



**Martin-Gatton**  
College of Agriculture,  
Food and Environment

Department of  
**Dietetics and Human Nutrition**

# **Nutrition and Dietetics Didactic Program (DPD)**

## **STUDENT HANDBOOK**

**Martin-Gatton College of Agriculture, Food and Environment  
University of Kentucky  
203 Funkhouser Building  
Lexington, Kentucky 40506-0054**

The Didactic Program in Dietetics at the University of Kentucky is currently granted Accreditation by the Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, Phone number (800) 877-1600 or (312) 899-0040.

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## TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>3</b>
<b>PROGRAM PHILOSOPHY .....</b>	<b>3</b>
<b>DIVERSITY, EQUITY, AND INCLUSION .....</b>	<b>4</b>
<b>PROGRAM GOALS AND OBJECTIVES.....</b>	<b>5</b>
<b>DIDACTIC PROGRAM IN DIETETICS CORE KNOWLEDGE.....</b>	<b>6</b>
<b>CURRICULUM .....</b>	<b>9</b>
<b>DIDACTIC PROGRAM IN DIETETICS PROGRAM SEQUENCE .....</b>	<b>11</b>
<b>DIDACTIC PROGRAM IN DIETETICS POLICIES .....</b>	<b>12</b>
ACADEMIC REQUIREMENTS.....	12
LEAVE OF ABSENCE .....	13
VOLUNTEER ACTIVITIES .....	13
PROFESSIONAL ASSOCIATIONS.....	13
EVALUATION OF STUDENT PROGRESS.....	14
ELECTRONIC MAIL/GMAIL ACCOUNT .....	14
SCHOLARSHIPS .....	14
STUDENT GRIEVANCES .....	14
PROTECTION OF PRIVACY OF STUDENT INFORMATION .....	15
VERIFICATION STATEMENTS .....	16
RESOURCES .....	16
<b>DHN 480 DIETETICS PRE-PROFESSIONAL PRACTICE.....</b>	<b>17</b>
ATTENDANCE .....	17
INSURANCE.....	17
EMERGENCY POLICY .....	18
<b>DIETETICS AS YOUR CHOSEN MAJOR.....</b>	<b>19</b>
THE REGISTERED DIETITIAN NUTRITIONIST (RDN):.....	19
<b>EMPLOYMENT OPPORTUNITIES FOR THE RD.....</b>	<b>20</b>
REASONS FOR BECOMING AN RD: .....	20
<b>STEPS INVOLVED IN BECOMING AN RD: .....</b>	<b>20</b>
APPLYING FOR SUPERVISED PRACTICE (INTERNSHIP) PROGRAMS IN DIETETICS: .....	20
<b>SCHEDULE OF FEES .....</b>	<b>23</b>

## INTRODUCTION

The Didactic Program in Dietetics (DPD) provides an academic curriculum that meets the standards for dietetics education. Completion of the didactic curriculum provides “eligibility” to apply for a supervised practice experience (dietetic internship or supervised practice program) which is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). When choosing a DPD program, students must consider the highly competitive scenario in acquiring acceptance into a supervised practice program. Successful completion of the Didactic Program enhances the advantage for acceptance to a supervised practice program. A competitive applicant to a supervised practice program will have a grade point average (GPA)  $\geq 3.5$  and have a combination of volunteer and work experience in the core areas of dietetics; clinical, community, and food service management. Completion of the supervised practice program assures eligibility to write the national registration examination of the Commission of Dietetic Registration that grants use of the nationally recognized credential, Registered Dietitian Nutritionist (RDN). The DPD Program office is in room 203 Funkhouser Building on the University of Kentucky campus. The DPD Director is Julie Plasencia, PhD, RDN, LDN, whose office is located in 209-B2 Funkhouser Building.

## PROGRAM PHILOSOPHY

The philosophy of the Didactic Program in Dietetics at the University of Kentucky (UK) is based on the belief that the dietitian is the food and nutrition expert and that nutrition is an important basis of the health and well-being of all human beings functioning in a diverse society.

The program supports a learning environment that encourages students to become active learners, use problem-solving skills, create innovations, and continue to seek new learning opportunities. We recognize that each student has individual and unique differences in levels of learning. The faculty will provide experiences that develop individual independence, critical thinking, initiative, creativity, maturity and self-reliance for entry into the profession. The program will provide an environment for individuals to develop professional attitudes and instill standards of ethical professional practice by working with dietitians who serve as role models. Graduates of the Didactic Program are expected to provide quality nutritional care with concern and awareness of individual needs.

**The mission of the DPD: is to provide a quality undergraduate experience of education, research, and service using a comprehensive evidence-based program in food, nutrition, and management that will prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist.**

The philosophy and goals of the Didactic Program in Dietetics are consistent with the high ethical standards and the philosophy and goals of the University, the College of Food, Agriculture, and Environment, and the Department of Dietetics and Human Nutrition.

**Link to Vision, Mission, Plans and General Information**

<https://pres.uky.edu/strategic-plan>

**Link to the Academy of Nutrition of Dietetics which includes information pertaining to the dietetics profession and the Code of Ethics:** <https://www.eatrightpro.org/>

## **DIVERSITY, EQUITY, AND INCLUSION**

Faculty and staff of the Martin-Gatton College of Agriculture, Food and Environment (CAFE) are committed to creating an inclusive environment of mutual respect where students are encouraged to achieve their highest potential, regardless of, but not limited to race, ethnicity, gender identity and expression, sexual orientation, national origin, religion, age, ability, and socioeconomic status. The goal is to work together as a diverse group of engaged students, faculty, and staff to ensure all feel welcome, safe, accepted, and included.

## PROGRAM GOALS AND OBJECTIVES

The Didactic Program in Nutrition and Dietetics (DPD) prepares students to function in entry-level positions in hospitals, primary and long-term care facilities, school and university food service, food systems operations, public health departments, health promotion and wellness agencies. Annual program outcome data is available upon request.

**Goal 1:** Prepare graduates for acceptance to, and success in, a supervised practice program leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist by providing opportunities for graduates to develop dietetics core knowledge, enhance their understanding of research, and participate in service activities to benefit their community.

### **Goal 1 objectives:**

1. "At least 80% of program students complete program requirements within 3 years (150% of the program length)."
2. "At least 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation."
3. "Of program graduates who apply to a supervised practice program, at least 50% are admitted within 12 months of graduation."
4. "The program's one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%."
5. At least 70% of program graduates will receive "satisfactory" ratings or higher in relation to their overall dietetics knowledge and skills, as reported by dietetic internship directors, graduate professors, or employers within 12 months of graduation.
6. At least 75% of program graduates will report "satisfactory" ratings or higher in their ability to understand and utilize research within 12 months of graduation.
7. At least 50% of program graduates will report participating in service activities to benefit their community within 12 months of graduation.

**Goal 2:** The program will recruit, retain, and graduate students to meet the nutrition and dietetics workforce of diverse communities.

### **Goal 2 objectives:**

8. 80% of graduates will indicate that the DPD program prepared them to service culturally diverse communities and workplaces at an "average level of competence" or better.
9. 80% of supervised practice or graduate program directors will indicate that DPD students were prepared to service culturally diverse communities and workplaces at an "average level of competence" or better.

## **DIDACTIC PROGRAM IN DIETETICS CORE KNOWLEDGE**

During the four years of the DPD program, the students will engage in learning experiences that satisfy the standards to acquire the core knowledge established by ACEND and integrate this knowledge into mastery of the knowledge requirements. A graduate of the DPD program will possess Core Knowledge for the Didactic Program in Dietetics:

### **Core Knowledge for Didactic Curriculum Content**

<b>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</b>	
<b>KRDN 1.1</b>	Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
<b>KRDN 1.2</b>	Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
<b>KRDN 1.3</b>	Apply critical thinking skills.
<b>2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice. Knowledge Upon completion of the program, graduates are able to:</b>	
<b>KRDN 2.1</b>	Demonstrate effective and professional oral and written communication and documentation.
<b>KRDN 2.2</b>	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.
<b>KRDN 2.3</b>	Assess the impact of a public policy position on the nutrition and dietetics profession.
<b>KRDN 2.4</b>	Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
<b>KRDN 2.5</b>	Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
<b>KRDN 2.6</b>	Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
<b>KRDN 2.7</b>	Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
<b>KRDN 2.8</b>	Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
<b>KRDN 2.9</b>	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.**

<b>KRDN 3.1</b>	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.
<b>KRDN 3.2</b>	Develop an educational session or program/educational strategy for a target population.
<b>KRDN 3.3</b>	Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
<b>KRDN 3.4</b>	Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
<b>KRDN 3.5</b>	Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
<b>KRDN 3.6</b>	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**

<b>KRDN 4.1</b>	Apply management theories to the development of programs or services.
<b>KRDN 4.2</b>	Evaluate a budget/financial management plan and interpret financial data.
<b>KRDN 4.3</b>	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.
<b>KRDN 4.4</b>	Apply the principles of human resource management to different situations.
<b>KRDN 4.5</b>	Apply safety and sanitation principles related to food, personnel and consumers.
<b>KRDN 4.6</b>	Explain the processes involved in delivering quality food and nutrition services.
<b>KRDN 4.7</b>	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.**

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

## CURRICULUM

The four-year curriculum leading to the Bachelor of Science degree in Dietetics is delivered in accordance to the timeline the academic calendar and consists of two phases, lower and upper-division.

1. Two years of basic pre-professional and general studies courses are taken at the University of Kentucky or other accredited colleges or universities. See Program Major Sheets for pre-major course requirements:  
[http://bulletin.uky.edu/preview\\_program.php?catoid=11&poid=4340&returnto=608](http://bulletin.uky.edu/preview_program.php?catoid=11&poid=4340&returnto=608)
  - a. The transfer student is encouraged to receive early guidance in the first semester from the Academic Coordinator, the Director of the Didactic Program in Dietetics (DPD), and the faculty of the Department of Dietetics and Human Nutrition.
2. The program has a structure for progression from pre-major courses to the core dietetics curriculum. A student can enter the core dietetics curriculum by achieving a GPA of 2.8 or above in the following courses CHE 105, CHE 107, CHE 111, CHE 113, BIO 152, DHN 212, and DHN 241 (See admissions policy below).
3. A grade of “D” or better in the core courses of the dietetics curriculum is required to remain in the dietetics program. In addition, students must maintain an overall GPA of a 2.4 or greater while progressing through the core curriculum. Students must also meet expectations for the Core Knowledge for Didactic Curriculum to receive a verification statement.
4. Please find the University Academic Calendar [<https://registrar.uky.edu/academic-calendars/university>] here with dates for start and end of classes, university holidays, academic holidays, and other important dates such as deadlines for adding or dropping courses. You may also contact your academic advisor, course faculty, or the DPD director if you have questions about the Academic Calendar.

### **Rationale for progression requirements:**

The courses are sequenced to build on the core knowledge and skills gained at the novice level and allow students to progress to the competent level. A verification statement is given to each student upon completion of their didactic coursework requirements. The program is rigorous to give students the best possible chance for success. The requirements of students to achieve a 2.8 GPA in specific classes in order to progress onto major dietetics courses and to maintain an overall 2.4 GPA, and a “D” or above in all major dietetics courses/core curriculum help students to be more competitive. The program aims for at least 80% of the students to complete the program of study within four to six semesters of starting their core curriculum.

### **Dietetics & Human Nutrition Admissions Policy**

Admission to the University is sufficient for lower-division admission to the human nutrition & dietetics majors (pre-major coursework). However, lower-level admission to the majors or any admission to the University does not guarantee upper-division admission to either of the degree programs in the Department of Dietetics & Human Nutrition (major coursework/core curriculum). Upper-division admission into the human nutrition or dietetics degree programs is necessary in order to be granted a baccalaureate degree from the Department of Dietetics &

Human Nutrition. Students who have **attained a 2.8 or higher grade-point average in the pre-major component** required for all students in the Department of Dietetics & Human Nutrition will be assured admission.

To be considered for upper-division admission to either the human nutrition or dietetics undergraduate degree programs, an applicant must fulfill the following requirements:

1. Enrollment in the University of Kentucky. (Students are considered for acceptance by the Department only after acceptance by the University of Kentucky.);
2. Completion of the pre-major component (Pre-major courses include: CHE 105, CHE 107, CHE 111, CHE 113, BIO 152, DHN 212, and DHN 241) required for all students within the Department of Dietetics & Human Nutrition with a minimum pre-major coursework grade-point average of 2.8.<sup>1</sup>
3. Submission of an application form to the Department of Dietetics & Human Nutrition Academic Coordinator.

Lower-division students enrolled in the Department of Dietetics & Human Nutrition should apply for upper-division admission to the Human Nutrition Program or Didactic Program in Dietetics during the semester they are completing the pre-major course work. Application deadlines, appeals, and notification dates are below are approximate. Notification will be made before priority registration begins for the following semester to allow students to register for major-level coursework that coming semester.

<b>Application Deadline<sup>2</sup></b>	<b>Notification</b>	<b>Appeal</b>	<b>Deadline</b>	<b>Notification</b>
September 15 <sup>th</sup>	October 1 <sup>st</sup>	October 7 <sup>th</sup>	One week after appeal received	
February 15 <sup>th</sup>	March 1 <sup>st</sup>	March 7 <sup>th</sup>	One week after appeal received	
July 15 <sup>th</sup>	August 1 <sup>st</sup>	August 7 <sup>th</sup>	One week after appeal received	

### **Appeal Process**

Students with a GPA below 2.8 and who have completed all pre-major requirements may appeal for admission into the human nutrition or dietetic programs. If the Appeals Committee feels that there is persuasive evidence that personal, academic, or professional circumstances have affected a student's grades and the student shows promise for successful completion of a degree in the Department of Dietetics and Human Nutrition, acceptance may be granted. Materials and information necessary for the appeals process are available from the Academic Coordinator.

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<sup>1</sup> A student can repeat a pre-major course to meet this GPA requirement. If a student repeats the course as one of their three University-accepted repeat options only the repeat grade will be factored into the pre-major coursework GPA. If a student repeats the course outside of the University-accepted repeat options then the course grades will be averaged and then factored into the pre-major coursework GPA.

<sup>2</sup> Students completing the required pre-major coursework (CHE 105, CHE 107, CHE 111, CHE 113, BIO 152, DHN 212, and DHN 241) before this time will automatically be granted upper-division status.

## DIDACTIC PROGRAM IN DIETETICS PROGRAM SEQUENCE

Junior Fall	Cr. Hrs.
<b>DHN 301</b> Dietetics Practice	1
<b>DHN 302</b> Principles of Food Preparation	3
<b>DHN 311</b> Nutritional Biochemistry	3
<b>DHN 312</b> Community and Lifecycle Nutrition I	3
<b>DHN 374</b> Research and Writing in Dietetics	3
UK Core	3
<b>Total Credits</b>	<b>16</b>

Junior Spring	Cr. Hrs.
<b>DHN 313</b> Community and Lifecycle Nutrition II	3
<b>DHN 346</b> Management for Food Industries	3
<b>DHN 510</b> Advanced Nutrition	3
<b>DHN 512</b> Medical Nutrition Therapy I	4
Professional Support Elective	3
<b>Total Credits</b>	<b>16</b>

Senior Fall	Cr. Hrs.
<b>DHN 480</b> Dietetics Pre-Professional Practice	1
<b>DHN 514</b> Dietetics: Counseling and Communication: Theories and Applications	3
<b>DHN 517</b> Medical Nutrition Therapy II	3
Global Dynamics	3
Electives	3
<b>Total Credits</b>	<b>16</b>

Senior Spring	Cr. Hrs.
<b>DHN 408G</b> Seminar in Food and Nutrition	1
<b>DHN 346</b> Quantity Food Production	4
Professional Support Electives	10
<b>Total Credits</b>	<b>15</b>

The academic calendar of the University can be accessed [here](#).

### Coordinated Program:

Students may apply to the Accelerated Coordinated Program (ACP) (Option B) the second semester of their sophomore year. Completion of the ACP results in a BS degree in Dietetics and eligibility to take the CDR registry exam to become a Registered Dietitian. The CP program admits 12 students per class. The ACP consists of two years of intensive academic, professional, and supervised practice experience. The didactic component is three semesters and the supervised practice program is completed in three sessions; spring semester, four-week summer session, and an eight-week summer session. Admission to the CP is competitive and involves an application process that includes an interview. More details pertaining to the CP application program can be found within the ACP [website](#).

Visit <https://dhn.ca.uky.edu/undergraduate-degrees> for a one-page downloadable four-year-plan.

## DIDACTIC PROGRAM IN DIETETICS POLICIES

### Academic Requirements

Students must complete the required didactic courses and professional responsibilities before becoming eligible to enter the internship match process. Upon admission to the University of Kentucky students can declare dietetics as their major and take pre-major courses, however to progress onto the core dietetics courses (major courses) a student must achieve a 2.8 GPA or higher in the following courses: CHE 105, CHE 107, CHE 111, CHE 113, BIO 152, DHN 212, and DHN 241. Once the student has been granted admission to enroll in the major courses the student must meet the progression requirements listed below.

1. Students must achieve a grade of a “D” or higher in all courses designated as major dietetic courses. If a student does not achieve a D, options would include:
  - a. Retake the course. However, this will disrupt course sequence and delay graduation.
  - b. Withdrawal from the program.
2. Students must maintain an overall GPA of 2.4 or above to progress through the major dietetics coursework.
3. Student performance is regularly evaluated throughout the semester in any given course via exams, homework assignments and quiz grades. Tutorial support is available to students via the [Center for Academic Resources and Enrichment Services](#). The student’s academic progress is reviewed each semester by the Department’s Academic Coordinator. If the Academic Coordinator has a concern about a student, the Dietetics Director will meet with the student to review the student’s progress and make recommendations. The maximum amount of time for completing program requirements is within 3 years at the time the student enrolls. There is no opportunity to receive credit for prior learning (CFPL) in the DPD.

### Dismissal Policy

Dismissal from the UK DPD may occur under any of the following conditions:

- A. Unprofessional behavior as outlined in the [Code of Ethics](#).
- B. Violation of Automatic Termination Policies as indicated in the UK Rights and Responsibilities [Code Standards of Conduct](#).
- C. Student fails to maintain a GPA high enough to progress through the DPD curriculum.

The DPD program follows the procedures for discipline and termination in accordance to University Senate Rules 6.4.7: <https://ombud.uky.edu/university-senate-rules/sec-6-student-academic-affairs/647-further-procedures-cases-suspension>

## **Leave of Absence**

The DPD program does not have a leave of absence policy for students. All absences are subject to Sec. 5. Rules Relating to Attending the University <https://ombud.uky.edu/university-senate-rules/sec-5-rules-relating-attending-university/5252-excused-absences>

## **Volunteer Activities**

Dietetic students are encouraged to participate in service-related activities to increase their competitiveness in obtaining a supervised practice program. Service is considered a practice done without receiving payment or completed as part of any course requirement. The service activities can be a combination of nutrition-related and non-nutrition related activities. Examples of activities include: volunteer with a dietetic mentor, assisted living facility, hospital, church, YMCA, extension, work at a community agency, serve at a health fair, volunteer at a food bank such as God's Pantry, etc. Go to our website to learn about [student engagement opportunities](#), ask your academic advisor for a list of general volunteer activities, check DHN bulletin boards for volunteer activities, and read the Department newsletter and emails posted to the Dietetics list serve. As you participate in service-related activities be sure to keep a list of your supervisors and contact information as you will need this type of information when you apply to supervised practice programs.

## **Professional Associations**

### **Academy of Nutrition and Dietetics**

Dietetic students are eligible for affiliate membership in the [Academy of Nutrition and Dietetics \(Academy\)](#). Fees provide for a subscription to the Journal of the Academy of Nutrition and Dietetics. Students are encouraged to become affiliate members by fall of the first year of the DPD program.

### **Kentucky Academy of Nutrition and Dietetics**

Membership in the Academy automatically grants membership to the [Kentucky Academy of Nutrition and Dietetics](#) (Kentucky Academy) who holds its annual meeting in the spring of each Year.

### **Bluegrass Academy of Nutrition and Dietetics**

Students are also encouraged to join the [Bluegrass Academy of Nutrition and Dietetics](#) (BGAND), which meets approximately nine times per year, September through May. Membership application forms are available from the website.

### **Student Dietetic and Nutrition Association**

The [University of Kentucky Student Dietetic and Nutrition Association](#) (SDNA) patterns its organizational structure to that of Academy. Members of the board are elected and serve for the same time periods as designated in bylaws developed by the student committee. A goal of the SDNA is to engage in service activities that support the mission of the Academy and the Martin-Gatton College of Agriculture, Food and Environment.

## **Evaluation of Student Progress**

Periodic informal evaluation conferences will be held with the appropriate academic advisor to assist the student in developing as a dietetic professional. At the end of each academic semester, the academic advisor will evaluate the progress of each student toward meeting the goals of the program. The student's right to privacy is carefully protected during the evaluation process.

Students enrolled in the Dietetics Program are expected to achieve a grade of a "D" or higher in all DPD core classes while maintaining an overall GPA of 2.4 or higher. Additionally, students must demonstrate competence in all areas of the didactic curriculum as indicated by ACEND's Core Knowledge for the RDN.

## **Electronic mail/Gmail Account**

Each DPD student must have an established University email account. Email will be used for announcements and general communication. You may link your University of Kentucky email to a private email account. Information for University email and cloud apps can be found at: <https://www.uky.edu/its/customer-support-student-it-enablement/customer-services/university-email-and-cloud-apps>.

## **Scholarships**

The Academy of Nutrition and Dietetics offers scholarships to encourage eligible students to enter the field of dietetics. Student members of the Academy, may apply for scholarships. Scholarships are also available for students participating in supervised practice programs and graduate studies. The Martin-Gatton College of Agriculture, Food and Environment, and DHN offer several scholarships to support student education and professional travel. A student can contact the [Academy Foundation](mailto:scholarship@eatright.org) (scholarship@eatright.org) for Academy Foundation scholarship information. At UK, visit this website [here](#). In the Department of DHN, contact the Department Chair at 859-257-3800. Information pertaining to financial aid can be obtained from [Office of Student Financial Aid and Scholarships](#).

## **Student Grievances**

Students attending the University of Kentucky have rights, and sometimes the rights afforded to them are violated. If an incident occurs where a student believes their rights have been violated, they should first review the Senate Rules. For the exact Senate Rules covering student rights see: <http://www.uky.edu/deanofstudents/student-rights-and-responsibilities>.

If a student experiences an instance where they feel their rights have been violated, they are to first talk with the instructor or the chair of the department where the course is taught, then contact the University of Kentucky Academic Ombud Services. The Academic Ombud services are available 8:00 am– 5:00 pm, Monday—Friday in 109 Bradley Hall. Walk-in visits are welcome at any time. Call-in and e-mail inquiries are encouraged too. Often speaking with the

well-qualified and helpful Ombud Office staff can solve a problem, and an appointment with the Ombud is not even necessary.

**Academic Ombud Location:**

109 Bradley Hall | Telephone: 859.257-3737 | Confidential FAX: 859.257-5346

Email address: [ombud@uky.edu](mailto:ombud@uky.edu) | Website: <http://www.uky.edu/Ombud/>

Walk in visits are welcome at any time. Call-in and e-mail inquiries are also encouraged. Learn more about student [rights](#) and [responsibilities](#).

In addition, students have the ability to file a complaint directly through the DPD Director which activates a six-step process if needed. After a complaint is received by the DPD Director then:

Step 1: Complaint is investigated.

Step 2: Student receives a request for a meeting with the DPD Director.

Step 3: Student receives a letter stating the complaint and the students' rights and responsibilities.

Step 4: Student reports to DPD Director regarding the complaint.

Step 5: Student, Director, and complainant develop a resolution plan.

Step 6: DHN Department Chair and HES Director are notified of the complaint, resolution plan and follow-up. The record of the complaint, including any resolution of complaints, is maintained for seven years by the DPD Director.

If a complaint is directly related to the DPD Director then students are asked to meet with the Director to resolve the issue. If a resolution cannot be met then a complaint can be made with the DHN Department Chair. All complaints are handled in a non-retaliatory and private manner between director, student, and faculty member or mentor.

Students and mentors may bring their concerns to the department head or ACEND without fear of retaliation. ACEND only reviews complaints from students, faculty, and preceptors that relate to a program's compliance with accreditation standards in the interest of maintaining quality in dietetics education programs. However, ACEND will not interfere in matters of admission, such as appointment, promotion or dismissal of faculty, staff, or students. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained through the [ACEND Website](#) or by contacting personnel at: The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995.

**Protection of Privacy of Student Information**

Written policies and procedures that govern the DHN Didactic Program comply with state and federal laws and regulations to ensure nondiscrimination and equal opportunity related to student recruitment and admission and protect students' rights. Institutional policies and procedures that impact dietetic students are available in the University of Kentucky's Office for Student Success <https://www.uky.edu/deanofstudents/university-rights-students>. Policies and procedures, including but not limited to: withdrawal and refund of tuition and fees, scheduling

and program calendar, protection of student privacy information, access to personal files: <https://registrar.uky.edu/ferpa>, and access to student support services can all be found through the University of Kentucky website.

All distance learning courses have been vetted and approved by the University of Kentucky for specific instruction as online courses. As such, all courses meet the best-practice guidelines established by UK Online. Student privacy is maintained in distance learning courses by requiring students to enter a username and password unique to them, which grants only them access to course materials including grades. For online exams, ProctorU is utilized for exam proctoring to verify student identity. As well, a variety of different types of assignments are included as part of all online courses. This includes assignments requiring students to upload a video, personal dietary analysis assignments, and quizzes from a large test bank with questions randomly assigned.

### **Verification Statements**

Upon successful completion of the Didactic Program in Dietetics, the DPD program director will issue the student with a verification statement indicating that the student has completed all coursework requirements for a didactic degree in dietetics as dictated by the ACEND accrediting body. These verification forms should be submitted to supervised practice program directors upon acceptance to a particular supervised practice program, to the Academy as a part of the application to achieve active membership status, and may be requested by employers or graduate school programs. Students must meet expectations for the Core Knowledge for Didactic Curriculum to receive a verification statement.

If you apply to a supervised practice program(s) before your coursework is officially completed, you can request a Declaration of Intent form from the DPD program director. This form serves as a substitute for the verification form. The Declaration of Intent lists the coursework that the student is in the process of completing to fulfill didactic program requirements. A final verification form will be awarded as previously described and should be submitted to the supervised practice program director if you accept an internship.

### **Resources**

Resources for the DPD Program include William T. Young and Medical Center libraries, computer labs and technology support throughout [campus](#), Food Systems labs, and smart classrooms in Erikson Hall and Funkhouser Building. The Office for Student Success has several services and units providing support to the academics and well-being of students: <https://studentsuccess.uky.edu/>. Additional resources are listed below:

- Student Health Services: <https://ukhealthcare.uky.edu/university-health-service/student-health>
- The Counseling Center: <https://studentsuccess.uky.edu/counseling-center>
- Tutoring: <https://studentsuccess.uky.edu/academicresources>
- Disability Resource Center: <https://studentsuccess.uky.edu/disability-resource-center>
- Financial Aid: <https://www.uky.edu/financialaid/>
- Martin-Gatton College of Agriculture Food and Environment Student Success Resource:

## **DHN 480 DIETETICS PRE-PROFESSIONAL PRACTICE**

Students working towards the attainment of the dietetics degree are required to complete at least 1 course credit hour of DHN 480: Dietetics Pre-Professional Practice. The student is required to identify a registered dietitian as their mentor and choose dietetics-related professional goals and learning outcomes to achieve a minimum of 25 supervised practice hours of experiential learning.

Together, the student and mentor are required to complete a learning contract. Students should not serve as a substitute for an employee of an organization and their projects/activities should be designed to teach the student about the purpose of the organization, the responsibilities of the mentor, and to provide the student with a general understanding of how the dietitian functions as a team member in a particular organization. The student is also required to purchase professional liability insurance from the University of Kentucky and they must read and sign the emergency policy and procedures form. The University of Kentucky DHN DPD does not require drug testing or a background investigation prior to a student participating in their experiential learning; however, a facility may require these. The student should be aware of other potential incurred costs such as the costs associated with transportation, the need for a lab coat, professional clothes, etc.

### **Attendance**

The student is required to acquire 25 hours of experiential learning with a registered dietitian who serves as a mentor. The student and mentor need to discuss attendance expectations. If the student is unable to attend the supervised experience due to illness or emergency, the student must notify their mentor. The course instructor must be notified if the student is unable to attend a class session. If the student cannot reach the instructor or preceptor, then he/she must: 1) Call the DHN 480 course instructor; 2) leave a message at the Dietetics and Human Nutrition Office (859-257-3800); or 3) email the DHN 480 course instructor.

### **Insurance**

Professional liability insurance shall be carried by the student while enrolled in DHN 480: Dietetics Pre-Professional Practice and evidence of such coverage shall be kept on file in the office of the Dietetics and Human Nutrition department. Student liability insurance may be obtained through the University for approximately \$20.00 per year. Submit checks to the DHN administrative assistant by the second week of the semester, which is prior to commencing pre-professional practice at a site. A report on any accident that occurs that potentially involves legal liability on the part of the student should be filed in the DHN DPD Director's office within five (5) days after the occurrence of the accident and with the University's insurance office. The University and/or the DHN 480 program facility cannot be held liable for injuries or death that may occur in travel to or from facilities and/or university campus. Students shall be responsible for personal insurance coverage as required by state statutes.

## Emergency Policy

As a student enrolled in DHN 480: Dietetics Pre-Professional Practice, you are expected to convey the utmost care and attention when completing your duties. With this stated, please understand that accidents can still occur at your volunteer site, and it is important for you to know ahead of time what to do if an accident takes place.

### IF THE ACCIDENT OR INJURY IS LIFE THREATENING:

1. REPORT THE ACCIDENT/INJURY TO YOUR NEAREST SITE SUPERVISOR AND SEEK EMERGENCY MEDICAL ATTENTION IMMEDIATELY
2. As soon as possible, contact a representative from your insurance company and explain the accident/injury.
3. Contact the DHN 480 course instructor.
4. Follow community faculty site rules/regulations on filing a report regarding the accident.

### IF THE ACCIDENT OR INJURY IS NOT LIFE THREATENING:

1. Report the accident/ injury to your nearest site supervisor and/or community faculty.
2. Warn employees around you if hazards are in the area (i.e. broken glass).
3. Contact your insurance company for authorization to seek medical attention if
  - a. emergency room services are necessary.
4. Proceed to medical services if deemed necessary.
5. Contact the DHN 480 course instructor.
6. Follow community-based faculty/community faculty site rules/regulations on filing a report regarding the accident.

UK DHN 480 Student: Sign and Return to DHN 480 Course Instructor.

I have read and fully understand the above DHN 480 Pre-Professional Practice Emergency Policy.

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DHN 480 Student Signature

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Date

## DIETETICS AS YOUR CHOSEN MAJOR

As a recipient of this handbook, you have chosen the field of dietetics to be your undergraduate major course of study at the University of Kentucky. What does this choice mean for you once your studies are over? The following section of this handbook is designed to answer some of the questions that students pursuing a dietetics degree often have such as: What is a dietitian? What employment opportunities are available for RDN's? Why should I become an RDN? What are the steps involved in becoming an RDN? How do I apply to an internship? What do you do if you do not receive an internship slot?

### **The Registered Dietitian Nutritionist (RDN):**

RDNs are food and nutrition experts who have met the following criteria to earn the RDN credential:

- Completed a minimum of a bachelor's degree at a US regionally accredited university or college and course work approved by ACEND.
- Completed an ACEND-accredited supervised practice program at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies. Typically, the length of an internship program ranges from six to twelve months.
- Passed a national examination administered by the Commission on Dietetic Registration (CDR).
- Complete continuing professional educational requirements to maintain registration.

Some RDNs hold additional certifications in specialized areas of practice, such as pediatric or renal nutrition, nutrition support, and diabetes education. These certifications are awarded through CDR, the credentialing agency for the Academy, and/or other medical and nutrition organizations and are recognized within the profession, but are not required. In addition to RDN credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently, these state requirements are met through the same education and training required to become an RDN.

Some states require RDNs to be licensed before they can practice. In Kentucky and the surrounding states, licensure is available. The credential is known as "Licensed Dietitian" (LD), which signifies to other health professionals and consumers that the individuals providing nutritional care meet the standards of the state in which they practice. Licensure must be renewed every year. In Kentucky a non-dietitian with an MS in nutrition or dietetics can be certified and use the initials CN Certified Nutritionist. Go to <http://bdn.ky.gov/Pages/default.aspx> for further information.

For more information regarding the career path to become a RDN please visit the [Academy website](#).

## **EMPLOYMENT OPPORTUNITIES FOR THE RD**

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice. Examples of employment opportunities include: Clinical nutritionist as part of a hospital or other health care team, Food Service Systems Manager, Sports Nutrition or Wellness Program Coordinator, Food and Nutrition Consumer Affair Spokesperson, Community or Public Health Nutritionist, Nutrition Research Coordinator, Food and Nutrition Program Development and many more!

### **Reasons for Becoming an RD:**

Becoming a registered dietitian is a competitive advantage in securing an employment position. Many work environments, particularly those in medical and health care settings, require that an individual be credentialed as an RD.

## **STEPS INVOLVED IN BECOMING AN RD:**

As a didactic student at the University of Kentucky, you have already completed the first step of the process, which is enrollment in an ACEND-accredited program. While you are in your didactic program, you must achieve good grades in your classes, become active in the SDNA and other University organizations and activities as your schedule allows. Think about volunteering your time in a nutrition or dietetics setting or organization, and start researching supervised practice program opportunities early! Students should start looking at potential supervised practice programs no later than their junior year in order to be ready for the application process their senior year. Once a student is accepted into a supervised practice program, they will complete at least 1200 hours of supervised practice experience. Upon successful completion of internship requirements, students will be eligible to sit for the national dietetic registration examination. Approximately 83% of our dietetic students pass the dietetic registration exam upon their first attempt.

### **Applying for Supervised Practice (Internship) Programs in Dietetics:**

Application for a supervised practice programs will usually be done towards the end of the junior year or beginning of the last semester of the senior year with the intent to begin the internship the following year. Similar to national averages, approximately 84% of the University of Kentucky's dietetic students match to supervised practice programs.

The following resources will be the students' best sources for up-to-date information regarding application to supervised practice programs. Students should always defer to individual supervised practice program's website content for current application policies and procedures.

- Academy of Nutrition and Dietetics <http://www.eatright.org>
- D & D Digital [www.dnndigital.com](http://www.dnndigital.com)
- Dietetic Internship Centralized Application System (DICAS) <https://dicas.liaisoncas.com/applicant-ux/#/login>

During the first semester of the junior year, students enrolled in DHN 301 are automatically enrolled in the [Nutrition and Dietetics Didactic Program \(DPD\)](#) Canvas site. In addition, the academic advisor asks each students if they are enrolled in the Canvas site. If not, the academic advisor provides the DPD Director with the student's linkblue ID to enroll them in the site. This resource provides extensive information on the process of:

- Applying for supervised practice programs using the DICAS system and extensive information about what DICAS is and how it works.
- Information about D&D Digital and the matching process as well as the DICAS application system is included on this site. The DPD Director maintains the Canvas site with input from other DPD faculty.

### **DICAS Application Steps:**

Step 1:	Students learn about the application process and how to complete each section of the DICAS application the first semester of their junior year in DHN 301. The student is advised throughout the matching period through the Canvas site, information sessions held by the DPD director or through individual appointments.
Step 2:	Students select at least three supervised practice programs to apply. Selections are based on their competitiveness and future plans (Type of program - hospital, public health, or graduate school credits, length of program, number of students accepted, cost, start/end dates, and location). Use the following website to learn about supervised practice program ( <a href="https://www.eatright.org/become-an-rdn">https://www.eatright.org/become-an-rdn</a> ). Students should assess their competitiveness by evaluating: GPA, volunteer/work experiences, and letters of reference. For letters of reference students should ask people who know you well, and provide them with their personal statement, which includes goals and reasons for applying.
Step 3:	Student should participate in a supervised practice program's open house to learn more about their program and to meet the director. If an internship does not offer an open house then contact the director to schedule a site visit. If you are unable to visit the supervised practice program directly then contact the director of the program and ask any questions that you may have that are not answered on their website. A student's letter/email/phone call can be short, but project a professional image because programs may remember the student. Site visits and program inquiries should be completed towards the end of the junior year or beginning of senior year.
Step 4:	Students should research and evaluate the programs. Rank them according to the student's priorities. Plan to apply to at least three programs. Draft a personal statement for the application. Seek help and have the letter edited at UK's Writing Center for grammar and style and then by others the student trusts for content and professionalism. <a href="#">UK's Stuckert Student Career Center</a> can also review your personal statement.

Step 6:	Satisfy the pre-requisites for the supervised practice programs. If the program you are applying to requires you to submit GRE scores, schedule your test appointment early! Test centers grant GRE test appointments on a first come – first serve basis.
Step 7:	Follow a program’s application guidelines carefully. Secure the required number of letters of reference. Be sure to provide your reference writers with a resume and unofficial transcripts to the people from whom you are requesting a reference. This helps them write a good letter of recommendation. Give them plenty of advance notice.
Step 8:	Finalize the personal statement. Edit and re-edit. Re-check application requirements. Provide telephone numbers/email where you can be reached on the Appointment Date.
Step 9:	Request required forms from DPD program director through DICAS: Declaration of Intent (for classes you have left until graduation) Verification of Completion of Approved DPD (complete this if you have graduated) Request your official transcripts from the registrar. Do this in a timely manner to ensure DICAS receives your transcripts 10 days prior to the application deadline.
Step 10:	<p>DICAS and the D&amp;D Digital Match System: Most supervised practice programs select applicants for appointments through a matching process. All DI Applicants Must Complete a 2-step Process:</p> <ol style="list-style-type: none"> <li>1. Apply to internships through <a href="#">DICAS</a> and pay a fee</li> <li>2. Prioritize internships with D&amp;D Digital for <a href="#">DI Matching</a> and pay a fee</li> </ol> <p>You must register and pay the fee charged by D&amp;D Digital to be able to list your priorities for internship programs to be entered into the match process.</p> <p>Each supervised practice program that you are interested in must receive your application <b>and</b> must be on your prioritized list of Internships for matching!</p> <p>Most Internships will participate in an online <a href="#">Dietetic Internship Centralized Application System (DICAS)</a> to receive your application. For applications to Internships that DO NOT participate in DICAS, the application should be sent directly to the DI program director of the chosen program or should be sent as directed on the supervised practice program’s website.</p> <p>For internships that do not participate in DICAS, submit applications to schools based on <b>the program’s deadline</b> and mail by certified mail (return receipt requested). For additional information, contact the Director of the supervised practice program that you are interested in.</p>

## SCHEDULE OF FEES

Cost to attend the University of Kentucky for the 2023-2024 academic year for a **Kentucky** resident is available at this link: <https://www.uky.edu/studentaccount/tuition-faq23-24> (check here for most recent information)

In 2023-2024, the costs were estimated as follows:

Full-Time Tuition and Mandatory Fee Rates				
	Academic Year 2022-2023		Academic Year 2023-2024	
<u>Undergraduate</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Tuition	\$5,748.00	\$15,456.50	\$5,924.50	\$16,021.50
Mandatory Fees	\$681.50	\$681.50	\$681.50	\$681.50
<b>Total</b>	<b>\$6,429.50</b>	<b>\$16,138.00</b>	<b>\$6,606.00</b>	<b>\$16,703.00</b>

Early withdraw from the University and DPD may be subject to [refund or fee liability](#).