<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director Contact Information</td>
<td>3</td>
</tr>
<tr>
<td>Advisors</td>
<td>4</td>
</tr>
<tr>
<td>About the College of Allied Health Sciences and Department of Nutritional Sciences</td>
<td>5</td>
</tr>
<tr>
<td>Mission of the Department and DPD</td>
<td>6</td>
</tr>
<tr>
<td>Program Goals and Student Outcomes and Measures</td>
<td>6</td>
</tr>
<tr>
<td>The Department of Nutritional Sciences Options - an Overview</td>
<td>7</td>
</tr>
<tr>
<td>Nutrition Career Options</td>
<td>8</td>
</tr>
<tr>
<td>Registered Dietitians - Requirements</td>
<td>10</td>
</tr>
<tr>
<td>Meeting the Requirements at the University of Cincinnati</td>
<td>10</td>
</tr>
<tr>
<td>Curriculum Requirements</td>
<td>11</td>
</tr>
<tr>
<td>Undergraduate Sample Schedules</td>
<td>12</td>
</tr>
<tr>
<td>Extracurricular Activities</td>
<td>12</td>
</tr>
<tr>
<td>Supervised Practice and Dietetic Internships</td>
<td>12</td>
</tr>
<tr>
<td>The Next Steps following Completion of the CP or DI</td>
<td>18</td>
</tr>
<tr>
<td>Cost to Student</td>
<td>18</td>
</tr>
<tr>
<td>Support Services</td>
<td>18</td>
</tr>
<tr>
<td>Policies: Admissions Requirements</td>
<td>18</td>
</tr>
<tr>
<td>Program Requirements</td>
<td>19</td>
</tr>
<tr>
<td>Program Completion Requirements</td>
<td>19</td>
</tr>
<tr>
<td>Transfer Credits, Assessment of Life Experience and Articulation Agreements</td>
<td>19</td>
</tr>
<tr>
<td>Policy on Pre-requisites</td>
<td>20</td>
</tr>
<tr>
<td>Equal Opportunity</td>
<td>20</td>
</tr>
<tr>
<td>Withdrawal and Refund of Tuition Fees</td>
<td>20</td>
</tr>
<tr>
<td>Scheduling and Program Calendar (including vacation and holidays)</td>
<td>20</td>
</tr>
<tr>
<td>Protection of Privacy of Information</td>
<td>20</td>
</tr>
<tr>
<td>Access to Personal Files</td>
<td>22</td>
</tr>
<tr>
<td>Insurance Requirements</td>
<td>22</td>
</tr>
<tr>
<td>Liability for Safety in Travel</td>
<td>22</td>
</tr>
<tr>
<td>Formal Assessment of Student Learning</td>
<td>22</td>
</tr>
<tr>
<td>Grievance Procedures</td>
<td>22</td>
</tr>
<tr>
<td>Disciplinary and Termination Procedures</td>
<td>23</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>23</td>
</tr>
<tr>
<td>Weather Policy</td>
<td>24</td>
</tr>
<tr>
<td>Appendix A: Campus Resources</td>
<td>24</td>
</tr>
<tr>
<td>Appendix B: Permission to take Nutrition Course without Pre- or Co-Requisite Form</td>
<td>28</td>
</tr>
<tr>
<td>Appendix C: Procedure for Complaints about ACEND to ACEND about Programs</td>
<td>29</td>
</tr>
</tbody>
</table>
This handbook is designed for students enrolled, or interested in enrolling, in the Dietetics and Food and Nutrition majors and the Certificate programs at the University of Cincinnati. Enrolled students are responsible for reviewing the contents of this handbook. Ask your faculty mentor if you have questions about anything in the handbook.

Program Director/Faculty Mentor contact information:

**Department Head of Nutritional Sciences and Graduate Program Director:**

Dr. Sarah Couch, PhD, RD  
Office: 363B French East  
Phone: (513) 558-7504  
E-mail: sarah.couch@uc.edu

**Undergraduate and DPD Program Director:** Dr. Emily Van Walleghen, PhD, RD  
Office: 357 French East  
Phone: (513) 558-2024  
E-mail: emily.vanwalleghen@uc.edu

**Director Coordinated Program in Dietetics:** Elise Cowie, MEd, RD, LD  
Office: 363 D French East  
Phone: (513) 558-2196  
E-mail: elise.cowie@uc.edu

**Certificate in Didactic Program in Dietetics Coordinator:**  
Dr. Emily Van Walleghen, PhD, RD  
Office: 357 French East  
Phone: (513) 558-2024  
E-mail: emily.vanwalleghen@uc.edu

**Department Program Coordinator:** Shannon Rose  
Office: 364 French East  
Phone: (513) 558-7503  
E-mail: shannon.rose@uc.edu

**Faculty Advisor/Mentor:**

Office:  
Phone:  
E-mail: 
### College Academic Advisor contact information:

**Director:**
- **Sherry Spokas, MSW**
- Office: 303 French East
- Phone: (513)-558-8350
- E-mail: Sherry.Spokas@uc.edu

**Assistant Director:**
- **Denise Ellis, MBA**
- Office: 304 French East
- Phone: (513) 558-8548
- E-mail: denise.ellis@uc.edu

**Assistant Director:**
- **Amber Hunter, MA**
- Office: 306 French East
- Phone: (513) 558-0305
- E-mail: amber.hunter@uc.edu

**Assistant Director:**
- **Lauren Martin, MA**
- Office: 301 French East
- Phone: (513) 558-4380
- E-mail: marto2lk@ucmail.uc.edu

**Assistant Director:**
- **Kristan Metz, MA**
- Office: 378 French East
- Phone: (513) 558-8540
- E-mail: Kristan.Metz@uc.edu

**Assistant Director:**
- **Chris McCann, MBA**
- Office: 302 French East
- Phone: (513) 558-3114
- E-mail: mccanncl@ucmail.uc.edu

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### Advisors/Faculty Mentors

The college academic advisor assists the student in completing necessary paperwork for such things as declaring a major or transferring into the major, registering for the correct courses, accepting transfer credits from other institutions, registering for graduation, etc. Students should meet with a college advisor each semester, preferably before registering for the next semester’s classes. All freshmen must meet with a college advisor each semester during their freshmen year, prior to registering for classes for the next semester.

The faculty mentor is a faculty member in the Department of Nutritional Sciences assigned to the student to assist in course selection, career planning, and progress toward the professional portfolio capstone requirement for graduation. Students should meet with their College advisor each semester, preferably before registering for the next semester’s classes. Students should also touch base with their faculty advisor each semester to discuss career plans and professional volunteer opportunities.
About the College of Allied Health Sciences
In 1995, the Center for Health Related Programs was established as part of the University of Cincinnati Medical Center. In 1998, the Center for Health Related Programs became the University’s sixteenth college, the College of Allied Health Sciences. The mission of the College is to coordinate, monitor, and develop health related programs at the University of Cincinnati. The College of Allied Health Sciences, together with the College of Medicine, College of Pharmacy, and College of Nursing and Health, is involved in enhancing and improving the quality of health for people everywhere by discovering, teaching, and applying knowledge related to health sciences.

Departments and Schools in the College include Analytical and Diagnostic Sciences, Communication Sciences and Disorders, Health Informatics, Nutritional Sciences, Rehabilitation Sciences, and Social Work.

The College strives to educate students with a basis that later can be enhanced to facilitate advancement in their chosen field. Instructors impress upon students that their first responsibility is always to the patient, client, or program to which service is rendered. An integral part of that responsibility is a lifelong dedication to continuing education, a necessary element in maintaining one’s competence in the field.

About the Department of Nutritional Sciences
Since 1912, the University of Cincinnati has offered programs in dietetics and nutrition science, providing students with a solid foundation in the fundamentals of food and nutrition. The Department of Nutritional Sciences is located in the College of Allied Health Sciences, which is a part of the Medical Center along with the College of Nursing, College of Pharmacy, and the College of Medicine. Courses in the program explore the effects of food on health and the body as well as the social, psychological, environmental, and technological factors that influence human health status.

### Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution(s)</th>
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<tbody>
<tr>
<td>Sarah Collins Couch, PhD, RD</td>
<td>Professor (Department Head, Graduate Program Director)</td>
<td>PhD 1996 University of Connecticut</td>
</tr>
<tr>
<td>Elise Cowie, MEd, RD, LD,</td>
<td>Assistant Professor (Director Coordinated Program in Dietetics)</td>
<td>MEd 1980 University of Cincinnati</td>
</tr>
<tr>
<td>Debra Krummel, PhD, RD, FAND</td>
<td>Endowed Associate Professor</td>
<td>PhD 1986 Pennsylvania State University</td>
</tr>
<tr>
<td>Seung-Yeon Lee, PhD,</td>
<td>Associate Professor</td>
<td>PhD 2008 Michigan State University</td>
</tr>
<tr>
<td>Lindsey Mayes, MS, RD, LD,</td>
<td>Instructor of Clinical</td>
<td>MS 2013 University of Kentucky</td>
</tr>
<tr>
<td>Audrey Miller, MS, RD, LD,</td>
<td>Visiting Professor</td>
<td>MS 2002 University of Cincinnati</td>
</tr>
<tr>
<td>Abigail Peairs, PhD,</td>
<td>Assistant Professor</td>
<td>PhD 2007 Virginia Tech</td>
</tr>
<tr>
<td>Emily Van Wallegehen, PhD, RD,</td>
<td>Assistant Clinical Professor (Undergraduate and DPD Program Director)</td>
<td>PhD 2006 Virginia Tech</td>
</tr>
</tbody>
</table>
Mission of the Department of Nutritional Sciences
To educate competent, socially-responsible professionals in the areas of food, nutrition and dietetics. Through innovative teaching, didactic and experiential education, and scholarly work, graduates are prepared to make successful contributions in education and research, as well as to their communities and their chosen professions.

Mission of the University of Cincinnati Didactic Program in Dietetics (DPD)
To prepare students with a comprehensive academic foundation of knowledge and skills that will enable them to enter into an accredited dietetic internship program, a variety of employment opportunities related to dietetics, food, and nutrition, or graduate school. The program encourages students to strive for excellence in practice through a commitment to those they serve and lifelong learning.

DPD Program Goal One: to provide quality didactic instruction and experiential education to prepare graduates for accredited dietetic internship programs, graduate school, or careers in food, nutrition, or related professions.

DPD Student Outcomes and Measures:
a. Program completion rate: seventy percent (70%) of undergraduate students in the Dietetics and Food and Nutrition majors will receive a Bachelor’s Degree and verification statement within three years and 80% of post-graduate students enrolled in the DPD will receive a verification statement within three years.

b. Dietetic internship placement rates: Annually, the dietetic internship placement rate of the DPD program will be higher than the national average.

c. Perceived academic preparation by graduates at program completion: Over a 5 year period, average scores on the student exit survey for all DPD student learning outcomes will indicate adequate to excellent ratings.

d. Perceived academic preparation by graduates within 2 years after graduation: Over a 5 year period, average scores on the graduate survey for all DPD student learning outcomes will indicate adequate to excellent ratings.

e. Perceived academic preparation of graduates by internship directors/employers: Over a 5 year period, average scores on the internship directors/employers survey will indicate average to excellent ratings of program graduates in dietetic competency areas.

DPD Program Goal Two: to prepare graduates who are accepted and who complete an accredited dietetic internship to become competent entry level dietetic practitioners.

DPD Student Outcomes and Measures:
a. National exam pass rate: Over a 5 year period, 80% or more first time takers of the national registration exam will receive a passing score.

b. Job placement: 80% of program graduates will have obtained employment in dietetics or a related field and/or be enrolled in a continuing education program within 2 years after graduation.

c. Perceived quality of education by program graduates: 80% of program graduates who complete a graduate survey will indicate a good to excellent rating of their academic preparation in their undergraduate coursework.
The Department of Nutritional Sciences Undergraduate Options – an Overview

A variety of undergraduate options are available to accommodate different career paths for those wishing to graduate with a background in nutrition. Dietetics majors complete DPD coursework required to apply for a postgraduate dietetic internship, or may apply to the Coordinated Programs, which includes the Supervised Practice component within the four-year degree. Food and nutrition courses are combined with a solid foundation in the sciences as well as courses in social sciences. Some graduates pursue a career in sales, product development, wellness and fitness. Others use their background in nutrition as a basis to pursue advanced degrees to prepare them for research or teaching or to continue their education in a healthcare field such as medicine or physical therapy. The University of Cincinnati also offers a certificate option for those with an existing undergraduate degree from an accredited University who wish to pursue a career as a registered dietitian.

It should be noted that in the field of nutrition, certain jobs that involve nutrition counseling, assessing nutritional status, calculating nutrient needs, and developing and managing certain types of nutrition programs, require the credentials of a registered dietitian (RD).

<table>
<thead>
<tr>
<th>Program Options</th>
<th>Career Options</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td><strong>Undergraduate</strong></td>
<td></td>
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<tr>
<td>Bachelor of Science in Dietetics</td>
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</tr>
<tr>
<td>Coordinated Program in Dietetics</td>
<td>➔ Accelerated route to become a registered dietitian (RD).</td>
<td>Includes supervised practice experience. Requires 2nd application (usually in May of sophomore year)</td>
</tr>
<tr>
<td>Four Year Didactic Program</td>
<td>➔ Traditional route to become a RD.</td>
<td>Post graduate dietetic internship required to become a RD.</td>
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<tr>
<td>Concentration options:</td>
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</tr>
<tr>
<td>Clinical/Community</td>
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<td>Sports Nutrition</td>
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<tr>
<td><strong>Bachelor of Science in Food and Nutrition</strong></td>
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</tr>
<tr>
<td>Concentration options:</td>
<td>➔ Curriculum is tailored to meet various needs. Examples include:</td>
<td>DPD requirements are not integrated into the curriculum for either concentration.</td>
</tr>
<tr>
<td>Exercise &amp; Wellness</td>
<td>➔ To work in areas of wellness, fitness, sales, business, food development, writing, research.</td>
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<tr>
<td>Pre-Medicine</td>
<td>➔ To prepare for further study in medical school, physical therapy, graduate school.</td>
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<tr>
<td><strong>Certificate</strong></td>
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</tr>
<tr>
<td>Certificate of Didactic Program in Dietetics (DPD</td>
<td>➔ To become a RD.</td>
<td>Requires a baccalaureate degree from an accredited college/university; Post graduate dietetic internship required to become a RD.</td>
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<tr>
<td>Certificate)</td>
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<tr>
<td>Certificate of Supervised Practice in Dietetics (SP</td>
<td>➔ To become a RD.</td>
<td>Requires a baccalaureate degree from an accredited college/university and an ADA DPD verification statement.</td>
</tr>
<tr>
<td>Certificate)</td>
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</tbody>
</table>
Nutrition Career Options

What can you do with your degree in nutrition?
(WITHOUT the Registered Dietitian (RD) credential)

You can become a dietitian technician, registered, DTR.

DTRs work independently or as a team member under the supervision of registered dietitians and work in these environments as listed on the Academy of Nutrition and Dietetics website: http://www.eatright.org/students/education/

- Hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities helping to treat and prevent disease by conducting screens, gathering data and performing other tasks to assist the registered dietitian in providing medical nutrition therapy as an important part of health-care teams.
- Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals, managing employees, purchasing and food preparation and preparing budgets within foodservice operations.
- Women, infant, children (WIC) programs, public health agencies, Meals on Wheels and community health programs, developing and teaching nutrition classes for the public.
- Health clubs, weight management clinics and community wellness centers, helping to educate clients about the connection between food, fitness and health.
- Food companies, contract food management companies or food vending and distributing operations developing menus, overseeing foodservice sanitation and food safety and preparing food labeling information and nutrient analysis.

If you are interested in food and nutrition research, you could become a:

1) Study Coordinator or Research Assistant at a university or community clinical research organization
2) Research Assistant or Associate in an academic institution
3) Research Assistant for a Clinical Research Organization
4) Research nutritionist at a research center
5) Clinical data associate
6) Lab technician or research assistant in a food, supplement or pharmaceutical company
7) Flavor development specialist
8) Graduate student in Nutritional Sciences or related program

If you are interested in nutrition education, there are a variety of settings in which you could provide information to groups or individuals, including:

1) Programs implemented by fitness facilities, health clubs, senior centers, group homes
2) Weight loss company (e.g. Jenny Craig or weight watchers)
3) School nutrition programs
4) WIC programs (various levels – county or program director level)
5) Nutrition program offered by Extension (e.g. SNAP-Ed, EFNEP, CNEP). For Ohio, http://extension.osu.edu/locate-an-office (especially the Family and Consumer Sciences division)
6) Worksite wellness programs
However, without the RD or DTR credentials, you cannot assess patient nutrition risk or provide individualized nutrition care.

If you are interested in public health and policy, you might consider working as a:

1) Program administrator for a non-profit organization (e.g. CSPI Center for Science in the Public Interest [http://www.cspinet.org/nah/index.htm]
2) Public health specialist for the health department
3) Quality assurance/ food safety or health inspector

If you are interested in working for a company or media/marketing entity, you may consider:

1) Cooking or health/wellness book, magazine, health newsletter (food editor, food critic, provider of nutrition tips or recipes, etc)
2) Internet-based health and nutrition related company
3) Hospitality business (e.g., hotel/resort, catering, food and beverage manager)
4) Food service (e.g., consultant for a restaurant, corporation, hospital, university, or public school system)
5) Company to develop food and nutrition related products/equipment (e.g. for hospitals, nursing homes)
6) Marketing division of a food company
7) Sales department (e.g. for a food, pharmaceutical, or medical device company)

Other agencies and organizations that offer a mixture of opportunities include:

1) Department of Health and Human Services (DHHS)
   a. National Institutes of Health (NIH)
   b. Food and Drug Administration (FDA)
2) Various arms of the United States Department of Agriculture (USDA)
   b. National Agricultural Library
      i. Food and Nutrition Information Center [http://fnic.nal.usda.gov/]
   c. Agricultural Research Service (e.g. as nutritionist) – Beltsville Human Nutrition Res. Ctr., Food Surveys Res. Group
3) International organizations related to health/food/nutrition
   a. Save the Children (e.g., “health and nutrition” sector)
   b. Peace Corps
   c. Pan American Health Organization (PAHO)
   d. United Nations
      i. Food and Agriculture Organization of the United Nations (FAO)
      ii. World Food Program
   e. United Nations Children’s Emergency Fund (UNICEF)
   f. World Food Agency (WFA)
   g. World Health Organization (WHO)

The careers included on this handout are examples of various opportunities and may give you some ideas about places to look for jobs. Depending on your interests, the possibilities may seem endless!
Dietetics as a Career
Dietetics is a profession firmly based in the sciences.

Registered dietitians provide a variety of services in an array of exciting and challenging environments. Their knowledge and skills allow them to translate the science of nutrition into practical applications such as identifying nutritional needs of individuals and groups, planning and implementing nutrition education programs, providing nutrition counseling, and directing food service.

Traditionally many RDs find employment in healthcare, but they are in no way limited to that career environment. However, it is an option open to them that is not open to someone without this credential. Without this credential, opportunities in the area of healthcare and working directly with clients to do nutrition assessment and counseling are very limited. Other settings that provide job opportunities for RDs are business and industry, research, food service management, fitness and wellness settings, public health, and other community settings.

Registered Dietitians – Requirements

To become a Registered Dietitian (RD), you must:
1. Complete academic requirements through a program accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND)*; this is accomplished by completing a Didactic Program in Dietetics (DPD) or a Coordinated Program in Dietetics (CP);
2. Have a minimum of a baccalaureate degree from an accredited college or university;
3. Complete a ACEND-accredited supervised practice program (a minimum of 1200 hours);
4. Pass the national registration examination for dietitians.

Typically, students complete their academic requirements while receiving their baccalaureate degree and then apply for a dietetic internship through a competitive national computer matching process. The internship provides the supervised practice experience. Some internship programs combine the supervised practice with a graduate degree. After completing the internship, students are eligible to take the national registration exam.

Meeting the Requirements at the University of Cincinnati

Students have several undergraduate options if they wish to pursue dietetics as a career:
1. **Coordinated Program in Dietetics (CP).** This program is designed to meet the DPD requirements, the baccalaureate requirements, and the supervised practice requirements. By successfully completing the program, the student becomes eligible to take the national registration examination for dietitians upon graduation.

2. **Didactic Program in Dietetics (DPD).** Students at the University of Cincinnati can meet the ACEND academic requirements through the Didactic Program in Dietetics offered through the Dietetics major. The basic curriculum of both Dietetics concentrations meets all of the requirements.

* The Didactic Program in Dietetics and the Coordinated Program in Dietetics are currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, Suite 2000, 120 South Riverside Plaza, Chicago, IL 60606-6995, 312-899-0040 ext. 5400.
3. **Certificate of Didactic Program in Dietetics (DPD Certificate).** The DPD Certificate Program is designed for students who already have a baccalaureate degree in any field, and are interested in completing just the ACEND didactic requirements without earning a second undergraduate degree. This will allow them to receive the Academy of Nutrition and Dietetics Verification Statement, documenting their eligibility to apply to a dietetic internship. They must have earned their degree from an accredited university with a minimum GPA of 3.0.

4. **Certificate of Supervised Practice in Dietetics (SP Certificate).** The Supervised Practice Certificate Program is designed for individuals who want to complete the supervised practice (internship) component of the ACEND requirements to become a registered dietitian. Students interested in the SP Certificate must have completed a baccalaureate degree from a didactic program in dietetics accredited by ACEND and have received a verification statement from that program. They must also go through the Coordinated Program application process. The number of available SP Certificate positions varies annually, depending on whether all CP positions were filled with students already enrolled in the dietetics or food and nutrition program at UC.

Application to the Dietetics baccalaureate program is available through the admissions website at [http://www.admissions.uc.edu/apply/](http://www.admissions.uc.edu/apply/).

Please see [http://www.cahs.uc.edu/](http://www.cahs.uc.edu/) for additional information and application forms for the DPD Certificate and SP Certificate Programs, and for the CP application materials.

Additional information can be obtained by contacting the CAHS Office of Student Affairs at [http://www.cahs.uc.edu/current/advising/osa/advising.aspx](http://www.cahs.uc.edu/current/advising/osa/advising.aspx).

**Curriculum Requirements**

- **Foundation Knowledge and Skills**
  
  In order to receive accreditation, the DPD must provide a curriculum that covers the Foundation Knowledge and Skills identified by the ACEND. Taking the required courses within each major ensures that students meet all the requirements. Graduates must have attained knowledge and skills in areas such as nutrition, physical and biological sciences, social sciences, foods and food science, management, research, and communications.

- **Competencies**
  
  Accredited supervised practice experiences such as the Coordinated Program in Dietetics require that students master core competencies during the supervised practice experiences. These are explained fully in the Coordinated Program Student Handbook.

A list of the Foundation Knowledge and Skills and Competencies for Dietitians can be found on the Academy of Nutrition and Dietetics website ([http://www.eatrightacend.org/ACEND/](http://www.eatrightacend.org/ACEND/)).
Undergraduate Sample Schedules
Sample schedules for the undergraduate programs can be found at: http://www.cahs.uc.edu/current/advising/osa/curriculaguides.aspx. It is highly recommended that students in the undergraduate programs follow the suggested curriculum schedules to ensure completion of required course pre-requisites and completion of all program requirements.

Extracurricular Activities
Extracurricular activities can help develop different skills that may be useful in your future career. There is a student organization related to dietetics and food and nutrition, the Student Dietetic Association. Consider becoming involved!
A bulletin board for student organizations is located on the first floor of the French East Building across from the Student Lounge. The bulletin board includes information about membership, names of officers, calendars of meetings and scheduled activities, and other pertinent information.

Student Dietetic Association (SDA)
The Student Dietetic Association is open to all students enrolled in the University. Students are encouraged to join as freshmen. Membership gives students new to the University of Cincinnati an opportunity to meet other students with similar career interests. Monthly meetings are held during the academic year. Activities include fundraisers, social events, and participation in community events such as walks and runs for charity and food drives. Membership in the SDA is especially beneficial for Dietetics majors intending to apply for supervised practice programs since it demonstrates commitment to the field. It also gives students the opportunity to hold offices in the organization, which helps to strengthen leadership skills. Audrey Miller is the faculty advisor. Membership fee is $5.00/semester and each student needs 15 points to be identified as active.

Information about other student activities and leadership opportunities is available at: http://www.uc.edu/current/.

Supervised Practice and Dietetic Internships
Completion of Supervised Practice is the second step in the three-step process to become a Registered Dietitian. Supervised Practice can be obtained through a coordinated program in dietetics (CP) or through a post-baccalaureate Dietetic Internship (DI).

For students completing the Didactic Program in Dietetics who plan to apply for a dietetic internship, a national application process is made available through the Academy of Nutrition and Dietetics. Each September, a timetable is sent to the Didactic Program Director (Undergraduate Program Director). For most dietetic internships, appointments are made in mid-April for programs that begin in July through September. Internships accept applications through the on-line Dietetic Internship Centralized Application System (DICAS). This system can be accessed at https://portal.dicas.org.

Currently, approximately 250 internships are available in the United States and Puerto Rico. All programs are based on the same dietetic standards of education and meet the same core competencies; however, each program is unique. The specific experiences provided, length of supervised practice, and criteria for admission vary among programs. Applicants should explore a variety of programs, then apply to those which best meet their interests, needs, and qualifications. According to the ACEND 2014 Annual Report, of those graduates who applied for internships about 52% were placed, compared to 77% of graduates who were placed in internships in 2013. It is essential that students have a strong GPA, relevant work experiences, and professional relationships that will support a successful application.
Students should start early to position themselves for the application process. Areas to focus on include:

- **Cumulative grade point average**
  Most programs require a minimum Grade Point Average (GPA) of 3.0 or higher for application. Because acceptance to Supervised Practice/Internship Programs is very competitive, it is recommended that students earn a GPA well above the minimum for application (generally above 3.4). While all university grades are reviewed, emphasis is placed on the DPD GPA, Science GPA, and GPA from Nutrition and Foods courses.

- **Relevant work experience**
  Evidence that you are a productive, reliable, and competent worker is critical. Accumulating volunteer and work experience in nutrition and/or food service is very helpful. Some internships look for health care work experience. Length of employment in one position or in one organization is valued.

- **Activities**
  Supervised Practice/Internship Programs look for students who are committed to becoming registered dietitians and contributing to the profession of dietetics. Involvement in student organizations, such as the Student Dietetic Association is suggested. Students are also encouraged to become members of professional organizations. Membership in the Academy of Nutrition and Dietetics (AND) includes membership in the Ohio Dietetic Association (ODA). Members of the AND are also eligible to join the Greater Cincinnati Dietetic Association (GCDA). Student membership in these and other nutrition and food service professional organizations provide benefits including networking opportunities, eligibility for scholarships, and additional educational experiences beyond the classroom. Information about these organizations can be obtained from [www.eatright.org](http://www.eatright.org), [http://www.eatrightohio.org](http://www.eatrightohio.org), the student association bulletin board located on the first floor of the French East Building, or department faculty advisors.

- **Leadership**
  Most supervised practice programs give preference during the application process to students with leadership experiences. Volunteer or paid positions that require leadership skills are beneficial. Opportunities to develop or enhance leadership skills are also available with the Student Dietetic Association.

- **References**
  References are part of the application process for jobs or supervised practice experiences. Usually supervised practice programs require references from one or more employers and two or more professors (frequently it is specified that one be in nutrition and one in foodservice management). It is important to develop relationships over time with people who may serve as references.

Students should begin to research information about Supervised Practice/Dietetic Internship Programs during the sophomore or junior year.

- It is highly recommended that students planning to apply to dietetic internships enroll in the course, *Professional Seminar* (35-NUTR-5010), during fall semester of their senior year.
Students can obtain a current list of supervised practice programs on the ADA website at http://www.eatright.org. A hard copy of the Guide to Supervised Practice Programs is available in the Nutritional Sciences Department Office in 364 French East Building. Electronic copies of this Guide may be viewed in the College computer lab.

After selecting programs of interest, students should obtain additional information about these programs from the program website or through the e-mail address of the Program Director as listed on the AND website.

Students should review the information, and develop a sense of which programs best suit their individual needs and qualifications.

It is advisable that students who are able to relocate explore supervised practice programs outside of the Greater Cincinnati area. Placement in local internship programs is extremely competitive and programs prefer diversity in the students they accept.

Follow good business etiquette when seeking information, whether calling or writing e-mails. You cannot predict when a program director or potential employer will form an opinion about you based on your communication with them. All e-mail communications should be professionally written, free from errors, grammatically correct, and well organized.

The Following was reprinted with permission:

What Dietetic Internship Directors Want You to Know…
Carolyn Haessig, Ph.D, RD, CDN
Dietetic Internship Director
SUNY College at Oneonta
December 1, 2004

1. **Build** your resume carefully and thoughtfully throughout your college years
   a. Academic record
      i. Develop a working knowledge of anatomy, physiology, nutrition, MNT, food science, food production and service, and management
      ii. Learn to apply theoretical knowledge to ‘real world’ situations
      iii. Become skilled in assimilating new information and coping with new situations
   b. Leadership and service. What skills did you develop?
   c. Professional experiences – either paid or volunteer. What did you learn?
   d. Relationships with future ‘references’

2. **Follow** the lead from the program about asking questions, contacting the director, attending open houses, participating in interviews. Most directors welcome and encourage contact from potential applicants.

3. **Read** all program materials thoroughly

4. **Take** the time you need to understand how this program is similar to and different from the others you are applying to. Find a good fit between your needs and interests and those of the internship.

5. **Read** all directions for applying carefully
a. Seek clarification from the program if needed

b. Don’t expect a program director to answer questions that are clearly answered in the program brochure and/or web-site

6. Follow all of the internship’s directions carefully and completely
   a. Think of this as you would a job application
   b. Don’t ask that exceptions be made for you

7. Make a good “first impression” when you ask for an application

8. Make a good “impression” every time you communicate with the program.
   a. Email should always include your name and the name of the school you are attending. Check your spelling, punctuation, grammar, and word use carefully.
   b. Voice mail ‘greetings’ and answering machines on your phone should be professional
   c. Letters of application should include all of the areas the internship asked you to address. (This may mean writing a different letter of application for each internship.)

9. If you attend an open house or in-person interview, dress professionally and conduct yourself as a professional.

10. Send all of the forms and requested materials, but don’t send forms, responses, additional references, etc. that were not requested. You are being judged on your ability to follow directions.
    a. Do not send materials that were developed for and/or contain references to other programs
    b. Be sure your application is complete and that you have provided all required signatures and dates
    c. Be sure your application is neat, clean, assembled properly.
    d. Proof-read everything carefully – don’t just rely on “spell-check”

11. In your letter of application, address ‘problems’ or gaps in your academic record and career to date

12. Choose carefully those who will write references for you
   a. Do they know you well?
   b. Can they write a favorable recommendation?
   c. Can they write a substantive recommendation?
   d. Substantive comments and examples are very helpful
   e. References from are friends, relatives, co-workers, subordinates, and people who don’t know you well or haven’t seen or heard from you in years are not appropriate choices

**Recommendations for Dietetic Internships**

All dietetic internship programs require letters of recommendation and/or recommendation forms. Programs differ in both the number of references they request and specifically who should write those letters. While most faculty members and employees are willing to write letters of recommendation, realize that writing a strong letter takes time and forethought. Therefore, always ask your recommender long before your applications are due and thank your recommender (emails, phone calls, cards and/or gifts are always accepted!)
When should you ask?
Allow each recommender 6 weeks to complete your recommendation forms.

How should you ask?
Asking in person is the most professional way to ask. The second best way is via a phone call or an email. Do indeed ask, and don’t just assume someone will be willing to write a letter on your behalf.

Who should you ask to write a letter of recommendation?
Follow directions provided by each individual dietetic internship, as each program specifies who they would like to see letters from. For example, one program may request 2 letters from faculty and 1 letter from an employer, while another program requests 1 letter from the DPD Director, 1 letter from the Food Service Management instructor and another letter from an employer.

When selecting who to ask, consider the following:
- How well does that person know you? The better someone knows you, the more they can write of your strengths.
- What types of qualities and characteristics have they been able to witness in both your work and your interpersonal interactions?
- Will they have mostly positive things to say about you? If you are not sure, ask. If you had a negative run-in with an employer or faculty member and you are not sure what they think of you, you can always ask: “I am aware I made a significant mistake in your class, and have a lot of regrets regarding my decision. However, I earned A’s on your exams and feel as though I put a lot of effort into projects. Would you be able to look past my one mistake and write a positive letter of recommendation for me?”

What should you provide your letter writers?
Individuals who write letters of recommendation often have many letters to write on top of a full workload. Therefore, whatever information you can provide them is always helpful. In addition, through providing them with information about yourself in an organized manner, they can attest to your organizational skills and responsibility.

Create a packet for EACH recommender with the following materials and place in a large manila envelope:
1. A cover letter thanking the recommender and providing an overview of your request, including the number of programs to which you are applying and your contact information in case they have additional questions. This is also your opportunity to inform your recommender of any additional information that makes you a strong candidate. For example, perhaps you supported yourself financially through college by working 2 part-time jobs.
2. Create a table with 2 columns. On the left hand column list the programs to which you are applying along with the internship director’s name, their credential (e.g. M.S., R.D.) and address. In the right hand column, write the application deadline and any specific instructions that are mentioned in the letter of recommendation instructions.
3. A printed mailing label for each internship to which you are applying with the director’s name, credentials, dietetic internship program name and address.
4. Statement of your career goals
5. Copy of a cover letter that you plan to use for one of the programs to which you are applying.
6. Resume
7. A list of 10 strengths and 10 weaknesses.
8. Unofficial transcripts


10. Calculate your DPD GPA and handwrite this number on the top page of your unofficial transcripts. Using the GPA calculator again, enter grades for the rest of the courses that you have completed on the list. You may include classes you are finishing up if you are fairly confident in what your final grade may be.

11. A summary of your performance with that particular recommender.

For Faculty:

- Summary of your performance in significant events, projects, and exams completed in courses taught by each recommender. Example: “You wrote “Outstanding” at the top of my article for the lay public in NFSC 460, and encouraged me to publish my article in the Chico News and Review.” and/or “I scored A’s on all of the exams in your class.”

For Employers:

- Summary of achievements and characteristics you’ve demonstrated in the workplace. Example: “You frequently complimented me on my punctuality and my sense of humor with customers.”

Recommendations are now completed through DICAS. This system can be accessed at [http://portal.dicas.org](http://portal.dicas.org).

**Reprinted from DEP-List (author unknown)**

**Most Supervised Practice/Internship Programs use a national application process.** There are two application periods. Most applications are due in mid-February, notification is in mid-April, and programs start in late summer or early fall. Applications to some programs are due in mid-September, notification is in mid-November, and programs begin in January.

- The application process involves submitting the requested application materials to each of the programs for which you would like to be considered. The application consists of an application form, transcripts, references, and usually a letter of application addressing issues specified by the internship. In addition, a Declaration of Intent form or Verification Statement must be included. The standardized application form is available at [www.depdpg.org](http://www.depdpg.org). Many internships are now using the on-line Dietetic Internship Centralized Application System (DICAS). Individual programs may require additional information or use an alternate application form.

- A Declaration of Intent is required instead of the Verification Statement when applying to dietetic internships if course work is still in progress.

- A Verification Statement is needed as proof that both the academic requirements have been completed. **In order to be verified for completion of DPD requirements within the undergraduate program at UC, a student must complete a minimum of 30 credit hours in the program and all program requirements (see page 15). Certificate in DPD students must**
The majority of dietetic internship (DI) programs use computer matching to fill their programs. Information on computer matching may be obtained from the website of D & D Digital Systems at http://www.dnddigital.com/.

The Next Steps following Completion of the CP or DI

**National Registration Examination - Becoming an RD**

After successful completion of the supervised practice experience, students must pass the national registration examination in order to become a registered dietitian. Registration Examination information is available from the American Dietetic Association’s Commission on Dietetic Registration (CDR) and from directors of dietetic internships and coordinated programs. The examination is computerized and is taken at an approved computer testing facility.

**State Licensure or Certification**

Most states require certification or licensure in order for an individual to practice dietetics. Access http://www.eatright.org/HealthProfessionals/content.aspx?id=7093 for the list of licensure or certification requirements for each state.

**Maintaining Registration Credentials - Continuing Education**

To maintain registration status, Registered Dietitians must complete 75 clock hours of continuing education every five years. A professional portfolio process is used to establish goals for continuing education and document completion of experiences to meet these goals.

**Cost to Student**

For the most current information regarding tuition and other fees students can check http://www.financialaid.uc.edu/fees/costs.html and http://www.uc.edu/about/ucfactsheet.html#tuition.

Students will want to consider expenses related to transportation if they commute to campus.

Students planning to apply for an internship should be aware that there is a cost associated with the application process.

**Support Services- Refer to Appendix A**

**Policies**

Following are policies and general information for students in the undergraduate and Certificate programs.

**Admission Requirements**

Initial admission to the BS in either Dietetics or Food and Nutrition is open to all students who meet the admission requirements for the College of Allied Health Sciences listed below.

Students entering from High School (HS):

- A high school GPA of at least 3.0 or higher
- ACT score of 21 math or higher
• UC admits students based on academic and non-academic factors. For more information please visit the UC Admission Requirements website: http://admissions.uc.edu/highschool/requirements.html

Students transferring from another college or university must meet the above requirements and must have a GPA of at least 3.0 in all previous college work and have completed a one semester general chemistry course with lab. Students must have earned a C- or higher in all college level science courses.

Information related to admission requirements for the Certificate programs can be found at http://www.cahs.uc.edu/.

Program Requirements
To remain in the program, students must:
• Maintain a 2.5 GPA with no less than C- in any Nutritional Sciences course,
• Adhere to policies and procedures, and
• Conduct themselves in a professional manner, adhering to the Student Code of Conduct found at http://www.uc.edu/conduct/Code_of_Conduct.html.

Program Completion Requirements
Undergraduate students must:
• Complete all didactic course requirements (as above),
• Have no more than 3 D’s in major coursework
• Complete all general education and elective requirements pertaining to the major or certificate program in which the student is enrolled,
• Maintain a 2.5 GPA in the Food & Nutrition/Dietetics majors and DPD Certificate Program,
• Maintain a 3.0 overall GPA with 3.2 GPA in Nutrition Sciences courses for students accepted to the CP,
• Complete a Professional Portfolio, and
• Not have outstanding financial or other program obligations.

Information related to program completion requirements for the Certificate programs can be found at http://www.cahs.uc.edu/.

Assessment of Prior Learning and Credit toward Program Requirements including Transfer Credits, Assessment of Life Experience, and Articulation Agreements
Information regarding the transfer of course credits that match to equivalent classes at UC may be found at (http://www.admissions.uc.edu/transfer/transfer_autoequiv.html).

Occasionally equivalency for course content can be granted for life experience (this does not necessarily replace credit hours needed toward a degree or certificate). Verification will be necessary. This may be accomplished by having the student document his/her experiences (specifically addressing the knowledge and skills covered in the course in question), requesting examples of the student’s work, documentation from a supervisor, and/or testing. When evaluating life experience, recency and breadth of exposure will be considered. While the student may have extensive exposure in one area of practice, they may benefit from updating and broadening their knowledge and skills by taking current courses.

An Articulation Agreement for the transfer of courses is in place for students transferring from Cincinnati State Technical and Community College and Sinclair Community College. Course equivalency, which has previously been determined through articulation agreements with other programs, does not require additional verification assuming that the content for the course being substituted and the substituting course has not changed.
Policy on Pre-requisites
Course pre- and co-requisites are established so that students can complete basic content before they take more advanced content in a specific subject areas. If a student has not completed a pre-requisite course with a grade of C- or better, the student may not continue with selected courses requiring that pre-requisite. In rare circumstances, students may get permission from the Undergraduate Program Director to take a nutrition class without the required pre- or co-requisite. To seek this permission students must complete a “Permission to take nutrition class without pre-requisite” form (Appendix B). This form requires students to provide rationale for taking a class out of the recommended course sequence. The form must then be submitted by the student to the Undergraduate Program Director for Approval or Disapproval along with a copy of their transcript and current curriculum sheet. Should approval be granted, students must provide a copy of the form (signed by the Undergraduate Program Director) to the course instructor. A signed copy of the form will also be placed in the student’s file. If approval is not granted, the Undergraduate Program Director will inform the student and email the instructor to indicate that the student is not eligible to take the class.

Equal Opportunity
The Nutritional Sciences programs protect student civil rights and comply with the University of Cincinnati equal opportunity policies that are administered through the University of Cincinnati Office of Equal Opportunity. Policies are available at: (http://www.uc.edu/hr/equal_opportunity.html).

The University of Cincinnati affirms that discrimination on the basis of race, color, religion, national origin, age, sex, sexual orientation, disability, and status as a disabled veteran or veteran of the Vietnam era will not be practiced in any of its programs or activities. Furthermore, where past or present discrimination continues to have an adverse impact upon protected class members, such as minority groups, women, disabled, Vietnam era veterans, or disabled veterans, the University will take affirmative action to implement its policy of equal opportunity for all.

Withdrawal and Refund of Tuition Fees
The complete withdrawal process, individual class withdrawals process and information about refund of tuition fees is available from the Office of the Registrar website http://www.uc.edu/registrar/methods_of_reg.html.

Scheduling and Program Calendar (including vacation and holidays)
The Office of the Registrar website www.uc.edu/registrar includes a detailed University Calendar listing dates such as beginning and ending dates of each quarter, key registration dates, deadline dates, payment dates, exam dates, holidays, etc.

Protection of Privacy of Information
The Family Educational Rights and Privacy Act of 1974 (34 C.F.R. Part 99 - commonly known as FERPA), is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
Copies of any portion of the record will be provided at a cost currently established at ten cents ($0.10) per page, excluding the official transcript of the student’s permanent academic record for which the University’s transcript policy and fee will apply.

2. The right to request an amendment of the student’s education record if the student believes it is inaccurate or misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should submit a written request to the University office responsible for the record, clearly identifying the part of the record the student wants changed and specifying why it should be changed. That office will notify the student of its decision. Contact the Office of the Ombuds at 513-556-5956 should you encounter difficulty in obtaining the requested record review. If the University office decides not to amend the record as requested, the student may request a hearing before the University’s Family Educational Rights & Privacy Act Committee. To request this hearing, contact the Office of the Registrar at 513-556-9900.

3. The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with “legitimate educational interest.” A school official is an employee, agent or other person acting on behalf of the University, to include: a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, or enrollment/degree certification service facilitator); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, D.C. 20202-5920

At its discretion, University of Cincinnati may provide “directory information” in accordance with FERPA provisions. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at University of Cincinnati includes the following:

Category 1: student’s name, dates of attendance, enrollment status, degrees conferred and dates, honors and awards, college, class, and major field of study
Category II: student identifier (non-Social Security Number), address, e-mail address, and telephone number

Students may block the public disclosure of directory information (all or by category) by submitting a completed "Directory Information Hold-Release Authorization Form" to the One Stop Student Service Center (University Pavilion, 2nd floor) or the Office of the Registrar (University Pavilion, 5th floor). This can be found at http://onestop.uc.edu/resources/forms.html.

Please consider carefully the consequences of a decision to withhold directory information. A non-disclosure block with call for University of Cincinnati not to release any or all of your “directory information”. Thus, University of Cincinnati will deny any future requests for such information submitted by non-institutional third persons or organizations. University of Cincinnati will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information.

Regardless of the effect upon you, the University assumes no liability as a result of honoring your instructions that such information be withheld. University of Cincinnati will honor requests for the non-disclosure of directory information until the student rescinds the request in writing (or by the form) to the UC Registrar’s Office.

Access to Personal Files
The student may review any material within his or her file under the supervision of a college academic advisor. The student does not have access to review any material received by the program that has been labeled as confidential from the source received, such as references to which the student has waived his or her access. Student files are confidential and are available only to the student and the program faculty.

Insurance Requirements
All students who register for six (6) or more credit hours are automatically assessed health insurance coverage unless they previously have waived coverage during the then current academic year.

Liability for Safety in Travel and for Injury or Illness while in a Facility for Practicum
The University of Cincinnati does not cover students/interns while in route to their destination due to the fact that the University does not cover personal vehicles of students/interns. Normally, coverage (professional liability) begins upon arrival to the destination. Students are required to show proof of auto liability coverage according to the statutory laws to their practicum instructor.

Formal Assessment of Student Learning
Students are awarded grades at the end of didactic courses as an indication of their performance in the course, and they are generally the culmination of assessment done throughout the quarter. Assessment is normally in the form of written exams and assignments but may take other forms as well. Syllabi indicate the basis by which grades are derived.

Grievance Procedures
A grievance process exists for the objective review of students’ concerns. Students are encouraged to voice concerns about problems encountered with the program. The resolution of these concerns will be consistent with the University’s established policies and procedures as contained in the Student Grievances Procedures handbook, available from the office of the Ombudsman (http://www.uc.edu/ombuds/). General guidelines are also available in the College of Allied Health Sciences Student Handbook (www.cahs.uc.edu/Libraries/Documents/CAHSSStudentHandbook2014.sflb.ashx)

Students are encouraged to discuss complaints and questions with their course instructor first. If the issue is not resolved satisfactorily they are advised to contact their departmental advisor/mentor. If the issue is still in need of resolution, students should contact the Undergraduate or Coordinated Program Director. The director will work with the student and other personnel to resolve the issue.
Procedures for complaints about the Accreditation Council for Education in Nutrition and Dietetics (ACEND) can be found in Appendix C. Procedures for complaints to ACEND against accredited programs may also be found in Appendix C.

**Disciplinary and Termination Procedures**
Students who fail to meet expectations and standards, due to misconduct or deficiencies in fulfilling required learning or supervised practice experiences, are subject to termination from the program. Positive results from any drug screen required during supervised practice experiences will be grounds for disqualification from entering or continuing in the program.

Students whose cumulative grade point average drops below the 2.5 minimum will be placed on academic warning or probation by the Academic Advising Office and will be advised to meet with their college academic advisor prior to enrolling in courses for the next quarter. These students are also expected to meet with their departmental faculty advisor. Recommendations for tutoring and other assistance can be made during meetings with either the college academic advisor or departmental faculty advisor. It is extremely important that students with cumulative grade point averages below 2.5 seek assistance immediately to ensure that they are eligible to graduate as planned.

**Non-Discrimination Policy**
The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The University does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The University responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The University takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

The following person has been designated to handle inquiries regarding discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, age, and veteran status:
Section 504, ADA, Age Act Coordinator
340 University Hall, 51 Goodman Drive
Cincinnati, OH 45221-0039
Phone: (513) 556-6381; Email: HRONESTP@ucmail.uc.edu

The following person has been designated to handle inquiries regarding discrimination, harassment, or retaliation based on sex, sexual orientation, gender, and gender identity or expression:
Title IX Coordinator
3115 Edwards 1, 45 Corry Blvd.
Cincinnati, OH 45221
Phone:  (513) 556-3349; Email: title9@ucmail.uc.edu
Weather Policy
When UC West Campus is closed due to inclement weather, the Department of Nutritional Sciences will be closed as well. All classes for students in the Department of Nutritional Sciences will be cancelled with the exception of online classes and the online part of hybrid classes. Online classes and the online part of hybrid classes will continue as usual. For all classes on campus, students should check their course Blackboard announcements for any status updates on course assignments, course postings, test rescheduling etc.

Coordinated Program (CP) interns in supervised practice rotations should follow the closing policy of their rotation sites or the directions of their preceptors. This should be discussed prior to the arrival of inclement weather.

Appendix A: Campus Resources

- African American Cultural and Research Center:
  - Website: [http://www.uc.edu/aacrc.html](http://www.uc.edu/aacrc.html)
  - Email: ucaacrc@ucmail.uc.edu
  - Phone: 556-1177
  - Location: 1st Floor Sander Complex
  - The center helps students to embrace diversity and provides campus activities accordingly.

- Bearcat Campus Card:
  - Website: [http://www.uc.edu/bearcatcard/](http://www.uc.edu/bearcatcard/)
  - Email: Bearcatcard@uc.edu
  - Phone: 556-2000
  - Location: Main Street Connection Center,
    - Tangeman University Center, Level 3
  - The Bearcat Campus Card office can be used to add money to existing accounts and provides a list of locations where the card is accepted.

- Bookstore:
  - Website: [http://www.uc.edu/bookstore/](http://www.uc.edu/bookstore/)
  - Email: uc@bkstr.com
  - Phone: 556-1700
  - Location: TUC room #365

- Career Development Center:
  - Website: [http://www.uc.edu/career.html](http://www.uc.edu/career.html)
  - Email: cdc@uc.edu
  - Phone: 556-3471
  - Location: 1st Floor - University Pavilion
  - The CDC allows students to research career opportunities that fit with their talents and goals. Speakers from the CDC are also available.

- Center for Community Engagement:
  - Website: [http://www.uc.edu/cce.html](http://www.uc.edu/cce.html)
  - Email: community.engagement@uc.edu
  - Phone: 556-1559
  - Location: 2639 Clifton Ave in the Stratford Heights Complex
The CCE provides a list of upcoming community service events as well as the form for Cincinnatus service hours.

- **Disability Services:**
  - Website: [http://www.uc.edu/aess/disability.html](http://www.uc.edu/aess/disability.html)
  - Email: dso@uc.edu
  - Phone: 556-6823
  - Location: 210 University Pavilion
  - Disability Services provides assistance to a wide variety of students with varying disabilities.

- **Ethnic Programs and Services:**
  - Website: [http://www.uc.edu/eps.html](http://www.uc.edu/eps.html)
  - Email: hutchinbn@ucmail.uc.edu
  - Phone: 556-6008
  - Location: 555 Steger Student Life Center
  - Includes information on the Darwin T. Turner Scholarship for minority students.

- **Financial Aid:**
  - Website: [http://financialaid.uc.edu/](http://financialaid.uc.edu/)
  - Email: financeaid@uc.edu
  - Phone: 556-9171
  - Location: 220 University Pavilion
  - The financial aid office offers information regarding scholarships, payments, and other aid awards.

- **Health Services:**
  - Website: [http://www.uc.edu/uhs.html](http://www.uc.edu/uhs.html)
  - Email: Adam.Alexander@UCHealth.com
  - Phone: West campus 556-2564; East campus 584-4457
  - Location: Richard E Lindner Center 3rd Floor (W. Campus);
    - 1st Floor, Holmes (E. Campus)
  - Provides on campus health services for students. An appointment is advisable.

- **Honors Scholars Program:**
  - Website: [http://www.uc.edu/honors.html](http://www.uc.edu/honors.html)
  - Email: honors@uc.edu
  - Phone: 556-6254
  - Location: 7th Floor Swift
  - The Honors Scholars Program provides additional opportunities for Honors students as well as advising.

- **Housing and Food Services:**
  - Website: [http://www.uc.edu/housing/](http://www.uc.edu/housing/)
  - Email: UCHousing@uc.edu
  - Phone: 556-6461
  - Location: Scioto Hall, 2nd Floor
  - Provides information concerning on campus housing.

- **Institute for Global Studies and Affairs:**
  - Website: [http://www.uc.edu/international/study-abroad.html](http://www.uc.edu/international/study-abroad.html)
Email: global@uc.edu
Phone: 556-4402
Location: 3134 Edwards One
IGSA provides information on studying abroad as well as scholarship information. IGSA is also linked to the Global Studies certificate offered by the Honors Scholars Program.

- **Judicial Affairs:**
  - Website: [http://www.uc.edu/conduct/](http://www.uc.edu/conduct/)
  - Email: rogersd@ucmail.uc.edu
  - Phone: 556-6814
  - Location: Steger Student Life Center 7th floor
  - Judicial Affairs handles complaints involving students as well as cases brought by the University against students.

- **Learning Assistance Center:**
  - Website: [http://www.uc.edu/aess/lac.html](http://www.uc.edu/aess/lac.html)
  - Email: lac@uc.edu
  - Phone: 556-3244
  - Location: 120 University Pavilion
  - This service offers classes and resources on study skills and arranges tutoring.

- **Ombuds Office:**
  - Website: [http://www.uc.edu/ombuds/](http://www.uc.edu/ombuds/)
  - Email: Lillian.Santa-Maria@uc.edu
  - Phone: 556-5956
  - Location: 607 Swift
  - Ombuds handles sexual harassment cases, problems between students and faculty, as well as grade complaints.

- **One Stop Services:**
  - Website: [http://www.onestop.uc.edu/](http://www.onestop.uc.edu/)
  - Email: onestop@uc.edu
  - Phone: 556-1000
  - Location: 220 University Pavilion 2nd floor

- **Psychological Services Center: aka Counseling Center**
  - Website: [http://www.uc.edu/counseling.html](http://www.uc.edu/counseling.html)
  - Email: tow.yau@uc.edu
  - Phone: 556-0648
  - Location: 316 Dyer Hall
  - Psychological services provides student with on campus psych advice as well as information on self help techniques.

- **Public Safety:**
  - Website: [http://www.uc.edu/pubsafety/](http://www.uc.edu/pubsafety/)
  - Email: PublicSafety@ucmail.uc.edu
  - Phone: 556-4900
  - Location: Three Edwards Center – 51 West Corry Street
- The office of public safety includes on campus police as well as links to Cincinnati and Hamilton County Police Departments. Additionally the site includes information on the Night walk program.

- **Student Activities and Leadership Development:**
  - Website: [http://www.uc.edu/sald.html](http://www.uc.edu/sald.html)
  - Email: student.activities@uc.edu
  - Phone: 556-6115
  - Location: 455 Steger Student Life Center
  - SALD organizes a wide variety of on campus events as well as leadership opportunities.

- **Wellness Center**
  - Website: [http://www.uc.edu/wellness.html](http://www.uc.edu/wellness.html)
  - Email: wellness.center@uc.edu
  - Phone: 556-6124
  - Location: 675 Steger Student Life Center
  - The Wellness Center is available to provide speakers on topics ranging from stress management to STDs.

- **Women’s Center:**
  - Website: [http://www.uc.edu/ucwc.html](http://www.uc.edu/ucwc.html)
  - Email: brandy.turnbow@uc.edu
  - Phone: 556-4401
  - Location: Steger Student Life Center Suite 571
  - The Women’s Center focuses on addressing the diverse needs of female students at UC. The Center also provides assistance in cases of sexual assault and domestic abuse.
  - One Stop provides current students with information for class registration, grades, status of financial aid and tuition bills.
Appendix B
Department of Nutritional Sciences
PERMISSION TO TAKE NUTRITION COURSE
WITHOUT PRE- or CO-REQUISITE

Instructions: Student must give the Undergraduate Program Director a copy of their transcript and curriculum sheet along with this completed form. If permission is granted the student must provide a copy of this form to the instructor for the class requested below. If permission is denied, the Undergraduate Program Director will send an email to the course instructor.

Course: ________________________________________
Course Instructor: __________________________________
Course Instructor email: _____________________________
Quarter (circle one):   Fall  Winter  Spring  Summer
Year: ___________________________
Pre-Requisite(s) for Course: _______________________

Why are you requesting to take the class without the pre-requisite/co-requisite?
_________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________

Undergraduate Program Director’s Permission (circle one):
Grant  Deny

________________________________________
Undergraduate Program Director’s Signature

______________________________
Date

Approved 6/08
Appendix C: Procedure for Complaints about ACEND

Any individual, for example, student, faculty, dietetics practitioner, and/or member of the public, may submit a complaint about standards, policies, procedures, or conduct of ACEND. The complaint must be signed by the complainant. Anonymous complaints will not be considered. The following procedures will be used in the investigation of a complaint.

1. AND Accreditation staff will forward all written complaints to the ACEND Chair and a public member within three weeks of receipt of the complaint.

2. If the ACEND Chair and the public member determine that the complaint does not relate to the standards, policies, procedures, or conduct of ACEND, the complainant will be notified within two weeks of their review that no further action will be taken.

3. If the ACEND Chair and the public member determine that the complaint does relate to the standards, policies, procedures, or conduct of ACEND, the complaint will be acknowledged in writing within two weeks of their review and the complainant will be provided a copy of the process for handling the complaint.

4. The ACEND Chair will appoint a review committee that will consider the complaint, along with all relevant information, and recommend appropriate action to ACEND.

5. ACEND or the ACEND chair may determine that legal counsel is needed to address the complaint. The AND staff will work with ACEND and legal counsel to identify a plan to address the complaint.

6. ACEND will consider the review committee’s recommendation at its next scheduled meeting. If the complaint is determined to be unsubstantiated or not related to the standards, policies, procedures, or conduct of ACEND, no action will be taken. If the complaint is substantiated, appropriate action will be taken.

7. The complainant will be notified of ACEND’s decision and action in writing within two weeks of the decision.

Procedure for Complaints (to ACEND) Against Programs

ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner or member of the public, may submit a complaint against any accredited or approved program to ACEND. However, ACEND will not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered. The following procedures will be used in the investigation of a complaint against an accredited or approved program.

1. AND Accreditation staff will forward all written complaints to the ACEND Chair within three weeks of receipt of the complaint.

2. If the ACEND Chair determines that the complaint does not relate to the accreditation standards or policies, the complainant will be notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND Chair determines that the complaint may relate to the accreditation standards or policies, the complaint will be acknowledged in writing within two weeks of the Chair's review and the complainant will be provided a copy of the process for handling the complaint.

4. At the same time as the complainant is notified, the complaint will be forwarded to the program by certified mail. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, will receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant will be "blocked out" within the body of the written complaint that is sent to the program.

5. The ACEND Chair will request the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by return receipt of certified mail.

6. The ACEND Chair may also request further information or materials relating to the complaint from the complainant, the institution, or other sources.

7. The ACEND Chair will appoint a review committee to consider the complaint, along with all relevant information. The review committee will recommend appropriate action to ACEND at its next scheduled meeting.

8. In determining the appropriate action, ACEND will consider the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.

9. ACEND or the ACEND chair may determine that legal counsel is needed to address the complaint. The AND Accreditation staff will work with ACEND and legal counsel to identify a plan to address the complaint.

10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action will be taken.

11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action will be taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and ACEND determines that the program is not in compliance with the accreditation standards or policies, ACEND may place the program on probation or withdraw accreditation or approval.

12. The Program Director and administration of the sponsoring institution will be notified of ACEND’s decision and action in writing within two weeks of the decision. The complainant will be notified of the final decision and action when the reconsideration and appeals process expires.

13. The program will have the right to request ACEND to reconsider a decision to place the program on probation or to withdraw accreditation or approval.