only given after completion of all the segments of the field experience courses. Satisfactory completion of all required courses (Nutrition and Non-nutrition) with a minimum overall cumulative GPA of 3.0 is required for a B.S. in Dietetics and a verification statement. If, upon completion of the course work, the student’s GPA falls below a 3.0, the student becomes ineligible to graduate with a B.S. in Dietetics. All nutrition and science courses must be completed with a grade of “B” or better.

Students shall be regularly informed regarding their progress in the program, if their GPA falls below 3.0. Students shall be given formal evaluation on their progress at specified intervals throughout the program, such as within any given unit, segment of a planned learning experience.

Applying to Internships

After completion of the Didactic Programs in Nutrition and Dietetics and receiving the Verification Statement, the student is eligible for the Internship Programs in Nutrition and Dietetics.

There are many steps involved in the application process.

1. **For detailed information regarding the application process, speak with your DP Program Director (Jaleh Dehpahlavan) or view the information on the website www.dieteticinterntips.com**

The website covers everything from:

- **Building experiences early**
- **Types of programs**
- **Deciding where to apply**
- **Online Application process (DICAS)**
- **Required forms**
- **Transcripts**
- **Computer Matching**
- **Letters of Recommendation**
- **Deadline**
- **Match Day**

2. Obtain current information regarding the application requirements from the chosen Dietetic Internships at least 6 months prior to February 15, of the year that you are applying.
3. Obtain computer matching mark/sense card from the website.
4. If required, apply to take the GRE.
5. Obtain the appropriate documents to receive the Declaration of Intent form or Verification Statement from the Didactic Programs in Nutrition and Dietetics Director. This standardized form will be submitted by the Didactic Programs in Nutrition and Dietetics Director through the DICAS website. When applying to DICAS, be sure to include the name of your Didactic Programs in Nutrition and Dietetics Director, so they can submit the forms.
6. Complete applications according to the directions given by the Internship Programs in Nutrition and Dietetics Director/DICAS and submit the materials by the designated deadline date.
7. Submit mark/sense card with prioritized list of Internship Programs in Nutrition and Dietetics and matching fee to D & D by the designated deadline date (the program code for the Life University DI program is 2340)
8. It is recommended that students start the application process in December, when the DICAS website opens up. This is to assure that all requests for reference letters and Declaration of Intent are received by the advisors/faculty in a timely manner.

Department of Nutrition Bachelor of Science in Dietetics

Bachelor of Science Degrees Course Requirements

Area I	Communication Skills and Humanities	20 cr.
	ENG 101 Composition I	5 cr.
	ENG 102 Composition II	5 cr.
	ENG 121 Public Speaking	3 cr.
	Electives (5 credits must be Literature or Foreign Language; not language of origin)	7 cr.
Area II	Natural Sciences, Mathematics, & Computers	25 cr.
	MAT 101 College Algebra	5 cr.
	BIO 111 General Biology I	5 cr.
	BIO 201 Anatomy & Physiology I	5 cr.
	CHM 111 General Chemistry	5 cr.
	CIM 101 Intro to Computers	5 cr.
Area III	Social Sciences	20 cr.
	Any History (HIS 102, 102, 201, 202) or POL 201 American Government	5 cr.
	PSY 101 General Psychology	5 cr.
	Electives	10 cr.
Area IV	Nutrition Core	48 cr.
	NTR 209 Principles of Food Preparation	3 cr.
	NTR 240 Medical Terminology	2 cr.
	NTR 300 Fundamentals of Nutrition	4 cr.
	NTR 301 Research Methodology	2 cr.
	NTR 303 Menu Planning & Computer Analysis	3 cr.
	NTR 304 Introduction to Food Science	3 cr.
	NTR 305 Community Nutrition	3 cr.
	NTR 306 Advanced Nutrition	4 cr.
	NTR 307 Nutrition Education	2 cr.
	NTR 309 Assessment, Interviewing, & Counseling	4 cr.
	NTR 320 Alternative Nutrition	2 cr.
	NTR 360 Nutrition through the Life Cycle	3 cr.
	NTR 401 Nutrition Therapy I	4 cr.
	NTR 402 Nutrition Therapy II	4 cr.
	NTR 405 Nutrition & Physical Performance	3 cr.
	NTR 433 Study of Vitamins & Minerals	2 cr.
Area V	Major Program Requirements	33 cr.
	(A) BIO 431 Microbiology I	5 cr.
	BIO 433 Microbiology II	3 cr.
	CHM 112 General Chemistry II	5 cr.
	CHM 211 Organic Chemistry I	5 cr.
	CHM 212 Organic Chemistry II	5 cr.
	CHM 315 Biochemistry I	5 cr.
	CHM 316 Biochemistry II	5 cr.
	NTR 210 Nutrition Seminar & Future Trends	0 cr.

Area V Major Program Requirements 10 cr.

- (B)** 10 credit hours of the following:
- | | | |
|---------|-------------------------|-------|
| BIO 203 | Anatomy & Physiology II | 5 cr. |
| MSC 201 | Business Statistics | 5 cr. |

Area VI Other Nutrition Requirements 35 cr. hr.

- (A)** 26 cr. hrs. of the following:
NTR 310, NTR 311, NTR 312, NTR 413,
NTR 414, NTR 415, NTR 417, NTR 434, NTR 435, NTR 442, NTR 436, NTR 443
- (B)** Any 2 cr. hrs. of Nutrition courses not already taken.
(NTR 411 Maternal/Child Nutrition and NTR 412 Geriatric Nutrition are highly recommended to be taken for the degree)

Area VII General Electives 0 cr.

Satisfactory completion of all required courses (Nutrition & non-Nutrition) with the following GPA:

- Overall GPA 3.0**
- **All Nutrition Courses GPA 3.25**
 - **All Science Courses GPA 3.0**

Total of 191 credit hours is required for graduation. All courses in Area II Natural Sciences, Mathematics & Computers, Area V Major Program Requirements and all Nutrition courses must be completed with a grade of "B" or better.

VERIFICATION STATEMENT REQUIREMENTS

Life University's the Department of Nutrition now provides qualified students a Verification Statement for entrance into an accredited Dietetic Internship Program. Students who have obtained a BS Degree from a regionally accredited program with a GPA of 3.0 or better and need only the courses required to obtain a Verification Statement and thus be able to apply to an internship can do so at Life University without having to complete requirements for the entire B.S. in Dietetics Degree. Upon completion of all the required courses, with the following GPA:

- **Overall GPA 3.0**
- **All Nutrition Courses GPA 3.25**
- **All Science Courses GPA 3.0**

The students will receive the Verification Statement from Life University's Department of Nutrition. This will make the student eligible to apply to a dietetic internship program and then eligible to take the National Registration Exam to become a Registered Dietitian (RD).

General Core Curriculum Requirements

Communication Skills & Humanities

3 cr. hr.

ENG 121

Note: If English is not the first spoken language, ENG 101 and ENG 102 may be required

Natural Sciences, Mathematics & Computers

25 cr. hr.

MAT 101, BIO 111, BIO 201, CHM 111, CIM 101

Social Sciences

5 cr. hr.

PSY 101 Or Any PSY Course

Nutrition Program Additional Curriculum Requirements

Nutrition Core

48 cr. hr.

NTR 209, NTR 240, NTR 300, NTR 301, NTR 303,
NTR 304, NTR 305, NTR 306, NTR 307,
NTR 309, NTR 320, NTR 360, NTR 401,
NTR 402, NTR 405, NTR 433

Major Program Requirements

43 cr. hr.

NTR 210, BIO 431, BIO 433, CHM 112,
CHM 211, CHM 212, CHM 315, CHM 316
BIO 203, MSC 201

Other Nutrition Requirements

39 cr. hr.

NTR 310, NTR 311, NTR 312, NTR 411, NTR 412, NTR 413,
NTR 414, NTR 415, NTR 417, NTR 434, NTR 435, NTR 442,
NTR 436, NTR 443

Overall total

163 cr. hr.

These are the maximum course requirements for achieving a Verification Statement at Life University. Based on individual degree transcripts and courses taken before, an individual may require less courses to complete the requirements for the Verification Statement. For further information and transcript evaluation, please contact: Denise Pickett-Bernard, PhD, RDN, LDN, Assistant Dean of Nutrition, Interim DP Director at denise.pickett-bernard@life.edu.

**Life University
Department of Nutrition Professors**

**Denise Pickett-Bernard, PhD, RDN, LDN, Assistant Dean of Nutrition,
Professor, Interim DP Director**

Lorna Shepherd, PhD, RD, LD, Associate Professor

Donna Plummer, MS, RD, LD, Assistant Professor/IP Director

Fang Bian, PhD, Assistant Professor

Beverley Demetrius, EdD, MS, RD, Associate Professor