

Appalachian State University

Department of Nutrition and Health Care Management

Nutrition and Foods Student Handbook



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WELCOME AND INTRODUCTION

Welcome to the Department of Nutrition and Health Care Management. On July 1, 2010, these two programs moved from other departments and colleges to the Beaver College of Health Sciences and merged as an academic department. Academic majors are offered in Nutrition and Foods with a focus either on Dietetics, Nutrition and Wellness or Foodsystems Management. A minor in Nutrition and Foods is available also. At Appalachian State University, students who intend to become registered dietitians take the Dietetics Concentration.

The first courses in Foods were offered in 1911-1912 when the University was in its ninth year as the Appalachian Training School. In that first year, the program was Domestic Science. The following year, the program was titled Home Economics. A four-year course of study was offered in 1939-1940. The Bachelor of Science in Home Economics and Science was offered the following year in 1940-1941. In 1945-1946, four different plans of study/options were offered within the B.S. in Home Economics. One of these was Institution Management, a designation used at that time for programs preparing graduates to work in areas of dietetics. Approval by the American Dietetic Association (ADA) was effective in 1969-70. In 1983-84, a Foods and Nutrition major was offered with two concentrations:

General (Dietetics) and Foodsystems Management. In 1998, ADA began moving from an approval process to accreditation of programs. This transition spanned 13 years until 2010. Accreditation of the Dietetics Concentration at ASU occurred in 2001. In 2010 the program, renamed Nutrition and Foods, moved to the new College of Health Sciences. Since the beginning of the dietetics program, the emphasis has been on general dietetics in order to meet the needs of the region served by this university.

The Foodsystems Management concentration provides an option for those students wanting to focus on the management aspects of food production and service in such venues as schools, hospitals, public, nonprofit and the hospitality industry. The Foodsystems Management concentration was updated in 2018 to include a choice of the following minors: Global Studies, Hospitality and Tourism Management, Public Health, Sustainable Development and Nonprofit Management. The Foodsystems Management Concentration also includes a 300 hour capstone experience (NUT 4900)

In the fall of 2020 a new concentration, Nutrition and Wellness was added to the curriculum. While this concentration does not lead directly to the RDN credential, it does meet the growing need for degreed food and nutrition professionals to learn best practices for promoting healthy lifestyles to diverse industries, organizations, communities and populations. However, due to the growth of Future Education Model Graduate programs a student could easily, with the incorporation of a few prerequisites, apply to these types of programs to fulfill performance indicators at the graduate level and complete a dietetic internship without a Verification Statement that will allow students to sit for the RDN exam. These professionals are trained to fill positions at the local, state, national and global levels, including jobs within government health agencies such as WIC, Head Start, 4-H, cooperative extension, school systems, non-profit agencies, food systems and food security organizations, environmental education, and

community health programs across the state, region, country and globally. Additionally, the Nutrition and Wellness concentration will prepare students who seek careers in corporate wellness, nutraceuticals, wellness facilities or further education in the health sciences. Students will be able to choose a minor that complements their education and career goals some examples of approved minors include: Biology, Chemistry, Child Development , General Business, Global Studies, Health Care Management, Hospitality and Tourism, Marketing, Nonprofit Management, Public Health, Sustainable Development, or another selected minor with approval from the program director. The Nutrition and Wellness Concentration also includes a 200 hour Capstone Experience. In the Fall of 2023, the Nutrition and Wellness Concentration will have the option to complete 100% online through App State Online <https://online.appstate.edu/> Students must apply to this separately and be accepted to register for the App State Online course sections.

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NUTRITION AND FOODS CURRICULUM

Graduation requirements for undergraduates are identified by program, using the official programs of study. Students typically follow the program of study in effect upon entering ASU. Each student should work with their academic advisor to determine the best program of study to follow.

NUTRITION AND FOODS: DIETETICS CONCENTRATION

Appalachian State University's Undergraduate Didactic Program in Dietetics meets the requirements to prepare students for entrance into a Dietetic Internship. The four-year program consists of two phases:

1. Pre-dietetics (Phase 1): Two years of introductory professional requirements and general education courses which may be obtained at Appalachian State University or another accredited college or university, or equivalent institution for international students.
2. Dietetics (Phase 2): Two years of study in clinical dietetics, food systems management and community nutrition at Appalachian State University campus.

This program is designed to fulfill all Accreditation Council for Education in Nutrition and Dietetics (ACEND)*-required knowledge requirements for students to receive a Verification Statement and apply for graduate programs with supervised practice dietetic internships. See the Nutrition and Foods (Dietetics Concentration) Plan of Study for the proposed Four Year Schedule of the Dietetics Program in Appendix A. *Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics, 120 S Riverside Plaza #2000, Chicago, IL 60606. 800-877-1600 ext. 5400. (www.eatrightpro.org/acend)

A sample program of study can be found in Appendix A and all ASU programs of study, current and previous, can be found online at [University Undergraduate Major Programs of Study](#).

NUTRITION AND FOODS: FOODSYSTEMS MANAGEMENT CONCENTRATION:

A sample program of study can be found in Appendix B and all ASU programs of study, current and previous, can be found online at [University Undergraduate Major Programs of Study](#).

NUTRITION AND FOODS: NUTRITION AND WELLNESS CONCENTRATION:



A sample program of study can be found in Appendix C and all ASU programs of study, current and previous, can be found online at [University Undergraduate Major Programs of Study](#).

NUTRITION AND FOODS MINOR

Students not majoring in Nutrition and Foods may earn a minor in the field.

To earn a minor, students must complete 18 semester hours of coursework. For questions, make an appointment to see an academic advisor. Please refer to the [official Program of Study for Minor in Nutrition and Foods](#) or to the ASU Catalog for the specific semesters that courses are offered and the respective prerequisites for these courses.

Courses		
NUT 2202	Nutrition and Health	3 sh
Plus five or six of the following: (to total 15 semester hours)		
NUT 1202	Basic Food Science	3 sh
NUT 2201	Foods and Nutrition for Children	3 sh
NUT 2203	Organization and Management in Food Service	3 sh
NUT 2323	Intro to Sports Nutrition for the Health Professional	3 sh
NUT 2351	Global Nutrition: Emerging Health Challenges	3 sh
NUT 3205	Nutrition and the Life Cycle	3 sh
NUT 3400	Cultural Foods	3 sh
NUT 4300	Effective Rural Practice for Health Professionals (Spring only)	3 sh
NUT 4509	Quantity Food Production	3 sh
NUT 4552	Medical Terminology/Records (Spring only)	1 sh
NUT 4553	Medical Language for Health Professionals (Summer only)	3 sh
KIN 4555	Nutritional Aspects of Exercise and Sports (Spring only) (On demand)	3 sh
NUT 4560	Community Nutrition	3 sh
	Total of:	18 sh

COURSE DESCRIPTIONS

Official course descriptions for all ASU courses can be found in the current [ASU Undergraduate Bulletin](#).

NUTRITION CAPSTONE EXPERIENCE/COURSE

The [Nutrition and Foods Capstone Experience](#) provides a 200-300* hour capstone experience for the Foodsystems Management and Nutrition and Wellness concentrations. Dietetic students, beginning in Spring of 2023 will complete a targeted Capstone Course. Nutrition and Wellness and Foodsystems students will learn more about their Capstone Experience NUT 4600 Professional Development. Dietetics students will take NUT 4920 Senior Seminar for Dietetics as their Capstone Course.



SCHOLARSHIPS

DEPARTMENTAL SCHOLARSHIPS

[Four scholarships](#) are offered by the department to undergraduates pursuing degrees in Nutrition and Foods.

Annie Dougherty Rufty Scholarship

Donors of the award desire that preference be given to those applicants who demonstrate need for financial assistance, although the completion of a financial aid form is not required. Other requirements are that recipients will:

- Have demonstrated satisfactory academic achievement with an overall GPA of 2.7 or greater, and a 3.0 GPA minimum in Nutrition and Foods
- Be a rising junior or senior
- Have demonstrated leadership and involvement with extracurricular activities related to Nutrition and Foods major

Award may be received more than one year. Students must reapply and be selected by the Awards and Scholarship Committee each year.

The Virginia Brown, Lillie Perry, and Elizabeth Scoggins Scholarship

Recipients must:

- Demonstrate leadership and involvement with extracurricular activities related to the Nutrition and Foods major
- Demonstrate satisfactory academic achievement (overall GPA 2.7 minimum; 3.0 GPA minimum in Nutrition and Foods)
- Be a rising junior or senior
- Be majoring in Nutrition and Foods

The John and Vivian Welborn Endowed Memorial Scholarship

This scholarship is open to all students, but preference is given to North Carolina residents. The recipients must:

- Show professional promise
- Demonstrate financial need

The Betty Conley Lyerly Willis Endowed Scholarship

Recipients must be able to be productive citizens and be able to contribute back to the community upon graduation. In addition, recipients must:

- Be a Nutrition and Foods major with financial need
- Have demonstrated academic potential with minimum 3.0 GPA

BEAVER COLLEGE OF HEALTH SCIENCES AND APPALACHIAN STATE UNIVERSITY SCHOLARSHIPS

Scholarships are offered by the Beaver College of Health Sciences and the University. The [Scholarships](#) website enables a student to view all scholarships, as well as to search by criteria. Information on costs and the application process are described.

NORTH CAROLINA STATE SCHOLARSHIPS

The [The North Carolina Academy of Nutrition and Dietetics](#) offers scholarships each year to students enrolled in ACEND-accredited and approved dietetics education programs.

NATIONAL SCHOLARSHIPS

The [Academy of Nutrition and Dietetics](#) offers scholarships in amounts that range from \$500 to \$3,000. These are awarded to a junior or senior in a DPD program.

GENERAL ASU POLICIES AND PROCEDURES

Appalachian State University is committed to providing equal opportunity in education and employment to all applicants, students, and employees. The policy on [Equal Employment Opportunity](#) is on the Human Resource Services website.

TUITION AND FEES

Repeatedly cited as a best value in public education, Appalachian understands that cost is a major concern for many families. So, ASU offers ways to help. Many students combine several sources to make college more affordable. Regardless of one's financial situation, a student may contact counselors in [Admissions](#) (828-262-2120) or [Financial Aid](#) (828-262-2190) for assistance. [Student employment](#) is another resource.

Estimated minimum expenses for a full-time or part-time undergraduate can be found on the [Admissions](#) website.

Breakdown of In-state and Out-of-State Tuition and Fees

[Tuition and Fees](#)

Additional Fees for Dietetic Students (usually incurred the Junior and Senior year):

- Academy of Nutrition and Dietetics (AND) Student Membership \$58.00/year [AND Student Membership Information](#)
 - also provides access to [\(EAL\) Evidence Analysis Library](#)
- eNCPT INDT subscription \$35.00/year with AND Student Membership (will utilize in NUT 3100, NUT 4000, NUT 4240 and NUT 4250) \$100.00/year without AND student membership

If a student applies for a Dietetic Internship the following fees will apply:

- Dietetic Internship Centralized Application System (DICAS) fees: \$50.00 for first program and \$25.00 for each additional program, some programs may have additional fees for their Graduate School.

WITHDRAWAL AND REFUND OF TUITION AND FEES

When withdrawing from ASU, a student is required to withdraw from every class in which they enrolled. The reasons for withdrawing may vary, and students need to understand all aspects of the withdrawal

process. The types of withdrawals, detailed checklist, and procedure for withdrawing from the university are explained on the website of the [Office of Student Accounts](#)

To obtain specific information about refund of tuition and fees, please visit the [Registrar's Office](#) website.

ACADEMIC CALENDAR AND STUDENT WITHDRAWAL OR LEAVE OF ABSENCE POLICY

The DPD Program and all Undergraduate Nutrition and Foods Programs utilize Appalachian State University's standard academic calendar which can be found by clicking on the following link: [Academic Calendar](#). If a student needs to withdraw from the University or take a leave of absence the University policy can be found [here](#).

STUDENT PRIVACY AND RECORDS

Information on access to student records and other privacy questions may be found at [Parent Access to Student Information](#) on the Registrar's website. Students may have access to their own academic files, located in the main office of the Department of Nutrition and Health Care Management, during normal working hours and in the presence of the Administrative Assistant, Department Chair, or student's academic advisor. The protection of privacy of student information is described within the [Policy Statement](#) on the Family Educational Rights and Privacy Act (FERPA).

Access to various personal records may be found at the following locations:

Admissions Records	University Registrar - John E. Thomas Academic Support Services Building
Academic Records	University Registrar - John E. Thomas Academic Support Services Building
Financial Records	Director, Office of Student Accounts - John E. Thomas Academic Support Services Building
Placement Records	Director, Career Development Center John E. Thomas Academic Support Services Building
Academic Progress Records	Maintained by the Dean of the College/School and the chairperson of the academic department in which the student has formally declared a major. If the student has not declared a major, these records are maintained by the Director, University College Academic Advising Center, D. D. Dougherty Building
Disciplinary Records	Director, Office of Student Conduct - Plemmons Student Union
Financial Aid Records	Director, Office of Student Financial Aid - John E. Thomas Academic Support Services Building
Campus Housing Records	Director, Office of Residence Life - John E. Thomas Academic Support Services Building
Extra-Curricular Records	Director, Center for Student Involvement and Leadership - Plemmons Student Union
Records of Students as Athletes	Director, Office of Athletic Media Relations – Athletics Center

SUPPORT SERVICES

ASU provides various support services, including health, counseling, testing and financial aid. The location of these services is described with a link to the web site for each.

[Student Learning Center](#) is available to all students and provides services such as tutoring, tips and strategies for academic success in both in-person and online college courses. Topics include time

management, effective study skills, reading efficiency, test-taking tips, organization, tips specific to online courses, and more. The Student Learning Center may be recommended to students by faculty or advising when issues arise related to a student's academic success.

Mary S. Shook Student Health Service and Wellness Center are located on the second floor of the Miles Annas Student Services Building, above the University Post Office and the Counseling and Psychological Services Center. More information can be obtained by visiting the [Health Services](#) website.

Counseling and Psychological Services is located on the first floor of the Miles Annas Student Services Building. These services are available to all ASU students. To learn more about available counseling and psychological services, visit the [Counseling and Psychological Services](#) website.

Testing Services is located on the second floor of the John E. Thomas (JET) Building (Room 245). A unit within University College, the Office of Testing Services provides accessible and comprehensive testing services for the campus and community. Visit the [Testing Services](#) website for a detailed listing of services provided.

The Financial Aid Office is located in the John E. Thomas (JET) Building (Room 265). Students are encouraged to visit the [Financial Aid](#) website to learn the options available and the process for applying for assistance.

ADMISSION POLICIES

The undergraduate Nutrition and Foods program (NUT) has academic standards for admission and retention. To be admitted to the NUT program, students must meet the academic standards of the Beaver College of Health Sciences [academic standards of the Beaver College of Health Sciences](#). Students are also expected to abide by [ASU's Code of Student Conduct and Academic Integrity Code](#). Failure to meet these standards may result in dismissal from the NUT program.



ADMISSION TO THE NUTRITION AND FOODS PROGRAM

Each freshman and transfer student initially is advised by the University College Academic Advising Center. Once a student has completed a minimum of 30 hours at ASU, has completed UCO 1200 and ENG 1000 and has a minimum 2.0 GPA, that student officially can declare a major. See specific concentrations for specific GPA declaration criteria under "Scholastic Performance Standards" below.

Faculty members encourage students to declare a major as soon as basic requirements have been met. This declaration should occur at the end of the freshman year or early during the sophomore year. Each student who has declared a major in Nutrition and Foods is assigned an academic advisor in the Beaver College of Health Sciences and a department mentor who meets with students primarily for career counseling. These assignments may be based on concentration and the advisee load of the faculty member. Students are encouraged to visit the [University Advising website](#) for further information about declaring a major.

ASSESSMENT OF PRIOR LEARNING

The official articulation of transfer credit will be evaluated upon admission to Appalachian. The goal of the Office of Transfer Services is to ensure that the admission process for transfer students is seamless

and student-friendly. Many resources are available for [transfer students](#). One resource available is the [course equivalency database](#). If courses taken at another institution are not available in the database, an admissions counselor can give an informal articulation of credit.

For DPD students, the DPD Program Director carefully reviews transcripts for transfer students to evaluate coursework taken prior to entering the ASU DPD program. Students must provide the DPD director with course syllabi for any nutrition course that they would like to have evaluated that has not automatically transferred in as a DPD course. If student learning objectives (SLOs) for the course evaluated match an ASU didactic course and the student scored a C or better in the course, then the student will not be required to repeat the course. The ASU DPD program does not give course credit for prior work or volunteer experience. Please [click here](#) to review the full Dietetics Program assessment of prior coursework policy.

ACADEMIC POLICIES AND ACADEMIC STANDARDS FOR RETENTION IN NUTRITION AND FOODS PROGRAM

In order to meet our responsibilities to provide quality professional education and to ensure that our graduates are able to function in a broad variety of professional situations, the Nutrition and Foods program has set forth standards for students in the undergraduate program.

NUT students must maintain the academic standards for retention set forth by Appalachian State University, the Beaver College of Health Sciences, and the NUT Program. NUT students are expected to abide by ASU's Code of Student Conduct and Academic Integrity Code and DPD students are expected to display the characteristics set forth in the Academy of Nutrition and Dietetics (AND) Code of Ethics and the following standards: 1) Scholastic Performance; 2) Professionalism; 3) Ethical Behavior; 4) Interpersonal Relationships; and 5) Commitment to Diversity and Inclusion. Failure to meet the standards may result in dismissal from the program. The standards are delineated below, the expectations are illustrative not exhaustive.

1. Scholastic Performance Standards.

Foods and Nutrition: Dietetics Concentration: as of 2020-2021 program of study students will be required to maintain a minimum overall GPA of 2.8 or higher to declare, remain in and graduate from the Dietetics program; and all courses within the major require a minimum grade of "C" or better. Students will only be allowed one repeat per course to receive a Verification Statement. Additionally, all Dietetics students are required to meet minimum benchmarks for KRDNs through course assignments measuring student learning objectives (SLO) to receive a Verification Statement. Students will be emailed via their academic advisor or DPD Program Director at the end of each semester if they are falling short in meeting any scholastic performance requirements. Students will have one semester to bring GPA <2.8 to required minimum GPA or 1 more attempt to earn a C or better in any required Dietetics courses to continue in the DPD program or will be counseled into a more appropriate concentration for success.

Food and Nutrition: Foodsystems Concentration: maintain a minimum overall GPA of 2.0 or higher; and all NUT courses within the major require a minimum grade of "C-" or better.

Food and Nutrition: Nutrition and Wellness Concentration: maintain a 2.5 GPA or higher; and all NUT courses within the major require a minimum grade of "C" or better.

Students will be notified at the end of each semester if they are falling short of meeting any scholastic performance requirements and counseled on available options.

2. Professionalism Standards.

Function within the structure of the University and Department including:

Abiding by established policies and processes;

Meeting deadlines; providing documentation as requested;

Completing required in-class and out-of-class assignments;

Being prepared for and attending class; and

Communicating respectfully and appropriately with faculty, staff, fellow students and others.

3. Ethical Behavior Standards.

AND Code of Ethics for Dietetics students [AND Code of Ethics](#)

Additionally for all concentrations, students will:

Act in ways that will merit the trust, confidence, and respect of others;

Lead lives that embody an exemplary system of values and ethics;

Make decisions and take actions that reflect personal integrity and ethical leadership;

Conduct activities with honesty, integrity, respect, fairness and good faith in a manner that will reflect well upon the healthcare management profession; and

Maintain competence and proficiency in the field of nutrition by implementing a personal program of assessment.

4. Interpersonal Relationships Standards.

Interact with others, including peers, faculty, administrators, and community members with integrity, cooperation, and respect, to build and maintain effective working relationships; and Demonstrate interpersonal skills that facilitate forming and sustaining effective helping relationships.

5. Commitment to Diversity and Inclusion.

Foster an inclusive environment and recognize the contributions of all members;

Encourage open dialogue to increase understanding, awareness, and improved decision making; and demonstrate respect for all people.

ASSESSMENT OF PROGRESS

As an important component of the learning process, regular assessment of progress allows the student to maximize professional and academic growth by realizing areas of both weakness and strength.

Evaluation of students in the Nutrition and Foods program involves more than grading. Evaluation is an ongoing survey of each student's performance in and outside of the classroom (e.g. field experiences, capstone experience) and includes both academic and professional behavior. NUT students will be provided an academic advisor and mentor within the NUT faculty. NUT mentors will work with students to identify volunteer opportunities and post baccalaureate counseling regarding Dietetic Internships, graduate school and career options within the field of Nutrition and Dietetics. The Academic Advisor will work closely with the Department Chair and DPD Director to identify students with academic performance issues and counsel appropriately through the DPD program or redirected into a career path appropriate to their ability. Examples of academic performance issues include: students failing to meet the minimum GPA, failure to meet minimum major-related course grades and/or failure to meet minimum benchmarks for KRDNs for DPD students. Students will be counseled on course or assignment

repeats, if applicable, or counseled into a more appropriate career path. If obstacles are identified that could prevent success in the retake, a student may be advised to seek help in removing those obstacles before continuing.

RETENTION AND REMEDIATION

Students in the Nutrition and Foods program are first and foremost Appalachian State University students. Therefore, they must adhere to the academic standards and performance standards set forth by the University for all students. According to the Appalachian State University *Code of Student Conduct* and *Academic Integrity Code*, “When students enter the University, they assume obligations of performance and behavior relevant to the University’s mission, processes, and functions. These expectations of students in an academic community are higher than those expected of other citizens.” Violations of the performance standards set forth by the University, including violations of the *Academic Integrity Code*, will be referred to the *Office of Student Conduct*. Please note that alleged threat or harassment complaints must be handled according to University procedures. Further, students who fail to maintain the University’s scholastic requirements are subject to academic probation or dismissal as indicated in the [Appalachian State University Undergraduate Bulletin: Academic Regulations](#). Additional review may also be undertaken by the Department Nutrition and Health Care Management (NHM), following the policies and procedures outlined in this handbook.

Because the Didactic Program in Dietetics (DPD) is a professional program, DPD students must also adhere to the specific Academic Performance Standards set forth by the Department of NHM. The DPD Program’s Academic Performance Standards and expectations of essential behaviors for each standard were developed to ensure clarity of expectations for behavior and achievement and to ensure that students from this program are well-suited for the professional demands, roles, responsibilities of professional NDTRs and RDNS, acknowledging that the development of competency in every area is progressive, beginning with a basic level of commitment, knowledge, understanding and skill and moving towards an appropriate degree of professional competency in all areas by graduation. Therefore, academic performance expectations will follow this developmental sequence, with increasing competency expected over time.

When concerns are noted in any of the areas outlined in the *Academic Policies and Academic Standards for Retention in Nutrition and Foods Program*, the Department may use the policies and procedures outlined in the following paragraphs.

The severity of the concern will influence the level of intervention and steps followed. When an academic, behavioral, or professional concern is identified the following steps are recommended.

1. The faculty member and student should attempt to resolve the concerns as soon as possible through open discussion of the issues. Possible solutions will be identified, implemented, and documented. Documentation may include email summaries of meetings and/or the Academic Concerns Form (see Appendix F). The NUT Department Chair and/or Program Director may serve as resources to assist the faculty member in resolving the concerns.
2. If a satisfactory solution is not reached and/or another issue arises following the meeting with the faculty member or student, the NUT Program Director should be contacted. The NUT Program Director may consult with the Department Chair. The faculty member and Program Director may use a variety of documented methods including joint and individual meetings to assist in resolving the problems; efforts to resolve the problem will be documented.

Documentation may include email summaries of meetings and/or the Academic Concerns Form (see Appendix F).

3. If agreeable solutions are not found, the problem is not remedied, or a new problem occurs following consultation with the NUT Program Director, the NUT Program Director will notify the Department Chair. Possible actions may include but are not limited to the following items. The Department Chair will determine a course of action and may consult with appropriate University and Department personnel.
 - a. Gather more information which may include contact with the student, faculty members, agency, or others;
 - b. Conduct a meeting to resolve issues;
 - c. Develop a written performance contract;
 - d. Remove the student from the service learning/Field agency;
 - e. Conduct an Academic Performance Review (APR) (see Appendix F); and/or
 - f. Suspend/dismiss the student without an APR.

STUDENT GRIEVANCE PROCEDURES

The Department's student concern resolution procedures are described below regarding academic, behavioral or professional concerns. These procedures are designed to provide you with a mechanism for communicating directly with those who can assist you in addressing them. You are encouraged to take responsibility for resolving your concerns without additional faculty, staff, and peers becoming involved. If you have any questions about the procedure outlined below, please don't hesitate to discuss them with the Department Chair.

Concerns Specific to a Particular Course or Professor:

1. First, contact your professor and try to resolve the concern(s).
2. If you believe your concern(s) have not been adequately addressed, make an appointment with the undergraduate program director.
3. If you believe that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Department Chair.

Concerns Specific to the Program of Study or Other Academic Areas:

1. First, contact your advisor and try to resolve the concern(s).
2. If you believe that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Undergraduate Program Director.
3. If you believe that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Department Chair.
4. If you believe that concerns regarding Didactic Program in Dietetics (DPD) compliance have not been adequately addressed you may contact, in writing, Accreditation Council for Education in Nutrition in Dietetics (ACEND) at: Accreditation Council for Education in Nutrition and Dietetics Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2190 Chicago, IL 60606-6995

Concerns Specific to Capstone Experience/Field Experience

First, contact your clinical educator/supervisor and try to resolve the concern(s).

1. If you believe that the concern(s) have not been adequately addressed, make an appointment to seek advice from your faculty supervisor.
2. If you believe that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Professional Development professor.
3. If you believe that the concern(s) have not been adequately addressed, make an appointment to seek advice from your Department Chair.
4. It is important to note that if a Field placement or service learning agency requests a student be removed, the nutrition department will honor that request

If you have followed the procedure outlined above without resolution of your concerns, you may make an appointment with the [Dean of the College of Health Sciences](#). Students may also contact the [Office of Equity, Diversity, and Compliance](#) or the university [Ombudsperson](#) and will be assisted by these offices as appropriate. If you have exhausted the steps outlined above without resolution of your concerns, you may utilize the student grievance and appeal policies and procedures at Appalachian:

[Appalachian Student Grievance and Appeal Policies and Procedures](#)

GRIEVANCE OF COURSE GRADES

Please note there are specific criteria taken into consideration when appealing a final grade. The following summary of information on grade appeals is taken from the Faculty Handbook (Section 6.12.⁶):

Any student considering a grade appeal should understand that each faculty member has the right and responsibility to determine grades according to any method chosen by the instructor that is professionally acceptable, communicated to everyone in the class, and applied to all students equally. A prejudiced, arbitrary, or capricious academic evaluation by an instructor, however, is a violation of the student's rights and is a valid ground for a final grade appeal.

Steps to take in final grade appeal. Any student who contests a course final grade shall first attempt to resolve the matter with the instructor. The student must explain her or his position to the instructor and attempt to understand the instructor's reasons for assigning the grade. The purpose of the meeting is to reach a mutual understanding of the student's situation, the instructor's actions, and to resolve differences in an informal and cooperative manner. If the student fails to reach a satisfactory solution in consultation with the instructor, the student must present the appeal in writing, using the Grade Appeal form, to the Department Chair in which the contested grade was awarded.

The student must file the written appeal with the Department Chair within 14 calendar days after consulting with the instructor. The statement must be specific and concise and limit itself to citations of evidence pertaining to valid grounds for the appeal. Through conferring with the student and the instructor, the Chair will seek resolution by agreement. The student must provide the Chair with a course syllabus and all available tangible materials related to the grade (e.g., exams and papers) as well as a list of any items used in the evaluation for which the student cannot provide documentation (e.g., unreturned exams, grades on class participation, attendance records).

If there is failure to reach an agreement through consultation with the Chair, the student may file the written appeal with the Grade Appeals Committee through the Office of the Dean of the college or school in which the grade was awarded. The student must file this written appeal within 30 calendar days after the beginning of classes in the next semester after the contested grade was awarded. When

possible, the form must be signed and dated by both the instructor and the Department Chair, as well as the student. In accordance with the instructions on the form, the student must present with it the documentary evidence furnished to the department Chair and any other evidence relevant to the case.

The Dean or her or his designee serves as convener of the Grade Appeals Committee of the college or school. Each full committee consists of the convener (who presides over hearings), the Chair of the department in which the contested grade was assigned, three faculty, one undergraduate student, and one graduate student, all from the college or school which the committee serves. The Department Chair sits in a non-voting capacity, and the convener votes only in the case of a tie. The three faculty members, one alternate faculty member, and two students are appointed by the Dean from among volunteers for the assignment. A quorum for each committee shall consist of no fewer than one student and two faculty members, along with the convener.

The Grade Appeals Committee has authority to screen out frivolous or unsubstantiated appeals. The convener will explain any such finding in writing to the student, the faculty member, and the Department Chair.

If the committee grants a full hearing, the student will appear before it to present all evidence relevant to her or his case. The convener will also invite the instructor to appear and present any evidence in support of her or his grade decision. The committee may ask questions of either or both and will hold its deliberations in executive session after hearing the case. The Dean, the Department Chair, the instructor, and the student will receive prompt written notification of the committee's findings. The committee's decision is binding. If the committee supports the student's appeal, the instructor will be required to re-evaluate the student according to a specific method. The method of revaluation will depend on the circumstances of the appeal. Re-evaluation will not be used in a punitive manner toward the student. The student has 14 calendar days to inform the instructor, Department Chair, and convener in writing whether she or he consents to the proposed method of re-evaluation (which must be completed within the semester of the finding). Should the student not consent to the proposed method of re-evaluation, the instructor, Chair, and committee will mutually agree on a method of re-calculating the appealed grade. In either case, the resulting grade is final and may not be appealed.

GRIEVANCE PROCEDURES RELATED TO TERMINATION FROM THE NUTRITION AND FOODS PROGRAM

Students who are dissatisfied with the decision regarding termination have the right to appeal the decision. Students should submit a written appeal, detailing the reasons for the appeal, to the Chair of the Department of Nutrition and Health Care Management within 10 working days of receipt of the decision. The Department Chair will review the written materials and may interview the student. The chair will present a written decision within 10 working days of receipt of the appeal. Students who are dissatisfied with the decision have the right to appeal the Department Chair's decision to the Dean (or Dean's designee) in writing by email within 10 business days of receipt of that decision. The Dean's decision is final.

For Grievance Procedures Related to an Academic Performance Review Decision, please see Appendix F.

THE DIETETICS PROGRAM

The Dietetics program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) as a Didactic Program in Dietetics (DPD). Therefore, successful completion of the Bachelor's degree in Nutrition and Foods at ASU qualifies a student to compete for placement in ACEND-accredited dietetic internships. Following completion of a graduate degree combined with a dietetic internship, students take a national registration examination to earn the registered dietitian nutritionist (RDN) credential. Additional information may be obtained from ACEND:

[Accreditation Council for Education in Nutrition and Dietetics \(ACEND\)](http://www.eatrightPRO.org/ACEND)

Academy of Nutrition and Dietetics

120 S Riverside Plaza #2000

Chicago, Illinois 60606-6995

Phone: 312-899-0040 ext. 5400

<http://www.eatrightPRO.org/ACEND>

Email: acend@eatright.org

2024 CDR Mandate: Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

In addition to the RDN credential, several states (including North Carolina) require licensure. To learn more about licensure in North Carolina, visit the North Carolina Academy of Nutrition and Dietetics (NCAND) eatrightnc.org and the North Carolina Board of Dietetics/Nutrition ncbdn.org or the Commission on Dietetic Registration website [Licensure and Professional Regulation of Dietitians](http://www.cdr-nutrition.org/Licensure-and-Professional-Regulation-of-Dietitians)

Another option for students not entering a dietetic internship but wishing to practice nutrition is to take the national exam to become a dietetic technician, registered (DTR). All students with a minimum of a Bachelor's degree who have completed a DPD earning a Verification Statement are eligible to take the DTR exam.

As stated in the Student Grievance Policy, if you believe that concerns regarding Didactic Program in Dietetics (DPD) compliance have not been adequately addressed you may contact, in writing, Accreditation Council for Education in Nutrition in Dietetics (ACEND) at: Accreditation Council for Education in Nutrition and Dietetics Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995. Please review the ACEND [Filing a Complaint](http://www.eatrightPRO.org/ACEND/Filing-a-Complaint) link to properly file a complaint. ACEND does not review grade grievance complaints, please see departmental and university grade grievance process on page 19.

Additional Fees for Dietetic Students (usually incurred in the Junior and Senior year):

- Academy of Nutrition and Dietetics (AND) Student Membership \$58.00/year [AND Student Membership Information](http://www.eatrightPRO.org/AND-Student-Membership-Information)
 - also provides access to [EAL Evidence Analysis Library](http://www.eatrightPRO.org/EAL)

- eNCPT INDT subscription \$25.00/year with AND Student Membership (will utilize in NUT 3100, NUT 4000, NUT 4240 and NUT 4250) \$100.00/year without AND student membership

If a student applies for a Dietetic Internship the following fees will apply:

- Dietetic Internship Centralized Application System (DICAS) fees: \$50.00 for first program and \$25.00 for each additional program, programs may have additional fees to their graduate schools

MISSION AND GOALS OF DIDACTIC PROGRAM IN DIETETICS (DPD)

MISSION STATEMENT OF THE DIDACTIC PROGRAM IN DIETETICS

1. Provide opportunities for students to master the knowledge and skills necessary to ***prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become an RDN.***
2. Propagate student curiosity and inquiry about the theory and practice of dietetics that will lead to discovery and application of new ideas and knowledge.
3. Encourage the development of-multiculturally sensitive attitudes, values and goals for professional integrity, service, humility and life-long learning
4. Facilitate the development of critical thinking, decision making and leadership skills.
5. Meet the need for food and dietetics professionals by developing generalists who are able to perform in diverse scope of practice settings

GOALS AND OUTCOME MEASURES OF THE DIDACTIC PROGRAM IN DIETETICS

The program goals and objectives for the Didactic Program in Dietetics at Appalachian State University are as follow:

Program Goal 1:

Graduates will demonstrate the knowledge requirements, skills and values necessary for dietetics practice, post-graduate education or positions within food and dietetics.

Outcome measures to assess achievement of this goal:

- Graduates will pass the dietetic registration exam.
 - Graduates will achieve at least an 80% first-time pass rate on the RD exam
- Seniors will complete the senior survey to indicate competence in the theory and practice of dietetics.
 - Seniors will complete the Senior Survey to indicate the degree of satisfaction with the DPD. At least 80% of seniors responding to the senior survey will indicate a rating of 4 or better on the section I of the survey and 2 or better on the Section 2 of the survey

- Graduates will complete the alumni survey to indicate competence in the theory and practice of dietetics.
 - 80% of those graduates who complete the alumni survey one year following graduation will indicate a rating that meets or exceeds expectations regarding their ability to demonstrate program knowledge requirements in the dietetic internship and/or work environment.
- Students will be tracked beginning with the professional courses at the beginning of their junior year for tracking of program completion within a timely manner.
 - At least 80% of the program students complete program/degree requirements within 3 years (150% of the program length)

Program Goal 2:

Graduates will be prepared for supervised practice programs, graduate education and employment.

Outcome measures to assess achievement of this goal:

- Of those who respond, at least 80% of DI Directors, Graduate School Directors and employers will indicate that students were prepared for DI, Graduate School or employment
- Graduates will apply to supervised practice programs.
 - 66% of DPD graduates will apply to supervised practice programs within twelve months of graduation.
- Graduates applying to supervised practice programs will be accepted.
 - 75% of those applying to supervised practice programs within twelve months will be accepted.
- 70 % Of graduates who verified, but who did not apply to or were not accepted to supervised practice programs, will obtain employment and/or enter a graduate program of study in a health-related area.

*outcomes data available upon request contact Melissa Bryan, Program Director bryanmm@appstate.edu

Foundation Knowledge Requirements (KRDN) and Learning Objectives

WHAT DO DIETETIC STUDENTS LEARN?

It is expected that students will have obtained competence for each of the following ACEND-specified knowledge requirements and learning outcomes.



During the semester, Belk Library and Information Commons is open Monday through Thursdays for 24 hours each day and on weekends

RDN CORE KNOWLEDGE ASSESSMENT (KRDN KNOWLEDGE REQUIREMENTS FOR DIETITIAN/NUTRITIONISTS)

1. Scientific and Evidence Base of Practice: integration of scientific information and translation of research into practice.

Upon completion of the program, graduates are able to:

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

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

Upon completion of the program, graduates are able to:

- 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: Describe contributing factors to health inequity in nutrition and dietetics
- KRDN 2.7: Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
- KRDN 2.8: Defend a position on issues impacting the nutrition and dietetics profession.

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

Upon completion of the program, graduates are able to:

- 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 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.

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

Upon completion of the program, graduates are able to:

- 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.

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

Upon completion of the program, graduates are able to:

- KRDN 5.1: Perform self-assessment that includes awareness in terms of learning and leadership styles 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.

DPD COMPLETION

Students completing a B.S. degree in Nutrition and Foods (Dietetics) must complete at least 120 (program of study determines required semester credits) semester credits. Graduation requirements include satisfactory completion of all curriculum requirements with the maintenance of at least a 2.8 cumulative grade-point average in all dietetics-Required courses with no grade below a C, only one (1) repeat will be allowed per course. Meeting minimum benchmarks of all KRDNs is required to receive a Verification Statement. Students not meeting all requirements at graduation such as a course repeat or demonstration of a KRDN will have 1 year to complete Verification Statement requirements.

THE VERIFICATION STATEMENT (FOR DIETETIC STUDENTS ONLY)

Graduates are provided with 6 original copies **or** 1 digital copy with a verified signature of the *Verification Statement*. This document attests that the student has completed successfully the requirements for a B.S. Degree in Nutrition and Foods: Dietetics and has demonstrated all knowledge requirements specified by ACEND. All knowledge requirements are required to be fulfilled by each student in the Dietetics program. Completion of knowledge requirements will be tracked through student learning objectives (SLO) throughout the curriculum, any student not meeting the minimum

benchmark for a knowledge requirement will be remediated and completion on knowledge requirement will be completed with a specific assignment in NUT 4900. Any student not completing all knowledge requirements will not receive a Verification Statement upon graduation. [Click here](#) to review the Dietetics Program's process for receiving a Verification Statement. An original copy of the Verification Statement is kept indefinitely in the student's file in the main office of the Department of Nutrition and Health Care Management.

APPALACHIAN STUDENT DIETETIC ASSOCIATION

The Appalachian Student Dietetic Association (ASDA) offers a wide variety of opportunities and experiences for any Appalachian student. The purpose of ASDA is the advancement of nutrition education on campus and in the community while promoting leadership, professionalism, and the field of dietetics within the membership.

Membership is open to all current Appalachian State University students who are interested in nutrition or related fields. A student should maintain interest and participation in all association activities.

Meetings will be announced by emails and via the ASDA Facebook page.

Dues are \$18.00 per semester or \$15.00 with 2 food drive donations; dues are non-refundable. If a member does not pay dues, ASDA will not be placed on the member's student activity record.

Information on this student organization can be found on the [Appalachian Student Dietetic Association](#) website.

The parent organization for ASDA is the [Academy of Nutrition and Dietetics](#) which offers a discounted student membership.

Student Research Day is held annually in April. Here, two Nutrition students display the results of their joint research with Nutrition faculty.



RESEARCH OPPORTUNITIES

Research opportunities are available to students. Interested faculty with active research programs serve as mentors. For students currently working with or planning to work with faculty, small research grants are available through the [Office of Student Research](#).

Faculty in Nutrition and Foods are conducting research in the following areas: antioxidants/phytonutrients and oxidative damage in sedentary, physically active and diseased populations, inflammation, and preadolescent after school programs. The following Nutrition and Foods faculty actively engage undergraduates in their research programs:

[Melissa Gutschall](#)

[Laurel M. Wentz](#)

[Danielle Nunnery](#)

[Alisha Farris](#)

[Brook Harmon](#)

[Ayron Walker](#)

[Heather Schier](#)

STEPS TO BECOMING A REGISTERED DIETITIAN NUTRITIONIST (RDN)

This link provides the most up-to-date information from ACEND: [Become a Registered Dietitian Nutritionist](#)

APPLYING TO AN ACEND ACCREDITED DIETETIC INTERNSHIP/SUPERVISED PRACTICE

Students planning to become Registered Dietitians must complete an ACEND-accredited Dietetic Internship after graduation from ASU and prior to taking the National Registration Exam.

Increasing the chances of being a successful applicant to a Dietetic Internship begins in the first year of college by working to obtain and maintain the best possible GPA, acquiring extensive volunteer experience, being active in student organizations and working closely with dietetics faculty. Professional behavior is a must.

The process for applying involves three steps.

- Review all programs and identify choices for application.
- Complete the application.
- Participate in the computer-matching process.

REVIEW PROGRAMS

The first step is to review all programs offered and determine those programs to which applications will be sent. The [Directory of Dietetics Programs-Accredited and Approved](#) is updated and published each year by the Academy of Nutrition and Dietetics. The directory provides information on D.I. programs and Graduate programs in Dietetics also known as Future Education Model (FEM) Programs. Visit the specific websites of programs to obtain program statistics, specific requirements and application procedure. The number of programs to which a student may apply is unlimited.

COMPLETE THE APPLICATION

The second step is to complete the application for each Dietetic Internship (D.I.). All internships participate in the online application known as [DICAS](#). The benefit of this process is that one application can be uploaded. The applicant indicates the programs that are to receive the DICAS application information. DICAS then submits the application to those programs.

Dietetic Internship Application Task List

The following are the basic steps that need to be followed when applying for a Dietetic Internship. Students are responsible for applying to internships. Failure to do so in a timely manner will prevent the student from being matched. If planning on entering an internship, the student needs to begin these steps at least 12 months before the application due dates:

- I have obtained current application materials, from at least FOUR Dietetic Internship programs, ten months prior to my desired appointment date (April for Fall entry and November for Spring).
- If required by a program of interest, I have obtained information regarding the Graduate Record Examination (GRE) and have applied to take the examination. ASU Computer Based Testing offers year-round testing. Scores are reported immediately and sent to designated programs within two weeks of test.
- I have requested my *Declaration of Intent to Complete* or *Verification Statement* from Mrs. Melissa Bryan. The *Declaration of Intent to Complete* is generated for students who are seniors and who are scheduled to graduate prior to the start date of the internship. The *Verification Statement* is completed only for individuals who have graduated and completed all DPD program requirements. Both are standardized forms that are to be completed by the DPD Director through DICAS and submitted with Dietetic Internship application materials.
- I have requested references from advisor/faculty and official transcripts from the ASU Registrar to be sent to DICAS.
- I have completed my application online through DICAS and submitted it by program application deadline.



CAREER OPPORTUNITIES FOR REGISTERED DIETITIANS

Registered dietitians (RDs) work in a variety of employment settings including health care, business and industry, public health, education, research, and private practice. Many of these professional environments, particularly those in medical and health care settings, require that an individual who will be giving nutrition information be credentialed as an RD. In addition to the RD credential, many states also require licensure.

In medical settings, RDs educate patients about nutrition and administer medical nutrition therapy as part of the healthcare team. These professionals also may manage the food service operations in these settings, as well as in schools, day-care centers, and correctional facilities, overseeing everything from food purchasing and preparation to managing staff. RDs work with patients of all ages and with all forms of disease including diabetes, cancer, and heart disease. RDs work with physicians, nurses, respiratory therapists, physical therapists, and social workers, as part of the health care team, to improve the nutritional status of hospitalized patients.

Increasingly, people are recognizing the important connection between nutrition, fitness and health. Corporations also realize significant reductions in health insurance costs and employee sick days by promoting behaviors that help prevent illness and disease. Consequently, wellness centers and corporations are employing RDs to help educate clients or employees about the important connection between food, fitness and health.

RDs work in communications, consumer affairs, public relations, marketing or product development for many industries including the major food manufacturers. These corporate RDs are viewed as vital contributors to the success of the product in the marketplace.

The importance of nutrition to sports performance has been recognized for centuries. However, modern scientific methods are allowing scientists to separate myth from fact in relation to performance. Registered dietitians bring a holistic approach to the athlete, since RDs are concerned not only with the performance of the athlete but also with the total well-being and health of the athlete. Consequently, many professional and amateur athletes work with RDs to help maximize both performance and health.

RDs are active in working to improve the nutritional status and health of communities. Through health education seminars and programs, RDs teach and advise the public on ways to improve quality of life through healthy eating habits. RDs are often actively involved in reducing the incidence of hunger in communities, states, and on a national and international level.

RDs direct or conduct experiments for food companies, pharmaceutical companies, universities and hospitals to help improve the health and lifestyle of all Americans. Whether determining the importance of calcium to bone health or investigating the impact of genetically altered foods on health and society, RDs frequently are part of the research teams working on such important projects.

RDs often work as entrepreneurs in private practice and provide services to food service or restaurant managers, food vendors and distributors, athletes, nursing home residents, or company employees.

ASU GRADUATE PROGRAM

A combined [Graduate Program/Dietetic Internship](#), housed in the Department of Nutrition and Health Care Management in the Beaver College of Health Sciences, the ASU graduate program requires both admission to the ASU Graduate School and admission to the Dietetic Internship through the DICAS computer matching process. The program website provides detailed information.

For more information about the Graduate Program, contact Dr. Melissa Gutschall, Graduate Program Director; phone: 828-262-2698; email: gutschallmd@appstate.edu

For information about the Dietetic Internship, contact Amanda Hege, Dietetic Internship Director; phone: 828-262-2788; email:hegea@appstate.edu

APPENDIX A: PROGRAM OF STUDY FOR NUTRITION AND FOODS (DIETETICS CONCENTRATION)

[Click here](#) to access the most recent Program of Study for the Nutrition and Foods: Dietetics program.

APPENDIX B: PROGRAM OF STUDY FOR NUTRITION AND FOODS: FOODSYSTEMS MANAGEMENT

[click here](#) to access the most recent Program of Study for the Nutrition and Foods: Foodsystems Management program.

APPENDIX C: PROGRAM OF STUDY FOR NUTRITION AND FOODS: NUTRITION AND WELLNESS

[Click here](#) to access the most recent Program of Study for the Nutrition and Foods: Nutrition and Wellness, this includes the curriculum for App State Online admitted students beginning with Fall 2023.

APPENDIX D: ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS

[Click here](#) to access the current AND Code of Ethics.

APPENDIX F: ACADEMIC STANDARDS CONCERNS PROCESS AND FORM

Appendix F : Academic Standards Concerns Process and Form

Initiating an Academic Performance Review

Any faculty member who has a specific and significant concern or pattern of concerns about an aspect of a student's performance may request to bring the concern before the Academic Performance Review (APR) Committee. A student who has a concern about another student may bring that concern to the NUT Program Director or Department Chair. Concerns must be presented in writing to the attention of the NUT Program Director or the Department Chair. If the NUT Program Director initiates an APR based on a concern with a student or there is another conflict of interest, another faculty member will be designated as chair of the APR committee by the Department Chair.

Composition of the Academic Performance Review Committee

The APR Committee will consist of a minimum of three faculty members, typically the APR Chair, the faculty member bringing forward the concerns, and at least one additional faculty member appointed by the APR Chair. The NUT Program Director will serve as the Chair of the APR Committee unless another Chair is needed as outlined in the previous section. In this case, the Department Chair will select an alternate Chair of the APR.

Responsibilities and Roles

The **student** will be informed of the concerns and of the APR. He or she has the right to participate in the APR and speak on his or her own behalf. The student may invite witness(es) and/or an observer to the APR as outlined below. The student also has the right to respond to the process and/or outcome of the APR as detailed in the grievance procedures.

The **APR Chair** shall see that all necessary information is compiled and available for the APR committee's use in deliberations. The APR Chair is also responsible for appointing any additional APR committee members, convening the committee, informing the student in writing that an APR has been initiated and the brief reasons for the review, recording and taking notes in the APR meeting, communicating information to the student before and during the APR, ensuring that the meeting is focused on the identified concern(s) and academic performance of the student, and providing a written recommendation of the APR committee to the Department Chair.

The **faculty member bringing forward the concerns** is viewed as the person most knowledgeable about the situation under review and is therefore responsible for presenting pertinent information on the nature of and facts about the problem under review.

The **APR Committee Members** will review all information, listen and ask questions during the proceedings, and engage in deliberations to determine the recommendations(s) that will be made to the Department Chair.

The **Department Chair** will be present during the fact-finding component of the APR and for the APR committee's deliberations to observe and to hear first-hand the presentations and discussions. The Department Chair may also ask questions and participate in discussions. The Department Chair shall not be present when the APR committee prepares its recommendation(s). After receiving the written recommendation(s) from the APR Chair, the Department Chair is responsible for making a final decision. The Department Chair will then notify the student and APR Committee in writing of the outcome of the APR. In the event that the Department Chair cannot serve in an APR an alternate will be selected.

Witness(es) may be invited by the student or the APR Chair. They must have significant knowledge of the problem or of the student's academic performance. They are not present in the APR except when called. Witnesses may be questioned by the student and the APR Committee, but witnesses do not typically ask questions of the APR Committee or of the student. An attorney cannot serve as a witness. An individual cannot serve as both a witness and an observer.

One **Observer** may be invited by the student and he or she is present to observe only. An observer does not provide evidence and does not ask or answer questions. An attorney cannot be an observer. An individual cannot serve as both an observer and a witness.

Student Privacy and Confidentiality

Consistent with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, documentation of information disclosed during student meetings with faculty, program directors, or school administrators will be kept confidential. Faculty, program directors and/or service learning/Field placement supervisors may share pertinent information, consistent with FERPA, for the professional purpose of identifying student issues and enhancing problem solving about the concerns as they relate to expected Academic Performance Standards. Should the student invite an observer or witness,

the student will be deemed to have provided permission for that individual to be privy to the information discussed in the APR. The APR documentation will be kept in the Department of NHM.

Procedures and Process

The **first step** in the process is for the APR Chair to schedule the APR. An APR meeting should be scheduled as soon as possible following the emergence of a concern or complaint, and the APR Chair shall notify the student, the faculty member bringing forward the concerns, the APR committee members, and the Department Chair of the meeting time and place, those who will attend, as well as the nature of the concern(s) to be considered. The APR Chair will attempt to accommodate attendees' schedules.

Attendance at the APR meeting will be governed as follows:

1. The student whose performance will be reviewed is invited to participate in the APR meeting. However, if the student has been contacted but refuses to or does not attend, the APR will be conducted in his or her absence. Prior to the meeting date, the student is responsible for contacting the APR Chair in writing within two business days of the notice to confirm his or her intent to attend the meeting. The student participates in the meeting until the point at which the committee begins its deliberations.
2. The student may invite any person other than an attorney to attend the APR meeting as an observer or witness. It is the student's responsibility to notify the APR Chair in writing that an observer or witness will attend at least two business days prior to the scheduled meeting. The names and relationships of the observers and witnesses will be provided by the student to the APR Chair.
3. The APR Chair may invite additional administrative personnel from within the institution, as appropriate.
4. If the size of the group becomes unwieldy or the APR must occur within an immediate time frame, the APR chair has the authority to limit the number of people who will attend the APR meeting. In all cases, the following procedures for the APR will be adhered to:

1. The student shall be advised of the time and place of the review and who will attend.

2. The student shall be advised of the nature of the academic performance concern(s).
3. The student shall be advised of the following rights:
 - a. The right to present his or her case.
 - b. The right to be accompanied by an observer, but not an attorney.
 - c. The right to call witnesses in his or her behalf, but not an attorney.
 - d. The right to question other witnesses.
 - e. The student shall be advised of the APR process and the method of response and appeal.

Any requests from the student for modifications or revisions to the Procedures and Process outlined must be made in writing at least three business days prior to the APR. These must be considered and decided during the **first** step. The APR Chair and Department Chair must agree on decisions regarding procedural changes. Decisions will be conveyed to the student in writing at least 24 hours prior to the APR being convened.

Once an APR is convened, the **second step** is to conduct the review. The agenda for the APR meeting will include the following:

1. Fact finding component. All APR committee members, the student, and the Department Chair shall participate in this component.
 - a. The APR meeting will be convened by the APR Chair.
 - b. The faculty member bringing forward the concerns will present the facts leading to the APR.
 - c. The student or others may present additional facts or clarify facts related to the review.
 - d. Witnesses, if any, will be questioned.
 - e. The APR Chair will summarize the discussion.
 - f. The student or others may offer corrections or additions to the summary.
2. Deliberation. After the student and any witnesses and/or observers are dismissed, the APR members, including the APR Chair, the faculty members appointed by the APR Chair, and the Department Chair shall participate in this portion of the meeting. The APR members may utilize materials produced for the APR, contents of the APR meeting, and any other relevant information in their review and discussion.
3. Preparation of Recommendations. The APR committee members jointly develop their recommendation(s). The Department Chair shall not be present when the recommendations are developed.

The **third step** is for the APR Chair to write and submit the recommendation of the APR Committee to the Department Chair as soon as possible following the APR and deliberations. When Committee recommendations are not unanimous, dissenting opinions will be included in the recommendations submitted to the Department Chair.

The **fourth step** is for the Department Chair to review the recommendations and to consult with other administrators, University officials, or APR Committee members as needed. The Department Chair will make the final decision and the student and APR Committee will be notified in writing of this decision within 10 business days of the APR. This period may be extended in extenuating circumstances. A copy of the e-mail/letter outlining the Department Chair's decision will be kept in the Department of NHM.

Possible Outcomes of a Performance Review

The following are some possible outcomes of an APR, applied as appropriate to the severity of the issue. This list is illustrative and not exhaustive.

- A written performance plan may be established. In such a case, the plan may require the following:
 - o Additional coursework,
 - o Completion of training relevant to the issue,
 - o Mutually agreed upon counseling, and/or
 - o Other activities as warranted.
- A departmental probationary period during which specified criteria must be met.
- Delayed entry into the Capstone experience based on specified criteria being met.
- Suspension from the DPD program. If the decision is to suspend the student, specific reasons for the suspension should be identified and specific criteria for reinstatement must be met.
- Termination from the DPD program.

Grievance Procedures for Academic Performance Review Decisions

Students may respond regarding the process of the APR and/or appeal the decision. The student may provide a written response regarding the review process and/or the Department Chair's decision within 10 business days of receipt of the decision; this written response is NOT an appeal. This written response should be sent to the Department Chair who will keep a copy in the Department of Nutrition and Health Care Management. Students who are dissatisfied with an APR decision have the right to appeal the Department Chair's decision to the Dean (or Dean's designee) in writing by email within 10 business days of receipt of that decision. The Dean's decision is final.

Date:

Student name:

Faculty member or agency representative:

The Department of Nutrition and Health Care Management (NHM) has set forth standards for students in the NUT Program. NUT students must maintain the *Academic Standards for Retention* set forth by ASU and the Department NHM.

NUT students are expected to abide by ASU's *Code of Student Conduct and Academic Integrity Code*, the *AND Code of Ethics, if Dietetics Concentration*; and the following standards: 1) Scholastic Performance; 2) Professional Identity and Self-Awareness; 3) Ethical Behavior; 4) Interpersonal Relationships; and 5) Commitment to Diversity, Social Justice, and Human Rights. Failure to meet the standards may result in dismissal from the program.

An *Academic Standards Concerns Form* is completed by a faculty member or agency representative when there are concerns about a student's performance. They will discuss the concerns and review the form with the student, except under unusual circumstances. A copy of the *Academic Standards Concerns Form* will be kept in the Department of NHM in the student's file.

Signify areas of concern and provide a short narrative that further elaborates concerns. Include the class or context in which the behaviors occur.

Areas of Concern	Level of Concern (1=mild, 2= moderate, 3= serious)	Is it resolved?
1. Scholastic Performance Standards		
Exhibits difficulty in demonstrating scholastic performance standards as developmentally appropriate (e.g., GPA, grades, course repeats, KRDNs)	1 2 3	Yes ☐ No ☐
Other. Please Describe:	1 2 3	Yes ☐ No ☐
2. Professionalism Standards		
Is frequently absent, tardy, or leaves early	1 2 3	Yes ☐ No ☐
Turns in incomplete or late assignments; is frequently unprepared for class, service learning, or field; does not meet deadlines	1 2 3	Yes ☐ No ☐

Sleeps through class, service learning, or field experiences	1 2 3	Yes ☐ No ☐
Other. Please Describe	1 2 3	Yes ☐ No ☐

3. Ethical Behavior Standards

Plagiarizes an assignment, exam, or other activity	1 2 3	Yes ☐ No ☐
Cheats on an assignment, exam, or other activity	1 2 3	Yes ☐ No ☐
Demonstrates dishonesty	1 2 3	Yes ☐ No ☐
Does not demonstrate accountability		
If Dietetics Student, does not demonstrate applicable characteristics of the AND Code of ethics	1 2 3	Yes ☐ No ☐
Other. Please Describe:	1 2 3	Yes ☐ No ☐

4. Interpersonal Relationships Standards

Demonstrates disrespect, disruptive behavior, or lack of cooperation in interactions with instructor, students, or others in the classroom, Department of NHM, or other settings	1 2 3	Yes ☐ No ☐
Demonstrates acts of bullying and/or cyber bullying	1 2 3	Yes ☐ No ☐
Does not demonstrate skills that facilitate effective helping relationships	1 2 3	Yes ☐ No ☐
Other. Please Describe:	1 2 3	Yes ☐ No ☐

5. Commitment to Diversity, Social Justice, and Human Rights Standards

Is disrespectful in discussing sensitive issues, such as diversity; is insensitive to the feelings or needs of others	1 2 3	Yes ☐ No ☐
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Comments - signify areas of concern and provide a short a narrative that further elaborates concerns. Include the class or context in which the behaviors occur:

Student Comments (if desired):

Has student received a copy of this form?	☐ Yes ☐ No
If no, reasons not provided to date:	

Faculty Member Date

DPD Program Director Date

Field Supervisor (if applicable) Date

Signature of Department Chair Date

Student* Date

*Signature of a student signifies receipt of this form, not necessarily agreement with it.