



**COLLEGE OF GRADUATE & UNDERGRADUATE  
STUDIES  
SPORT HEALTH SCIENCE DIVISION  
DEPARTMENT OF NUTRITION**

**LIFE UNIVERSITY  
DIDATIC PROGRAM IN DIETETICS  
STUDENT HANDBOOK  
2022 – 2023 (REVISED 5.6.23)**

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This Didactic Program in Nutrition and Dietetics (DPD) Student Handbook has been developed to provide specific program information. However, it is extremely important that each student seek the advice of her/his academic advisor and not rely solely on the information provided here, as this handbook serves as a guide only.

**Disclaimer:** The information contained in this handbook is subject to change by the Nutrition Department without prior notice. Life University reserves the right to change any of the information presented in this handbook. These changes will become effective whenever the appropriate authorities so determine and may apply to both current and prospective students. Please note that this handbook is not a contract, expressed or implied, between LU and any student, applicant, or faculty. For further information, students should consult their academic advisors, the DPD Program Director, and the LU Undergraduate Catalog.

Upon receipt of this handbook, students must sign the statement in Appendix G to indicate they have read the contents and agree to abide by its policies.

# INTRODUCTION

## Welcome to 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.

Life University, founded in 1974, is a health sciences institution regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, master's, and Doctor of Chiropractic degrees. We are founded on values guiding our vision and daily decisions, from brand identity to degree programs to building construction and café nutritional offerings. These values collectively create a culture unique to Life University: Lasting Purpose, Vitalism, and Integrity.

*With its vitalistic vision, clearly defined performance proficiencies, and measurable criteria for success, a Life University education will produce leaders who exemplify humanistic values and, in a world where change is constant, provide innovative approaches to direct that change to elevate society and evolve its healthcare system.*

The Nutrition Department's DPD program is a fully accredited program. The Department of Nutrition at LIFE University is committed to preparing its students in the Dietetic program for a future in the field of dietetics, both academically and professionally, to become competent entry-level registered dietitians.

The most important consideration is taking notice of the demand and commitment required to ready yourselves for this rewarding academic journey. Know that where you are headed will be the result of what you did yesterday, what you are doing today, and what will be done tomorrow.

Sincerely,

Dr. Kwase H. Dowe, MS, MDA, RDN, LD, Ph.D.  
Didactic Program in Dietetic & Assistant Professor

## **LIFE UNIVERSITY**

### **LIFE University Mission Statements**

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. Life University is committed to a global vision and excellence in teaching, learning, and research, providing an exceptional student experience leading to a life of Integrity and Lasting Purpose.

The Mission of the Life University College of Graduate and Undergraduate Studies is to empower students to achieve successful careers and meaningful lives, based on a vitalistic philosophy that promotes optimum performance and transformational leadership to produce a positive impact in a dynamic world.

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 Philosophy/Description**

The Dietetic Program (DPD) 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 Dietetic Program will receive a variety of experiences in food service, food science, and community nutrition. The DPD program consists of 180 credit hours which includes the core curriculum (60 hours), foundations to the major (30 hours), major courses (60 hours), and required electives (30 hours). The program is four years in duration and will include instructional and laboratory-type 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, food service, and administrative dietetics.

## **Nutrition Department**

### **Introduction to the Nutrition Department**

The Nutrition Department is one of two departments within the Division of Sport Health Science in the College of Graduate and Undergraduate Studies. Life University has offerings that prepare students for nutrition, dietetics, and sport health sciences careers. The Department offers three undergraduate degrees: a Bachelor of Science in Nutrition, a Bachelor of Science in Dietetics, a Bachelor of Science in Culinary Nutrition, a post-baccalaureate Dietetic Internship, and a Master of Science in Clinical Nutrition.

## **Program Faculty**

**Asst. Dean:** Richard Williams, Ed.D.

**Program Director:** Kwase Dowe, AS, BS, MS, MDA, RDN, LD, Ph.D.

Michelle Elkadi, MS, RDN

Ilana Katz, MS, RDN, CSSD

Negin Navaei, RDN, LD, Ph.D.

Denise Pickett-Bernard, RDN, LDN, IFMCP, IFNCP, Ph.D.

Cathy Tillery-Love, MS, RD, CSSD, LD

## **DIDACTIC PROGRAM in DIETETICS**

### **Accreditation Status**

The Dietetic Program in Dietetics Program at LIFE University has been granted accreditation through June 2024. Accreditation Council for Education in Nutrition and Dietetics (ACEND) Academy of Nutrition and Dietetics

For more information about ACEND, visit: <https://www.eatrightpro.org/acend>

Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
800/877-1600 ext. 5400

**EMAIL:** [ACEND@eatright.org](mailto:ACEND@eatright.org)

### **Program Goals**

**Goal #1 – To prepare graduates of the DPD with a broad educational knowledge and skills for successful entry and completion of the supervised dietetic internship program.**

**Objective 1:** At least 80% of students complete program requirements within 6 years (150% of planned program length).

**Objective 2:** At least 80 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

**Objective 3:** Of program graduates who apply to a supervised practice program, at least 60 percent are admitted within 12 months of graduation.

**Objective 4:** 80% of those graduates who are not accepted or not applied to a dietetic internship within the academic year they complete the DPD will seek further training or obtain employment.

**Objective 5:** 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 DPD to effectively perform job responsibilities of any entry level position in the field of nutrition and dietetics and or pursuing an advanced degree.**

**Objective 1:** The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

**Objective 2:** 80% of the DPD graduates who desire employment will obtain a position in their field of study within 12 months of graduation.

**Objective 3:** 90% of the employers of the DPD graduates who take position in the field of nutrition & dietetics feel Life University graduates are well prepared for their position.

**Objective 4:** Over a seven-year period, 10% of the DP graduates will apply to an advanced degree program within 3 years of graduation.

Program outcomes data are available on request. Please send a written request to Dr. Kwase Dowe, DPD Director, at Kwase.dowe@life.edu or Nutrition Department, College of Graduate and Undergraduate, 1269 Barclay Circle, Marietta, GA 30060

### **Career Opportunities**

Job opportunities for graduates with Registered Dietitian credentials 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 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. According to the Bureau of Labor Statistics, the median pay (2021) was \$61,650 or 29.64 per hour for Dietitians and Nutritionists. The typical entry-level education is a bachelor's degree. The job growth for Dietetics and Nutritionists is projected to grow 7% from 2021-2031, about as fast as the average for all occupations. About 5,600 openings for Dietetics and Nutritionists are projected each year, on average, for 2021-2031.

### **Cost of Attendance**

Depending on personal needs or preferences, these costs may vary slightly and are always subject to change.

1. The tuition fee for the program is \$287 per credit hour plus quarterly student fees are \$497. Tuition Per Year is estimated to be \$12,915 (3 academic quarters with an average of 15 credit hours).
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

Please find detailed information on all the Costs to Attend LIFE University online at <https://www.life.edu/admissions-pages/cost-of-attendance/>. Additional information regarding financial aid, funding, along with disbursement dates and federal loan amounts, can be found online at [studentaccounting@life.edu](mailto:studentaccounting@life.edu) OR call the student accounting office at 770-426-2700 option #3.

Use the following links to assist in obtaining information regarding **Financial Aid** and **Instructions on how to apply for aid**, everything from completing the Free Application for Federal Student Aid (FAFSA), codes specific for Life University, use of EagleNet to track documents needed, and eligibility, federal loans, and connection to a financial aid counselor.

### **Payment Options**

1. Submit the Free Application for Federal Student Aid (FAFSA) to be reviewed for undergraduate loan eligibility online at [www.studentaid.gov](http://www.studentaid.gov). You can track your progress under the Financial Aid tile in EagleNet (<https://EagleNet.LIFE.edu>). Private loans are another option for financial assistance, and you can find more information and apply online at [www.ElmSelect.com](http://www.ElmSelect.com). If you encounter any issues or have questions, please contact **Financial Aid Department at 770-426-2700**.
2. Enroll in the University's Payment Plan each quarter through EagleNet. It's easy to sign up with no interest, flexible payment options, and an affordable setup fee of \$25 per quarter. All instructions needed to making payments is provided within this system. Students are encouraged to see their Financial Aid Counselor by stopping at the Student Advocacy Desk (building
3. Pay with credit/debit/electronic check by logging in to EagleNet, clicking on the Student Accounts tile, then selecting "Make a Payment." For Fall, Winter, and Spring quarters, due dates for all tuition, housing, meal plan, and student fees/fines can be found in EagleNet under Student Accounts by term or in the Quarterly Announcements.
4. For your convenience, you can view your most up-to-date account activity, make payments, store payment methods, get your billing statement, and select parents as authorized users in EagleNet under the Student Accounts tile.

Additional information related to Financial Aid, Housing, and Payments will be presented in the Life University Policy section.

### **Credentialing Process for the Dietetics Profession**

To become a registered dietitian (RD) or registered dietitian nutritionist (RDN), students must complete the following:

- Complete a minimum of a bachelor's\* degree at a U.S. regionally accredited university or college and coursework accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics and complete the requirements for a Verification Statement.

- Complete an ACEND-accredited supervised practice program, which includes experience in clinical nutrition, foodservice management, and community nutrition.
- Complete a graduate degree, effective as of January 1, 2024.
- Successfully passed the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR). For more information regarding the Registration Examination for Dietitians, refer to <https://www.cdrnet.org/licensure>
- Follow the state laws that regulate the practice of dietetics. For example, RDNs must then obtain a valid license issued by the Georgia Board of Examiners of Licensed Dietitians in order to practice dietetics in Georgia (<https://sos.ga.gov/how-to-guide/how-guide-licensed-dietitian>).

***\*Beginning in 2024, a minimum of a master's degree will be an eligibility requirement in order to take the CDR dietetic credentialing exam.*** The graduate degree may be a master's degree or doctorate in any discipline. Students who take the RD exam before 2024 will not have to meet the graduate degree requirement.

Completing the B.S. in Dietetics does not guarantee admission into a dietetic internship supervised practice program. The most common supervised practice program is a dietetic internship program that LU does offer. Some supervised practice programs are combined with graduate or undergraduate studies. These programs vary in cost, length, and specialty. Supervised practice internship programs vary in length, ranging from six to 12 months. Admission to supervised practice programs is highly competitive, and the acceptance process is through a match process which occurs twice a year (spring and fall).

Most Supervised Practice Programs (Internships and ISPPs) require the following:

- High GPA and some programs have specific GPA requirements for nutrition and science courses.
- Work experience in the field of nutrition.
- Community/volunteer service in the area of nutrition.
- Leadership activities.
- Recommendation letters.

You can find a complete list of accredited Dietetic Internship programs at

<https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>

Life University participates in the Dietetic Internship Centralized Application Service (DICAS) online system for the spring match. Prospective interns are selected based on their GPA, personal statement, letters of recommendation, and additional DICAS requirements. LU DI program follows this process:

1. Prospective students must apply through the DICAS system. The application must be completed by the deadline as posted on the DICAS site (usually February of each year). There is a \$50 fee to use DICAS for the first application and \$25 for each additional application. DICAS can be accessed here: <http://dicas.liaisoncas.com>.
2. Prospective students using the DICAS system must also participate in computer matching through D & D Digital Systems. Applicants should input preferences and application fee of \$55 to D & D Digital by the deadline established on the DICAS site (usually February of each year).

Life University's program code is 210. Any special requests to D & D Digital can be sent to the following address: D & D Digital -3100 S. Riverside Drive., P.O. Box 887, Ames Iowa 50010; phone 515-292-0496; email: [dnd@sigler.com](mailto:dnd@sigler.com); website: [www.dnndigital.com](http://www.dnndigital.com)

3. The DICAS System will identify all the requirements and documents needed for selection. You will be required to upload the following documents: transcripts, master's degree, verification statement or declaration of intent, three recommendation letters (2 academic and one work or personal colleague), and 1000 words or less personal statement addressing the questions outlined above.
4. The LU Program Administrator will assemble a committee to review all the applicants through the DICAS system that have selected Life University. Once all candidates are reviewed using a rubric and interviews, the candidates are then designated within the DICAS and D&D Digital as preferred candidates for the program.
5. Once the intern is matched and selected with Life U, the candidate must confirm with the DI Director.
6. The DI Director will send a packet of information on how to start the program with fees, dates, etc.

### **Licensure**

Dietitians are required to be licensed/certified in some states, and each state requirement is different. Information can be found on the respective state's dietetic association websites. The BS in Dietetics, along with the dietetic internship and graduate degree, prepares graduates to take the national Registration Examination for Dietitians and apply for a license to practice through the appropriate state board of examiners of dietitians.

## **DPD PROGRAM REQUIREMENTS**

### **DPD Student Orientation**

DPD orientation will take place each year during the Fall Quarter. This time is reserved for new DPD students ONLY. During the orientation, the DPD Director and Assistant Dean will focus on a few key areas that include a comprehensive overview of the DPD Handbook, the ACEND standards and the assessment methods associated with DPD courses, and the student advisement (frequency and process).

### **DPD Learning Community Activities**

DPD Learning Community Activities will take place quarterly during each academic year. This time will be reserved for all DPD students, regardless of their academic level. This event will focus on program rigor and requirements. During the learning community activities, we will highlight ACEND standards, student advisement, diversity training, career opportunities and readiness, credentialing requirements, Dietetic Internship information portfolio development for the highly selective process, graduate school opportunities, remediation and tracking of student progress through the program, internships and employment, community outreach, and leadership development. These activities aim to foster greater student engagement to facilitate greater student development in the areas of knowledge, skills, and abilities.

## **Knowledge Requirements - KRDNs**

All DPD students will complete a planned curriculum that includes all the knowledge competencies as required by ACEND (2022 KRDNs). The student will be able to:

### **Domain 1: Scientific Evidence-Based Practice: Integration of scientific information and translation of research into practice:**

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate, and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

### **Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.**

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
- KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
- KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

### **Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.**

- KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
- KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
- KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

**Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.**

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.
- KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third-party payers, and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Apply safety and sanitation principles related to food, personnel, and consumers.
- KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

**Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.**

- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).
- KRDN 5.4 Practice resolving differences or dealing with conflict.
- KRDN 5.5 Promote team involvement and recognize the skills of each member.
- KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

**CURRICULUM – 180 Credit Hours**

**Core Curriculum areas I-III**

**Area I: Humanities, Health, and Wellness**

**ENG 101** English Composition I

**25 credit hours**

**ENG 102** English Composition II



**ENG 109** Critical Reading and Thinking  
**PSY 101** General Psychology  
**ATW** Any Activity Course

**NTR 101** Introduction to Human Nutrition  
**SHS 102** Personal Health and Fitness

**Area II: Social Sciences**

**15 credit hours**

**Area III: Science, Mathematics, and Computers**

**20 credit hours**

**MAT 101** College Algebra  
**BIO 111** General Biology I

**CIM 101** Introduction to Computers  
**CHM 111** General Chemistry I

**Area IV: Foundations to the Major**

**30 credit hours**

**BIO 201** Anatomy and Physiology I    **BIO 203** Anatomy and Physiology II

**CHM 112** General Chemistry II

**CHM 211** Organic Chemistry I

**CHM 212** Organic Chemistry II

**MSC 201** Introduction to Statistics

**Area V: Major Requirements**

**60 credit hours**

**BIO 431** Microbiology I

**CHM 315** Biochemistry I

**CHM 316** Biochemistry II

**NTR 209** Principles of Food Preparation

**NTR 300** Fundamentals of Nutrition

**NTR 301** Research Methodology

**NTR 303** Menu Planning & Nut. Analysis

**NTR 304** Intro to Food Science

**NTR 305** Community Nutrition

**NTR 306** Advanced Nutrition

**NTR 307** Nutrition Education

**NTR 311** Institutional Food Management

**NTR 309** Assessment, Interviewing & Counseling

**NTR 360** Nutrition through the Life Cycle

**NTR 401** Nutrition Therapy I

**NTR 402** Nutrition Therapy II

**NTR 413** Nutrition Therapy III

**Area VI: Required Electives**

**30 credit hours**

**INT 493** Internship

**NTR 240** Medical Terminology

**NTR 310** Marketing your Services

**NTR 312** Food Safety & Sanitation

**NTR 414** Food, Nutrition & Culture

**NTR 415** Quantity Food Production

**NTR 433** Study of Vitamins and Minerals

**NTR 434** Pharmacology/Drug Interaction

**NTR 436** Financial/Reimbursement

**NTR 442** Food Service Management

**SHS 406** Sport and Exercise Nutrition

**Any 3 CHs** Nutrition courses at 300 level

**Serving Lasting Purpose: Services Project Required for Graduation**

A uniquely LIFE-oriented philosophical approach is its guiding principle of Serving Lasting Purpose: To Give, To Do, To Love, To Serve - Out of a Sense of Abundance (SLP), which recognizes that everyone - student, faculty and staff alike - has a duty to share their individual gifts with the world. CGUS faculty believe that SLP is a foundational component of the general education program and as such, each student must complete SLP projects as a graduation requirement, including transfer students. SLP projects will be presented by each of the academic areas on a rotating basis and at least one SLP project will be available each quarter and tracked via Engage on the student's co-curricular transcript. This is a non-credit bearing graduation requirement. Each SLP project will focus on community service and service learning.

Community service includes activities that contribute to the well-being of our citizens, community and environment. Examples include volunteer time with various non-profit organizations and local school

districts. Service learning is defined as a structured learning experience that combines community service with preparation and reflection. Service-learning hinges on a response to community-identified concerns and students learn about the context in which service is provided, the connection between their service and their academic coursework and their roles as citizens and professionals.

Each SLP project is expected to engage students for a minimum of 3 hours, to include both reflection, service time and group discussion regarding the project. A total of 10 hours of SLP are required for graduation. Service performed as part of a program's curricular requirements will not count toward the SLP requirement. Service or work that is monetarily compensated for will also not count towards time toward the SLP requirement.

#### SLP Guidelines:

- The service credit is hour-for hour unless specified otherwise by the department sponsoring the SLP activity
- The 10 hours must be served in more than one project or event
- Transfer students are required to complete the 10 hours of SLP
- Students who have a question as to the amount or validity of credit for a given project should first ask the lead faculty member via email. The faculty member will consult with the Assistant Dean of the area as needed and respond to the student and copy the Assistant Dean regarding approval.
- The Assistant Dean may deny service that hasn't been pre-approved or may change the number of hours for a particular project as deemed necessary. The Dean reserves the right to make final determinations regarding service credit granted.
- Students are encouraged to make certain that their co-curricular transcript on Engage reflects the appropriate service hours as they are completed.

### **Bachelor of Science (BS) in Dietetics – Degree Completion Requirements**

1. Satisfactory completion of all required courses as outlined in the degree plan (180 CHs nutrition and non-nutrition), with a minimum overall cumulative GPA of 3.0 or above is required for a B.S. in Dietetics.
2. All science courses must have a minimum course grade of C or better (BIO 111, BIO 201, BIO 203, BIO 431, CHM 111, CHM 112, CHM 211, CHM 212, CHM 315, and CHM 316).
3. Completion of Service -Learning Projects (SLP) requirements (10 hours) and documentation on co-curricular transcript.
4. To receive a Bachelor of Science degree in Dietetics from Life University, a student must earn at least 25% of coursework at Life University.
5. The maximum time to complete the degree requirements is 150% of planned program length (within six years of the start of enrollment).
6. Students must provide the Director of Didactic Program in Dietetics with their university issued student ID number and permanent address during their last quarter at Life University so that a Verification Statement can be mailed upon degree completion.
7. The student must file a petition to graduate.
8. The student must complete the following reviews:
  - a. Registrar Office – complete a formal academic records review.
  - b. Complete Exit Counseling, if applicable, online at [www.studentaid.gov](http://www.studentaid.gov).
  - c. Student Accounting – rectify any account balance.

**Please Note:** If upon completion of the program, the overall GPA falls before a 3.0, the student becomes ineligible to graduate with a BS in Dietetics from the DPD program and ineligible to receive a Verification Statement. The student will be awarded a BS in Nutrition.

### **Post-Baccalaureate Students:**

Students who already have a bachelor's degree or a more advanced degree have the following options available to earn a DPD Verification Statement:

**Option 1:** Students who already have either a bachelor's degree or an advanced degree may wish to pursue an additional BS degree (BS in Dietetics) and must meet all of the LU degree requirements for the degree. As outlined earlier, completing the BS degree in Dietetics leads to the DPD Verification Statement.

**Option 2:** Students who already have either a bachelor's degree or an advanced degree may elect to complete only the DPD courses required to earn a Verification Statement. Earning a Verification Statement qualifies students to apply to a supervised practice program (internship). However, this does not meet the requirements to earn a B.S. degree in Dietetics.

### **Verification Statement Requirements**

NTR 209 – Principles of Food Preparation  
 NTR 300 – Fundamentals of Nutrition  
 NTR 303 - Menu Planning & Computers in Nutritional Analysis  
 NTR 306 – Advanced Nutrition  
 NTR 307 - Nutrition Education  
 NTR 309 - Assessment, Interviewing & Counseling  
 NTR 311 - Institutional Food Management  
 NTR 312 – Food Safety & Sanitation  
 NTR 401 – Nutrition Therapy I  
 NTR 402 – Nutrition Therapy II  
 NTR 413 - Nutrition Therapy III  
 NTR 414 - Food, Nutrition & Culture  
 NTR 415 - Quantity Food Production  
 NTR 433 - Study of Vitamins & Minerals  
 NTR 442 - Foodservice Management  
 SHS 406 - Sport and Exercise Nutrition

**\*\* Note: Requirements for a Verification Statement are different than the requirements for earning the DPD degree at LU.**

### **Verification Statement Completion Requirements**

1. A minimum overall cumulative GPA of 3.0 or better is required for all courses listed above.
2. Additionally, students are required to have all science GPA 2.0 (BIO 111, BIO 201, BIO 203, BIO 431, CHM 111, CHM 112, CHM 211, CHM 212, CHM 315, and CHM 316).
3. Students must provide the Didactic Program in Dietetics Director with their university issued student ID number and permanent address during their last quarter at Life University so that a Verification Statement can be mailed upon completion of the requirements.

## **Evaluation and Assessment Plan**

The Nutrition Department faculty conducts course assessments to evaluate and measure mastery of content, proficiency, and retention of concepts (related to the KRDNs). These assessment results are linked to learning outcomes and program goals. The DPD Director compiles a Continuous Improvement Cycle (CIC) Report from the faculty course assessment reports. The CIC report is reviewed and assessed by the Office of Institutional Effectiveness (OIE) and Instructional Planning and Evaluation Committee (IPEC) to determine the extent of the program's linkage to accreditation standards, the institution's strategic initiatives and goals, assessment, analysis, use of results and the overall extent to which the mission and goals for the program and university have been accomplished.

**Assessment of the Quality of Didactic Instruction:** A variety of instructional resources are utilized by the DPD program, as well as diverse teaching methods used in the didactic courses. Formal assessment of student learning and documentation of student performance are completed during each course within the DPD program. Skills and knowledge are evaluated every quarter in the classroom, which are graded by the faculty using assignments, quizzes, exams, presentations, and other learning activities that ultimately result in an end-of-course letter grade that provides an overall assessment of the student learning outcomes in each course.

ACEND 2022 Standards require each DPD student to demonstrate competence in every KRDN. Students' performance of each KRDN will be monitored. The Program Director tracks skills/knowledge and KRDN requirements for all students in the program using the KRDN Tracking Tool.

As for the overall program evaluation plan, the program utilizes direct and indirect measures to assess the program's effectiveness in meeting the mission, program goals, and objectives.

Tools utilized include both direct and indirect measures. Examples of direct measures of student learning used by the Nutrition Department include but are not limited to:

- **Commission on Dietetic Registration Exams** (Pearson Vue Scores) provides an overview of program strength and student learning.
- **Individual or group presentations** are utilized to target communication, knowledge, skills, and abilities.
- **Individual or group projects** are utilized to indicate student mastery of content.
- **Research papers or culminating projects** demonstrate student knowledge, skills, and abilities.
- **Written exams and assignments** measure a level of proficiency and retention of concepts.
- **KRDN Tracking Tool** – is completed by the DPD Program Director. This document is utilized throughout the program and updated at the end of each course to track student performance on competencies.

Examples of indirect measures include:

- **Employer surveys** including perceptions of the program and student readiness for entry-level positions, acceptance into a dietetic internship program, further educational training, advanced degrees, and employment.
- **Student Rating of Instruction/Student Course evaluations** provides information on p perceived gains in knowledge and application of competencies.

The DPD students are required to attend a program specific orientation and learning community activities which addresses a comprehensive overview of the program, ACEND standards, program goals and outcomes, assessments, role and responsibilities, and their important role in providing information through surveys and other data collection tools upon graduation that directly impact program outcome data required by ACEND.

## PROFESSIONAL DEVELOPMENT ACTIVITIES

The DPD student will be exposed to many learning activities within the DPD courses and outside of class with the learning community activities. Dietetic Students are encouraged to join the following: include:

1. **The Nutrition Club** at Life focuses on supporting the university and the community through many efforts that include.

- Serving the community by collaborating with other clubs and institutional offices like ODEI, CABS, NUTRI DYN, LIFE FUEL and anyone requiring out talents, knowledge, or skills.
- Relaying information and updates from The Academy of Nutrition and Dietetics in relation to new research, standards, DI application due dates and anything impacting the journey of a future dietitian.
- Maintaining and caring for the Life University Community Garden with the help of volunteers and executive officers.
- Marketing and promotion of events in person and through social media, Live videos of meetings, design flyers and promotional handouts.
- Setting up for Club Day week 1 and recruit new members
- Designing and scheduling quarterly meetings including setting up Guest Speakers, Fund Raisers, Cooking Classes and developing topics and presentations for quarterly club meetings.
- Supporting the university DE&I efforts through hosting themed events highlighting the Diversity on campus.

2. **Academy of Nutrition and Dietetics Student Membership (AND)** - The annual fee is approximately \$60.00. Review requirements and benefits here: <https://www.eatrightpro.org/member-types-and-benefits>.

Membership includes automatic enrollment into the Georgia Academy of Nutrition and Dietetics (GAND) and will provide additional benefits for conferences and resources.

3. **Greater Atlanta Dietetic Association** - Student memberships are available for \$20 per year. <https://www.eatrightatlanta.org/>



## UNIVERSITY & PROGRAM POLICIES & PROCEDURES

**All University Policies can be found on the University website under the Policy Index.** A brief description of Life University (LU) Policies and a link to the University webpage (policy index) has been provided for your review:

### Admission Criteria

#### **Freshman Admission Requirements –**

Applicants with few than 36 quarter (24 semester) hours of transferable college credit must meet the freshman admission standards. The following are the minimum requirements for full admission to Life's Undergraduate degree-seeking programs:

- 2.0 or higher cumulative GPA (on a 4.0 scale) as indicated on official high school transcripts or a passing GED score.
- The following test scores for ACT, SAT, and Accuplacer are the minimum and sub scores required for full admission:
  - English-ACT sub score of 18; SAT writing/language sub score of 25; Accuplacer Writeplacer score of 6.
  - Math – ACT score of 20; SAT score of 510; or Accuplacer Next Generation Math of 245.
  - Reading – ACT sub score of 18; SAT sub score of 25.

For full details on the requirements, see the website: <https://www.life.edu/admissions-pages/undergrad-requirements/>

#### **Transfer Admission Requirements –**

A transfer applicant is a student who has earned 36 quarter hours (24 semester hours) or more transferable college credits after graduating from high school or equivalent. (\*Note: if all college credit was earned by test score credit or credit by exam (AP/CLEP/IB), dual enrollment during high school, and/or the summer immediately following high school graduation or equivalent, the applicant will be considered for admission as a freshman.)

Additional Policies related to transfer credits and evaluation can be found later in this section.

***Prior learning experiences, such as supervised practice hours or direct assessment and work experience are not accepted for substitutions for DPD courses.***

### Academic Learning Center & Disability Services

Students have full access to all services the Academic Learning Lab provides. This academic lab offers various services to support students in achieving their academic goals. In addition to helping students improve their study skills and develop learning strategies to enhance academic achievement, there are other programs such as Multicultural Academic Support and academic workshops. For more information on the support services, click this link for the Academic Learning Center:

<https://www.life.edu/academic-pages/academic-support>.

Any student with an identified learning problem or needing special accommodations should discuss this with the office of Disability Services. Individualized attention and assistance are available from the Center. Still, the student is responsible for communicating and providing the necessary documentation to this office for accommodations to be granted. All such conversations are confidential. Click on this link for

**Disability Services**, which has the most up-to-date information on services, applications, and resources.

### **Attendance Policy AS.001**

Life University supports its students' intellectual growth and development and expects each student to take responsibility for their academic progress. Therefore, attendance at all regularly- scheduled classes is expected and will be taken during weeks two (2) and seven (7) at a minimum; however, certain circumstances may preclude attendance at some class sessions.

All faculty members will, at the beginning of each quarter, make a clear statement in the course syllabus describing course procedures for handling absences. Procedures and frequency of recording attendance should be consistent with assessment frequency and must be discussed and approved by the appropriate college dean. Students are obligated to adhere to the requirements of each course. Faculty are encouraged to provide opportunities for students to make up work missed due to an excused absence. Students who are absent from class must make arrangements for making up the missed material prior to the next regular class. Further, the faculty member will monitor course attendance through engagement of the student, whether it be taking attendance, or some form of in-course activity to demonstrate engagement. For online courses, the student is expected to complete at least one academically related activity per week.

When a student is compelled, for any reason, to be absent from class, the student should immediately convey the reason for the absence directly to the faculty member. The student is responsible for all material presented and for all announcements and assignments covered during their absence.

For further clarification on all procedures including the list of excused absences click on the link to the **attendance policy**.

### **Calendar - University Holidays**

The Dietetic Internship follows the **Life University Academic Calendar** and observes the following schedule:

<b>University Holidays for Academic Year 2022-2023</b>	
Labor Day	September 5, 2022
Thanksgiving Week	November 21-25, 2022
Winter Break	December 19, 2022-Jan 3, 2023,
Martin Luther King Jr Day	January 16, 2023
Spring Break	March 27 – March 31, 2023
Spring Holiday	April 7, 2023
Memorial Day	May 29, 2023
Juneteenth Day	June 19, 2023

### **CGUS Academic Advising Policy AS.031**

All undergraduate (UG) students are assigned an academic advisor located in the Office of University Advising.

Advisement for registration for all returning students for all courses begins on Monday of Week 7 and runs through the close of business on Friday of Week 10. Advising is required for all students prior to registration. Continuing undergraduate students who are not registered for courses (during the academic year: Fall, Winter, and Spring) by the close of business on Friday of Week 10 are considered late registrants and will be charged a \$50 late fee.

For more detailed information on the policy and procedures, click the header for the direct link to the policy.

### **CGUS Academic Forgiveness Policy AS.034**

A student may request to have the first grade earned (not a “W” notation) from a retake course excluded from the calculation of the grade point average for a maximum of three (3) courses during one’s undergraduate career, where the original grade earned was a “D” or below. If a student attempts a course a third time and Academic Forgiveness is applied, then all grades except the first will be used to calculate the GPA. Once applied to a particular course, Academic Forgiveness cannot be cancelled or removed, and the rule may not be appealed. The Assistant Dean of the area must approve the request for academic forgiveness.

<https://catalog.life.edu/content.php?catoid=28&navoid=3578>

### **CGUS Academic Honors Requirement Policy AS.021**

Undergraduate students, who graduate with a cumulative GPA equal to or above 3.25 are given scholastic honors status as follows:

- 3.25-3.49 = Cum Laude
- 3.50-3.74 = Magna Cum Laude
- 3.75 and above = Summa Cum Laude

To be eligible for scholastic honors, 50% of the student’s credit hours toward degree must have been taken from Life University. For additional information, click on the title of the policy for direct access to the policy index.

### **CGUS and COE Evaluation of Undergraduate Transfer Credit Policy AS.035**

This policy defines how Life University accepts courses from regionally or nationally accredited colleges, universities or programs provided the work is not of a highly specialized nature and a grade of C or better is earned. Transfer Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Academic Registrars and Admissions Officers, is used as a guide in determining acceptability.

All undergraduate students accepted to Life University with prior college or university course credit will receive an official transfer credit evaluation showing how the courses completed at each previous school will transfer. Evaluations will include the total number of credits accepted, as well as a course-by-course breakdown indicating how each class may be applied toward graduation requirements. Courses may be accepted as upper or lower-division general electives, upper or lower-division major or minor electives, or as directly equivalent University

courses. Should a student wish to appeal any decision made in awarding transfer credit, they may submit a transfer appeal request to the Dean's office.

Faculty within specific content areas will provide guidelines regarding a timeframe for accepting courses within their major. Any specific courses, whether within the major or within the General Education Core, which are identified by faculty, recommended by the Undergraduate Curriculum Committee, and approved by the Dean and VPAA, will be printed in the catalog within the appropriate degree program.

For **International students**, transcripts must be evaluated by Global Education Group, Josef Silny & Associates, World Education Services, or a NACES-approved organization.

***Prior learning experiences, such as supervised practice hours or direct assessment and work experience, are not accepted for substitutions for DPD courses.***

For more detailed information on the policy and procedures, click the header for the direct link to the policy.

### **CGUS/COE Final Dismissal Policy AS.052**

For additional information, click on the title of the policy for direct access to the policy index.

### **CGUS/COE Returning (Hiatus) Policy AS.049**

Any previously enrolled undergraduate or graduate student who left in good standing and who has not been enrolled at Life University for less than three (3) consecutive quarters must initiate reactivation via the Readmission Form and submit it to the Registrar's Office. This requirement does not apply to Dual Degree students who are enrolled at Life University for consecutive quarters in either declared program, including those enrolled in the DC program. Students who "sit out" from one of their programs while enrolled in the second program will not need to complete the Readmissions Application. Click on the title of the policy for direct access to the policy index.

### **CGUS Transfer Policy AS.033**

Students transferring to Life University having earned an associate degree from a regionally accredited institution or equivalent, with a minimum of 60 semester credit hours or 90 quarter credit hours and a GPA of 2.0, will enter as a junior and automatically meet the general education core requirements. Students earning an associate degree at Life University and accepted into a bachelor's degree program at the University will automatically meet the general education core requirements of the bachelor's degree.

Students are not automatically exempted from General Education courses that are pre-requisites for upper-level courses in the various majors. Approval from the Assistant Dean of the area to waive the pre-requisites will be required.

***Prior learning experiences, such as supervised practice hours or direct assessment and work experience, are not accepted for substitutions for DPD courses.***

For additional information, click on the title of the policy for direct access to the policy index.

## **Code of Ethics, Professional Standards Procedures, & HIPAA**

One of LU's guiding principles is integrity which is at the core of our mission. LU recognizes five essential components to personal and academic integrity and expects faculty members, staff, and students to embrace these concepts and live them daily, on and off campus. The components are responsibility, respect, honesty, trust, and fairness. For the complete code of conduct, click on this link [Life University Code of Conduct](#), for more information on Academic Integrity, Honor Code, and Standard Conduct.

All Dietetic students must follow the professional standards that govern the program and the Code of Ethics of the Nutrition and Dietetics Profession. Nutrition and dietetics practitioners have voluntarily adopted the [Code of Ethics](#) to reflect the values and ethical principles of the nutrition and dietetics profession and to set forth commitments and obligations of the practitioner to the public, clients, the profession, colleagues, and other professionals. The dietetic student must adhere to the [Scope of Practice](#) which outlines the roles, activities, and regulations within which nutrition and dietetics practitioners perform.

## **HIPAA Guidelines**

The information in the health record belongs to the patient, and the patient has a protected right to information per the federal Health Insurance Portability and Accountability Act (HIPAA). All information concerning patients, their health, and personal affairs is confidential. All nutrition students, including the DPD students, are provided training on HIPAA Compliance (privacy practices) during orientation/learning community activities and is also included within the curriculum.

## **Computer Use Policy IT.001**

The Computer Use Policy sets guidelines for the responsible use of computing equipment, online resources, and networks for the LIFE community. Users are responsible for safeguarding their identification (ID) codes (Logins and Passwords) and for using them for their intended purposes only. Each user is responsible for all transactions made under the authorization of their (Logins and Passwords) and for all network activity originating from their data jack or computer at the time and date used. Students should never share their student IDs, usernames, or passwords with others. Students are also advised to use a unique password for university systems and not to use the same passwords they use for personal, financial, or social websites and services.

Violation of these guidelines constitutes unacceptable use of computer resources and may violate other University policies and/or state and federal law. Suspected or known violations should be reported to the IT Department. Violation may result in revocation of computer resource privileges, employee or student disciplinary action, or legal action.

## **Procedures for Verification of Identity while accessing Courses through Life Flex or the COE:**

Additional safeguards are taken to verify the student's identity using a secure login and password. LU demonstrates that the student who registers in a course using Life Flex or one of the courses from the College of Online Education (COE) is the same student who participates in and completes the course or program and receives the credit. Students acknowledge their agreement to applicable LU policies and guidelines by logging into and entering the Blackboard site. Policies are embedded within the Blackboard Course Shell, Life University Student Handbook, DPD Student handbook, which includes the Student Code of Conduct, and the Computer Use Policy IT.001. In addition to unique logins, faculty are encouraged to employ various assessment tools with frequent assessments, which are



likely to prevent falsification or misuse of identity. The university has software such as Proctorio for faculty to monitor students during online testing (Life Flex or the COE).

### **Direct Deposition Policy SS.011**

Life University requires all students to set up direct deposits from their checking or savings accounts. All financial aid living expense monies (financial aid that exceeds coverage of tuition, fees, housing, or meal plans) are processed weekly. Living expense monies will be deposited directly into your bank account; you can expect those funds within 48 hours of processing, depending on your bank. Students will be responsible for managing all bank account information via EagleNet. Click on the policy title for linkage to the Student Services Policy Index.

### **Disciplinary Action Policy**

All academic programs adhere to the University Standard of Conduct and Honor Code should a conduct or honor code violation occur. The University has clearly defined procedures for handling student disciplinary issues (use this link [Student Disciplinary Procedures - Life University - Acalog ACMS™](#)). Sanctions can include an interim suspension, reprimand, disciplinary suspension, and expulsion.

### **Dress Code AS.003**

Students at Life University should remember that they are in the process of becoming professional individuals in their respective fields. As students' progress, they are encouraged to develop a professional demeanor that encompasses their individuality. Since an important aspect of a professional image is dress, a dress code has been drawn up to provide parameters within which each student is free to express individual tastes.

The restrictions are few:

- Shoes and shirts must be worn at all times,
- Students should be modest in their attire,
- Hair should be well-kept, and
- Personal hygiene must be kept up at all times

The Director of Student Conduct will deal with infractions of this code. Remember that this code is for the entire University. However, there is a separate code for clinic attire and laboratory settings. Clinic attire requirements may be found in the clinic section of Blackboard, and laboratory setting requirements may be found in the respective course syllabi. For more detailed information on the policy and procedures, click the header for the direct link to the policy.

### **Equitable Treatment Procedure (Appendix A)**

Life University complies with federal and state law and does not discriminate on the basis of race, color, gender, religion, national origin, age, sexual orientation, disability, medical condition, pregnancy, citizenship, or veteran status. The University also prohibits sexual harassment. This nondiscrimination policy applies (LU.004) to all employment practices at Life University and to the admission, access to, treatment in, and employment in LIFE's education program.

All programs within the Nutrition Department are also committed to upholding all federal regulations regarding equal opportunity and diversity management. The program utilizes the ACEND recommended training modules and resources for Diversity, Equity, and Inclusion (DEI) for training of students, interns, and preceptors.

The Director of the Diversity, Equity, and Inclusion (DEI) Office presents a program as part of the orientation programs for the DIP and DPD. A similar program is conducted for faculty at the Faculty Staff Development Program, which is held several times per academic year. The Chief Diversity Officer provides many resources for faculty, staff, and students, which can also be found on the University's website. The DEI Office extends an open-door policy for all Life University Community members to participate in programs and training offered by this office.

### **Family Educational Rights and Privacy Act (FERPA) SS.009**

Students are afforded privacy and certain rights with respect to student's education records. All LU students are protected under the provisions of the Family Educational Rights and Privacy Act (FERPA). For the complete list of rights and procedures, click on this link [Family Educational Rights and Privacy Act \(FERPA\)](#) for more information.

### **Financial Aid Awarding Policy SS.016**

Each student must meet the eligibility requirements as the University will adhere to this policy awarding financial aid. Click on the link for further details on the [awarding of financial aid.](#)

### **First Year Freshmen Campus Living requirement Policy SS.032**

All first freshmen students, new to Life University, entering the College of Graduate and Undergraduate Studies are required to reside in University Housing for one academic year (3 quarters).

### **Grade Appeal Policy SS.022**

The purpose of the Grade Appeal Policy is to establish a clear, fair process by which students can dispute a course grade. Grade appeals must be based on problems of process and not on differences in judgment or opinion concerning academic performance. The burden of proof rests on the student to demonstrate that one or more of the following criteria exist:

- Administrative error in the calculation and/or assignment of the grade
- The grading decision was determined on basis other than academic performance and other than as a penalty for academic misconduct
- The grading decision was based on standards different from those established in written department/division, college, or university policies (if specific policies exist)
- The instructor of record departed substantially from his/her previously articulated, written standards, without notifying students, in determining the grade
- The grade assignment was due to the student being held to more demanding standards than other students in the same course.

Only the final course grade may be appealed.

The student will be required to discuss their grade concern with the instructor of record. If the instructor of record is not available within a reasonable time frame (e.g., posting of grades to permit student's registration in subsequent courses), the department/division chair or their designee may act on behalf of the instructor on record. If the instructor of record and student cannot resolve the grade concern, the student may initiate the grade appeal process. For more detailed information on the policy and procedures, click the header for the direct link to the policy.

### **International Students Policy ER.001**

It is the responsibility of the international student to maintain lawful immigration status. The student is responsible for fully and properly complying with all U.S. Citizenship and Immigration Services, Department of Homeland Security, and Student Exchange and Visitor Program rules and regulations, as well as those of the federal, state and local government.

### **Life University Academic Grading Standards Policy AS.053**

The grading system used at Life University is the standard four-point system. The following is a comparison of a percentage system, letter system and four-point system.

90-100 percent is equivalent to an "A" and is worth 4 quality points.

80-89 percent is equivalent to a "B" and is worth 3 quality points.

70-79 percent is equivalent to a "C" and is worth 2 quality points.

60-69 percent is equivalent to a "D" and is worth 1 quality point. \*\*(See note below.)

Below 60 percent is an "F" and is worth 0 quality points.

P/NP-Pass/No Pass - does not count in the Grade Point Average (GPA).

I-Incomplete IP-In Progress

W-Withdrawn

AU-Audit

### **Life University General Housing Policy AS.037**

For more detailed information on the policy and procedures, click the header for the direct link to the policy.

### **Monitoring Student Progress Guidelines (effective August 2021 – Life Flex Faculty Guide)**

**Learning Mode Choice:** Under the Life Flex model, students are allowed to choose between different learning modes within the Life Flex Engagement Guidelines. While students appreciate and value this flexibility, not all students are prepared to select the mode that is best for their academic needs. For example, some students lack time management skills, or the technology needed to participate remotely. Likewise, some students are easily distracted when seated in a classroom with dozens of other students. Recognizing that the flexibility Life Flex offers may represent a challenge for some of our students, it is important for faculty member to closely monitor student progress in their course in an effort to identify students who are struggling academically, and consequently, may need to consider an alternative mode for engaging in the course.

**Identifying At-Risk Students:** While it is up to each individual instructor to determine what constitutes an at-risk student, below are some suggested parameters and tools:

- **Student misses 2 or more face-to-face, or**

- **Student receives a failing grade on a summative assessment, or**
- **Student's course average is 70 or less.**
- Blackboard Retention Center: utilize the retention center At-Risk table for identifying students based on four factors:
  - Missed deadlines,
  - Grades,
  - Course activity, and
  - Course access.

Within Blackboard (BB), student's engagement and participation are visually displayed, quickly alerting the student and faculty of potential risk. From the Retention Center, the faculty member can communicate with struggling students and help them take immediate action for improvement.

Within the BB Grade Center there are several simple tools to monitor student progress, including the ability to create visual indicators to help easily identify students who receive low or failing grades on assessments. For example, graded items with a failing score can be highlighted in yellow, so that students requiring attention are prominent. Faculty are to contact the Center for Excellence in Teaching and Learning for information and assistance on how to use color coding in the Grade Center. The color-coding process creates rules to apply color to the cells in the Grade Center, either by grade or status. This provides visual indicators to interpret information quickly.

#### **At-Risk Intervention to be completed by the Faculty Member:**

**Week 3 Outreach:** Utilizing the BB tools, 'at-risk' students are identified by the end of week three (3). The instructor contacts the student to notify/warn of their 'at risk' status and make suggestions for improvement. The instructor also reminds student of the academic support services that are available to correct the situation as well as strategies for improving performance. The faculty member is required to notify the student's advisor.

**Week 5 Outreach:** The instructor contacts students previously identified as at risk to **schedule a meeting with the student** to discuss their progress, as well as whether a change in learning mode is needed. If the instructor determines the student's choice of learning mode is impacting the student's academic progress, the instructor may limit the student to one or more of the available learning modes. If a change in learning mode is recommended, the instructor notifies the student, the student's advisor, and the instructor's supervisor of the proposed change in learning mode(s). The instructor should consider requiring the student to attend appropriate academic support sessions and provides strategies for performance improvement action which is also provided to the Academic Advisor.

**Week 7 Outreach:** Utilizing the BB tools, if the student remains 'at-risk' by the end of Week 7, the instructor contacts students previously identified as at risk to schedule a meeting with the student to discuss their progress since their last meeting. Additional strategies will be identified, in addition to the recommended academic support services, to assist with improvement in performance. This information is also shared with the Academic Advisor.

### **Monitoring Student Performance - KRDN Tracking and Remediation Procedures**

ACEND 2022 Standards require each DPD student to demonstrate competence for each KRDN. The DPD Director implemented a tracking system for the 2022-2023 academic year (AY) that will enable all KRDN competencies to be monitored as related to DPD student performance. If any KRDN requirement is not met, the student will be provided remediation and will need to repeat the assessment until the KRDN is met. This does not change the initial grade or the final course grade.

The KRDNs are weaved throughout the curriculum in a manner in which the knowledge and skills are presented to the students so that these concepts are introduced, reinforced, and mastered throughout the program. Therefore, the students will have multiple opportunities to build and master the KRDN Competencies. Each KRDN is aligned with an assessment tool within each DPD course and is tagged in the course syllabus. The tracking tool will provide both the faculty and students feedback on the student's performance. The student's performance for each KRDN will be monitored using the Tracking Tool (DPD Director) and the faculty will enter scores/outcomes in the grade center within the learning management platform (Blackboard). Students have access to Blackboard so that they can track their progress. If any KRDN requirement is not met, the student will be provided remediation and will need to repeat the assessment until the KRDN is met.

In addition to the expectations related to academic performance, students are expected to adhere to a high standard of professionalism as outlined in the Life University Honor Code Policy. During the program orientation, the Code of Ethics and Scope of Practice (Nutrition and Dietetics Profession) will be reviewed with the DPD students and outlined in the DPD Handbook. Any violation of these standards could result in a remediation plan.

A remediation plan will be created if the student is consistently not meeting the requirements of the program, which may include but are not limited to lack of knowledge (KRDNs), skills, and abilities, academic jeopardy (didactic), lapses in professional judgment, (tardiness, absenteeism, unprofessional behavior), etc.

### **Nondiscrimination Policy UL.004**

LU complies with federal and state laws. It does not discriminate on the basis of race, color, gender, religion, national origin, age, sexual orientation, disability, medical condition, pregnancy, citizenship, or veteran status. The University also prohibits sexual harassment, and these policies apply to all employees and students at Life University. For more details, click on this link [Non-discrimination Policy UL.004](#).

### **Payment Policy SS.012**

Please refer to the policy for details on payment options and timeline; click on the policy title for linkage to the Student Services Policy Index.

### **Permanent Withdrawal Policy SS.029**

Those students who have permanently withdrawn from LIFE University and have broken a university housing agreement cannot re-enroll for three quarters from the date of withdrawal. For additional information, click on the policy title for linkage to the Student Services Policy Index.



### **Prior Learning**

LU does not have a prior learning policy nor an assessment of prior learning policy as it does not accept prior learning experiences such as supervised practice hours, direct assessments, or work experience to substitute for any DPD coursework.

### **Program Feedback Procedure**

Throughout the curriculum, students have the opportunity to provide feedback on each course and instructor. This information is used to help improve the program. The Student Ratings of Instruction (SRIs) data is collected by the Institutional Effectiveness Office and provided to each faculty member at the end of each term.

After completing the program, the graduates will be asked to complete a graduate survey. The survey asks graduates to share information regarding the intent to pursue a dietetic internship or employment, passage of the RD exam, employment, continuing education, and community service. This information is very important and is used to help improve the overall Dietetic program.

### **Program Outcome Data**

Data is available when requested in writing. Requests can be sent via email to [kwase.dowe@life.edu](mailto:kwase.dowe@life.edu). The Dietetic Program Outcome Data can also be found on the University's website under the student achievement section.

### **Readmission Policy SS.019**

Any previously admitted student, regardless of prior admission status, who voluntarily or involuntarily remains out of school for less than three consecutive quarters must complete a Reactivation Form and submit it to the Register's Office, prior to Friday of week one of the quarter in which they wish to return.

If the student remains out for three (3) consecutive quarters or more, for any reason, that student must re-apply for readmission (new application and application fee required) through the Office of Enrollment and their reapplication will be evaluated for readmission by the appropriate committee.

### **Refund Withdraw Priority Policy SS.013**

For more detailed information on the policy and procedures, click the header for the direct link to the policy.

### **Retention & Degree Progression Procedures**

Upon admission to LU, students may be required (based on entrance scores and/or scores on placement tests) to take transitional courses (remedial course work) by the university.

As outlined earlier, the University has a grade forgiveness policy (AS.034) which allows a student to request to have the first grade earned (not a "W" notation) from a retake course excluded from the calculation of the grade point average for a maximum of three (3) courses during one's undergraduate career, where the original grade earned was a "D" or below. See policy for complete details.

Life University allows the student to have a maximum of three (3) attempts at any one course, where a course with a letter grade of a “W” notation counts as an attempt. A student will be allowed no more than a total three (3) different repeated courses in their undergraduate career as outlined in the retake policy AS.028.

Students are encouraged to monitor their progress in Eagle Net (transcripts and planning features) each term to ensure they have the required grades to continue in the DPD program as well as work closely with their academic Advisor and DPD Director.

Students who do not improve the grades and required GPAs as outlined in the degree completion criteria, will be required to change their program from the BS in Dietetics to the BS in Nutrition or one of the other undergraduate degree programs.

### **Satisfactory Academic Progress Policy AS.024**

The United States Department of Education and most agencies providing financial assistance require students to maintain satisfactory academic progress (SAP) in their course of study to continue receiving funding. Failure to maintain SAP will result in the loss of Federal Title IV financial aid as well as State and Institutional aid. The student's entire academic history is evaluated to determine whether or not he/she is maintaining SAP. This evaluation is not affected by whether or not aid was previously received or whether a student has changed programs. The Federal Student Aid program regulations make no provision for the concept of academic amnesty or grade forgiveness. For more detailed information on the policy and procedures, click the header for the direct link to the policy.

### **SHS Infection Control Policy & Bloodborne Pathogens Guidelines (Appendix D)**

All faculty and students are to comply with infection control guidelines during laboratory sessions, clinical education sites, and supervised practice sites:

1. Wash hands thoroughly with soap and water before and after each contact.
2. A disinfectant and universal precautions should be used for contact with blood or body fluids.
3. Contaminated materials are to be kept in a covered receptacle.
4. Equipment and materials should be cleaned and disinfected at the end of each use or in keeping with established equipment-specific policies.

### **Statement of Responsibility and Waiver of Liability Policy**

Students are responsible for their safety to and from the University, any field trip, 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. The dietetic student must complete the Waiver of Liability Form (Appendix B) – Statement of Responsibility and Waiver of Liability Policy).

### **Student Complaint Policy (Appendix F)**

The mission of LU is to empower each student with the education, skills, and values needed for career success and life fulfillment based on a vitalistic philosophy. LU takes all student and consumer complaints very seriously. The University works with students to resolve all complaints expeditiously, fairly, and pleasantly. The complaint process allows students to discuss academic and non-academic concerns or register formal complaints or grievances. Click this link for direct access to the policy; [Student Complaint Procedures – Life University – Acalog ACMS™](#).

The DPD program abides by the procedures outlined by the University. All CGUS programs support each student's right to a fair and impartial evaluation of their academic work and to petition for redress of grievances. A student wishing to resolve grievances concerning policies and practices for didactic, program completion, or other issues not covered by other University policies shall proceed as follows: complete a student action form and discuss the issue with the faculty member and/or Program Director. The DPD faculty member/or program administrator will work on an agreeable solution. If there is no resolution with the faculty and/or DPD Director, the student action form is then elevated to the Assistant Dean, Associate Dean, and ultimately the Dean of the College of Graduate and Undergraduate Studies (CGUS) for reconciliation.

### **Complaints regarding Non-Compliance with ACEND Standards**

Complaints related to non-compliance with ACEND Standards should first be filed internally to the appropriate Life University authority and then, if necessary, to external authorities. Students may submit complaints directly to ACEND for non-compliance with ACEND standards only after all other options with the program and institution have been exhausted, and the issue cannot be resolved. Complaints related to non-compliance of ACEND Standards may be sent to ACEND staff at:

**Accreditation Council for Education in Nutrition and Dietetics**  
**Academy of Nutrition and Dietetics** <http://www.eatrightpro.org/acend>

**120 South Riverside Plaza, Suite 2190**  
**Chicago, IL 60606-6995**  
**Phone: 800/877-1600 X 5400**  
**Email: [ACEND@eatright.org](mailto:ACEND@eatright.org)**

As required by ACEND, the Dietetic Internship (DIP) and the Didactic Program in Dietetics (DPD) programs will maintain a chronological record of student complaints related to the non-compliance with ACEND accreditation standards and the resolution of those complaints for a period of **seven years**.

A link has been provided directly to the ACEND site for filling a complaint regarding Non-Compliance of ACEND Standards [Filing a Complaint \(eatrightpro.org\)](http://www.eatrightpro.org).

**Failure to follow the outlined hierarchy for reporting a grievance may result in disciplinary action.**

### **Student Records Policy SS.020**

Students shall have the right to keep academic and disciplinary records confidential, subject to state and federal law. The DPD program will maintain program documents of all students in secure files in the Nutrition Department. Students shall have the right to keep academic and disciplinary records confidential subject to state and federal law (refer to the Life University Policy Section within this Handbook).

No official student records shall be available to unauthorized persons without the student's express consent, except in cases where disclosure of records or their contents is required or allowed by law. In accordance with FERPA (refer to LU policies), the student's records are kept strictly confidential. The information in the student file is available for review at any time.

### Student Support Services

A listing of all services can be found at this link:

<https://catalog.life.edu/content.php?catoid=25&navoid=2950>

### Technical Standards for Nutrition and Dietetics Policy AS.012

As part of the admission process, each incoming student that selected dietetics, nutrition, and culinary are required to complete and sign the Technical Standards document. The technical standards and dietetics disclaimer documents are presented in Appendices D and E for review.

### Undergraduate Academic Standing Policy AS.038

**Good Standing Requirements:** In order to maintain Good Standing students must have a completion rate equal to or greater than 70% and a cumulative grade point average (GPA) of 2.5 or above.

**Academic Warning (AW):** Students with a cumulative GPA of 2.00-2.49 and/or have failed one course will be placed on Academic Warning.

**Academic Probation (AP):** Students will be placed on Academic Probation if they have a cumulative GPA of less than 2.0 **OR** have less than a 70% completion rate **OR** have failed more than one course per quarter.

**Academic Dismissal (AD):** A student will be dismissed from the academic program if he/she fails to meet the conditions of the Academic Performance Contract.

For additional information, click on the title of the policy for direct access to the policy index.

### Undergraduate Declaration of Major Policy AS.013

All undergraduate students must declare and be accepted into a major field of study before or during the quarter that they complete 90 quarter hours of credit. Students will not be allowed to register for the following quarter until a major has been declared. All students are encouraged to discuss the requirements for each degree program with their Academic Advisor.

### Undergraduate Course Repeat/Retake Policy AS.028

Please refer to the policy for the criteria for registering for courses that are repeatable and retaking courses.

### Undergraduate Maximum Credit Hours per Quarter Policy AS.044

Undergraduate students may enroll for a maximum of 20 credit hours per quarter. Those students seeking to take more than 20 credit hours must have an institutional cumulative GPA of 3.0 or above and must receive approval from the Dean. For more detailed information on the policy and procedures, click the header for the direct link to the policy.

### Vaccination Policy SA.035

Life University does not require vaccinations for students, faculty or staff as part of application, matriculation or employment at Life University. However, Life University provides all students residing in campus housing with important information regarding meningococcal disease and methods of reducing the risk of the disease. However, for any program that places students in clinical-type educational off-campus sites may require vaccines to obtain the clinical experiences.

#### **Withdrawal from All Classes Policy AS.014**

Students who wish to withdraw from all classes at Life University. A student's withdrawal date is always the last date of academic attendance as determined by the school from its attendance records. A student is considered to have withdrawn if the student does not complete all the days in the period of enrollment that the student was scheduled to complete. The date of the institution's determination that the student withdrew should be no later than 14 days after the student's last date of attendance as determined by the institution from its attendance records. For more information on the procedures, click on the policy title for direct link to the Student Services Policy index.

**APPENDICES**

- A. Dietetic Disclaimer Form
- B. Technical Standards Form
- C. Equitable Treatment
- D. SHS Infection Control & Bloodborne Pathogens Guidelines
- E. Statement of Responsibility & Waiver of Liability
- F. Student Complaint
- G. Statement of Receipt of Handbook – Signature Page



## Appendix A.

**DISCLAIMER****BS DIETETICS**

Life University's Dietetics program is fully accredited by the Academy of Nutrition and Dietetics (ACEND). This educational requirement certifies that the program's curriculum meets the standards required by the United States and its respective territories.

I understand and acknowledge that admissions to the Bachelor of Science dietetics degree at Life University and subsequent completion of the requirements necessary for conferring of the degree does not guarantee eligibility for licensure in all US states and territories. As a Bachelor of Science dietetics degree applicant and student, I accept personal responsibility for ensuring that I have met any additional licensure requirement in the state(s) of choice that may be required prior to application and prior to completion of the program.

By providing your legal electronic signature, you confirm you have read and understood Degree and Internship Disclaimers. Please sign this document and upload the form to your [apply.LIFE.edu](https://apply.LIFE.edu) account to complete your application file. If you have any questions, please contact the Office of Admissions.

Legal Student Name:

Student ID:

Student Signature:

Date:

## Appendix B.



## Technical Standards for Undergraduate Dietetics, Dietetic Internship and Nutrition

Life University, Office of Enrollment, 1269 Barclay Circle SE, Marietta, Georgia 30060 USA    [www.LIFE.edu](http://www.LIFE.edu)

Life University complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended and the ADA 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 existence 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 Dietetics, Dietetic Internship and Nutrition Students**

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, biological, physiological, behavioral and social sciences. Therefore, individuals receiving a BS Degree in Nutrition/Dietetics, a certificate of Dietetic Internship Completion or a Master's Degree in Nutrition/Dietetics must meet all academic and clinical course requirements. To matriculate, students seeking a BS Degree in Nutrition/Dietetics, a certificate of Dietetic Internship Completion or a Master's Degree in Nutrition/Dietetics 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 practicals 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.

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I hereby certify that I have read and understand the Technical Standards Policy as listed above and in the Life University Catalog and am able to perform the essential and fundamental functions, requirements and tasks of the program with or without a reasonable accommodation.

STUDENT NAME (Please Print)  
  
SIGNATURE OF APPLICANT

STUDENT ID  
  
DATE SIGNED

This electronic signature is your confirmation that you have read and understand the Technical Standards Policy applicable to your intended program and you are certifying that you are able to perform the essential and fundamental functions, requirements and tasks of the program with or without a reasonable accommodation. Once you type your name and the date in the corresponding fields and upload the form to your applyLIFE.edu account, this will be legally considered your signature.

## Appendix C.

### EQUITABLE TREATMENT and TRAINING

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Effective Date: 9/1/2022

Revised Approval Date: 11/09/22

Revised Date: 9/13/2022

Purpose: To provide a framework for equitable treatment for all individuals and required program training.

Scope: Applies to all Life University Programs.

Policy title: Equitable Treatment & Training

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Life University complies with federal and state law, and does not discriminate on the basis of race, color, gender, religion, national origin, age, sexual orientation, disability, medical condition, pregnancy, citizenship, or veteran status. The University also prohibits sexual harassment. This nondiscrimination policy applies (LU.004) to all employment practices at Life University, and to the admission, access to, treatment in, and employment in LIFE's education program. Life University has a campus-wide policy located on the Policy Index website.

Life University's educational programs are committed to upholding all federal regulations regarding equal opportunity and diversity management. The nutritional programs (DIP and DPD) utilize the ACEND-recommended training modules and resources for Diversity, Equity, and Inclusion (DEI) training (students, faculty, interns, and preceptors).

The Chief Diversity Officer (Diversity, Equity, and Inclusion -DEI) presents a program as part of the Nutrition Department's orientation programs. A similar program is conducted for faculty at the Faculty Staff Development Program, which is held several times per academic year. The Chief Diversity Officer provides many resources for faculty, staff, and students, which can also be found on the University's website. The DEI Office extends an open-door policy for all Life University Community members to participate in programs and training offered by this office.

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Procedures:

Other Notes:

## Appendix D.

# SHS INFECTION CONTROL & BLOODBORNE PATHOGENS GUIDELINES

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Effective Date: 2017

Revised Approval Date: 11/09/2022

Revised Date: 9/13/2022

Purpose: Establish and implement procedures for controlling disease hazards for those working in clinical-type settings. All faculty serving as preceptors, students, and interns are to follow these procedures during class, didactic sessions, clinical education sites, supervised practice rotation sites, and internship sites to protect those individuals providing care to others.

Scope: All students or interns in a CGUS program that provides care to others (clients, patients, etc.).

Policy title: Infection Control and Bloodborne Pathogens Guidelines

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### Infection Control Policy and Bloodborne Pathogens Guidelines

All faculty and students are to comply with infection control guidelines during laboratory sessions, clinical education sites, and supervised practice sites:

1. Wash hands thoroughly with soap and water before and after each contact.
  2. A disinfectant and universal precautions should be used for contact with blood or body fluids.
  3. Contaminated materials are to be kept in a covered receptacle.
  4. Equipment and materials should be cleaned and disinfected at the end of each use or in keeping with established equipment-specific policies.
- 

Procedures:

#### Universal Precautions

- A. Blood and body fluids are considered potentially infectious. Prudent practices should be followed routinely.
  1. When the possibility of exposure to blood or other fluids exists, appropriate barrier precautions to prevent skin and mucous membrane exposure should be followed. LATEX GLOVES should be worn for touching blood and body fluids or non-intact skin and handling surfaces soiled with blood or body fluids. Gloves should be changed after contact with each patient, turned inside out, and properly disposed of in a biohazard container.
  2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or body fluids. Hands should be washed after the removal of gloves.
  3. Sharp items should be considered potentially infectious and handled with extreme care. After use, syringes, needles, and scalpel blades should be placed in a sharp's box and not bent or broken by hand.
  4. To minimize infection potential from saliva, mouthpieces, resuscitation bags, and mouth-mouth ventilation devices should be used. Proper disposal and clean-up procedures should be followed, including washing hands.
  5. Staff members with lesions, open weeping dermatitis, and other potentially infectious skin conditions should refrain from direct patient care and/or wear proper protective barriers.

- B. Should a student, Intern, or faculty member be exposed to bloodborne pathogens, one should follow the procedures outlined for post-exposure and complete the incident form (attached).

**For DI interns follow below:**

- The student should immediately wash the area with soap and water or flush or irrigate the affected area, such as the nose, eyes, and/or mouth.
- The incident report must be completed immediately following the incident and filed with the clinical site and Life University.
- The Preceptor and Program Administrator(s) must be notified immediately.
- If needed, the student will be referred to the nearest emergency medical facility.
- Confidentiality regarding exposure, incident, and student will be maintained at all times.

**Procedure for any Educational Program in CGUS:**

- The student should immediately wash the area with soap and water or flush or irrigate the area affected, such as the nose, eyes, and or mouth.
- The incident report must be completed immediately following the incident and filed with the clinical site and Life University.
- The faculty member and/or Program Director/Asst. Dean must be notified immediately.
- If needed, the student will be referred to the Medical Director and/or to the nearest emergency medical facility.
- Confidentiality regarding exposure, incident, and student will be maintained at all times.

## SHS Division Incident Report Form

### Student Information

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

DOB: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

### Incident Information

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Incident: \_\_\_\_\_ Type of Incident: \_\_\_\_\_

Name of Faculty/Preceptor present: \_\_\_\_\_

Detailed Description (be specific):

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Action/Care provided during/after incident Faculty/Preceptor:

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Action taken by the Program Administrator:

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Signatures of student/intern, Faculty/Preceptor, and Program Administrator:

\_\_\_\_\_  
Student/Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty/Preceptor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Administrator

\_\_\_\_\_  
Date



## Appendix E.

### STATEMENT of RESPONSIBILITY & WAIVER OF LIABILITY

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Effective Date: 2013

Revised Approval Date: 8/25/2022

Revised Date: 7/22/2022

Purpose: To provide guidelines for all CGUS programs that require students to travel to off-campus activities.

Scope: For all CGUS students that attend any off-campus activity.

Policy title: Statement of Responsibility and Waiver of Liability

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All educational programs that require students to travel for any off-campus activity must sign a waiver form. The student must sign these forms before attending any off-campus event. The CGUS program faculty will maintain the signed forms in the department.

The Program Administrators will keep this signed form as part of the student's academic file for students in the MAT or DI Dietetic Internship programs.

Students are responsible for their safety to and from the University and rotation sites. All students must take all precautionary measures to ensure safety.

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Procedures:

Each student/intern must complete the Waiver of Liability form.

Other Notes:

Form from the Executive Office – Mr. Bill Jarr.

Participant Waiver of Liability,  
Assumption of Risk & Indemnification Agreement  
Revised June 2013

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Life University Event (Course field trip/Internship/Clinical Ed):  
\_\_\_\_\_  
\_\_\_\_\_

1. In consideration of being permitted to participate in the activities of the abovenamed activity, I, for myself, and on behalf of my heirs, personal representatives estate, administrators and assigns, do hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Life University, Inc., its Trustees, officers, directors, employees, agents, and representatives release from any and all liability for any and all damages, losses or injuries to persons or property, which arise out of, occur during or result from my participation in athletic activities or while I am in transit to or from the premises where activities are being conducted.

2. To the best of my knowledge, I am not aware of any physical disability or health-related reasons or problems that would preclude or restrict my participation in the activities. I am fully aware of the risks and hazards associated with participating in these activities, and I understand that certain, inherent risks cannot be eliminated regardless of the care taken to avoid injuries. I understand that specific risks vary depending on the level and nature of the activity and can range from minor personal injuries such as cuts, scratches, bruises, and sprains, to major injuries such as eye injuries, broken limbs and back or joint injuries, or catastrophic injuries resulting in paralysis or death. I understand that my participation in this athletics activity is purely voluntary, and notwithstanding the risk of injury to my person and property, I elect to participate in the activity, and I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE AND PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me as a result of my participation in such activities.

3. I have sufficient health insurance coverage to provide for pay any medical expenses that may directly or indirectly result from my participation in the above-named activities. I understand that Life University provides no insurance coverage and does not take responsibility for the payment of any such medical expenses.

4. I agree to INDEMNIFY AND HOLD HARMLESS Life University, its Trustees, officers, employees, agents and representatives from any and all claims, actions, costs, expenses, damages and liabilities, including attorney's fees, that may be incurred as a result of my participation in these activities.

5. I understand and agree that if I furnish transportation to or from the above-named activities in my privately owned vehicle, I will be responsible for any personal injury to myself, my passengers, or other persons or damages to my personal property, or the property of others, that may be incident to such transportation.

6. I understand and agree that medical personnel will not be available at the location of the activities or on campus. I hereby grant permission for the Releases to authorize emergency medical treatment, if necessary, and that such action shall be subject to the terms of this agreement. I further understand and agree that Releases assume no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

7. I further understand that this agreement is intended to be as broad and inclusive as is permitted by the law of the State of Georgia, and that if any portion hereof is held invalid, it is agreed that the remaining terms shall continue in full legal force and effect.

8. By my signature below, I acknowledge and represent that I have read this WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNIFICATION AGREEMENT, fully understand and accept its terms and sign it voluntarily.

Participant Name (Print): \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

## Appendix F.

### STUDENT COMPLAINTS

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Effective Date: 22-23 Catalog

Revised Approval Date: 05/01/2023

Revised Date: 05/01/2023

Purpose: Provide a process for filing and handling complaints about the Program from interns and preceptors that includes recourse to an administrator other than the program director and prevents retaliation.

Scope: All Life Programs and ACEND accredited programs.

Policy title: Program Complaints.

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This is a University-Wide Procedure housed in the 2022-2023 Student Handbook (<https://catalog.life.edu/content.php?catoid=28&navoid=>). Students are encouraged to resolve issues within the University. Complaints should first be filed internally to the appropriate Life University authority and then, if necessary, to external authorities.

#### **Complaint Resolution related to Academic Matters**

The student should first go to the instructor involved in academic questions or complaints. A student action form is completed to document the steps taken throughout the process. If questions are not satisfactorily handled or the complaint adequately addressed, the student should go to the instructor's immediate supervisor (the assistant Dean). The next step in the student complaint process is for the student to go to the associate Dean of the college in which the student is enrolled and then to the Dean of the appropriate college if needs are not satisfactorily met through the Associate Dean. If students wish to appeal the decision of the Dean, they should contact the Vice President for Academic Affairs. The Vice President for Academic Affairs will make the final decision.

#### **Complaint Resolution related to Non-Academic Matters**

Students with grievances relating to non-academic matters should confer with the Dean of Students. The Dean of Students will facilitate a review of the issue as it relates to Life University policy. The role of the Dean of Students is to facilitate a resolution to each issue presented and ensure that each individual is treated fairly and in accordance with all Life University policies, procedures, and standards of conduct. If a resolution cannot be achieved, the Dean of Students may refer the student to the appropriate department to determine what additional steps may be available.

#### **Complaint Resolution related to Title IX**

In keeping with its mission, Life University is dedicated to cultivating and maintaining an environment free from all forms of discrimination and harassment. Sexual harassment and sex-based discrimination are prohibited by federal law and university policy. Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in educational programs and activities, including various forms of sexual misconduct and discrimination for failure to conform to sex-stereotypes. Title IX applies to every member of the Life University community. Anyone with a complaint of discrimination should contact the Title IX Coordinator, by phone at: 770-426-2686.

The DIP/DPD programs abide by the procedures outlined by the University. The DIP/DPD programs also support each student's right to a fair and impartial evaluation of their academic work and to petition for redress of grievances. A student wishing to resolve grievances concerning policies and practices for didactic, clinical education, program completion, or other issues not covered by other University policies shall proceed as follows:

complete a student action form and discuss the issue with the Program Director. The DIP/DPD Program Director will work on an agreeable solution. If there is no resolution with the DIP/DPD Program Director, the student action form is then elevated to the Assistant Dean, Associate Dean, and ultimately the Dean of the College of Graduate and Undergraduate Studies (CGUS) for reconciliation.

### **Complaints regarding Non-Compliance with ACEND Standards**

Complaints related to non-compliance with ACEND Standards should first be filed internally to the appropriate Life University authority and then, if necessary, to external authorities. Students may submit complaints directly to ACEND for non-compliance with ACEND Standards only after all other options with the Program and institution have been exhausted, and the issue cannot be resolved.

Complaints for Non-Compliance with ACEND Standards may be sent to ACEND staff at:  
Accreditation Council for Education in Nutrition and Dietetics

Academy of Nutrition and Dietetics <http://www.eatrightpro.org/acend>

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

Phone: 800/877-1600 X 5400

Email: [ACEND@eatright.org](mailto:ACEND@eatright.org)

As required by ACEND, the Dietetic Internship Program (DIP) and the Didactic Program in Dietetics (DPD) will maintain a chronological record of student complaints related to the non-compliance to ACEND accreditation standards and the resolution of those complaints for a period of **seven years**.

### **Failure to follow the outlined hierarchy for reporting a grievance may result in disciplinary action.**

Procedures:

#### **Related Online Forms**

- Online Form to report an **Academic Misconduct violation**
- Online Form to report an alleged behavioral violation of the **Honor Code or for General Complaints**
- Online Form to report a student of Concern to the **Student Behavioral Assessment Team (SBAT)**
- Online Form to report a **Sexual Misconduct Violation**

**View the LU Student Handbook here.**

Other Notes:

## Life University DPD

### Information to Prospective Students and the Public Checklist (Standard 7, Required Element 7.3)

**Instructions:** Complete the table below indicating where the program's information to prospective students and the public is located and easily accessible to students/interns.

Information to Prospective Students and the Public (Standard 7)	Information Location Include an active website link for each required element (7.3.a-l)
<b>Required Element 7.3:</b> Information about the program must be readily available to prospective students/interns and the public via a website and must include at least the following:	
a. Accreditation status, including the full name, address, phone number, and website of ACEND on the program's website homepage.	<a href="#">Earn a Bachelor Degree in Dietetics (life.edu)</a>  <a href="#">Program: Dietetics, B.S. - Life University - Acalog ACMS™</a>  <a href="#">Accreditation - Life University. A World Leader in Holistic Health and Chiropractic Education</a>
b. Description of the program, including mission, goals and objectives.	<a href="#">Program: Dietetics, B.S. - Life University - Acalog ACMS™</a>  <a href="#">Mission &amp; Vision - Life University. A World Leader in Holistic Health and Chiropractic Education</a>  <a href="#">Earn a Bachelor Degree in Dietetics (life.edu)</a>
c. A statement that program outcomes data are available upon request.	<a href="https://www.life.edu/academic-pages/college-of-graduate-and-undergraduate-studies/dietetics-bs/">https://www.life.edu/academic-pages/college-of-graduate-and-undergraduate-studies/dietetics-bs/</a>  <a href="#">Program: Dietetics, B.S. - Life University - Acalog ACMS™</a>
d. Information about the requirements and process to become a registered dietitian nutritionist/dietitian/nutrition and dietetics technician, registered. Refer to the guidance document for specific requirements for 7.3.d.	<a href="#">Program: Dietetics, B.S. - Life University - Acalog ACMS™</a>  <a href="#">Earn a Bachelor Degree in Dietetics (life.edu)</a>
e. Estimated cost to students/interns, including tuition and fees, necessary books and supplies, transportation, typical charges for room and board or housing, and any other program-specific costs.	<a href="#">LU Cost of Attendance - Life University. A World Leader in Holistic Health and Chiropractic Education</a>  <a href="https://www.life.edu/academic-pages/college-of-graduate-and-undergraduate-studies/dietetics-bs/">https://www.life.edu/academic-pages/college-of-graduate-and-undergraduate-studies/dietetics-bs/</a>



f. Application and admission requirements, including computer matching information, if applicable.	<a href="#">Undergraduate Requirements - Life University. A World Leader in Holistic Health and Chiropractic Education</a>  <a href="https://www.life.edu/academic-pages/college-of-graduate-and-undergraduate-studies/dietetics-bs/">https://www.life.edu/academic-pages/college-of-graduate-and-undergraduate-studies/dietetics-bs/</a>  <a href="#">Admission Forms   (life.edu)</a>  <a href="#">Next Steps - Life University. A World Leader in Holistic Health and Chiropractic Education</a>  <a href="#">Application Instructions - Life University. A World Leader in Holistic Health and Chiropractic Education Sign In (elluciancrmrecruit.com)</a>
g. Academic and program calendar or schedule.	<a href="#">Academic Calendar - Life University. A World Leader in Holistic Health and Chiropractic Education</a>  <a href="#">Terms and Deadlines - Life University. A World Leader in Holistic Health and Chiropractic Education</a>  <a href="https://www.life.edu/academic-pages/college-of-graduate-and-undergraduate-studies/dietetics-bs/">https://www.life.edu/academic-pages/college-of-graduate-and-undergraduate-studies/dietetics-bs/</a>
h. Graduation and program completion requirements.	<a href="#">Program: Dietetics, B.S. - Life University - Acalog ACMS™</a>  <a href="https://www.life.edu/academic-pages/college-of-graduate-and-undergraduate-studies/dietetics-bs/">https://www.life.edu/academic-pages/college-of-graduate-and-undergraduate-studies/dietetics-bs/</a>
i. Availability of financial aid and loan deferments (federal or private), scholarships, stipends and other monetary support, if applicable.	<a href="#">Financial Aid - Life University. A World Leader in Holistic Health and Chiropractic Education</a>  <a href="#">Undergraduate Scholarships - Life University. A World Leader in Holistic Health and Chiropractic Education</a>  <a href="https://www.life.edu/academic-pages/college-of-graduate-and-undergraduate-studies/dietetics-bs/">https://www.life.edu/academic-pages/college-of-graduate-and-undergraduate-studies/dietetics-bs/</a>
j. Guidance about distance education components, such as technology requirements, if applicable.	<a href="https://www.life.edu/academic-pages/life-flex/">https://www.life.edu/academic-pages/life-flex/</a>
k. If students/interns are required to locate their own supervised practice sites and/or preceptors, requirements for this must be described, including the program's role and responsibility to assist students/interns to ensure timely completion of the program. (DPD not applicable)	Not applicable

I. A description of the criteria and policies and procedures used to evaluate and award credit for prior learning experiences, such as coursework, supervised practice hours or direct assessment, and the types and sources from which credit will not be accepted.

<https://catalog.life.edu/content.php?catoid=28&navoid=3540#academic-affairs-student>

<https://catalog.life.edu/content.php?catoid=28&navoid=3576>

<https://catalog.life.edu/content.php?catoid=28&navoid=3578>

<https://www.life.edu/academic-pages/college-of-graduate-and-undergraduate-studies/dietetics-bs/>

## APPENDIX G: DPD Student Handbook - Statement of Receipt of Handbook

### Signature Page

Please signify your agreement to abide by the DPD policies and procedures by initialing each statement.

\_\_\_\_\_ My signature denotes my responsibility to read and abide by the policies and procedures outlined in this DPD Student Handbook.

\_\_\_\_\_ I agree to abide by the Academy of Nutrition and Dietetics Code of Professional Ethics and to comply with Life University Student Code of Conduct.

\_\_\_\_\_ I agree to abide by the Academy of Nutrition and Dietetics Code of Professional Ethics and to comply with Life University Student Code of Conduct.

\_\_\_\_\_ I agree to attend the mandatory DPD Orientation and X number of Learning Community Activities.

\_\_\_\_\_ I agree to complete the B.S. in Dietetics degree in the proper course sequence.

\_\_\_\_\_ I have reviewed the Suggested Degree Plan for Bachelor of Science in Dietetics – 180 CH degree sheet.

\_\_\_\_\_ I agree to satisfy all prerequisites before enrolling in a course (see Catalog).

\_\_\_\_\_ I acknowledge that I must have an overall 3.00 GPA.

\_\_\_\_\_ I agree to complete all supplemental work assigned should it be determined that I am lacking proficiency in any of the KRDN competencies in order to correct the identified deficiency.

\_\_\_\_\_ I agree that if I do not maintain the required DPD grade requirements, that I will change my major to the BS in Nutrition or another undergraduate degree program.

\_\_\_\_\_ I acknowledge that completion of the BS in Dietetics (DPD) does not guarantee admission into a dietetic supervised practice (internship) program, and I understand the competitive nature of applications to Dietetic Internships.

## References

1. Accreditation Council for Education in Nutrition and Dietetics website.  
<https://www.eatrightpro.org/acend>
2. Commission on Dietetics Registration. [www.cdrnet.org](http://www.cdrnet.org)
3. Life University, Nutrition Department Dietetic Internship Intern Handbook. Provided internally.
4. Life University, Sport Health Science Policies and Procedures from MAT Handbook. Provided internally.
5. West Chester University, Undergraduate DPD Student Handbook. **Microsoft Word - DPD Student Handbook June 2022 NEW!!! (1).docx (wcupa.edu)**.
6. Texas Woman's University, Didactic Program in Nutrition and Dietetics (DPD) Student Handbook. NFS website [www.twu.edu/nutrition-food-sciences](http://www.twu.edu/nutrition-food-sciences)
7. Alabama A&M University, Didactic Program in Dietetics (DPD) Student Handbook. **College of Agricultural, Life, and Natural Sciences (CALNS) (aamu.edu)**
8. University of Georgia, Didactic Program in Dietetics. [Dietetics | Undergraduate | Nutritional Sciences | UGA FACS](#)
9. U.S. Bureau of Labor Statistics. **Dietitians and Nutritionists: Occupational Outlook Handbook:: U.S. Bureau of Labor Statistics (bls.gov)**
10. Georgia Board of Examiners of Licensed Dietitians. <https://sos.ga.gov/how-to-guide/how-guide-licensed-dietitian>.